

Heritage Academy

Student & Family Policy

Handbook

Guidelines are subject to change; students and parents will be notified concerning modifications.

2017-18

...edited the Summer of 2017

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Dear Heritage Families-

I would like to personally thank all of you for the confidence you have in Heritage Academy. By placing your children in our care you have demonstrated to us this to us.

When I introduced myself to you as we started the 2016-17 school year together, I told you that my first three years as your administrator would be spearheaded by the concepts of **excellence**, **understanding**, and **trust**. Now that I have completed my first year, I know that excellence is here, because of the quality faculty with which the Lord has blessed us. Our teachers truly love the Lord, and are qualified and experienced in their crafts as instructors.

As we start our second together, God has made it clear to me that I should reverse the order of the second two concepts. Therefore, the 2017-18 school year will be guided by the concept of **trust**. First of all, we must trust God. Proverbs 3:5-6 says, "Trust in the Lord with all thine heart and lean not unto thine own understanding." Second of all, we must trust each other. Stephen Covey in his book The Speed of Trust says that trust is the one thing that changes everything. Today's America is so cynical, even skeptical that our children have difficulty trusting anything or anybody. May our homes, churches, and Heritage be worthy of their trust.

In conclusion, we **must** work together. The Apostle Paul challenged the Ephesian Christians "to keep the unity of the Spirit in the bond of peace." (Ephesians 4:3). If we do, then our children will benefit. If we don't, then our children will suffer.

Dave Hobbs, Administrator/Principal

Board

Mr. Pete McMillin, President
Mr. Frank Pereira, Secretary
Mr. Bobbie Shank Sr., Treasurer
Mrs. Mary Horst
Mr. Steve Lescaleet
Mr. Rufo Lomahan
Mrs. Denise Schlimgen

Key Leadership

Principal/Administrator
Business Manager/Associate to the Principal
Office Secretary
Elementary Department Coordinator
Secondary Department Coordinator
Athletic Director
Developmental Coordinator
International Student Coordinator
Day Care Director

Mr. David R. Hobbs
Mrs. Marci Muller
Mrs. Linda Richesson
Mrs. Cathy O' Brien
Mrs. Heather Reese
Mrs. Heather Grove
Mrs. Stephanie Stamper
Mrs. Linda Hobbs
Mrs. Amy McMillin

Teacher Qualifications

All full time teachers of grades K4 through 12 have at least a Bachelor's degree.

<u>Name</u>	<u>Degree</u>	<u>Years Taught</u>	<u>Grade or Specialty</u>
Cathy O'Brien	M.S.	23 Years	K4
Grace O'Brien	M.S.	2 Years	K5
Deb Jackson	B.S.	12 Years	First
Rosanne Horst	B.S.	3 Years	Second
Rhonda Dudeck	B.S.	14 Years	Third
Beth Robinson	B.S.	7 Years	Fourth
Harmony Covalt	B.S.	1 Year	Fifth
Dawn Horn	B.S.	19 Years	Sixth
YoungSook Anderson	M.S., M.A.	11 Years	P.E.
Frederick Zeller	B.A., M.M., D. Min.	23 Years	History
Bonnie Mersereau	M.S.	17 Years	English
Sara Swacina	B.S.	9 Years	Art/Drama
Tammy Brewer	B.A.	26 Years	Spanish
Heather Reese	B.A.	9 Years	Math
Diane Kidd	B.A.	25 Years	Bible
Jeffrey Dudeck	B.S.	21 Years	MS/HS
Lisa Shoemaker	B.S.	4 Years	Sciences

GENERAL INFORMATION

History

Organized in 1969, Heritage Academy is a private, nonprofit, independent, Biblical Christian school. It offers spiritual and academic training to families in the Tri-State area. The primary objective of the school is to foster student growth in light of a Christian worldview, dedicated to helping our students develop intellectually, socially, spiritually, and physically from a perspective that recognizes the preeminence of God in every area of life.

The school had its beginning several years before 1969 as dedicated Christian parents began to pray earnestly for a Christian school where their children could be taught according to God's Holy Word. The dedicated Christian parents saw their prayers answered as the doors to Heritage Academy opened in 1969, with Dr. Robert Billings as administrator and Mr. William Vimont as headmaster.

Four Foundational Statements

1. Statement of Faith

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen 1:1, John 10:30, 37-38).
2. We believe in the deity of our Lord Jesus Christ, His incarnation and virgin birth, His sinless life, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (Matt. 1:23, Luke 1:35, John 1:14, 11:25, Acts 1:11, Col. 1:14, Heb. 4:15, 7:25).
3. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential (John 3:16-19, 5:24, Rom. 3:23, Eph. 2:8-10, Titus 3:5-6).
4. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (1 Cor. 3:16, 6:19-20, Gal. 5:22-23, Eph. 4:30, 5:18).
5. We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28-29).
6. We believe the Bible to be the inspired, authoritative word of God, infallible in its original form (2 Tim. 3:16, 2 Peter 1:21).
7. We believe in the creation of man by the direct act of God (Gen. 1:26-28).
8. We believe that God created man as male and female and ordained marriage as the covenantal commitment between a man and a woman (Gen. 2:24, Eph. 5:22-33).

9. We believe that the Bible teaches that no intimate sexual activity be engaged in outside of the marriage commitment between a man and a woman (Gen. 2:24, 26:8-9, Lev. 18:1-30, Rom. 1:26-29, 1 Cor. 5:1, 6:9, 1 Thess. 4:1-8, Heb. 13:4).

2. Core Values

1. Respect all others at all times.

Romans 13:7: "Render to all what is due them..."

2. Be a good example, a model for others.

1 John 2:6: "...the one who says he abides in Him ought himself to walk in the same manner as He walked."

3. Conduct, words, work ethic, and interaction with others need to be done in a manner that is honorable to Christ.

Colossians 3:17: "Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to Him to God the Father."

1 Corinthians 10:31: "...do all to the glory of God."

1 Peter 2:17: "honor all people, love the brotherhood, fear God, honor the king."

Ephesians 6:17: "With good will, render service, as to the Lord and not unto men."

These truths are tied into the understanding that mankind is made "in the image of God," which gives dignity to all people. The love of God is expressed in the act of Christ's death, which enables us to be forgiven and to be reconciled to God. When we do something to the "least of these," we are doing it to Christ. Thus we should not consider how to treat one another lightly.

4. A Commitment to Growth: We all should seek continually to grow in his/her relationship with God, intentionally seeking to live the faith on a daily basis. In addition to its application to the job at hand, such intent also involves interpersonal engagement with colleagues, students, parents, visitors – everyone. There is NO place for factions, hostility, back-biting, animosity, or gossip.

Romans 12:18: "If at all possible, as far as it depends on you, be at peace with all men."

2 Peter 3:18: "But grow in grace and in the knowledge of our Lord and Savior Jesus Christ."

In conclusion, if you are having a problem with someone, pray. If you need to approach that person regarding an issue, go humbly to discuss it. If no resolution is reached and the issue persists, inform the administration in regard to the concern.

3. Mission Statement

Heritage Academy's mission is to **provide** a Christian education, offering the highest quality of academics taught from a Biblical perspective that will **equip** all students academically, spiritually, socially, and physically so that they may **discern and live out** God's plan for their lives as **Christian leaders**.

4. Vision Statement

Heritage Academy wants our graduates to exemplify the following:

1. To reflect the virtues taught by Christ, passionately pursuing God and His purposes for their lives.
2. To foster and nurture academic excellence and the ability to think.
3. To embrace patriotism, with love of country and its godly principles, as our founding fathers intended.
4. To gain a deeper understanding of God's sovereignty.
5. To develop and appreciation for personal responsibility.
6. To be good stewards of their God-given talents.

Non-Discriminatory Policy

Heritage Academy, Inc., has a non-discriminatory/non-denominational policy in regard to race, color, and national origin as relating to student admissions as well as employment and financial assistance.

Christian Schools Are a Privilege

Christian education at Heritage Academy is to be considered a privilege. Therefore, the Heritage Board of Directors and Administration reserve the right to determine whether a

student's conduct, attitude, attendance and/or academics warrant his/her entrance into/continuance at Heritage Academy.

Principles of Christian Conduct for Everyone on Heritage Property

Each individual is expected to be in accordance with the God-honoring principles for which Heritage Academy stands. Both on and off campus, students and parents are expected to maintain high Christian principles. Our example to others is most important in that it is important to truly *live the faith*.

When disagreements or concerns arise among us to the point that there is a contentious spirit, it is important to go to the individual and discuss the problem, utilizing the Matthew 18 principle. If there is an impasse, the appropriate supervisor needs to be contacted to assist.

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. Matthew 18:15

Approval and Memberships

Member of ACSI (Association of Christian Schools International)

Approved by the State of Maryland for Non-Public Schools and adheres to state regulations for graduation and the state guidelines for private schools.

