

Heritage Academy

Family and Student Handbook

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

2022-2023

Edited December 2022



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Board Members

Mr. Travis Hendershot, President
Mr. Frank Pereira, Secretary
Mr. Steve Lescaleet, Treasurer
Mr. Pete McMillin
Mrs. Mary Horst
Mr. Jake Shank

Key Leadership

Principal/Administrator
Business Manager
Office Manager
Secondary Department Coordinator
Athletic Director
Development Coordinator
International Student Coordinator
Day Care Coordinator

Mr. David R. Hobbs
Mrs. Colleen Dahn
Mrs. Kerry Clark
Mrs. Heather Reese
Mrs. Allison Hammond
Mrs. Stephanie Stamper
Mrs. Linda Hobbs
Mrs. Amy McMillin

Teacher Qualifications

All full-time teachers of grades K-5 through 12 have at least a Bachelor's degree.

| <u>Name</u> | <u>Degree</u> | <u>Years Teaching</u> | <u>Grade or Specialty</u> | |
|-----------------------------|--------------------|-----------------------|---------------------------|------|
| Katty Leasure | | 1 year | K4 | |
| Wendy Gilliam | B.S. | 11 years | K5 | |
| Deb Jackson | B.S. | 20 years | First | |
| Andrea Renner | B. S. | 11 Years | Second | |
| Chrystal DeWolf | B.A. M.A. | 1 year | Third | |
| Heather Grove | B.S. | 2 years | Third | |
| Beth Robinson | B.S. | 13 years | Fourth | |
| Katherine Fleming | B.S. | 2 years | Fifth | |
| Andrea Hendershot | B.A. | 1 year | MS Science | |
| Marjorie Harrelson | B.S., M.A.T. | 15 years | MS English | |
| Tiffany Edwards | B.A. | 5 years | MS Math | |
| Aaron Johnson | B.A. | 2 years | History | |
| Audrey Brister | B.S., M.Ed. | 4 years | HS English | |
| Zulma Sadelson | B.A. | 11 years | Spanish | |
| Heather Reese | B.A. | 15 years | HS Math | |
| Spencer Propst Shoemaker | B.A., B.S. B.S. | 2 years 9 years | HS Bible HS Sciences | Lisa |
| Stephanie Leisinger | B.S. | 3 years | Art | |
| Youngsook Anderson | M.S., M.A. | 19 years | P.E. | |
| Unhee Thacker | B.A. | 7 years | Music | |
| Sarah Trent | B.A. | 4 year | Drama | |
| Taylor Wilson | B.S. | 14 years | Special Education | |
| Diane Kidd | B.A. | 27 years | Guidance | |

ABOUT HERITAGE ACADEMY

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 a 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 an 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 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. In addition, all faculty, staff, and board members are required to complete necessary training programs.

Class Size and Teacher to Student Ratio: 2022-2023

A typical class in the elementary grades averages 17 students, 15 in the junior and senior high. Student ratio is 11 students to 1 teacher.

GENERAL INFORMATION

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.

****Please refer to the elementary and secondary sections of the handbook for specific academic information pertaining to the different grade levels.***

Academic Probations – Grades 5 – 12

Academic Ineligibility

Students are academically ineligible if:

- They have a GPA below 2.0 for the marking period.
- They have a grade of “D” in two or more classes at 3, 6, or 9 weeks.
- They have a grade of “F” in any subject at 3, 6, or 9 weeks.

Academic Ineligibility begins the following week after the reports come out. For example: reports come out on Fridays, so ineligibility begins on the first Monday after report cards; therefore, students are permitted to play on Friday and Saturday.

Students who are athletes or non-athletes may not participate in the following when they are Academically Ineligible (Failure to comply will result in further discipline):

- 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.
- Under the direction of their parents, students may watch sporting events at Heritage but **may not** stay after school without a parent being present.

Students **may** attend co-curricular activities with a class or team if it is an academic setting. (Example: educational field trips, Skycroft, etc.)

