



Handbook for Parents and Students 2011-2012

Ephesians 2:10

For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we would walk in them.

New International Version



August 2011

Dear Parent/ Guardian,

We begin our 11th year of offering a quality, Christ-centered, college preparatory education where tuition is not an obstacle to attending the school. Our graduates continue to gain admission to Davidson Fine Arts, AR Johnson, Westminster Preparatory School, and Augusta Preparatory Day School. We continue to grow, with record enrollment of over 180 students.

The LORD has supplied our needs beyond our imagination. We have never lacked his supply. We are delighted that you have committed your child, and yourself, to this journey with us.

This handbook provides a clear description of the policies and procedures at the school. Should you require any clarification, don't hesitate to call the office.

The academic, social, and spiritual growth of your child is our mutual goal. We look forward to working together toward that end. We are in this mission together for the glory of God and the good of the children.

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Sincerely,

Linda Tucciarone

Executive Director

Jan Hitchcock

Principal

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HERITAGE ACADEMY PARENT HANDBOOK 2011-2012

DAILY SCHEDULE

Office hours	8:00am-4:00pm
Class begins	8:30am
Dismissal	3:15pm
Late pickup (\$15.00)	3:30pm

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father and personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life, that the ministry and infilling of the Holy Spirit is available for every believer, that it is not a prerequisite to salvation. (John 14:6, Acts 1:5,8; 2:2-4, 12-18)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, no matter to which Bible-believing denomination they belong, ever seeking, together, to “become more and more in every way like Christ who is the head of his body, the Church”. (Ephesians 4:16)

CODE OF CONDUCT

1. Students agree to do their best to obey those who have authority over them, for this is right in the sight of God.
2. Students agree to do their best to show respect to their teachers and fellow students in class by proper behavior.
3. Students agree to cooperate with school policies with a positive attitude because discontentment can become a bad habit and a costly attitude that can rob them of pleasure.
4. Students agree to refrain from the use of drugs, tobacco, and alcohol since these are certain destroyers of self-discipline, self-control, and definitely against God's plan for a Christian.
5. Students agree to do their best to try to refrain from becoming selfish, irresponsible, demanding, discourteous, irreverent, or destructive in their attitudes towards fellow students and teachers.
6. Students agree to refrain from the use of profanity, offensive slang, vulgarity, divisive rivalry, and inappropriate jesting.
7. Students agree to refrain from chewing gum in the classroom or on the school grounds ANYTIME.
8. Students agree to refrain from lying, cheating, or stealing, or tolerating these actions among fellow students. Students are expected not only to adhere to this policy, but also to promote and encourage peers in it.
9. Students agree to maintain Christian standards in courtesy, kindness, morality, and honesty.
10. Students will refrain from threatening remarks or behavior towards other students or teachers.

CHRISTIAN PHILOSOPHY

The purpose of Christian school education is the instruction of children in a God-centered view of the world. Underlying this goal is the conviction that God reveals all truth, that He is the source, sustenance, and goal of all creation, and that real education rests upon the revelation of His truth in Holy Scripture. Thus, Christian education is first, Godward, then manward; first an understanding of God's revelation and the embodiment of His truth, Jesus Christ, then an understanding of all that is in the world through the eyes of God.

As the reality and power of God permeates all true learning, so this perspective informs all aspects of the school, its staff, and its setting. We, therefore, hold that:

1. Children are gifts of God to parents, who have the ultimate responsibility for educating them in God's truth, and therefore education must be a

cooperative effort between school and parents if it is to take place outside as well as inside the classroom.

2. The model of Christian conduct is Jesus Christ and the molding of a Christian character must be directed towards the total person: spirit, soul, and body.
3. In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress, and performance must be articulated and maintained.
4. Discipline is essential for the child and is administered in a loving, just, and consistent way. It creates the proper atmosphere for learning and assists each child in developing self-control.
5. The school is not a place for the reformation of children with behavior problems, but a place for the encouragement of children to be ready and eager to learn.
6. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic and other school administered programs.
7. All subjects are taught to prepare the child to grow into a responsible adult citizen of the world and God's kingdom. The school promotes love for and skill in reading; the value and mastery of mathematics; effective and clear expression in oral and written communication; understanding of science and its creator; wholesome appreciation of and proficiency in the fine arts and literature; respect for and understanding of government, cultures and social issues and their relationship to God; and esteem for and understanding of the Bible and church history.
8. Respect for the individual student as a unique creation of God, calls for instruction geared to individual needs, skills, and proper academic preparation.
9. A positive self-image, characterized by self-respect and humility, results from successful personal achievement and a clear perception of God's love for each person.
10. The school will promote in its students a firm and loving respect for the home, God's basic unit of society; the nation, the structure for freedom of thought, worship and association; and the Church, the Body of Christ.
11. The prayerfully pursued goal of Christian education is a redeemed and joyful child, possessing Christian ethics, God-centered in his thoughts and actions, committed to eternal values and grounded in a powerful faith and a love for his neighbor.

