



HERITAGE ACADEMY

JUNIOR AND SENIOR HIGH SCHOOL STUDENT HANDBOOK

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Web Site: www.HeritagePatriots.com

ADMINISTRATION

Headmaster: Greg Carlyle, PhD.

Assistant Principal: Sean Harrison

Guidance Counselor: Amanda Shelton

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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HEADMASTER'S WELCOME

Dear Heritage Academy Parents and Students,

Welcome to the new school year! It promises to be an exciting time with much to offer each student. We look forward to building upon the traditions that are Heritage Academy and growing into the future.

There is an old adage which says “If you want to get something done then give it to the busiest person”. This would be a good metaphor for the daily life at Heritage Academy. It is an exciting whirlwind of opportunity which never stops; this campus is truly engaged from dawn to dusk.

The great advantage of our unique independent school experience is that it teaches rigor, resourcefulness and respect. Respect and a sense of personal responsibility are values that we seek to cultivate within our student body. These are vital attributes for life. With a strong instructional and extracurricular program these attributes are developed. The procedures, rules and policies that are contained in this handbook are designed with the student's best interest in mind with the goal of supporting students in the development of personal responsibility and respect for self and others.

Thank you for your commitment to our school, its traditions and growth.

Yours sincerely,

*Greg Carlyle, PhD
Headmaster*



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 that inspires, challenges, and motivates its students as it prepares them for college and for life.

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 leadership and character development 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/a.k.a. AdvancEd) and the Southern Association of Independent Schools (SAIS).

ADMISSIONS

Heritage Academy does not discriminate on the basis of race, religion, ethnic origin, disability or sex. All races and creeds are welcome to apply for admission.

The admission policies and procedures for admitting students to Heritage Academy Junior High/High School are as follows:

- An interview will be held, preferably with parent(s) and the prospective student.
- A copy of the prospective student's most recent achievement test scores and report card must be furnished.
- Reason(s) for the student's withdrawing from the previous school must be put in writing.
- The student's record must verify acceptable academic performance.
- The prospective student must have acceptable deportment.
- Students who have been expelled from another school are not eligible for admission at Heritage Academy.
- Heritage Academy test students for admission and placement for grades 1 – 8.
- Falsifying any admissions documents will cause the student to be denied admission to Heritage Academy.
- The Admissions Committee of Heritage Academy shall provide oversight in the application process to ensure eligibility requirements are adhered and complied with.
- Custodial Legal Papers if applicable

CUSTODIAL RIGHTS

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.

The Admissions Committee is composed of the School Counselor, the Headmaster or designee, the Elementary Principal (for elementary students), the Director of Admissions and the Vice President of the School Board

SCHOOL/HOME HARMONY EXPECTATION

Heritage Academy has the right to terminate and/or non-renew a student's enrollment contract and prevent the student's attendance at Heritage Academy if the Headmaster should determine either of the following:

- (a) The actions of the student, or the actions of a student's parent/legal guardian, are detrimental to a positive relationship between the School and the student or the School and the student's parent/legal guardian or
- (b) The actions of a student, or the actions of a student's parent/legal guardian, substantially interfere with the educational purposes of Heritage Academy.

SERVICE LEARNING PROGRAM

As an independent school we strive to introduce students to community service. We strive to serve and improve our community through the Service Learning Program.

Students in grades 9-11 will average 25 hours of community service per year in order to earn 75 documented hours by the end of their junior year. Students may begin accumulating service hours the summer prior to their 9th grade year. If not completed by August of the senior year, a senior will have to complete community service hours at the beginning of the senior year. During the completion of the 75 hour requirement a senior will not be eligible for any

SERVICE LEARNING PROGRAM (Continued)

senior privileges. Seniors will volunteer throughout the senior year in support of the completion of the senior project. Participation parameters for the Senior Project will be determined by the Senior Class Officers and coordinated by the Senior Project Sponsor.

See Service Learning Program under Academics for more details.

MORNING DEVOTION, ANNOUNCEMENTS AND PLEDGE

Morning devotion, announcements and the Pledge of Allegiance are shared by the SGA officers at the beginning of 2nd period each day.

VISITORS

All visitors are required to sign in at the front office and to obtain a pass to go into the building. Non-students will not be allowed on the campus during school hours. Visitors may not loiter in the building or on campus. Heritage students should not visit other school campuses during the school day.

SCHOOL HOURS

- School begins at 8:00 a.m. and dismisses at 3:20 p.m. Students are expected to be in their first period classes when the 8:00 a.m. tardy bell rings. Students are not allowed to return to their vehicles without office permission.

For school safety reasons, unless required by sports or extracurricular activities, all students must leave campus when school is dismissed. Those failing to comply will be subject to the following consequences:

1st Offense: Warning

2nd Offense: Overnight Suspension (*Student may return to school the following morning only if accompanied by a parent or legal guardian*)

3rd Offense: Out of School Suspension

LUNCHES

The Patriot Café provides a variety of lunch meal options for its students, faculty and staff. These options range from home style plates, fresh salad bar, deli items, ala carte, and home-made desserts. Also, offered will be healthier meal options.

Prices for meals will be \$4.00 for Jr.K and Sr.K, \$4.50 for 1st -6th and \$5.00 for 7th – 12th. We offer breakfast, lunch and snacks. Our Point of Sale system will offer a declining balance account for each student. You will be able to access the accounts online at www.mypayment-plus.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 purchases in the café. This is a great asset to Heritage Academy 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. Any lunches from outside restaurants need to be transferred to a generic container such as a lunch box or brown bag. Please note: Lunches may not be delivered to the school.

ACADEMICS

GENERAL

- Heritage does not enroll part-time students. All students must take at least five academic subjects. Additionally, all students will take an English, math, science and social studies course each year. An exception to course options may be considered by the Admissions Committee for students who meet core graduation requirements.
- Parents are encouraged to talk with individual teachers, the counselor, or headmaster concerning any question they may have about their child or the school.
- Grievance / Compliance Procedure

If a question or complaint arises which is related to lessons, classroom management, classroom interpersonal relationships, or disciplinary action the following procedure should be followed:

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

ACADEMIC EVALUATION

General

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Academic Evaluation

Report Cards

Unless otherwise noted in the school calendar, report cards are sent as PDFs through our Power Reports System to students on Wednesday following each nine-week period. The counselors will notify parents if a student fails a course for the first or second semester.

Student assignments and grades are accessible online on the HA website. Password information will be sent home through PowerSchool.

Grading Standards

GRADE	RANGE
A	90-100
B	80 – 89
C	70 – 79
F	Below 70

ACADEMIC EVALUATION (Continued)

Heritage Academy's Weighting System

- AP and school approved dual credit classes are weighted ten (10) percent:

95-100 = 10 points added

85- 94 = 9 points added

75- 84 = 8 points added

70- 74 = 7 points added

< 70 no points added

- Honors classes are weighted five (5) percent:

90-100 = 5 points added

70- 89 = 4 points added

< 70 no points added

- Students who receive a third and/or fourth credit in any foreign language will receive honors weighting in these classes. These do not have to be in the same foreign language as the first/second year credits.

- Weight is only applied to classes receiving high school credit.

- The weighting system will be calculated automatically in the context of Power School

Honor Code

The Heritage Academy Honor code reinforces the basic ideas of honesty and integrity. of mutual trust. Each member of the Heritage Academy community must be committed and supportive of the HA Honor Code for it to be an effective instrument in maintaining these ideals.

The Administration, Faculty, and Board of Heritage Academy expect the students to be people of personal integrity in all the activities of their lives. Regarding their personal honesty and their academic work, the students/parents/guardians are expected to know and understand these premises:

Cheating and Stealing Policy

These two actions are expressly forbidden and will not be tolerated at Heritage Academy. Any student found guilty of cheating may be given a zero (0) on the respective class work, homework, quiz, examination, or test. Appropriate action will be made on an individual basis and disciplinary action will be decided by the Administration. The student may also be placed in

ACADEMIC EVALUATION (Continued)

in-school and/or out of school suspension and his/her parent(s) notified. Repeated violations may be treated more severely and punishment may ultimately result in expulsion from Heritage Academy. The student and his/her parent(s) will be allowed the right of appeal to the Administration prior to expulsion. Re-admission will be made on an individual basis as determined by the Administration and Board of Trustees.