Any discrepancies for students below a 2.0 GPA at report card time will be calculated by hand.

Academic Restriction

Students are academically restricted if:

- They have a grade of “D” in any one class at 3, 6 or 9 weeks.

Academic Restriction begins the following week after the reports come out. For example: reports come out on Fridays, so 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.

- Students who are on academic restriction **may** go on field trips, or participate in other school activities, but they may not miss the class in which they have a 'D' grade for athletics or extracurricular events.

Sickness

In order to slow the unnecessary spread of sickness, please keep sick children at home. Students must be fever free for 24 hours before returning to school. Please be sure to bring the office a copy of your child's doctor's note if they have had an appointment due to sickness. Otherwise, a note from the parent regarding sickness should be given.

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 for planned absences.

Excused absences (with parent communication):

- K5 – 9th grade: 16 days per year in any combination above
- 10th grade: 16 days per year, plus 1 day for a college visit and any combination above
- 11th grade: 16 days per year, plus 2 days for college visits and any combination above
- 12th grade: 16 days per year, plus 3 days for college visits and any combination above

Excessive absences:

- When a student has been absent ten (10) total days, the parents will receive a letter from the school as a reminder of the policy.
- After thirteen (13) days of absence, 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.
- After sixteen (16) days of absence, the student will not be excused for any family vacations, church 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. At this point, the administrator will discuss with the Board how the matter will be addressed.

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 class or homeroom by the 8:35 bell.

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.

Tardy to School

Excused tardy

A tardy will be excused if there is a reason for not being at school on time, such as snow, flooding in the area, accidents, backed up traffic, and doctor’s, dentist’s, or other scheduled appointments. An email, text, phone call, or written note signed by the parent/guardian must be brought to the office explaining the reason for the tardy.

Unexcused tardy

A tardy will be unexcused if there is not a reason for being late to school. Tardiness due to oversleeping, fatigue from a previous night’s participation in extracurricular activities, leaving the house late, etc., is considered unexcused. Additionally, a tardy with a lack of parental communication also classifies as an unexcused tardy. The student may be subject to grade penalties, non-acceptance of late homework, the inability to make up work missed due to tardiness, or other accountability methods. In grades 6-12, an unexcused tardy will result in a demerit. In grades K-4 through 5, 5 unexcused tardies in a marking period will result in a parent conference with the homeroom teacher and 10 tardies in a marking period will result in a parent conference with the administrator.

When a student is tardy, he/she must report to the office and receive a pass **before** going to his/her classroom.

Attendance for Practices, Games, Extracurricular Activities

In order to play, practice, or attend extracurricular activities, 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

Parents must provide communication to the office **prior to** their student leaving for 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.

Discipline

**Please refer to the elementary and secondary sections of the handbook for specific information on day-to-day school discipline.*

Intentional use of addictive substances: Students who use tobacco, smokeless tobacco, vaping, 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.

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. 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.

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 high school department coordinator, 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.

Bullying

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 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.

General Dress Code Policy

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 to the bottom of the knee-cap, 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.

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

Regular Class Dress – *Please refer to either the elementary or secondary section for guidelines.*

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 participating in future Casual Days.

What **MAY** be worn on casual days:

- Jeans, loose-fitting warm-up pants, sweatpants, or capris
- Sneakers, boots, and other shoes (elementary must wear enclosed shoes)
- Sandals with ankle straps (secondary only)
- Team uniform warm-up jackets bought through Heritage Academy.

What MAY NOT be worn on casual days:

- Tank tops or sleeveless shirts (with the exception of Heritage Academy athletic uniform tops, with permission from the principal)
- Shorts, leggings, jeggings, yoga pants
- Clothing with holes, rips, or loose-fitting waistlines
- Clothing with inappropriate words or pictures or any other questionable content
- Hats
- Pajama clothing of any type
- Flip-flops

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. Elementary boys do not need to wear a tie on dress up days.