Bible Versions

The King James Version is to be used for Bible memorization and direct classroom teaching. Other versions can be used within the classes to elucidate Bible teaching. Students are free to bring their own versions to school as well as their KJVs. Guest speakers can, upon request, utilize the version from which they typically preach and teach. Art work, displays, bulletin boards, etc., in which Bible verses are used should be in the KJV.

Child Abuse Policy

In accordance with principles of Scripture, the nature of Heritage Academy as a provider of education for children, and Maryland state law, it is incumbent upon those who work with our students to look out for their welfare. Students have been entrusted to our care for a significant portion of their lives, both in terms of time and development. In recognition of this, school personnel are required to report *suspected* child abuse to the appropriate government authorities.

Class Size and Teacher to Student Ratio: 2017-18

A typical class in the elementary grades averages 10 students, 12 in the junior and senior high. High School student ratio is 12 students to 1 teacher.

Academic Program

Our academic program is not simply a matter of covering/learning content; rather, we want to foster skills that will prove beneficial to students while they are at Heritage and after they graduate. The ability to think *well*; discernment; communicating effectively through writing and speaking; gaining a *depth* of knowledge; recognizing God’s preeminence in all aspects of life—these are elements of learning which we deem worthy of our efforts. From Kindergarten through Grade 12, we encourage and challenge our students throughout the learning process in order to enrich their lives and prepare them for the future.

Our Kindergarten Program offers a 3 or 5 day option for K4 and a 5 day instructional week for K5. Students engage in learning within a nurturing environment. There is “center time,” individual attention, and hands-on activities.

The basic areas of study include:

Bible Stories	Games
Phonics and Reading	Rhythms and Exercises
Numbers/Math	Health and Safety
Music	Penmanship
Art	Story Time
Poetry	Science

In the Elementary Grades (1-6), organization skills, study skills, and research skills are increasingly emphasized as the students encounter subjects and ideas that are more challenging.

The basic areas of study include:

Bible	Computer Research and Skills Reinforcement
Reading and Literature	Physical Education
Mathematics	Spelling
Language – Oral/Written	Phonics
Vocabulary	Art
Creative Writing	Music

Science	Health & Safety
Penmanship	Foreign Language
Social Studies – Geography and History	Keyboarding
Coding	

In Junior High (Grades 7-8), the students’ responsibility for their own learning increases as teachers work with them during the transition years between elementary to high school. Skills associated with thinking, problem-solving, and gaining a depth of knowledge are fostered.

The basic areas of study include:

Bible	English
Mathematics (Grade Level and Algebra I)	Life Science
World Geography	Earth Science
American History	Physical Education
Language Arts	Foreign Language
Computer Skills	Art
Music	MS Seminar

Students can participate in extracurricular activities such as Drama, Choir and Athletics.

High School (Grades 9-12)

Within our student body is a wide range of interests, abilities, and goals. The high school years provide opportunities for students to grow in leadership, self-discipline, and areas of study that will both interest and challenge them as they prepare for life.

We *strongly* advise students to go beyond the graduation requirements below and we enable them to do so with some higher-level classes, honors classes, dual-credit classes, AP classes, and off-campus college classes.

The following are graduation requirements: * **

- 4 Bible (1 for each year of attendance at Heritage Academy)
- 4 English (English 9 plus 3 others)
- 4 History (World History, US History, Government/Church History, Economics)
- 3-4 Math (Algebra I, Geometry, Algebra II)
- 3-4 Science (Physical Science, Biology, Chemistry)
- 2 International Language
- 1.5 General Electives

- 1 Fine/Practical Arts
- 1 Philosophy (Understanding the Times)

0.5 PE

25.0 credits

** Seniors are required to take at least 5 academic courses. The expectation is that students take a full course load, having no more than 1 ½ study halls per year.*

***Students will need to ensure they meet the requirement of at least 7 math/science credits earned in high school, with a minimum of 3 credits in each of those disciplines.*

In addition to the specified courses above, students will need to choose from the following:

English 10	Spanish I
British Literature	Spanish II
American Literature	Spanish III
AP Literature	Spanish IV
AP Language	French I
English 101 - dual-enrollment	Journalism
English 102 - dual-enrollment	General Art
Public Speaking 103 - dual-enrollment	Art Specialties (Drawing, Painting, Photography)
Pre-Calculus	Drama
Calculus	Choir
Consumer Math	Forensics
Computer Applications	Anatomy & Physiology
Home Economics	Computer Fundamentals
Personal Finance	Marine Science
Trigonometry	HS Coding
Environmental Science	International Seminar (International Students Only)

other dual-enrollment courses may also be available

note: Some courses are offered alternate years or depend upon demand/availability.

note: Honors credit/weighting is offered for some courses. These courses require additional assignments, papers, and/or projects as specified by the instructor. Students interested in an Honors class should contact the appropriate teacher regarding availability and expectations.

Dual-Enrollment Classes

Heritage Academy offers higher-level learning opportunities to our students. Among these opportunities are dual-enrollment classes in which a student receives both high school credit and college credit (depending on each college's acceptance policy). Many colleges offer online courses at a reduced rate for high school students. Some Possible Dual-Enrollment Classes: Physics, Neurobiology, Statistics, Calculus II, Applied Mathematics for Technology, Accounting, Political Science, Constitutional Law, Industrial Technology, Business Management, Introduction to Engineering, Computer Science, Sociology, and Psychology. For these or other dual-enrollment courses, students need to have prior approval from Heritage Academy administration before enrolling.

Students interested in taking dual enrollment courses need to check the college's website for their requirements/prerequisites for taking college courses while in high school. Be sure to check the college's appropriate forms and deadlines for registration.

Dual-Enrollment classes must be approved by Heritage Academy administration prior to your registration and attendance in those classes.

Students taking dual-enrollment classes at HCC (or other college) need to complete the appropriate college enrollment form.

Some dual-enrollment classes may be available on-line while others are held on the Hagerstown Community College campus. College-level classes taken off the Heritage campus need to be arranged around Heritage Academy classes and not interfere with classes taken on our campus. This needs to be taken into account as well as travel time to/from HCC before enrolling in a class.

In regard to taking the English 101/102 class through the Essence Program, beginning with Fall 2015, each student in the class must meet one of the following standards in order to register and receive the college credit:

- Have a 550 or above score on SAT Critical Reading
- Have a 21 or above score on ACT English
- Test into ENG 101 in the HCC Testing Center

This information is being provided in advance so that interested students can make the appropriate preparations. They may want to go to HCC to take the placement test this summer if needed. They will have to meet the prerequisite at the beginning of the class in order to register. This means that students who take the class during the fall, can't use the SAT or ACT test scores taken in October or November after the class begins. For students to take the

placement test, they must first apply to HCC. They will use the student ID number found on the acceptance letter along with a photo ID to take the test.

Students may not leave Heritage Academy classes early to attend college classes or miss classes at Heritage Academy to complete college projects unless prior permission is given by administration. Again, the expectation is that any class taken off-campus is at a time in which the student can travel and arrive there without any interference with regular classes at Heritage.

Students enrolled in dual-enrollment classes which are off-campus are required to be on campus on days when their off-campus classes are not in session.

State Requirements for Graduation from a Non-Public School

Because Heritage is a state-approved school, Heritage must adhere to the minimal level state regulations on graduation which includes the following:

12 mandatory credits and 9 additional credits: 21 credits to graduate. Credits are required as follows:

4 credits of English language

2 credits in social studies and one must be US History

6 credits in science and mathematics to include at least two science credits and two mathematic credits

9 additional credits in accordance with the school's (Heritage) written policy for graduation

Heritage Requirements for Graduation

Courses that are taken through HCC or other colleges can be taken as dual enrollment; meaning they can take English 101 to replace English 12 and receive credit both here and at the college. Students wishing to take Trigonometry or Calculus at a college can receive Honors credit, etc... The costs of dual credit courses are exclusively the responsibility of the student/family.

English – 4 credits (English 9 plus 3 others)

Social Studies – 4 credits (required subjects: US History, World History, Government/Church History, Economics)

Mathematics – 3-4 credits (required subjects: Algebra I, Geometry, Algebra II)

Science – 3-4 credits (required subjects: Physical Science, Biology, Chemistry)

General Elective Credits – 1.5 credits

Fine and Practical Arts combined Electives – 1 credit

Physical Education – 0.5 credit

Bible – 4 credits or one for each year present

Foreign Language – 2 credits (required subjects: Spanish I, Spanish II)

Philosophy – 1 credit (Understanding the Times)

Senior Early Release Approval for Employment

Senior students may leave school early for the following reasons:

- They have all of their course work completed and have maintained a cumulative grade point average of 3.0.
- They have a written letter from a work place stating they are scheduled to work/have a job.
- The student may leave after 12:35 (after fifth period) or just prior to the start of their job.
- Students may return to campus to participate in extra-curricular activities provided that they comply with all Heritage Academy standards and guidelines.
- Students must get prior approval from the school principal to obtain this privilege.

