



HERITAGE ACADEMY

Junior and Senior High School Student Handbook

2015-2016

625 Magnolia Lane
Columbus, MS 39705

Revised August **2015**
changes highlighted

HERITAGE ACADEMY
Junior and Senior High School

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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 private 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.
- 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 community 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) and the Southern Association of Independent Schools (SAIS).

ADMISSION POLICY

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

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. 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 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 AND PLEDGE

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

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, all students must leave campus or report to the library when school is dismissed. No student will be allowed to linger on or around the campus

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 homemade desserts. Also, offered will be healthier meal options.

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.mypaymentplus.com. You can add any cash amount on the account by credit card, debit card, and checking account draft. Cash and checks will also be accepted; however, no debit or credit cards will be accepted on site. In addition, you can review all the items your student 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. **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

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 so that arrangements can be made for make-up work.

Progress reports are sent home halfway through each 9-week grading period. 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

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

Cheating includes, but is not limited to the following:

- Plagiarism—using the words or ideas of another without giving credit
- Copying answers from another’s book, whether graded or not
- Allowing another to copy from one’s work, whether graded or not
- Looking on another’s paper for answers
- Looking on another’s paper to confirm an answer
- Preparing a “cheat sheet” for use on an assignment
- Looking in a teacher’s book for answers
- Making non-digital or digital copies of tests and distributing them to others

Any student found cheating will receive a zero on said work and will be required to call his/her parents and inform them of this penalty.

Any student found cheating will be excluded from Academy Honors and Honor Roll for that 9-week period.

In addition, this infraction will be so noted in the student's personal file and will exclude him/her for a period of one semester from honors such as SGA membership, class officer, Beta Club, National Honor Society, Mu Alpha Theta, Quill and Scroll, etc.

A second cheating incident will exclude him/her from these honor programs for a period of one year.

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 CHANGES

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) unites 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

2015-2016 ACT Schedule

Test Date	Regular Registration	Late Registration (fee required)
September 12, 2015	August 7, 2015	Aug 8 - Aug 21, 2015
October 24, 2015	September 18, 2015	Sept 19 - Oct 2, 2015
December 12, 2015	November 6, 2015	Nov 7 - Nov 20, 2015
February 6, 2016	January 8, 2016	Jan 9 - Jan 15, 2016
April 9, 2016	March 4, 2016	Mar 5 - Mar 18, 2016
June 11, 2016**	May 6, 2016	May 7 - May 20, 2016

** This date not given at the Heritage Academy location

Note: **Tuesday, September 29, 2015 and Tuesday, April 19, 2016**-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.

2015-2016 SAT Schedule

Test Date	Regular Registration	Late Registration
October 3, 2015	September 3, 2015	September 22, 2015
November 7, 2015	October 9, 2015	October 27, 2015
December 5, 2015	November 5, 2015	November 23, 2015
January 23, 2016	December 28, 2015	January 12, 2016
March 5, 2016*	February 5, 2016	February 23, 2016
May 7, 2016*	April 8, 2016	April 26, 2016
June 4, 2016*	May 5, 2016	May 25, 2016
*NEW SAT Test Dates		

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** (Juniors and Seniors only) must serve on a journalism and/or Annual staff and have grades that place them in the top third of their class.
 - **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 students 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 on page 26

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 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 grant 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 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

- ❑ 1st period 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.
- ❑ All uniforms, accessories, and outerwear must be purchased from Uniforms & Accessories. Exception will be sweatshirts that can be purchased from the Heritage Academy Sports Boosters and worn on designated days and heavy outerwear as outlined in the section below.
- ❑ 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.

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. 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 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: White red, blue, black, gray or no-show socks
Gray or Black leggings (no lace)
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

- **Jackets and Coats**

Both non logo and logo jackets and coats will be permitted with the following exceptions:

- No Camouflage
- Jackets and coats may not have any type of offensive logo, advertisement or writing

- **Hoodies and Sweatshirts**

Only Heritage Academy issued sweatshirt or hoodie and/or logo sweatshirts and hoodie sold by Heritage Academy Sporting Groups 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.

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)

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 practice, play or otherwise represent the school until the end of next nine-week grading period. If a student is passing all courses, he/she may return to eligibility.**
- ❑ A student may attend summer school or take approved correspondence course to gain eligibility.

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.

CLUBS

Students will have an opportunity to select from several of the clubs Heritage offers. Each student is encouraged to be involved in a minimum of one activity. Students are eligible to serve as President of one club or class or other school organization in a given year. They may serve in other leadership positions in the classes and clubs in which they do not serve as President.

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.

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.

- 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.
- Hour sheets must be submitted in writing on approved forms within 60 days of the service performed.

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.

COMPUTER USE

Technology use enhances classroom instruction and creates a culture of innovation and creativity for our students. The school network and computers provide valuable resources and tools that support the education of all students at Heritage Academy. Network users are expected to use these resources for purposes appropriate to the education environment at all times.

