



**HERITAGE**  
**A C A D E M Y**

# **Elementary School Student Handbook**

**2015-2016**

**623 Willowbrook Road  
Columbus, MS 39705**

**Revised July 2015**  
**Changes highlighted**

**HERITAGE ACADEMY**  
**Elementary School**

**Headmaster: Greg Carlyle, PhD.**  
**Elementary Principal: Cindy Wamble**

**623 Willowbrook Road**  
**Columbus, MS 39705**

Telephone: (662) 327-1556  
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Web Site: [www.HeritagePatriots.com](http://www.HeritagePatriots.com)

**Heritage Academy does not discriminate on the basis of race, religion, ethnic origin, disability, or sex. Qualified applicants of all races and creeds are welcome.**

**THIS SCHOOL AGENDA BELONGS TO**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Student ID No.** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

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## **A Personal Message from your Elementary Principal**

*Dear Parent,*

*Thank you for choosing Heritage Academy for your child's education. The administration, faculty, and staff of the elementary school look forward to working with you during the 2015-2016 school year and are dedicated to providing each child entrusted to our care with the best educational resources and programs. We continually strive to provide an education that ensures all children learn and are challenged to succeed at the highest level.*

*We provide each child with an atmosphere that is conducive to learning with opportunities for developing sound moral and social values, creativeness, physical fitness, and aesthetic appreciation. We strive to ensure that each child will feel comfortable learning and succeeding through our actions, words, and expectations.*

*Communication between you as a parent and our school is very important so please read this handbook carefully and ask questions as necessary to ensure your understanding of the requirements or areas applicable to you and your child/children.*

*Working together I know we will continue to make Heritage Academy a wonderful place for your child to learn and excel at every level.*

*Sincerely,*

*Cindy Wamble  
Principal*

## **ALMA MATER**

### **Heritage Academy, our voices**

Rise in song to you.  
Born in the minds of men  
Mightier you grew,  
'Til now you're a part of us  
And we're a part of you.  
Lead on in majesty  
Dare others who might doubt your worth.  
We believe in you,  
Our dear Heritage.

### **Loyalty we give to you**

And pledge our faith in all you do.  
Long may your banner wave,  
Symbol of your might,  
It stands for love and truth  
And yearning for the right.  
Shine forth and with your light,  
Protect us in the years ahead  
We shall long have pride  
In our Heritage.

**Amelia Anne Smith Perkins**

**Class of 1972**

# **GENERAL INFORMATION**

## **MISSION STATEMENT**

### **HA- High Moral Standards and Academic Excellence**

Heritage Academy is a college preparatory school, which seeks to prepare students for college and for life, as well as to inspire, challenge, and motivate its students

## **OUR BELIEFS**

The Heritage Academy Family embodies the following principles:

- Students' learning in a Christian environment is the chief priority for the school.
- Students need not only to demonstrate their understanding of essential knowledge and skills, but also to be actively involved in solving problems and producing quality work.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning styles.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate difference in learning styles.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Exceptional students (e.g. special needs, limited English proficiency, gifted students, etc.) require special resources and will have those provided as available.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- A safe and physically comfortable environment promotes students learning.
- Teachers, administrators, parents and the stakeholders share the responsibility for advancing the school's mission.
- The Commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, and lifelong learners.

## **PHILOSOPHY**

The board, administration, and faculty of Heritage Academy believe that every child should be provided with a balanced and nurturing environment for learning and with opportunities for developing sound moral and social values, physical fitness, creativity, and an aesthetic appreciation.

We believe it is the responsibility of the administration and faculty, along with the parents, to provide experiences that will teach each student responsibilities and obligations as a contributing member of society.

## **ACCREDITATION**

Heritage Academy is accredited at the highest level by the Mississippi Association of Independent Schools (MAIS), the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS).

## **ADMISSIONS**

No Student will be accepted who has a record of academic failure, discipline problems, or who has not met the criteria for successful completion of the standardized assessment test.