Senior Early Release Approval for College

Seniors who are interested in taking college courses at a local college campus may apply for early release. The criteria are listed below.

- Seniors are required to take at least 4 academic courses.
- Seniors who maintain a GPA of 3.0 or higher and who have fulfilled all course and credit requirements for graduation may leave the Heritage campus after the 5th period to attend a local college for dual enrollment courses.

- Students who choose this option may not remain on campus after the 5th period unless granted prior approval by administration.
- Students may return to campus to participate in extra-curricular activities provided that they comply with all Heritage Academy standards and guidelines.

Drop/Add Policy

Every spring, Heritage will guide our Secondary students in the selection of courses for the coming school year. Once the new school year begins, we are aware that some flexibility is necessary. Therefore, students may drop and add courses until the first three-week academic report of September.

Unit of Credit Review

To graduate, a student must obtain the proper amount of credits. (See Requirements for Graduation) A unit of credit is measured at Heritage by the following:

Credit gained during A/B schedule for one elective course:

- Fine and Practical Art electives: two semesters = $\frac{1}{2}$ credit or approximately 60 hours
- Fine and Practical Art electives: one semester = $\frac{1}{4}$ credit or approximately 30 hours

Credit gained during A/B schedule for one academic elective course (Independent, Honors, AP or College Classes):

- Academic elective courses for dual enrollment: one semester college course = 1 credit at Heritage
- Academic elective course: two semesters of independent, honors, AP courses = 1 credit

Independent, honors, AP or college courses are measured in clock hours to include written and oral projects, research writing, extensive research and reading out of class.

Regular classroom instruction using 44 minutes per each time the students meet:

- $\frac{1}{4}$ credit = approximately 30 hours
- $\frac{1}{2}$ credit = approximately 60 hours
- $\frac{3}{4}$ credit = approximately 90 hours
- 1 credit = approximately 120 hours

Individual Educational Plan

Students who need some extra help in academics through educational plans can be assisted by Heritage in a variety of ways to include tutoring, test taking outside of the classroom, restructuring educational goals and much more for students who have a need. Heritage has worked with local public schools that provide speech, hearing, or other assistance with students and parents. Parents who feel there is a need should contact the teacher.

Transfer Students

A student transferring to Heritage Academy is responsible to meet our standards toward graduation for the years in which he/she attends Heritage Academy. He/she must also have successfully met the requirements of the school last attended.

Grade placement for students seeking to transfer into grades one through eight is based on documented, recognized satisfactory completion of the previous grade. Achievement and IQ-type testing by Heritage Academy may be required.

For students seeking to transfer into grades 9 through 12, Heritage Academy accepts credits from schools approved by the Maryland State Department of Education. Acceptance of credits from other sources is subject to the approval of the school's Board of Directors. Achievement and IQ-type testing by Heritage Academy may be required.

All students must meet State of Maryland non-public school graduation requirements. No senior will be accepted/admitted to the senior year after the first three-week period. Exceptions may be given by the Heritage Academy Board in the case of a family moving into our community.

Grading System

Letter Grade	Grade Points	Unweighted Point Scale	Honors & Dual-Enrollment Point Scale	AP Point Scale
A	90 – 100	4	5.04	5.1
B	80 – 89	3	4.04	4.1
C	70 – 79	2	3.04	3.1
D	60 – 69	1	2.04	2.1
F	0 – 59	0	0.00	0.0

Students in Honors and AP classes will receive a standardized weighted grade for those classes.

Academic Awards and Honors

Honor Roll (beige certificates)

A student qualifies for the Honor Roll by having a 3.5 to 3.69 grade point average. A graduate receives one yellow cord. GPA is cumulative of all four years (9th – 12th grades) and not each semester.

Distinguished Honor Roll (beige certificate with gold seal)

A student qualifies for the Distinguished Honor Roll by having a 3.7 to 4.0 grade point average. A graduate receives two yellow cords. GPA is cumulative of all four years (9th – 12th grades) and not each semester.

Distinguished Scholar Honor Roll (beige certificate with gold seal)

A student qualifies for the Distinguished Scholar Honor Roll for having all 'A' grades in every subject for every grading period. Students must be at Heritage for one complete year to receive this award.

Excellence

Students receive this award if they have received an 'A' in every marking period for the year in major or minor (elective) subjects.

Superior

Students receive this award if they have the highest grade of a particular class in a major or minor subject.

Valedictorian (medal)

This award is granted to the senior with the highest grade point average and the following:

- Student has not received any out of school discipline during the senior year.
- Student has been at Heritage Academy for at least their 10th, 11th, and 12th grade years.
- Precedence is given to students who take Honors Courses and/or Advance Placement Courses over students who do not take such courses. The comparison of GPA will count for such courses if the student taking honors courses has at best scored a 90% or higher in weighted classes.

- In order to give a speech at commencement; the student's speech must be approved by the school administration.

Salutatorian (medal)

This award is granted to the senior with the second highest grade point average and the four qualifications listed for the valedictorian.

Community Service Stewardship

This award is granted to students who exceed the required amount of community service hours each academic year in grades 9 – 12. Graduates who meet the criteria of 300 hours with a minimum of 50 hours/year during high school will receive a silver cord at graduation.

National Honor Society (NHS)

National Honor Society membership is available to 10th – 12th graders who meet their community service hours requirement, maintain a 3.70 GPA or higher, assume leadership with in the student body and community and participate in school functions such as athletics, drama, choir, and student government. The students' conduct will also be reviewed by the National Honor Society Council. (Please refer to the National Honor Society Bylaws for conduct review criteria.) Students must maintain the standards in order to continue in the NHS. Graduates receive a blue cord.

National Junior Honor Society (NJHS)

National Junior Honor Society membership is available to 7th – 9th graders who meet their community service hours, maintain a 3.70 GPA or higher, assume leadership within the student body; and participate in school functions such as athletics, drama, choir, and student government. The students' conduct will also be reviewed by the National Junior Honor Society Council. (Please refer to the National Junior Honor Society Bylaws for conduct review criteria.) Students must maintain the standards in order to continue in the NJHS.

Courses Failed

A student who fails a required course in grades 9 – 12 must retake the class during summer school through an approved school or retake the class the following year. In all cases of academic failure, the parents are required to pay any additional cost.

Students in grades K4 through eighth grade who fail a course will meet with the school administration to determine promotion for the following school year. This is done on an individual basis.

Report Cards and Transcripts

The school year is divided into four nine-week grading periods. Report cards will be issued after the close of each grading period and report cards or signature slips must be signed and returned within two to five class days after issuance. If there are family circumstances that prevent returned signatures on report cards during the allotted time, please contact the principal so appropriate decisions about the circumstance can be made. Note: Report cards or transcripts will not be issued at the end of a grading period if the student account is not current.

Discipline

Our goal is to have a well-defined, organized system in order to meet educational, spiritual, personal, and emotional goals. The school works very hard on promoting positive reinforcement, encouragement and using discipline from the Biblical Standards.

Elementary (K4 through 6th Grade) “How I Act”

The reminder system is designed to encourage order in the classroom, with instruction as a primary goal. If a student shows a lack of self-discipline by receiving six or more reminders in one day or ten or more in one week, he/she will be counseled and appropriately disciplined. Correction is administered to promote growth and reconciliation. If this occurs, parents will be notified by letter. For more serious offenses, requiring more than reminders, the school administrator will set up an appointment to explain such consequences. Students will have in-school suspension if they receive too many reminders or other infractions. Parents will be required to pay \$75 per day for a substitute teacher.

Secondary Violations (7th through 12th Grade)

In order to teach Christian behavior and character, Heritage Academy’s Secondary Department is implementing a discipline program called a “Violations System.” We define discipline as “the ability to make yourself do what you don’t want to do, so that you can achieve what you want to achieve.” (See Romans 7:15-20). A violation is applied to a student’s discipline record when they have “violated” this definition.

The following offenses will be recorded in the principal’s office and are worthy of punishment:

Major Offenses: These are worthy of an After-School Detention or a Suspension.