SCHOOL STANDARDS

The students of Heritage Academy will cooperate in observing the following standards:

HALLS, LOBBY, STAIRS

1. Walk at all times when in passage through the school building on the right hand side of the halls and stairs.
2. Talking in conversational tones before and after school is permitted.
3. SILENCE is required during school hours so neighboring classrooms and offices are able to work freely.
4. Ball equipment should be used only in gym, on blacktop, or on playground area.

RESTROOMS

1. Use restrooms during designated classroom times for their intended purpose.
2. Keep the restrooms neat and clean.
3. Students need to remain respectfully quiet during restroom use.
4. Appropriate behavior is required at all times while using the restroom.

CAFETERIA

1. Remain seated and talk quietly while eating.
2. Leave your place clean - others will sit there after you.
3. Throwing of food or any other objects is not permitted at any time. (Discipline may be given.)

CLASSROOM

1. Students are to enter the classroom quietly with required materials and take their seats before class starts.
2. Students are not to be in any classroom that does not have teacher supervision.
3. The teacher must grant permission before a student may bring toys, pets, (electronic) games, etc., to school. (Toy guns, radios, pocketknives and skateboards are never allowed.)
4. Students will observe their teacher's standards for classroom conduct at all times.

OFFICE

1. Students are not permitted in the school office without a pass or permission from the teacher. (Exception: when coming late to school, since checking in at the office is necessary.)
2. Students are not to use the telephone **except for emergencies**. Forgotten lunches, library books, clothes, field trip money, etc., are not considered emergencies.

GENERAL RULES

1. Chewing of gum is not allowed on campus.
2. Writing and passing notes will not be allowed during a school day.
3. Students are to follow a “hands-off policy”: no fighting, hitting, etc.
4. Students who are responsible for causing damage will be expected to restore or replace as deemed needed or necessary by the Administration.
5. Students should help keep our school clean by placing trash in proper containers. Desks must be kept clear of trash.
6. Once students are dropped off at school, they are not to leave the campus at any time.

HEALTH EXAMINATIONS/IMMUNIZATIONS

All students, including home-school students, upon initial enrollment in ANY grade, who have not been previously enrolled in a Georgia school, must have a current physical. (Current is defined as one that has been done within one year of the first day of school.) For ALL students entering kindergarten, fifth, and ninth grades, a new physical is required.

All immunizations must be updated and recorded on the Georgia State school physical form and the form must be signed by a doctor or health care professional.

The following immunizations are required by the State of Georgia:

1. **DPT** (Diphtheria, Pertussis, Tetanus) – Four (4) or more doses with the first three (3) given in series and no less than four weeks apart. The ending dose or booster (#4 and #5) must be received no less than six months after the preceding dose and must be received after the fourth birthday and prior to school entrance. If a student is age six (6) or older upon entering a Georgia school, only three (3) doses are required with the third being a booster dose.
2. **TOPV** (Oral Polio) – Three (3) or more doses, with two (2) doses in series and received no less than six (6) weeks apart. The ending dose (#3 or #4) must be received no later than six months after the preceding dose and must be received after the fourth birthday and prior to school entrance.
3. **Measles** (Rubella) – ALL K-12 graders are required to show proof of having had two (2) measles immunizations.

4. **Rubella** (German Measles) – Must have received vaccine after twelve (12) months of age, but if given with measles vaccine, then after fifteen (15) months of age.
5. **Mumps** – Must have received vaccine after twelve months. Numbers 3, 4, and 5 are usually combined and given as an MMR dose after fifteen (15) months.
6. **Hepatitis B** – Effective August 1997, all students entering fifth grade must be immunized against Hepatitis B. The Hepatitis B immunization is a series of three shots. The first two are given approximately one month apart followed by the third shot four to six months after the first.

The preceding health examination and immunizations are required by the Georgia School Code of the State of Georgia.

Students of Heritage Academy should be in compliance **by the first day of school**. The state permits **45 days** to complete compliance for vaccine schedule. After that, your child will remain at home until compliance is met.

MEDICATION POLICY

It is the policy of Heritage Academy that only medications, which are necessary to maintain the child in school and must be given during school hours, shall be administered. Medication will be given only upon the written request of the parent. All medication sent to school must be properly labeled with the name of the student, prescription number, name of the doctor, name of the medication, the dosage, the administration route and/or other directions. It should be dated and the name, address, and phone number of the pharmacy should be on the label, along with the initials of the pharmacist.

