



# Heritage Academy Student/Parent Handbook 2023/2024

## “Renew Your Mind” Romans 12:1-2

12 Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. 2 Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.

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

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# I. VISION MISSION VALUES

## MISSION

**Heritage Academy** provides a Christ-centered education to children of all heritages and 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
- Cultural diversity in students and staff
- Reciprocal community involvement

## **II. BELIEFS AND PHILOSOPHY**

### **STATEMENT OF FAITH**

- We believe the Bible to be the inspired, only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 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.
- 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)
- 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.
- 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 God-Centered 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:

- 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.
- 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.
- In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress, and performance must be articulated and maintained.
- 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.
- 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.
- 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.

- 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.
- Respect for the individual student as a unique creation of God, calls for instruction geared to individual needs, skills, and proper academic preparation.
- 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.
- 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.
- 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 we believe that our biblical role is to work in conjunction with the home to encourage students to develop and grow in their faith through salvation in Jesus Christ. We espouse the precepts of sexuality as outlined in God's Word. Living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise having the inability to support the moral principles of the school makes a partnership with a Christ-centered school a potential challenge. Please be advised that your child will at appropriate times in grades 5-8, learn about God's biblical design for sexuality. At Heritage Academy, we expect that our students will follow after these teachings while enrolled at our school. 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.

#### **ACADEMIC COURSE OFFERINGS**

##### **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. All of these skills allow them to become effective communicators.

##### **READING**

Heritage uses a "workshop" model of instruction for reading and writing that utilizes strategic teaching in the areas of phonics, fluency, vocabulary and comprehension. We also study the different genres of Narrative, Informational and Opinion writing in order to prepare our students to be effective communicators and increase their agency in the world around them.

##### **COMPUTER**

Chrome books will be incorporated into classroom instructional time on a daily basis, ensuring digital literacy skills are developed on a weekly basis.

##### **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.

## **STEM/MAKERSPACE**

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 for music and the ability to identify composers. Basic concepts of music theory, rhythm, harmony, and instrument identification and function will be studied.

## **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 believe that homework is both necessary and vital. The work assigned to be done outside the classroom is not "busy work", but a practice opportunity for the regular classroom work. Time frames for homework vary by grade and subject but will remain age appropriate and clearly communicated.



## 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 by their learner. *HA students are given the grades they earn.*

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 shown signs of below average work will need the necessary attention from home and school to regain their academic standing.

Heritage Academy uses the EDUCATE Student Information System. Parents may view their child's grades and progress from a home computer or cell phone. ***Report cards and progress reports will be sent electronically.***

### GRADING SCALE for MIDDLE SCHOOL

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

#### Grading Scale

##### Grades K-2

4 = Exemplary  
3 = On Target  
2 = Making Progress  
1 = Needs Improvement

##### 3rd-8th grade:

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

### STANDARDS FOR WRITTEN WORK

Every student is expected to do his/her written work neatly and in a legible style. If the work is poorly 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. Parents pay an activity fee, which covers the cost of all school supplies. ***Every child is asked to bring 3 items every day: a book bag, a water bottle and a lunch - ALL labeled with their name.***

## **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, like ***i-Ready***, 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 take place only with parent(s) or guardians - and only with non-custodial parents or family members, if the parent or guardian is also present. If you miss your conference time or need to reschedule, please contact your child's teacher. If you miss two***

**rescheduled conferences without calling in advance to alert the staff, you will need to come in with your child to school the next morning to meet with the admin team and classroom teacher before your child will be able to return to school.**

#### **IV. GENERAL INFORMATION**

##### **SCHOOL DAY**

The school day is from 8:25 am to 3:15 pm. 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 will not be eaten at school on early release days. Please BRING A LUNCH if you are going to after school care on early release days.***

##### **DAILY SCHEDULE**

***Office hours 7:45 am-3:45 pm***

***Arrival 7:45-8:25 am***

***(please give your child time to get settled)***

***Class begins at 8:25 am SHARP***

***Dismissal 2:50 - 3:10 according to grade level***

##### **DRESS CODE**

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.***

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 their school and will understand the importance of being good representatives of God, home, and school. **French Toast** is the official

uniform site for shirts, jackets, pants, shorts, skirts, skirts, jumpers, and ties for Heritage Academy student uniforms. The link to the online store can be found on our website under Academics - For Parents.