- Disrespect
- Disobedience
- Dismissal from a class
- Stealing
- Bullying: Physical or Verbal
- Inappropriate language, like cursing
- Other offenses as viewed by the administrator and faculty

Minor Offenses: These are worthy of a violation. Six violations will result in an After-School Detention (3:40-4:30pm), at which a \$7.00 supervision fee will be required. Twelve violations will result in another After-School Detention, and another \$7.00 supervision fee. Eighteen violations will result in a Saturday Detention (9:00-11:00am), at which a \$14.00 supervision fee will be required. Twenty-four violations will result in a one-day, out-of-school Suspension. Beyond twenty-four, would result in the involvement of our Board. These accumulations are per half-quarter, which means that at the mid-quarter and the end of a quarter each secondary department student will begin anew with zero violations. The areas of offense to which this applies are:

- No Homework
- Gum
- Unprepared
- Late to class
- Talking in class
- Unexcused late to school: In order to make an unexcused late to school (which is a violation) an excused late to school (which is not a violation) a student's parent merely has to communicate with our main office by email, phone, or a written note (subject to administrative approval).
- Minor dress code offenses (Dress code offenses will be counted per day, rather than per offense.)

Note: Here at Heritage, parent communication will always be an important part of our daily efforts. In addition a student's discipline record can be accessed in our RenWeb system.

Committee For Expulsion

In serious disciplinary situations, the administrator may recommend to Heritage Academy's Board the expulsion of a student. However, because the Bible encourages a "multitude of

counselors.” (Proverbs 11:14, 15:22), the administrator will consult a Committee For Expulsion prior to recommending an expulsion to the Board. This committee will include the two department coordinators, the Board president, and one other appointed Board member. After this committee meets, the administrator will make his recommendation to the Board. Then, the Board will make a decision in regards to the administrator’s recommendation.

Appeals

All Heritage Academy constituents have a right to appeal to the Board decisions made by the administration. Such appeals must be submitted in writing to the Board at least five business days prior to the monthly Board meeting. The Board will then decide whether to hear the appeal, and how and when to do so. Only one appeal may be submitted, with the Board’s decision to be final.

Homework

To encourage responsibility and utilize homework to its maximum benefit in the teaching/ learning process, homework is due on the date indicated by the teacher. Generally, time extensions for full or partial credit will not be issued other than for excused absences or as indicated below.*

Homework is designed to be an integral activity of the teaching/learning process. It can serve a variety of purposes: to review points of a lesson, to enhance or extend learning beyond the class lesson, to prepare for an upcoming lesson or assessment, or to serve as a formative or summative activity of a unit. In addition, homework can take many different forms.

Homework is not an optional activity which can be submitted beyond its due date to receive some degree of credit for a grade. Such an approach does not take into account that failure to complete homework and turn it in when due interrupts the learning flow of the teaching/learning process. Therefore, homework needs to be completed, done well, and turned in when due.

In grades 9-12, homework is to be turned in on the due date in order to receive credit for the work. Generally speaking, late homework will not be accepted for credit. A student who does not turn in homework is still responsible for the knowledge/skills to be gained in regard to the intended outcome of the assignment even though he/she has forfeited a passing grade for that assignment.

For grades 7-8, there is a slight difference from high school:

- All assignments are to be submitted to the appropriate teacher on the given due date.
- Assignments received the next class period of a given subject after the due date will receive a 50% penalty on the earned grade.
- Assignments received after that will receive a grade of 0%.
- Any changes to this procedure are at the discretion of the teacher.

**Extensions are reserved for excused absences. Also, in multi-phase projects, a teacher may establish an extension schedule based on the level of progress of goals reached.*

Addendum to Secondary Department Homework

We realize “life happens.” There are times when students go through challenges and difficulties of various sorts which can adversely impact the quality and completion of assignments. Though it is important that students work through difficulties, we are sensitive to how difficulties and even occasional forgetfulness can impact schoolwork. In recognition of that, junior high school teachers will designate a small percentage of daily homework as “drop grades.” The lowest score(s) within that category will automatically be dropped prior to the final grade issued for each grading period. For example, suppose a student had 20 homework assignments in a particular class for a grading period and received a couple of zeros within that time frame. In figuring the homework grade for the quarter, those two low grades would not be included in the calculations.

Maryland State Educational Discipline Code for 3rd through 12th Grades on Bullying, Harassment, Discrimination, Physical Contact, Sexual Harassment

The Maryland State code states any student who discriminates, intimidates, bullies, or sexually harasses with the cause to:

- hurt another student, through physical, verbal or written formats
- engages in harassment that impedes the student learning environment
- physically threatens others and disrupts the school system
- bullies through physical, verbal, or written formats
- hazes or participates in an initiation process through discrimination, sexual harassment or intimidation of a student, teacher, administrator or any person while at Heritage or a school function to include athletic events (including off campus) can receive appropriate discipline which will include but is not limited to the following: suspension from athletics, suspension from school activities, suspension from extra-curricular activities, suspension of student parking permits, and suspension of any privileges at school, expulsion or other corrective actions which will be decided by the administration. The suspensions will range from one (1) day

to three (3) days out of school or in-school to include suspension of the entire athletic or extra-curricular season. It is possible that a student could receive an expulsion from school, depending on the Maryland state law in regards to the infraction.

In cases of severe discrimination/intimidation through harassing, hazing, bullying, or the use of sexual harassment tactics, the offended parents/students or the school may report such incidents to local law enforcement by reporting that the Maryland State Code might have been breached. Under those same cases, the school reporting system in Maryland must be reported to local law enforcement. Heritage will not tolerate students who continually challenge the school system with this type of conduct.

Intentional use of addictive substances: Students who use tobacco, alcohol, or illicit drugs at school functions or outside of school can be suspended or expelled.

Conduct Expectations at Sports Activities and Games

Team members and fans are to conduct themselves in a Christ-honoring fashion at all times by not booing, hissing, name calling or making personal verbal attacks on referees or players. This type of behavior has no place in Christian athletics.

Good sportsmanship should be observed at all games and pep rallies by our student spectators and participants. Courtesy should be shown to opponents' teams and fans as well. Violators might be asked to leave.

Boyfriend and Girlfriend Relationships

Heritage promotes healthy relationships without inappropriate touching. Males and females are to abstain from inappropriate behaviors or physical displays of affection. Students who are couples should not be anywhere unsupervised. As wholesome male-female relationships are developing, Heritage expects students to conduct themselves in an appropriate manner.

Respectful Speech and Euphemisms

It is very clear in today's society that many forms of language are used. Many terms are inappropriate and have double meanings. For example: Gosh Darn was taken from G___ D___. Freaking A___ was taken from F___ A___ etc... Also, the initials OMG should not be used. Heritage will work with students in a merciful way to change this behavior.

Court Actions to Include Misdemeanors or Felonies

Any student who is arrested and/or charged with a crime can be disciplined up to and including dismissal from school. Any behavior that reflects negatively on the testimony of the school, the community, or Jesus Christ can be cause for discipline up to and including dismissal from school, subject to the discretion of the administration.

Athletics

Student participation in a sports program offers numerous benefits in regard to preparation for leadership and life. Athletics offers the opportunity to meet the challenges one faces within him/herself during training and competition as well as those imposed by an opponent within an athletic contest.

Heritage Academy does not consider athletics as an end unto itself; rather, it is an avenue for personal development and leadership which can be of great value in the maturation process. Teamwork, self-discipline, conditioning, sacrifice, development and implementation of strategy, commitment, leadership—all of these and more are transferable to other areas of life. One of our expectations is that our athletic program and all those associated with it—coaches, athletes, parents, fans—will exhibit speech and actions consistent with Biblical principles and sportsmanship. The concept of **TEAM** is emphasized over individual preferences. We need to support our teams and our program in a manner that is reflective of a commitment to upholding our identity as a Christian school in every aspect. Speech and/or actions that deride our teams, coaches, or programs are inappropriate.

In general, our junior high program is primarily for skill/team development. There is a no-cut policy at this level; however, there is no guarantee that every player will get playing time in every game. The number of players, level of skill development/improvement, practice time, attitude, effort, team cohesion, position depth, eligibility—all of these can impact the amount of playing time and the decision is within the responsibilities of the coaches.

The coach of a varsity team is charged with putting together the most competitive team possible within the parameters of our school and our athletic program in regard to Biblical principles, sportsmanship, and eligibility. The determination of starters, playing time, etc., is left to the discretion of the coach and his/her evaluation in regard to those components which factor into building and fielding the best team possible. Toward creating such a team within the aforementioned parameters, the coach's assessment of pertinent criteria for determining the lineup, strategy, and playing time of the members of the team will take precedence over factors such as seniority or personal preference.

Athletic Eligibility

Students can incur ineligibility for athletic participation due to failure to maintain academic standards (see Academic Ineligibility) or due to violations of conduct standards in either quantity or degree as determined by school administration upon review of the infraction(s) under review. Typically, a pattern of repeated behaviors or a violation of a serious nature will warrant consideration of ineligibility. Students and parents will be provided notice in such cases.

Dress Code Policy, Uniform Policy and Categories

The purpose of the dress code policy is to encourage modesty and Christian discretion. (Romans 12:1)

Key components of our dress code:

- **Modesty** – pants not tight, shirts buttoned appropriately, dresses below the knee, backs not showing, etc.
- **Propriety** – dress appropriately for the occasion.
- **Identity** – Romans 12:1-2: that we represent Christ to the public.
- **Neat and Clean** – This applies to the uniform and casual wear.