No student will be accepted requiring separate special education class because Heritage Academy is not equipped to be of the best service to such a student. If this problem is not known at the time of enrollment, proper action will be taken to have the child tested and evaluated for appropriate placement or referred to another school in the best interest of the child.

All students are expected to maintain standards of academic achievement and general citizenship. Failure to do so will be just cause for the student's withdrawal from Heritage Academy.

Requirements for Class Attendance:

1. Application for properly completed and signed
2. Registration fee and testing fee paid
3. Screening evaluation completed for new students.
  - a. Copy of academic records from previous school
  - b. Referral from previous school regarding discipline report
  - c. Successful completion of the standardized assessment test in grade K-6.
  - d. Personal interview with an administrator
4. First months tuition paid
5. Original Mississippi Certificate of Immunization Compliance
6. Certified copy of birth certificate complete with the state certification number
7. Student's Social Security number
8. Custodial Legal Papers if applicable



It is the responsibility of the parent and/or legal guardian who registers and/or enrolls a student at Heritage Academy to submit to the principal and Headmaster of the school a copy of any Court order or other document(s) which in any way limits, prohibits or restricts the access to a student and/or the student's records normally afforded to the parents and/or legal guardians of a student. Absent any such Court order or document having been provided to the appropriate school official by the registering parent or legal guardian, the natural parents and/or authorized legal guardians of a student will be afforded the same access to the student and the student's records that is normally extended to the parents or legal guardians of the students.

**All changes must be accompanied by legal documentation.**

Current students and siblings have top priority for acceptance, and all qualified overload students are placed on a waiting list and are admitted on a first-come basis.

Any exceptions to the above will be subject to approval by the headmaster and/or board of directors.

**MORNING DEVOTION**

Each school day begins with morning devotion and the Pledge of Allegiance.

**SCHOOL HOURS**

- Children may be dropped off as early as 7:00 A.M. and may be picked up as late as 3:15 P.M.
- An After Hours Program is available until 5:30. (See Parent Information)

7:50	Dismissed to classrooms
8:00	Classes Begin
2:50	Dismissal (See Parent Information)
3:15	Parents will be charged for after hours beginning at 3:15. The minimum charge is <b>\$3.00</b>

**VISITORS AND MESSAGES/PHONE CALLS**

- Parents must sign in and receive a visitor's pass when entering the building.
- Parents are not permitted to go directly to a classroom while classes are in session. If a parent must speak to a child, the parent must check with the school office first, so that a visit may be arranged.
- If a parent has a message or package for his/her child, the parent should leave a note or the item in the office. Office personnel will see that the message or item is delivered to the child. Classroom routines should not unnecessarily be interrupted.
- Parents should make sure their child is aware of transportation, lunch, and social arrangements and has all materials before being brought to school each morning. It is

unsettling to the child and to the class when the child is not sure of after-school arrangements.

- Student use of the telephone is not permitted except in the event of sickness, emergency, or if instructed by the teacher.

## **MEDICAL INFORMATION**

If a student has a medical problem that the school needs to be aware of, parents should notify the principal. -Students are not allowed to have medication on their persons or in their book bags.

If a student becomes ill at school, the office will endeavor to contact the parent(s) or guardian(s) so that the student can be taken home. We cannot give medication, even Tylenol, without parental permission given on the STI (Student Information sheet.) A student must be signed out if he/she leaves **campus**.

## **ACADEMICS**

### **GENERAL**

- The elementary school program consists of kindergarten through sixth grade.
- Students in the elementary school will also be taught in the areas of art, technology, GATE, character education, physical education, music, and library. Enrichment experiences such as field trips and resource speakers are incorporated at all levels.
- Parents are encouraged to talk with individual teachers concerning any questions they may have about their child.
- Planners are issued by the school at the beginning of the year and are to be retained and used all year.