### **DRESS CODE GUIDELINES**

- No jeans or sweat suits permitted (except on special dress up days).
- Three-buttoned golf shirt in white, navy or light blue with the school logo is the official uniform shirt.
- Pants, shorts, skirts, skorts, and jumpers should be navy or khaki. *Polo shirt DRESSES also require our logo.*
- 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.***
- 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.
- **PLAIN** 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 shoes**), or any PLAIN black or brown Oxford, Mary Jane or FLAT shoe (**NO flip flops, Crocs, or high heeled shoes/boots**). Plain black, brown, tan, or white boots are acceptable in the colder weather. **Sneakers are best for all grades.**
- No hoodies may be worn all day (out to recess/PE only).
- A jacket or sweater that is plain (no pictures, words or designs) white, navy, light blue, gray, or black may be worn throughout the school day. A Heritage Academy fleece or jacket may also be worn. **No other jacket, coat, or cover up will be permitted to be worn all day.** A small brand emblem on the front is allowed.

- Any jacket/sweater may 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. Long hair should be kept neat and not distract the student or other students.
- 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 can be purchased from French Toast.***
- 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 with our dress code.** Students will be checked for uniform compliance when they arrive at school. 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 in real time that day.**

#### **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 20 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. If you need to touch base with your child's teacher, please email the teacher directly and set up a time that works for both parties.
- **Carline is a NO CELL PHONE ZONE.** Please end calls before getting into the 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 can 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 the 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. We will not release your child to anyone NOT on your 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 8:25 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 the 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 main foyer doors.** Students arriving when the tardy sign is in place (8:25) must be escorted into the building and parents must sign them in. If your car seat is on the left side of the car - you might want to move it to the right side or make a way out so that your child may exit the car on the right side next to the curb.

**Afternoon pick-up:**

**ALL SOLO Riders are picked up out back** – on Ellis Street

**ALL siblings, carpools, day cares are picked up in front** – on Greene Street (*children do NOT bounce back & forth – we will send them wherever they will REGULARLY go and the PARENT will need to change where they pick them up*)

**PLEASE ARRIVE AT THE TIME OF YOUR OLDEST CHILD – we will ask you to come back or to go to the end of the line if you are early.**

- Kindergartens and first grades will be picked up at **2:45 pm.**
- Second grades will be picked up at **2:50 pm.**
- Third grades will be picked up at **2:55 pm.**
- Fourth and Fifth grades will be picked up at **3:00 pm**
- Six, Seventh, Eighth grades will be picked up at **3:10 pm**
- **If you desire to pick up a child who usually goes to daycare, you will need to come to the office by 3pm; If their day care van is here and you are not, they will be sent to daycare.**
- After 3:15 all children are picked up in the front.

**PLEASE BE ADVISED**

**Any child picked up after 3:15 will be charged a late fee. After 3:15, \$1.00 dollar per minute will be added as a late fee. Our staff have tasks after their dismissal duties and should not be delayed in attending to those tasks.**

## **LUNCH**

Students are expected to bring their own **READY TO EAT** lunch from home.

**Microwaves will not be available. We will return to having lunch in the cafeteria.**

*Please be advised that we will no longer allow food delivery services such as Doordash/UberEats/GrubHub for student lunches. We will not accept delivery orders - so please be sure to make lunch arrangements ahead of time.*

## **LUNCH TIMES:**

**Lunch times may vary, according to the teacher's schedule.**

Pizza lunch (includes pizza, side, drink, dessert) can be purchased on Fridays. **The cost is \$3.50 for 1 slice and \$5.50 for 2 slices.** If you would like to purchase pizza and/or ice cream for your child, you will need to order ahead each month. Orders are paid directly via the jotform document located in the Announcement section in Educate. Cash will not be accepted. A direct email will also be sent on the 15th of each month. All orders are placed one month in advance. The order form will close on the 30th with no exception.

## **V. BEHAVIORAL EXPECTATIONS**

### **CODE OF CONDUCT**

1. Students agree to obey those who have authority over them, for this is right in the sight of God.
2. Students agree 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 success in their school experience.
4. Students agree to refrain from the use of drugs, tobacco, and alcohol since these are both illegal for youth, and when abused, become destroyers of self-discipline, self-control, and against God's plan for the calling of a Christian.



