

# Heritage Academy

# Family and Student

# Handbook

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

## 2023-2024

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**Heritage Academy**  
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### **Board Members**

Mr. Travis Hendershot, President  
Mrs. Mary Horst, Vice-President  
Mr. Frank Pereira, Secretary  
Mr. Steve Lescalleet, Treasurer  
Mr. Pete McMillin  
Mr. Jake Shank  
Mr. Douglas Grove  
Mrs. Anne Graff  
Mr. Matthew Robinson

### **Key Leadership**

Principal/Administrator  
Business Manager  
Office Manager  
Athletic Director  
Development Director  
International Student Coordinator  
Day Care Coordinator  
Elementary Coordinator  
Social Media/ Marketing  
Guidance/ Accreditation  
Guidance Counselor

Mr. Matthew Reisberg  
Mrs. Colleen Dahn  
Mrs. Kerry Clark  
Mrs. Allison Hammond  
Mrs. Stephanie Stamper  
Mr. Matthew Reisberg  
Mrs. Amy McMillin  
Mrs. Beth Robinson  
Mrs. Nikevia Lebron  
Mrs. Diane Kidd  
Mrs. Erin Croteau

## 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		2 years	Resource
Deb Jackson	B.S.	21 years	K4
Wendy Gilliam	B.S.	12 years	K5
Becky Higdon	B.A.	10 years	First
Andrea Renner	B. S.	12 Years	Second
Chrystal DeWolf	B.A. M.A.	2 years	Third
Heather Grove	B.S.	3 years	Third
Beth Robinson	B.S.	14 years	Fourth
Katherine Fleming	B.S.	3 years	Fifth
Andrea Hendershot	B.A.	2 years	MS Science
Marjorie Harrelson	B.S., M.A.T.	16 years	MS English
Tiffany Edwards	B.A.	6 years	MS Math
Aaron Johnson	B.A.	6 years	History
Audrey Brister	B.S., M.Ed.	5 years	HS English
Zulma Sadelson	B.A.	12 years	Spanish
Jennifer Toms	B.S.	5 years	HS Math
Spencer Propst	B.A., B.S	3 years	HS Bible
Lisa Shoemaker	B.S.	10 years	HS Sciences
Stephanie Leisinger	B.S.	4 years	Art
Youngsook Anderson	M.S., M.A.	20 years	P.E.
Jared Shay	B.A.	1 st year	Music and Drama
Taylor Wilson	B.S.	15 years	Special Education
Diane Kidd	B.A.	28 years	Guidance

# ABOUT HERITAGE ACADEMY

## History

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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

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### 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 our 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**.

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*Luke 2:52 "And Jesus increased in wisdom and stature, and in favor with God and man."*

#### EDUCATION:

HA is dedicated to the education of children with the Lord Jesus Christ as our example (*Luke 2:52, "And Jesus increased in wisdom and stature, and in favor with God and man."*). Thus, attention will be given to the mental, physical, and social growth and development of all children. The school will have as its primary purpose the preparation of students for post-secondary education. Since all students will not continue their education after graduation from high school, effort will be made to prepare them for whatever God has planned for them.

**EVANGELISM:** HA is dedicated to the evangelization of all children (*John 3:16, "For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life."*) who have not accepted Christ as their personal Savior. Evangelization will be carried out through the personal contact of teachers to students and through chapel services. Evangelism is not the main mission of the school.

**EDIFICATION:** HA is dedicated to the edification of children (*Ephesians 4:12 "For the perfecting of the saints, for the work of the ministry..."*). Every effort will be made to promote spiritual growth so that students will be obedient to the Lord. The knowledge imparted will have as its goal the development of the ability to make wise decisions and the development of God-given gifts. Daily Bible classes, weekly chapel services, a spiritual retreat at the beginning of the year, and a missions-minded senior trip are all focused on ministering to the spiritual needs of our students.

#### **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.

#### **STATEMENT OF PHILOSOPHY**

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The goal of Heritage Academy is to develop well-rounded students who will grow up to serve the Lord and use their talents for Him. Luke 2:52 states that "... *Jesus increased in wisdom and stature, and in favor with God and man.*" Jesus grew academically, physically, spiritually, and socially. It is our desire to help each young person reach his/her full potential in Christ.

Our desire is to have an environment where the students feel nurtured and loved. The staff serves at great financial sacrifice because they love the Lord and the students. The faculty and staff seek to mentor each child and be a godly example to each student and their families.

We believe the Bible is a key part of every class. It is the desire of HA that we partner with parents to prepare the next generation to stand against the evil of this day and to make a difference for Christ.

We believe that every student is special and uniquely designed by their Creator. Developing character in the lives of our students is essential. It is our desire to produce students who have developed a personal relationship with Jesus Christ; developed a biblical worldview; know what they believe, and know how to defend, share, and continue to grow in what they believe.

## STATEMENT OF POLICY PROCEDURES

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Heritage Academy is not connected to any church or denomination. HA reserves the privilege of setting and maintaining its own standards for conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements, and to suspend or dismiss any student who violates the standards set down in the Student Handbook or other rules and regulations as established by the administration of the school. New students are accepted on a probationary basis. HA reserves the privilege of amending, deleting, or adding to the rules, regulations, and policies as is necessary for maintaining order and for accomplishing the goals and objectives of the school.

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, and programs. Please read and familiarize yourself with these as a parent and make sure that your child does the same. If you cannot support and practice these policies, we encourage you to look for a school whose policies and programs you can support.

Heritage Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; discussing and/or promoting such practices; or being unable to support the moral principles of the school (Leviticus 20:13; Romans 1:27).

### **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

### **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. Artwork, 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.

## **ACCREDITATION**

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Member of ACSI (Association of Christian Schools International) in candidacy.

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

Heritage Academy meets or exceeds the state regulations.

## **ADMISSIONS**

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### **ADMISSIONS PROCEDURES**

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1. Registration – An online registration and application must be completed. This can be done at [www.heritage-academy.net](http://www.heritage-academy.net). Click “Apply Now” at the top. Copies of any pertinent records (i.e. report cards, standardized tests) and registration fees should be submitted to the school office.
2. Testing – All new students in grades K-12 will be evaluated/tested. The purpose of the test is to evaluate strengths and weakness in order to appropriately place students.
3. Interview – An interview with the school administration is required before any new student is admitted.
4. Evaluation – The administration will evaluate all of the gathered information and will notify the prospective student of its decision. Students who are not accepted will receive a refund of the \$50 testing fee but will not be refunded the application fee (\$50). Prospective students who withdraw their application before or after acceptance forfeit any refund of the registration fee.

### **ADMISSIONS POLICIES**

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1. New students are admitted on academic and behavioral probation. Such students will be reevaluated after a specific period of time and a decision made on continued enrollment. Students who are admitted with a history of academic difficulties must make their own tutoring arrangements.
2. The administrator reserves the right to reconsider re-enrollment of a student who has been dismissed from HA for disciplinary reasons.
3. It is understood that attendance at Heritage Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may withdraw at any time a student who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.



## THE SCHOOL DAY

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### SCHOOL HOURS

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#### 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.

#### School Dismissal Times:

Elementary (K4-5<sup>th</sup> grade): 3:20

Secondary (6<sup>th</sup> -12<sup>th</sup> grade): 3:30

#### 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 a.m. and 3:45-5:30 p.m.. 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. There are charges that apply. Please fill out the paperwork in the main office to arrange for payment.

The parking lot pick up policy will be an Addendum at the Back of the Handbook.

## ATTENDANCE POLICY

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### TARDIES

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We are committed to academic excellence and regularly see the negative impact of tardiness from an educational perspective. However, we also understand that unexpected circumstances arise from time to time, causing a student to be late to school. When the tardiness becomes habitual, however, it creates problems for students and teachers, alike. Tardiness is very disruptive to the class, teacher, student, and learning process and needs to be reserved for emergency situations. Therefore, below are our policies on tardiness:

1. All **students should arrive at HA by 8:25 daily**. Any student entering his/her homeroom after 8:35 a.m. is tardy. Students who are tardy must first report to the school office to sign in and receive a tardy slip **before** going to their classroom. The tardy slips will be marked “excused” or “unexcused.”
2. Examples of tardies:
  - a. **Excused Tardies:**
    1. Examples: Doctor’s or dentist appointments, illnesses, car problems, flooding in the area, car accidents, or other extenuating circumstances.

2. An email ([kclark@heritage-academy.net](mailto:kclark@heritage-academy.net)), phone call, or written note signed by the parent/guardian must be brought to the office explaining the reason for the tardy.
- b. **Unexcused Tardy:**
1. A tardy will be unexcused if there is not a reason for being late to school.
  2. Examples are oversleeping, fatigue from a previous night's participation in extracurricular activities, leaving the house late, general traffic issues, etc.
  3. Students are expected to be on time for school. Being tired, having a headache, or not "feeling well" are not considered excused.
  4. A tardy with a lack of parental communication (within 24 hours) also classifies as an unexcused tardy.
3. Should a student enter school after 10:15 a.m. and before noon for any reason, he will be considered a half-day absent.
  4. Students arriving after 11:45 a.m. will be considered absent a whole day.
  5. Students who are tardy and miss a test or quiz must make arrangements **that day** to make up the test or quiz that day. At a teacher's discretion, they may allow the student to make it up within one school day or a penalty will be given.
  6. An unexcused absence will be issued for every three unexcused tardies. These unexcused tardies can come from homeroom or individual classes.
  7. If a student in grades 6-12 enters any class late without an excused pass four times in one quarter, he will receive a detention. After the 4<sup>th</sup> tardy, they will receive a detention after each 2<sup>nd</sup> tardy (6<sup>th</sup> tardy, 8<sup>th</sup> tardy, 10<sup>th</sup> tardy, etc.).
  8. Note: This is not 4 tardies to a specific class (Exp: 4 tardies to 2<sup>nd</sup> period). This is 4 tardies to any classes (Exp: late to period 2 and late to period 4 would equal 2 tardies).
  9. **Habitual Morning (after 8:35 a.m.) Tardiness:** Realizing that morning tardiness is not always the fault of the student, families will be charged a fee for multiple unexcused tardies in a quarter. The fees will be applied as follows:
    - Upon 4<sup>th</sup> unexcused tardy of the quarter - \$20 fee
    - Upon 8<sup>th</sup> unexcused tardy in a quarter- \$30 fee
    - Upon 12<sup>th</sup> unexcused tardy in a quarter - \$40 fee
    - Upon 16<sup>th</sup> unexcused tardy in a quarter - \$50 fee
    - If a student is tardy unexcused more than 18 times in the quarter, he/she will also receive a suspension. This carries an academic consequence because he/she will receive zeros on all work while he/she is in suspension.
- Please understand that the purpose is not for the school to make money but to encourage parents to ensure that students arrive at school on time daily without punishing the students for something that may not be their fault. If the tardiness does happen to be the student's fault, the parent has the freedom to deal with the issue at home.
- We are trying to prepare students for life and their boss will expect them to be on time.
10. The student may be subject to grade penalties, non-acceptance of late homework, the inability to make up work missed due to tardiness, or another accountability.
  11. Patterns of tardiness related to health reasons will be addressed on an individual basis.
  12. If concerns arise due to tardies, a meeting with the administrator will be scheduled with the parents.
  13. Please be aware that consistently missing the same class or being late to the same class will impact a student's learning. A student who misses or is tardy to the same class more than 16 times throughout the course of the school year may require the student to repeat the class regardless of the grade in the class.

## EXCUSED ABSENCES

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### Absence Policy:

Please note that in accordance with the State of Maryland Section 7-301 any student who misses an excessive number of days of school will not be allowed to advance to the next grade. **At HA, any student who misses more than 16 days of school may not be promoted to the next grade.** Exceptions can be made in rare cases but must be approved by the school administrator.

Please Note: A student is in jeopardy of promotion to the next grade at a total of sixteen (16) days missed. **It does not matter if they are excused or unexcused absences.**

Also note that a student who has fifteen (15) or more unexcused absences is considered truant, and there could be legal consequences.

