

Dear Prospective Parent/Guardian:

Thank you for your interest in Healthy Learning Academy. Please read through the application packet carefully so you can fully understand the unique educational opportunity we provide for our students.

Parents of transferring students will be required to provide copies of most recent report card, assessment data, I.E.P. or 504 Plan, and student's conduct records with application.

Grade placement of previously home-schooled students will be based on a School Board of Alachua County approved assessment model.

Thank you for your interest in Healthy Learning Academy. Please complete this enrollment packet and return it to us. Applications are due prior to March 1<sup>st</sup> in order for your child to be considered for kindergarten enrollment lottery for the 2024-2025 school year. We will send out letters after the lottery to inform you if you have been selected or not. It is your responsibility to contact Healthy Learning Academy if you would like your child to remain on the waiting list for first grade etc.

Please consider all questions candidly and provide us with as much information as possible.

Further information can be found on our website, [www.healthylearningacademy.com](http://www.healthylearningacademy.com). Feel free to contact us should you have questions. Applications can be returned to school in person or via email, please send to [rcarr@hlcharter.com](mailto:rcarr@hlcharter.com).

Thank you,

Suzanne Borganelli  
Principal



**Registration Agreement  
Healthy Learning Academy**

*You must carefully read, initial, sign and return this registration agreement in order for your child to be considered for enrollment. Failure to do so will mean that your student's records will be returned to Alachua County School Board for placement at a district school.*

We agree to the following philosophy, conditions, and responsibilities that govern enrollment and attendance of our child at HLA:

- The School was created to guarantee students a safe and productive place to be educated. No interference with these goals is acceptable.
- Teachers are responsible for maintaining a productive learning environment, teaching all appropriate material, and reporting unacceptable student behaviors to school administrators and parents.
- Teachers and administrators are responsible for removing from the classroom those students whose behavior is disrespectful, counterproductive, or disruptive to their own or other student's learning.
- **Students are expected to demonstrate respect for each other, teachers, staff and volunteers at the school.**
- **Students are expected to work diligently and to the best of their ability during the entire school day. They are expected to complete all assignments and work they miss due to absence or tardiness.**
- **Students are expected to contribute to the upkeep, cleanliness and maintenance of the campus.**
- *Parents are primarily responsible for assuring that students: value learning, respect the rights of others, attend school regularly and on time, and follow all school rules and regulations.*
- *Parents are responsible for modifying unacceptable student behaviors reported by the school.*
- *As a parent or guardian, I agree to work cooperatively with school personnel to make sure my student completes all assignments, understands the school's goals, rules, and regulations, and understands that any discipline problems that arise at school will be handled immediately by parents or guardians.*
- *As a parent, I agree to come to the school, if called by the staff, to speak to my child or to remove my child from campus. I agree to keep my child at home when my child has been suspended and make sure my child is working on school assignments.*
- *As a parent, I agree to work cooperatively with, and support the school's personnel in their efforts to educate my child. I agree to look for, sign and return all homework and school documents.*
- *As a parent, I take responsibility for delivering and retrieving my child from school on time and in a safe manner. I will respect all rules and regulations regarding safe*

*driving on campus.*

- *As a parent, I will see to it that my child is appropriately groomed and clothed for school every day.*
- *As a parent, I give permission for the school to test my student to determine individual ability and achievement on an ongoing basis.*
- *As a parent, I will be responsible for keeping the school informed about any changes in address or phone number. I realize that it is critical that the school be able to find me at all times.*
- *As a parent, I will be responsible for my child's health. I will not send a sick child to school. I will immediately pick my child up from school for health reasons if the school requests it.*
- *As a parent, I agree that the consequences listed are reasonable and necessary for the safe and orderly operation of the school.*
  - *As a parent, I understand that I may voluntarily withdraw my child from the school at any time if I disagree with policies, procedures, decisions, or practices at the school.*
  - *As a parent, I understand that I must always treat the school staff with respect and I understand that failure to do so will mean the removal of my student from the school.*

### Code of Conduct

All behavior issues will be documented in the student's cumulative file. Suspensions will be reported through the School Board of Alachua County and will be on the student's permanent record.

Consequences for student misconduct:

#### Step 1\*

A first offense or minor act of misconduct which interferes with orderly classroom or school function, or learning. These offenses may be handled first by the teacher or other staff members. The incident may also be referred to the administration or BRT (Behavior Resource Teacher). Documentation of behavior and consequences will be filed.

#### Step 2

Repeated offense of misconduct which requires administrative action. The student will be referred to the administration or BRT. Student may be scheduled for follow up with the school counselor. The parent(s) will be notified and a behavior plan conference will be held. The teacher, parents, counselor, and administration will agree to a PBP (Positive Behavior Plan). A follow up meeting will be scheduled in 1-4 weeks after implementation of the PBP to discuss progress of detrimental behavior.