Girls: Dress skirts and dresses that are to the bottom of the knee cap, dress shoes. Dresses should not be low in the front or back or be immodest in any way. Dresses should not be tight fitting. In the Secondary Department, dresses should have some type of sleeves that cover the shoulders. Elementary girls may wear sleeveless dresses.

Field Trip Dress – All Students

The type of dress will depend on the nature of the field trip. Teachers will make students aware if they will need to wear regular school dress, casual dress, or dress-up clothing.

Game Day Dress – Athletic Teams Only

On game days, students should follow the recommendations from their team coach. These recommendations will be similar to the code for dress-up days.

Physical Education Dress

- K4 and K5 are not required to change clothes for gym class.

- In 1st and 2nd grades, the boys and the girls in pants will not change their clothes for gym class. Girls who are in jumpers and skirts will remove them and wear their polo and the school standard solid colored shorts they have on under their jumper or skirt. Girls in dresses will need to bring a gym shirt to put on, and they will wear their school standard solid colored shorts they have on under their dress.
- Students in grades 3 through 12: students must wear solid blue, red, or black shorts (**no less than a 6-inch inseam**) and any Heritage Academy t-shirt, a red, white, blue or gray solid colored t-shirt.
- All students are to wear non-marking sneakers.

Picnic Dress – All Students

- Shorts, with **no less than a 6-inch inseam**.
- T-shirts (no tank tops or sleeveless shirts); no inappropriate pictures or words.
- Sandals or socks with sneakers

Out of School Functions

Any student representing Heritage while attending an out-of-school function should follow the dress-up code. This would include awards assemblies, 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.

** 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, 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.*

Questions about the Dress Code

Any student and/or parent who has questions about the proper dress should see the student's homeroom teacher.

Hair, Grooming, and Jewelry Guidelines – Males

Appropriate hair styles should be worn with special attention to cleanliness, neatness and moderation. Extreme styles such as mohawks and mullets and unnatural colors which draw excessive attention to the person must be avoided. Boys 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–this includes Heritage Academy sponsored functions as well.
- 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 or unnatural colors which draw excessive attention to the person must be avoided. Females must have feminine haircut styles.

- Girls in K4 – 5th grade are to abstain from wearing makeup on campus.
- Girls in 6th – 12th grade are to be modest with applying makeup.
- Girls may not wear bandanas or hats during school hours.
- Girls may wear up to two earrings in each ear. No ear cuffs or gauges are permitted.
- Any type of piercing except through the ears is not permitted.
- No visible tattoos.

NOTE: Jewelry worn by students must be in good taste, and must not be representative of anything contrary to Christ or Biblical values. If a student does wear an article of jewelry deemed questionable or inappropriate, the student will be asked to remove the item and refrain from wearing it in the future.

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.

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 order to allow those students who attend youth groups on a Wednesday night to complete assignments and study for quizzes and tests, and still attend church events, great care will be taken to minimize the amount of work assigned on Wednesdays. Any quizzes or tests occurring on Thursdays will be announced no later than Tuesday. Additionally, any assignments given on Wednesday that cannot be completed due to church attendance will be given a one-day grace period for completion without penalty.

In grades 6-12, homework is to be turned in on the due date in order to receive credit for the work. 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. Any changes to this procedure are at the discretion of the teacher.

Late Work Policy for excused absences:

- 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. For example: If a student has missed two days due to sickness, they have two days to make up work.
- Work that is not handed in according to the above guidelines may be recorded as a zero.

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 middle school 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 as determined by school administration.

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.

