



**Handbook for
Parents and Students
2019-2020**

**“Two are better than one,
because they have a good return
for their labor: If either of them
falls down, one can help the other
up. But pity anyone who falls and
has no one to help them up.”**

Ecclesiastes 4:9-10



August 2019

Dear Parent/Guardian,

Our theme for this year is TEAM-Together Everyone Achieves More. We will emphasize this in chapel and in every communication from the school. With that in mind, we ask that you view this handbook as the playbook for TEAM Heritage. The policies and procedures are in place not to hinder but to advance your child and the school. Safety remains a top priority for the team. Sometimes that may appear to be an inconvenience so we ask for your patience and understanding.

There are some exciting new additions to the program and staff. The middle school students will all be participating in the Cyber Aces course that will help them to gain skills and endorsements in the cyber field. We are adopting a new reading curriculum in K-3rd grade. Also, we continue to progress towards helping every child to be an independent learner.

We anticipate record enrollment as more families avail themselves of the RIGOR, RESPONSIBILITY and RELATIONSHIP of Christian education at Heritage Academy.

“Two are better than one, because they have a good return for their labor: If either of them falls down, one can help the other up. But pity anyone who falls and has no one to help them up.” Ecclesiastes 4:9-10

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With grateful hearts,

Linda Tucciarone
Executive Director

Jan Hitchcock
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VISION, MISSION, VALUES

MISSION

Heritage Academy provides a Christ – centered education to children of all ethnic heritages and all economic backgrounds, equipping them to serve God and society to their fullest potential.

VISION

Heritage Academy will offer an excellent academic program in an urban environment. Rooted in Biblical principles and values, Heritage Academy encourages students to reach their full potential by maintaining a healthy spiritual, physical, social, and emotional life. Heritage Academy will challenge students and their families to grow in their personal relationship with Jesus Christ. Heritage Academy will promote unity and reconciliation in the urban community of Augusta.

ORGANIZATIONAL VALUES

- Christ-centered
- Commitment to prayer, unity, discipleship
- Commitment to academic excellence
- Commitment to strengthen Christian character
- Commitment to raising responsible adults who will honor God, and impact the world around them
- Compassion and respect for all people
- School choice to those who have none
- Ethnic diversity in students and staff
- Reciprocal community involvement

Staff Directory 2019-2020

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I. BELIEFS AND PHILOSOPHY

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father and personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life, that the ministry and infilling of the Holy Spirit is available for every believer, that it is not a prerequisite to salvation. (John 14:6, Acts 1:5,8; 2:2-4, 12-18)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, no matter to which Bible-believing denomination they belong, ever seeking, together, to
“become more and more in every way like Christ who is the head of his body, the Church”. (Ephesians 4:16)

CHRISTIAN PHILOSOPHY

The purpose of Christian school education is the instruction of children in a Godcentered view of the world. Underlying this goal is the conviction that God reveals all truth, that He is the source, sustenance, and goal of all creation, and that real education rests upon the revelation of His truth in Holy Scripture. Thus, Christian education is first, Godward, then manward; first an understanding of God’s revelation and the embodiment of His truth, Jesus Christ, then an understanding of all that is in the world through the eyes of God.

As the reality and power of God permeates all true learning, so this perspective informs all aspects of the school, its staff, and its setting. We, therefore, hold that:

1. Children are gifts of God to parents, who have the ultimate responsibility for educating them in God's truth, and therefore education must be a cooperative effort between school and parents if it is to take place outside as well as inside the classroom.
2. The model of Christian conduct is Jesus Christ and the molding of a Christian character must be directed towards the total person: spirit, soul, and body.
3. In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress, and performance must be articulated and maintained.
4. Discipline is essential for the child and is administered in a loving, just, and consistent way. It creates the proper atmosphere for learning and assists each child in developing self-control.
5. The school is not a place for the reformation of children with behavior problems, but a place for the encouragement of children to be ready and eager to learn.
6. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic and other school administered programs.
7. All subjects are taught to prepare the child to grow into a responsible adult citizen of the world and God's kingdom. The school promotes love for and skill in reading; the value and mastery of mathematics; effective and clear expression in oral and written communication; understanding of science and its creator; wholesome appreciation of and proficiency in the fine arts and literature; respect for and understanding of government, cultures and social issues and their relationship to God; and esteem for and understanding of the Bible and church history.
8. Respect for the individual student as a unique creation of God, calls for instruction geared to individual needs, skills, and proper academic preparation.
9. A positive self-image, characterized by self-respect and humility, results from successful personal achievement and a clear perception of God's love for each person.
10. The school will promote in its students a firm and loving respect for the home, God's basic unit of society; the nation, the structure for freedom of thought, worship and association; and the Church, the Body of Christ.
11. The prayerfully pursued goal of Christian education is a redeemed and joyful child, possessing Christian ethics, God-centered in his thoughts

and actions, committed to eternal values and grounded in a powerful faith and a love for his neighbor.

Heritage Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, Heritage Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to: living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

III. INSTRUCTION

DECLARATION

The Bible is the foundational textbook to all our subjects of study. God's revealed truth, the Bible, is a framework for all other common truths (i.e. science, math, history, etc.). It is an integral part of all our studies and cannot be separated out of the so-called "secular" subjects. For all truth, whether revealed or common, is from God.

COURSES

BIBLE

Instruction in Biblical principles for successful living is essential to building Christ-like character in our students. Daily instruction and practice is given to the power of prayer, the study of God's Word and the living out of its truths, and memorization and recitation of Scripture. These are critical to a life of dependence upon God alone and His promises (Romans 4:21).

LANGUAGE ARTS

Students study the principles of correct spelling, sentence structure, parts of speech, penmanship, writing and speaking skills, and correct everyday usage of the English language.

READING

A phonics-based approach to instruction in reading characterizes our program. Students are trained in recognizing and pronouncing the vowels, consonants, and

their various combinations. This decoding process is combined with vocabulary enrichment, comprehension skills, and rate building.

COMPUTER

Chrome books and/or ipads will be incorporated into classroom curriculum at least once per week.

CYBER ACES

Our Cyber Aces computer science curriculum aims to develop students into creative problem solvers who are able to think computationally. This hands-on, rigorous, and engaging 3-year course of study will incorporate keyboarding (typing), coding (programming), computer hardware and construction, as well as a baseline understanding of networks and the internet. We will incorporate both hands-on and unplugged activities in this project-based and interactive course.

ART

This course is designed to give a basic understanding of art elements and art principles. The students are introduced to a variety of art techniques, through an assortment of fun projects and activities.

MATHEMATICS

The study of numbers, their order, and dependability reflects the nature of our God. Students are heavily reinforced in the four major operations of arithmetic by speed drills, problem solving, and regular computation.

HISTORY/SOCIAL STUDIES

Instruction in God's purpose for the family unit, communities, cities, colonial and general American history, and world history is given. Geography and basic map skills are also emphasized in this discipline.

