

Harborview Academy

Family Handbook 2026-2027

Lower School (K-4) and Upper School (5-8)

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Welcome

Harborview Academy is a community of learners, families, and staff who share responsibility for every child's growth.

Where this section on welcome differs from a teacher's classroom expectations, the handbook applies.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Families acknowledge this handbook each August through the family portal.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

The school may update this policy during the year; the version posted in the family portal is the current one.

Where this section on welcome differs from a teacher's classroom expectations, the handbook applies.

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Welcome (continued)

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This section on welcome applies to every student at both campuses unless a division head states otherwise in writing.

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Mission and Values

Our values are curiosity, courage, and community, and they guide decisions about teaching, discipline, and family partnership.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Where this section on mission and values differs from a teacher's classroom expectations, the handbook applies.

The school may update this policy during the year; the version posted in the family portal is the current one.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

This section on mission and values applies to every student at both campuses unless a division head states otherwise in writing.

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Campuses

The Lower School (kindergarten through grade 4) is at 410 Lighthouse Road, Port Ellery. The Upper School (grades 5 through 8) is at 22 Quarry Lane, Port Ellery.

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School Hours

Lower School runs 8:05 a.m. to 3:10 p.m.; Upper School runs 7:55 a.m. to 3:20 p.m.. Wednesday dismissal is 1:30 p.m. at the Lower School and 1:40 p.m. at the Upper School.

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Arrival and Dismissal

Families use the Lighthouse Road loop for drop-off. Staff supervise the loop from 7:40 a.m. Students picked up after dismissal go to After School Care and the family is billed the drop-in rate.

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Attendance

Call the attendance line at (555) 014-2210 by 8:30 a.m. A student who misses more than 18 school days in a year is referred for an attendance plan.

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Tardiness

Students who arrive after the first bell sign in at the main office. Three tardies in a month lead to a conversation with the division head.

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Academic Program

Lower School classes are self-contained with specialist teachers for Spanish, music, art, and physical education. Upper School students move between subject teachers in blocks.

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Homework

Homework in grades 6 through 8 is limited to about 90 minutes a night. Lower School homework is reading every night and one short practice assignment.

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Assessment and Reporting

Report cards go home in January and June. Conferences are held in November and March.

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Learning Support

The Learning Specialist works with teachers and families to plan accommodations. Requests start with the classroom teacher.

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Technology

Students in grades 3-8 receive a school Chromebook that stays at school.

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Technology (continued)

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Phones and Devices

Phones stay off and in backpacks from the first bell until dismissal. Smart watches are set to school mode.

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Dress Code

Navy or white polo with the crest, khaki or navy bottoms, and closed-toe shoes. Formal uniform is worn on picture days and at assemblies.

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Dress Code (continued)

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Lunch and Snacks

Hot lunch is \$4.75 per meal as of October 1, 2026. Harborview is nut-aware; please send nut-free snacks.

Where this section on lunch and snacks differs from a teacher's classroom expectations, the handbook applies.

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Health Office

The School Nurse staffs the Lower School health office and visits the Upper School every afternoon. Students must be fever-free for 24 hours before returning.

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Health Office (continued)

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Medication

All medication needs a signed authorization form and is delivered by an adult in the original container.

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Allergies

Students with an allergy action plan on file may sit at a designated table at lunch.

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Safety and Drills

Fire, lockdown, and evacuation drills take place each term. Reunification is at the Port Ellery Community Center.

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Visitors

All visitors sign in at the front office with photo ID and wear a visitor badge.

Where this section on visitors differs from a teacher's classroom expectations, the handbook applies.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Families acknowledge this handbook each August through the family portal.

Students are reminded of these expectations in advisory at the start of each term.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

This section on visitors applies to every student at both campuses unless a division head states otherwise in writing.

Families acknowledge this handbook each August through the family portal.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Behavior Expectations

We expect students to be kind, honest, and prepared. Teachers handle most concerns in the classroom and contact families early.

Families acknowledge this handbook each August through the family portal.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

The school may update this policy during the year; the version posted in the family portal is the current one.

Where this section on behavior expectations differs from a teacher's classroom expectations, the handbook applies.

Students are reminded of these expectations in advisory at the start of each term.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Families acknowledge this handbook each August through the family portal.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Discipline

Serious or repeated concerns go to the division head, who meets with the student and family to agree on next steps.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Where this section on discipline differs from a teacher's classroom expectations, the handbook applies.

Students are reminded of these expectations in advisory at the start of each term.

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Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Anti-Bullying

Bullying is never acceptable. Students and families can report a concern to any adult, and every report is followed up within two school days.

This section on anti-bullying applies to every student at both campuses unless a division head states otherwise in writing.

Students are reminded of these expectations in advisory at the start of each term.