The following are some examples of cheating and are to be understood as not being all inclusive:

- Lending/copying homework in or out of class.
- Giving or receiving answers on quizzes, tests, or examinations during or immediately surrounding such times.
- Violating test procedures as defined and explained by the classroom teacher.
- Entering an academic testing situation with an unfair advantage.
- Forgery as defined as the alteration of a document or negotiable instrument with intent to defraud; signing another's signature to a document with intent to defraud.

The school recognizes that cell phones and other electronic devices of communication can be used as a cheating device. When a teacher determines, after consulting with the administration, that a student is using any device to cheat, this student may be given a zero (0) on the respective class work, homework, quiz, examination, or test. The student may also be placed in either in-school and/or out of school suspension and his/her parent(s) notified.

Any student found guilty of stealing must make restitution, may face legal action, and may be suspended or expelled from Heritage Academy. Appropriate action will be made on an individual basis and disciplinary action will be decided by the Administration. The student and his/her parent(s) will be allowed the right of appeal to the administration prior to expulsion. Re-admission will be made on an individual basis as determined by the Administration and the Board of Trustee.

Plagiarism Policy

The faculty at Heritage Academy is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Heritage Academy or any other institution of higher learning. It is an expectation that all

ACADEMIC EVALUATION (Continued)

departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, including images, maps, and charts, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities

Heritage Academy teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instruction;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for the following:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with student on formatting and composing the project or paper.

Student Responsibilities

- Submit authentic work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons as explained by the teacher (teachers, peers);
- Follow the assigned Style Guide per teacher direction;
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the high school Principal, department chair, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

ACADEMIC EVALUATION (*Continued*)

Degrees of Plagiarism

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of unintentional plagiarism at this level may involve a student's using a paragraph or a few lines of text textual passage as well as images of any sort without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify parents of the violation.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more passages of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some most of the work is the student's, it is evident that some of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. Disciplinary action taken by Administration, including parent notification.

III. A third-degree violation is a severe case of plagiarism and indicates the majority large portion of a student's work has been taken from another source or sources and not referenced. Plagiarism at this level may be considered intentional. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actual sources. In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance, a committee meeting will be held to discuss what will happen.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.

ACADEMIC EVALUATION (Continued)

2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. Disciplinary action taken by Administration, including parent notification.

Dual enrollment students are governed by the plagiarism policies of the college offering the class.

CURRICULUM

SCHEDULE REQUIREMENTS

All students must be enrolled in an English, mathematics, science and social studies course each year and be taking five (5) academic classes. Exception possible for seniors as stated in the College Credit Opportunities found on page 14. Total number of credits earned for graduation must be 22 or more.

SCHEDULE CHANGE

The counselor and parents must approve any schedule change in writing. If approved, a schedule change will be issued. During the first week of school only administrator approved schedule changes will be made. Priority will be given to seniors who may not be meeting graduation requirements due to the chosen schedule. Also, obvious scheduling errors created through the scheduling process will be given priority. A student cannot drop a class after the first week of school unless the teacher recommends the change. A student who enrolls in Honors/AP courses will not be allowed to drop such course(s) unless there is a recommendation from his/her teacher.

HONORS PROGRAM

- Honors courses are more challenging for students than regular courses. Additional material and more in-depth assignments should be typical of honor courses.
- High School counselor has information on the prerequisites for honors classes.
- Students who are enrolled in honors / AP courses and do not make the required score to remain in said courses will not be allowed to re-enter at a later date without the headmaster's permission.
- All students taking an AP course are required to take the AP examination.

COLLEGE CREDIT OPPORTUNITIES

Heritage offers dual enrollment opportunities for students in grade 12 with local universities and community colleges. Courses taken off campus will be given elective credit, and may not be substituted for core academic classes.

Each semester seniors must be enrolled in a total of five (5) or more courses, four (4) of which must be taken on the Heritage Academy campus. These four courses must include English, mathematics, science, and social studies. A student who has earned four (4) credits in English, math, science or social studies prior to his/her senior academic year, may substitute an on-campus elective for that core requirement. However, a student must always be enrolled in five (5) courses whether on campus or otherwise, regardless of whether core requirements have been met.

College course grades will be listed on the transcript, but will not be calculated into the cumulative GPA. An off-campus class taken for Heritage elective credit must be a 3-hour course to be considered for elective credit. One-hour and two-hour courses will not be counted for credit.

GRADUATION TRACKS

Heritage Academy Curriculum Tracks

	College Prep: Track I	Honors: Track II
English	4	4
Mathematics*	4	4
Science	4	4
Social Studies	4	4
Electives (Academic)	2	2
Languages**	2	2
Fine Arts	1	1
Computer	1	1
TOTAL:	22	22

**The Math courses must be above pre-Algebra*

***Foreign language must include two credits of the same language (for example, Spanish I and Spanish II).*

COLLEGE ADMISSION

- Tracks I and II will meet all major college requirements.
-

MINIMUM REQUIREMENTS FOR GRADUATION

- Twenty-two (22) units are required to graduate
 - A student transferring to Heritage Academy during his/her senior year, who cannot reach the required number of 22 credits will be allowed to graduate with 20 units if all required courses have been passed.
-

ACT TEST

- All students are required to take the ACT to graduate. This test must be taken on or before the February testing date of a student's senior year.
 - School Code for Students: 250-664
 - Heritage Academy Test Center Code: 202500
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- School Code for Students: 250-664
- Heritage Academy Test Center Code: 202500

TEST DATE	REGULAR REGISTRATION	<small>(fee required)</small> LATE REGISTRATION
September 8, 2018	August 10, 2018	Aug 11-26, 2018
October 27, 2018	September 28, 2018	Sep 29-Oct 14, 2018
December 8, 2018	November 2, 2018	Nov 03-19, 2018
February 9, 2019	January 11, 2019	Jan 12-18, 2019
April 13, 2019	March 8, 2019	Mar 09-25, 2019
June 8, 2019**	May 3, 2019	May 04-20, 2019

** This date not given at the Heritage Academy location

Note: Tuesday, October 2, 2018 and Tuesday, April 2, 2019: The ACT will be administered to Heritage Juniors and Seniors on the MAIS ACT Weekday Test Dates as part of the MAIS/ACT Choice Testing Program. Participating students will be responsible for paying the ACT testing fee. The writing test will not be available on these dates.

SAT TEST

- SAT testing is encouraged, but not required.
- Heritage Academy does not give the SAT at our location.

2018-2019 SAT SCHEDULE

TEST DATE	REGULAR REGISTRATION	SCORES BACK DATE
October 6, 2018	September 7, 2018	October 19, 2018
November 3, 2018	October 5, 2018	November 16, 2018
December 1, 2018	November 2, 2018	December 14, 2018
March 9, 2019	February 8, 2019	March 22, 2019
May 4, 2019	April 5, 2019	May 17, 2019
June 1, 2019	May 3, 2019	July 10, 2019

COURSES OFFERED

A curriculum guide is available on our website and through our guidance counselor.

CORRESPONDENCE STUDY

Correspondence courses are accepted only under extreme circumstances. A maximum of two (2) units of correspondence coursework can be accepted toward graduation.

AWARDS

CLASS RANK, VALEDICTORIAN AND SALUTATORIAN

- Heritage Academy does not report class rank.
- To be eligible for valedictorian or salutatorian a student must have attended Heritage Academy for four consecutive semesters, be enrolled in the honors program, and complete the highest course offered in three (3) of the four (4) following subject areas: English, science, social studies, and mathematics. Where an AP and dual-credit option are available for the same subject the student may take the course of their choosing.
- Once a student is enrolled at Heritage Academy, only courses taken at HA will be used to determine GPA.
- See school counselor for details on numerical computations.

ACADEMIC RECOGNITION

Citizenship

- Heritage Academy will give a citizenship grade to all students each 9-week term. The quality of an individual's contribution, assumption of responsibilities, and social conduct in school (or community) are factors of citizenship.
- Citizenship grades are left to the discretion of the individual teachers.
- Grades range from 1 to 4 with 4 being the highest citizenship grade a student can earn.