SCIENCE

Appreciation for God's intervention and control over His creation highlights the study of science at Heritage Academy. Life did not begin by evolution, but by a separate creative act of God. Students study basic concepts of the animal and plant kingdoms, the human body, astronomy, and energy.

SPANISH

Students will develop an appreciation for the Spanish culture and language. The focus will be on developing skills in the area of listening, speaking, basic reading and writing.

MAKERSPACE

A beautiful glassed in room has been added to our cafeteria. This is a space where students will gather to create, invent, tinker, explore and make discoveries using a variety of tools and materials.

MUSIC

Students will develop an appreciation and the effective vocal skills for worshipping the Lord. Basic concepts of music theory, rhythm, harmony, and instrument identification and function are studied. Students are also given an opportunity to perform various musical presentations throughout the year.

PHYSICAL EDUCATION

Keeping our bodies fit since we are the temples of God is the major emphasis of our physical education program. Students are aerobically challenged by our physical education program to develop endurance and agility through constant movement. Additional sporting skills are reinforced throughout the year.

HOMEWORK

- To aid the student in learning to be a disciplined person, we feel that homework is both necessary and vital. The work assigned to be done outside the classroom is not “busy work”, but a supplement to the regular classroom work.
- Homework may be every day.
- “Limited” homework may be given on weekends.

REPORTING AND GRADING PROCEDURES

REPORTING

The purpose of our reporting system is to give parents a clear picture of the progress that has been made. Each child's ability and aptitude, as far as it is known, is taken into account when grades are given.

The academic year is made up of four nine-week periods. The first report card is in conjunction with a parent/teacher conference. Progress reports are sent home regularly to keep the parents informed of their child's progress. Students who may have “fallen” or shown signs of below average work will need the necessary attention from home and school to regain their academic standing.

Heritage Academy uses the Headmaster Grading Program. Parents can view their child's grades and progress from a home computer. *Call the front office for your password and login information.*

GRADING SCALE

The following grading scale is the basis of our grading system:

Grading Scale letter/numeric value

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 59 = F

Skill Codes

<u>Code</u>	<u>Description</u>
E	Excellent
S+	Above Average
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

STANDARDS FOR WRITTEN WORK

Every student is expected to do his/her written work neatly and in a legible style. If the work is sloppily completed, the student may be required to redo the assignment until presentable. Proper headings and standards set by the classroom teacher should be observed at all times.

BOOKS

Textbooks that are loaned to the student for the year belong to the school. If, in the event a book becomes lost or damaged beyond normal usage, the student will be subject to fines or the replacement cost.

Library books that have been checked out must be returned in order to check out another book. A \$5-10 fine will be charged for any library book that is not returned.

Final report cards and standardized test scores will be held in the office until book fees (& tuition) are paid in full.

SUPPLIES

Heritage Academy furnishes all books needed. The student must furnish all other supplies. Supply lists are available on the website for each grade level.

STANDARDIZED TESTING

In the spring, students are given Iowa Assessments. These are used to evaluate the overall effectiveness of our program and to enable the faculty and administration to determine areas of need for the individual student. In addition, formative assessments are used throughout the year to help teachers measure and monitor students' progress and make sure benchmarks are being met.

PARENT/TEACHER CONFERENCES

To ensure better understanding between school and home, there is a required/mandatory parent/teacher conference at the end of the first report card period. These conferences will be 15-20 minutes in length, and both fathers and mothers are encouraged to attend. If the parent or teacher feels that additional conferences are needed throughout the year, those can be arranged with advanced notice. *Conferences will not take place with non-custodial parents or family members, unless the parent or guardian is also present.*

IV. GENERAL INFORMATION

SCHOOL DAY

The school day is from 8:25am to 3:15pm. Students should not arrive earlier than 7:45am and be picked up no later than 3:15pm. Dismissal for EARLY RELEASE days is 12:00 noon. *Lunch is will no longer be eaten at school on early release days. Please BRING A LUNCH if you are not going home on early release days.*

DAILY SCHEDULE

Office hours 7:45am-3:45pm
 Arrival 7:45-8:15 (please give your child time to get settled; early recess begins at 8am)
 Class begins 8:25am
 Dismissal 3:10pm

DRESS CODE

Heritage Academy is pleased to offer a Clothing Corner of gently used uniform attire. The Clothing Corner is located on the right side of the stage and is open during school hours. It is available free of charge to all Heritage Academy students. You may return clean, outgrown/unused uniforms in good condition to the front office.

Students enrolled at Heritage Academy are expected to follow the precepts of I Timothy 4:12 in respect to dress and grooming. “Let no man look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.” We know that the Bible does not say precisely what kind of clothes to wear but it does give guidelines to follow when it comes to conduct and appearance.

In all areas of appearance - clothes, hairstyle - students should look neat and natural with emphasis on cleanliness and modesty. These ingredients are encouraged.

In order to minimize problems in the area of dress code, children at Heritage are required to wear uniforms. We believe that students will be proud to be associated with this school and will understand the importance of being good representatives of God, home and school.

- **T Shirt on Wheels (706-414-7732), The Shoppe on King's Way and www.cookieskids.com** are the official uniform sites for shirts, jackets, pants, shorts, skorts, skirts, jumpers, and ties for Heritage Academy student uniforms.
- No jeans or sweat suits permitted (except on special dress up days).
- Three-buttoned golf shirt in white, navy or light blue with school logo is the uniform shirt.
- Pants, shorts, skirts, skorts, jumpers should be navy or khaki. *Polo shirt DRESSES also require our logo.*
- The Shoppe on King's Way & T Shirts on Wheels will add the Heritage Academy logo to a shirt you already have (check with them for cost).
- All shirts should be tucked in at all times.
- Students should only wear a **white** undershirt under the uniform shirt.
- All clothes must fit well and not be oversized or undersized.

Please shop from the UNIFORM SECTION ONLY in regular department stores. These stores have excellent selections that fit our dress code: JC Penney, WalMart, Burlington, Old Navy.