## **ACADEMIC EVALUATION**

### **Report Cards**

- The Heritage Elementary school year consists of four, nine-week grading periods.
- Report cards may be withheld pending clearance of any outstanding financial obligations.
- Progress reports will be sent home midway of each 9-week grading period for students in grades 2-6 who are performing below average in their work.

- Citizenship grades are based on a scale as follows:

<b>Citizenship Credits</b>	<b>Number of Demerits</b>
4	Four or Less
3	Five to Seven
2	Eight to Eleven
1	Twelve or more

### **Grading Standards**

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F Below 70

### **Activity Subjects:**

- E Excellent
- S Satisfactory
- U Unsatisfactory

### **HOMEWORK**

- Homework refers to an assignment to be completed during a period of supervised study in class, outside of class or at home.
- The foundation for study skills is an elementary school responsibility. Homework should serve several purposes:
  1. Provide essential practice in needed skills.
  2. Train students in good work habits.
  3. Afford opportunities for increasing self-direction
- It is the student's responsibility to return all work completed to the teacher by the date requested.
- A (3) point deduction will be taken from the homework grade if turned in the day after it is due.
- A (5) point deduction will be taken from the homework grade if turned in two days late.

### **PROMOTION POLICY**

- Teachers and administration will determine classroom placement (teacher) for the following year. We do not accept any requests from parents.
- During the third 9-weeks, each teacher will submit to the principal the names of students who are recommended for non-promotion.
- Because a student has many facets, physical, academic, social, and emotional, the decision regarding promotion is not based solely on academic standing.

- The teacher and principal will review each student's record, and the principal will make the final decision.
- A student with more than twenty (20) absences in a year may not receive credit for the year. The headmaster or the Board of Directors can review exceptions for illness.
- If a student fails 2 or more subject areas, he/she is required to repeat the grade.

## **ACADEMIC RECOGNITION**

Two levels of academic recognition are used for third through sixth graders:

### **Academic Honors**

- All A's (93-100) in academic courses
- All 4's in Citizenship

### **Honor Roll**

- 90-100 in academic courses
- All 4's in Citizenship

The school recognizes those students who excel in obtaining Academy Honors and Honor Roll for each nine week grading period and each semester.

## **AWARDS DAY**

At the end of the school year, academic achievements are celebrated in the following manner

- Kindergarten students will receive graduation certificates
- 1<sup>st</sup> and 2<sup>nd</sup> graders have awards presented in the classroom
- Awards Day will include all 3<sup>rd</sup>-5<sup>th</sup> grade students and parents.
- Sixth grade achievements are included in the sixth grade graduation ceremony.

## **TEXTBOOKS**

- Textbooks will be issued to students at the beginning of the school year.
- A fine will be assessed for any abuse, such as writing in the books, and charged to the student at the end of the school year.
- All textbooks must be covered with a book cover.
- If a student loses a book, it must be paid for before official promotion to next grade

## **PERMANENT RECORD**

- Each student who enters kindergarten will have a cumulative folder (permanent record) on file in the school office.
- Students who transfer to Heritage will have their cumulative folder forwarded to Heritage.

- The permanent record contains the child's grade and attendance records, health records, biographical information, and achievement test results. This includes a copy of birth certificate, Social Security Card and Immunization Form 121.
- Only authorized school personnel and parents have access to a child's permanent record.

## **PARENT INFORMATION**

### **SCHOOL LUNCHES**

Heritage Academy has opened a new exciting café and meal service for its students, faculty and staff. We will offer many selections from home style plates, fresh salad bar, deli items, ala carte, and homemade desserts. Also, offered will be healthier meal options.

Our new Point of Sale system will offer a declining balance account for each student. You will be able to access the accounts online at [www.mypaymentplus.com](http://www.mypaymentplus.com). You can add any cash amount on the account by credit card, debit card, and checking account draft. Cash and checks will also be accepted; however, no debit or credit cards will be accepted on site. In addition, you can review all the items your student will purchase in the café. This is a great new asset to your school and we look forward to seeing you there!