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, mission's 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 – 9<sup>th</sup> grade: 16 days per year in any combination above
- 10<sup>th</sup> grade: 16 days per year, plus 1 day for a college visit and any combination above
- 11<sup>th</sup> grade: 16 days per year, plus 2 days for college visits and any combination above
- 12<sup>th</sup> grade: 16 days per year, plus 3 days for college visits and any combination above

Any absence that is not Pre-Approved (See Pre-Excused Absence Request Form) may require a doctor's note if requested from the office.

- Illness - A doctor's note is required for symptoms such as fever, diarrhea, vomiting, etc. lasting over three days. If validity to miss school is in question, the school can request doctor's documentation.
- Death in the immediate family.
- Emergency family matter.
- Observance of a religious holiday (maximum of 3 per school year).
- State of Emergency.
- Activities or work approved by the school.
- Family vacation - Only when approved in advance and based on previous absences and tardies not to exceed the school's maximum number of absences. Students who miss school due to vacations may be asked to complete a written assignment, which must be completed before returning to class. Please note, under "Unexcused Absences," family vacations are not considered by the State of Maryland to be excused but may be excused by Heritage on rare occasions as determined by the administrator after submission of a Pre-Excused Absence Form. Missing academic time is

problematic for all involved, so it is best to plan vacations during school breaks (e.g. Christmas, Easter, summer).

- A Pre-Excused Absence Request Form must be submitted one week in advance. Absences where a form was not submitted will be counted as unexcused.
- Dental and medical appointments - Every attempt should be made to schedule appointments outside of school hours. Students should not repeatedly miss the same class for appointments.
- Personal court appearance (requires verification).
- Extended absence – Any situation that requires an extended amount of time of not more than five days, such as travel out of the city or religious observance. Arrangement must be made not less than 1 week in advance by completing a Pre-Excused Absence Request Form. The request does not mean that the request will be approved.

1. All absences must be verified by a note to the office from parents or an email sent to [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net). Emails should not be sent to the teacher about an absence.
2. Excessive absences could result in a zero, a lowered grade on an assignment, summer schoolwork, loss of promotion, or inability to graduate, and fines. It is up to the student to see the teacher about work to be made up before the absence or on the first day of return. Failure to do so will result in a loss of grade.

NOTE: Absences during semester exam weeks due to family vacations will not be excused and, therefore, exams cannot be made up.

- a. If a student misses an excessive number (more than 16) of school days during the school year, he may be asked to repeat the grade the next term. Rare exceptions can be made at the discretion of the administrator.
  - b. If student absences become excessive, the school may require medical verification to excuse further absences from school.
3. To find out what work has been missed during an absence, check RenWeb and email the teacher. All emails are the first letter of the first name, then the last name @heritage-academy.net (for example [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net)).
  4. When a student has been absent for ten (10) total days, the parents will receive a letter from the school as a reminder of the policy.
  5. 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.
  6. 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.

According to the State of Maryland, absences will be considered unlawful if they do not fall under the criteria of an excused absence and a proper note submitted to the school within 3 days of the absence.

## 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. A student with something like Pink Eye must be on medication for at least 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.

## PRE-EXCUSED ABSENCES OR EARLY DISMISSAL FORMS

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Parents must complete a Pre-Excused Absence Request Form if they are aware that a student will be absent from classes. This form must include the reason and duration of absence. The administrator will approve/disapprove the request and then notify the teachers. Pre-planned absences will be considered the same as excused absences if they were approved by the administrator, and all work may be made up for credit before or after the absence. If a student misses school and it was not approved it will be counted as an unexcused absence, and the student will receive a zero on his/her work for that day. This may include homework, tests, and quizzes. Pre-Excused Absence forms are available in the school office or on our school website under the 'Resource' tab.

Note: Failure to turn in a Pre-Excused Request Form will result in unexcused absences.

Excused absences, when possible, need to be pre-arranged with the teacher or as soon as possible. It is the student's responsibility to meet with the teacher to make up all missed work/tests. Unlimited time will not be allowed to make up assignments/tests. Contacting the teacher alone will not make the absence excused, however. The Pre-Excused Absence form must still be approved by the administrator in order for the missed time to be considered excused.

If a Pre-Excused Absence Request Form is not submitted, then it is very likely that a doctor's note will be required.

Juniors and Seniors may go on college visits. A College Visit Preapproval form must be filled out and submitted to the administrator at least one week prior to the student being absent for the college visit. These forms may be obtained in the school office or on the school website, [www.heritage-academy.net](http://www.heritage-academy.net) under the 'Resource' tab. A Pre-Excused Absence Form should be submitted along with the College Visit Form.

## EXCESSIVE ABSENCES (HIGH SCHOOL)

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If a student's absences become excessive (more than 3 consecutive days, more than 5 days in any nine-week period, or more than 10 days for sickness in a school year) a doctor's note will be required. A student who is absent for a total of five or more days during any nine-week marking period will likely receive no credit (F) for each course in which the make-up work has not been satisfactorily completed unless extenuating circumstances exist, in which case the administrator must be consulted.

## UNEXCUSED ABSENCES

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An absence from school for any reason other than those listed under Excused Absences will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office. **Examples of unexcused absences in the State of Maryland include:**

- Caring for a sibling or other family member.
- Traveling on vacation.
- Going to the MVA to take a driver's test or update a document.
- Sleeping in.
- Just to spend time with family.

Any student who receives an unexcused absence will receive zeros for all work for that day/time missed. This includes tests and quizzes.

Students with an unexcused absence may be required to complete an assignment about what they may have missed.

## ABSENCE NOTES

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Absence notes should be brought to the school office by the student on the morning of his return to school or emailed to [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net). If an excuse note is not presented by the third day, the absence will become unexcused, and the work cannot be made up, and a test or quiz will be recorded as a zero. When writing an absence note, please include the student's full name (first and last), grade, dates of absence, and the specific (not general) reason for the absence. Simply stating that a student was "sick" is too general. All absence notes must be signed by the parent/guardian or the student's physician.

## GENERAL ATTENDANCE POLICIES

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Our general attendance policy is as follows:

- Being in attendance and on time is extremely important and teaches responsibility and structure. Being late for school and leaving early drastically disrupts the educational process for not just your student but the class as a whole.
- Tardy and early dismissals should be for emergency situations only.
- Every effort should be made to schedule appointments and extra-curricular activities outside of school hours.
- School takes priority over any extra-curricular activities, whether for HA or another program. Absences that take place around extra-curricular activities will be in question and can affect the student's grade if found to be unexcused. A student must be present a full day of school on the day of an extra-curricular event (such as a game). A student who abuses this policy jeopardizes future participation in extra-curricular activities.
- The administrator or designated school employee will track attendance, tardies, and early dismissals. Absences will be recorded by day and by class attendance for those tardy or leaving early.
- The designated school employee will contact the guardian if the child has missed an excessive number of days of school (whether excused or unexcused) or shows a pattern for frequent early dismissals or arriving late to school.
- If your child is going to be absent from school, a written email/note should be sent to [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net) by 9:00 a.m. on the day of absence. Undocumented absences become unexcused absences after 3 days.

## MAKE-UP WORK

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Students have one day for each day of absence to make up any work missed. Other arrangements can be made with the teacher's approval. Missed work should be viewable on RenWeb. Students who arrive late on test days must see the teacher concerning a missed test, or a penalty will be given. Every effort should be made to make up that test on that day.

Please Note: Work that was due the next day is due on the day the student returns. For example: A student is in school on Monday, and an assignment is given that is due Tuesday. The student is then absent on Tuesday. That student was already aware of the work that was due on Tuesday and therefore, that work is due when they return on Wednesday. However, the work that was given on Tuesday, the student will have one day to complete since he/she was not there on Tuesday.

## EARLY DISMISSAL

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If you are aware that your student needs to leave school early, complete a Pre-Excused Absence Request Form (on the website under “Resources”) and submit it at least one day ahead. Should an emergency early dismissal become necessary, a note must be sent to the school office or emailed by 9:30 a.m. to [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net). To be considered present for the day, the student must either arrive by 10 a.m. or be in school until 12 noon. Students may return to school after a doctor’s appointment and must sign in at the school office upon return. Notes should state whether the dismissal is for medical or dental appointments, death in the family, etc. When writing an early dismissal note, please print the student’s full name (first and last), his or her grade, time of dismissal, and reason. Please be specific and do not use general terms. Students must be signed out at the Reception Center. Please do not go to the classroom to pick up a student.

If a student must have early dismissal unexpectedly, please call the school office at 301-582-2600 to notify the school as soon as possible. With advanced notice, a student can be ready for pick up. A formal early dismissal note must still be sent into the office.

Parents must provide communication to the office **prior to** their student leaving for the day. A note must be sent to [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net) by 9:00 a.m. on the day the student needs to leave. The early exception to the 9:00 deadline is in the case of emergencies.

It is a disruption to the education process and a distraction to the office when advanced notice is not given. Advanced notice allows us to notify the teacher and also helps us to have the student ready to go for you. Please do not just show up or call and ask for students to be dismissed early unless it is an emergency.

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.

## LEAVING CAMPUS

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Students are not allowed to leave the campus at any time during the school day without proper authorization from the administrator. Any unauthorized departure from the campus between 8:30 a.m. and 3:30 p.m. or while attending a school-sponsored event at any time or place will subject the student to school discipline. All students leaving the campus for any reason must sign out at the school office before leaving campus. If a student returns to the campus, the student must also sign in at the school office. It is important to remember that proper behavior is expected while off-campus. Students represent Heritage Academy and should act in a way that portrays the school in a positive light to the surrounding community.

Students who are not feeling well must visit the nurse and should not take it upon themselves to contact someone to pick them up to go home. If the nurse determines that a student should go home, the parents will be contacted by the office to pick the student up. Depending on the circumstances, the nurse may send the student back to class. Students who leave without the nurse excusing them will be considered unexcused and will, therefore, receive zeros for any work that is missed.



## TRUANCY

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Students found to be truant will be subject to school discipline not limited to expulsion and may also be reported to county officials. Truancy is missing school when it is not excused.

## STUDENT RETREAT

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The HA student retreat is required of all students in grades 9-12 and 6-8. Those not attending will receive unexcused absences in all subjects for the days of the retreat and must be preapproved by the administrator. Attendance for the retreat is mandatory. Rare exceptions may be given by the administrator for special situations. Students who miss the retreat may be required by the administrator to complete written assignments.

## ATTENDANCE FOR PRACTICES, GAMES, AND EXTRACURRICULAR ACTIVITIES

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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.

## ACADEMICS

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The HA faculty is comprised of teachers who believe that teaching is a calling, a ministry, and not just a job. All are dedicated to the task of training your child.

## CLASS SIZE AND TEACHER TO STUDENT RATIO

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The average class size . . .  
in the elementary grades averages 17 students  
in the junior and senior high 15.

Student ratio is 11 students to 1 teacher.

## CURRICULUM

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**Purpose:** The curriculum of HA is designed with the students' needs in mind. Careful preplanning and textbook selection are the criteria used to develop our curriculum.

The curriculum at HA is Christ-oriented. We are aware that merely adding Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught as it relates to the Christian life that the student can gain a total, well-rounded, and useful Christian education.

**Bible:** Bible study is recognized here as of fundamental importance and is a required subject. It augments the work in English and history. Without it, a student cannot be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of men as "The Book of Books."

**Character Development:** This is the most important work of a school. Teachers are constantly alert to opportunities for laying the foundation for a great and sound character in their students.



**Textbook Policy:** The main textbook of HA is the Bible, God's Word (II Tim. 3:16). In courses of study, which require additional material, every effort is made to select Bible-based, Christ-centered, Christian textbooks. When this type of textbook is not available, secular textbooks will be used.

**Textbooks:** Students are responsible to return textbooks in good condition. A student will be required to pay for damages or for loss.