- Students should wear a simple belt at all times. ***If it has loops, it needs a belt!***
- Socks or tights must be worn at all times. Plain colored shorts must be worn under jumpers/skirts for any girl who wants to climb at recess.
- Leggings may be worn under clothes, **but** may not be worn as pants.
- SHOES - Acceptable shoes are: ANY tennis shoe/sneaker (***NO blinking or rolling***), or any PLAIN black or brown Oxford, Mary Jane or FLAT shoe (***NO flip flops or high heels***). Plain dark or white boots are acceptable in the colder weather. **Sneakers are best for all grades.**
- No hoodies can be worn all day (out to recess/PE only).
- ***A jacket or sweater that is plain (no pictures, words or designs) white, navy or light blue can be worn throughout the school day. A Heritage Academy fleece or jacket can also be worn. No other jacket, coat, or cover up will be permitted to be worn all day.***
- Any jacket/sweater can be worn to and from school and to recess – but if it's not plain, school colors, you'll be asked to remove it when you come inside.
- Hairstyles, hair accessories and jewelry must be modest in size and appearance and not impair vision. Hair nets and scarves are considered hair accessories.
- ***No cat-ear head bands.***
- Earrings are to be worn by girls only.
- Chapel dress: boys – white or light blue button up dress shirt and HA chapel tie; girls – HA chapel jumper or skirt with a white or light blue blouse. ***Chapel ties, skirts & jumpers must be purchased from The Shoppe or cookieskids.com.***
- Hats may be worn outside during cold weather; baseball caps may be worn on special dress up days only.
- ***When jeans are permitted (on special days), the jeans must not be distressed, tight, torn or have holes.***

DRESS CODE VIOLATIONS

All children have until Labor Day to be in full compliance of our dress code. Students will be checked for uniform compliance when they arrive at school. Repeat violations will be handled by the principals.

Parents, if your child is not in the correct uniform or if what they are wearing is questionable, and not explicitly covered in the dress code, he/she will be asked not to wear it to school by the administration. In the event of a second offense, parents will be called to bring something suitable to wear.

DRESS FOR COLD WEATHER

When cold weather season is in effect, caps, scarves, coats, and gloves/mittens are standard apparel. All students will be going out if the wind-chill factor is above 10 degrees Fahrenheit.

CARLINE GUIDELINES

These have been established with the SAFETY of every child and everyone involved in carline in mind:

- Teachers and parents are asked NOT to use this time for conversations.
- Carline is a NO CELL PHONE ZONE. Please end calls before getting into carline, so that you are not distracted.
- Parents are asked NOT to park and walk up to the building to drop off/pick up their children. With so many cars stopping and starting, this will be a safety hazard. If you must park for some reason, you should park all the way past the school, near the stop light OR on the other side of the median.
- **Please remain in your car.** A teacher will open your car door.
- Please do not drive in and out of carline or create a second line. This is dangerous. You will be asked to drive all the way back around to the end.
- Please do NOT pick up your child early unless it is an unavoidable emergency. This disrupts instruction time and dismissal procedures.
- **For the protection of your child, please send a note to the office or call by 2pm,** if the regular dismissal plan will be changed or if your child will be picked up by a different person.
- Please keep the office notified of changes to your "allowable driver" list.
- Any child not picked up on time will be charged a late fee.

ARRIVAL AND DISMISSAL PROCEDURES

In order to accommodate for the increase of students who will be dropped off and picked up, we have developed the following traffic plan. **This plan has been designed with the safety of the children and teachers being our number one concern.**

Morning drop-off:

Arrival is from 7:45 am to 8:15 am. Students will be dropped off in front of the school and enter through the foyer. Once a parent arrives, they will be directed to pull up to main school entrance. For safety purposes, all children will be helped out of the car by a Heritage staff member. Children will exit from the **passenger side** of the car and enter the cafeteria doors. All students will place their lunch boxes in the appropriately labeled bin. Students arriving when the tardy sign is in place (8:25) must be escorted into the building and parents must sign them in.

Afternoon pick-up:

- Kindergarteners and first graders **riding solo, without siblings** will be picked up on Ellis Street behind the school at **2:50 pm**.
- Second through eighth graders **riding solo, without siblings** will be picked up on Ellis Street behind the school from **3-3:10 pm**.
- Kindergarteners through eighth graders **with siblings or multiple riders** will be picked up in the front of the school between **2:50-3:10 pm**. Younger children are dismissed earlier. *Please arrive at the time of your OLDEST child.*
- Children going to **after school care in vans or buses** will be picked up in the front of the school by **3:15 pm**.
- *If you desire to pick up a child who usually goes to day care, you need to be here by 3pm; If their day care van is here and you are not, they will be sent to day care.*
- After 3:15 all children are picked up in the front.
- Any child picked up after 3:30 will be charged a late fee.

Heritage Academy now offers a before and after school program – Refuel. If you would like more information about this, please contact Ms. Johnson or Mrs. Roland in the front office.

LUNCH

Students are expected to bring their own lunch. Microwaves will be available to heat lunch. Only food that require **LESS THAN 60 seconds** to heat will be microwaved. *Please do not send meals that are frozen or have multiple steps.*

LUNCH TIMES:

K & 1 – 11-11:30 6th - 8th – 11:30-11:50 4th & 5th 11:50 – 12:10
2nd & 3rd – 12:15-12:40

If you bring your child's lunch after school has started, you will be given a visitor badge and be asked to walk it down to the "late lunch cart" near the cafeteria.

Pizza lunch (includes pizza, side, drink, dessert) can be purchased on Fridays. The cost is \$3.00 for 1 slice and **\$5.00 for 2 slices**. Pizza money must be turned in by 9 a.m. on Fridays.

FROZEN FRIDAYS

As a fundraiser to raise money for various school supplies and events, ice cream can be purchased on Fridays for \$1.00.

Students who occasionally forget their lunch will be offered a peanut butter and jelly sandwich or crackers, and water. This should not become a habit as agreed upon in the **Parent Covenant**. *If this continues, a fine or consequence may be applied.*

ELEVATOR RULES

Rule No. 1: The elevator is to be used **ONLY** in the case of *illness, injury or carrying a heavy load*.

Rule No. 2: *Children must always be escorted by an adult* when riding the elevator (this means the child is either ill, injured or is helping to carry a load).

Rule No. 3: In case of fire, do not use the elevator.

Rule No. 4: Watch your step getting on and off the elevator. **Rule No. 5:** In an emergency, call for help.

Rule No. 6: Don't try to force elevator doors open.

Rule No. 7: Don't try to leave a moving elevator.

Rule No. 8: Don't overload the elevator (the weight limit is clearly marked).

V. BEHAVIOR EXPECTATIONS**CODE OF CONDUCT**

1. Students agree to do their best to obey those who have authority over them, for this is right in the sight of God.
2. Students agree to do their best to show respect to their teachers and fellow students in class by proper behavior.

3. Students agree to cooperate with school policies with a positive attitude because discontentment can become a bad habit and a costly attitude that can rob them of pleasure.
4. Students agree to refrain from the use of drugs, tobacco, and alcohol since these are certain destroyers of self-discipline, self-control, and definitely against God's plan for a Christian.
5. Students agree to do their best to try to refrain from becoming selfish, irresponsible, demanding, discourteous, irreverent, or destructive in their attitudes towards fellow students and teachers.
6. Students agree to refrain from the use of profanity, offensive slang, vulgarity, divisive rivalry, and inappropriate jesting.
7. Students agree to refrain from chewing gum in the classroom or on the school grounds ANYTIME.
8. Students agree to refrain from lying, cheating, or stealing, or tolerating these actions among fellow students. Students are expected not only to adhere to this policy, but also to promote and encourage peers in it.
9. Students agree to maintain Christian standards in courtesy, kindness, morality, and honesty.
10. Students will refrain from threatening remarks or behavior towards other students or teachers.