We strongly encourage parents who do not wish to purchase school lunch to send a nutritious lunch from home with their child to school. **Lunches may not be delivered to the school on a daily basis.**

### **SNACKS**

- Students may bring a snack for morning recess.

***PLEASE REFRAIN FROM ANY SNACKS WITH PEANUTS DUE TO THE SEVERE ALLERGIES OF SOME OF THE STUDENTS.***

### **TRAFFIC INFORMATION FOR DROP-OFF AND PICK-UP OF STUDENTS**

- Our rules are for the safety of the children, and to facilitate the flow of traffic.
- Parents are asked to be courteous and considerate in their driving habits.
- Parents should remain in the car during pick-up and drop-off.
- **No cell phones should be in use during these times.**
- Children should enter and exit cars from the passenger side only.
- **Parents** must prominently display nametag in window of car.

## **MORNING DROP OFF PROCEDURES**

### Willowbrook (runs in front of the elementary school)

- Stay in a single line of traffic (east to west) into the school driveway.
- Drive up until the car in front of you stops. Refrain from cell phone use.
- Assistance is available for younger children getting out of the car.
- Your child should exit the car quickly and enter the building.
- If you are coming inside the building, please don't park in the traffic line.
- Do not park and walk your child into school. Exception – morning lunch volunteer or bringing a special project.
- **Children and/or Parents may not walk across the lines of traffic. Please use the sidewalk to come into the building.**

### Magnolia (connects the high school and the elementary school)

- If you drop off on Magnolia, you must enter from 7<sup>th</sup> Street North.
- Your child should exit the car quickly, stay on the sidewalk and move to the building.
- Children may not walk across the lines of traffic.

## **AFTERNOON PICK-UP PROCEDURES (2:50 pm)**

**Please display your child's name on the school issued form and place it on the passenger side visor. This will help us get your child to your car in a timely manner. (The school issued form is for safety reasons)**

### Willowbrook (runs in front of the elementary school)

- Kindergarteners, first and second graders are picked up at the front of the school.
- Your child/children will remain in the classroom until he/she is called. At that time, a teacher will assist your child in getting in the car.
- At 3:15 pm, all remaining students will go to After Hours for pick up later.
- Carpools (2 or more children) may be picked up at either location.

### Magnolia (connects the high school and the elementary school)

- Third through sixth graders are normally picked up at the side of the school.
- These children are dismissed from the classrooms at 2:50, and are supervised by a teacher on duty.
- Second through sixth graders who need to be picked up at the front of the school, will remain in a classroom until called. (See Willowbrook pick-up.)
- If you pick up on Magnolia, you must enter from 7<sup>th</sup> Street North.
- If you are coming inside the building, please do not park in the traffic line.
- Carpools (2 or more children) may be picked up in front of the school.

**ALL TRANSPORTATION CHANGES MUST BE MADE BY 2:00 PM AND THE OFFICE NOTIFIED**  
**WALKERS**

- The only children to walk to the high school in the afternoons are those who have a parent on the high school staff.
- Children may **NEVER** be dropped off at the high school in the mornings to walk.
- If a high school student is bringing your child to school, make sure your child is not walking from the high school to the elementary school.

**CHILD CUSTODY**

To ensure the safety of our students, the custodial parent must provide the school with a copy of the appropriate legal documents regarding a child's custody. It is the responsibility of the parent and/or legal guardian who registers and/or enrolls a student at Heritage Academy to submit to the principal and Headmaster of the school a copy of any Court order or other document(s) which in any way limits, prohibits or restricts the access to a student and/or the student's records normally afforded to the parents and/or legal guardians of a student. Absent any such Court order or document having been provided to the appropriate school official by the registering parent or legal guardian, the natural parents and/or authorized legal guardians of a student will be afforded the same access to the student and the student's records that is normally extended to the parents or legal guardians of the students.