**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.**

## ELIGIBILITY

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The following will be standards governing the student's ability to participate in the athletic program of the school or hold class or student body government offices:

- Evaluations will be held every 5 weeks to determine eligibility.
- All students participating in athletics or student government must maintain at least a C- (2.0 GPA) average but the student cannot have a D in 2 or more subjects in that 4½ week grading period. They cannot have an F in any subject.
- Students who fall below the overall C- grade level at the 5-week point while participating in a sport or class office will be dropped from the team or class position for a two-week grace period. At the end of the two weeks, grades will be checked again. If the student is still ineligible, the student will remain ineligible until the next 5-week evaluation.
- A student who is unprepared for class three times during a grading period will become ineligible. Students will not be allowed to practice or attend games until the work is completed.
- Students who fail a subject must immediately see the teacher for help in the failing subject in order to return to the team or class office at the next eligibility check.
- Parents may voluntarily remove a student from a team or student office due to grades.
- Students may also be considered ineligible for disciplinary reasons regardless of academic standing.
- Students who are ineligible may not practice with the team, sit with the team during a game, or go with the team on an away game.
- Students with an incomplete grade at the time of the 4½ week evaluation are considered ineligible unless extenuating circumstances have occurred, and administration has approved an exception.
- Students who are ineligible at the start of a sports season may be allowed to attend the one-week tryouts and then will continue to be ineligible.
- Students with a failing final average for a class will be ineligible at the beginning of the fall sports season. They will be allowed to practice until the first day of school. Those students' grades will be checked after three weeks, and eligibility will be re-determined.
- Ineligible students may be given permission from the administrator to practice over the summer or over Christmas break.
- Under certain situations, eligibility status may be determined by the administrator, who may override eligibility requirements in certain extenuating circumstances.
- 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 the report; 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 or practice until they are eligible again.
- 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 any Progress Report.
- 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.

## **GRADING SCALE**

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Grading at Heritage Academy is according to the following scale:

<b><u>Letter Grade</u></b>	<b><u>Number Equivalent</u></b>
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59

MINOR SUBJECTS

**K5-5<sup>th</sup> Grade:** O – Outstanding, S – Satisfactory, U – Unsatisfactory

SKILL SETS

**K5-5<sup>th</sup> Grade:** 1 – Needs Improvement, 2 –Below Average, 3 –Average, 4 –Above Average, 5 –Excellent

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 4-year-olds 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.

GRADUATION REQUIREMENTS

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<u>COURSES</u>	<u>CREDITS</u>
Bible	4
English	4
History	4
Math	4
Science	3
Language, Foreign	2
Physical Education	1
Health	0.5
Technology Education	1
Fine Arts	1
Philosophy	1
*Electives	1.5
 TOTAL	 27

\*Classes which meet only two or three days per week earn ½ credit.

These requirements meet or exceed the standards established by the Maryland State Department of Education. Every student (grades 6-12) must take at least six classes per semester, including the senior year.

*No course changes may be made after the second week of school without the recommendation of the teacher and approval of the administration.*

## **TYPES OF DIPLOMAS**

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Heritage Academy desires for every high school student to develop to his/her fullest potential academically. We encourage students to look beyond the minimum requirements for graduation and take a bigger challenge. One way we do this is to offer five diploma programs: General, College Prep, Advanced College Prep, and Advanced Honors College Prep.

The HA standards exceed the minimum state requirements. Therefore, meeting the HA requirements will earn students a College Prep Diploma. In rare situations, the administrator may make an exception that meets the state standard but does not meet the HA standard. In those cases, the student will receive a General Diploma.

**This program has not been instituted yet, but it is a goal of what we are heading towards and hope to institute in the near future (for the 2024-2025 school year).**

Honors and Advanced Honors as well as GPA honors will be distinguished at Graduation.

### **COLLEGE PREP DIPLOMA**

To receive the College Prep Diploma:

- Minimum of 27 total credits.
- Minimum 75 Service-Learning hours
- Complete a week-long internship in the junior and senior years.

### **ADVANCED COLLEGE PREP DIPLOMA**

To receive the Advanced College Prep Diploma:

- Minimum of 30 credits
- Minimum 100 Service-Learning hours
- Complete a week-long internship in the junior and senior years.
- Minimum of 3.25 GPA
- Student must have been at HA for at least 2 years to be eligible.

### **HONORS COLLEGE PREP DIPLOMA**

To receive the Honors College Prep Diploma:

- Minimum of 28 credits including the following:  
Advanced Physical Science, Advanced Algebra I and Advanced Algebra II, Advanced Geometry, and Honors Pre-Calculus.
- Minimum of 100 Service-Learning hours
- Complete a week-long internship in the junior and senior years.
- Minimum of 3.25 GPA
- Student must have been at HA for at least 3 years to be eligible.

### **ADVANCED HONORS COLLEGE PREP DIPLOMA**

To receive the Advanced Honors Diploma:

- Minimum of 29 credits including the following:  
Advanced Physical Science, Honors Chemistry, Honors Physics, Advanced Algebra I and Advanced Algebra II, Advanced Geometry, Honors Pre-Calculus, Honors Calculus.
- Minimum of 120 Service-Learning hours
- Complete a week-long internship in the junior and senior years.
- Minimum of 3.50 GPA
- Student must have been at HA for at least 3 years to be eligible.

## CUMULATIVE DIPLOMA HONORS

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### Recognized at Graduation

Cum Laude= 3.5 GPA\*

Magna Cum Laude= 3.75 GPA\*

Summa Cum Laude = 4.0 GPA\*

*In order to be recognized for Honors, a student must have been at HA for at least 3 years of high school.*

## HOMEWORK

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The homework load should be balanced and reasonable. Any homework given will have a purpose and should be able to be accomplished in a reasonable amount of time. Homework assignments should be clear, concise, clearly communicated at the beginning of class, and up to date in RenWeb. \*\*If the teacher decides to change the homework, in addition to notifying students in class, the teacher will enter the change in RenWeb and add the time the homework was changed so that parents will be kept up to date.

A zero for homework not turned in on the due date will be entered into RenWeb on the due date. This will trigger a RenWeb alert to parents. This gives parents the opportunity to have their child make up the work he/she missed. The zero can be changed once the homework is completed and received by the teacher. Homework turned in a day late under regular circumstances will receive a 25% deduction (75%) before the grading is done. Homework turned in two days late will receive a zero. Teachers will either grade homework for completion or grade homework for a specific grade. Each homework assignment does not have to be graded the same way.

Students must complete their own homework. They should not copy other students answers, share work without the teacher's permission, or allow another student to copy their work. Students who are caught doing any of these will receive a zero on the assignment and a detention. Students who continually show a pattern of not doing their homework will be put on probation and may be asked to leave HA if it continues.

**Homework will not be given on Wednesday evening in order to allow students to attend church activities.** Because of this policy, no tests or quizzes will be given on Thursdays. Long-term projects and papers will not be due on Thursday.

General homework amounts per night:

- Grades 1-3                      30 minutes
- Grades 4-5                      45 minutes
- Grades 6-8                      60-70 minutes (No more than 10-15 min/subject)
- Grades 9-12                    75-90 minutes (No more than 10-15 min/subject)
- *Students in Honors Classes will have more 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.

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.

Work that is messy or not done properly may be given back to the student for him/her to do again correctly.

Any changes to this procedure are at the discretion of the teacher with the approval of the Administrator.

## HONOR ROLL

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HA wishes to recognize those students who have excelled during the school year.

### 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.
- *Conduct Honor Roll:* Students who receive ratings of only 1s and 2s will be placed on the Conduct Honor Roll. The Conduct Honor Roll for the end of the year will be comprised of students who had 1's or 2's for all 4 quarters of the school year.

## SENIOR GRADUATION

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The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principals' weighted scale for nonacademic and academic subjects. (The weighted scale will apply only to credits received over the four years of high school, grades 9-12.) Those who wish to be considered for these honors should consult the principal for advice on which subjects to take. Students must have been enrolled at HA three full years to qualify for valedictorian and salutatorian.

In the event that the GPA between students is close, preference will be given to the student who has had a more rigorous schedule. In other words, a student graduating with a higher diploma level will receive the honor. If needed, we may also consider the student's SAT/ACT scores to determine the Valedictorian and Salutatorian. Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral notices (misconduct, detention, suspensions) if, in the opinion of the administration, this is warranted. Graduation speeches must be written and submitted to the administration for approval.

In order to be considered for these honors, a student must have not missed more than 15 days of school in any school year or have missed the same class more than 15 times in a year.

Seniors must have completed all of the requirements for graduation in order to receive their diploma. This includes having the required credits completed, completing the Senior Thesis, completing the Senior Research Paper, etc. and no outstanding balance and all books, locks, etc.

### 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 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> 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 as well as other 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.

Other awards are also given for things like music and literature.

## MATERIALS

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The school realizes it is responsible for the material that is formally presented to your children while at school. This applies to films, textbooks, or other media. This is not always an easy task. The school uses Christian sourced material whenever possible.

Occasionally, in spite of our best intentions, your child will be exposed to material that contains some objectionable items. We try to be careful, but because of the volume of material, particularly library books, there is just no way to be absolutely certain of every word on every page of every book. In addition, there are certain references or literary works (e.g., some works of Shakespeare, Mark Twain, Homer) which are considered vital to the proper understanding of literature from a specific period by even the most conservative of fundamental Christian colleges. These classics, however, are not always written from the Christian viewpoint. Although the teacher tries to point out any sections that may not be totally acceptable, it is both impractical and illegal to alter or censor these key works.

The school appreciates your understanding and cooperation in this very difficult area of trying to bring to your child many rich and valuable educational experiences, while ensuring that each child is properly trained by emphasizing the absolute standards of life.

## PSAT, SAT, AND ACT TEST DATES

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Dates for these tests are posted annually by the Guidance Counselor. Information about the SAT or ACT can be obtained from the Guidance Counselor.

## PROGRESS REPORTS AND REPORT CARDS

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Progress reports are emailed at the 4 ½ - 5 week mark each quarter.

Report cards are emailed after the completion of each quarter if there are no outstanding balances. The year-end report card will be emailed if all finances and outstanding items are settled.

If a student has failed to make up daily work or tests, they will receive an “Incomplete” (I) on the report card. The student must make up this work or make a special arrangement with the teacher of that class within two weeks after receiving the “I” to prevent it from becoming an “F.” The student must assume the responsibility of contacting the teacher regarding the Incomplete.



## PROMOTION/RETENTION POLICY

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Those students not successfully completing a subject or grade (receiving an “F”) may be required to seek summer instruction until the deficiency has been satisfactorily corrected. In grades 9-12 the deficiency or failure will be handled on a subject-by-subject basis. Summer school will be an additional cost to the parents.

### **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.

In most cases as a general rule:

#### **Grades 1-8**

1. Three “D’s” – promotion on probation.
2. “D’s” in English, reading, math – may have to attend summer school.
3. “F’s” (one not made up in summer school) - no promotion.
4. “F’s” in English and/or math – summer school.

#### **Grades 9-12**

Students will be assigned to homeroom grade levels according to the credit requirements of the student. If summer school is not completed at HA, the transcript of a preapproved summer credit should be sent to HA for acceptance.

In grades 9th - 12th academic required subjects:

A student receives an “F” for the first and second semester resulting in no credit. The student may:

- Repeat the class at Heritage Academy
- Attend and pass an approved summer school program.
- Pass an approved online program.

A student receives an “F” for one semester only resulting in .5 credit instead of 1 credit for an academic class. The student may:

- Repeat the entire class at Heritage. The Grade will be replaced.
- Repeat the failed semester with an approved certified teacher (in academic area). Grades will be averaged. \*Note: If a student who failed completes the exact material that was failed and does it with the HA instructor, the grade from the makeup work may (at the discretion of the administrator) replace the failed portion.
- Repeat the semester through an approved online program. Grades will be averaged.
- Leave the grade and choose another class to fulfill graduation requirements. The student cannot choose a new class that requires the .5 credit class as a prerequisite.

In grades 9th -12th in non-academic electives: with .5 credit:

A student who receives an “F” in a fine arts, technology, physical education, or health ( a .5 credit course) will need to repeat the course or another course to fulfill the requirement.