Academy Honors/Honor Roll

- To be listed on Academy Honors a student must have a 90 or higher in each course.
 - To be listed on the Honor Roll a student must have at least a 90 GPA and no grades below an 85.
-

HONOR SOCIETIES

- Heritage Academy has six honor societies.
 - MAIS Honor Society (90 or above cumulative grade average)
 - Beta Club Honor Society (91 or above cumulative grade average)
 - National Honor Society and National Junior Honor Society (93 or above cumulative average)
 - Quill and Scroll (Sophomores, Juniors and Seniors only) must serve on a Journalism, Annual or Banner staff and have the equivalent of a B grade average, or be in the upper third of their class either for the year of their election or for the cumulative total of all high school work.
 - Mu Alpha Theta (Juniors and Seniors only) must have been or be enrolled in Honors Pre-Calculus or AP or dual-credit Calculus and maintain a 93 or higher GPA.
 - The national governing body of each society, in addition to Heritage Academy requirements, designates membership requirements. See school counselor for details.
-

AWARD CEREMONIES

- Heritage Academy holds an Awards Day for students in grades 7-11 in May of each school year to recognize students for their academic achievements.
- Seniors are honored with academic awards at Senior Class Day.

TESTING

EXAM EXEMPTION

1st SEMESTER:

Applies ONLY to 12th grade student in a ½ Credit Course

- No more than 3 non-medical excused absences for that class period
- 85 or above average and no “F” in citizenship
- No unexcused absences, ISS or OSS infractions
- No more than 3 unexcused tardies during the 2nd nine weeks for the individual course in which the student is seeking exemption
- No student with an unexcused absence may be exempt

2nd SEMESTER:

Grade 12

- No more than 7 non-medical excused absences for the calendar year for that class period in a full credit course
- 85 or above average and no “F” in citizenship
- No unexcused absences, ISS or OSS infractions
- No more than 3 unexcused tardies during the 4th nine weeks for the individual course in which the student is seeking exemption.
- No student with an unexcused absence may be exempt

Grades 7 – 11

- No more than 7 non-medical excused absences for the calendar year for that class period in a full credit course
- No more than 3 non-medical excused absences for that class period for ½ credit courses
- 90 or above average and no “F” in citizenship
- No unexcused absences, ISS or OSS infractions
- No more than 3 unexcused tardies during the 4th nine weeks for the individual course in which the student is seeking exemption.
- No student with an unexcused absence may be exempt

NOTES:

It is the student’s responsibility to turn in a doctor’s excuse for any medical absences within 3 days of the medical absence.

Refer to and comply with the Attendance Regulations as found in STUDENT CONDUCT on pages 31-34.

MAKE-UP TESTS

- Make up test for missed class time should take place within the first five (5) days after a test is missed. The classroom teacher is to assign and administer the make up test. When circumstances arise that prevent this from taking place within the time frame The Wednesday school format goes into effect. The teacher is to notify the Headmaster or designee of students being assigned to Wednesday school.
 - Make up tests may not be administered during an Athletic Period.
 - Wednesday School's purpose is to administer make-up test when this cannot be administered by the classroom teacher in a timely manner.
 - All Wednesday School Testing will take place from 3:20–4:00 PM at the assigned site and by the assigned instructor.
 - Failure to take assigned test on the assigned Wednesday will result in a grade of zero on that test unless permission has been granted from the headmaster due to special circumstances that prevent a student from making up a test at the assigned time.
 - Students missing class due to school-sponsored events must make arrangements with the teacher beforehand to make up the missed assignments at the teacher's discretion.
-

TUTORING

Position Statement of Tutoring

When a teacher determines that a student needs help beyond the individual help that the teacher can give, the issue might be raised with the parents, the student, and the headmaster or designee. Before making a recommendation to a parent or student, the teacher should first review the matter with the administration. It is particularly important that the specific recommendation for tutoring and the work that is to be done, along with possible discussion of people who can handle the tutoring, be shared with parents and the administration.

Tutoring Policy

The responsibility for education is shared among school, parents, and the student. Although the school assumes authority for educational policy, the parents and the maturing student are consulted on special problems and needs that arise. When the student goes beyond the institution for academic work, the school can only maintain its responsibility for overall academic development if it is an informed partner.

The Heritage Academy faculty is available for tutoring, by appointment, at 7:30 am on school days. The teacher should be considered as the first resource for tutoring support when a student is in need of help. This tutoring will be offered to students without cost. This help is provided for specific needs and is tied to the regular school curriculum and program. If it is

TUTORING (Continued)

determined that an outside tutor is needed, the school will help the parents find one through the guidance counselor.

It is crucial that the schoolwork with the tutor is in the best interest of the student. A parent should always inform the guidance counselor that a student is being tutored. The school and the teacher must know the nature and content of the tutoring and be in regular contact with the teacher to discuss student progress related to course objectives. If questions or concerns should arise a follow up meeting should be arranged between the parent, teacher and administration.

STUDENT INFORMATION

DRESS CODE

General

- *All uniforms, accessories, and outerwear must be purchased from Uniforms & Accessories. Exception will be the approved logo attire that can be purchased from the Heritage Academy Spirit Store and worn every Friday (Spirit Day) and other designated days.*
- *Classroom teachers will be responsible for checking students' dress and determining compliance. Those students not in compliance with the dress code will be sent to the office.*
- *Any student not dressed within the guidelines of the school dress code will not be allowed to attend class until he/she is in compliance. Any class missed due to a dress code violation will result in an unexcused absence.*
- *The required uniform must be worn in its entirety except on days that are set by the administration.*
- *Boys must be clean-shaven (no beards or mustaches.) 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. Side-burns may not be any longer than the bottom of the ear lobe.*
- *Girls may wear earrings on the ears only. 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. 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.*
- *Sweatshirts may be worn if they are Heritage Academy issued or sold by the Heritage Sports Boosters. An approved school uniform shirt must be worn under the sweatshirt.*
- *Jeans and t-shirt days will be approved and announced by the administration.*

DRESS CODE (Continued)

Shoe Policy

• *Students may wear tennis shoes, sandals that are fastened around the heels, boots, loafers or shoe that tie (i.e. Saddle oxfords, oxfords, loafers, deck shoes, etc.) Boots may be worn by girls with leggings (solid colors of grey, white or black) or tights (solid colors of grey, white or black). Lace, fishnet and other distracting leggings or tights are not permissible. Boys may only wear boots with pants. The student will be required to make arrangements to change. Shoes with laces must be properly tied. Closed toed shoes must be worn during all science labs.*

GIRLS REGULAR UNIFORM DRESS

• **Tops:**

White, Royal, Ash Gray, or Red long sleeve or short sleeve pique polo
White Camp Blouse, long sleeve or short sleeve (worn untucked)
Undergarments should not show through the clothing

• **Bottoms:**

Khaki flat-front capri pant
Khaki flat-front pant
Khaki shorts
Shorts must be no more than 3" above the knee
Khaki skort
Skorts must be no more than 3" above the knee
Plaid kick pleat skirt
Skirts must be no more than 3" above the knee

• **Accessories:**

Socks: Any color socks may be worn unless deemed a distraction by the Headmaster or his designee.
Grey, White or Black leggings (no lace)
Grey, White or Black tights

• **Belts:**

Brown or Black leather (no logos)

BOYS REGULAR UNIFORM DRESS

- **Shirts:**

White, Royal, Ash Gray or Red long sleeve or short sleeve pique polo

White, long-sleeve, oxford cloth button down shirt

Boys' shirts may be fashionably un-tucked. In order to comply, all shirts need to be of proper size and no undergarments or backside should be shown. (If undershirt is worn, it needs to be tucked in)

- **Bottoms:**

Khaki flat-front pant

Khaki flat-front short

- **Accessories:**

Socks: White , red, blue, black, gray or no-show socks

- **Belts:**

Brown or Black leather (no logos) –Required if shirts are tucked in

OUTERWEAR FOR BOYS AND GIRLS

Only outerwear issued by Heritage Academy may be worn on campus during school hours.

This includes during break and lunch. The only time non-HA outerwear may be worn is when the temperature is below freezing.

Hoodies, Sweatshirts and half-zip Pullovers

- Only Heritage Academy issued sweatshirts, hoodies or half-zip pullovers and/or logo sweat-shirts, hoodies and half-zip pullovers sold by Heritage Academy Sporting Groups/ Spirit Store will be allowed. All hoods must be removed from the head inside the building

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

Only Athletic Director (AD) approved sports game day team outerwear may be worn on game day. Students wearing non-approved game day attire will be subject to Dress Code consequences.