**All changes must be accompanied by legal documentation.**

**AFTER HOURS PROGRAM**

**School rules apply for students in After Hours.**

- Heritage after Hours is designed to assist families in providing after school child care. Students may work on homework or participate in group/individual activities.
- There is no enrollment form. All teachers have access to Power School which has all of the student's information and emergency contact information.
- Your child will be signed in and out on the daily timesheet each day he/she attends and fees will be assigned – minimum charge is **\$3.00**.
- Students in grades 2-6 are expected to begin homework assignments and devote a minimum of 30 **minutes** per day to completing work assigned in class.
- Parents will be notified concerning the days After Hours will not be available. Please check newsletters and postings.
- After Hours is located in the Kindergarten Hall. Parents must sign out students for pick up in the afternoon.

**Hours of Operation**

- Regular (full) School Days – 3:00 P.M. - 5:30 P.M.

- Early Dismissal Days- From close of school to 5:30 P.M.
- Parents will be required to supply lunch for students on days lunch is not served at school. (An additional After Hours charge will apply to all hours in excess of the normal weekly rate.)

### **Cost**

- Hourly rate \$6.00
- Minimum Charge \$3.00

### **Payment Schedule**

An invoice will be sent out on the first Tuesday of every month. Payment is expected the week following receipt of invoice. Failure to pay weekly will result in a child being removed from the program until payment is made.

### **Discipline**

After Hours will be governed by the same rules and procedures as our regular school program. A student who consistently misbehaves, fails to follow directions, or does not respond appropriately to correction will be dismissed or placed on a probationary period by the principal.

### **Snacks**

Juice and cookies (or similar snacks) will be served each day. Children do not need to bring snacks for After Hours.

### **Contact Person**

Lynne Beck 327-1556  
Sue Gentry 327-5272



# STUDENT INFORMATION

## DRESS CODE

### General

- ❑ The required uniform must be worn in its entirety except on days that are set by the administration.
- ❑ All uniforms and outerwear must be purchased from Uniforms & Accessories. Exception will be sweatshirts and t-shirts offered by the Heritage Academy Sports Boosters on designated days.
- ❑ Uniform belts are required for grades 2-6. (Recommended for K4-1<sup>st</sup> grades)
- ❑ Traditional athletic tennis shoes are required footwear for all grades K4-6<sup>th</sup>. Boots may be worn by girls with leggings (solid grey, white or black) or tights (solid grey, white or black). Lace, fishnet and other distracting leggings or tights are not permissible. The student will be required to make arrangements to change. **No other shoes will be allowed!** It is recommended students not wear boots on days they have Physical Education classes.
- ❑ Shirt tails for grades 2-6, girls and boys, must be tucked in while student is in the building. (Recommended for K4-1<sup>st</sup> grades)
- ❑ Caps, hats, gloves and scarves must be removed while the student is in class.
- ❑ White undershirts may be worn as long as no lettering/ logos are visible through the uniform shirt and the sleeves are not visible below the uniform shirtsleeve.
- ❑ Clothes may not be ripped, frayed, unhemmed, etc.
- ❑ Make-up is not to be worn by students.
- ❑ Boys' hair should be out of the eyes in the front, and should not extend past the area of the neck normally covered by a shirt collar. Ponytails or any unusual style designed, in the opinion of the administration, to distract or draw attention will not be allowed. Earrings will not be permitted for boys.
- ❑ Girls may wear earrings, only on the ears. Earrings that are designed, in the opinion of the administration, to distract or draw attention, will not be permitted.
- ❑ Tattoos and out-of-the-ordinary body jewelry are prohibited. Unflattering or annoying accessories are not allowed.

- ❑ If a question should arise in regard as to what may be considered out-of-the-ordinary, the decision of the administration will be final.
- ❑ If a student arrives at school and is not dressed according to policy, the child will be sent to the office, and items may be borrowed from the uniform room. The student will be responsible for returning them.