## SEMESTER EXAMS

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- A schedule for exams will be published prior to the week of exams.
- All students in grades 6-12 must take the first semester exams.
- All students in grades 6-12 are expected to take the second semester exams; however, a student in grades 9-12 may be exempt from the final exam if they finish with an A average in all four quarters or if they finish with a total average of 94% or above. With few exceptions, exams will cover that semester’s material; an example of an exception is math, which involves a building of information. Parents or students may choose to take the exam even if they are exempt.
- Students who are given the privilege of being exempt from an exam get that privilege because they still have the benefit of the review but just don’t have to take the test. Any student who misses a review day or refuses to participate in the review will lose the privilege and will be expected to take the exam.
- Any dishonesty, looking at a classmate’s test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a blue slip and further disciplinary action.
- Absences – Any exams missed should be made up within two days of a student’s return to school. Exceptions may be made for extreme cases with the approval of the teacher.
- Any incomplete grade not made up within two weeks after a grading period automatically becomes an F (0%). Exceptions may be made for extreme cases with the approval of the administrator.
- Semester exams must be made up by the time final grades are to be turned in by the teacher. In extreme cases, an extension may be granted with advanced approval by the teacher and administration.
- Exams count for 20% of the semester’s grade.
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## SUBJECTS AND COURSES

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### Preschool/Kindergarten

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**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  
Phonics and Reading  
Numbers/Math  
Music  
Art  
Letters and Sounds

Health and Safety  
Physical Education  
Social Studies  
Penmanship  
Science  
Group Play

## Elementary

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The elementary program is designed to teach the basic learning skills. Included are:

- Bible – an emphasis on Bible knowledge (including Bible catechism), memorization, love for God and His Word, character traits.
- Reading – a strong emphasis on phonics through grade 2.
- Penmanship – letter formation through grade 3, an increased emphasis on ability to communicate in grades 4-5.
- English – the structure and proper usage of the language. Both Oral/Written
- Phonics
- Writing – instruction in the various components of the writing process and Creative Writing
- History – a study of God’s hand on past and present human events.
- Science – a study of the earth and the universe: this study emphasizes God’s relationship to all.
- Health and Safety
- Arithmetic – working with God’s laws of numbers.
- Spelling and Vocabulary – word usage and communication skills.
- Physical Education – physical skills, sportsmanship and cooperation, how to graciously win or lose.
- Art – development of an appreciation for the skills of art.
- Music – general singing, theory, and music appreciation.
- Computer Skills: Grades 1-4
- Coding: Grades 5

**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 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.

## Junior High/Middle School

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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

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- **Grades 9, 10, 11, 12 (General Academics):** Bible, English, Literature, Composition, Algebra I and Algebra II, Geometry, Trigonometry/Precalculus, Calculus, Consumer Math, World History, U.S. History, Government (Civics), Economics, Spanish I-III, Physical Science, Biology, Anatomy, Chemistry, Physics, Computer I-III, Psychology, Yearbook, Band, Choir, Physical Education, Home Economics, Art, and others as staff and interest permit.
- **Honors:** Advanced Algebra I, Advanced Algebra II, Chemistry, Physical Science, Physics, Trigonometry/Precalculus, Calculus

For complete information on courses and requirements go to [www.heritage-academy.net](http://www.heritage-academy.net) Click on the Info tab, and view the Course Selection Guide.

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](http://marylandpublicschools.org), for current state graduation requirements.

### Unit of Credit Review

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

#### Credit gained for one elective course:

- Fine Arts electives: one semester = ½ credit or approximately 60 hours

#### Credit gained 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)

\*An English class must be taken every year.

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

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

\*A Math class must be taken every year.

Science – 3 or 4 credits (required subjects: Biology, Chemistry, and at least one other lab science)

General Elective Credits – 1.5 credits

Fine Arts Electives – 1 credit

Physical Education – 1 credit

Note: Students who play on HA sports teams must earn a  $\frac{1}{2}$  credit in PE class. However, they can earn up to one (1) additional full PE credit by playing sports. Playing a fall sport or a spring sport =  $\frac{1}{4}$  credit. Playing a winter sport =  $\frac{1}{2}$  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 27. 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. Dual enrollment classes must be preapproved by the administrator.

### **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.

## STANDARDIZED TESTING

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Students are given the Stanford Achievement Test every other year on the even years. The testing dates are listed on the school calendar. The Achievement Test is administered to grades 2, 4, 6, 8, and 10.

## STUDENT CLASSIFICATION

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Students in grades 9-12 are classified according to the number of credits earned:

<u>Grade and Classification</u>	<u>Credits Earned</u>
9 <sup>th</sup> Freshman	0
10 <sup>th</sup> Sophomore	5-6
11 <sup>th</sup> Junior	11-13
12 <sup>th</sup> Senior	18-19 or more

## TESTS AND QUIZZES

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- Students may not have more than two tests in a day. Occasionally with secondary classes, a student may have more than two tests scheduled; however, students are able to move one test after making arrangements with the teachers.
  0. It is the student's responsibility to make arrangements ahead of time if they have more than two tests. If they wait until after 3:30 the day before the tests, then all 3 tests **MUST** be taken unless the teacher chooses to extend grace.
  1. Any dishonesty, looking at a classmate's test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a red slip and further disciplinary action.
  2. In case of absence, tests must be made up within a specified number of days (students have one day for every day they were absent to make up all work) of returning to school. Exceptions may be made for extreme cases with the approval of the teacher.
  3. Incomplete grades must be made up within two weeks of the end of the quarter.

## SCHOOL RECORDS/TRANSCRIPTS

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To receive a transcript or student reference please complete Transcript Request Form that can be found at [www.heritage-academy.net](http://www.heritage-academy.net) under "Resources". Please allow 7-10 business days to process after the request is made.

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

1. **School Records:** All financial obligations **must be met before** any records can be sent. School records, including Health records, are released to another school when a request is received.
2. **Transcripts:** Transcripts will not be sent unless all financial obligations are met.
  - a. There is a 7-10 business day request period for Transcripts. Please do not wait until the last minute to request a transcript. They will not be processed immediately and may take up to 10 business days.

- b. Transcripts for seniors are mailed (if you have submitted a Transcript Request Form) to the college they will be attending approximately 2 weeks after graduation to ensure all accounts are settled and all grades have been finalized.

## **DISCIPLINE/ BEHAVIOR**

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Communication between teachers, students, and parents is important in the discipline process at all levels. **Mentoring, working with the student, and reaching their heart should be the motivation behind all disciplinary actions.** When dealing with an issue, teachers will be sure the student is clearly aware of what was done wrong and the consequence that will occur due to their actions.

All teachers must develop a standard of expected behavior in their individual classrooms. All rules and consequences must be clearly defined. These standards and consequences will be clearly documented for the parents and shared at Parent Orientation/Back-to-School Night.

Our desire is for parents to partner with us by addressing the behavior concern at home and supporting the school in enforcement of rules with the hope that the issue would be over, and the concern would not continue. Parents are expected to support our discipline policies. If parents/guardians show a pattern of not supporting the discipline policies, they may be asked to remove their student from Heritage Academy. This includes the expectation that any concerns with a teacher or administration will be addressed in the proper manner. Verbal attacks on school employees are not the proper manner and will not be tolerated. Proper discussion among adults is the correct manner.

Each teacher should instruct students in the general school rules (refer to the Student Handbook) and in particular classroom rules at the beginning of the school year and periodically thereafter as necessary.

During the first week of school, teachers should train students regarding conduct expectations, give reminders as needed, record the reminders but not count those reminders for disciplinary action. However, gross misbehavior, even the first week, must be corrected and punished.

## **LEVELS OF DISCIPLINE**

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### *Elementary:*

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- Teachers will implement individual classroom discipline systems. Those classroom rules will go along with the stop light discipline system (green, yellow, and red) for communication that we are using school wide. Consequences for elementary students are determined by their teachers.
- All discipline notices are entered into RenWeb. Therefore, the parents will receive an email notification of the issue. RenWeb will also provide the teacher, parents, and Administration with a record of any concerns.
- If this is unsuccessful in correcting a discipline problem, the student will be referred to the school office for further action. School administration will use necessary reasonable methods to maintain the standards of Heritage Academy and to help the students. These



methods may include student conferences, a consequence that involves some action on the student's part to solve a problem, detention, parent conferences, revocation of privileges, suspension, and/or expulsion.

### *Secondary:*

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- Students will be issued discipline notices on three different levels depending on the infraction. The goal is to keep parents informed and to correct misbehavior. With each level of notice, a Renweb email will be sent home so that the parent is made aware.
- The first phase of correcting discipline problems is at the teacher's discretion and is warranted for the individual student and/or individual situation. It is not a requirement for a teacher to issue a discipline notice for every minor infraction. Consequences could include speaking with the student, moving the student, issuing a written assignment, lowered conduct grade, and even calling the parents, if necessary. However, it is good to have the documented record and parent communication that goes along with turning in the slips. Again, the goal isn't discipline, the goal is correction of the behavior. That starts with good and consistent parent communication.

### *General Discipline System:*

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- A discipline notice can be given for the infractions indicated on the slip. The student must sign the notice indicating that they are aware of the reason they are receiving the slip. **This is not an admission of guilt on their part.** The student may respectfully make an appeal to the administration regarding any slip. An area for the student to officially check that they would like to address administration has been included on the notice. Refusal to sign any notice will result in a detention.
- The student is signing to indicate that the teacher made them aware of the concern and tried to mentor them. Without the mentoring the slip means nothing.
- Students may receive multiple green slips without consequence or may move to a yellow slip for repeating the same infraction.
- A student who has already received a yellow slip will receive a red slip for repeating the same infraction.
- A student may skip levels depending on the severity of the offense.
- A consequence will occur with every red slip and is determined by administration. Possible consequences include, but are not limited to, warnings, detentions and suspensions.
- The goal is to give the green and yellow slips and allow the parents to address the problem. The red slip should not be the first thought but rather what is given if the behavior is not corrected or if the behavior is major or intentional.
- Final discipline is at the discretion of administration based on all factors involved. Therefore, what was initially submitted to the office as one level of discipline may be sent home as another level depending on number of prior offenses, investigation into the incident, and other determining factors.

**Level I - Green Slip Infractions (Parent Communication Notice)**

<b>INFRACTION</b>	<b>EXAMPLES (This is NOT an all-inclusive list)</b>
<ul style="list-style-type: none"> <li>Dress code violation</li> </ul>	Short skirt, tight pants, hair out of code, incorrect shoes, wearing non-HA hoodie/jacket
<ul style="list-style-type: none"> <li>Unprepared for class</li> </ul>	Forgotten supplies, homework, or other assignments, uncovered book, not in seat when bell rings
<ul style="list-style-type: none"> <li>Minor class disruptions</li> </ul>	Talking, calling out, making jokes or noises, communicating with others without permission (passing notes, making faces, etc.)
<ul style="list-style-type: none"> <li>Poor Attitude – minor</li> </ul>	Grumbling, complaining, uncooperative or negative attitude
<ul style="list-style-type: none"> <li>Rough housing/Boisterous Horseplay</li> </ul>	Pushing and shoving (minor), running, jumping stairs, being loud and disruptive in the halls and classrooms, running in the halls
<ul style="list-style-type: none"> <li>Chewing gum/Eating</li> </ul>	Eating when it is not lunch time, drink other than water, chewing gum
<ul style="list-style-type: none"> <li>Lack of Manners</li> </ul>	Rude behavior, not holding doors for others, not greeting others or not speaking to others in a polite tone, leaving a mess, littering, interrupting, etc.
<ul style="list-style-type: none"> <li>Off-task behavior</li> </ul>	Fidgeting, out of seat, sleeping, not doing work, working on an assignment for another class
<ul style="list-style-type: none"> <li>OTHER</li> </ul>	

**Level II – Yellow Slip Infractions (Warning Notification)**

<b>INFRACTION</b>	<b>EXAMPLES (This is NOT an all-inclusive list)</b>
<ul style="list-style-type: none"> <li>Mistreatment of others</li> </ul>	Joking, teasing, or name-calling in a hurtful way, mistreatment of others property, inappropriate language, using the Lord’s Name in vain, repeatedly interrupting, etc..
<ul style="list-style-type: none"> <li>Misbehavior or Disobedience – minor</li> </ul>	Forgetfulness, carelessness in following rules and/or directions, purposefully manipulating rules, working on work for another class, etc.
<ul style="list-style-type: none"> <li>Late to Class</li> </ul>	Not in seat when bell rings, dawdling too long in hallway or at locker
<ul style="list-style-type: none"> <li>Electronic device infraction – minor</li> </ul>	Taking photos in school without permission, playing games online during class, possession of unauthorized electronic games/devices, having EarPods or other music devices at school.
<ul style="list-style-type: none"> <li>Public display of affection – minor</li> </ul>	Holding hands, hugging in a romantic way
<ul style="list-style-type: none"> <li>Possession and/or distribution of unauthorized materials - minor</li> </ul>	Nonprescription medications, toys or games that are not approved or not to be out at this time, etc.
<ul style="list-style-type: none"> <li>Complaining or Gossiping</li> <li>Negative or Sarcastic</li> </ul>	Complaining or gossiping about teachers or another student without going straight to that

	person to discuss the issue, inappropriate conversation, poor attitude, behavior (stomping or throwing), or facial expression, etc.
• OTHER_____	
• <b>Repeated green slip offenses</b>	
• <b>Repeated Disruption of Class/Activity</b>	
• <b>Destruction of Property (Minor)</b>	