A medication form must be filled out and signed by the parent. The forms are available in the school offices. Any over-the-counter medication (Tylenol) also requires written parental permission.

DISCIPLINARY PROCEDURES

Heritage Academy uses **The Love and Logic Classroom**. Teachers receive training and resources will also be available to parents. The purpose of this program is to create an atmosphere that promotes learning, personal responsibility and social awareness that will benefit the student, school, home and community.

The following is a list of core beliefs that will guide decision-making when disciplinary action is called for:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their own problems, or the ones they create, without creating problems for someone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural and logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to personal attack on school or staff.
6. Students will be encouraged to request a meeting with the teacher whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity such as weapons, alcohol, drugs will be referred to the proper authorities.

SUSPENSION

FIGHTING

Discipline for fighting will require automatic suspension from the school day. Fighting or any threat of violence, including verbal or gesturing will result in a one-day suspension. Second offense is two-day suspension; third offense is a three-day suspension and automatic contract that may lead to expulsion if no progress is observed.

PROFANITY

Profanity will be treated in the same manner as stated above for fighting.

WEAPONS

Weapons of any nature will not be tolerated at Heritage Academy. Consequences will be swift, severe and age-appropriate as determined by the Discipline Committee.

SPECTATOR GUIDELINES

1. We are a Christian School and want to reflect actions that are a positive witness for Jesus Christ.
2. Use only those cheers that support and encourage the teams involved.
3. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people.
4. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
5. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
6. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire the official's willingness to participate in full view of the public.
7. Recognize and show appreciation for an outstanding play by either team.
8. Refrain from the use of any controlled substances (alcohol, drugs, etc.) on or near the site of the event before, during, or after the game.

DRESS CODE

Students enrolled at Heritage Academy are expected to follow the precepts of I Timothy 4:12 in respect to dress and grooming. *“Let no man look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”* We know that the Bible does not say precisely what kind of clothes to wear but it does give guidelines to follow when it comes to conduct and appearance.

In all areas of appearance - clothes, hairstyle - students should look neat and natural with emphasis on cleanliness and modesty. These ingredients are encouraged.

In order to minimize problems in the area of dress code, children at Heritage are required to wear uniforms. We believe that students will be proud to be associated with this school and will understand the importance of being good representatives of God, home and school.

- **WWW.cookieskids.com** is the official uniform store for shirts, jackets, khaki pants, shorts, skorts, skirts, and belts for Heritage Academy student uniforms.
- No jeans permitted.
- All shirts, pants shorts, skorts and skirts must fit well and not be oversized or undersized.

- Three-buttoned golf shirt in white, navy or light blue with school logo is the uniform shirt.
- All shirts must be tucked in at all times.
- Students may only wear a white undershirt under the uniform shirt.
- All clothing must be hemmed. No cut-offs or rolled-up cuffs. Cuffs must be tailored and tacked/sewn at the seams.
- Boys must wear a plain brown or black belt at all times.
- Socks must be worn at all times.
- See recommended shoes from Payless Stores.
- A HA uniform jacket or cardigan sweater is required during cooler months. No other jacket, sweatshirt, or cover up will be permitted. No hooded sweatshirts.
- Hair accessories or jewelry must be modest in size and appearance.
- Chapel dress: boys - oxford shirt and school tie; girls - school jumper or skirt.
- Neat hairstyles.

DRESS FOR COLD WEATHER

When cold weather season is in effect, caps, scarves, coats, and gloves (mittens) are standard apparel. All students will be going out if the wind-chill factor is above 10 degrees Fahrenheit. If a student needs to remain inside during recess, a note is required from a parent or physician stating the health concern.

Parents, if the item your child is wearing is questionable, and not explicitly covered in the dress code, he/she will be asked not to wear it to school by the administration. In the event of a second offense, parents will be called to bring something suitable to wear.

COURSE OF STUDY

DECLARATION

The Bible is the foundational textbook to all our subjects of study. God's revealed truth, the Bible, is a framework for all other common truths (i.e. science, math, history , etc.). It is an integral part of all our studies and cannot be separated out of the so-called "secular" subjects. For all truth, whether revealed or common, is from God.

BIBLE

Instruction in Biblical principles for successful living is essential to building Christ-like character in our students. Daily instruction and practice is given to the power of prayer, the study of God's Word and the living out of its truths, and memorization and recitation of Scripture. These are critical to a life of dependence upon God alone and His promises (Romans 4:21).

LANGUAGE

Students study the principles of correct spelling, sentence structure, parts of speech, penmanship, writing and speaking skills, and correct everyday usage of the English language.