### **Girls Regular Uniform Dress**

- ❑ Tops:  
White, Royal, Ash Gray, or Red long sleeve or short sleeve pique polo  
White Peter Pan Blouse, long sleeve or short sleeve (worn with jumper)  
White Camp Blouse, long sleeve or short sleeve (worn untucked)
- ❑ Bottoms:  
Khaki skort  
Khaki flat-front walking short  
Khaki flat-front Capri pant  
Khaki flat-front pant  
Plaid jumper (K4- 3<sup>rd</sup> grade)  
Plaid skort (must be no more than 3" above the knee)
- ❑ Hosiery:  
White or Gray knee-hi socks (No black socks)  
White crew socks or no-show socks  
Gray or Black leggings (no lace)  
White or Black tights (Solid Colors Only)
- ❑ Belts:  
Brown or Black braided leather  
Brown or Black E-Z clasp elastic
- ❑ Hair:  
Head bands-wide or thin plaid (School Colors)  
Scrunchies- regular or pom-pom plaid; pom-pom red/blue/gray  
Red & White Football Ribbon

### **Boys Regular Uniform Dress**

- ❑ Shirts:  
White, Royal, Ash Gray or Red long sleeve or short sleeve pique polo  
White oxford shirt with logo
- **All shirts must be tucked in bottoms at all times for Grades 2-6**

- ❑ Bottoms:  
Khaki flat-front pant  
Khaki flat-front short
- ❑ Socks:  
White, red, blue, black, gray or no show socks
- ❑ Belts:  
Brown or Black braided leather  
Brown or Black E-Z clasp elastic

### **Outerwear for Boys and Girls**

#### **Label all outerwear.**

Any jackets worn in the building during the school day must be the approved uniform Heritage outerwear with the HA logo. On extremely cold days, another overcoat may be worn to school, but it cannot be worn into the classroom.

- ❑ Approved Outerwear:  
Red full zip fleece  
Royal hooded jacket lined with oxford gray jersey  
Logo sweatshirts sold by the Heritage Sports Boosters (with approved uniform shirt worn underneath)

Spirit Day and Pep Rally attire will be set by administration.

Visit Uniforms and Accessories on the web [www.uniformsacc.com](http://www.uniformsacc.com) ; or call the Hales @ 601-693-5331 or visit them personally at 404 22<sup>nd</sup> Ave. in Meridian for exceptional quality paired with exceptional service.

### **STUDENT OPPORTUNITIES**

#### **Reading Renaissance**

- ❑ Reading Renaissance is an environmental strategy to encourage reading and reading achievement.
- ❑ The most familiar part of Reading Renaissance is Accelerated Reader, which requires students to read selected books and take comprehension tests on those books on the computer.
- ❑ This combines the skill of reading with the technology of computers to ensure that a comprehension check and vocabulary assessment is made on each book a student reads.

- ❑ Students will compete against themselves by setting reading goals and working toward those goals.
- ❑ Another component is S.T.A.R. testing. This is a reading assessment given to each student (grades 1-6) twice during the school year.

All lost library books at the elementary school will be replaced for a fee for \$25.00. This covers spine tabs, AR labels, color coding, bar coding, shipping and other costs.

### **Technology / Computers**

- ❑ Heritage Academy is one of few schools nationwide to be named an Apple Distinguished School and one of the only schools in Mississippi, public or private to hold this prestigious honor.
- ❑ Heritage Elementary has made a concerted effort to provide students with access to technology
- ❑ All classroom teachers are issued an Apple laptop. Two computer carts, each housing approximately 28 laptops, are available for daily usage at the teacher's discretion.
- ❑ The library contains computers that are used for research and access to our computerized card catalog and Accelerated Reading.
- ❑ Classroom computers are used for research, writing reports, and taking tests for Accelerated Reading and Accelerated Math.
- ❑ The school's servers are connected to the internet and safeguards are in place to prevent unauthorized use or access to inappropriate content.