**Level III – Red Slip Infractions (Discipline Notification)**

<b>INFRACTION</b>	<b>EXAMPLES (This is NOT an all-inclusive list)</b>
• Serious or repeated mistreatment of others	Mean spirited name-calling, intentionally embarrassing another, touching another’s belongings or food without permission, rudeness, disruption of class, etc.
• Serious or repeated disrespect/defiance/disobedience	Eye rolling, walking away while teacher is talking, flippant remarks, lying, uncooperative, refusal to obey, irreverent
• Disrespect of property	Slamming doors, writing on desk, throwing food
• Repeated or excessive (more than 5 minutes) tardy	
• Electronic device infraction - major	Having a cell phone during school, intentionally deceiving teachers/administrators, accessing inappropriate material, use of a Smart Watch or EarPods,
• Negative or Sarcastic • Complaining or gossiping	
• Public display of affection – major	Kissing, etc.
• Avoiding/Cutting Class	Deliberately finding ways to miss class or show up late, misuse of hall pass, chronic lateness
• Profane/Offensive Language/Conversation, Double Meaning, Inuendo, or Gestures	
• Cheating/Plagiarism • Lying/Stealing	Cheating on a test or quiz, copying someone else’s homework
• OTHER_____	
• <b>Repeated yellow slip offenses</b>	Work not in, talking, etc.

- Detention: Assigned by the administration and served on Tuesdays from 3:10-4:10 p.m. or 3:10-5:30 p.m. if a more severe detention is needed. Any school activity the student is involved in will be missed to serve detention.
- **Students who serve detention will be billed \$10 per hour that they serve detention.**

- Repeated Detentions: A one-day suspension will be issued to the student who receives more than three detentions within a nine-week marking period. Suspensions will occur after the third detention has been served. Work missed, including tests and quizzes, will be completed in suspension but will not count for a grade. The student in suspension will receive zeros for the day (Classwork, quizzes, and tests).

**Major Offenses – The items on this list, which is not all-inclusive, will result in suspension, expulsion, or more serious consequences, such as police notification, when warranted:**

- Theft
- Vandalism
- Fighting or instigating a fight
- Forgery
- Pulling a false alarm
- Bullying/Intimidation/Threats/Hurtful and Mean-Spirited comments and name-calling (nonverbal, verbal, written, cyber, or physical)
- Truancy (partial or full day)
- Access to or possession of inappropriate material
- Misuse of technology
- Possession, transmission, and/or use of any of the following: tobacco or vaping materials, alcohol, drugs
- Possession of a weapon, bomb, or other dangerous instruments
- Possession of matches, lighter, explosive materials
- Any type of sexual misconduct (sexual activity, sexting, sexual harassment)
- The following Level III Red Slip Infractions may immediately result in suspension, expulsion, or some other stern consequence if they are deemed to be at a serious level:
  - Cheating
  - Blatant disrespect
  - Lying
  - Profanity
  - Repeated violations
- Suspensions will be served at school at the discretion of the administration. A student who receives more than three suspensions in a school year will be immediately expelled.
- Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. The first suspension will result in a loss of two games. A second suspension will result in a loss of four games. A third suspension will result in a loss of all games in a nine-week period.
- Expulsion: The length of the expulsion is at the discretion of the administrator. During the period of the student's expulsion, he may attend school-sponsored events if accompanied by a parent/guardian. His attire should conform to the school dress code. Students expelled from school and not allowed to return the following year must have permission from the administration to attend any HA event.
- A student who is deemed to be bullying another student will receive a suspension the first time and will be asked to leave if the concern continues.

- Reenrollment after expulsion: A student expelled from HA may be eligible for reenrollment. The student who submits an application for reenrollment must meet the following criteria:
  - He must show a genuine repentance for the sin that led to his expulsion. Repentance must be evidenced by the display of a proper attitude and a change of heart that is evident to others.
  - He must present a request that *he* has written.
  - He must have a letter of recommendation from the pastor of his church.
- The administrator reserves the right to require a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child.

## RULES AND REGULATIONS

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Heritage Academy is committed to maintaining those standards of conduct and appearance which are distinctively Christian. The school is also committed to sustaining a disciplined environment that is conducive to a quality education. Students are expected to willingly abide by the rules and principles of the school's discipline policies, and parents (guardians) are expected to willingly support the school's policies as agreed upon at the time of registration.

Although most of these policies apply specifically to the student while under the direct supervision of the school, it is expected that students will maintain a reasonable testimony of Christian character at all times. Failure to do so can bring disrepute upon Heritage Academy and may result in dismissal from the school.

Parents are encouraged to consult with the faculty and administration concerning problems or questions regarding their student's behavior or welfare and see that proper channels are followed. In most cases this means first consulting with staff that are directly involved before going to higher administrative levels.

As previously stated, it is understood that attendance at Heritage Academy is a privilege and not a right. Such privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

The following are general rules of conduct regarding student behavior at Heritage Academy. These rules are in no way exhaustive, as it would be impossible to cover all possible eventualities. It is expected that students will abide not only by the rules as stated herein, but also by the spirit of those rules.

1. Students are to show proper respect to all persons at all times.
2. Students are to give proper care and consideration to school property and to the personal property of others. They should not go into other student's lockers, bags, lunches, etc.
3. Students are to approach their schoolwork with diligence and integrity.
  - a. Unless other instructions are given, students are to do their own work on all assignments.

- b. Collaborating on work is tantamount to cheating by all parties involved. Students caught cheating receive a 0 (zero) on the assignment and are subject to further discipline.
  - c. Students are to do schoolwork in the prescribed fashion to the best of their ability.
  - d. Messy work may be given to the student to redo again.
  - e. Students who do not turn in work when it is due will receive a green (parent Notice) slip for the first 2 offenses in a 9-week period as well as a zero for the assignments.
  - f. Students who do not turn in their work for a 3<sup>rd</sup> time in a 9-week period will receive a yellow warning slip as well as a zero for the assignment.
  - g. Students who do not turn in an assignment for the 4<sup>th</sup> time in a 9-week period will receive a red (discipline notice) slip, a zero on the assignment, and a detention.
  - h. Any additional work not in during a 9-week period will also result in a red slip, a zero, and a detention.
  - i. Students who continually show a pattern of not doing their schoolwork will be put on probation and may be asked to leave HA if it continues.
4. Students are to follow the school's attendance policies and avoid tardiness to school and class.
- a. Three (3) unexcused tardies will be recorded as an unexcused absence.
  - b. Four (4) unexcused tardies in a quarter will result in a detention (grades 6–12).
  - c. Habitual absenteeism and tardiness may be cause for dismissal from school.
5. Students are to be conscious of safety at all times.
- a. The throwing of rocks, snowballs, and other inappropriate projectiles is prohibited.
  - b. Student drivers will be subject to the suspension of driving privileges if caught driving in an unsafe manner.
  - c. The possession of knives, guns, weapons, matches, lighters, or fireworks and other such items is prohibited. Any threats, verbal or written, will be taken very seriously and could result in immediate dismissal.
  - d. Students should not be running in the halls, stairwells, or parking lot.
6. Students are to be attentive to neatness, cleanliness, and orderliness at all times.
- a. A student's personal appearance should always be neat and clean.
  - b. Student lockers should be clean and orderly. All items on the inside and outside of the locker are subject to administration's approval. No items should be attached to the outside of a locker without prior consent of the homeroom teacher. Administration reserves the right to request anything to be taken down. Any personal items attached to the inside must be in good taste. The school reserves the right to inspect student lockers at any time. Students may not exchange lockers.
  - c. Students should be attentive to the school's appearance by keeping the grounds and facilities free of litter and trash, by cleaning up messes, and by keeping furnishings neat and orderly.
7. Students are to exercise care in their speech.
- a. Griping and complaining are not allowed.
  - b. Profanity or forms of it will not be tolerated.
  - c. Dirty or off-color jokes, double meaning remarks, crude language, and slang expressions are not allowed. Any racial comments will result in major discipline.
  - d. Mocking, picking on others, or bullying will not be tolerated.

- e. Students will not be allowed to talk about hurting someone, joke about hurting someone, or make threats.
  - f. Discussing inappropriate activities is prohibited.
  - g. Using the Lord's name in vain including OMG is prohibited. (Ex. 20:7)
8. Students are to refrain from ungodly, immoral behavior.
- a. The possession or use of drugs, alcohol, tobacco, pornography, vaping materials, or other illegal or dangerous items at any time is prohibited.
  - b. Sexual activity at any time is prohibited. This includes any public display of affection during school or any school-related activity.
  - c. Students should not be talking about or promoting a sexual lifestyle that is contrary to the Bible and the standards of the school.
9. Students are to refrain from certain activities which are extraneous to the educational process. The following are prohibited at school:
- a. The use of playing cards for inappropriate activity, gambling paraphernalia, etc. Playing cards may be used before school or during lunch as long as appropriate and not creating a disruption. They may not be used during ballgames or after school events without the permission of the administrator.
  - b. The use of skates, skateboards, etc.
  - c. Chewing gum during school hours or in late stay.
  - d. Books, magazines, toys, games, fidget spinners, etc. not specifically related to school matter which have not been approved for use at school. Any literature of questionable nature that contains content contradictory to the beliefs and standards of HA.
  - e. Private soliciting by students.
10. Students need to be aware that off-campus actions can still impact HA and therefore may receive disciplinary action.
11. Texting & social media (including Instagram, Snapchat, Twitter, Facebook, and all other social media outlets):
- a. Students need to be cautious about texts and social media posts.
  - b. Students are not to criticize authority, policies, other students, other schools, or students at other schools.
  - c. Students are not to use inappropriate images, language/content or use the Lord's name in vain.
  - d. Students should not post, share, or even "like" suggestive or inappropriate photographs, images, material, or language.
  - e. Parents should be aware that their child may have multiple social media accounts (even on the same platform) with different audiences according to whom they wish to see what is posted. Students often choose to post inappropriate content on accounts they believe parents and other adults are unaware of, so we ask for vigilance on the part of parents.
  - f. Students and parents should understand that it is not an invasion of privacy for administration to take disciplinary action when it is brought to the school's attention that a student has posted something inappropriate. It is our job to protect the image of Heritage Academy, and that includes what our students are sharing publicly.

12. Between classes, secondary students may talk quietly in the hallways but should refrain from disruptive, loud noise. Students should not run, push, or yell in the halls or stairwells. While classes are in session, students should be quiet in the hallways.
13. Interaction between students must be positive. Taunting, teasing, name calling, or other hurtful comments will not be tolerated.
14. Electronic Devices at school:
  - a. Cell phones:

Cell phones must be turned off and in the student's locker or backpack. They can not be carried in a pocket, etc. Students cannot be on their phones or have them out from the time they arrive at school until 3:45. If a student is going home after school, they can be on their phone to communicate with their ride. Students going to aftercare can not be on their phones.
  - b. EarPods or other music devices.

Students cannot have EarPods or other listening devices at school. This includes before care, the school day, or aftercare. EarPods can be used during athletic events.
  - c. Other electronic devices:

Games and other electronic devices should not be used during the school day.

## DISCIPLINARY PROBATION

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The purpose for disciplinary probation is to allow the school administration to evaluate a student's progress and true repentance from disciplinary actions. Probation also establishes a program and an atmosphere that will make the student and his family aware of their responsibility to conform to the school's code of rules and conduct.

- After a suspension, a student will be on probation for one marking period (9 weeks). If a student is placed on probation during two consecutive semesters, he may be dismissed from HA.
- A student returning after expulsion will remain on disciplinary probation for two marking periods (one semester).
- During disciplinary probation, a student will not be permitted to participate in extracurricular activities and the right to hold class office will be forfeited.
- If a student fails to evidence a change in his behavior within the probationary period, then a student returning from suspension will be expelled from the school for the remainder of the school year, and a student returning from expulsion will be expelled permanently.