READING

A phonics-based approach to instruction in reading characterizes our program. Students are trained in recognizing and pronouncing the vowels, consonants, and their various combinations. This decoding process is combined with vocabulary enrichment, comprehension skills, and rate building.

COMPUTER

Computer instruction is a part of our instructional program.

ART

This course is designed to give a basic understanding of art elements and art principles. The students are introduced to a variety of art techniques, through an assortment of fun projects and activities.

MATHEMATICS

The study of numbers, their order, and dependability reflects the nature of our God. Students are heavily reinforced in the four major operations of arithmetic by speed drills, problem solving, and regular computation.

HISTORY

Instruction in God's purpose for the family unit, communities, cities, colonial and general American history, and world history is given. Geography and basic map skills are also emphasized in this discipline.

SCIENCE

Appreciation for God's intervention and control over His creation highlights the study of science at Heritage Academy. Life did not begin by evolution, but by a separate creative act of God. Students study basic concepts of the animal and plant kingdoms, the human body, astronomy, and energy.

MUSIC

Students will develop an appreciation and the effective vocal skills for worshipping the Lord. Basic concepts of music theory, rhythm, harmony, and instrument identification and function are studied. Students are also given an opportunity to perform various musical presentations throughout the year.

PHYSICAL EDUCATION

Keeping our bodies fit since we are the temples of God is the major emphasis of our physical education program. Students are aerobically challenged by our physical education program to develop endurance and agility through constant movement. Additional sporting skills are reinforced throughout the year.

STUDENT ACTIVITIES

ASSEMBLIES

Special assemblies will be held throughout the year featuring such special occasions as Thanksgiving, Christmas, Easter, and End of the Year Program.

CHAPEL

Students will attend chapel every Wednesday. Special topics presented by our Executive Director, principal, staff, and special guest speakers help challenge our students to a deeper walk with Christ. Chapels are an integral part of our school's curriculum; therefore, attendance is expected. Teachings are based on the Word of God. Denominations will not be taught, however, students will be exposed to various forms of worship and prayer. Family members are encouraged to attend.

CLASS PARTIES (Special Get-Togethers)

Parties are encouraged on Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school. **Halloween is not a holiday that is observed or celebrated.** However, the Harvest Theme is stressed during October and November. **The emphasis at Christmas and Easter will be a spiritual one rather than a focus on Santa Claus or the Easter Bunny.** These parties are at the end of the school day and last no longer than one hour. Parents should make prior arrangements with the classroom teachers.

FIELD TRIPS

In connection with the regular class work, several field trips may be planned by the teacher. Dress code is to be observed (Exception: special recreational event.) The school upon occasion may offer bus transportation; however, it is often necessary to request parent drivers.

GENERAL INFORMATION - STUDENTS

SCHOOL DAY

The school day is from 8:30am to 3:15pm. If at all possible, students should not arrive earlier than 8:00am and be picked up no later than 3:15pm. There will be a late pick-up charge of \$15.00 starting at 3:30pm. Dismissal for EARLY RELEASE days is 12:00 noon.

TARDIES/ABSENCES

It is our deepest desire to work with the parents in order to provide an opportunity for an honest education to the students we serve. Therefore, it is imperative that we have the support and cooperation from the parents to have their children at school on a daily basis and **on time** every day.

Students should report immediately to the school office in the event of tardiness in order to obtain a tardy slip to take to class. Tardies are recorded on a permanent record file. **Every SEVEN tardies accumulated will equal one absence.** An excessive amount of tardies and unexcused absences (10) may be sufficient cause to retain a student from advancing to the next grade level, and/or possible dismissal. A doctor's slip is required in the event of a serious illness or absence of four or more days.

According to the Georgia School Codes, it is the right of every child, whether attending a public, private, or parochial school, to receive an education. Students missing more than 5 days each semester of the academic year are considered truant. Therefore, upon continual absences or tardies of a student, it becomes the school's responsibility, by law, to follow up with the family regarding the reason or cause of the absences. If, after notification to the parent, there appears to be no valid cause for continual tardies or absences, and this pattern continues, it may be required to contact an appointed truancy officer to intervene in the situation, upholding the laws and code regulations regarding school absentees, according to the Georgia School code booklet.

Parents demonstrating an unwillingness to “work with us”, may be asked to enroll their students in a school where the parents could comfortably work with the staff. It is not fair to the school family or the student and his family to perpetuate a relationship that is not working for the good of every student.

STANDARDS FOR WRITTEN WORK

Every student is expected to do his/her written work neatly and in a legible style. If the work is sloppily completed, the student may be required to redo the assignment until presentable. Proper headings and standards set by the classroom teacher should be observed at all times.