RULES IN AND AROUND SCHOOL

The students of Heritage Academy will cooperate in observing the following standards:

1. Do not bring toys or other items from home - this includes trading cards, fidget spinners, etc. These items will be taken by a staff member, and can be retrieved by the parent.
2. Walk quietly in halls, stairwells, when entering classrooms and offices.
3. Dispose of all gum before entering school. Students are not allowed to chew gum at school.
4. Use restrooms quickly, quietly, and keep them clean.
5. Pick up after yourself – in class, at recess, at lunch, etc.
6. Lockers and desk space should be kept clean and orderly.
7. Do not write or pass notes. These will be collected and given to the principal.
8. Students are not allowed to be in classrooms, offices, playground or cafeteria without teacher supervision.
9. Students are to enter the classroom quietly with required materials and take their seats before class starts.
10. Students will observe their teacher's standards for classroom conduct at all times.
11. Students who are responsible for causing damage will be expected to restore or replace as deemed needed or necessary by the Administration.

12. Once students are dropped off at school, they are not to leave the campus at any time.
13. ***Children are not to open any outside door for ANYONE. They are to get a staff member.***

STUDENT CELL PHONE POLICY

The Heritage Academy policy on cellular telephones is designed to ensure that the use of cell phones and electronic devices do not interfere with teaching and learning during the school day.

- 1) The use of cell phones by students for any purpose – including telephone calls, text messaging, games, social media, and other functions – **is not permitted at any time on school grounds.**
- 2) Cell phones must not be visible during the school day. They should be stored in a secure location, i.e. in pocket, purse, locker, backpack, etc.
- 3) Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.
- 4) Students participating in field trips, extracurricular activities, and athletic events will abide by the policy of their coach or sponsor.
- 5) **The use of camera phones is strictly forbidden** at school. Pictures will never be taken in places such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera phone violations will result in an immediate suspension and possible expulsion from Heritage Academy. Such use may also be in violation of the criminal code.
- 6) Any phone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation.
- 7) Students may not bring cell phones into a classroom where standardized testing is taking place. Teachers will confiscate any student cell phone in classrooms where standardized testing is occurring.

Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy.

Students shall be personally and solely responsible for the security of their electronic devices. Heritage Academy shall not assume any responsibility for theft, loss, or damage of electronic devices.

Any violations of the above policy will result in the following:

First Violation - Cell phone/electronic device will be confiscated by an administrator until the parent of the student picks up the device.

Subsequent Violations –Consequences are subject to the administrator’s discretion, and may lead to expulsion of the student.

Students found to be using a cell phone or electronic device to break other school rules (i.e. cheating, disrupting class, text messaging, bullying, slander, harassment, etc.) will be subject to consequences at the discretion of the administration and may lead to expulsion of the student.

Every 6-8th grade student will be given a chrome book to use while at school. Specific guidelines will be handed out to rising 6th graders and all new middle school students.

Use of these chrome books is a privilege. All parents and students must agree to and sign off on the “internet safety” and “electronic device” policies.

GUIDELINES FOR EDUCATIONAL INTERNET USE

Heritage Academy offers Internet access as part of its instructional program. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Heritage Academy’s Internet access (like all other uses of Heritage Academy’s computer facilities) must be in support of and consistent with these objectives. All students who use Heritage Academy’s Internet access are expected to read these Guidelines and to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a continuing condition for a student’s privilege of Internet access.

THE INTERNET

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be accessed through the Internet. Because of its enormous size and resources, the Internet’s educational potential is boundless. There is also potential for access to materials unacceptable for student use. Some material accessible on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. These Guidelines are intended to help ensure that students and teachers use this valuable resource in a safe and appropriate manner. The benefit to students from access to the Internet in the form of information resources and opportunities for collaboration exceeds any disadvantages.

THE RESPONSIBILITY OF THE STUDENT

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members cannot be expected to monitor student use at every moment. Each student is expected to take individual responsibility for his or her appropriate use of the Internet. Students are expected to follow procedures and guidelines that are issued in order to ensure the security and the efficient use of the Internet system. Students are expected to learn and to abide

by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include courtesy, politeness, and the avoidance of vulgar language.

THE RESPONSIBILITY OF THE PARENT

Parents and guardians are responsible for reading and discussing with their children the acceptable and unacceptable uses of the Internet as described in these Guidelines.

THE RESPONSIBILITY OF THE EDUCATOR

Educators are responsible for explaining the Guidelines for Student Internet Use, for monitoring student activity while on the Internet, and for taking reasonable precautions to prevent students from accessing inappropriate sites.

THE PRIVILEGE OF INTERNET ACCESS

Internet access through Heritage Academy is a privilege, not a right. School officials may cancel a student's access if this privilege is abused. Unacceptable conduct while using

Heritage Academy's Internet access will also be subject to disciplinary action, in conformity with Heritage Academy's discipline policies. The school administration will determine what constitutes unacceptable use.

ADMINISTRATORS' ACCESS TO FILES

Students and teachers should not assume that their use of Heritage Academy's Internet access will be private. All files and records may be examined by administrators for educational and administrative purposes, ensuring that these Internet Guidelines are being followed. A list of visited sites as well as times will be monitored by the administrator. Administrators will cooperate with law enforcement authorities by providing access to Internet e-mail, files, and records as necessary.

THE PERSONAL SAFETY OF THE STUDENT

The Internet is accessible to the public. Unfortunately, this includes people who may want to communicate with students for inappropriate purposes or under false pretenses. Heritage Academy cannot monitor the Internet for such unacceptable uses. Therefore, students must be cautious and prudent about supplying personal information. In particular, students should never arrange a personal meeting with a person whom they meet on-line. Students should promptly inform their teacher or school administrator of any on-line communications that is threatening, harassing or otherwise unacceptable.

UNACCEPTABLE USES

Unacceptable uses of Heritage Academy's Internet access include, but are not limited to, the following:

1. Posting private or personal information about another person.

2. Attempting to log in through another person's account or to access another person's files; sharing a password or account with another person.
3. Transmitting obscene or pornographic material or intentionally visiting sites featuring such material.
4. Posting chain letters or engaging in 'spamming' (Spamming means sending a large number of annoying or unnecessary messages to one or more people).
5. Participating in any communication that facilitates the illegal sale of drugs or alcohol; that facilitates criminal gang activity; that threatens, intimidates or harasses any other person, or that violates any laws, or facilitates any illegal activity.
6. Plagiarizing material (Plagiarism means taking material or ideas created by others and presenting it as if it were one's own. Plagiarism is an illegal act and can be subject to prosecution).
7. Infringing copyrights (Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner).
8. Participating in commercial activities that are not directly related to the educational purposes of Heritage Academy.
9. Hacking or cracking a computer system (Hacking, or cracking, occurs when a person gains access to a computer without permission).

