



HERITAGE ACADEMY

Instilling High Moral Standards & Academic Excellence

Middle & High School 2023-2024 Student Handbook

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Administration

Head of School: Sean Harrison

Principal: Lynne Sneed • **Dean of Students:** Yandell Harris

Athletic Directors: Yandell Harris, Miriam Reed

Heritage Academy does not discriminate on the basis of race, religion, ethnic origin, disability, or sex. Qualified applicants of all races and creeds are welcome.

This School Agenda Belongs To:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

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WELCOME

Dear Heritage Academy Family,

Welcome to the 2023-2024 school year! This year we look forward to building on the traditions of Heritage Academy while continuing to grow into the future.

This handbook has been prepared for your convenience and guidance. Please consult it often. In it you will find outlined most of the school's policies and regulations. When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe the handbook we have set up will promote that welfare. You are asked to follow the rules and policies as stated. The procedures, rules, and policies that are contained in this handbook are designed with the student's best interest in mind with the goal of supporting students in the development of personal responsibility, a heart for service, and respect for self and others.

Respect and a sense of personal responsibility are values that we seek to cultivate within our student body. These are vital attributes for life. With a strong instructional and extracurricular program, these attributes are developed.

Thank you for your commitment to our school, its traditions, and growth.

Sincerely,

Sean Harrison

Head of School

Heritage Academy, our voices
Rise in song to you.
Born in the minds of men
Mightier you grew,
'Til now you're a part of us
And we're a part of you.
Lead on in majesty
Dare others who might doubt your worth.
We believe in you,
Our dear Heritage.

Loyalty we give to you
And pledge our faith in all you do.
Long may your banner wave,
Symbol of your might,
It stands for love and truth
And yearning for the right.
Shine forth and with your light,
Protect us in the years ahead
We shall long have pride
In our Heritage.

Amelia Anne Smith Perkins

CLASS OF 1972

GENERAL INFORMATION

Mission Statement

Heritage Academy is a college preparatory school that inspires, challenges, and motivates its students as it prepares them for college and for life.

Motto

Instilling high moral standards and academic excellence.

Our Beliefs

The Heritage Academy Family embodies the following principles:

- Students learning in a Christian environment is the chief priority for the school.
- Students need not only to demonstrate their understanding of essential knowledge and skills, but also to be actively involved in solving problems and producing quality work.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning styles.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Exceptional students (e.g., special needs, limited English proficiency, gifted students, etc.) require special resources and will have those provided as available.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, and stakeholders share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, and lifelong learners.

Philosophy

The board, administration, and faculty of Heritage Academy believe that every child should be provided with a balanced and nurturing environment for learning and with opportunities for developing sound moral and social values, physical fitness, creativity, and an aesthetic appreciation.

We believe it is the responsibility of the administration and faculty, along with the parents, to provide leadership and character development experiences that will teach each student responsibilities and obligations as a contributing member of society.

Accreditation

Heritage Academy is accredited at the highest level by the Midsouth Association of Independent Schools (MAIS), Cognia (formally known as SACS and AvancEd) and the Southern Association of Independent Schools (SAIS).

Admission

In considering applications for new students, Heritage Academy does not discriminate on the basis of race, religion, ethnic origin, disability or sex.

The HA Director of Admissions will provide school information for prospective families, schedule school

tours, and help guide prospective families through the admissions process. A member of the Admissions Committee may interview the prospective student either in person or electronically.

All applications for admission will be reviewed by the HA Admissions Committee in the order they are received to ensure that:

- We have space in that grade or classroom.
- All the required paperwork is submitted.
- The student's past academic performance indicates he or she can be successful at HA.
- The student does not require any special accommodations or services that we are unable to provide.
- The student has acceptable deportment; any student expelled from a previous school is not eligible for admission at Heritage Academy.
- All eligibility requirements (including athletics) are met and complied with.