MAKE-UP WORK

Missed schoolwork due to absence will be given equal number of days absent to make up the work (e.g. student absent on Monday will be expected to turn in all make-up work for that day on Wednesday).

TELEPHONE

The telephone in the office is to be used for school business only or in case of emergencies. Students must have written permission from a teacher before coming to use the phone. This will be for emergency situations only. Phoning home for books, lunches, clothes, and field trip money does not constitute an emergency.

TEXTBOOKS

Textbooks that are loaned to the student for the year belong to the school and must be sturdily covered at all times. Students should put their name or identification number in the front of the book (as indicated) as soon as it is issued to them. If, in the event a book becomes lost or damaged beyond normal usage, the student will be subject to fines or the replacement cost.

SUPPLIES

Heritage Academy furnishes all books needed. The student must furnish all other supplies. Supply lists are available for each grade level.

LUNCH

Students are expected to bring their own lunch. Students in grades 2 and above may use the microwave to heat their own lunch. Please do not send any food that needs more than 60 seconds to heat.

Hot lunch may be purchased in advance on Tuesday and Friday. The lunch order is placed and paid for at the beginning of each month. If a student is absent, the lunch fee will NOT be reimbursed.

Students who *occasionally* forget their lunch will receive a peanut butter and jelly sandwich. This should not become a habit as agreed upon in the **Parent Covenant** in the application.

REPORTING AND GRADING PROCEDURES

REPORTING

The purpose of our reporting system is to give parents a clear picture of the progress that has been made. Each child's ability and aptitude, as far as it is known, is taken into account when grades are given.

The academic year is made up of six six-week periods. The first six-week report card is in conjunction with a parent/teacher conference. Monday reports are sent home each week to keep the parents informed of their child's progress. Parents are required to sign the report and return it to school with the student on Tuesday. Students that may have "fallen" or shown signs of below average work will need the necessary attention from home and school to regain their academic standing.

GRADING SCALE

The following grading scale is the basis of our grading system:

A+	E	98
A	E	93
A-	E	90
B+	S+	87
B	S+	84
B-	S	80
C+	S	77
C	S-	75
D	N	72
D-	U	70
F	U	69

HONOR CODE

In accordance with the mission of the school and the Behavior Expectation Policy, Heritage Academy students will not participate in lying, cheating, stealing or harassing, and they will not tolerate those actions in others.

Middle School students will conclude an orientation on the first day of school of each year by promising, in writing, to uphold the Honor Code:

I pledge to uphold the Heritage Academy Honor Code in letter and in spirit throughout this school year.

Middle School students will also use a pledge on all tests, projects, papers, reports and long-term assignments:

I pledge that I have upheld the Heritage Academy Honor Code in letter and in spirit.

“Heritage Academy students will not participate in lying, cheating, stealing or harassing...”

LYING

At HA, we believe it is vital to tell the truth at all times, recognizing there is honor in telling the truth even when that truth reveals a mistake or an error in judgment. It requires courage to face mistakes and accept responsibility for their consequences. Telling the truth includes explaining accurately why work was not completed on time or was incomplete, why one was absent or late from school, why one missed an obligation, how one interacted with other students or a teacher, and any other specifics about one’s actions. A student who makes false excuses for his or her behavior has not upheld our Honor Code.

CHEATING

At HA, we believe students must engage in honest scholarship. Honest scholarship in student work means that the product comes from a student’s own mind and effort. Such work includes all tests, exams, long-range projects, and homework. Written work, for instance, needs to reflect a student's ideas, organization, punctuation, and sentence structure. In order to help families and students alike understand types of habits and help which are suitable or not, we provide the following examples of permissible and non-permissible help that can be given and/or received, keeping in mind that the spirit of the law is more important than the letter. All families should review and discuss these examples at home.

Students who give or receive help with the intent of providing or gaining an unfair academic advantage are not living up to the Honor Code.

PERMISSIBLE HELP FROM FELLOW STUDENTS AND PARENTS

- Telling another student what the assignment is
- Repeating specific directions given by the teacher
- Identifying weakness in organization, style, word choice or content. In other words, it is permissible to comment: "This paragraph is weak," or "These words are misspelled," or "You didn't answer all the questions."
- Sharing notes (unless the notes are the assignment)
- Showing another student how to do a problem by using another example
- Brainstorming ideas on creative writing assignments
- Reviewing material in preparation for a test or exam
- Discussing concepts that were addressed in class or engaging in discussion of course material for better understanding

