



Heritage Academy K-8 Student/Parent Handbook 2025/2026

The Great Commission

18 And Jesus came and said to them, “All authority in heaven and on earth has been given to me. 19 Go therefore and make disciples of all nations, baptizing them in^[a] the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

Matthew 28:18-20 ESV

333 Greene Street Augusta, Georgia 30901
office@heritageacademyaugusta.org

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

Table of Contents

I. Purpose of this Handbook.....	5
II. Mission- Vision- Values.....	6
III. Beliefs- Philosophy- Policies.....	6
Statement of Faith.....	7
Christian Philosophy.....	7
IV. Attendance.....	9
Excused Absences.....	9
Unexcused Absences.....	9
Work Requirements for Excused and Unexcused Absences.....	10
Tardies & Absences.....	10
Tardy Policy.....	10
Make-Up Work.....	10
Absentee Homework.....	10
V. Behavioral Expectations.....	11
Code of Conduct.....	11
Daily Rules & Standards.....	11
Honor Code.....	12
➤ Lying.....	12
➤ Stealing.....	12
➤ Bullying/ Harassment.....	12
➤ Cheating.....	13
Permissible Help from Students & Parents.....	13
Non-Permissible Help from Students & Parents.....	14
Homework- Papers- Projects.....	14
Exams- Tests- Quizzes.....	14
Disciplinary Procedures.....	15
Consequences.....	15
Fighting.....	15
Profanity.....	16
Cheating.....	16
Weapons.....	16
Harassment.....	16
Conditional Enrollment.....	16
VI. Carline & Event Parking.....	16
Carline Procedure.....	16
Morning drop-off:.....	16

Afternoon pick-up:.....	17
Early Pick-Up Policy.....	17
Half-Day Dismissal:.....	17
VII. Child Abuse Policy.....	17
VIII. Classroom.....	17
Declaration.....	17
Academic Course Offerings.....	17
Homework.....	18
Reporting & Grading Procedures.....	18
Grade Promotion.....	19
Parent Provided Supplies.....	19
Standardized Testing.....	19
Parent/Teacher Conferences.....	19
IX. Communication.....	20
Parent/ Teacher Weekly Communication Expectations.....	20
Lower School.....	20
Upper School.....	20
Teacher Meeting Blocks.....	20
X. Disciplinary Procedures.....	21
XI. Field Trips & Activity Fee.....	21
XII. Health & Medication.....	21
XIII. Inclement Weather & School Closures.....	21
XIV. Intervention Services.....	21
XV. Lost & Found.....	21
XVI. Lunch Policy.....	21
Packed Lunch.....	21
Lunch Times.....	21
Pizza Friday.....	21
XVII. Parents/ Guardians.....	22
XVIII. Safety & Security.....	22
XIX. Social Media.....	22
XX. Sports.....	22
XXI. Student Activities.....	22
XXII. Student Records & Information.....	22
XXIII. Technology & Internet Use.....	22
Student Cell Phone Policy.....	22
Middle School Laptop Program.....	23
Guidelines for Educational Internet Use.....	23
Student Responsibility.....	23
Parent Responsibility.....	24
Educator Responsibility.....	24
Privilege of Internet Use.....	24
Administrators Access to Files.....	24

Safety & Unacceptable Uses.....	24
Disclaimer of Liability.....	25
XXIV. Tuition & Fees.....	25
XXV. Uniform Policy & Dress Code.....	25
Guidelines.....	26
Violations.....	26
Dress for Cold Weather.....	27
XXVI. Appendix- Conduct & Violations.....	27

Letter from the Executive Director

Welcome Warriors!

We are thrilled to be stepping into our 25th year of providing excellence in Christian education to the city of Augusta. We believe each family entering into this momentous year is here on purpose, and the Lord has great plans for us all.

Our theme this year is the Great Commission, Mathew 28:18-20 ESV

“(18) And Jesus came and said to them, “All authority in heaven and on earth has been given to me. (19) Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, (20) teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age”.