Community Service

Our goals are:

- To help students develop a missions mindset
- 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. It involves serving others in a variety of ways, including manual labor, singing, drama productions, helping the elderly, and helping with local emergency aid organizations. 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 – 4: 8 hours per school year
- Grade 5: 14 hours per school year
- Grades 6 – 8: 20 hours per school year
- Grades 9 –12: 35 hours per school year

The hours should be recorded by the student and submitted quarterly, and they will then be transferred to the report card. Service hours need to be reported by the student following these instructions:

- In grades 3 – 5, the record of hours should be given to the homeroom teacher.
- In grades 6 – 12, the record of hours should be sent to the guidance department.
- When a student performs community service, a note from the director, teacher, parent, pastor, etc., should be submitted with the hours performed.
- Students are required by the state to have a minimum of 75 hours from 9th grade through 12th grade to graduate.

Misc. Information

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.

Book Covers

All School-owned (hardback) books assigned to the student are required to be covered with an appropriate book cover at all times. 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.**

Cell Phones and Other Devices

Cell phones, headphones, and other personal electronic devices should not be used by students from 8:30 a.m. until 3:30 p.m. unless given permission by school personnel. This includes Apple watches or any other wearable technology. 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 academic disruptions during the school day.

In the elementary department students should refrain from bringing electronic devices to school. Unauthorized electronic devices will be confiscated by the teacher and may be picked up by a parent or guardian at the end of the day. Students who are repeat offenders will receive a reminder.

In the secondary department students are required to keep their cell phones in their locked lockers (Heritage will supply a lock to every secondary student). If a student is caught with their cell phone in their possession, a demerit will be issued, and the phone will be confiscated. At the first such offense, the phone will be returned to the student by the teacher. At the second offense, an after-school detention will be issued, and the phone will be given to the principal, who will contact the parent. At the third offense, an after school detention will again be issued, and the student will lose their cell phone privileges for the remainder of the school year. If a student is caught using a cell phone without permission, an after school detention will be issued, and the procedure outlined in this paragraph will be applied to additional offenses.

Chapels

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

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.

Communication

Communication is essential to any healthy relationship and business. We are committed to doing this using the Tuesday Take Home, the school website, the 3- and 6-week academic reports and the RenWeb system. We ask that each parent take time to read any material sent home. Additionally, teachers are typically available on-site until 4pm.

Day Care and Supervision After School

In accordance with Maryland law, students who are twelve years old or younger who remain on campus after school and are not under the supervision of an adult must report to the Day Care Room. The hours are 7:30-8:15 am and 3:45-5:30pm. Students over the age of twelve are not to remain on campus after 3:45 pm, unless they are involved in a supervised activity. Such students will be moved to Day Care for appropriate supervision.

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 have students in both elementary and secondary, you should use the high school 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.

Field Trips and Retreats

Participation in field trips, retreats, picnics, and the junior and senior trips, etc. is required except under extreme circumstances. Non-participants will be counted absent or the student may come to school, with the parent covering the cost of supervisory personnel. All regulations for field trips apply to all students. Bus rental fees (\$2 for transportation cost) will be charged to each student.

Fundraisers

All private schools rely heavily on fundraisers. We must use creative ways to raise funds for the school, such as Martin's A+ Rewards, our annual auction, casual days, chicken BBQ, and class or athletic fundraisers. Heritage is committed to having as few fundraisers as possible so as not to overwhelm our families. 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 Development Coordinator.

Inclement Weather Policy (Closings, Delays, Early Dismissals)

In the event of emergency school closing, delay, or early dismissal due to weather or other conditions, announcements will be made by way of:

- RenWeb Parent Alert
- Heritage Academy's Facebook page
- Radio station 90.5 WCRH

Our intent is to provide notification by 6:00 a.m. for any school closings or delays. If there is a delay, students need to be at school by 9:30 a.m. for a one-hour delay and at 10:30 a.m. for a two-hour delay. Please use discretion in regards to travel when inclement weather is present. Absences resulting from hazardous travel conditions will be excused.

Lost and Found

Students who misplace items may find them in the elementary back hall. Items will be displayed 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.

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 any lunch specials in the Tuesday Take Home.