## REMOVAL FROM CLASS

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Students who are removed from class due to misbehavior will be disciplined at the discretion of the administration. If it is serious enough that they are sent out of class, it will be handled as such.



## PARENT-STUDENT RESPONSES TO PROBLEMS

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When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command when dealing with problems.

The following procedure will serve this end:

1. Students should never correct the teacher.
  - a. The student may go to the teacher after the class and ask to discuss the problem privately.
  - b. The student may discuss the problem with his parents and ask the parents to contact the teacher. A parent/teacher conference should be arranged.
2. The parent should send an email to the teacher requesting a meeting or call the school and leave a voice mail message for the teacher requesting a meeting.
3. Do not discuss the problem with another faculty member or the school secretary since neither is authorized to solve your problem.
4. Do not go to the administrator or the school board first.
5. Do not call the teacher at home or on their cell phone unless the teacher requests you to do so.
6. Do not discuss a concern with a teacher at church. The teacher/administration are at church to worship. Please respect their privacy and set up an appointment.
7. School events are a time for the teachers to support the school and engage in the activities. Please do not discuss a concern during these times.
8. If you are not able to get the problem solved, you may call the school and request a conference with the administrator but only after addressing it with the teacher first.

It is important that parents and teachers cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly, yet respectfully, to the teacher. Often a conference, or even a note, can clear up the difficulty.

## ATHLETES AND DISCIPLINE

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Those who play sports at Heritage are held to a higher standard. They are leaders and they are public representatives of Heritage Academy. Playing sports at Heritage is a privilege. The behavior of our athletes must reflect the leadership and example that comes with privilege.

If a student is given a detention, they will serve the detention and will not be allowed to practice that night or participate in the game if it is a game night.

Any athlete who receives 3 detentions during the course of a season may be removed from the team.

An athlete who is given a technical foul or a yellow card or is displaying poor attitude or character that does not match the high standards of a Christian athlete and Heritage Academy may be subject to discipline such as loss of playing time, missing games, or even removal from the team.

## CAUGHT BEING GOOD

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**You will get what you promote!** If all that you point out is the bad behavior, then that will be what you get. However, if you look for the good behaviors and you emphasize those behaviors, that is what you will get. I would encourage you to try to give out twice as many good behavior notices as you do for poor behavior.

Good behaviors are noted on a blue slip. They are also entered into RenWeb and a notice is sent home to parents to notify them of the child's good behavior.

Please look for the good in our students and encourage those behaviors.

Some examples of good behavior may be:

Being an Example	Showing Kindness
Encouraging	Opening/Holding the Door
Faithfully Doing What They Should Do	Picking Up Trash/Cleaning Up
Good Leadership	Politeness
Helping Others	Putting in Extra Effort
Standing Up For Others	Volunteering
Steering Others To Do Right	Welcoming To Others
Other	Good Manners

## GENERAL BEHAVIOR POLICIES

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**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. This type of language is not acceptable at Heritage Academy.

### **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 regard 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/ CYBERBULLYING**

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Heritage Academy prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary for students to learn and achieve high academic standard. Bullying and other disruptive or violent behaviors that violate Biblical and moral codes of conduct disrupt both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Maryland State Department of Education's page on bullying prevention provides the following information:

**Bullying** refers to conduct that:

- Adversely affects a student's ability to participate in or benefit from the school's educational programs or activities.
- Is a result of repeated negative actions (intentional, aggressive behavior) by one or more other students over time; and
- Occurs in a relationship in which there is an imbalance of power.

A student is **bullied** when he or she is exposed repeatedly and over time to intentional negative actions on the part of one or more students, and whose ability to participate in and benefit from the school's educational programs or activities is adversely affected. Bullying can cause harm from repeated negative conduct in a relationship with an imbalance of power.

Read the law: Md. Code, Education §§ [7-424](#), [7-424.1](#), [7-424.3](#); Criminal Law §§ [3-607](#), [3-805](#)

Read the regulation: [Code of Md. Regulations 13A.01.04.03](#)

### ***Cyberbullying:***

Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based or electronic communication tool and that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

### **Parents: Steps to take if your child is being bullied:**

1. Focus on your child. Gather information.
  - Listen carefully; be attentive and supportive of your child. Assure your child that you will take care of it and that they have done nothing wrong. Remind them that God loves them and telling them was the right thing to do. Never tell your child to ignore the bullying.
  - Encourage your child to describe in detail the bullying incident. Gather necessary information as your child describes what happened. Ask your child who was involved, where the bullying took place, and for how long or when it took place.
  - Find out as much as you can about the bullying tactics used. Are there any other children or staff who may have witnessed the bullying?
  - Empathize with your child. Tell them that the bullying is wrong, and it is not their fault. Praise your child for telling you what happened. Assure them that you will think about what needs to be done and you will let them know what you are going to do.
2. Contact your child's teacher, school counselor, or principal.
  - Give factual information about the incident your child experienced including who, what, where, when, and how. Keep a detailed record of the episodes and communication with the school.
  - Stress that you want to work closely with the staff in finding a solution to the problem, for the sake of all the children.
  - Expect the bullying to stop. Monitor your child's behavior and talk regularly with your child and the school staff to see whether the bullying has stopped. If the bullying persists, contact school authorities again, and continue to monitor the situation.
  - If the bullying persists it may constitute stalking, and law enforcement needs to be notified. The protection of your child's well-being and happiness is a responsibility that Heritage takes seriously.
3. Help your child become more resilient to bullying.
  - Help find and develop your child's talents and positive attributes. Consider involving your child in school music, athletics, arts, and organizational clubs at

Heritage Academy. Finding your child's talents will help develop self-confidence among their peers.

- Help your child meet new friends outside the school environment through other Christian community clubs and activities. This can help rebuild self-esteem and provide a new start.
- Teach your child safety strategies and to seek help from adults if they are feeling threatened. Role-playing with your child can be very beneficial in teaching them who and what to communicate when being bullied.
- Find out why your child is being bullied. Is your child hyperactive or overly aggressive? Does he/she lack social skills or have learning difficulties? You may want to consider seeking help from a counselor to help your child learn the informal social rules of their peer group.
- Keep your home a safe and loving place. Always encourage open lines of communication. If you or your child need additional help, seek help from the school counselor and/or mental health professional.

### **Students: Steps to take if you or another student is being bullied**

- Tell your parents; telling is not tattling.
- Tell a trusted teacher, counselor, or principal, or have your parents talk to the school.
- Do not retaliate or get angry; respond evenly and firmly or say nothing, walk away, and get help.
- Develop new friendships and stick up for each other. Join school-sponsored or community and Christian-sponsored activities and clubs.
- Be and act confident; confident students are less likely to be intimidated and bullied.
- Avoid areas that are unsupervised. Know your surroundings. If there is an area where bullying may happen, avoid going there. If you have to enter that area do not go alone—take a friend or teacher.

### **Administrative actions:**

In determining the extent of bullying or cyberbullying and the consequences, the administration will take into consideration:

- the degree of severity and risk of danger,
- the effect of the misconduct,
- the age and grade level of the student,
- legal requirements,
- the frequency of the misconduct,
- the student's demeanor, and/or
- the possibility of disruption of the school environment.

Steps to be followed:

First Offense

1. Conference with the student where a statement will be written

2. Conference with the parents
3. Upon determination of bullying behavior, administration will determine the discipline.

#### Second Offense

1. Conference with the student where a statement will be written
2. Conference with the parents
3. Upon determination of bullying behavior, a 2-day suspension will be given with academic consequences

#### Third Offense

1. Conference with the student where a statement will be written
2. Conference with the parents
3. Upon determination of bullying behavior, the student may be recommended to the Committee for expulsion.

Immediately upon investigation and the determination that an act of bullying or cyberbullying has occurred, the parents of the victim will be contacted by phone or in person.

**For any student who coerces a student to commit or attempt to commit suicide, an investigation will be conducted, and the student may be placed on suspension or may be recommended to the Committee for expulsion. Parents will be contacted immediately for the victim and the perpetrator.**

*False Allegations:* A false allegation is an unfounded accusation of bullying, harassment, and/or intimidation. According to the Maryland Model Policy to Address Bullying, Harassment, and Intimidation (2016 Update),

“Consequences and remedial actions for persons...engaged in reprisal or retaliation and for persons found to have made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred.”

## **BOYFRIEND AND GIRLFRIEND RELATIONSHIPS**

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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. These guidelines will be applied to all Heritage-sponsored events. Public display of affection (Kissing, holding hands, hugging, etc.) of any kind is not acceptable and will face disciplinary consequences.

## COMMUNICATION

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### PARENT-TEACHER CONFERENCES

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Regularly scheduled parent-teacher conferences are listed on the school calendar. A parent can initiate a conference at any time by sending a note to the teacher, leaving a voice message, sending an email, or calling the school office. If a student has a 70% or below in any subject or if the student has a discipline concern, the teacher may request that the parent attend a conference. If the teacher requests a conference with a parent, the parent must make an appointment for a conference.

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. Reisberg's email address is mreisberg@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.

## EXTRACURRICULAR ACTIVITIES

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### NATIONAL HONOR SOCIETY

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HA has a chapter of the National Honor Society to provide recognition for students who have excelled in leadership, service, scholarship, and Christian character.

### FIELD TRIPS

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From time to time, educational field trips will be planned. Typically, there is an annual middle school and an annual high school field trip along with the other field trips for a particular class.

1. Participation is expected as a part of credit received for classes. Notice will be sent in advance of the trip with all information concerning the activity, costs, etc.
2. A permission slip must be filled out and signed by the parents (electronically), or the student will not be allowed to participate. Students having disciplinary problems may be prohibited from participating, in which case, the absence will be unexcused.
3. Unless told otherwise, students will wear school uniform.
4. Cell phones will be left at school locked in the homeroom classroom to be retrieved upon return to school at the end of the day.
5. Headphones, iPods, earbuds, and other devices are prohibited unless otherwise stated in advance.

6. Field trips are considered part of a HA education and are intended to be a positive learning and social experience that will help create well-rounded students. Therefore, participation on field trips is mandatory unless pre-approved by the administrator. Any student who misses a field trip without prior administrative approval will be given an assignment to complete and return the next school day. Additionally, the absence will be considered unexcused.
7. Student safety is our highest priority. Therefore, while traveling on the bus during field trips, students are required to behave appropriately and take precautionary safety measures, including, but not limited to, remaining seated on bottom with back against the seat, keeping hands, arms, and all objects inside of the bus, talking quietly, refraining from disruptive or dangerous behavior such as throwing items, etc.
8. **IMPORTANT NOTE:** Anyone interested in attending a field trip must complete a HA Volunteer Form. (Available in the school office or at [www.heritage-academy.net](http://www.heritage-academy.net) under “Info”).

## JUNIOR-SENIOR BANQUET

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The Junior/Senior Banquet at Heritage Academy is a very special event and one of the highlights of the year for upperclassmen. Students should take care to uphold the testimony of the school, their own testimony, and, above all, the testimony of Christ this evening.

Dress for the occasion is semi-formal or formal. Approval of their attire will need to be secured at least two weeks in advance of the evening. Ladies who do not attend HA must also have their attire approved. Please view the dress code guidelines for this event under Formal Events of the Dress Code Section.

Each junior and senior may invite one guest of the opposite sex to be his/her date. Underclassmen and dates who do not attend HA must be pre-approved by the administrator and complete the form for non-HA guests. The form can be found at [www.heritage-academy.net](http://www.heritage-academy.net) under the ‘info’ tab or in the school office. All HA students and guests are expected to follow HA rules for the banquet and the after party. As hosts, all Juniors are expected to attend the banquet.

## MUSIC

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In order to provide students with an outlet for musical expression, the school maintains a choral program. Our program has enjoyed success in the past and are available to any student interested in participating. It is our desire to also eventually add an instrumental program.

Participation in the music program assumes the responsibility of participation in outside events including, but not limited to, concerts, competitions, parades, and commencements. A list of such events is available from the music teacher at the beginning of each school year.