It is essential that we have the involvement and support from parents in regard to the school dress code. Please refrain from purchasing items for school wear which do not meet the school's dress code or allowing your students to wear attire that is in violation of the dress code. Such violations necessitate expenditure of time and the addressing of the infraction which takes away from the educational emphasis of our school.

Parents, please ensure that your children wear clothing to school and school events which correspond with school requirements. In regard to dress code for Jr. High/High School students and the daily school routine, if a student's attire is in question, 1) he/she will be sent to a Uniform Review Team. 2) If the clothing is considered outside of the school uniform parameters, the student will be issued a demerit and will need to contact parents to bring the appropriate clothing. 3) In the meantime, the student will be permitted to gather his/her books and learning materials, and work in the library or other designated location until the appropriate clothing is brought to the student. Note: Additional infractions will incur additional consequences which may include demerits, detention, restrictions on clothing options or other responses as determined by school administration.

Clothing should be loose-fitting. Tight, form-fitting tops, dresses, and pants are not appropriate. With some manufacturers, it may be necessary to "size up" in order to achieve a modest fit.

All skirts, whether regular school-day uniform, dress-up clothes, or special occasion dresses need to fall **below the knee**.

Acceptable shorts for all activities in which shorts are permitted (including athletic practices) need to have a minimum of a **6 inch inseam**.

Formal dresses will need to be assessed by the Uniform Review Team and receive approval prior to the event in order to be eligible to attend. This will necessitate a "trying on" of the item in front of the Uniform Review Team.

Casual Day Dress – All Students

Cost is \$2 to raise funds. All students and teachers are encouraged to participate but this is not mandatory. All clothing should adhere to Heritage's policy of modesty in both fit and style. Students who do not conform to these requirements will be removed from class until an appropriate clothing replacement can be provided. In addition, the student in violation may be barred from future Casual Days.

- Culottes, jeans, loose-fitting warm-up pants, or capris pants can be worn. No holes, loose-fitting waistlines or rips in any clothing.
- T-shirts, polo shirts, dress shirts without inappropriate logos. No tank tops or sleeveless shirts are permitted unless they are Heritage Academy sports uniform tops and the students have received permission from the principal to wear them.
- All pants that have belt loops must have a belt.
- Sneakers, boots, shoes are allowed. Sandals with back straps are appropriate for high school females only. Elementary must wear sneakers or enclosed shoes due to safety issues on the playground. No flip-flops.
- Hoodies and sweatshirts without inappropriate logos are allowed.
- The following are not authorized: hats, shorts, leggings, jeggings, yoga pants and sweatpants.
- Pajama clothing of any type will not be permitted at any time on campus.
- Team Uniform Warm-up jackets bought through Heritage Academy may be worn.

Dress Up Days – All Students

Boys: Button down collared shirt long or short sleeve, tie, belt, dress shoes, and in some cases dress jacket. Boys can wear plain or striped shirts with a tie.

Girls: Dress skirts and dresses that are below the knee, dress shoes. Dresses should not be low in the front or back or be immodest in any way. Dresses should not be tight fitting. Dresses should have some type of sleeves that cover the shoulders.

Game Day Dress – Athletic Teams Only

On game days, students should follow the recommendations from their team coach. (See Dress up days.)

Field Trip Dress – All Students

Depending on the field trip, regular class/school dress is appropriate. Some events may cause students to need other clothing because of the nature of the field trip. In these cases, the school principal will consult with the class teacher and inform students of the dress code. In some cases, junior and senior or elementary females may wear dress slacks, dress shirts, sweaters, and shoes/sandals for field trips.

Formal Dress – Junior and Senior High Only

Girls: Dress length, from below the knee to ankles, straps for dresses should be 1.5 inches wide or be three straps that equal at least 1.5 inches, tops should not show cleavage, backs should not be below the shoulder blades, dress shoes must be worn. Tea-length dresses are appropriate.

Boys: Suit or tuxedo, with dress shoes; some occasions may only require a tie and not a suit jacket.

Physical Education Dress

- All shorts must be solid in color with no stripes or pockets.
- K4, K, 1st and 2nd grade: girls - removal of jumpers (solid color shorts must be worn under jumpers).
- Students in grades 3 through 12: students must wear blue or red shorts (no less than a 6 inch inseam) and any Heritage Academy T-shirt.
- All students are to wear non-marking sneakers. (Not black-soled sneakers.)

Picnic Dress – All Students

- Shorts with or without pockets; shorts need to be within the parameters as previously noted, with no less than a 6 inch inseam for middle school/high school students.
- T-shirts (no tank tops or sleeveless shirts are allowed) with no inappropriate logos.
- Sandals or socks with sneakers.

Junior and Senior High Uniform for Special Occasions (Student Government, National Honor Society, Choir, or at other times the school principal sees appropriate.)

- Khaki pants or skirts.
- White polo shirt.
- Dress shoes.

Regular Class Dress – K4 through Sixth Grade Girls

- White blouse long or short sleeve (Peter-Pan style); white or navy blue polo shirts are acceptable.
- Blue plaid jumper (red ties are optional), khaki or blue pants, khaki or blue skirts or skorts. Skirts and skorts should be below the knee.
- Plain red, blue, gray, black, or white Heritage sweater or sweatshirt.
- Sneakers or shoes; plain blue, red, white, gray or black socks/knee socks (must match) when appropriate. Plain red, blue, gray, or white tights, leggings or sweatpants (not overly baggy) may be worn under jumpers or skirts during the cold weather months.
Sandals and clogs are not permitted due to safety concerns during recess.

Regular Class Dress – K4 through Sixth Grade Boys

- Navy blue or khaki dress pants.
- Plain red, blue, gray, black, white, or Heritage sweater or sweatshirt.
- White or navy blue polo shirt. Lt. blue Heritage polo shirts are also acceptable.
- Socks and belts are required.
- Sneakers or shoes.
- No sandals.

Regular Class Dress – Junior and Senior High Boys

- Solid polo shirt, button dress shirts (long or short sleeve) with solid color are appropriate.

- Pants are to be navy blue or khaki. (Not cargo style but regular cut slack or Dockers. No patch pockets are permitted.)
- Sneakers or shoes with socks are to be worn.
- Belts are required.
- Solid color button, vest, zippered or pull-over sweaters or fleece with two inch logos or smaller are appropriate. Any type of large letters, prints with logos is not authorized.
- Turtlenecks under button long sleeve or button dress shirts are appropriate.
- Solid color hoodies or sweatshirts with no lettering/logo OR hoodies/sweatshirts with a logo from Heritage Academy may be worn.
- No sandals are permitted for males.

Regular Class Dress – Junior and Senior High Girls

- Solid color polo shirts, button dress blouses are appropriate with only one button at the top not buttoned. Any type of large letters or prints with logos are not authorized.
- Navy blue or khaki skirts. All skirts should be below the knee and of modest fit. During the cold weather, girls may wear solid color leggings.
- Solid color turtlenecks under long/short sleeve button dress shirts are appropriate.
- Solid color vests and cardigan sweaters that are button-down, zippered or pull-over are appropriate. Any type of large letters or prints with logos are not authorized.
- Solid color hoodies or sweatshirts with no lettering/logo OR hoodies/sweatshirts with a logo from Heritage Academy may be worn.
- Shoes or sandals with heel strap to include flats may be worn and where appropriate, socks should be worn.
- Low top sneakers may be worn. No high top sneakers, flip-flops or clog-type shoes (without back straps) may be worn with skirts/dresses.
- Khaki or navy blue pants. Pants should be of modest fit and not low-rise. They should be of a “docked” style and should not be made of a denim material. No cargo pants or patch pockets are permitted.

* The parameters which are applied to the concept of *modesty* as well as what is deemed appropriate vary among different people. We do not consider ourselves to be the final authority on what defines it for everyone but we do have expectations as related to the school and its function. The expectation is that ALL clothing worn at school and at school events is appropriate in kind as well as in accordance with modesty as expressed in the Handbook in regard to fit, length, and other pertinent characteristics. This includes all school uniforms, shorts, practice apparel, tops, retreat apparel—all clothing at all school events. Both parents and students need to ensure that the attire worn meets school guidelines as expressed in the Handbook and other school communications.

There is much to learn during the day and we do not want uniform issues to take up an inordinate amount of time. We don't want such issues to be the focus of the day or distract our school community from our mission. Nevertheless, we need to deal with the issue in a strategic and respectful manner. The expectations are stated in the Handbook. We seek your cooperation in this regard.

Out of School Functions

Any student representing Heritage while attending an out-of-school function should follow the dress-up code. This would include any person receiving awards; banquets, spelling bees, etc.