NON-PERMISSIBLE HELP FROM FELLOW STUDENTS AND PARENTS

- Giving another student your answer or answers to any given question
- Telling another student how to re-write something (i.e. "...just write this down.")
- Sharing with another student any content that is part of an answer
- Letting someone read your answers, knowing or suspecting he or she intends to paraphrase those answers
- Showing or explaining to another student where to find information for an assignment (i.e. "look on page 34 for the answer")
- Looking at another student's paper and/or using his or her ideas or answers
- Using a calculator when not permitted
- Having another person, including a parent, assist with the production of an assignment, including typing or word processing written work (Exceptions are made for students with special learning needs.)
- Discussing any aspect of a quiz, test or exam before all students have taken the test
- Letting a project partner do all of the work and then putting your name on the final project
- Using any part of someone else's work without proper acknowledgement

HOMEWORK, PAPERS, PROJECTS

Our Honor Code does not expressly address plagiarism, though it is clearly a form of lying, cheating, and stealing. When doing research, students may use the ideas, even the exact words, of other authors. Whether quoted directly or paraphrased, however, such borrowed material must be properly cited. Students will learn and practice how to use proper citations in their composition classes. All teachers assigning papers requiring research will reemphasize the importance of proper citations and will expect compliance.

All rough and final drafts of assigned papers and written projects must reflect the student's ideas, organization, punctuation, and sentence structure. All projects must reflect the student's own labor, design, and artwork.

EXAMS, TESTS, QUIZZES

Honest scholarship in test situations means that students refrain from looking at other students' papers, even if the information is not used. Obviously, taking answers from another test and using them or looking at one's notes or a text is forbidden. Any time a student is unable to finish a test during a given period and the teacher allows the student to return later to complete it, the student may not talk to others about the test or look at related materials in the interim. Moreover, if any aspect of a test (content, format or level of difficulty) is discussed between students who have and who have not taken the test, students on both the giving and receiving end of this conversation are guilty of breaching the Honor Code. Students also may not give advance notice to others of pop quizzes.

Faculty often directs collaboration among students, but students should know that unless their teacher gives specific directions for collaboration, it is understood that assignments are to be done individually. When appropriate, students will be encouraged by the teacher to help each other by critiquing writing, clarifying the directions, comparing the length of answers, sharing resource books, discussing a group project or lab experience in preparation for writing it up, and giving examples.

There are a number of very difficult "gray" areas. For instance, we strongly discourage students from comparing answers (the familiar "What did you get on number 12?") because while the intent is simply to identify errors (permissible), the result is often to supply answers (a violation).

Similarly, we urge parents to use discretion when providing correct spellings; in many cases, looking the word up and copying it from a dictionary stimulate better retention.

STEALING

At HA, we believe in respect for one another's property. A student who demonstrates this respect never defaces anything that belongs to another student or the school, never "borrows" property (including money, clothing, books, academic work, papers, calculators, uniforms, art supplies, library books or classroom supplies) without specific permission, never takes or hides food or other items that were intended for another person, never takes things from the "Lost and Found" that are not his or hers, and never violates a student's or teacher's privacy by entering her room, computer files or folder, locker, or other personal property without permission.

Use of the school's computers and network is a special privilege, and analogous standards of integrity apply in this realm. Tampering with operating systems or other students' files or folders is analogous to "taking" or "hiding" property. Using another person's E-mail account is dishonest. The *Guidelines for Acceptable Internet Use and Statement of Student Responsibility* signed by all students elaborates on these guidelines.

HARASSING

At HA, we believe every person deserves to be treated with sensitivity and respect. Students who uphold the Honor Code will strive to make all members of the community feel accepted from the first moment they arrive at the school and will treat everyone, regardless of physical, mental, or other differences, with respect.

As a community, we will not tolerate harassment of any kind, whether it is of a general nature or falls within the specific examples listed below.

- Ethnic harassment: abuse of an individual or group on the basis of ethnic origin
- Religious harassment: abuse of an individual or group on the basis of religion
- Gender harassment: abuse of an individual or group on the basis of gender
- Sexual Orientation harassment: abuse of an individual or group on the basis of sexual orientation
- Sexual harassment: use of sexuality to harass

Harassment includes both the more easily identified acts of verbal, written or physical abuse, (i.e. persistent derogatory comments, persistent demeaning remarks, threatening remarks, racial or ethnic slurs, leering references to someone's body) and the more subtle, but equally damaging forms, such as graffiti and stereotypical jokes.

“...and they will not tolerate those actions in others.”

In our world, to “look the other way” is often to condone, and there is no better time than the Middle School years to harness our students’ idealism by joining together to make our school a community where honesty and integrity prevail.

The staff hopes to create an environment in which students would expect their peers to adhere to the Honor Code and feel comfortable reporting violations or confronting one another. Because the age of our students and the size of our student body make the burden of *required* reporting of violations too great, students will be encouraged, and taught how, to speak up when they observe another student violating the Honor Code. Likewise, all other members of the school community -- parents, teachers, and staff -- will be called upon to do their absolute best to protest, in an appropriate way, behavior that lacks integrity.