#### Step 3\*\*

After 1-4 weeks, the teacher, parents, and administration will reconvene to discuss progress made by the student and adjust the PBP as necessary. If progress is sufficient the teacher, parents, and administration will agree to end the plan or continue to monitor progress.

If during Step 3 it is determined that there is no progress or the behavior has worsened the conference will act as a final warning.

#### Step 4

After a final warning is communicated between the parents, student, teacher, and

administration terms of suspension/dismissal will be discussed. A major offense will place a student directly to Step 4 as determined by administration.

**A minor offense** is an act of misconduct which interferes with the orderly classroom or school function, and/or acts directed against property or persons. The offenses may be handled first by the teacher or other staff members. These offenses do not endanger the health or safety of others.

Examples are, but not limited to: classroom disruptions, dress code violations, unsafe acts, defiance and offensive language, bullying, acts directed against a person or property without danger to health or safety.

Additional actions may be taken in response to minor offenses: verbal reprimand, time out, withdrawal of privileges, parent notification, counseling, teacher/student conference, teacher/parent/student conferences, restitution and restorative practices, behavior contract, behavior referral, school based intervention program, administrator/parent conference, in-school suspensions for a partial day

**A major offense** is the most serious breach of conduct; it must be reported immediately to the administration. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority to school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school.

Examples are, but not limited to: possession of weapons or drugs, damage to property, threats to health and/or safety, physical altercation, abusive language (\*\*see definition), etc.

Parent/guardian will be notified, and the additional actions may be taken in response to major offenses: administrator/student/parent conference, behavior contract, after school detention, in-school suspension, suspensions from extracurricular activities, out-of-school suspension (no more than 5 days), restitution and restorative practices, recommend alternative placement, recommend expulsion, report to law enforcement

**As a student, I understand that a failure on my part to take care of the responsibilities I have agreed to herein may result in my permanent dismissal from the school.**

By my signature below, I signify that I have read this agreement and I agree to abide by the conditions and responsibilities outlined above:

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Student Signature

Student Name (Print)

Date

***As a parent, I understand that a failure on my part to take care of the responsibilities I have agreed to herein may result in the permanent dismissal of my child from the school.*** By my signature below, I signify that I have read this agreement and I agree to abide by the conditions and responsibilities outlined above:

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Parent Signature

Parent Name (Print)

Date

# Potential Student Meet and Greet Questionnaire

Child's name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Parents'/Guardians' full names \_\_\_\_\_

Who lives at home with child? Please list all.

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Custody arrangements/extenuating circumstances?

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After school needed? At HLA \_\_\_\_\_ Other \_\_\_\_\_

Name of school your child attends?

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Do you feel your child is prepared socially, emotionally, and academically for their grade? Any issues we should know about in these areas? Any discipline issues at preschool, daycare, or last school?

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Any special needs academic/physical/medical? Any possible inherited health /academic/ emotional issues? Any pregnancy/ birth complications? Please be specific.

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Are you willing **and** able to provide transportation **every day** to and from school?

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Are you able **and** willing to perform 20 hours annually (at least 5 in the classroom) of volunteer work at HLA?

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How do you plan to fulfill your volunteer obligation? Any special interests/talents/job presentation/listen to children read? Other? \_\_\_\_\_

Are you able **and** willing to attend most monthly family nights (with advance notice) to enhance your child's educational experience? \_\_\_\_\_

Are you able **and** willing to support your child's education by: signing and returning planners, newsletters, etc. in a timely manner, assisting with homework and listening to your child read on a regular basis? \_\_\_\_\_

Are you able **and** willing to send a healthy snack with your child each day?

\_\_\_\_\_

Are you able **and** willing to support the health mission of this school by working with your child to practice healthy habits at home? How will you accomplish this?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why would you like your child to attend HLA? \_\_\_\_\_

\_\_\_\_\_

How did you hear about Healthy Learning Academy? \_\_\_\_\_

\_\_\_\_\_

Any questions/ comments/ concerns? \_\_\_\_\_

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# ***Introducing ... YOUR Child***

I would like to know more about your child. This information will allow me to better understand your child, and to meet his/her educational needs.

Please answer the following questions and return this form as soon as possible. Feel free to use the back of the page or attach an additional sheet if needed.

Child's Name: \_\_\_\_\_

\* List some words that describe your child's personality.

\_\_\_\_\_

\* What motivates your child?

\_\_\_\_\_

\* What upsets your child?

\_\_\_\_\_

\* What are your child's interests/activities outside of school?

\_\_\_\_\_

\* What activities do you participate in as a family?

\_\_\_\_\_

\* What subject/activity does your child most enjoy? Why?

\_\_\_\_\_

\* What subject/activity does your child least enjoy? Why?

\_\_\_\_\_