DISCLAIMER OF LIABILITY

Heritage Academy disclaims all liability for the content of material to which a student may have access on the Internet and for any damages suffered as a result of the student's Internet use. Heritage Academy makes no guarantee that the functions or series provided by its Internet access will be error-free or without defect. Heritage Academy will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. It will not be responsible for the accuracy or quality of the information obtained from or stored on the system. Heritage Academy will not be responsible for financial obligations arising through the unauthorized use of the system. Heritage Academy will not be responsible for any actions or obligations of a student while accessing the Internet outside the school for any purpose.

CHANGES TO THE GUIDELINES

Heritage Academy reserves the right to change these Guidelines at any time.

VI. HONOR CODE

Middle School students will use a pledge on all tests, projects, papers, reports and long term assignments: "On my honor as a student, I have not given or received aid on this test/assignment." This is discussed at the beginning of every year.

In accordance with the mission of the school and the Behavior Expectation Policy, all students are expected to uphold the Honor Code. It is made up of TWO parts:

Part 1: “A Heritage Academy student will not participate in lying, stealing, bullying or cheating.”

LYING

At Heritage Academy, we believe it is vital to tell the truth at all times, recognizing there is honor in telling the truth even when that truth reveals a mistake or an error in judgment. It requires courage to face mistakes and accept responsibility for their consequences.

Telling the truth includes explaining accurately why work was not completed on time or was incomplete, why one was absent or late from school, why one missed an obligation, how one interacted with other students or a teacher, and any other specifics about one’s actions. A student who makes false excuses for his or her behavior has not upheld our Honor Code.

STEALING

At Heritage Academy, we believe in respect for one another’s property. A student who demonstrates this respect never defaces anything that belongs to another student or the school, never “borrows” property (including money, clothing, books, academic work, papers, calculators, uniforms, art supplies, library books or classroom supplies) without specific permission, never takes or hides food or other items that were intended for another person, never takes things from the “Lost and Found” that are not his or hers, and never violates a student’s or teacher’s privacy by entering her room, computer files or folder, locker, or other personal property without permission.

Use of the school's computers and network is a special privilege, and analogous standards of integrity apply in this realm. Tampering with operating systems or other students' files or folders is analogous to "taking" or "hiding" property. Using another person’s E-mail account is dishonest. The Guidelines for Acceptable Internet Use and Statement of Student Responsibility signed by all students elaborates on these guidelines.

BULLYING

At Heritage Academy, we believe every person is created in the image of God and deserves to be treated with sensitivity and respect. Students who uphold the Honor Code will strive to make all members of the community feel accepted from the first moment they arrive at the school and will treat everyone, regardless of physical, mental, or other differences, with respect.

As a community, we will not tolerate harassment of any kind, whether it is of a general nature or falls within the specific examples listed below.

- Electronic harassment: abuse of an individual or group via Facebook, texting, twitter, instant messaging, etc.
- Ethnic harassment: abuse of an individual or group on the basis of ethnic origin
- Religious harassment: abuse of an individual or group on the basis of religion
- Gender harassment: abuse of an individual or group on the basis of gender
- Sexual Orientation harassment: abuse of an individual or group on the basis of sexual orientation
- Sexual harassment: use of sexuality to harass

Harassment includes both the more easily identified acts of verbal, written or physical abuse, (i.e. persistent derogatory comments, persistent demeaning remarks, threatening remarks, racial or ethnic slurs, leering references to someone's body) and the more subtle, but equally damaging forms, such as graffiti and stereotypical jokes.

CHEATING

At Heritage Academy, we believe students must engage in honest scholarship. Honest scholarship in student work means that the product comes from a student's own mind and effort. Such work includes all tests, exams, long-range projects, and homework. Written work, for instance, needs to reflect a student's ideas, organization, punctuation, and sentence structure. In order to help families and students alike understand types of habits and help which are suitable or not, we provide the following examples of permissible and nonpermissible help that can be given and/or received, keeping in mind that the spirit of the law is more important than the letter. All families should review and discuss these examples at home.

Students who give or receive help with the intent of providing or gaining an unfair academic advantage are not living up to the Honor Code.

PERMISSIBLE HELP FROM FELLOW STUDENTS AND PARENTS

- Telling another student the details of a class
- Repeating specific directions given by the teacher
- Identifying weakness in organization, style, word choice or content. In other words, it is permissible to comment: "This paragraph is weak," or "These words are misspelled," or "You didn't answer all the questions."
- Sharing notes (unless the notes are the assignment)
- Showing another student how to do a problem by using another example

- Brainstorming ideas on creative writing assignments
- Reviewing material in preparation for a test or exam
- Discussing concepts that were addressed in class or engaging in discussion of course material for better understanding

NON-PERMISSIBLE HELP FROM FELLOW STUDENTS AND PARENTS

- Giving another student your answer or answers to any given question
- Telling another student how to re-write something (i.e. "...just write this down.")
- Sharing with another student any content that is part of an answer
- Letting someone read your answers, knowing or suspecting he or she intends to use or paraphrase those answers
- Showing or explaining to another student where to find information for an assignment (i.e. "look on page 34 for the answer")
- Looking at another student's paper and/or using his or her ideas or answers
- Using a calculator when not permitted
- Having another person, including a parent, assist with the production of an assignment, including typing or word processing written work (Exceptions are made for students with special learning needs.)
- Discussing any aspect of a quiz, test or exam before all students have taken the test
- Letting a project partner do all of the work and then putting your name on the final project
- Using any part of someone else's work without proper acknowledgement

HOMEWORK, PAPERS, PROJECTS

Our Honor Code does not expressly address plagiarism, though it is clearly a form of lying, cheating, and stealing. When doing research, students may use the ideas, even the exact words, of other authors. Whether quoted directly or paraphrased, however, such borrowed material must be properly cited. Students will learn and practice how to use proper citations in their composition classes. All teachers assigning papers requiring research will reemphasize the importance of proper citations and will expect compliance.

All rough and final drafts of assigned papers and written projects must reflect the student's ideas, organization, punctuation, and sentence structure. All projects must reflect the student's own labor, design, and artwork.

EXAMS, TESTS, QUIZZES

Honest scholarship in test situations means that students refrain from looking at other students' papers, even if the information is not used. Obviously, taking answers from another test and using them or looking at one's notes or a text is forbidden. Any time a student is unable to finish a test during a given period and the teacher allows the student to return later to complete it, the student may not talk to others about the test or look at related materials in the interim. Moreover, if any aspect of a test (content, format or level of difficulty) is discussed between students who have and who have not taken the test, students on both the giving and receiving end of this conversation are guilty of breaching the Honor Code. Students also may not give advance notice to others of pop quizzes.