HOMEWORK

- To aid the student in learning to be a disciplined person, we feel that homework is both necessary and vital. The work assigned to be done outside the classroom is not “busy work”, but a supplement to the regular classroom work.
- Homework may be every day.
- “Limited” homework may be given on weekends.

NOTES

GENERAL INFORMATION - PARENTS

VISITORS

Parents who wish to visit the teachers may do so after school from 3:30 to 4:00 p.m. Special appointments with teachers should be made through the office or by note to the teacher. We also have voice mail for your convenience. Parents are welcome to visit the classroom. Please contact the office in advance of your visit. Upon arrival, sign in and obtain a visitor's pass.

ATTENDANCE

1. Regular attendance is essential to students achieving success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities. A PHONE CALL or NOTE is required from parents when a student has been absent (OFFICE REQUEST: Phone the school office from 8:00 to 9:00 a.m. to report an absence.)
*** Excessive absences (10) may be sufficient cause to retain a student and/or possible dismissal.**
*** Students missing more than 5 days of each semester of the academic year are considered truant.**
2. Vacations should be prearranged. The office is to be notified ahead of time and assignments to be completed ahead of departure, if possible. This will be left up to the decision of the teacher.
3. If a student is absent due to illness longer than four days, a doctor's slip is required.

ABSENTEE HOMEWORK

In the event your child is ill and misses school, homework can be picked up at 3:30 p.m., if you make the request for assignments before 11:00 a.m. Otherwise, the work will be available the next day. Parents, you are encouraged to make contact with the school soon into your child's illness. If too many days slip by without that contact, your student will have an academic mountain to climb when he/she returns.

PHYSICAL AND DENTAL EXAMINATIONS

Physical and dental examinations are required by state law of pupils in public, private or parochial schools prior to or upon entrance into kindergarten or first grade, fifth and ninth grades. In addition to the physical and dental examinations, every child shall be immunized against measles, tetanus, diphtheria, poliomyelitis, pertussis (whooping cough) and rubella (German measles). **Please secure these examinations during the summer months.** Your cooperation in this matter will be greatly appreciated.

PARENT/TEACHER CONFERENCES

To ensure better understanding between school and home, there is a parent/teacher conference at the end of the first and fourth report cards. These conferences will be

15-20 minutes in length, and both fathers and mothers are encouraged to attend. If the parent or teacher feels that additional conferences are needed throughout the year, those can be arranged. Non-custodial parents or family members will not be permitted to sit in on the conference.

SCHOOL OFFICE

The school office is a place of business and is open from 8:00 a.m. to 4:00 p.m. during the regular school year. Please plan to take care of any concerns or needs during these designated times. There is a 24-hour voice mail system available for your convenience (706-821-0034). Lunches, homework, books, etc., may be left in the office to be delivered to your student, but not taken directly to the student's classroom.

If you wish to visit the classroom, you must sign in and obtain a visitor's pass.

CHANGE OF ADDRESS

It is the responsibility of the parents to report any change of address to the office at once. It is very important that the office have the student's correct address and parent's home and business phone numbers in case of emergency.

STANDARDIZED TESTING

Elementary students are given Iowa Test of Basic Skills. These are used to evaluate the overall effectiveness of our program and to enable the faculty and administration to determine areas of need for the individual student.

ARRIVAL AND DISMISSAL PROCEDURES

In order to accommodate for the increase of students who will be dropped off and picked up, we have developed the following traffic plan. This plan has been designed with the safety of the children and teachers being our number one concern.

Morning drop-off:

Arrival is from 7:45 am to 8:20 am. Students will be dropped off in front of the school. Once a parent arrives, they will be directed to pull up to the farthest open drop-off slot possible. Children should exit from the passenger side of the car and enter the cafeteria doors. Children in grades K - 4 will place their lunch boxes in the appropriately labeled bin and then sit with their class until they are picked up by their teacher. Students in grades 5 - 8 will proceed to the library and sit at the tables until they are picked up by their teacher.

Afternoon pick-up:

- Kindergarteners and first graders without siblings will be picked up on Ellis Street behind the school at **3:00 pm**.
- Second through eighth graders without siblings will be picked up on Ellis Street behind the school at **3:10 pm**.

- Kindergarteners and first graders with siblings will leave the building through the uptown door and will be picked up in the front of the school at **3:10 pm**.
- Second graders through eighth graders with siblings will be picked up in front of the school at **3:10 pm**.
- Children going to after school care in vans or buses will be picked up in the front of the school at 3:10 pm.
- **Please remain in your car.** A teacher will bring your children to you. Please do not drive in and out of carline or create a second line. This is dangerous.