Where this section on anti-bullying differs from a teacher's classroom expectations, the handbook applies.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

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Students are reminded of these expectations in advisory at the start of each term.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Families acknowledge this handbook each August through the family portal.

Where this section on anti-bullying differs from a teacher's classroom expectations, the handbook applies.

Communication

Harbor Happenings goes out every Thursday. Teachers answer email within one school day.

This section on communication applies to every student at both campuses unless a division head states otherwise in writing.

The school may update this policy during the year; the version posted in the family portal is the current one.

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Where this section on communication differs from a teacher's classroom expectations, the handbook applies.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Where this section on communication differs from a teacher's classroom expectations, the handbook applies.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Family Partnership

Families are invited to volunteer in classrooms, at events, and through the Parent Teacher Association.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Where this section on family partnership differs from a teacher's classroom expectations, the handbook applies.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Families acknowledge this handbook each August through the family portal.

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Belongings

Lost and found. Items left in the lost and found bins at either campus are kept for one month. Unclaimed clothing is donated to the Port Ellery Community Closet on the last Friday of each month; water bottles and lunch boxes are recycled.

Families acknowledge this handbook each August through the family portal.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Students are reminded of these expectations in advisory at the start of each term.

Families acknowledge this handbook each August through the family portal.

This section on belongings applies to every student at both campuses unless a division head states otherwise in writing.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Belongings (continued)

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Students are reminded of these expectations in advisory at the start of each term.

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This section on belongings applies to every student at both campuses unless a division head states otherwise in writing.

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Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Students are reminded of these expectations in advisory at the start of each term.

Belongings (continued)

The school may update this policy during the year; the version posted in the family portal is the current one.

Students are reminded of these expectations in advisory at the start of each term.

Where this section on belongings differs from a teacher's classroom expectations, the handbook applies.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

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This section on belongings applies to every student at both campuses unless a division head states otherwise in writing.

Where this section on belongings differs from a teacher's classroom expectations, the handbook applies.

The school may update this policy during the year; the version posted in the family portal is the current one.

Field Trips

Every grade takes day trips that connect to the curriculum. Permission forms come home one week ahead.

Students are reminded of these expectations in advisory at the start of each term.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Where this section on field trips differs from a teacher's classroom expectations, the handbook applies.

This section on field trips applies to every student at both campuses unless a division head states otherwise in writing.

Where this section on field trips differs from a teacher's classroom expectations, the handbook applies.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Students are reminded of these expectations in advisory at the start of each term.

Field Trips (continued)

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Where this section on field trips differs from a teacher's classroom expectations, the handbook applies.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Students are reminded of these expectations in advisory at the start of each term.

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Field Trips (continued)

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After School Care

After School Care runs from dismissal until 6:00 p.m. at the Lower School, including Wednesdays.

Exceptions are rare and are made by the Head of School after a conversation with the family.

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Where this section on after school care differs from a teacher's classroom expectations, the handbook applies.

This section on after school care applies to every student at both campuses unless a division head states otherwise in writing.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

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After School Care (continued)

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Students are reminded of these expectations in advisory at the start of each term.

This section on after school care applies to every student at both campuses unless a division head states otherwise in writing.

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After School Care (continued)

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

This section on after school care applies to every student at both campuses unless a division head states otherwise in writing.

Families acknowledge this handbook each August through the family portal.

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The school may update this policy during the year; the version posted in the family portal is the current one.

Families acknowledge this handbook each August through the family portal.

This section on after school care applies to every student at both campuses unless a division head states otherwise in writing.

Tuition and Fees

Tuition for 2026-2027 is \$13,200 for every grade. The activity fee is \$350 per student.

The school may update this policy during the year; the version posted in the family portal is the current one.

Where this section on tuition and fees differs from a teacher's classroom expectations, the handbook applies.

This section on tuition and fees applies to every student at both campuses unless a division head states otherwise in writing.

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Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Tuition and Fees (continued)

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Tuition and Fees (continued)

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Exceptions are rare and are made by the Head of School after a conversation with the family.

Where this section on tuition and fees differs from a teacher's classroom expectations, the handbook applies.

Exceptions are rare and are made by the Head of School after a conversation with the family.

Weather Closures

Closures and delays are decided by 6:00 a.m. and sent by text and email.

The school may update this policy during the year; the version posted in the family portal is the current one.

Families acknowledge this handbook each August through the family portal.

This section on weather closures applies to every student at both campuses unless a division head states otherwise in writing.

Families who have questions about this policy should first speak with their child's classroom teacher or advisor.

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

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Students are reminded of these expectations in advisory at the start of each term.

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Weather Closures (continued)

Staff review this policy each summer with input from families, faculty, and the Board of Trustees.

Where this section on weather closures differs from a teacher's classroom expectations, the handbook applies.

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