Faculty often directs collaboration among students, but students should know that unless their teacher gives specific directions for collaboration, it is understood that assignments are to be done individually. When appropriate, students will be encouraged by the teacher to help each other by critiquing writing, clarifying the directions, comparing the length of answers, sharing resource books, discussing a group project or lab experience in preparation for writing it up, and giving examples.

There are a number of very difficult "gray" areas. For instance, we strongly discourage students from comparing answers (the familiar "What did you get on number 12?") because while the intent is simply to identify errors (permissible), the result is often to supply answers (a violation).

Similarly, we urge parents to use discretion when providing correct spellings; in many cases, looking the word up and copying it from a dictionary stimulate better retention.

Part 2: "A Heritage Academy student will not tolerate lying, stealing, bullying or cheating in others."

In our world, to "look the other way" is often to condone, and there is no better time than the Middle School years to harness our students' idealism by joining together to make our school a community where honesty and integrity prevail.

The staff hopes to create an environment in which students would expect their peers to adhere to the Honor Code and feel comfortable reporting violations or confronting one another. Because the age of our students and the size of our student body make the burden of required reporting of violations too great, students will be encouraged, and taught how, to speak up when they observe another student violating the Honor Code. Likewise, all other members of the school community -- parents, teachers, and staff -- will be called upon to do their absolute best to protest, in an appropriate way, behavior that lacks integrity.



VII. DISCIPLINARY PROCEDURES

Heritage Academy uses **The Love and Logic Classroom**. Teachers receive training, and resources will also be available to parents. The purpose of this program is to create an atmosphere that promotes learning, personal responsibility and social awareness that will benefit the student, school, home and community.

The following is a list of core beliefs that will guide decision-making when disciplinary action is called for:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their own problems, or the ones they create, without creating problems for someone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural and logical consequences, instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to personal attack on school or staff.
6. Students will be encouraged to request a meeting with the teacher whenever consequences appear to be unfair.

7. School problems will be handled by school personnel. Criminal activity such as weapons, alcohol, drugs, etc, will be referred to the proper authorities.
8. Parents should always contact the **TEACHER** first if they have any question regarding behavior.

CONSEQUENCES

FIGHTING

Discipline for fighting will require automatic suspension from the school day. Fighting or any threat of violence, including verbal or gesturing will result in a short term suspension (1-3 days) for the first offense; second offense will be a longer term suspension (4-5 days); third offense may result in expulsion or non-renewal of contract.

PROFANITY

Profanity will be treated in the following manner: First offense, a referral will be sent home with the student for his/her parent to sign. Student may be asked to sit separate from their class. Second offense, a referral will be sent home and parents will be called. The third offense will result in short suspension.

CHEATING

Incidents will be handled on an individual basis and may include full or partial loss of credit. Continuous offenses will result in expulsion.

WEAPONS & HARRASSMENT

Weapons and harassment of any nature will not be tolerated at Heritage Academy. Consequences will be swift, severe and age-appropriate.

For serious offenses, the student will receive an unsatisfactory grade in conduct on the report card.

OFFICE PROCEDURES

SCHOOL OFFICE

The school office is a place of business and is open from 7:45 a.m. to 3:30 p.m. during the regular school year. Please plan to take care of any concerns or needs during these designated times. There is a 24-hour voice mail system available for your convenience – 706-821-0034. For the safety of our children, the office entrance is the **ONLY** way for parents to enter the building. Only students should enter through the foyer doors in the morning.

FULL DAY ATTENDANCE IS EXPECTED AND REQUIRED!

ATTENDANCE

Regular attendance is essential to students achieving success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities. A DOCTOR'S NOTE is required to be given to the office when a student has been absent or tardy for medical reasons (OFFICE REQUEST: Phone the school office between 8:00 to 9:00 a.m. to report an absence.)

TARDIES/ABSENCES

It is our deepest desire to work with the parents in order to provide an opportunity for an honest education to the students we serve. Therefore, it is imperative that we have the support and cooperation from the parents to have their children at school on a daily basis and **on time** every day. *Leaving early is also considered being tardy.* We follow a very serious tardy policy in line with Richmond County.

Tardy Policy: For the safety of our children, when you arrive and there is no longer a teacher out front to greet your child, you must park the car and walk your child into the front office to check them in.

Chronic tardies and/or absences will jeopardize a student's scholarship.

MAKE-UP WORK

Missed schoolwork due to absence will be given equal number of days absent to make up the work (e.g. student absent on Monday will be expected to turn in all make-up work for that day on Wednesday).

If the absence is due to a suspension, no extra days are allowed to make up the homework. Classwork will be due on the next school day following the suspension. The student is responsible for obtaining assignments. In the case of suspension, missed classwork and assignments may not be counted.

ABSENTEE HOMEWORK

In the event your child is ill and misses school, homework can be picked up at 3:15 p.m., if you make the request for assignments before 11:00 a.m. Otherwise, the work will be available the next day. Parents, you are encouraged to make contact with the school soon into your child's illness. If too many days slip by without that contact, your student will have an academic mountain to climb when he/she returns.

SCHOOL COMMUNICATION

The school office will communicate with you through school wide email, our website (heritageacademyaugusta.org), Facebook,

(you do not have to have a Facebook account to access our page), remind texts, and teacher updates and/or websites. It is your responsibility to know the information.

RE-ENROLLMENT PERIOD

Priority re-enrollment for current students in good academic, behavior and tuition standing is from January 1 – March 15. After that, the fee may go up, and available spots will be open to new students. Re-enrollment forms can be found online or in the school office.

VOLUNTEERS

We welcome parents and grandparents, and friends and other family members who want to volunteer at Heritage Academy! We have a Volunteer Information Meeting at the beginning of every school year. After completing a background check, volunteers can work in a variety of ways, including: reading to children, assisting in the classroom, mentoring, and chaperoning field trips (and more). Contact Eva Claire Schwartz for more information.

PARENT VISITS

With prior notice, we welcome our parents to visit and sit in on classrooms. You will need to notify the teacher - preferably 24 hours in advance. This is to verify that the class will be in the room and not testing or at a co-curricular during the time you want to visit. You will sign in at the office and obtain a visitor badge. Because Heritage Academy teachers work hard to maximize every moment of instruction time, and because children can be easily distracted, we ask you to please follow these instructions when observing in a classroom:

1. Please limit your visit to 20 minutes or the length of a lesson.
2. Please do not bring other children with you.
3. Please turn off your cell phone before entering the classroom.
4. Please enter quietly and sit in a chair in the back of the room.
5. Please remain quiet during your visit.
6. After you have left the classroom, if you have questions or comments for the teacher, please make an appointment to speak with him/her. (Remember, teachers cannot conference in front of other students).
7. Please only go to the classroom where you are expected.

Parents are always welcome to come and eat lunch with their children any time, and are always invited to attend chapel!