- 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 6 – 12 can pay cash for items at the cafeteria if they have ordered 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.
- Conferences should be scheduled at least one day in advance.
- Teachers are unable to take time from classes or from morning/afternoon supervisory duties for unscheduled conferences.
- Teachers are not able to discuss individual student problems or issues at school activities and programs (including sports activities).
- 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. Personal use of the copier is not allowed.

Plagiarism

Plagiarism is not giving credit for someone else's work or copying someone else's work and taking credit for it. This is a very serious matter, and students will be held accountable. Any work not properly cited will be considered plagiarized. Before handing in any work, students should check with teachers about copyright laws, plagiarism, cited work, etc.

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.]

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 mindful of state regulations.

A student driver may not transport other students to a Heritage sponsored event unless written permission has been supplied from all parents involved. Such passengers may include siblings. However, if a non-sibling passenger of the opposite gender is present in the vehicle, a third passenger must also be present.

Once an event is over and students ARE NOT going to another Heritage-sponsored event, the student may drive other students home. The students are to get permission from their parents, as it is their responsibility and not that of Heritage Academy.

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, and board members are considered visitors. To ensure the safety of our children, we ask all visitors to pick up a visitor pass in the office, and to wear it while they are in the building.

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, and others. 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.

ELEMENTARY INFORMATION

Academic Program

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 individual attention, hands-on activities, as well as group instruction.

The basic areas of study include:

| | |
|---------------------|--------------------|
| Bible Stories | Health and Safety |
| Phonics and Reading | Physical Education |
| Numbers/Math | Social Studies |
| Music | Penmanship |
| Art | Science |

In the Elementary Grades (1-5), 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 Skills: Grades 1-4 |
| Reading and Literature | Coding: Grades 5 |
| Mathematics | Physical Education |
| Spelling | Social Studies |
| Language – Oral/Written | Phonics |
| Vocabulary | Art |
| Creative Writing | Music |
| Science | Health and Safety |
| Penmanship | |

The Nehemiah Center

Students who have an Individual Education Plan will have that plan implemented at Heritage Academy. Heritage also has worked with local public schools that provide speech services. Speech services can also be obtained through Pediatric Movement Center at additional cost.

Transfer Students

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

Grading System

Heritage Academy operates under a ten-point grading system, as follows:

| <u>Letter Grade</u> | <u>Number Grade</u> | <u>Quality Points</u> |
|---------------------|---------------------|-----------------------|
| A | 90 – 100 | 4 |
| B | 80 – 89 | 3 |
| C | 70 – 79 | 2 |
| D | 60 – 69 | 1 |
| F | 0 – 59 | 0 |

Grade Point Average (GPA) is calculated by dividing the total of a student's quality points by the total number of classes. GPA is used to determine honor roll and other recognition during the school year.

In some classes an O (Outstanding), S (Satisfactory), or N (Unsatisfactory) system will be used.

Academic Honors

The following are academic honors that a student can earn on a yearly basis:

- **Honor Roll:** A student qualifies for the Honor Roll by having a 3.5 to 3.69 grade point average.
- **Distinguished Honor Roll:** A student qualifies for the Distinguished Honor Roll by having a 3.7 or greater grade point average.
- **Distinguished Scholar Honor Roll:** A student qualifies for the Distinguished Scholar Honor Roll for being on the Distinguished Honor Roll, and also having all 'A' grades and 'O' grades in every subject for every grading period.

Courses Failed

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

Report Cards

The school year is divided into four nine-week grading periods. Report cards will be issued after the close of each grading period. Note: **Report cards 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.

“How I Act”: H- “Hullabaloo (making unnecessary noise)
O- Out of Order (not following directions)
W- Work (not turned in on time)
I- Intentional (doing wrong on purpose)
A- Attitude (towards the teacher or any authority)
C- Courtesy (unkind to classmates)
T- Talking (talking)

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 by administration. 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 needed consequences.

3rd-5th grade only

*If a student receives 6 reminders in a day, an after-school detention will be required.