Students Attending Games

Casual Dress, warm-up pants, sweats, athletic wear, and modest length shorts (no less than a 6 inch inseam) are appropriate for those students staying after school for practices or games.

To Avoid Any Problems with the Dress Code

- K4 through sixth grade students and/or parents who have questions about the proper dress should see their homeroom teacher.
- Female students in grades 7 – 12 should see Mrs. Hobbs for questions.
- Male students in grades 7 – 12 should see Mr. Dudeck for questions.

Females purchasing dresses for Formal Wear for the Junior/Senior banquet should see the Uniform Review Team. Dresses are to be checked 14 to 30 days before the special occasion.

Students in Grade 12 Who have been Accepted into College

This policy is for seniors only. Students in twelfth grade may wear hoodies/sweatshirts/polo shirts throughout the day anytime during their senior year if they have been accepted by the college they want to attend.

Hair, Grooming, and Jewelry Guidelines – Males

Appropriate hair styles should be worn with special attention to cleanliness, neatness and moderation. Extreme styles which draw excessive attention to the person, such as Mohawks, purple hair, etc... must be avoided. Males must have their hair length above the ears and any hair that is in the eyes must be trimmed. Hair must not be over the collar.

- Students are not to wear bandanas. Hats may be worn before/after school hours.

- Boys should be clean-shaven daily without mustaches, beards or excessively conspicuous sideburns.
- Boys are not permitted to wear earrings or any piercing. No bracelets or necklaces should be visible. (Medical bracelets/necklaces are appropriate.)
- No visible tattoos.

Hair, Make-up, and Jewelry Guidelines - Females

Appropriate hair styles should be worn with special attention to cleanliness, neatness and moderation. Extreme styles which draw excessive attention to the person, such as purple hair must be avoided.

- Females from K4 – 6th grade are to abstain from applying makeup on campus. If a parent allows such makeup at home then that is their choice, but students will not be permitted to put makeup on at school.
- Females from 7th – 12th grade are to be modest with applying makeup.
- Girls from K4 - 12th grade may not wear bandanas or hats during school hours. Hats may be worn before/after school hours.
- Girls from K4 – 12th grade can wear up to two earrings in the lobe section of each ear. No earrings in the cartilage are permitted. No ear cuffs or ear gauges are permitted.
- Any type of piercing except through the ears is not permitted. (Tongue, eyebrow, nose, etc...)
- No visible tattoos.
- Jewelry worn by students must be devoid of both overt and covert symbols, messages, signs, representations, hints, overtones, intimations and/or allusions to associations, groups, ideologies, actions, opinions, or lifestyles which are representative of a position contrary to Christ, principles of Scripture, the well-being of Heritage Academy, good taste, or are even questionable regardless of the wearer's intent or knowledge regarding the item in question. If a student does wear an article of jewelry deemed questionable or inappropriate by school personnel, the student will need to remove the item upon request and refrain from wearing the item in the future.

Academic Probations Defined – Grades 5 – 12

Academic Ineligibility

Students are reported to be academically ineligible on the 3-week report, 6-week report or report cards. Students start Academic Ineligibility the following week that reports come out. For example: reports come out on Fridays' and students start ineligibility on the first Monday after report cards; therefore, students are permitted to play on Friday and Saturday.

- Academic Ineligibility refers to students who are below a 2.0 GPA for the marking period when report cards come out.
- Any student who has two or more grades below 70 in classes at 3 or 6 weeks is considered ineligible.
- Students who have an 'F' grade in a major or minor subject at 3 or 6 weeks are ineligible.

Ineligibility will be enforced at the beginning of a new week.

Students who are athletes or non-athletes may not participate in the following when they are Academically Ineligible:

- Students **may not** participate in fine arts programs outside of academics that would require the student to travel from Heritage or represent Heritage at a fine arts program.
- Students **may not** participate after school in drama or choir unless it is for a grade. Teachers will need to assign understudies for students who could be ineligible.
- Students **may not** participate in athletic games, except to practice.
- Students **may not** miss any academic class in which they receive a poor grade.
- Students may attend co-curricular activities with a class or team if it is an academic setting. (Example: field trips to learn, Skycroft, etc...)
- Under the direction of their parents, students may watch sporting events at Heritage but **may not** stay after school without a parent being present.
- Failure in any of these areas will result in further discipline.

Mrs. Reese will calculate any discrepancies for students below a 2.0 GPA at report card time for high school students.

The sixth grade teacher will report any discrepancies in a 2.0 GPA on the report card.

Academic Restriction

Students are reported to be on Academic Restriction on the 3-week report, 6-week report or report card. Academic restriction is defined as students who receive any 'D' grade for any subject that is checked at the 3-week, 6-week or report card. Academic restriction applies to the following athletes and non-athletes. Students start Academic Restriction the following week that reports come out. For example: Reports that come out on Fridays'; students start restrictions on Monday; therefore, students are permitted to travel to a game or miss a class on Friday and Saturday but not after Monday.

- Students **may not miss a class** in which they have a 'D' grade for any reason except on academic field trips. Athletic events are not academic field trips.
- Students who are on academic restriction may go on field trips, participate in activities, attend sporting events, participate and play on teams, etc... but may not miss the class with a 'D' grade for athletics or extracurricular events.

Students Staying After School

In accordance with Maryland law, students who are 12 years old and younger who remain on campus and who are not under supervision of an adult must report to the Day Care room.

Home Games

On days when we have games on the Heritage Academy campus, students who are 13 years old and older who remain on campus after school and are not directly involved in athletics, a scheduled tutoring session, a conference, detention, club activity, rehearsal, or community service are assumed to be on campus for the purpose of attending a game. For accountability purposes, students who plan on remaining on school grounds for the game will need to report to the HW Study/Day Care Room and sign the Game Attendance Sheet before being dismissed by school personnel to return to the bleachers in the gym. Students are to remain seated in the bleachers prior to game time. Students may also assist the Athletic Director, Coaches, or Booster Club members for game set-up activities upon request by the appropriate adult. Students who do not want to attend the game or are not involved in the aforementioned activities will need to sign in at the HW Study/Day Care Room by 4:00 p.m. and remain there until picked up by a parent or parent designee.

Students who are under 13 years of age who want to attend a game need to be accompanied by a parent or parent designee. Again, our hope is to create and maintain a safe, enjoyable environment for all involved.

Students who attend games are expected to be exemplary in their behavior, keeping in mind that they represent Heritage Academy. They are to exhibit respect toward parents, guests, and one another. People are coming to watch and enjoy the games; thus, students should not be wandering around, blocking the view of spectators, or engaging in other activities that are distracting from the athletic contest. Students attending games should be there to actively support our teams.

Regarding transportation home after games, it is incumbent upon a student and his/her parents to pre-arrange transportation plans. Staff members who are involved in post-game meetings,

cleanup, and building lockdown procedures should not be put in a situation in which there is the need to monitor students who do not have timely transportation arrangements.

Non-Home Game Days

Students who are 13 years old and older who remain on campus after school and are not directly involved in athletics, a scheduled tutoring session, a conference, detention, club activity, rehearsal, or community service are required to report to the main office until their transportation arrives.

Daycare/Extended Care

Daycare will be provided during the following times:

7:15 – 8:15 am

3:45 – 5:45 pm

Personal Electronic Devices and Cell Phones

Cell phones, headphones, and other personal electronic devices should not be used by students between 8:25 a.m. -3:30 p.m. unless given permission by school personnel. Parents, please contact the school office if it is essential that you communicate with your child rather than trying to contact them directly by cell phone. This will help reduce disruptions during the school day.

Weapons Policy

Under the Maryland State Code, any student who brings a weapon to school is in violation and could be suspended from school. Items could include guns, knives, sling shots, rifles, handguns, swords, etc...

Any threat of such violence to a student or employee will result in utilizing the Maryland State code for suspension and the school will contact the local sheriff's office pertaining to verbal threats. Prior approval by the school principal for any questionable item must be given when the item is needed for a class project.

Book Covers

All School-owned (hard back books) books assigned to the student are required to be covered with an appropriate book cover. Inappropriate writing or drawings are not permitted. The fitted stretch book covers are not to be used as they break the spines of the books. **Students are not to use adhesive substances such as 'contact' paper for book covers.**

Chapels

Chapels are conducted weekly for elementary and high school; Thursdays for our Secondary Department and Fridays for Elementary Department. Parents are welcome to attend chapel and other special assemblies.

Lost and Found

Students who misplace items may find them in the elementary back hall. The National Junior Honor Society will display items periodically at lunch time for students to claim. At the end of each marking period, the remaining items are given to the local rescue missions.

Attendance Policy

Attendance is essential to the success of each student here at Heritage Academy. Faithfulness in this area is a habit that will not only benefit the student now, but also in future educational endeavors and subsequent work and ministry opportunities.