DRESS CODE CONSEQUENCES

Violation Progression (per semester)

1ST Violation: Disciplinary notice/Change into correct attire from uniform closet

2nd Violation: Write off of uniform policy described in Student Handbook/Change into correct attire from uniform closet

3rd Violation: Detention/Student must call parent/Change into correct attire from uniform closet

4th Violation: In School Suspension/Parent meeting

5th Violation: 1 Day Out-of-School Suspension

CONSEQUENCES FOR NOT SHAVING

Violation Progression (per semester)

1ST Violation: Disciplinary notice/Shave

2nd Violation: Write off of uniform policy described in Student Handbook/Shave

3rd Violation: Detention/Student must call parent/Shave

4th Violation: In School Suspension/Parent meeting

5th Violation: 1 Day Out-of-School Suspension

Visit Uniforms and Accessories on the web www.uniformsacc.com ; or call the Hales @ 601-693-5331 or visit them personally at 404 22nd Ave. in Meridian for exceptional quality paired with exceptional service. The online password for Heritage Academy is: hapatriots.

STUDENT OPPORTUNITIES

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

Absence from School

A student who is present 4 hours or more will be considered present for the day. A student present for less than 4 hours will be ineligible for extracurricular activities for that day.

Note: A student is considered present when on a School Absence (field trip, school extracurricular or athletic activity) will be final.

EXTRACURRICULAR/ATHLETIC ELIGIBILITY (Continued)

Grades

Heritage Academy believes all students should perform successfully in the classroom. The following criteria address extracurricular/athletic participation with poor academic performance.

- Grades will be checked at the end of each grading period (progress reports or report cards).
 - If a student is failing 1 class, he/she will be placed on probation and could be removed from the activity or team.
 - If a student is failing 2 or more classes at the end of any nine weeks grading period, he/she will be ineligible and will not be permitted to play in games or otherwise represent the school until the end of the next progress report. If a student is passing all courses at the next progress report, he/she may return to eligibility.
 - A student may attend summer school or take approved correspondence course to gain eligibility.
 - For students to be eligible for participation in summer activities, the student's tuition for the prior school year must be paid in full with a zero balance by May 1st.
-

PUBLICATIONS

Students have an opportunity to participate in the production of two major publications:

- THE BANNER, the school newspaper
- THE HERITOR, the yearbook

Writers, photographers, ad salespeople, typists, and editors are needed.

SOCIAL CLUBS

Social clubs are available for girls in grades 9-12 and offer opportunities for civic and community service as well as fundraising. Participation is strictly optional. All social club activities and functions must be submitted in writing to and approved by the headmaster. Social club activities and functions will be governed by the Heritage high school handbook.

SERVICE LEARNING PROGRAM

- As an independent school we strive to introduce students to community service. Tracking these activities is also beneficial when applying for college admissions and scholarships.
- We strive to serve and improve our community through the Service Learning Program.
- Students in grade 9-11 will average 25 hours of community service per year in order to earn 75 documented hours by the end of the junior year.
- Students may begin accumulating service hours the summer prior to their 9th grade year.
- Service Hours must be submitted in writing on approved forms within 60 days of the service performed.

25 hours—School related programs

25 hours—Community programs

25 hours—Student's choice

75 hours—TOTAL

- If the 75 documented service learning hours have not been completed by the beginning of the senior year, the senior will have to complete community service hours at the beginning of the senior year. During the completion of the 75 hour requirement a senior will not be eligible for any senior privileges. Note: A completed service learning hours form must be submitted to the front office and verified by the front office in order to be considered 'documented'. The number of hours permitted per service item may be limited based on the parameters set below.
- A total of 8 hours per day may be earned on a full-day and/or overnight service work.
- A maximum of 40 hours a week of service hours may be earned on approved extended service projects (ex. Mission trips, VBS etc.)
- A student may earn up to 30 service hours for participation in school plays
- Seniors will volunteer throughout the senior year in support of the completion of the Senior Project. Participation parameters for the Senior Project will be determined by the Senior Class Officers and coordinated by the Senior Project Sponsor

EXCELLENCE IN SERVICE AWARD

Excellence in Service Awards are presented to seniors who have contributed in a positive way through community and school service accumulating a minimum of 150 service hours from 9th through 12th grades. Recipients of this award will have their name posted on the Excellence in Service board in the high school's hallway of honor located at the front of the Instructional Complex.

EXCELLENCE IN SERVICE AWARD (Continued)

- The recording period will run from April 1 through March 31 of each year.
 - See approved service list on school website at www.heritagepatriots.com. Any service activity not listed must be pre-approved by the Academic Dean.
-

LIBRARY

The school library is an integral part of the educational program here at Heritage Academy. Students are encouraged to make effective use of the books and other library materials for course requirements and recreational reading. The school library is one of the privileges of the student, and it should be used extensively and carefully.

ENGAGE: STUDENT 1 TO 1 INSTRUCTIONAL TECHNOLOGY PROGRAM

At Heritage Academy, we use technology as a tool for enhancing our mission to inspire, challenge and motivate our students to prepare them for college and for life.

Heritage Academy is proud to continue the implementation of Engage, our student 1-to1 technology program. For the 2018-2019 school year our 9th-12th grade students will be required to own their own Apple iPad to school each day. Students in 7th-8th grade are encouraged to bring their own iPad to school day, yet it not a requirement for the 2018-2019 school year.

An iPad environment in the classroom makes thousands of high-quality educational apps available at our student's fingertips. Implementing the iPad into Heritage's daily curriculum, allows the student to engage in learning like never before. The student's iPads are used to access a multitude of high-quality educational apps and internet based content. They can check their grades and attendance in Powerschool, access curriculum content and assignment in Canvas, create their own movies in iMovie, and so much more!

For more information about the specifics of our Engage Program, please visit <http://www.heritagepatriots.com/engage>

All students at Heritage Academy will be expected to adhere to the Technology Responsible Use Agreement. Students in the 9th-12th grade will also be expected to adhere to the Engage Agreement. These Agreements can be found at the end of the handbook (pages 51-57). Engage Offense Consequence Protocol is located on pages 40-41.

STUDENT CONDUCT

STUDENTS ARRIVAL AT SCHOOL

All students are required to assemble in the SAB every morning before school unless notified otherwise. Students will remain there until the bell rings for first period or they are given permission to leave.

ATTENDANCE REGULATIONS

- Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school.
- A student who has more than ten (10) absences (excluding school-related absences) in a one semester course or more than twenty (20) absences (excluding school-related absences) in a full year course will not receive credit for the course in which the said absences occur.
- Exceptions concerning illness and extenuating circumstances will be open to review by the headmaster.
- To be eligible for exam exemption at the end of the 2nd semester students in grade 7 – 11 who meet the academic requirement may have no more than 7 non-medical excused absences for the school year. Seniors must have no more than 3 non-medical excused absences in the first semester to be eligible for the first semester exam exemptions.
- It is the student's responsibility to turn in a doctor's excuse for any medical absences within 3 days of the medical absence.

Attendance Verification

- At the end of each 9 week grading period students and parents are responsible for verifying attendance in PowerSchool for that 9 weeks.
- An Attendance verification window of two weeks will be set up beginning a week before the end of the 9 week period and will close a week after the 9 week period has completed.
- The purpose of the attendance verification window is to give students and parents an opportunity to ensure that the student's attendance is recorded accurately in PowerSchool.
- A change to an apparent attendance inaccuracy may be requested, with appropriate documentation, through the high school front office during the verification window.
- Once the verification window has been closed for a given 9 week period, the student's attendance is considered verified and will stand as recorded with no further opportunity to change.

Excused Absences

The teachers will give the student an opportunity to make up class work he/she misses; how-

ATTENDANCE REGULATIONS (Continued)

ever, it is the student's responsibility to make up this work within five days after returning to school.

- Unavoidable—Absences due to personal illness, family illness, or death in family.
- Avoidable but Justifiable—Absences for such reasons as doctor or dentist appointments, trips with family, or for other reasons that might be justified but which involve a decision on the part of the student and his/her parents that he will miss school. The student will be permitted to make up class work to the extent that no additional planning will be required of the teacher. All such absences should be cleared in advance. See section below.