Please observe the following because we want to ensure the safety of each child:

- Teachers and parents are asked NOT to use this time for conversations.
- Parents are asked NOT to park and walk up to the building to pick up their children. With so many cars stopping and starting, this will be a safety hazard.
- Please do NOT pick up your child early unless it is an unavoidable emergency. This disrupts instruction time and dismissal procedures.
- Whenever your child is going home in a different way or with a different person other than his/her assigned way or person, you must send a note to the office for verification. Please do not call the office after 2:00 pm to make such a change. We will be unable to honor your request. This is for the protection of your child.
- After 3:30 pm if your child has not been picked up, they will be waiting in the vestibule. An after school fee of \$15.00 will be assessed starting at 3:30 pm.

SCHOOL CLOSINGS

In case of severe weather or mechanical breakdown, school may be closed, starting time delayed, or an early dismissal may be made. *If Richmond County schools are closed we will also be closed.* The announcement will be made on the local television news stations. If no report is given, school will be in session. Please do not call the school for clarification of a radio report. Telephone lines need to be kept open for emergencies.

TUITION

Tuition payments are due on *the first school day* of each month. Late payments, past due 10 days, will be charged an additional \$10.00 late fee. If tuition payments are 2 months behind, it is the responsibility of the parents to contact the office to make arrangements to become current with tuition. **Failure to do so will result in the student staying at home until payment arrangements have been made.**

Addendum To Parent/Student Handbook. January 25, 2012
HERITAGE ACADEMY
STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

I. Cell Phones

The Heritage Academy policy on cellular telephones is designed to ensure that the use of cell phones and electronic devices do not interfere with teaching and learning during the school day.

- 1) The use of cell phones for any purpose – including telephone calls, text messaging, games, social media, and other functions – is not permitted at any time on school grounds.
- 2) Cell phones must not be visible during the school day. They should be stored in a secure location, i.e. in pocket, purse, locker, backpack, etc.
- 3) Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.
- 4) Students participating in field trips, extracurricular activities, and athletic events must follow this policy unless otherwise instructed by their coach or sponsor.
- 5) **The use of camera phones is strictly forbidden in private areas**, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera phone violations will result in an immediate suspension and possible expulsion from Heritage Academy. Such use may also be in violation of the criminal code.
- 6) Any phone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation.
- 7) Students may not bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing is occurring.
- 8) Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Heritage Academy shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

II. Other Electronic Devices

Cell phones and other electronic devices such as, but not limited to, digital cameras, camcorders, smart phones, personal tablets such as iPads, MP3 players, and headphones, may be used as part of the instructional process, with prior **administrative** and teacher authorization. Otherwise, these devices may not be visible during the instructional day. Students participating in field trips, extracurricular activities, and athletic events must follow the policy unless otherwise instructed by their coach or sponsor about his/her rules involving electronic device use after school hours or on field trips.

Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. Heritage Academy shall not assume any responsibility for theft, loss, or damage of electronic devices.

Any violations of the above policy will result in the following:

First Violation - Cell phone/electronic device will be confiscated by an administrator until the student leaves campus to begin their suspension. Said student will be given out of school suspension for one (1) day.

Subsequent Violations –Consequences are subject to the administrator’s discretion, and may lead to expulsion of the student.

Students found to be using a cell phone or electronic device to break other school rules (i.e. cheating, disrupting class, text messaging, bullying, slander, harassment, etc.) will be subject to consequences at the discretion of the administration and may lead to expulsion of the student.

My signature attests to my understanding of and agreement with this policy.

Student Signature

Date



Heritage Academy School Calendar 2011-2012

Pre-Planning (teachers)	August 1-4, 2011
Mandatory Parent Meeting, 6:00pm	August 4, 2011
First Day of School	August 5, 2011
Labor Day / No school	September 5, 2011
Early Release, 12 noon / Staff Development	September 16, 2011
Parent Conferences/No school	September 23, 2011
Early Release, 12 noon / Staff Development	October 14, 2011
Fall Break / No school	October 17, 2011
Thanksgiving Holidays	November 23-25, 2011
Christmas Holidays	December 19-30, 2011
Staff Development/ No school	January 2, 2012
Martin Luther King/ No school	January 16, 2012
Winter Break/No school	February 17, 2012
President's Day/ No school	February 20, 2012
Professional Development / No school	March 16, 2012
Spring Break / No school	April 2-6, 2012
ITBS Testing	April 23-27, 2012
Early release / 12 noon	April 27, 2012
Last day of school, release at noon	May 18, 2012
Post planning (teachers)	May 21-23, 2012

Report Cards Issued:

September 23, November 4, January 6, February 16, March 30