5. Students agree to strive daily 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, racial slurs, divisive rivalry, and inappropriate jesting.
7. Students agree to refrain from chewing gum in the classroom or on the school grounds at ANY TIME.
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.

### **DAILY RULES IN AND AROUND SCHOOL**

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

1. Leave toys or other items from home - at 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. Use restrooms quickly, quietly, and **keep them clean.**
4. **Pick up after yourself** – in class, at recess, at lunch, etc.
5. Lockers and desk space should be kept clean and orderly.
6. **Students are not allowed to be in classrooms, offices, playground or cafeteria without teacher supervision.**
7. Students are to enter the classroom quietly with required materials and take their seats before class starts.

8. Students will observe their HA teacher's standards for classroom conduct at all times.
9. Students who are responsible for causing damage to school property will be expected to restore or replace as deemed needed or necessary by the Administration.
10. Once students are dropped off at school, they are not to leave the campus at any time.
11. **Children are not to open any outside door for ANYONE.**  
**They are to always and only get a staff member.**
12. **DO NOT PROP DOORS OPEN IN THE BACK, SIDES OR FRONT OF THE BUILDING.** This is a safety hazard for our entire school. When exiting or entering please make sure you pull the door to a locked position every time.

### **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. If a cell phone is brought to school - it must be placed in a designated clear pocket at the beginning of the day in the student's homeroom classroom. If a student or family does not want to store a phone in this way, simply leave the phone at home or with a parent or guardian.
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 lead teacher on that trip.
5. If there is a time that a student has a phone in his/her possession on school grounds, **the use of a camera phone 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.

***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. All students are responsible for their own device and 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 6-8<sup>th</sup> grade student will be given a chrome book to use while at school. Specific guidelines will be handed out to rising 6<sup>th</sup> 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. Avoiding inappropriate online behavior is a hallmark of a Heritage Academy student and it is our expectation that you will follow these guidelines.

## **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.

### **ADMINISTRATOR'S 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 are threatening, harassing or otherwise unacceptable.

### **UNACCEPTABLE USES**

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

- Posting private or personal information about another person.
- Attempting to log in through another person's account or to access another person's files; sharing a password or account with another person.
- Transmitting obscene or pornographic material or intentionally visiting sites featuring such material.
- Posting chain letters or engaging in 'spamming' (Spamming means sending a large number of annoying or unnecessary messages to one or more people).
- 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.
- 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).
- 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).
- Participating in commercial activities that are not directly related to the educational purposes of Heritage Academy. 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 Email account is dishonest.

The Guidelines for Acceptable Internet Use and Statement of Student Responsibility signed by all students and parents elaborates on these guidelines.

## **BULLYING/HARASSMENT**

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. Additionally, intentionally touching the body of another student in an inappropriate manner (EXAMPLES: hitting/grabbing a student on their behind, making suggestive comments or remarks, acting in a lewd manner)

**All of the above actions/behaviors/words are unbecoming of a Heritage Academy Student and are grounds for suspension and possible expulsion.**

*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 non permissible 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. Cheating will result in a zero for the given academic work in question.

## **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 could use some more support,” or “Check your spelling on these words,” or “You didn’t seem to 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 rewrite 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

## **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 direct 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 stimulates 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**

***Please see Appendix #1 for detailed explanation of consequences for all disciplinary procedures.***

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

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their own problems, or the ones they create,

without creating problems for someone else.

- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural and logical consequences, instead of punishment, whenever possible.
- 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.
- Students will be encouraged to request a meeting with the teacher whenever consequences appear to be unfair.
- School problems will be handled by school personnel. Criminal activity such as weapons, alcohol, drugs, etc, will be referred to the proper authorities.
- 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 and second offenses, a phone call home to parents will be made. The third offense will result in an out-of-school suspension.

### **CHEATING**

Incidents will be handled on an individual basis and

will include full loss of credit on the assignment, test, or quiz where cheating occurred. Three consecutive cheating offenses will result in suspension or expulsion.

## **WEAPONS & HARASSMENT**

We have a zero tolerance for weapons and harassment of any nature at Heritage Academy. Consequences will be swift, severe and age-appropriate.