*If a student receives 10 reminders in a week, an after-school detention will be required.

*If a student receives 6 reminders in a week, a recess detention will be required.

Dress Code Policy- Elementary Only

Regular Class Dress – K4 through Fifth Grade Girls

- Navy blue, light blue, white, or traditional red polo shirts. Shirts must be tucked in EXCEPT K4 and K5.

- Loose-fitting navy blue or khaki-colored Dockers style pants (NOT jeans). Pants should not be cargo style, and they should not have elastic around the ankles. Yoga pants, leggings, jeggings, or other types of “workout pants” are not permitted.
- Khaki colored or navy blue skirts. Skirts and dresses should be to the bottom of the knee cap.
- Short or long-sleeved blue or red polo dresses (This is like a polo style shirt with a collar that extends into a dress.) are acceptable. Skirts and dresses should be to the bottom of the knee cap. Girls should always have solid colored shorts underneath.
- Khaki colored or navy blue jumpers may be worn with a polo underneath. However, please no plaid jumpers. Skirts and dresses should be to the bottom of the knee cap. Girls should always have solid colored shorts underneath.
- Solid red, blue, gray, or white button-up or pullover sweaters or sweatshirts (with NO logos), or Heritage Spirit Wear or Heritage sweatshirts are acceptable to wear during class.
- Socks and belts are required. In K-4 and K-5 belts are not required.
- Plain blue, red, white, or gray socks/knee socks (must match) when appropriate. Plain red, blue, gray, or white tights or leggings may be worn under skirts during the cold weather months.
- Flip-flops, Crocs, sandals, and clogs are not permitted due to safety concerns during recess.
- Zipped jackets and coats may be worn only at recess.

Regular Class Dress – K4 through Fifth Grade Boys

- Navy blue, light blue, white, or traditional red polo shirts. Shirts must be tucked in EXCEPT K4 and K5.
- Loose-fitting navy blue or khaki-colored Dockers style pants (NOT jeans). Pants should not be cargo style, and they should not have elastic around the ankles. Yoga pants, leggings, jeggings, or other types of “workout pants” are not permitted.
- Solid red, blue, gray, or white button-up or pullover sweaters or sweatshirts (with NO logos) or Heritage Spirit Wear, or Heritage sweatshirts are acceptable to wear during class.
- Socks and belts are required. In K4-K5 belts are not required.
- Sneakers or shoes are required.
- Flip-flops, Crocs, sandals, and clogs are not permitted due to safety concerns during recess.
- Zipped jackets and coats may be worn only at recess.

SECONDARY INFORMATION

Academic Program

Middle School (Grades 6-8)

In junior high, 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 | |

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. We enable them to do so by offering the opportunity to take a variety of courses, including honors, advanced placement, and dual-enrollment classes.

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. Please see the Maryland State Department of Education website, marylandpublicschools.org, for current state graduation requirements.

Unit of Credit Review

To graduate, a student must obtain the proper amount of credits. A unit of credit is measured at Heritage by the following:

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

- Fine Arts electives: two semesters = $\frac{1}{2}$ credit or approximately 60 hours
- Fine Arts 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 43 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

Heritage Requirements for Graduation

The following are required for graduation from Heritage Academy:

English – 4 credits (English 9, English 10, English 11, plus 1 other)

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

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

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

General Elective Credits – 1.5 credits

Fine Arts 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)

Technology – 1 credit

Health – 0.5 credit

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. The minimum number of graduation credits is 26.5. Thus, students need to plan their course schedules accordingly during their high school years.

A variety of other courses are available to complete the students' schedules. Some courses are offered in alternate years or depend upon demand and/or availability.

Several Honors and Advanced Placement courses are offered on a yearly or bi-annual basis, including Trigonometry, Precalculus, Chemistry 2, Anatomy & Physiology, AP Literature, and AP Language. The quality points for such classes will be weighted higher than regular classes.