Planned Absences

- Students who have been given permission from the headmaster to be absent should fill out a planned absence form forty-eight (48) hours in advance of the absence.
- For school-related functions, the sponsoring teacher will turn in a list to the office of the students who will be absent and the time the group will leave.
- It is the responsibility of the student with a planned absence to make up all work.
- Seniors are allowed to visit colleges. Students are granted permission for college days from the headmaster/guidance counselor. All excused senior college days must be completed by April 15.

Unexcused Absences

An unexcused absence will result in a grade of "o" on class work missed (homework and daily grades.) Tests must be taken.

- The following are examples of unexcused absences: (a) shopping, (b) working on car, (c) sleeping late, (d) studying for an examination, (e) beauty shop, (f) doing other work, (g) preparation for parties, (h) leaving before set departure time for school trips.
- Truancy/Skipping - An unexcused absence for one or more periods without prior permission of parents.
 - o The first offense will be subject to detention
 - o The second offense will be subject to In-School Suspension (ISS)
 - o The third offense will be subject to Out of School Suspension (OSS)
 - o A parental conference will be held before the student is reinstated into his or her class/classes.
 - o The school reserves the right to classify absences as excused, unexcused, school related and/or non-school related.

ATTENDANCE REGULATIONS (Continued)

Early Dismissal From School

- Students are not to leave school without checking out in the office.
- Doctor's appointments and illnesses are valid reasons for leaving school.
- Early dismissal will require a phone call or written documentation from the parent(s).
- A signature from the appointment site must verify an appointment.
- Any student leaving the campus without administrative permission is subject to suspension.
- A parent may request a student to leave school for whatever cause, but the school administration will determine whether it is excused or unexcused. It is up to the headmaster or designee to determine whether the absence will be considered excused or unexcused.

Tardiness

The definition of tardy is not being in your assigned seat when the 8:00 a.m. tardy bell rings.

School begins at 8:00 a.m. and dismisses at 3:20 p.m. Students are expected to be in their first period classes in their assigned seats when the 8:00 a.m. tardy bell rings.

The tardy policy will be in effect until the last day of the school year.

Policy (per 9 week period)

- Students are allowed three (3) minutes to move from one class to another.
- A tardy bell will sound to signal the end of the class exchange.
- Each student may accumulate a total of three (3) tardies each nine weeks without action being taken.
- On the fourth (4th) tardy, one (1) day of school detention will be assigned.
- On the fifth (5th) tardy, an additional one (1) day of school detention will be assigned.
- On the sixth (6th) tardy, ISS will take place.

Student Passes

Any student in the hallway during class time must have received teacher permission, signed the classroom sign-out sheet, and have a hall pass from that classroom.

Absentee Assignments

If a student is absent, a parent or friend may email the teacher for assignments OR may pick up the homework assignments by calling 327-5272 no later than 9 a.m.

ATTENDANCE REGULATIONS (Continued)

Make-up Testing

(See Testing page 23)

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.
- Honesty and moral integrity are also expected of every student.
- Students are held responsible for their conduct while in attendance at any school sponsored function, be it athletic, academic, or social.

Specific Offenses

- Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach cannot be tolerated. Disrespectful behavior, as determined by the Headmaster and/or their designee, towards teachers is strictly prohibited.

Consequences for infractions (per year)

- i. Detention and student must call parent
- ii. Detention and parent meeting
- iii. One day of ISS
- iv. Three days of ISS
- v. OSS

- It shall be a violation of school policy for any student to engage in any conduct, on school premises or at a school sponsored or school related event, which does the following:
 - *results in a civil or criminal penalty (other than a minor traffic violation)*
 - *brings discredit to the student or to the school*
 - *threatens or constitutes a danger to the health or safety of the student or of other students*
 - *threatens or constitutes a danger to school property*
 - *threatens or constitutes a danger to the property of other students or school personnel.*

BEHAVIOR GUIDELINES (Continued)

General Disciplinary Action

- The following actions may be used to correct student behavior: warnings, write-offs, disciplinary notices, loss of privileges, corporal punishment, detentions, parental conferences, suspensions (ISS, ONS or OSS), and expulsions.
- The administration will determine specific consequences for unacceptable behavior in accordance with school policy.
- It is the administration's intention to keep parents informed of disciplinary action. A student who has been issued a disciplinary notice must return the notification signed by a parent to gain admission to detention.
- 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 severely than it may have been addressed as an initial offense.
 - o Disciplinary measures will be recorded and kept on file in the office.

Disciplinary Notices

Students will be given disciplinary notices that state the date of the infraction, the nature of the infraction, punishment assigned to the student, and the name of the assigning staff member. The student must return the disciplinary notice with parental signature to gain admission to detention. The Headmaster or designee will assign detentions and suspension, and parents will be notified.

DETENTION

General Requirements

Students assigned to detention as a consequence for disciplinary infractions will be required to serve a work detail at the assigned time Monday through Friday at 7:15 am – 7:45 am or in the afternoon on those days from 3:20 pm – 4:00 pm at the discretion of administration.

- If a student misses a scheduled detention they will be placed in ISS the following day.
- Seniors who accumulate a detention for a given month will not be able to participate in that month's senior hype party.
- Students who report more than five (5) minutes late to detention will be assigned another disciplinary notice.

NOTE: Please be reminded that ISS will cause a student to be ineligible for exam exemptions

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General Requirements

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- Seniors who accumulate a detention for a given month will not be able to participate in that month's senior hype party.
- Students who report more than five (5) minutes late to detention will be assigned another disciplinary notice.

NOTE: Please be reminded that ISS will cause a student to be ineligible for exam exemptions

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is a disciplinary measure used for minor rule infractions. Students placed in ISS will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work. ISS will be held during regular school hours. Rules will be distributed to students who are assigned to ISS. Violation of these rules may result in additional days being added to the original suspension. Days assigned to ISS will be counted present at school, but may be counted absent from class for exemption purposes.

Depending on the location of misbehavior, the infraction will result in a lowering of the classroom citizenship grade to a "C." An in-school suspension may become an out-of-school suspension if it is the third one in a semester. The student is responsible for gathering the necessary textbooks and notebooks to complete all assignments. Classroom teachers will not be available to tutor the students during the suspension.

OVERNIGHT SUSPENSION (ONS)

Depending on the severity of the offense committed by the student, the headmaster or his designee may institute an overnight suspension. Overnight suspension is a means to establish a problem-solving conference between the student, his/her parent(s), and the school administration and faculty. When determined appropriate by a school administrator, a student will be suspended at the end of the school day until such time as the student returns to school with a

OVERNIGHT SUSPENSION (ONS) (Continued)

parent for a student-parent-administrator conference. If arranged with an administrator, the conference may be held that afternoon, but is usually held the following morning prior to the start of the school day. If the student and parent return to school prior to the school day and behavior agreements can be met during the conference, the student will not miss any classes. No student may return to regular student status without first returning to school accompanied by a parent for a student-parent administrator conference.

OUT-OF-SCHOOL SUSPENSION(OSS)

Students who repeatedly violate (or commit a severe violation of) the rules and regulations will be subject to suspension from school for a period determined at the administration's discretion by the severity of the act (not to exceed five days). The student's absence(s) will be handled as an unexcused absence, and depending upon location of misbehavior the infraction will result in a lowering of the classroom citizenship grade to an "F." (Unexcused absence results in a grade of "o" on all class work missed, including homework, but tests will be taken.) The suspended student will be notified verbally and in writing of the 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 expulsion.
- Should such an occasion arise, the Headmaster will suspend the student and recommend expulsion of the student to the Board of Directors.
- Students will be entitled to a hearing to explain their acts. A detailed account of violations will be provided to the student, parents, and the Board.
- A "due-process hearing" will be conducted if warranted. If a "due-process hearing" is scheduled, it will be a decision of the Executive Committee of the Board of Directors as to whether or not the student may attend classes.
- If class attendance is denied, homework and class work assignments will still remain the student's responsibility.
- Any student whose dismissal is successfully appealed is responsible for turning in missed class work and homework within two (2) days of returning to school. Tests will be made up within the time frame set by the administration.

GRIEVANCE/COMPLIANCE PROCEDURE

If a question or complaint arises with an item that 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 Discipline Officer.
 3. Schedule conference with principal/headmaster.
 4. Schedule conference with Executive Committee.
 5. Schedule conference with Board of Directors.
-

OTHER STUDENT INFORMATION

Lockers

- Lockers are assigned to each student and are not to be changed without permission.
- Lockers should be kept clean.
- The administration and teachers of Heritage Academy reserve the right to check lockers at any time.
- Students may purchase their own key locks or combination locks if they desire. Students must give the office the combination and/or spare key. The office reserves the right to cut off a lock if the student cannot provide a key or combination.