***Serious offenses will have an impact on a student's scholarship eligibility and is at the discretion of the Administrative Team. A conditional scholarship will be activated for any student who has required (3) in person academic/conduct meetings with parents.***

## **VIII. OFFICIAL 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.

### **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.) If a student is to be picked up early for an appointment - a note or phone call from parents must be received that day. No early pickups to avoid carline will be permitted before 2:45-3:10 depending on your child's grade level - for any student. **ALL COMMUNICATION REGARDING AN ILL or ABSENT STUDENT MUST GO THROUGH THE MAIN OFFICE RATHER THAN THROUGH YOUR CHILD'S CLASSROOM TEACHER.** Please speak directly with the main office regarding your child's illness or

absence rather than through text messages or teacher communications.

### **Excused Absences:**

- Illness or injury prohibiting a child from coming to school
- Quarantine for contagious disease (e.g. chicken pox, measles, Covid-19, etc.)
- Student participation in school sponsored activities during the school day
- Acts of God
- Serious illness or Death in the family
- Dental or medical appointments when prior arrangements have been made.
- **Pre-arranged family trips discussed with Administration prior to day of departure**

### **Unexcused Absences:**

- Oversleeping
- Car problems/Automobile repairs
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives without advanced notice
- Minor aches and pains (persistence may indicate a more serious problem/will need doctor's note excusing child from school)
- Child did not want to come to school
- Hairdresser/Barber appointments
- Shopping excursions
- **Unapproved notification of travel/vacations**

### ***Work Requirements for Excused and Unexcused Absences***

- Students with excused absences will be permitted to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time will result in an automatic zero.
- Students with unexcused absences will not be permitted to make up missed work. If a student is absent from school immediately prior to or following any school activity, the absence may be interpreted as unexcused. This applies specifically to any student in the morning following participation in any activity that evening.

### **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. **PLEASE BE ADVISED - Leaving early is also counted as tardy.** We follow a very serious tardy policy in line with Richmond County.

***Tardy Policy: After the placement of the Tardy carline sign - You must park the car and walk your child into the front office to sign them in.***

**\*Chronic tardiness and/or absences will jeopardize a student's scholarship.**

### **MAKE-UP WORK**

Missed school work due to absence will be given an equal number of days absent to complete the work (e.g. students 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 through the **EDUCATE** portal via texts and emails. Bloomz classroom teacher texts and teacher emails/websites are the direct form of communication for parent to teacher. Updates will also be posted on our website ([www.heritageacademyaugusta.org](http://www.heritageacademyaugusta.org)) and our social media outlets. It is your responsibility to know the information so please check in to your child's portal often. Please expect to hear from your child's teacher or an administrator within 24 hours of your correspondence.



## **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.

## **RE-ENROLLMENT PERIOD**

Priority re-enrollment for current students in good academic, behavior and tuition standing is from January – February. If you miss the re-enrollment deadline, your child's seat may be given to a new student and your child will be placed on a waiting list. A link to your re-enrollment forms will be distributed through your TADS portal.

## **SCHOLARSHIPS**

Scholarships are evaluated yearly according to each family's financial aid application in the TADS portal. Each application is reviewed according to the guidelines in place that are approved by the Board of Directors. Heritage Academy's commitment to awarding to the highest need is determined by the Free and Reduced Lunch income regulations. Applications for scholarships are due for returning families by March and tuition amounts may vary according to the information provided on the application. Tuition Agreements will be distributed in the month of April and continue through June. Tuition Agreements are a one year agreement between the school and family and are to remain confidential.

If a family expresses a need for additional financial assistance, they are permitted to submit up to 2 years of Special Circumstance Letters during the family's enrollment at Heritage Academy. Please contact the Admissions Office for the official submission form.

## **TUITION**

Tuition payments are due by the twenty-fifth of each month (from July to April). Payments can be

made through your TADS portal, which is set up during enrollment. If tuition payments are 2 months behind, it is the responsibility of the parents to contact the Finance Department 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.**

Emergency Tuition Assistance: If there is an emergency that is threatening your child's ability to attend Heritage due to a severe financial hardship, please contact the Finance Department and request a list of qualifying events to see if you are a candidate for immediate assistance.