Entering into this celebratory year together means remembering why Heritage Academy was established: to bring the good news of Jesus to the hearts of children through education by providing access to all families. I am so pleased that you have made the choice to join us this year as we learn and grow together.

Joyfully His,
Tana Watson, M.Ed., MLS
Executive Director



Ms. Watson
Executive Director



Mrs. McCrary
Lower School Principal



Mrs. Puchek
Upper School Principal

DAILY SCHEDULE

Office hours 7:30 am-3:30 pm

Arrival 7:30-8:00 am

Class begins at 8:00 am

You are tardy at 8:05

Dismissal 2:50 - Lower School

Dismissal 3:10- Upper School

Early Release Dismissal- Noon

I. MISSION- VISION- VALUES

Mission:

Heritage Academy empowers families with access to an exceptional educational opportunity in the name of Christ.

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- PHILOSOPHY- POLICIES

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. 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.

Heritage will accept excuses from parents/guardians for five (5) total days of absence each semester. A parent can write an excuse for five (5) total days each semester, but after five (5) total days each semester, a medical excuse will be required from a doctor or other qualified medical practitioner.

Excused Absences

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

Unexcused Absences

1. Oversleeping
2. Car problems/Automobile repairs
3. Ordinary weather hazards
4. Staying home to care for younger children
5. Visiting friends or relatives without advanced notice
6. Minor aches and pains (persistence may indicate a more serious problem/will need doctor's note excusing child from school)
7. Child did not want to come to school
8. Hairdresser/Barber appointments
9. Shopping excursions
10. 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 enrollment.

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.

Chronic Absentee Consequences

Tardy to school 3 times = 1 absence	6 absences= meeting with principal
10 absences= mandatory meeting with parent, principal, admissions & student. Placement on a conditional scholarship.	20 absences= ineligible for scholarship & enrollment for the upcoming year. Students will not be eligible for next grade promotion.

IV. BEHAVIORAL EXPECTATIONS

Code of Conduct

Students agree to obey those who have authority over them, for this is right in the sight of God.

- 1) Students agree to show respect to their teachers and fellow students in class by proper behavior.

- 2) 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.
- 3) Students agree to refrain from the use of drugs, tobacco, alcohol and pornography since these are both illegal for youth, and become destroyers of self-discipline, self-control, and against God's plan for the calling of a Christian.
- 4) Students agree to strive daily to refrain from becoming selfish, irresponsible, demanding, discourteous, irreverent, or destructive in their attitudes towards fellow students and teachers.
- 5) Students agree to refrain from the use of profanity, offensive slang, vulgarity, racial slurs, divisive rivalry, and inappropriate jesting.
- 6) 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.
- 7) Students agree to maintain Christian standards in courtesy, kindness, morality, and honesty.
- 8) Students will refrain from threatening remarks or behavior towards other students or teachers.

Daily Rules & Standards

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 without parental sign out
- 11) Children are not to open any outside door for anyone. They are to always and only get a staff member.
- 12) Propping doors is prohibited around campus as this is a safety violation. When exiting or entering please make sure you pull the door to a locked position every time.

Honor Code

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.

➤ **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 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 Students & Parents

- 1) Telling another student the details of a class
- 2) Repeating specific directions given by the teacher
- 3) 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."
- 4) Sharing notes (unless the notes are the assignment)
- 5) Showing another student how to do a problem by using another example • Brainstorming ideas on creative writing assignments
- 6) Reviewing material in preparation for a test or exam
- 7) Discussing concepts that were addressed in class or engaging in discussion of course material for better understanding

Non-Permissible Help from Students & Parents

- 1) Giving another student your answer or answers to any given question
- 2) Telling another student how to rewrite something (i.e. "...just write this down.") with another student any content that is part of an answer
- 3) Letting someone read your answers, knowing or suspecting he or she intends to use or paraphrase those answers
- 4) Showing or explaining to another student where to find information for an assignment (i.e. "look on page 34 for the answer")

- 5) Looking at another student's paper and/or using his or her ideas or answers
- 6) Using a calculator when not permitted
- 7) 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.)
- 8) Discussing any aspect of a quiz, test or exam before all students have taken the test
- 9) Letting a project partner do all of the work and then putting your name on the final project
- 10) Using any part of someone else's work without proper acknowledgement

Homework- Papers- Projects

Plagiarism is 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. 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.