### **Music**

Private piano, violin, and cello lessons may be arranged with qualified teachers who instruct students during activity and other nonacademic periods. Fees for lessons are set by the teachers and paid directly to them.

# **STUDENT CONDUCT**

## **ATTENDANCE REGULATIONS**

### **Attendance and Tardy Policy**

- ❑ An absence is defined by a child's non-attendance in school and non-participation in field trips or assigned school activities.
- ❑ After an absence, bring a note of explanation of absence from a parent or physician.
- ❑ A student arriving at school after eight o'clock defines a tardy.
- ❑ Any arrivals after 8:00 A.M. should report to the office for a tardy slip with parent
- ❑ If a student is tardy five times in a single nine weeks, an absence will be recorded. A 10<sup>th</sup> tardy, per nine weeks, will result in the student being assigned overnight suspension.

### **Planned Absences**

A planned absence form must be obtained from the office. It should be signed by the principal and then given to the teacher. Make-up work will be assigned after the student returns to school.

### **Early Check-Out**

- ❑ Permission to leave school for any reason must be secured from the school office.
- ❑ Please limit the time you check your child out early.
- ❑ Students must be signed out in the office by a parent.
- ❑ A record is kept in the office of all students who have permission to leave school giving the time they leave and the reason for leaving.
- ❑ Students must check-in at the office when returning to school from an off campus appointment.
- ❑ Students are responsible for getting missed work.
- ❑ Teachers teach until the end of the school day. Therefore, parents are urged to make appointments, schedule lessons, and prepare for sports, etc. after school hours whenever possible.

### **Illnesses**

- ❑ While regular attendance is extremely important to a child's progress in school, occasions arise when a student must be absent due to illness.
- ❑ Children with fever, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstance. Children who attend school while displaying these symptoms are uncomfortable in the school setting and pose a health hazard to others.

- ❑ Students with pink eye, head lice, or contagious skin rashes may not attend class without proof of medication or a doctor's approval. When a student returns to school after an absence due to illness, he/she should bring the teacher a note of explanation from a parent or physician.
- ❑ If a student becomes ill at school, the office staff will make every effort to contact the parent so that the student may be taken home. All prescription medicines must be brought to the office with a note from the parent (or medical form signed by the doctor) explaining the time and amount of the dosage.
- ⇒ **Students must be free of fever or nausea for 24 hours before returning to school.**
- ❑ Please be sure that contact information is updated regularly so you can be contacted immediately should your child become ill at school. If you and your emergency contacts will be unavailable for the day, please provide the teacher with alternate numbers.

### **Make-up Work**

- ❑ Assignments will be available **AFTER** 3:15 P.M. on day of absence.
- ❑ Assignments may be picked up in the elementary office lobby.
- ❑ All make-up work and/or tests must be completed within a reasonable period of time, usually within one week after an extended absence.
- ❑ Students may be required to make up assignments at recess/recesses until finished.
- ❑ Project due dates apply whether or not the child attends school that day.

## **BEHAVIOR GUIDELINES**

### **General Requirements**

- ❑ Our rules and regulations are designed to preserve an environment essential to the safe orderly progress of school.
- ❑ Heritage Academy students are expected to conduct themselves as young ladies and gentlemen at all times
- ❑ The following are basic guidelines for behavior:
  1. Be kind and respectful to adults and fellow students
  2. Follow directions the first time they are given.
  3. Keep hands, feet, and objects to yourself.
  4. No gum will be allowed on school property without specific consent by the principal.

### **Specific Offenses**

- ❑ Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach cannot be tolerated.
- ❑ Offenses (not limited to the following):
  - Lying
  - Stealing
  - Cheating
  - Fighting
  - Disrespectful
  - Disorderly Conduct

### **General Disciplinary Action**

- ❑ The administration and faculty for each classroom will determine specific punishment for unacceptable behavior
- ❑ It is the administration's intention to keep parents informed of disciplinary action.
- ❑ Heritage Academy disciplinary program is incremental in nature. Any particular behavior that comes after a sequence of prior infractions may be addressed in a manner more severe than it may have been addressed as an initial offense.
- ❑ Discipline begins with a conference with the principal.
- ❑ Disciplinary measures will be recorded and kept on file in the office.
- ❑ Citizenship grade are dropped in direct relation to the number of disciplinary actions for the student.