SCHOOL CLOSINGS

In case of severe weather or mechanical breakdown, school may be closed, starting time delayed (due to icy conditions), or an early dismissal may be made. ***If Richmond County schools are closed we will also be closed. If Richmond County delays school because they don't want students standing in the cold waiting for a bus, we will NOT delay.*** Please check our website, as well as the local television news stations. If no report is given, school will be in session. Please do not call the school for clarification of a radio report. Telephone lines need to be kept open for emergencies.

TUITION

In order to start school in August, FIRST month's tuition is expected to be paid by July 15. Tuition payments are due by the tenth of each month. If tuition payments are 2 months behind, it is the responsibility of the parents to contact the finance director to make arrangements to become current with tuition. Report cards and standardized test scores will remain in the office until tuition is paid. **Failure to pay tuition will result in consequences, and potential loss of scholarship.**

CHANGE OF ADDRESS, PHONE NUMBER OR OTHER INFORMATION

It is the responsibility of the parents to report **ANY CHANGES** to the office at once. It is very important that the office has the student's correct contact information in case of emergency.

STUDENTS IN THE OFFICE

Students are not permitted in the school office without a pass or permission from the teacher. (Exception: when coming late to school, since checking in at the office is necessary.)

If necessary, students will be called out of class only when their ride has arrived. They will not wait in the office for a ride during instructional time.

TELEPHONE

The telephone in the office is to be used for school business only or in case of emergencies. Phoning home for school work, lunches, clothes, and field trip money does not constitute an emergency.

LOST & FOUND

Lost and found items are located on racks in the cafeteria. Items not claimed by December and May will be donated.

IX. HEALTH ISSUES

For the safety of others, if your child is sick or goes home from school sick, they must be symptom free for 24 hours before they are allowed to return to school.

EXAMINATIONS

Physical and dental examinations are required by state law of pupils in public, private or parochial schools prior to or upon entrance into kindergarten or first grade, fifth and ninth grades. In addition to the physical and dental examinations, every child shall be immunized against measles, tetanus, diphtheria, poliomyelitis, pertussis (whooping cough) and rubella (German measles).

Please secure these examinations during the summer months. Your cooperation in this matter will be greatly appreciated. All students, including home-school students, upon initial enrollment in ANY grade, who have not been previously enrolled in a Georgia school, must have a current physical. (Current is defined as one that has been done within one year of the first day of school.) For ALL students entering kindergarten, fifth, and ninth grades, a new physical is required.

IMMUNIZATIONS

All immunizations must be updated and recorded on the Georgia State school physical form and the form must be signed by a doctor or health care professional.

The following immunizations are required by the State of Georgia:

1. **DPT** (Diphtheria, Pertussis, Tetanus) – Four (4) or more doses with the first three (3) given in series and no less than four weeks apart. The ending dose or booster (#4 and #5) must be received no less than six months after the preceding dose and must be received after the fourth birthday and prior to school entrance. If a student is age six (6) or older upon entering a Georgia school, only three (3) doses are required with the third being a booster dose.
2. **TOPV** (Oral Polio) – Three (3) or more doses, with two (2) doses in series and received no less than six (6) weeks apart. The ending dose (#3 or #4) must be received no later than six months after the preceding dose and must be received after the fourth birthday and prior to school entrance.
3. **Measles** (Rubella) – ALL K-12 graders are required to show proof of having had two (2) measles immunizations.

4. **Rubella** (German Measles) – Must have received vaccine after twelve (12) months of age, but if given with measles vaccine, then after fifteen (15) months of age.
5. **Mumps** – Must have received vaccine after twelve months. Numbers 3, 4, and 5 are usually combined and given as an MMR dose after fifteen (15) months.
6. **Hepatitis B** – Effective August 1997, all students entering fifth grade must be immunized against Hepatitis B. The Hepatitis B immunization is a series of three shots. The first two are given approximately one month apart followed by the third shot four to six months after the first.
7. **Tdap and Meningococcal Conjugate** – Effective January 2002, all students entering the seventh grade are required to have these two vaccines.

The preceding health examination and immunizations are required by the Georgia School Code of the State of Georgia.

Students of Heritage Academy should be in compliance **by the first day of school**. The state permits 45 days to complete compliance for vaccine schedule. After that, your child will remain at home until their vaccines are up to date.

All students will go outside for recess and PE (weather permitting). If your child has severe seasonal allergies, please provide a surgical mask for them to wear outside. If your child is not allowed to participate in physical activities, please provide a doctor's note. In such cases, the child will sit on the swings or bench during outside activities.

MEDICATION POLICY

It is the policy of Heritage Academy that only medications, which are necessary to maintain the child in school and must be given during school hours, shall be administered. Medication will be given only upon the written request of the parent. All medication sent to school must be properly labeled with the name of the student, prescription number, name of the doctor, name of the medication, the dosage, the administration route and/or other directions. It should be dated and the name, address, and phone number of the pharmacy should be on the label, along with the initials of the pharmacist.

A medication form must be filled out and signed by the parent. The forms are available in the school offices. Any over-the-counter medication (Tylenol) also requires written parental permission. **ALL MEDICATION MUST BE KEPT IN THE OFFICE AND ADMINISTERED UNDER ADULT SUPERVISION.**

X. STUDENT ACTIVITIES

CHAPEL

Students will attend chapel every Wednesday from 8:30-9 a.m. Chapel uniform is expected to be worn. A yearly theme and Bible verse will be the focus, and we will be challenged by our staff, students, and special guest speakers to a deeper walk with Christ. Chapels are an integral part of our school's curriculum; therefore, attendance is expected. Teachings are based on the Word of God. Denominations will not be taught, however, students will be exposed to various forms of worship and prayer. Family members are encouraged to attend.

SCHOOL ASSEMBLIES

Once a month (typically the first Wednesday) is a school assembly. The focus of the assemblies will be to celebrate school life and events, and will also include lively worship.

In addition, the entire school will put on two programs, led by our music teacher, every year: one in December and one in May.

CLASS PARTIES

Parties are encouraged on Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school. **Halloween is not a holiday that is observed or celebrated.** However, the Harvest Theme is stressed during October and November. **The emphasis at Christmas and Easter will be a spiritual one rather than a focus on Santa Claus or the Easter Bunny.** These parties usually are at the end of the school day and last no longer than one hour. Parents will be notified regarding how they can be involved.

Kindergarten, 1st & 2nd grade parents may bring a birthday snack for their child's class – the end of the day is preferred, but please contact your child's teacher. 3rd-8^h grade parents may bring a birthday snack during lunch time only.

Birthday party invitations may only be distributed at school if *every student in the class is invited* OR *every student of that gender in the class is invited*.

**School is not a place to drop off presents for any reason.
There is no place for your child to carry them or keep them.
Please save those for home.**

FIELD TRIPS

In connection with the regular class work, field trips may be planned by the teacher. ***Dress code is to be observed*** (Exception: special recreational event). Occasionally, the school may provide transportation; however, it is often necessary to request parent drivers.