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

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

Harassment

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

Conditional Enrollment

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

Reporting Behavior Workflow



Reporting Behavior Workflow

Teacher notifies parent through each phase



Teacher-Parent

Work with the parent by reporting early: Email, Phone Call & Conference



Teacher-Principal

Behavior persists, bring to the attention of the principal for additional supports.



Principal- Behavior Management

Principal will invite in Behavioral Mgt for observation & create a behavior plan. Conditional Enrollment may be enforced.



Admin- Executive Director

If no change in behavior, final decision for continued enrollment will be determined by the Executive Director.

V. CARLINE & EVENT PARKING

Carline Procedure

As we are affrонт a major street, it is important that all parents adhere to the procedures outlined below to effectively and safely place students in the correct vehicle in a timely manner. Please keep the office notified of changes to your "allowable driver" list. We will not release your child to anyone NOT on your list. In order to safely and efficiently transport students to and from school on a main road, we have developed the following policies.

Morning drop-off

Arrival is from 7:30 am to 8:00 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 (8:05) 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

- **Lower School (K-3) students will begin dismissal at 2:50.**
- **Upper School (4-8) dismissal will begin at 3:10.**

If you have multiple students, please arrive at the time of your oldest student. Ie: A family has a second grade student and a seventh grade student. The family should arrive at 3:10 for pick-up.

Late Fee Any child picked up after 3:20 will be charged a late fee. After 3:20, \$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.

Early Pick-Up Policy

Any parent or guardian who needs to pick up their child before the end of the day, they must send a note with the student at the beginning of the day so the teacher can properly prepare for the early dismissal. Your child will need to be picked up no later than 2:00 pm. Early pick up does count as missed instructional time and may result in a "tardy" on the student academic records. Early pick up is not to be used to skip daily carline.

Half-Day Dismissal

On early dismissal days or half days, dismissal will begin at 11:45 for all students K-8.

Suspected Impaired Driver

It is the responsibility of parents/guardians to safely transport students to and from school each day. Heritage Academy staff are mandated reporters and are required to report all child safety risks to the proper authorities. If at any time during drop-off or pick-up, a driver appears to be impaired or has a strong smell of alcohol, marijuana, or illegal substances, a phone call home informing the parent/guardian of the condition of the driver will be made as

well as a request for alternative transportation. Suspected impaired driving and child exposure to illegal substances is a child safety issue and all incidents are reportable to the Richmond County Sheriff's Office and the Division of Family and Children Services (DFCS).

School Events

Parking is available in multiple sections throughout campus. If families select to park on Greene Street or Ellis Street, they must be mindful of the residential driveways and observe all city parking rules. Vehicles are subject to being towed if these city rules are violated. Off street parking options are outlined on the bottom of our website under [Campus Parking Map](#).

VI. CHILD ABUSE & REPORTING POLICY

All staff employed by Heritage Academy are mandated reporters and comply with Mandated Reporter Law O.C.G.A. §19-7-5.

Families must be aware that although relationship is essential to the partnership between the school and family, child safety is our top priority and we will follow the procedures outlined by the Georgia Department of Education and the Department of Family and Child Services.

Qualifying incidents include:

- Self-report, signs, or patterns of behavior aligned with child abuse (sexual, physical, verbal, and psychological).
- Physical signs of abuse or neglect.
- Excessive absences and suspicious behavior.
- Other incidents as determined by school administration.

Marijuana Policy

Please know that children who arrive to school and smell of marijuana will be considered children exposed to dangerous environmental conditions. If a child has any evidence of being exposed to this controlled substance, he or she will be reviewed by our Behavioral Health Team and their conditions will be reported to the Department of Child and Family Services (DFACS) immediately.