Students may be permitted 16 days per year **excused** absences for sickness, emergencies in the family, college visits, hunting, vacation days, missions trips, and other possible reasons. Other days of sickness can be permitted with a doctor's note after 16 days have been used. In order to classify an absence as excused, a parent must communicate with the main office. As a courtesy to teachers, families should give a five-day notice.

K4 – 9th grade: yearly total of 16 days excused in the combinations above.

10th grade: yearly total of 16 days, plus 1 day for a college visit and any combinations above are excused with parent communication.

11th grade: yearly total of 16 days, plus 2 days for college visits and any combination above are excused with parent communication.

12th grade: yearly total of 16 days plus 3 days for college visits and any combination above are excused with parent communication.

When a student has been absent ten (10) total days, parents will receive a letter from the school as a reminder of this policy.

After sixteen (16) days of absence, the student will not be excused for any family vacations, church educational activities, college visits, hunting, etc., due to state requirements. If any student misses more than sixteen (16) days of school, his promotion at the end of the school year may be in jeopardy.

After sixteen (16) days of absences (depending on grade level), the student will need a written doctor's excuse in order for time to be excused and not jeopardize graduation or promotion to the next grade.

Late Work Policy (absent from school due to illness, excused because of home emergency, sickness)

- All assignments are due at the time specified by the teacher.
- Any lateness may also result in a grade penalty **as determined by the teacher.**
- If possible, the student or his/her parents should contact the office or the student's teachers to receive assignments. If that is not practical/possible, the student is responsible for contacting each of his/her teachers when returning to school from an absence to gather assignments and make arrangements to make up all necessary work.
- The work must be made up in the number of days missed by the student. For example: If a student has missed two days due to sickness, they have three days to make up work. If a student was on vacation for seven school days; that student has eight school days to make up work. There is no change in this policy for end of the marking period or end of the year.

Tardy (to School)

A tardy will be excused if there is a reason for not being at school on time. Snow, high water or heavy rain, floods in the area, accidents, and backed up traffic, doctor's or dentist's appointments, and other possible reasons. Tardiness to class due to oversleeping, fatigue from a previous night's participation in extra-curricular activities, leaving the house late, etc., is not considered *excused* and the student may be subject to grade penalties, non-acceptance of late homework, inability to make up work missed due to tardiness, or other accountability methods. Exceptions may be made by school administration. Students involved in extra-curricular activities are still expected to be to school on time.

- An email or written note signed by the parent/guardian must be brought to the office explaining the reason for the tardy. Such communication will classify the tardy as an **excused tardy**, which is not a violation in grades 7-12. A lack of parental communication classifies a tardy as an unexcused tardy, resulting in the student receiving a violation.
- When a student is tardy, he must report to the office and receive a pass before going to his classroom.

School Starting Time

The bell for students to go to classrooms will be rung at 8:30 a.m. Students need to gather appropriate materials and be present in homeroom by the 8:35 bell.

Attendance Records; Attendance for Athletic Practices or Games

Students arriving between 8:35 and 10:00 a.m. will be counted as “tardy” but will be counted as present for a full day.

Students arriving after 10:00 a.m. and before noon will be considered a half-day absent.

Students arriving after noon will be considered absent a whole day.

In order to play sports or practice, the student must arrive at school before 10:00 a.m. Exceptions may be granted by the administrator in cases of a documented medical visit, family event, or other approved reason.

Students Leaving During the Day

Students leaving before noon will be considered a whole day absent.

Students leaving after noon and before 2:00 p.m. will be considered a half-day absent.

Students leaving after 2:00 p.m. will be considered present for the whole day.

Class Dues/Fundraisers (Grades 9 – 12)

Students in grades 9 – 12 are expected to pay class dues on a monthly basis. Each class sets its dues in the fall.

Class dues help to finance the senior trip and the Junior-Senior Banquet. A portion of dues money may also be designated by class vote to support a missionary, to help a needy Heritage

family, or to buy classroom equipment, etc. The balance of needed funds is raised through class fund-raisers approved in advance by the administration. With juniors and seniors, the class may vote a per capita quota for specific fund-raisers and students are responsible for meeting those quotas by the due date.

We want to avoid having a small group of students within a class involved in most fundraising activities while others in their class assume a non-participatory role and yet, still receive the full benefit of the core group's work. The expectation is that ALL students in a class will contribute to fundraising efforts by working at the fundraising events or donating monetarily if they are unable to work. The hope is to have a cooperative effort in which all who benefit will have contributed equitably to the raising of funds.

Students who withdraw from Heritage Academy before the end of a school year are responsible for paying class dues and/or fund-raising quotas for any month or part of a month in which they are enrolled. Any unpaid dues will be added to the May school billing and then considered to be a parental responsibility.

Any student who does not participate in their own fund-raising event will not receive the same percentage of funds as the classmates that do participate.

Driving on School Grounds (Parents and Guests)

Parents and guests are asked to follow the following guidelines when driving on school property:

- Drive **SLOWLY** and **watch for children**.
- Enter the school property by the first (East) driveway. The driveway directly in front of the school is the exit.
- DO NOT PARK in the driving lanes or fire lanes. If you need to come into the building, please park in the designated parking areas.
- If you are in the driving lanes at the front of the building, your child will come to your car. We only dismiss children to assigned cars.
- Parents parking here all day should not park in the student recess area near the elementary wing. Please park toward the front of the school.
- When parents are picking up a child, they should
 - Have an assigned number from the secretary.
 - Be in the correct pick-up line: The elementary line is the middle line in the parking lot; the high school line is the outer line. Only parents with students in the elementary should be in the elementary line.

- IF YOU NEED SOMEONE ELSE TO PICK-UP YOUR CHILD OR BRING THEM HOME, PLEASE COMMUNICATE WITH OUR MAIN OFFICE. WE WANT TO MAKE SURE WE ARE SENDING YOUR CHILD HOME WITH THE CORRECT PERSON.

Collection of Funds

When paying by check for anything other than tuition, please indicate the reason in the 'memo' area of your check. Place all payments (check or cash) in a sealed envelope, labeled with the student's full name, grade, and the nature of the payment.

Lost or Damaged Property

Students are responsible for helping to care for the property God has given the school as well as property of other individuals. Appropriate restitution may be required if such property is lost or damaged.

Lunch Program

A lunch program is maintained for your convenience. An itemized price sheet is available and will be sent home the first week of school. Parents can read about specials for lunches in the Tuesday Take Home.

There are three ways for lunch accounts to be opened:

- Parents can open a lunch account with a minimum fee of \$30. This can be maintained, and each month the parent sends in funds to replenish the account.
- Charge Account – At the end of the month, parents will be billed. If parents do not send in funds for lunch accounts, the bookkeeper will send home a bill to parents at the end of the month.
- Grades 7 – 12 can pay cash for items at the cafeteria if they have ordered food before 10:30 a.m.

Medication Policy (per Maryland Law)

- No student is to have any prescription or over-the-counter medication (even cough drops) or medicine containers in his possession on school property at any time.
- Any prescription or over-the-counter medication to be administered at school must be brought to the school office by a parent or a designated adult and given to the school's medication assistant. Such medications must be in their original pharmacy-labeled container or their original over-the-counter container labeled with the student's name.

The school's medication assistant is required to immediately verify the count on prescription medications.

- Any prescription or over-the-counter medication must be accompanied by a **Physician Medication Order Form** (forms are available in the school office), signed by a physician and including the parent's written authorization for school administration. The medication must be ingested by the student in the presence of the school's medication assistant.
- Medications must be exactly what the PMOF (order of the doctor) indicates.

Parent-Teacher Conferences

Parents or teachers may initiate conferences. Parents should send a note/e-mail to the teacher. E-mail addresses are found on our website and are typically the teacher's first initial, then last name. For example, Mr. Hobbs' email address is dhobbs@heritage-academy.net.

- Conferences are to be scheduled at a time convenient for both parties.
- Normally, conferences must be scheduled at least one day in advance.
- Teachers will be unable to take time from classes nor to take time from morning/afternoon supervisory duties for unscheduled conferences, and we ask parents to honor this for the sake of all the children.
- Teachers are not able to discuss individual student problems or issues at school activities and programs (including sports activities). The parent-teacher meetings are set aside for this purpose.
- Please feel free to call the school at any time for any concerns you have. Communication is the key to good relationships.
- When coming for a conference, parents are **REQUIRED** to first check in with the office rather than going directly to the teacher's classroom.

Photocopying

Copies may be made for students who missed work due to absences from school.

School Closing or Delay

The best way to know about any school emergency, closing, or information is through RenWeb's Parent Alert system. (If you are not receiving the Parent Alerts, please contact the school office.) In the event of emergency school closing or delay due to weather or other conditions, closings will be announced by way of an Instant Alert, on our school Facebook page, on radio station WCRH as well as TV station WHAG (Hagerstown Channel 25). We will also change the message on the school's voice mail after we notify the various media outlets.