If a student does not participate in the above-mentioned responsibilities, a consequence (e.g. zero grade for the performance, completion of an assignment, singing for the music teacher, etc.) may follow at the discretion of the music teacher.

Any questions concerning any aspect of the music department should be directed to the music department.

There may be specific dress requirements for the music program.



## OFF-CAMPUS ACTIVITIES AND RESPONSIBILITIES

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Heritage Academy is a Christian school and, as such, seeks to maintain a Christian testimony. Obviously, this testimony will be determined by the behavior and lifestyle of its student body. Therefore, the students' activities off-campus are important in developing and maintaining this testimony. Every HA student is expected to avoid involving himself in activities which are not in harmony with the philosophy and standards maintained by HA. Offenses in these areas will be dealt with at the discretion of the administration through the use of a conference, suspension, or expulsion.

## SERVICE-LEARNING HOURS

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Students are expected to complete a minimum of 75 Service-Learning hours sometime between 7<sup>th</sup> grade and December 31 of their senior year. Higher diploma levels require additional Service-Learning hours. Students must complete a *Service-Learning Hour Form* that is available in the school office or on the website at [www.heritage-academy.net](http://www.heritage-academy.net) under the Info Tab. Please turn these completed forms into the school office as the tasks are completed.

The hours are recorded on the student's transcripts. Students are encouraged to serve the Lord and not just do it to complete the hours.

## SECONDARY REVIVAL

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Every January as we start the second semester, we take time to refocus our spiritual walk with our Secondary Revival Services. These services are usually held during the school day. Students are expected to attend each service, and parents are encouraged to join us.

## SENIOR LUNCHES

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Two times in the school year, seniors will have the privilege of going out to a local restaurant with a staff member to enjoy a time of fellowship. For these outings, seniors are to...

1. Conduct themselves in such a manner as to be a good testimony.
2. Bring money to pay for lunch and tip.
3. Be sure the area where you are seated is cleaned up before leaving.
4. Leave cell phones in the homeroom until the end of the day and not take them to lunch.
5. Submit required permission slip.
6. Wear a school uniform.

## SENIOR PRIVILEGES AND RESPONSIBILITIES

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1. Seniors will be expected to exemplify the finest in character and conduct as the conclusion of their years at HA draws near. They will be expected to perform in the highest tradition of "upperclassmen."
2. Seniors will be expected to meet the standards of school codes and conduct standards and are subject to school discipline up to and including graduation.
3. Graduation announcements may be purchased from anywhere of the parents choosing.
4. A senior trip with proper supervision and sponsorship will be scheduled for the seniors during the second semester of the senior year. The desire is that this will be some sort of missions' trip.
5. Seniors will be responsible for attending all end-of-the-year activities involving seniors, even after the last day of regular classes and exams, e.g., chapels, awards assemblies, and graduation practices.

6. In order to graduate, seniors must have all financial obligations (tuition, fees, etc.) to the school paid in full, all HA materials (books, etc.) returned, and lockers cleaned out.
7. Seniors are required to attend the commencement service. Graduation speeches by the valedictorian and salutatorian must be written and submitted to the administration for approval.
8. Class funds which may be left at the end of the year will be presented as a class gift to a school-related project of the class's choice with approval of the administration.
9. Seniors are required to complete and pass a research paper in order to graduate.
10. Seniors are also required to write, present and pass the Senior Thesis.
11. Seniors will pay a \$100 graduation fee and will also pay a \$50 graduation reception fee.

Those who fail to meet these obligations may not be permitted to “walk” in senior graduation.

## SPIRITUAL RETREATS

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Each year, we begin the school year by taking the 6<sup>th</sup> -8<sup>th</sup> grades on a one-day retreat and 9<sup>th</sup> -12<sup>th</sup> grades on a three-day, two-night Spiritual Retreat. This is important to get the year started on the right note and to help new students fit in and feel welcome. It also lets the students get to know their teachers. The retreat will have many team building and other fun activities, but the highlights of the trip are the chapel services. All students in grades 7-12 are expected to attend the retreat.

## STUDENT COUNCIL ASSOCIATION

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The Student Council Association is made up of elected offices. The offers of the Student Council help oversee class officers.

The SCA meets with Guidance Counselor as regular meetings are scheduled. to give input, answer questions, and help plan events such as Spirit Week, etc. They also help with events like Grandparents' Day, Veterans Day, Back-to-School Night, See you at the pole, Christmas Walk Through, Spiritual Emphasis Day, Open Houses, etc.

To run for office, students must have shown demonstrated leadership skills and must complete a candidacy form.

All class or student council activities and projects must be approved by the administrator.

## INTERNSHIPS

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Each year, students in grades 11-12 will serve a one-week internship. The goal of the program is to allow students to experiment with different careers and to help narrow down what God wants them to do with their lives.

The students are responsible to find an internship that suits their interests and then obtain approval. Internships should not be done with a parent, unless approved by the administrator. The student's Internship Proposal Form must be turned in by the date announced in advance or a detention will be given. At the completion of the internship, the student will turn in a journal that helps them to think through the experience. The journal may be graded as part of the student's Bible class. Their internships will appear on their transcripts.

More information is available about the Internship Program at [www.heritage-academy.net](http://www.heritage-academy.net) under the “Resource” Tab.

## FINANCES

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### GENERAL INFORMATION

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Tuition fees and voluntary gifts support Heritage Academy. The tuition paid on behalf of our students does not cover the cost of their education. Without the support of free-will gifts, and our fundraising programs, we would not be able to continue operation. Therefore, it is very important that tuition be paid when due and that families participate and lend their full support to our various fundraising efforts.

All families will be enrolled in FACTS, our financial management system. Students enrolling during the school year will pay one month's tuition in advance, payable the first day the student is in attendance. The balance of the tuition will be prorated.

### BUSINESS OFFICE

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The business office will handle all financial questions and payments. The business office is typically open Monday-Friday from 8:00 a.m. to 4:00 p.m.

The attendance of one day in a given month constitutes a financial obligation for the entire month.

Payments may be made by cash, credit card, online bank transfer, or check made payable to Heritage Academy. Online bank transfers and credit card payments can be made through FACTS. Please be sure to specify what your payment is for when filling out the information. While there is no charge for the online bank transfer, there is a 3% service charge for a credit card payment. The only way that we can offer the credit card service is if those who use it help to cover the cost of the service. Credit card payments can also be made at the school office.

Tuition is payable in 12, 11, or 10-month payment plans. Payments are due by the date you have designated with FACTS. Late fees, fees for bounced checks and insufficient funds, etc. will apply. A prepayment discount of 3% is available if accounts are paid in full before the 1<sup>st</sup> day of school.

Students who withdraw or who are expelled must settle all accounts before any records (except medical) will be released. A student is not considered withdrawn until a withdrawal form is signed and on file in the office.

Accounts must be current before report cards will be released (quarter or final) and before students are allowed to participate in year-end events such as kindergarten or high school graduation. This includes book fines, athletic uniforms, marching band uniforms, etc. In some cases, final exams may be withheld until accounts are brought up to date.

Most questions regarding billing can be answered by viewing the FACTS account. Additional questions may be addressed by calling the Finance Office.

### TUITION AND FEES

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A schedule of tuition and fees is available through your FACTS account. You will be able to follow your payments and billing through FACTS.

## 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. There are charges that apply. Please fill out the paperwork in the main office to arrange for payment.

## TUITION CREDIT

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Heritage Academy offers tuition credit to families who refer new students to the school. Please note the following guidelines:

1. The referral must be made to a new family who has never before enrolled in HA.
2. The referral must result in the enrollment of a paying student who remains enrolled all school year.
3. The referring family must notify the school in writing that a referral has been made and to whom it has been made prior to the time the new family contacts the school. Referral forms are available in the school office.
4. The credit will be applied the following year if the referred student (family) stayed the entire school year the entire school year .
5. Credit will be applied to tuition only. All other fees are still applicable.
6. The amount of the credit will be as follows:
  - a. \$250 per half-day kindergarten student
  - b. \$500 per full-time preschool, full-time kindergarten, elementary, or secondary student
7. If more than one family referred a family, the referral will be divided between them.

## ATHLETICS

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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.

Heritage Academy offers an interscholastic sports program for boys and girls. Participation is a privilege and requires students to meet certain standards of conduct, academics, physical fitness, and skill as follows:

1. Students who participate in athletics represent HA in a very visible fashion. This demands that participants have and maintain a reasonable Christian testimony at all times, and this includes behavior during an athletic event. Outbursts of temper, foul language, or any other sportsman-like conduct will not be tolerated.
2. Students must have a sports physical on file in the school office prior to participation including tryouts and practices.
3. In cases where tryouts are held, students must demonstrate to the coach's satisfaction a certain level of skill, hustle, attitude, respect, and cooperation. .
4. Students must abide by the specific team rules of each individual coach.
5. The commitment to play on a team includes the commitment to attend all practices and play in all games, including those few that may be on Saturdays or holidays.
6. Students must maintain their academic eligibility.
7. The behavior of all fans is expected to be Christ-like during all athletic contests. HA reserves the right at any athletic event to eject any fan who conducts himself in a disrespectful fashion that would affect the testimony of our school.

For more information on our athletic programs, to view the Athletic Handbook, or to check out schedules, please go to [www.heritage-academy.net](http://www.heritage-academy.net).

The Athletic Director will send out weekly reminders and updates on the practice and game schedules for each week.

### **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.

### **CELL PHONES AND OTHER DEVICES**

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Cell phones, headphones, earbuds, and other personal electronic devices should not be used by students from 8:30 a.m. until 3:45 p.m. unless given permission by the school principal. 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 additional consequences.

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 detention 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.

The same discipline as above will be followed for earbuds, headphones, or Apple watches.

Students should not bring personal laptops or other electronic devices to school. A rare exception may be made by the administrator in rare special cases.

### **COMMUNITY SERVICE**

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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 9<sup>th</sup> grade through 12<sup>th</sup> grade to graduate. The Heritage requirement will exceed that 75 hour minimum.

Forms are available in the guidance office.

## CHAPEL

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

## MISC. INFORMATION

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### **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.

### **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 progress reports and report cards, 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 a name card 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. Please be sure to email [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net) or call 301-582-2600 by 2:00 on the day of the pickup. WE WANT TO MAKE SURE WE ARE SENDING YOUR CHILD HOME WITH THE CORRECT PERSON.

Please see the addendum at the back of this handbook for additional instructions.

## **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.**

### **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 (Text and Email)
- 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 regard 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. Each month the parent needs to send in funds to replenish the account. At the end of the month, if parents do not send in funds for lunch accounts, the bookkeeper will bill your FACTS account.
- Grades 6 – 12 can pay cash for items at the cafeteria if they have ordered before 10:30 a.m.

K-4, K-5, and 1st grade will have an afternoon fruit break. This should be an item from their lunch and cannot be cookies, candy, or chips.

Students in K-4 through 5th grade should not have sodas, coffee drinks, or energy drinks in their lunch.

### **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.

### **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 or expelled 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.

### **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.**

### **Yearly Asbestos Report (K4 – 12<sup>th</sup> 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:

<u>Classrooms</u>	<u>Lounges/Storage</u>	<u>Offices</u>
104	A.D. Storage - 117	Main Office - 109
105	Laminator Room – 106D	Resource Room -
106B		
107	Storage – 106C	A.D. Office – 106A
108	Storage (2 <sup>nd</sup> Floor) – 221	
110	Storage Closet/Darkroom – 123	<u>Hallways</u>
111		Hallway – 106 Wing
112	<u>Restrooms</u>	Hallway – Main Elementary
113, 115	All 2 <sup>nd</sup> Floor Restrooms	Hallway to Chapel
123	Classroom Closet (former darkroom)	

## **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.

## **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.

# **POLICIES AND PROCEDURES**

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## **BATHROOM POLICY**

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At HA, boys/men will use the boys'/men's bathroom and girls/ladies will use the girls'/ladies' bathrooms. This includes all students, parents, visitors, staff, and guests.

The field trip policy for bathroom use is as follows: Due to field trips being at public places where our specific bathroom policy is not enforced, HA will take the following steps to ensure the safety of all students.

As always, when a teacher plans a field trip, a certain student-to-chaperone ratio will be required. We will also require a certain number of male and female chaperones.