### **CHANGE OF ADDRESS, PHONE NUMBER OR OTHER INFORMATION**

Any changes to your information must be updated in your TADS portal immediately. You can go in at any time and update your information. If you prefer, you can call or email [office@heritageacademyaugusta.org](mailto:office@heritageacademyaugusta.org) with your contact updates.

### **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 stay in class for as long as possible.

### **TELEPHONE**

The telephone in the office is to be used for school business only or in case of emergencies. Phoning home for school work, lunch, clothes, or 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**

### **Children's COVID-19 symptoms**

While children and adults experience similar symptoms of COVID-19, children's symptoms tend to be mild and cold-like. Most children recover within one to two weeks.

**Their symptoms may include:**

- Fever
  - Runny nose
  - Cough
  - Fatigue
  - Muscle aches
  - Vomiting
  - Diarrhea
  - Has been in close contact with someone who is COVID positive
- If your child has symptoms of COVID-19 and you think he or she might have COVID-19, call your child's health care provider. Keep your child at home and away from others as much as possible, except to get medical care. If possible, have your child use a separate bedroom and bathroom from family members. The doctor will determine whether to conduct tests for COVID-19 based on your child's signs and symptoms, as well as whether your child has had close contact with someone diagnosed with COVID-19. Your child can return to school when cleared from the doctor.

***If your child has a fever that does not go away and/or other symptoms develop, please see your pediatrician. Your child may return to school when they are SYMPTOM FREE FOR 3 DAYS .***

***COLDS/FLU - Colds should be monitored to be certain that it is not Covid-19. If your child tests positive for the flu, they must remain home for 5-7 days and return to school after being symptom/fever-free for 24 hours.***

***ASTHMA - If your child has asthma, please be 100% certain that we have the proper treatments in hand for them. If they have an inhaler or need a breathing treatment in case of emergencies, please be certain that all treatment items are received by the main office staff by the first day of school.***

**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. Do not send aspirin, Tylenol, or any other over-the-counter medications with your child to take on their own on an "as-needed" basis. Only an adult can administer medication while on the school premises.***

### **EXAMINATIONS (EED – Ear/Eye/Dental Form)**

**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.)

***New vaccines are required for all K and seventh graders.***

### **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 the 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.**

***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.***

## **X. STUDENT ACTIVITIES**

### **CHAPEL**

K-5 students will attend chapel every Wednesday from 8:30-9 a.m. Middle School students will attend every Thursday from 8:30 - 9:00 a.m. Chapel uniform is expected to be worn. Chapels are an integral part of our school's curriculum; therefore, attendance is expected. Teachings are based on the Word of God. Though Heritage Academy abides by a set of tenants of the Christian faith, doctrinal differences exist, but are left to the parents to teach and guide as their family sees fit. Family members are encouraged to attend when invited.

### **CLASS PARTIES**

Parties are allowable on Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school.

**Halloween is not a holiday that is observed or celebrated.**

**The emphasis at Christmas and Easter will be focused on Christ 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.

### **BIRTHDAYS**

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

NOTE: 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. Please save gifts for outside of school.***

## **FIELD TRIPS**

In connection with the regular class work, field trips may be planned by the teacher. ***Dress code is to be observed - however permission to wear appropriate jeans and the school t-shirt may be given depending on the destination.*** (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, cheer, volleyball, 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:

- Complete the sports physical form every year.
- Attend a mandatory athlete-parent meeting at the beginning of each season.
- Maintain acceptable grades and conduct, in and out of school - including social media use.
- Be present in school for at least half of a day in order to participate in practices & games.
- Faithfully attend all practices and games.
- 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.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.)

## **MIDDLE SCHOOL ACADEMIC & EXTRA-CURRICULAR POLICY**

We believe athletics and the arts are a wonderful tool for helping students fellowship, compete, learn and grow with one another. Also, participation in extracurriculars is a privilege; one that comes with student responsibility off of the court/field/stage. Below is a brief overview of those expectations and the consequences if a student does not meet them.

### **ACADEMIC EXPECTATIONS**

- If a student has below a 78 in one or more subjects, they will be put on a 2 - week improvement period. They may practice and play games/do performances during this period. Their job during this time is to focus on bringing their grades up.
- If a student has not brought their grade up to a 78 within the 2-week improvement period, they will be unable to participate in games or practices until they have brought their grade(s) up to a 78.
  