On the school network and on the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, you might encounter information that may not be appropriate. Heritage Academy has taken measures to prevent access to inappropriate information, but Internet filtering software is not infallible and users should report any inappropriate sites immediately.

ONE –TO-ONE LAPTOP PROGRAM

“Heritage Academy, where technology meets academic excellence.”

Heritage Academy is one of few schools nationwide to be named an Apple Distinguished School and one of the only schools in Mississippi, public or private, to hold this prestigious honor.

Advances in communications technology are dramatically transforming the sharing of information. Citizens of the 21st century live in a global community that is increasingly interconnected. As an educational institution, Heritage Academy has the responsibility to prepare its students to participate in this new world community and to serve as leaders for using the power and potential of technology to bind us all together more closely.

The best way to teach students how to succeed in the world’s new media environment is to weave technology into the fabric of school life and to immerse students in it. To this end, all faculty and high school students (grades 9 – 12) are equipped with wireless devices (iPads grades 9&10; laptops grades 11&12) enabling their interconnectivity to each other, to school resources, and to the internet at any time and in any location. Both at school and at home, each 9 – 12 student has a computer dedicated to his or her own use rather than having to seek intermittent access to shared equipment. Students in the middle school grades will have access to laptops in classrooms when the teacher feels it is necessary and therefore checks out the classroom mobile cart. It is the desire of Heritage Academy to continue building our one-to-one laptop program as funds become available through grades 7 through 12 as well as providing mobile laptop carts for the elementary school.

This immersive environment helps students learn not only how to use technology but also how not to use it. Because the technology is ubiquitous, issues of copyright, privacy, and appropriate use can be addressed in the context of our entire curricular program. Students and faculty members will sign an appropriate use contract and a computer responsibility contract. (Appropriate Use Contract and Computer Responsibility Contract may be accessed on the school website, www.heritagepatriots.com)

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; however, 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 "0" 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.
 - The first offense will be subject to corporal punishment
 - The second offense will be subject to Out of School Suspension (OSS)

- A parental conference will be held before the student is reinstated into his or her class/classes.
- The school reserves the right to classify absences as excused, unexcused, school related and/or non-school related.

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.

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, OSS will take place.

Student Passes

Any student in the hallway during class time must have a hall pass signed by the teacher(s).

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. After 9:00 a.m. daily assignments must be accessed via the school web site (teacher calendars).

Make-up Testing

(See Testing page 17-18)

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/student must call parent
 - ii. Detention/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.

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.
- 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

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

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 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 "0" 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 AND FOUND

- Please turn in any items you may find to the office.
- If a student loses something, he/she should report the loss to the office.
- 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

- 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 building.
- Students are not to park on the south side of Magnolia Lane (next to the tennis club) while in school or on trips.
- Students are not to park in front of the Band Hall.
- Student vehicles must have a parking pass that can be purchased from the SGA.
- Vehicles parked in unauthorized spaces will be subject to fines.

ELECTRONIC DEVICES

Cell Phones, iPods, electronic games, etc... (personal electronic devices)

Appropriate use time:

- Before school
- After School

Cell phones iPods, electronic Games etc...use will not be permitted:

- ❑ During any class (exception: a teacher approved application may be used for educational purposes)
- ❑ Between classes
- ❑ In the bathrooms during class time or between classes

Cell phones iPods, electronic Games etc...:

- ❑ Must be powered off at all times during the school day. (8:00 a.m. – 3:20 p.m.), put away or turned in to a coach or first period teacher and not retrieved until the end of the school day. Cell phones will be confiscated and turned in to the headmaster or designee when discovered.
- ❑ 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):

- | | |
|-----------------|---|
| First Offense: | Disciplinary Notice |
| Second Offense: | Disciplinary Notice and phone must be picked up by parent and/or legal guardian. |
| Third Offense: | Disciplinary Notice, Corporal Punishment and phone must be picked up by parent and/or legal guardian. |
| Fourth Offense: | Disciplinary Notice, Detention and phone must be picked up by parent and/or legal guardian |
| Fifth Offense: | Disciplinary Notice, ISS and parent conference with headmaster . |

- ❑ 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.

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 State of Mississippi Certificate of 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 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.

HERITAGE ACADEMY – 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.

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 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, racial, verbal, or sexual.

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

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 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.

TOBACCO USE

Heritage Academy does not allow the use of tobacco in any form on campus or at related functions. Any student caught in violation of this policy will be subject to suspension.

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. 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 or stimulant.

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 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 be expelled from school in the 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.

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

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 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 this 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 positive 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 will be required to test again at the time the drug should be clear from the student's body. The time frame for this test will be determined by the Headmaster working in conjunction with the student's drug counselor and/ or the company employed to provide drug-screening services. 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 previously approved by the Headmaster.

The student in question shall be next tested at the time the drug should be clear from the body.

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.