No student will be allowed to go into a bathroom alone. There must always be at least two students of the same gender and one chaperone of the same gender in the bathroom at any given time. If groups are arranged with mixed genders, then a chaperone of each gender must stay near each other throughout the field trip. As students need to use the bathroom, only chaperones of the same gender may take them to the bathroom; therefore, the two groups will need to go to the bathroom together and split up into a same gender group to enter the bathroom. The chaperones will need to wait until everyone is again together and back into their appropriate groups before continuing on. If only one or two students need to use the bathroom,

one chaperone can watch the rest of the students while the chaperone of the same gender takes at least two students to the bathroom.

Before going on a field trip, the chaperone will be given a form with clear expectations and duties as a chaperone. This will include a reminder of this bathroom policy.

## CHANGE OF ADDRESS

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Change of address, email, and/or telephone number must be updated in RenWeb with notification to the office of the change.

## FOOD

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Snacks can be consumed before school, at lunch, and after school. Students should not be eating or drinking at other times throughout the school day. Students may not eat or drink in the hallways or in any other class with the exception of a party or activity directed by the teacher.

## WATER BOTTLES

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Students may bring a water bottle.

## LIBRARY POLICY

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The library serves as the hub for textbooks, reading, and research materials. Elementary students have weekly scheduled visits to the library while secondary students may utilize the library at the discretion of the teachers and as the library is available.

The rules generally accepted in libraries will apply to our library, including the following:

1. Reference books and reference materials may not be removed from the library by students.
2. Damaged or lost books must be paid for by the person who checked out the book. While a student owes money to the library, he will not be permitted to check out books, and his report card will be withheld. Students will be held responsible for books until they are returned to the library. Books are considered lost after four weeks, and the librarian will bill the student.
3. A quiet atmosphere must be maintained in the library.
4. The librarian has the same authority as a teacher in the classroom, and the same disciplinary procedures apply.
5. The following statement applies to all library materials: **“The Beliefs, Teachings, or Doctrines found in this book may not necessarily be in accordance with that of Heritage Academy.”** (I Kings 3:9; Heb. 5:14)
6. All books purchased or given to the library will be screened for acceptability by the library staff.

## LOST AND FOUND

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If a student loses an item, he or she should first check with the receptionist to see if it was turned in that day. The second place to check is Lost and Found, which is located in the red portable. Items will be held for one month. Any unclaimed items will be donated to Goodwill.

## LUNCH PROGRAM

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1. Lunch for students may be provided in one of two ways:
  - a. Students may bring a packed lunch from home (with ice pack, if needed). A microwave is available for students in select grades to use.
  - b. A hot lunch may be pre-ordered using your family's RenWeb account. The lunch menu along with prices, is updated monthly and can be viewed on your RenWeb account.
1. Lunch orders are placed via each family's RenWeb account and are billed via each family's FACTS account.
2. Lunch orders for the day must be placed by 8:30 a.m. by a parent or guardian. Teachers will not accept cash for lunch or place orders for students in RenWeb.
3. Lunch payments can be made when the student picks up his or her lunch and may be in the form of cash or check given to the cafeteria staff. If payment is not made at lunch time, all charges will be added to the family's FACTS account and billed monthly.
4. If a child does not pick up his or her lunch because they had to leave early due to illness or another emergency, a charge will not be processed on the family's FACTS account. However, if a child *chooses* not to pick the lunch up simply because he or she does not want it, there will still be a charge added to the family's FACTS account for that lunch.
5. Parents are able to view the daily purchases in their FACTS account. Once logged into FACTS, click on "Financial...Family Home." This will open a new page with your financial information. Click "View Details" allows parents to see what has been purchased under the "Transactions" tab. Parents should monitor these charges as the school cannot monitor students' individual purchases.
6. Students are not permitted to go off campus for lunch. Parents are permitted to occasionally bring lunch in for a student (e.g. to celebrate a birthday). This must first be approved by the administrator by 10:00 am on the day that the parent is coming in.

## SCHOOL OFFICE

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During the school year, the school office will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

All parents and any visitors must stop by the school office before proceeding to anywhere else, including to a class, and before entering the gym building. This is in place to allow us to keep our students safe.

Parents are requested to remember that the school office is a very busy place and exists in order to efficiently carry out day-to-day business. In order to do this, we ask that you cooperate with us and use the office for business purposes only.

Communication with the school (secretaries, faculty, and administration) (in person or by phone) must be handled in a courteous manner. Even when there is a problem or a complaint, mutual courtesy and respect must be maintained. If there is an issue, please make an appointment and discuss it in private.

Any official communication to the office such as early dismissals, absences, etc., must be in a written or email format and sent to [kelark@heritage-academy.net](mailto:kelark@heritage-academy.net). We greatly appreciate your understanding and courtesy in helping us efficiently serve the needs of both parents and students.

## TELEPHONE

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The heavy requirements on our lines make it impossible for us to allow students to use the office phones for every need. However, when the situation warrants, students may, with permission, make a call. We

request that parents carefully limit their calls to the school, taking care to avoid making excessive demands upon the secretaries.

Students are not permitted to send or receive telephone calls or text messages during school hours (8:00 a.m. – 3:10 p.m.).

## **VISITORS ON CAMPUS**

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All visitors, including parents and family members, on campus must first report to the receptionist to sign in and receive a badge. Alumni of HA are encouraged to return for visits with their undergraduate friends and former teachers, but we ask that this be done during the high school lunch time when possible. When trying to visit during class time, permission must be obtained in advance from the administrator. Former students (other than alumni) are not allowed to visit during school hours. Parents who wish to visit a classroom may do so by scheduling a time through the school office.

## **DRESS CODE**

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For the dress code please see the separate dress code policy on our school website ([www.heritage-academy.net](http://www.heritage-academy.net)) under “Resources”.





## CAR LINE – PLEASE READ!!!

We run 2 car lines for elementary (pink) and 2 lines for secondary (green). **Students in grades 6-12 are considered secondary** and should you have children in *both* elementary and secondary you will follow the secondary (green) instructions.

Elementary comes up the hill and takes the 2<sup>nd</sup> left into the parking area. IF you are the 1<sup>st</sup> car in line please move all the way to the curve *past* the rose garden. Secondary travels farther up the parking lot and curves around towards the elementary wing and stops at the corner of the building. When moving in the car line, cars should always be to the left of the yellow fire lane hash marks in the front of the school.

### PLEASE SEE DRAWING ON BACK!!!!!!!

Each family will be given cards with your names on them and needs to pick those name cards up at Back-to-School Night or come in the office the 1<sup>st</sup> week of school.

Please place this name card in the front window of your vehicle as you drive up and leave it there **UNTIL** your child is in your car.

These name cards are on neon pink or neon green paper. Neon pink is for elementary **ONLY** families. Neon green is for secondary students and families that are split between the two groups. Due to this new color-coded program **EVERY FAMILY** needs to pick up a new car line number.

#### Dismissal times:

K4-5<sup>th</sup> (elementary): 3:20

6<sup>th</sup>-12<sup>th</sup> (secondary) families split between elementary & secondary: 3:30

An email needs to be sent to Mrs. Clark at: [kclark@heritage-academy.net](mailto:kclark@heritage-academy.net) by 2:00 IF:

- you wish to pick your child up earlier than their assigned time
- someone else is picking your child up (please include their name & vehicle type)
- your child is going home with another child's family from school
- your child is enrolled in an outside after school program (i.e. karate, music, etc.) that will be picking your child up. *A one-time email is all that is needed.* .

We will call your child's name and walk elementary aged students to your car. Secondary students will be allowed to walk to your waiting vehicle by themselves.

If your child needs assistance with car seats & seat belts, please be considerate of others and move through and out of the car line to buckle your child in.

The car line system is to be utilized by all students (elementary & secondary). Students should not be directed to meet their parents in the parking lot or other areas.

**SAFETY** is a priority. We will work to get you through quickly, but please be alert and drive at a safe speed. Stay close to the car in front of you in order to utilize all of our parking area.

**PAY ATTENTION** to the car line attendants. We utilize hand signals, motions, and whistles to direct and hopefully speed up the process.

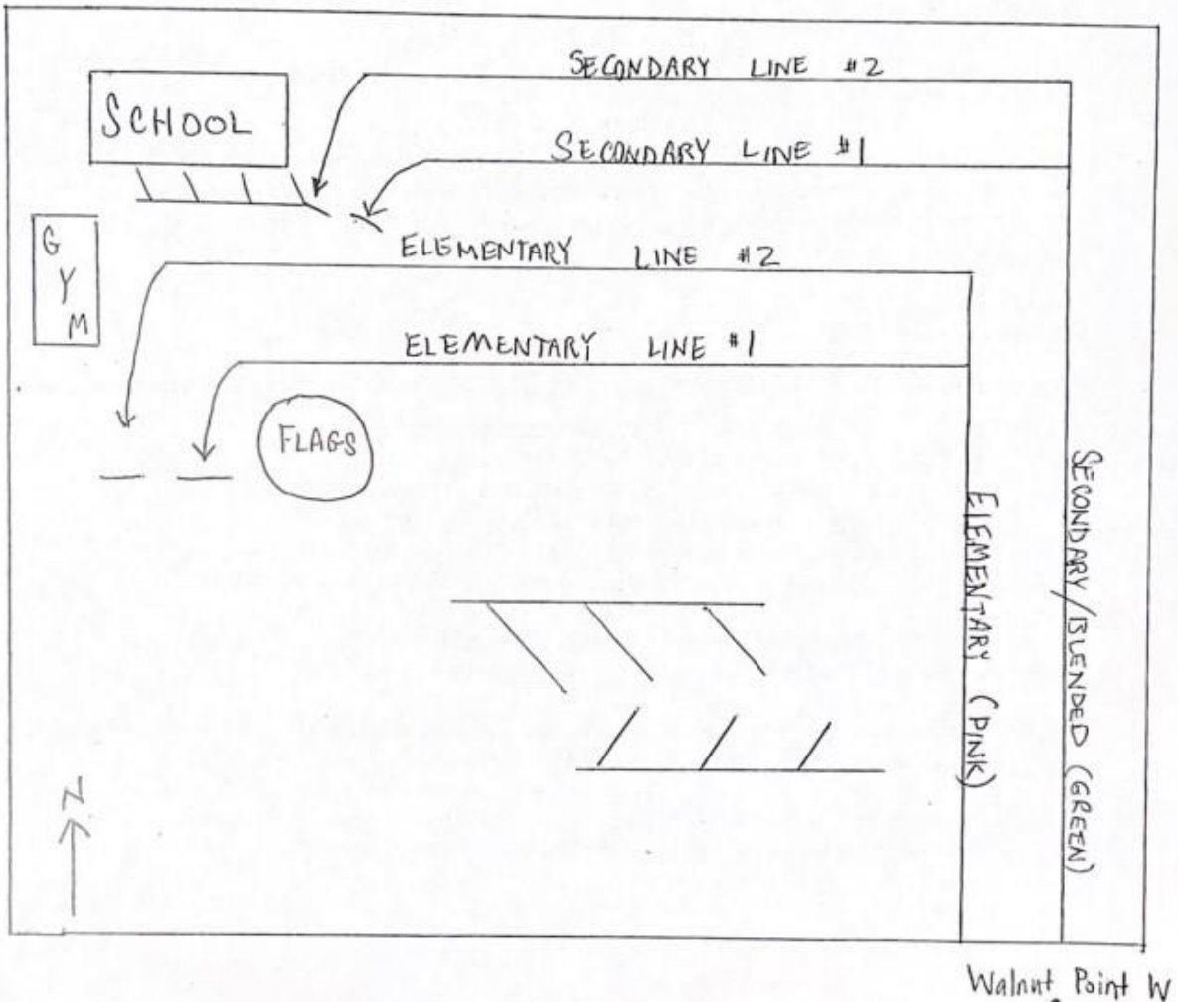
**EXAMPLES:**

*a thumbs up:* do you have everyone that you need and are ready to exit? **ONLY** say yes if that is the case.

*a waving arm:* move in the direction that you are being waved

*a raised hand:* STOP

*a finger pointed at you:* you are the next car that we want to move



Addendum 2: Sample of heading to be used on papers.

Grade	Class	Name
Assignment	Skip Line	Date