- If a student is below a 70 in any subject they will immediately be ineligible to practice or play until their grade has been brought up to a 70. Once they have brought the grade(s) above a 70, they will be placed on a 2-week improvement period and must reach a 78 during that time. The student on 2-week improvement must



meet with their teacher to create a plan of action (i.e. tutoring, make-up work, etc.) to bring up their grade.

- Teachers are not required to give extra credit or make up assignments but may do so at their own discretion.
- Any student that desires or requires tutoring for a specific subject during a practice time will be excused from practice after informing their coach in advance where they will be.
- If the student receives a 78 or below as a final grade for any 9-week period during their season, they will begin the new 9-week period on a 2-week improvement period.

### **CONDUCT EXPECTATIONS**

- Students are expected to maintain a positive and respectful attitude throughout the school year, regardless of their participation in sports.
- However, if a student does begin to struggle with their conduct, they will be counseled by their coach or sponsor to learn where their behavioral challenges are stemming from and to inform them of what areas they need to improve on. Playing/performance time may be affected.
- If a student continues to have consistent disciplinary issues, a meeting will be held between the student, the Assistant Principal and their sports coach/sponsor to determine the best course of action moving forward, including potential removal from the activity.

### **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.

## **XII. APPENDIX #1**

### **DISCIPLINE**

## **Breakdown of Basic Student Conduct Violations & Offenses**

- Disrespect of a Staff Member/ fellow student(s)/Volunteer/Host during a field trip
- Extreme, chronic disruption of class
- Fixable uniform violation 3 times in one quarter
- Inappropriate contact with another student
- Lying to a teacher or staff member, or to another student
- Repeated disobedience or defiance in the classroom
- Stealing from another student or teacher
- Minimal or no effort on a test due to a poor attitude
- Leaving the classroom without permission
- Not retaking, redoing, or rewriting a failed test, project, paper, or presentation within the required timeframe
- Use of vulgar/cruel/belittling/mockling language - repeating scenarios or song lyrics from online platforms(tiktok, instagram, youtube, etc.) or otherwise that are dishonoring to share at school
- Conversations should reflect that of a student of character which we expect from every Heritage Academy student

### **Attendance Reminders**

- Tardy to school 3 times = 1 absence
- 5 absences = meeting with principal
- 10 absences = mandatory meeting with parent, principal, admissions, and student. **Placement on a conditional scholarship. Violation of the terms of conditional scholarship will result in a loss of a seat for the upcoming school year.**
- 20 absences = **ineligible for scholarship and enrollment for upcoming school year. Student(s) will not be eligible for promotion to the next grade.**

### **3-8 Grade School-Wide Consequences Policy**

#### **Restoring a balanced relationship with student and/or family**

- ***Reflection Paper - Grades 3-8***

If deemed pertinent by the admin team, a reflection paper will be written by students while they are in suspension to encourage them to more fully understand the decisions they have made, how these decisions might affect their life if they continue in this path, how these decisions affect the lives of others around them, and most importantly, how these decisions affect their relationship with God. The classroom/detention teacher may find using this form an effective way to work students in building Christian character.

### ● ***Out-of-School Suspensions***

A suspension requires that a student remain off campus under his or her parent's supervision for one or more days as a disciplinary consequence. Students suspended in the middle of the school day will be sent home immediately. If a student receives a suspension, he or she may not attend any school sponsored practices, rehearsals, competitions, performances, or events until the suspension has been completed and the suspension reentry meeting has been held. Reentry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community. Conferences will require the following parties in attendance:

- Suspension #1 – Principal, parent(s) and student
- Suspension #2 – Principal, parent(s), student and teacher(s)
- Suspension #3 - The administration will consider probable expulsion from school.

**Suspensions will be reported on the student's official record.**

### ***Behaviors That Warrant an Automatic Suspension and Possible Immediate Expulsion***

- Alcohol, Tobacco, or Other Drugs
- Bringing a weapon (gun, knife, club, or any other weapon-like instrument) of any kind, even if a weapon is recreational (Airsoft) or a toy-like weapon.