Some courses demand academic prerequisites. For example, Spanish 1 is a prerequisite of Spanish 2. Biology is a prerequisite of Anatomy and Physiology. Others will be clarified according to each students' course selections.

Dual-Enrollment Classes

Dual-enrollment classes are those classes in which a student receives both high school and college credit. These classes (usually only English 101 and English 102) must be approved by Heritage Academy administration prior to your registration and attendance in those classes.

The costs of dual credit courses are exclusively the responsibility of the student/family. 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.

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 will be given a two-week grace period to drop or add courses at the beginning of each semester.

Individual Educational Plan

Students who have been professionally identified as needing a specialized education plan can be assisted by Heritage in a variety of ways, including tutoring, test-taking outside of the classroom, and restructuring educational goals. 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.

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.

Grading System

| <u>Letter Grade</u> | <u>Number Grade</u> | <u>Unweighted Quality Points</u> | <u>Honors Quality Points</u> | <u>AP Quality Points</u> |
|---------------------|---------------------|--------------------------------------|----------------------------------|------------------------------|
| 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 |

Grade Point Average (GPA) is calculated by dividing the total of a student's quality points by the total number of credits earned. GPA is used to determine honor roll and other recognition during the school year. Cumulative GPA (9th-12th) is used to determine class rank and other awards at graduation.

Academic Awards and Honors

The following are academic honors that a student can earn on a yearly basis:

- **Honor Roll:** A student qualifies for the Honor Roll by having a 3.5 to 3.69 grade point average.
- **Distinguished Honor Roll:** A student qualifies for the Distinguished Honor Roll by having a 3.7 or greater grade point average.
- **Distinguished Scholar Honor Roll:** A student qualifies for the Distinguished Scholar Honor Roll for being on the Distinguished Honor Roll, and also having all 'A' grades in every subject for every grading period.
- **Excellence:** Students receive excellence in a particular subject if they have received an 'A' in every marking period for the year in that subject.
- **Superior:** Students receive superior in a particular subject if they have achieved excellence and they have the highest grade for the year in that subject.

Senior Awards

Valedictorian

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 attended Heritage Academy for at least their 10th, 11th, and 12th grade years.
- Precedence is given to students who take Honors and/or AP 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.
- The student's valedictory speech must be approved by the school administration.

Salutatorian

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

Achievement Cords

A senior has the honor of wearing one or more cords during graduation, based on the following:

- **Honor Roll:** If the student has earned a cumulative grade point average of 3.5 to 3.69, he/she will receive one yellow cord.
- **Distinguished Honor Roll:** If the student has earned a cumulative grade point average of 3.7 or higher, he/she will receive two yellow cords.

- **Community Service:** This award is granted to students who exceed the required number of community service hours during each academic year 9-12. Students who meet the criteria of 300 hours, with a minimum of 50 hours per year will receive a silver cord.

Senior Apprenticeship/Internship Information

Students have the opportunity to participate in either an apprenticeship or an internship during their senior year. There are strict qualifications and deadlines for participation, including a required 3.0 grade point average and requirements. Students should contact the guidance department for information and applications.

- **Apprenticeship:** An apprenticeship is a job training experience for a specific skill with the intent of working in that area upon graduation from high school.
- **Internship:** An internship is a temporary exploratory career-directed experience.

Courses Failed

A student who fails a required course in grades 9 – 12 could 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 6 - 8 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. 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.

Demerits (6th through 12th Grade)

In order to teach Christian behavior and character, Heritage Academy's Secondary Department uses a discipline program based on demerits. 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 demerit is applied to a student’s discipline record when they have fallen short of this definition.

The following offenses will be recorded in the office:

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

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

Other Major Offenses: Other major offenses will be discussed with the Board. Such offenses include tobacco, marijuana, vaping, sexual promiscuity, alcohol, and other possible circumstances.