### **Detention**

- ❑ Detentions will normally be served after school.

### **Suspension/Expulsion**

- ❑ Students whose willful misbehavior endangers the welfare of other students, or whose continued disregard for established rules disrupts the school environment, will be subject to suspension or expulsion.
- ❑ Should such an occasion arise, the Headmaster will suspend the student and recommend expulsion of the student to the Board of Directors.

## **Grievance / Compliance Procedures**

If a question or complaint arises with an item which is related to lessons, classroom management, and classroom interpersonal relationships, the following procedure should be followed.

1. Schedule conference with teacher.
2. Schedule conference with principal.
3. Schedule conference with headmaster.
4. Schedule conference with Executive Committee.
5. Schedule conference with Board of Directors.

## **HERITAGE ACADEMY – MISCELLANEOUS**

### **LOST AND FOUND**

- Please turn in any items you may find to the office.
- If a student loses something, he/she should report the loss to the office.
- Most lost and found items are stores in the SAB.
- **Parents should label their children's items for easy identification.**

### **ELECTRONIC DEVICES**

Use of cell phones, radios, tape recorders, electronic games, CD players, iPods, or beepers is not permitted at school without prior approval. **Penalty for cell phone usage will be confiscation and parent contact.**

### **EMERGENCY SITUATIONS**

In order to provide a safe environment, Heritage Academy follows the recommendations of the Emergency Management Agency (EMA). Students will remain at school in an emergency response position and not be able to be checked out until an “all clear” has been given by the administration.

### **FUNDRAISING/SOLICITATIONS**

All solicitations for students to purchase items on campus must be approved by the headmaster. This includes items sold by organizations associated with Heritage Academy.

### **SEVERE WEATHER**

If dangerous or severe weather occurs, the headmaster or principal may deem it necessary to close the school.



If the decision is made to close the school, the announcement will be broadcast on local television and radio stations. Parents are to check one of the following: WKOR, WMBC, WCBI TV, WLOV TV, or WTVA TV. Check out our web page [heritagepatriots.com](http://heritagepatriots.com) for the latest weather postings.

Power Announcements will be sent via email, cell phone, text (which ever option you signed up for).

### **BIRTHDAY PARTIES**

- Parents are encouraged to mail party invitations, rather than distribute at school, if all students in the class are not invited.
- Any invitations issued on school property must be left in the office to be given to the teacher to distribute.
- Parents are encouraged to give invitations to each student in the entire class, but exceptions will be made if parents invite all boys or all girls in the class.
- Birthday refreshments are allowed at school. Arrangements must be made in advance with the child's teacher.
- Heritage Academy will not accept delivery for flowers, balloons, or other favors. Such deliveries should be made to the student's home.

### **FIELD TRIPS**

Classroom field trips are planned to enhance and extend classroom education experiences. Each participating student must have a permission form signed by the parent or guardian. Students are chaperoned and supervised by adults (Parents) while on field trips. Students are to follow rules and guidelines while on field trips. Students will follow the instructions and directions of the teachers or chaperones. Whenever a student misbehaves on a field trip disciplinary action will be taken.

### **COPYRIGHT INFORMATION**

Heritage Academy makes every effort to obey copyright laws as they apply to programs at our school. We also seek to make it possible for the families of our students to have recordings of special events at HA. Often the material used on such occasions is protected by copyright and permission to make a recording is limited to specific conditions. When HA contracts with an agency to provide a recording, it is illegal for other individuals to do so. Please help our school follow the applicable copyright laws by refraining from making unauthorized individual recordings.