Student Threat of Suicide

Any child who makes a threat of suicide, written or verbal, will have an emergency evaluation with either a school administrator or behavioral health professional. The parent or guardian will be notified and an immediate meeting will be required with the Behavioral Health Team and School Administration. The child will be evaluated by the Behavioral Health Team and assessed for any additional signs of abuse or planned action. If there is reason to believe the child needs further evaluation, he or she will be sent to the emergency room for further evaluation. If escalated, the event will be reported to the Department of Family and Child Services (DFACS).

School Threats

Any threat made toward the safety of the school community (shooting, bombs, or any other act of terror) will be reported to the Richmond County Sheriff's Office. Heritage Academy's position is to report and to allow the local police departments to investigate. The student will be immediately removed from the classroom and will be taken to another location on campus apart from students. If the RCSO believe the child poses a threat and needs further investigation, they will call in the local FBI for further interrogation. Heritage Administration will cooperate with all requests of law enforcement will notify all families involved in the investigation. Our first call will always be to the authorities. Authorities will also contact DFACS for a possible home search.

Fourteen and Over

Children accused of making any terroristic threat to the school community may be subject to being arrested onsite and taken into custody of the YDC.

VII. CLASSROOM

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

Please review the school website, heritageacademyaugusta.org to review a breakdown of all course offerings and approved curriculum.

Daily Coursework:

Reading	Writing
Social Studies/ History	Science
Bible	Mathematics

Weekly Specials:

Music (K-8)	Physical Education (K-8)
Lower School Art (K-3)	Upper School Art (4-8)
NeuroNet (K-2)	STEM (4-8)
Social/Emotional Learning (K-2)	Spanish (3-8)

Middle School Electives

Yearbook	Health & Fitness
Vocal Ensemble	Coding

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 & Grading Procedures

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.

All final report cards will be printed and mailed to the child's primary mailing address on file along with the student's spring iReady assessment report and the IOWA test.

Lower School (K-2) Grading Scale

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

Grade 3 and Upper School Grading Scale

90-100= A	60-69= D
80-89= B	50-59= F
70-79= C	

Grade Promotion

Students are evaluated according to multiple assessments throughout the academic year. Heritage Academy uses the iReady assessment to evaluate grade level readiness. Report

cards are one metric used to show classroom performance. The ultimate decision of retention is determined by the principal. Parent Conferences in the month of March are used to share any retention seats offered for the coming school year.

Parent Provided 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 primary 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.

Class Parties & Birthdays

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 by the classroom teacher regarding how parents can be involved.

Birthday: Lower School (K-3) 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 for the best time. Upper School (4-8) parents may bring a birthday snack during lunch time.

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.

VIII. COMMUNICATION

The school office will communicate with you through school-wide email through the EDUCATE portal via texts and emails.

School App 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) 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.

Parent/ Teacher Weekly Communication Expectations

Teachers will provide a weekly electronic newsletter. Paper copies may be requested. Classroom teachers will include topics being studied, upcoming quizzes and tests, project due dates, as well as any school event dates and reminders.

Teacher Meeting Blocks

Partnership is a core value of Heritage Academy. It is important that teachers are accessible to address any questions or concerns you may have. We encourage families to stay connected with their teacher from the very beginning so all remain on the same page to ensure a unified goal of student success.

To schedule, either email the teacher directly to arrange a time to come in or video conference or call the Main Office and the front desk will place you on the teacher's schedule. Each teacher will have one day that they are available each week. Parents must work around this time as it is an after school time and is the designated time the teacher plans to remain in the classroom.

IX. FIELD TRIPS & ACTIVITY FEE

Field Trip Forms

A universal field trip form was completed at the time of enrollment through your TADS portal. The teacher will communicate with each family the time, date, and location of the planned field trip at least two weeks in advance. Information regarding all overnight trips will come from administration.