Lost & 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.
- Students' books, notebooks, etc., left in the SAB, in the library, in the gym, outside the building, on the floor, etc., will be brought to the office.

Parking

- The Upper parking lot is reserved for vehicles of Seniors as a Senior Class Privilege. The Lower Parking lot is designated for vehicles of Underclassmen
- The SAB parking lot and the parking area in front of the Spirit Hall are reserved for faculty and staff parking. Exceptions must be pre-approved by the Headmaster or designee.
- Once in the school, students are not to go back to their cars without office permission.
- Upon arriving at school, students are to leave their vehicles immediately and enter the SAB.
- Students are not to park on the south side of Magnolia Lane (next to the tennis club) while in school or on trips.

ELECTRONIC DEVICES

Personal Electronic Devices (cell phones, tablets, games, etc. The following applies to personal student electronic devices, not including 9th-12th grade student iPads used for the Engage program

Appropriate use time:

- Before school
- Break and Lunch
- After School

Personal Electronic Devices (cell phones, tablets, games, etc. will not be permitted

- During any class (exception: a teacher approved application may be used for educational purposes)
- Between classes

Cell phones iPods, electronic Games etc...:

At Heritage Academy we understand the need for cell phones because of their convenience and the safety they provide your child. Therefore cell phones may be brought to school with the following limitations:

- Must be powered off at all times during the school day. (8:00 a.m. – 3:20 p.m.), put up and/or placed in classroom storage container. Cell phones will be confiscated and turned in to the headmaster or designee when discovered.
- Students may use their personal electronics (iPad, Cell phone, etc.) in the SAB during lunch and break. Usage must be in accordance to the acceptable use policy.
- If the need arises for a student to contact a parent or guardian during the times cell phone use is not permitted, the student must go to the office to place the call on the school phone or his/her cell phone. If this is during a class time the student must have written permission from the classroom teacher to go to the office to make the call.

Consequences for infractions (per semester):

Warning: The device will be confiscated by a teacher or administrator for the rest of the class period. Use of a warning is optional and up to the discretion of the teacher or administrator.

1st Offense: The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the device into the office with a discipline notice.

--The student may pick up the device at the end of the school day.

ELECTRONIC DEVICES (Continued)

2nd Offense: The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the device into the office with a discipline notice.

--A parent or guardian will be required pick up the device.

3rd Offense: The device will be confiscated by a teacher or administrator and turned into the office for the rest of the school day. He/she will turn the device into the office with a discipline notice.

--The student will serve detention and a parent/guardian will be required pick up the device.

4th Offense: The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the device into the office with a discipline notice.

--The student will serve ISS and there must be a parent conference with the Headmaster or designee.

- All cell phone rules apply to all use and applications (i.e. phoning, texting, use of unauthorized application during inappropriate times of the school day, etc.)
- All cell phone rules and consequences apply whether sending or receiving communication during inappropriate time or places.

ENGAGE (iPAD) OFFENSE CONSEQUENCE PROTOCOL

Warning: The iPad can be confiscated by a teacher or administrator for the rest of the class period. Use of a warning is optional and up to the discretion of the teacher or administrator.

1st Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student may pick up the iPad at the end of the school day.

2nd Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

A parent or guardian will be required pick up the iPad.

3rd Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student will serve detention and a parent/guardian will be required pick up the iPad.

4th Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student will serve ISS and there must be a parent conference with the headmaster.

Any behavior or action that is deemed by the administration to be a severe breach of this contract may result in the bypassing of the iPad Offense Consequence Protocol and require a parent conference with the Headmaster. Engage Agreement can be found at the end of the handbook (page 53-57).

MEDICAL INFORMATION

- If a student has a medical problem of which the school needs to be aware, parents should notify the counselor(s).
- All prescribed medication must be delivered to the office and administered by the office personnel only. 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 aspirin, without parental permission.
- Students are not allowed to have medication on their persons or in lockers with the exception of prescription inhalers.
- All students are required by law to have a MS Form 121 – Certificate of Immunization Compliance on file in the school office.

DANCES

Arrival and Hours:

Hours for school-sponsored dances will be determined as these events are scheduled. Set times for student arrival will be determined by the beginning time of the dance. If students are late arriving, they will not be admitted. Hours of attendance for students in grades 7-9 and students in grades 10-12 will be set. In cases of a couple consisting of one student in grade

DANCES (Continued)

7, 8, or 9 and one in grade 10, 11, or 12, the hours for students in grades 7-9 will be enforced. Students cannot go outside unless leaving. Each student must stay at least one hour.

Guests:

All students, both Heritage and guests, are required to sign in. The Heritage student is held responsible for the actions of his/her guest(s). The guests must be introduced to the adult chaperones. "Gate crashers" who are not invited and may cause trouble will be evicted by the adult chaperones.

Misbehavior:

All school rules apply during social activities.

Location:

Students are restricted to the area of the school in which the social affair is held; i.e., students may not enter any other area.

Suggestive Dancing:

Students who engage in sexually suggestive and/or vulgar dancing will be asked to leave the dance immediately. All dance styles will be face to face with space.

Song List:

All music played at a Heritage Academy dance must be approved by the administration at least one week prior to the dance. Approved music will not include profane and/or suggestive lyrics.

MISCELLANEOUS

FUND RAISING

All activities designed to raise money for the school or school-sponsored groups must be approved by the headmaster or designee through the completion of a Fundraising Solicitation Form (club sponsors please refer to the Heritage Academy Fundraising Policy located in the HA Employee Handbook). All monies must be turned into the bookkeeping office and receipted. Groups outside the school may not have fundraisers here.

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.

INCLEMENT WEATHER

During any emergency at school such as fire, tornado, etc., students are to stay with the teacher and follow instructions given.

If the weather is bad and there is a possibility of school being cancelled for the day, students and/or parents are to check one of the following radio stations or TV stations: WKOR, WMBC, WCBI-TV, WLOV-TV, or WTVA-TV and the Heritage website. A Powerannouncement will be sent to families and it will be posted on Facebook, the school website and WCBI-TV.

DELIVERY OF GIFTS TO STUDENTS

Heritage Academy will not accept delivery of flowers, balloons, or other favors. Such deliveries should be made to the student’s home.

EPA ASBESTOS NOTICE

Heritage Academy has had all of its buildings appropriately inspected for asbestos containing materials and a management plan for each building was developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act. The copy of the results of the inspection and completed management plan are on file in the Headmaster’s office.

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

COPYRIGHT INFORMATION (Continued)

follow the applicable copyright laws by refraining from making unauthorized individual recordings.

UNLAWFUL BEHAVIOR

STUDENT HARASSMENT

Harassment involves ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt others physically and/or emotionally. This can be done by an individual or by a group gathered together to harass someone.

Harassment can be physical, verbal, sexual or electronic.

Physical Harassment:

- Hitting, punching, jostling, pushing, spitting, or sexual abuse
- Frightening others by threatening these actions against them
- Hiding, damaging or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names, making suggestive comments or other forms of sexual harassment
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about people or their families
- Belittling another person's abilities and achievements
- Making hurtful comments or posts on social media while at school or school functions.

SEXUAL HARASSMENT POLICY

- Heritage Academy is committed to ensuring that the students have a school free from sexual harassment, and, therefore, recognize the need to have and enforce a sexual harassment policy.
- The fraternization between teachers and students is strictly prohibited.

SEXUAL HARASSMENT POLICY

- Sexual harassment includes any un-welcomed sexual advances, request for sexual favors,• Heritage Academy is committed to ensuring that the students have a school free from sexual harassment, and, therefore, recognize the need to have and enforce a sexual harassment policy.
- The fraternization between teachers and students is strictly prohibited.
- Sexual harassment includes any un-welcomed sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:
 1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures;
 2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting or obscene comments or gestures, or other verbal abuse of a sexual nature;
 3. Graphic, verbal commentary about one's individual's body, sexual prowess, or sexual deficiencies;
 4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
 5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, gestures, or other displays of suggestive objects or pictures;
 6. Retaliation for having reported or threatened to report sexual harassment.
- This behavior is unacceptable at Heritage Academy and at Heritage Academy functions such as athletic events, dances, plays, field trips, etc.