- Belligerent, defiant, surly, indifferent, or disrespectful attitude toward staff or admin.
- Cheating on an Academic Achievement Assessment
- Fighting, hitting, scratching, pulling hair, biting, or spitting on another student. Harassment both in person or online
- Inappropriate physical/sexual contact with another student
- Physical Aggression
- Verbal or Physical Threats
- Habitual disorderly and inappropriate behavior with no improvement even after it has been reported to parents.
- Disparaging/vulgar remarks made against the school, its staff and/or policies, by student and/or parent(s) via any Social Media platform, in public spaces within or without the school or in the presence of Heritage Academy staff.
- Use of profane language/images
- Use of fighting words or actions to provoke a fight
- Skipping class
- Stealing
- Cheating
- Recording, video- chatting, posting or sharing (via social media, email, texts, et al.) of any action or occurrence contrary to Heritage Academy's policies and/or procedures.
- **Threats of death are taken seriously and will be cause for immediate expulsion.**

**A total of 10 demerits in any one grading period is cause for possible loss of scholarship/seat.**

### ***Other Behaviors That May Warrant a Suspension***

- Holding a spirit of defiance, and/or persistent lack of cooperation
- Verbal Abuse/Disrespect of School Staff and/or Students
- School Property Damage, Personal Theft, Vandalism, Arson, Extortion, Locker Theft
- Improper Activation of Fire Alarms
- Course language that is dishonoring to God and others

## **PARENT / GUARDIAN COVENANT**

As a Parent / Guardian of a Heritage Academy student:

I am my child's most important teacher and example, and I accept this responsibility with God's help. I agree to act as a cooperative, intentional partner with Heritage Academy and its staff to ensure the best educational learning experience possible for my child. I know that I am responsible for: tuition and will adhere to the monthly due date, school uniforms, transportation to & from school, providing lunch every day, and attending parent conferences. I will remain informed by way of utilizing the parent portal in **EDUCATE** to be up to date and aware of my child's academic, social-emotional, behavioral, and spiritual development so that I may support growth where needed.

Since 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. I will help my child find alternative activities that allow time away from phones/screens and/or video games. Violent and/or sexualized games/apps/movies and screen options are harmful for my child, and I will strive to help them find alternative ways to spend their time in order to maximize their academic, social-emotional, behavioral, and spiritual growth.

Though my child/I may or may not be a Christ-follower at this time, I will encourage them to respect the Christian foundations of the school culture, and encourage them to work diligently within Heritage Academy demonstrating a respectful mindset and attitude toward a faith-based school life. This includes the expectation that my child will represent Heritage Academy in a positive and respectful manner for the entirety of their enrollment as a Heritage student.

I will help prevent communication problems by making sure I can be easily reached. I commit to: 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. I will respond rapidly when my child's behavior is not in accordance with Heritage Academy standards, rather than allow it to go unchecked.

My child will arrive on time to school (between 7:45-8:20 am), in uniform, with lunch, and be prepared to work diligently, turning in all assignments for school each day. 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.

*I acknowledge that I have read, accepted, and will abide by the contents of the parent compact as this will be enforced by the Heritage Academy Administration as necessary.*

\*Signature of Parent / Guardian\_\_\_\_\_

Date\_\_\_\_\_

**\* I acknowledge that I have read, accepted, and will abide by the contents of the parent/student handbook as this handbook will be enforced by the Heritage Academy Administration as necessary.**

# STUDENT COVENANT *3rd-8th Grade Students*

As a Student of Heritage Academy:

I will think, work, and live (with God's help) in a way that honors Jesus Christ, myself, my family, my friends, and my school.

I will work with diligence to complete my classwork, homework, study, and read every day so that I am well prepared to learn, and I will do it with a positive mindset. I will maintain the biblical standards of honesty and integrity.

I will show respect to adults at Heritage Academy and to my school family. Respecting adults means having a teachable attitude, following directions and following directions the first time. Respecting my school family means being kind, considerate, helpful and unselfish towards staff and my peers. It means working toward developing a servant's heart.

I will keep trying no matter what! If I need help, I will ask for it. I will work hard, give my best effort, and strive for excellence. I will not make excuses, but will be responsible for my actions. I will seek to be a leader by setting a worthy example and seek to honor God as much as possible each day as a Heritage Academy student.

Student's Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_