Activity Fee Payment

Each student is charged an Activity Fee with their monthly tuition payment. A portion of this fee is to pay for all outdoor learning and off-campus activities. Refunds are not available if the student does not participate in the activity due to absence or behavior.

Behavior

Attending field trips and overnight stays is a privilege and available to all students enrolled. Children may lose the opportunity to participate in off campus activities if it is determined by school administration that the student has not earned the right to participate. Students must demonstrate respect for authority within the classroom so that when taken off campus, those in charge will be able to keep all students safe. If the student is not permitted to attend the field trip or overnight activity, he or she must remain home for the day on an excused absence.

X. HEALTH & MEDICATION

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

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/fever free for 24 hours (without being medicated).

Colds/Flu - 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.)

Vaccination updates are required by law for all incoming kindergarten and seventh grade students. If your family is selecting an exemption from this requirement, please contact the main office to file the proper paperwork.

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.

Classroom Closure

Heritage Academy or individual classrooms may be closed due to multiple illnesses in the building or an individual classroom. If 15% or more students have an illness, Heritage Academy reserves the right to close a classroom or the entire building due to this illness.

XI. INCLEMENT WEATHER & SCHOOL CLOSURES

In case of severe weather or mechanical breakdown, school may be closed or an early dismissal may be made. Heritage does not have delayed starts. Depending on the circumstance, Heritage may be open when Richmond County School District is closed. Please check our social media outlets, as well as the local television news stations. A direct text message will go out to families as soon as we know school will be closed. 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. Reasons for school closures include but are not limited to:

- Dangerous road conditions
- Building issues including water contamination or shut off, fire safety concerns, and other environmental factors.
- Major storm predictions

XII. INTERVENTION SERVICES

Heritage Academy offers a limited amount of intervention services through various programs. Students are placed in the program according to their testing and will be released when determined by the Intervention Team. Heritage does not offer ongoing, full-time special education programming. If a student is admitted with an IEP or while enrolled, it is determined that the student qualifies for an IEP with suggested services not offered at Heritage, Heritage reserves the right to release the student to a program that would better fit the child's needs. Heritage is not required by law to provide services to meet your child's learning needs like the public school district. All programs are placement only. Parents may request additional testing to see if their child is in need of additional services but placement in the programs are determined by administration.

Bridge

The Bridge Program is designed to help first year Heritage students enter into our rigorous academic program from the district. This program was founded after the Covid pandemic and continues to allow new students to have access to our programming. To enter, students typically test either two or three grade levels behind in either reading, math or both. This qualifies them for intensive instruction in these content areas in an effort to move the student

into their grade level. Students will participate in all specials with their assigned classroom as well as lunch, recess, and other subjects including science and social studies.

Students may spend up to two years in this program. All students enrolled in this program are also required to complete the Structures of Intellect (SOI) program, which is a two year program. If a student is released from Bridge in year one, they are still enrolled in SOI for the second year to complete the program.

Parents should expect to have consistent communication with their child's classroom teacher as well as the Bridge teacher. The Bridge teacher will issue reading and mathematics grades on the child's report card as well as be present for conferences. Bridge is a half-day instruction intensive and partnership with the family is key to assist your child in crossing over the "bridge" into a traditional classroom.

Title One Services

Heritage is listed as a Targeted Title One School. This means that certain students may qualify for Title One Services as determined by specific criteria outlined in collaboration with the Richmond County School District. Criteria include:

- Resident of Richmond County
- Income Requirements
- Score a certain level on benchmark assessments

All Title One teachers are employees of RCSD but are vetted and hired by Heritage Academy Administrators. Students are placed in small groups and receive supplemental instruction to enforce classroom lessons.

SOI & Other Interventions

Structures of Intellect is a tool used to determine two things: Gifted and additional interventions needed. This program is housed in the Intervention Cottage and is run by trained Heritage teachers called Intervention Specialists. Students will take a specialized assessment to determine learning needs and a customized workbook with physical and written exercises will be created for each student. SOI is a two-year program.