What to Do

- Heritage Academy encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that the behavior is un-welcomed. (The school recognizes this may be ineffective or impossible.)
 - Report the incident as an harassment complaint to the counselor, administrator, or Headmaster.
 - All complaints will be investigated thoroughly and promptly.
 - If you do not feel comfortable talking to someone in person, text to report harassment anonymously.
-

TOBACCO USE

Heritage Academy adheres to a campus wide tobacco free and no-smoking policy. For the purposes of this policy, “smoking” includes the use of tobacco products through pipes, cigars and cigarettes and the use of e-cigarettes, regardless of whether they contain tobacco. E-cigarette paraphernalia is also prohibited. This policy also includes the use of any smokeless tobacco products. This policy applies to all employees, students, visitors and vendors.

WEAPONS, DANGEROUS INSTRUMENTS, CONTRABAND

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighter, matches, pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon or dangerous instrument or any contraband materials while on school grounds or attending school functions.

DRUG AND ALCOHOL POLICY

Heritage Academy seeks to maximize each student’s potential to become a positive role model and adopt a healthy, responsible lifestyle. Heritage Academy is committed to creating and maintaining a drug and alcohol free environment. This policy is designed to identify students who are using drugs and/or alcohol illegally and/or in an inappropriate manner and to require each student testing positive for illegal drugs or alcohol to successfully complete an approved drug or alcohol counseling program before they may lose the privilege of attending school at Heritage Academy. The student and their parents/ legal guardians understand and agree they have no property right to attend Heritage Academy and that this policy does not create any such property right or contract between Heritage Academy and the student or their parents/legal guardians. The policy also provides for testing of board members, faculty and employees.

Heritage Academy expressly forbids a student from possessing, using and/or being under the influence of alcohol or illegal drugs at school, on school property or while attending any school related function or event. An “illegal drug” is defined to include, but is not limited to, marijuana, any narcotic, hallucinatory, hypnotic, sedative, stimulant or controlled substance not prescribed to said student.

Any student found in possession of, using or under the influence of alcohol or any illegal drug while at school, on school property or when attending any school-related function or event is

DRUG AND ALCOHOL POLICY (Continued)

subject to discipline by the school's Headmaster and/or Discipline Officer.

Any student found in possession of, using or under the influence of alcohol or any illegal drug while at school, on school property or when attending any school-related function or event will receive immediate Out-of-School Suspension (OSS) for three (3) days and the suspended student must then appear before the Heritage Academy Headmaster and discipline officer for a hearing, the subject of which hearing will be the student's permanent removal from Heritage Academy. If the student is not permanently removed from Heritage Academy, the student's continued enrollment at Heritage Academy may be conditioned upon certain requirements deemed appropriate by the Headmaster in his sole discretion. This may include, but is not limited to, drug and alcohol testing and counseling consistent with the provisions set forth below.

In addition, Heritage Academy will randomly drug test students from time to time. Any student failing a random drug or alcohol test will be required to undergo the counseling and treatment set forth below in response to question number 6. A student's failure to comply with the policies and/or provisions for counseling and/or treatment may result in said student being expelled from school which shall be in the sole discretion of the Headmaster.

The school reserves the right to require anyone suspected of using illegal drugs or alcohol in violation of this Policy to be tested at any time. The School reserves the right to use a breathalyzer at any time deemed necessary and the use of a breathalyzer at any school related function or event shall not be considered a random drug test for purposes of these Drug and Alcohol Policies.

In an effort to ensure that alcohol and/or illegal drugs do not enter or affect the school and/or school related activities, Heritage Academy reserves the right to search all vehicles, containers, lockers or other items on school property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon request. Individuals may be required to empty their pockets, but no student will be required to remove articles of clothing they are wearing to be physically searched. A student's refusal for visual inspection may result in suspension or expulsion as determined in the discretion of the Headmaster.

If the suspected student refuses to be tested for drugs and/or alcohol, he/she will be suspended (OSS) until the testing is complete.

DRUG AND ALCOHOL POLICY (Continued)

1) Who will be tested?

All students in grades 7-12 shall participate in the drug-testing program and shall be subject to testing as described in this policy. Parents and legal guardians shall, for each period of enrollment, submit, in writing, a consent form permitting a company employed by the Headmaster to provide drug testing services to test their child or children for impermissible or illegal drug and alcohol use. Board members, faculty and staff shall be randomly tested.

2) When will students be tested?

All students in grades 7-12 may be tested at least once per year. There is also the possibility of students being tested more than once through random selection. The Headmaster, in consultation with the Board and the company employed to provide testing services, shall determine when tests will be conducted and the number of tests. The Headmaster and the board shall have discretion in incorporating into the drug testing program new students, board members or employees who enroll or become associated with the school after the school year has begun.

3) When will board members, faculty and staff be tested?

The Headmaster, in consultation with the Board and the company employed to provide testing services, shall determine when board members, faculty, and staff will be tested. Faculty, as part of their contracts for employment, will acknowledge and consent to the drug testing policy in writing as required by the school.

4) What type of tests will the school use?

The Headmaster, in consultation with the board and the company employed to provide testing services, shall determine the methods of testing and the substances for which the tests will be employed to detect. For example, the Headmaster may decide to test for cocaine or any other impermissible or illegal substance and may test by sampling urine, hair or any method determined reliable by the Headmaster. Each person tested shall cooperate fully with the company administering the test and shall provide any information requested, including information about prescription medications.

5) Will test results be kept confidential? Yes.

6) What may be required of a student who fails a random drug or alcohol test?

FIRST POSITIVE RESULT: STUDENTS

The Headmaster will inform the parents or legal guardians their child tested positive. Following notification by the Headmaster and/or Medical Review Officer (MRO), the student

DRUG AND ALCOHOL POLICY (Continued)

must be evaluated within ten (10) days by a professional counselor or a certified alcohol and drug abuse counselor approved by the Headmaster. The Headmaster may extend the ten-day period if the parents or legal guardians of the student present a valid reason justifying an extension. The student must enroll in and successfully complete a professional treatment plan developed by a professional counselor or a certified alcohol and drug abuse counselor and approved by the Headmaster. Failure to enroll in and/or successfully complete the requirements of the program recommended to the student will result in the student's immediate expulsion from Heritage Academy by the Headmaster.

The first policy result may affect a student's eligibility to participate in extracurricular activities. This decision will be made in the sole discretion of the Headmaster based on a totality of the circumstances.

Following the first positive result, the student in question shall be required to test again at a time and by a method to be determined by the Headmaster working in conjunction with the company employed to provide drug screening services. In addition to the re-test referenced above, the student shall also automatically appear on the testing roster for the next regularly scheduled drug screening.

SECOND POSITIVE RESULT: STUDENTS

The Headmaster or Medical Review Officer (MRO) will inform the parents or legal guardians their child tested positive. The consequences of a student's testing positive a second time may result in the student's suspension from school. This shall be determined by the Headmaster in his sole discretion based on the totality of the circumstances. If not suspended from school following a second positive test result, a second positive test result shall require the student to be immediately suspended from all extracurricular activities until the student has furnished to the headmaster sufficient written proof, as determined by the Headmaster, that the student has successfully completed a professional treatment program previous approved by the Headmaster.

Following the second positive result, the student in question shall be required to test again at a time and by a method to be determined by Headmaster working in conjunction with the company employed to provide drug screening services. In addition to the re-test referenced above, the student shall also automatically appear on the testing roster for the next regularly scheduled drug screening.

DRUG AND ALCOHOL POLICY (Continued)

THIRD POSITIVE RESULT: STUDENTS

The Headmaster or Medical Review Officer (MRO) will inform the parents or legal guardians their child tested positive. A third positive drug test will result in the student's immediate expulsion from Heritage Academy for the remainder of the school year. A student expelled under this policy may petition the Board for re-admission after the expulsion period has expired. The parents or legal guardians of a student expelled under this policy shall not be entitled to a reimbursement of fees or tuition.

FIRST POSITIVE RESULTS: BOARD MEMBERS, FACULTY, AND STAFF

Any board member, faculty, or staff will be immediately and permanently dismissed from Heritage Academy following the first positive result on any drug test or any refusal to participate in a drug test.