School cancellations or delays will be posted on the website. Decisions on delays or cancellations are made prior to 6 a.m.

Inclement Weather Policy

At times, weather conditions may warrant school closure, a one-hour delay, or a two-hour delay. There may also be times when an early dismissal is necessary. Our concerns are the safety of our students, families, and staff and to avoid needless delays/closures. No system is 100% effective in that the actual weather can differ from what was predicted as well as vary from area to area. When weather conditions develop that could possibly impact the opening/closing of school, we assess the situation and will put an announcement on our website, posting on WCRH, posting on Your4State.com, and posting on WHAG NBC25, in addition to sending out an instant alert to parents. Our intent is to provide notification by 6:00 am.

Students need to be at school by 9:30 a.m. on days with a one-hour delay and at 10:30 a.m. on days with a two-hour delay.

Due to the fact that weather and road conditions can vary greatly, it is important that parents use discretion in regard to travel when inclement weather is present. Absences resulting from hazardous travel conditions will be excused.

Student Drivers

Motor vehicles must be parked in the student parking lot in designated areas and must not be ridden in or driven except to and from school unless special permission is granted by parents, faculty, and the administration.

Vehicles must be registered with the administration. (Forms are available in the office.)

Remember: Driving a motor vehicle is a *privilege* at Heritage Academy that will be revoked from a student who is careless or who does not use good judgment regarding safety. **The speed limit on roads adjoining the school is 30 MPH.** We have asked the local sheriff's office to patrol the area before and after school. Please be mindful of your speed.

Transportation to and from Heritage Sponsored Events

When the school provides transportation to and from games, team members are to use it. [Exception: If the game is very close to home, parents may choose to write a note to the coach in advance indicating that the student will drive by him/herself.]

Students driving themselves may preclude the need to leave school early, depending on their game times.

Students will not ride in any other student's vehicle to any school activity (with the exception of immediate family members unless prior permission is granted by school administration).

Parents at games who transport their student home are asked to notify the coach after the game.

Under some regulations from the state of Maryland driver codes, students may only drive themselves at certain times and are not permitted to drive others. Each family and driver must be reminded of state regulations.

Once an event is over and students ARE NOT going to another Heritage-sponsored event, the student may drive themselves or other students home. The students are to get permission from their parents and permission is not sought through Heritage Academy. Heritage does not control whom a student goes home with after sponsored activities. That is the parents' responsibility.

Vision and Hearing Testing

The Health Department performs hearing and vision checks for designated grades. Information about these tests will be sent home as the information becomes available to us.

Visitors

Any persons other than students, staff, faculty, administration and board members are considered visitors. We are trying to create a safe environment. With over 200 students and hundreds of parents and grandparents; it is difficult to know each person at Heritage. Therefore, we ask each parent, each worker, etc...to pick up a **visitor pass**. A visitor pass creates a safer environment for your child. It only takes a matter of seconds to do this.

Field Trips and Retreats (All Grades)

Participation in field trips, retreats, picnics, and the junior and senior trips, etc. is required unless the parent presents an excuse in writing to the teacher. Non-participants who do not want to attend may take a vacation day and will be counted absent or the parent must cover the cost of supervisory personnel at Heritage. All regulations for field trips apply to all students. Bus rental fees (\$2 for transportation cost) are charged to each student for each trip.

Fundraisers

All private schools rely heavily on fundraisers. We do not receive federal or state funding. Therefore, we must rely on other ways to raise funds for the school, such as Martin's A+ Rewards, Scrip gift card purchases, and class or athletic fundraisers. Heritage is committed to having a plan to reduce the amount of fundraisers being held at one time. Classes or athletic teams who want to raise funds off campus and target another group may do so. Permission for fundraisers is granted through the school principal.

Communication

Communication is essential to any healthy relationship and business. We are committed to doing this using the Tuesday Take Home, Website, and individual teachers sending information home, 3-week, 6-week academic reports and the ParentAlert information system. We ask that each parent take time to read all the material sent home.

Plagiarism

Plagiarism is not giving credit for someone else's work or copying someone else's work and taking credit for the work. This is a very serious matter in education. Any work not properly cited will be considered plagiarized. Students will be held accountable. Before handing in any work, students should check with teachers about copyright laws, plagiarism, cited work, etc... Teachers from fourth grade through twelfth grade spend time each year explaining to students what plagiarism is and how to avoid it.

Community Service

Our goals are:

- To help students develop a mission in life.
- To develop a sense of outreach and to think of others
- To complete projects so they can qualify for scholarships and grants
- To qualify for college admissions standards
- To develop a habit of helping in their communities

Community service is defined as helping others through service projects, volunteering and/or helping with any organization.

This service can include secular and Christian organizations, individuals, or churches. The term community service is a very broad term that emphasizes serving others by manual labor,

singing, drama productions, helping the elderly, helping with local, regional and natural disasters and so forth.

Student volunteers are not paid for community service work.

Students are not given grades for helping others, but we would like for students to complete the following hours for the school year.

- Grades 3 – 5: 8 hours per school year
- Grades 6 – 8: 20 hours per school year
- Grades 9 – 12: 35 hours per school year

The hours will be recorded on the community service forms and website. At the end of the marking period, the total hours will be transferred to the report card. The total hours are recorded and counted by the students. Teachers do not police community service hours and students are on their HONOR to keep records. The community service form stays in the student's homeroom, and when service hours need to be reported the student will follow these instructions (Honor System):

- Students fill out the form and calculate hours.
- When a student performs community service; a note from the director, teacher, parent, pastor, etc...can accompany the students with the hours performed. That note is put in the student's folder in the community service file box.
- At the end of the marking period, students will calculate their hours and give the total to the teacher for reporting on the report card.
- Students are required by the state to have a minimum of 75 hours from 9th grade through 12th grade to graduate.

Background Checks

All employees, coaches, and volunteer coaches who work directly with students are required to obtain a Maryland State Background check and a Federal Background check.

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Yearly Asbestos Report (K4 – 12th grade)

As required by law, on March 19, 1988, the buildings of Heritage Academy, Inc. were inspected for the purpose of detecting and/or locating asbestos in building components – ceilings, walls, floors, heating, cooling, etc. This inspection is repeated every three years. The building inspectors were accompanied throughout the latest inspection by Mrs. Kerron Clark, who made necessary information and drawings available.

Samples of possible asbestos-bearing materials were taken and subsequently submitted to a laboratory for analysis and evaluation. A complete report on that activity and its results is on file with the school office. Anyone desiring to review the inspection report and the management plan may do so at the convenience of the school. By law, if requested, anyone may obtain a copy of the reports after allowing due time following the request for such documents. The law allows the school to make a charge for such services, the amount of which is not fixed by law.

The only asbestos detected in our building was found in the floor tile of several classrooms, restrooms, lounges, and offices. This floor tile is not friable and does not pose a threat to human health when managed according to the program outlined in the management plan. The locations of this safely sealed, asbestos containing, floor tile are as follows:

Classrooms

104

105

107

108

110

111

112

113, 115

123

Lounges/Storage

A.D. Storage - 117

Laminator Room – 106D

Storage – 106C

Storage (2nd Floor) – 221

Storage Closet/Darkroom – 123

Restrooms

All 2nd Floor Restrooms

Classroom Closet (former darkroom)

Offices

Main Office - 109

Resource Room - 106B

A.D. Office – 106A

Hallways

Hallway – 106 Wing

Hallway – Main Elementary

Hallway to Chapel

Computer Use Policy

Heritage Academy has computer/internet resources available for school-related research/programs/ assignments as directed/supervised by Heritage personnel. Students may use these resources only under the authority of school personnel. Students are not to gain access to internet/wi-fi via personal electronic devices or school computers in any capacity without direct authorization from Heritage personnel.

When students have been authorized to utilize the school's IT service/equipment, the student is to access only those sites/information/programs which are directly related to the task at hand and are in accordance with the school's policy in regard to appropriate content.

Unauthorized or inappropriate access or use of the services/equipment available, including perusal of inappropriate websites, will result in consequences which may range from demerits to suspension of usage of the school's IT equipment or alternate/additional consequences as deemed appropriate. In such cases, students will be required to complete assigned tasks outside of school under the normal parameters of the assignment issued. Failure to do so will result in grade penalties reflective of missing/incomplete work.

Signature/Certification Page

Student Signature Required for Grades 3 – 12:

I understand and agree to abide with the computer-use policy and requirements at Heritage.

Student Name (printed)

Student Signature

Student Name (printed)

Student Signature

Student Name (printed)

Student Signature

Student Name (printed)

Student Signature

Parents Name: _____

I have read over the Asbestos Report and the Computer-Use Policy and for Heritage.

Parent Signature: _____