Orton-Gillingham is the intervention tool used specifically for students who are diagnosed with or present dyslexia issues in their learning style. Students may be paired with SOI or other tools to assist with learning growth.

XIII. LOST & FOUND

Lost and found items are located on a rack in either the vestibule or the first floor hallway. Items not claimed will be donated by the end of each nine-week period.

XIV. LUNCH POLICY

Packed Lunch

Students are expected to bring their own READY TO EAT lunch from home. Please avoid fast food drop offs if possible. Birthdays are an exception. Microwaves will not be available. Please be advised that we will not 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. We will also not accept soda drinks. Water is the drink of choice.

Lunch Times

K= 10:30-11 am	1st= 11:00-11:30 am	2nd & 3rd= 11:30-Noon
4th & 5th= 12:00-12:30 pm	6th-8th= 12:40-1:10 pm	(H) 6th-8th= 12:50-1:20

Pizza Friday

Pizza lunch (includes pizza, fruit or veggie, & a water bottle) can be purchased on Fridays. The cost is \$3.25 for 1 slice and \$5.25 for 2 slices. Kindergarten and Grade 1 are limited to one slice each. If you would like to purchase pizza and/or ice cream (\$1.25) for your child, you will need to load the money onto your Educate account by 8:00 am Friday morning. The first pizza day will be the second Friday of the school year. Pizza is not available for purchase on half days.

Unused Balances

Any unused Educate balance will be applied to unpaid tuition account balances in TADS after the last day of school.

- Amounts greater than \$15 – parent can request a refund even if student is re-enrolling in the new academic year.
- Amounts less than \$15 will be automatically rolled forward into the students next academic year account.
- Withdrawn families or families not re-enrolled for the coming year will automatically be mailed a check for the unused balance over \$5.00 if all other accounts are paid.

Please email gbrown@heritageacademyaugusta.org for any more information.

XV. PARENTS/ GUARDIANS RESOURCES

Pledge of Partnership

As parents/guardians who have made the decision to partner with Heritage Academy, we are grateful for your trust and confidence. We pledge to:

- ❖ Communicate consistently with you regarding your child's academic, emotional, spiritual, and cognitive progress.
- ❖ Provide opportunities for you to be a part of your child's learning.
- ❖ Put your child's safety first.
- ❖ Share the truth of the Gospel of Jesus Christ with each student through daily lessons and intentional chapel services.
- ❖ Assess each situation fairly and be clear on our expectations.
- ❖ Listen and treat all involved with respect.

Christian Counseling

Families in need of resources to strengthen the home can find support here. Student success relies on the health of both the school and home. We are here to be a resource for you to receive biblically sound counsel by our staff counselor, Rev. Dr. Glover. These sessions are confidential and can be done on campus or off. Please contact Dr. Glover directly at lglover@heritageacademyaugusta.org to arrange a time to speak with him or a member of his team.

W.I.N.G.S.

WINGS stands for **W**omen **I**ncubating, **N**oticing, **G**iving, & **S**erving. This is a mom's prayer group that meets throughout the school year. The fall usually consists of a seven week bible study, done weekly via zoom during lunchtime. Mom's can grab their lunches, log into the bible study, and spend time with women who are navigating motherhood together. This group also gets together to laugh, eat, and develop friendships.

XVI. SAFETY & SECURITY

Heritage Academy has several safety protocols in place to keep both children and staff safe while on campus. All doors are locked throughout campus and access is monitored by our Main Office entrance from Greene Street. All visitors must enter through the main entrance and sign in to gain access to the rest of the building. Propped doors are strictly prohibited and any sight of propped doors should be reported to school administration immediately. We have had a healthy relationship with the Richmond County safety departments and they are a vital part of our safety operations. Any of our local public safety officers are welcome at any time to participate in school activities like the Red Carpet event, special school assemblies or classroom spotlight events.