CHAPERONE POLICY

Heritage Academy students occasionally participate in off campus field trips. The guidelines for chaperones are:

- Only Heritage Academy staff, approved volunteers, and primary care givers (parents/grandparents/guardians) of current students may act as chaperones.
- Chaperones are not to bring siblings or other children, so they may be able to focus their attention on the students.
- Heritage Academy reserves the right to determine how many chaperones are needed.
- Chaperones must always stay with the rest of the group.
- If the field trip requires driving to another location, the driver must:
 - Complete and pass the Heritage Academy background check process, which includes a driving history (the form can be picked up from the office). There is a \$25 processing fee.
 - Give a copy of their driver's license and current insurance card to the office.
 - Travel in a convoy with the rest of the cars.

XI. SPORTS

When possible, we offer boys and girls basketball, cross country, track, soccer, and baseball for grades 5-8. Practices take place after school. Days and times of games/meets vary. ***Sports fees will apply and will be explained at the parent meeting.*** In order to be eligible to play a sport at Heritage Academy, a student must:

1. Complete the sports physical form every year.
2. Attend a mandatory athlete-parent meeting at the beginning of each season.
3. Maintain acceptable grades and conduct.
4. Be present in school for at least half of a day in order to participate in practices & games.
5. Faithfully attend all practices and games.
6. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire the official's willingness to participate in full view of the public.
7. Recognize and show appreciation for an outstanding play by either team.
8. Refrain from the use of any controlled substances (alcohol, drugs, etc.).

SPECTATOR GUIDELINES

- We are a Christian School and want to reflect actions that are a positive witness for Jesus Christ.

- Use only those cheers that support and encourage the teams involved.
- Remember that school athletics are learning experiences for students and mistakes are sometimes made. Praise student-athletes in their attempts.
- Learn the rules of the game, so that you may understand and appreciate the game.
- A ticket is a privilege to observe the contest, not a license to verbally assault others.

The Heritage Academy Board of Directors and Administration reserves the right to make changes to this handbook at our discretion without advanced notice.



Heritage Academy School Calendar 2019-2020

New Staff Training, 8-12	Wed-Thur, July 24-25, 2019
K-3 Singapore Math Training, 8:30-3	Tuesday, July 30, 2019
Pre-Planning (<i>all staff</i>)	August 5-7, 2019
Back to School Orientation for returning students: K – 3 rd grades: 2pm; 4 th - 8 th grades: 5:45 pm *Special Event for New Families at 1:30*	Tuesday, August 6, 2019
First Day of School (DIFFERENT FROM RICHMOND CTY)	Thursday , August 8, 2019
Labor Day / No school	Monday, September 2, 2019
Early Release at 12:00/Parent Conferences (2 Days)	Thurs/Fri, September 26-27, 2019
Early Release at 12:00	Friday, October 11, 2019
Fall Break / No School	Monday, October 14, 2019
Math Night, 5:45-6:45 pm	Tuesday, October 22, 2019
Veteran's Day/No School	Monday, November 11, 2019
Thanksgiving Holidays	November 25-29, 2019
Christmas Programs: K - 2, 8:45 am; 3 - 8, 10:30 am	Friday, December 20, 2019
Christmas Holidays	December 23 - January 6, 2020
Re-enrollment Period (<i>turn in form & fee now</i>)	January 13 – March 13, 2020
Staff Development/No school	Monday, January 6, 2020
First Day of School	Tuesday, January 7, 2020
Martin Luther King/No school	Monday, January 20, 2020
Family Fun Night! 5-7 pm	Thursday, February 13, 2020
Early Release at 12:00/Staff Development	Friday, February 14, 2020
President's Day/No school	Monday, February 17, 2020
Early Release at 12:00/Staff Development	Friday March 13, 2020
Field Day / Early Release at 12:00	Friday, March 27, 2020
Spring Break / No school (<i>Good Friday, April 10</i>)	April 6-13, 2020
Iowa Assessments Testing	April 27 – May 1, 2020
Early release at 12:00	Friday, May 1, 2020
Graduation Chapel of Blessing, 8:30-9 (8 th graders last day)	Wednesday, May 20, 2020
K-2 Program 8:45 am; 3 rd – 7 th grade Program 10:30 am	Friday, May 22, 2020
Post-Planning (teachers)	May 26-27, 2020



Summer Hours:
Tue, Wed, Thurs – 9am-3pm
Office Closed: June 22-July 3
Open M-F beginning July 6

Report Cards Issued: Oct 10, Jan 9, Mar 12, May 21

Progress Reports K-1: Every Monday Progress Reports 2-8: Sept 12, Nov 14, Feb 13, Apr 23



(please sign the items below and return to your child's homeroom teacher)

Student's Name _____ Grade _____

I have read the ***Heritage Academy Parent and Student Handbook*** with my child. I will commit to supporting Heritage Academy by knowing the information in this handbook and striving to follow it.

Parent Signature

Date

PARENT / GUARDIAN COVENANT

As a Parent / Guardian of a Heritage Academy student, **I HOPE:**

I am my child's most important teacher and example, and I accept this responsibility with God's help. I know that I am responsible for: tuition (due by the 10th of every month), school uniforms, transportation to & from school, providing a lunch every day, and attending parent conferences.

Home routines help my child succeed. I will establish a quiet place and time for my child to do homework and study (making sure the necessary supplies are available), and I will enforce a reasonable bedtime.

On time (between 7:45-8:15 am), in uniform, and prepared to hand in all assignments is how my child will arrive at school each day.

Prevent problems by making sure I can be reached & responding promptly to calls and emails; communicating with my child's teacher if I have a concern, or communicating with my child if the teacher has a concern; respond rapidly when my child's behavior is not in accordance with Heritage Academy standards.

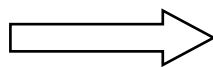
Every day I will make sure my child is picked up from school by 3:15. I will encourage my child to read daily, and to do his/her very best work at all times.

Student's Name _____

Signature of Parent / Guardian _____

Date _____

Please see Student Covenant on next page



STUDENT COVENANT

(Parents, please read this WITH your child. Have your child print and sign their name – younger children can simply print their name twice.)

As a Student of a Heritage Academy student, **I CAN:**

I will think, work, and behave (with God's help) in a way that reflects well on myself, my family, my school, and my Savior.

Complete my classwork, homework, study, and read every day so that I am well prepared to learn. I will maintain high standards of honesty and integrity.

Always show respect to adults in authority at Heritage Academy and to my school family. Respecting adults means having a teachable attitude, listening to directions and obeying quickly. Respecting my school family means being kind, considerate, and unselfish.

Never give up! If I need help, I will ask. I will work hard, give my best effort, and strive for excellence. I will not make excuses, but will be responsible for my actions.

Student's Name _____

Signature of Student _____

Date _____