Minor Offenses 6-8: These are worthy of a demerit. Six demerits in one week (Monday-Friday) results in a lunch detention in addition to an after school detention. (3:40-4:30pm). Twelve demerits will result in another After-School Detention, as will eighteen demerits. Twenty-four violations will result in a one-day, out-of-school Suspension. Beyond twenty-four will result in the involvement of our Board. These accumulations are per 3-week period, which means that at the end of each 3-week period, each middle school student will begin anew with zero demerits.

Minor Offenses 9-12: These are worthy of a demerit. Six demerits will result in an After-School Detention (3:40-4:30pm). Twelve demerits will result in another After-School Detention, as will eighteen demerits. Twenty-four violations will result in a one-day, out-of-school Suspension. Beyond twenty-four will result in the involvement of our Board. These accumulations are per quarter, which means that at the end of a quarter, each secondary department student will begin anew with zero demerits.

The areas of offense to which this applies are:

- No Homework
- Chewing gum
- Being unprepared for class
- Being late to class

- Talking in class
- Unexcused Late to School
- Minor Dress Code Offenses

In order to encourage clear communication, teachers will require students to initial a demerit slip. In addition, a student's discipline record can be accessed by parents in our RenWeb system.

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.

Dress Code Policy- Secondary Only

Regular Class Dress – Grades 6-12 Boys and Girls

- All clothing should be size appropriate and of a modest fit.
- Solid color polo shirt or solid color button dress shirts (long or short sleeve). They should be buttoned according to the concept of modesty. Boys must tuck in their shirts, while girls may wear their shirts untucked.
- Loose-fitting navy blue or khaki-colored Dockers style pants (NOT jeans). Pants should not be cargo style, and they should not have elastic around the ankles. Yoga pants, leggings, jeggings, or other types of "workout pants" are not permitted.
- When wearing uniform pants, belts must be worn.
- Solid color crewneck sweaters or buttoned cardigan sweaters (without hoods) may be worn over the polo.
- Spirit Wear sweatshirts or jackets, or other Heritage-issued sweatshirts may be worn over the polo. Students should never wear Spirit Wear sweatshirts or jackets without a solid color polo shirt or solid color button dress shirt underneath. Students should not wear button up shirts over polo shirts.
- Girls: Navy blue or khaki colored skirts. All skirts should be to the bottom of the knee cap and of modest fit.
- Sneakers, dress shoes, or sandals with a heel strap may be worn. Flip-flops, Crocs, sandals, and clogs are not permitted due to safety concerns.

If a student's clothing is considered to be outside of the school uniform parameters,

- The student will be issued a demerit and will need to contact parents to bring the appropriate clothing.
- 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 consequences as determined by school administration.

Formal Dress

Girls: Dress length must fall between the knee and the ankles. The straps for dresses should be 1.5 inches wide OR have three straps that equal at least 1.5 inches. Tops should not show cleavage, and backs should not be below the shoulder blades. Dress shoes must be worn.

Girls purchasing dresses for formal wear for the Junior/Senior Banquet will have their selections approved by personnel assigned by the administration. Dresses are to be checked 14 to 30 days before the special occasion.

Boys: Suit or tuxedo, including button-up shirt and tie, with dress shoes. (Some occasions may only require a tie and not a suit jacket.)

Seniors Who Have Been Accepted Into College

(This policy is for seniors only.) Seniors may wear hoodies/sweatshirts/polo shirts with their college logo if they have been accepted by that college.

Class Dues/Fundraisers (Grades 9 – 12)

Students in grades 9 – 12 are expected to pay class dues on a monthly basis. Each class sets the amount of the dues at the beginning of the school year.

Class dues help to finance the junior-senior banquet and the senior trip. The balance of needed funds is raised through class fund-raisers approved in advance by the administration. The class funds are not used to pay for junior trip as this is an out-of-pocket expense. For juniors and seniors, the class may vote a per capita quota for specific fundraisers, 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 fundraising event will not receive the same percentage of funds as the classmates that do participate.

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. Please be mindful of your speed.**

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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. Kerry 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.