Raptor Technologies

All staff across the five buildings are required to download an app called Raptor, that has all of our safety plans and procedures housed in the system. It is a school alert system that allows us to lock down the school campus in a matter of seconds. Students participate in drills using the Raptor system so they become familiar with the different communication methods used to keep students safe. Staff receive this initial training at pre-planning and continued education is built in throughout the school year. This system is also in communication with our local law enforcement as well as the Richmond County School Police Department.

Field Trip Safety

Whether students are on a walking field trip downtown or on an overnight trip, staff will continue to receive the communication support of the Raptor system. If a child is injured, a staff member can alert school admin in the app and mark their location for both medical and school professionals to quickly respond. Staff can confidently work knowing that they have tools in hand to call for help from the school and local authorities.

I Love You Guys

Our Safety Response Protocol (SRP) is called I Love You Guys and is the universal method to communicate which safety procedure needs to be executed. This SRP works in tandem

with our Raptor communication system and has procedures for all events including lock down and evacuations.



XVII. SPORTS & EXTRACURRICULAR

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 principal and their sports coach/sponsor to determine the best course of action moving forward, including potential removal from the activity.

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.)

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.

XVIII. STUDENT ACTIVITIES

Chapel

K-5 students will attend chapel every Wednesday from 8:05- 8:30 a.m.

Middle School students will attend every Thursday from 8:15 - 8:45 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.

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.

Cell phones are not permitted to be used in the vehicle while traveling to or from field trips.

Students may call parents once they arrive and once in the evening - and then return their cell phones to the designated staff member until the next time they are permitted to use them. The parents will be provided with an emergency contact number to one of the primary staff members on the field trip in case of an emergency.

XIX. STUDENT RECORDS & OFFICE PROCEDURES

SCHOOL OFFICE

The school office is a place of business and is open from 7:30 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.

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 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.

XX. TECHNOLOGY & INTERNET USE

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.

Middle School Laptop Program

Every 6-8th grade student will be provided a brand new laptop as part of our laptop program. Families will pay a third of their child's laptop in their Activity Fee. By the end of the student's eighth grade year, the device will be paid in full and will be sent with the student for his or her personal use off campus. The technology team will wipe the devices of all school related items and will be free to be used by the student. Specific guidelines will be handed out to rising 6th graders and all new middle school students. Use of these laptops 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 devices) 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 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.

Student Responsibility

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.

Parent Responsibility

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.

Educator Responsibility

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.

Privilege of Internet Use

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.

Safety & Unacceptable Uses

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 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.

XXI. TUITION, FEES, & ENROLLMENT

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.

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.

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.

Book Fine

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.

Re-Enrollment Period

Priority re-enrollment for current students in good academic, behavior and tuition standing is in 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.

XXII. UNIFORM POLICY & DRESS CODE

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, skorts, 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.

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.
- No hoodies may be worn all day (out to recess 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.
- 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.

Chapel dress: boys – white or light blue button up dress shirt and HA chapel tie; girls – HA chapel plaid jumper or skirt with a white or light blue blouse. Chapel ties, skirts & jumpers can be purchased from French Toast or other approved vendor.

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). Sneakers are best for all grades.

Other: 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. Natural hair-colors only.

Earrings are to be worn by girls only.

No fake tattoos, lash extensions, and other unnatural accessories are allowed

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.

XXIII. APPENDIX- CONDUCT & VIOLATIONS

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

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 contact with another student

Any act of bullying, intimidation, or physical act of aggression that may be considered an assault

Any sexual contact with another student

Physical aggression or intimidation

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 - sharing of inappropriate images and text messages with other students - in or out of school

Use of fighting words or actions to provoke a fight

Skiping 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 conduct reports in any one grading period is cause for possible loss of scholarship/seat.

Other behaviors that may warrant automatic 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.

Each parent/guardian's acknowledgement of this handbook is completed in your TADS portal at time of enrollment.

STUDENT COVENANT

Upper School Students

As a Student of Heritage Academy, I pledge to the following commitments:

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: _____

(This form will be distributed to students the first week of school to be reviewed and signed)