RESPONSIBLE USE AGREEMENT FOR STUDENTS HERITAGE ACADEMY TECHNOLOGY

At Heritage Academy, we use technology as a way of enhancing our mission to inspire, challenge and motivate our students to prepare them for college and for life. These technologies may include, but are not limited to, school-provided equipment as well as personal devices.

Students should embrace the following principals to become responsible, digital citizens and use technology in a meaningful, safe and responsible way.

By accepting this agreement, students accept the following rules, conditions and principles:

1) I will use technology in a meaningful, safe and responsible way.

- I understand that I represent Heritage Academy in all of my online activities. I understand that my activity on social networking and other online activities should not reflect negatively on my fellow students, teachers or Heritage Academy.
- I will use technology productively and appropriately for school related purposes. I will refrain from using technology in a way that would disrupt others.
- I will use email and other means of communications responsibly.
- I understand that the school network and accounts are property of Heritage Academy and anything I do can be monitored.
- I understand that I will be held responsible for any physical damage I cause to school owned technology.
- I understand that school administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

2) I will use technology in accordance with the laws of the United States and the state of Mississippi.

- Criminal Acts—Including, but not limited to, attempting to access systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and unauthorized tampering with computer systems.
- Libel Laws—Publically defaming people through published material on the internet, email, etc.
- Copyright Violations—Copying, selling or distributing copyrighted material without the express permission of the author or publisher. Users should assume that all material available on the internet that was not created by them are protected by copyright. Engaging in plagiarism (any act of taking someone else's words, work or ideas and passing them off as your own).

RESPONSIBLE USE AGREEMENT FOR STUDENTS HERITAGE ACADEMY TECHNOLOGY (Continued)

Students:

I understand and will abide by this agreement. Should I commit a violation, I understand that consequences of my actions could include disciplinary action, and/or referral to law enforcement.

Parent/Guardian:

As the parent/guardian of this student, I have read this agreement. I understand that technology is used at Heritage Academy for educational purposes in keeping with our mission, and that student use for any other reason is inappropriate. I recognize that it is impossible for Heritage Academy to restrict access to all controversial material, and I will not hold the school responsible for materials acquired through the school network.



HERITAGE ACADEMY ENGAGE (iPad) AGREEMENT 2018-2019

At Heritage Academy, we use instructional technology as a tool for enhancing our mission to inspire, challenge and motivate our students to prepare them for college and for life. These technologies may include, but are not limited to, school-provided equipment as well as personally owned devices. Students should embrace the Responsible Use Principals to become responsible, digital citizens and use technology in a meaningful, safe and responsible way.

For the 2018-2019 school year, our 9th-12th grade students will be required to bring their own Apple iPad to school each day. Students in 7th-8th grade are encouraged to bring their own iPad to school each day, but it is not required for the 2018-2019 school year.

For the most up-to-date information about the Engage program, please visit www.heritagepatriots.com/engage

Technical Specifications:

- Students can use any version or size iPad, as long as it meets the following requirements:
 - The iPad must be Wi-Fi only (meaning no 3G/4G data service attached to the device).
 - The iPad must be updated to the newest iOS update available from Apple.
 - There is no storage requirement for student iPads, but the student must maintain a reasonable amount of unused storage on the device in order to be able to download and install apps and create/save projects and assignments as required.

Academics

- Students will be required to use his/her iPad as an educational, in-classroom device at school.
- Students may be graded based on activities and/or projects completed on the iPads.
- Failure to have a usable iPad can offset the ability to participate in classroom activities and/or instruction. Student grades could be affected by not having a usable iPad in class each day.

Software

- Student iPads must stay updated to the newest iOS version available.
- Students must enroll their iPad to the Heritage Academy Network at the beginning of the school year. Instructions for the process can be found in the “Enrolling your iPad” document.
- Students must not remove/uninstall any school-implemented apps, settings, profiles or configurations as long as the iPad is brought to school.

HERITAGE ACADEMY ENGAGE (iPad) AGREEMENT 2018-2019 (Continued)

Security

- The iPad is solely the responsibility of the student. Heritage Academy is not liable for any loss/damage/theft of personally owned devices.
- Heritage Academy is not responsible for any cost associated with maintenance, repair, replacement or modification of the device.
- Students are required to name their iPad with their first and last name.

Usage

- Guided Access may be implemented at any time to restrict a student to the usage of a single app for a certain period of time.

Internet

- Students may only access the internet through the Heritage Academy network. The use of 3G/4G cellular data, tethering, or any other method of connecting to the internet will be addressed with disciplinary consequences.
- All internet traffic at Heritage Academy is monitored and filtered for inappropriate and/or non-educational content. All parties must understand that accessing the Internet under any circumstances opens the user to the possibility of accessing inappropriate/illegal material. Though Heritage Academy utilizes technology to filter Internet content, all parties must acknowledge that total control over all content is not possible.

Support

- Students are responsible for the maintenance of their own devices.
- Students may seek technical advice from the Heritage Academy technology department, but must release any and all liability in relation to the advice.
- Heritage Academy will not be held liable for any modification or damage that happens to a device.

Battery

- Students are required to bring their iPad to school fully charged each day. Charging stations and/or loaner chargers will not be available.
- Failure to bring the iPad to school fully charged could offset the ability to participate in classroom activities and/or instruction. For more information about failure to bring a usable iPad to school each day, see the above section entitled “Academics.”

HERITAGE ACADEMY ENGAGE (iPad) AGREEMENT 2018-2019 (Continued)

Pictures/Videos

- The capture, storage or transmission of any images, audio or video is strictly prohibited, unless otherwise directed by a teacher/administrator.

Communication

- To minimize disruption of the instructional process, students should not be contacted using the iPads or other electronic devices. If a parent or guardian needs to contact a student, they can do so through the front office. For further information, see the Student Handbook.
- To minimize disruption of the instructional process, students should not use the iPad or other electronic devices to communicate with others without permission from their teacher.

Accounts/Purchasing

- Students will be required to utilize free apps, or purchase apps for school use. Teachers are asked to communicate any cost of the apps to the parents and/or guardians before purchasing is required.
- Heritage Academy is not responsible for any charges incurred by student iPad usage. This includes, but is not limited to, app purchases, in-app purchases, cellular data usage, etc.
- Students are asked not to use his/her HA email as the Apple ID on their iPads. Student's HA emails will be deactivated upon leaving Heritage and students will lose access to the Apple ID.
- Parents/Guardians are encouraged to apply gift cards to the student's Apple accounts instead of credit/debit card. This will ensure that the student does not make purchases over a predesignated amount.

General

- All principles from the Heritage Academy "Responsible Use Policy" apply to students in the Engage program.
- If reasonable belief exists that a student has violated the terms of this agreement, the Responsible Use Agreement, or any other school policy, the student's device may be confiscated, searched and/or inspected; disciplinary and/or legal consequences may occur.

ENGAGE OFFENSE CONSEQUENCE PROTOCOL

Warning: The iPad can be confiscated by a teacher or administrator for the rest of the class period.

Use of a warning is optional and up to the discretion of the teacher or administrator.

HERITAGE ACADEMY ENGAGE (iPad) AGREEMENT 2018-2019 (Continued)

1st Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student may pick up the iPad at the end of the school day.

2nd Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

A parent or guardian will be required pick up the iPad.

3rd Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student will serve detention and a parent/guardian will be required pick up the iPad.

4th Offense: The iPad will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the iPad into the office with a discipline notice.

The student will serve ISS and there must be a parent conference with the headmaster.

Any behavior or action that is deemed by the administration to be a severe breach of this contract may result in the bypassing of the iPad Offense Consequence Protocol and require a parent conference with the Headmaster.

HERITAGE ACADEMY ENGAGE (iPad) AGREEMENT 2018-2019 (Continued)

Students:

I understand and will abide by the policy and guidelines of the Engage Agreement and Offense Consequence Protocol. I understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary or legal consequences. I acknowledge that any activities/policies not defined in this document are left to the discretion of the administration.

Parents/Guardians:

By allowing my student to bring a device to school, I understand that my student has agreed to abide by the policy and guidelines of the Engage Contract and the Offense Consequence Protocol. I understand that any violation by my student may result in the loss of network/device privileges as well as other disciplinary or legal consequences. I acknowledge that any activities/policies not defined in this document are left to the discretion of the administration.

I hereby give permission for my child to use technology at Heritage Academy.