It is important that each part of the application is completed. If the item is not applicable, then the parent can write N/A. A copy of the following documents should be attached to each application:

- Student's birth certificate (A student entering Junior Kindergarten must be 4 on or before September 1 of the school year for which they are applying; a student entering Senior Kindergarten must be 5 on or before September 1; and a student entering 1st grade must be 6 on or before September 1.).
- Student's social security card.
- Student's shot record (prior to the start of school, the form must be transferred to the MS Form 121).
- Academic records.
- For students entering grades 1-12, the most recent report card and/or transcript **and** a copy of the most recent standardized or achievement test scores.
- The school may administer an assessment or test to the student.
- For students entering Junior or Senior Kindergarten, a Kindergarten Information letter will be sent to the child's preschool teacher.
- For a child who has not been in a preschool program, the school may administer an Early Learning Assessment.

In addition to the above requirements, Heritage Academy may request a discipline record from the student's previous school. Falsifying any admissions documents or providing false information will cause the student to be denied admission.

Current students and their siblings have priority for acceptance each year. (Sibling pre- registration is held in the fall each year and parents must notify the school during that time in order to have priority. If they do not and the child is approved for admission, the sibling will be admitted if an opening in that grade exists or put on a waiting list.). All qualified new students are then admitted on a first-come, first-served basis if space is available in that grade.

The Director of Admissions will notify the family after the application has been reviewed to let them know the admissions status of the student.

For students who are offered admission and accept the offer, the student is considered registered after the parent or legal guardian signs the enrollment contract and pays the registration fee.

All students are expected to maintain standards of academic excellence and good citizenship.

Custodial Rights

It is the responsibility of the parent and/or legal guardian who registers and/or enrolls a student at Heritage Academy to submit to the principal and head of school a copy of any court order or other document(s) which in any way limits, prohibits, or restricts the access to a student and/or the student's

records normally afforded to the parents and/or legal guardians of a student. Absent any such court order or document having been provided to the appropriate school official by the registering parent or legal guardian, the natural parents and/or authorized legal guardians of a student will be afforded the same access to the student and the student's records that is normally extended to the parents or legal guardians of the students.

All changes must be accompanied by legal documentation.

The Admissions Committee is composed of the school counselor, the head of school or designee, the elementary principal (for elementary students), and the director of admissions.

School/Home Harmony Expectation

Heritage Academy has the right to terminate and/or non-renew a student's enrollment contract and prevent the student's attendance at Heritage Academy if the head of school should determine either of the following:

The actions of the student, or the actions of a student's parent/legal guardian, are detrimental to a positive relationship between the school and the student or the school and the student's parent/legal guardian or

The actions of a student, or the actions of a student's parent/legal guardian, substantially interfere with the educational purposes of Heritage Academy.

Service-Learning Program

As an independent school we strive to introduce students to community service. Tracking these activities is also beneficial when applying for college admissions and scholarships.

We strive to serve and improve our community through the Service-Learning Program.

Students in grade 8-11 will average 25 hours of community service each school year (April 1 - March 31) to earn 75 documented hours by the end of the junior year. Students may begin accumulating service hours in April of their eighth-grade year. Service hours must be submitted in writing on approved forms **within 60 days** of the service being performed.

- 25 hours — School related programs
- 25 hours — Community programs
- 25 hours — Student's choice
- 75 hours — TOTAL

If the 75 documented service-learning hours have not been completed by the beginning of the senior year, the senior will have to complete community service hours at the beginning of the senior year. During the completion of the 75-hour requirement, a senior will not be eligible for any senior privileges.

A completed service-learning hours form must be submitted to the front office and verified by the front office to be considered documented. The number of hours permitted per service item may be limited based on the parameters set out below.

- A total of 8 hours per day may be earned on a full-day and/or overnight service work.
- A maximum of 40 hours a week of service hours may be earned on approved extended service projects (i.e., mission trips, VBS, etc.).
- A student may earn up to 30 service hours for participation in school plays.
- Seniors will volunteer throughout the senior year in support of the Senior Project.
- Participation parameters for the Senior Project will be determined by the Senior Class Officers and coordinated by the Senior Project Sponsor.

Excellence in Service Award

Excellence in Service Awards are presented to seniors who have contributed in a positive way through community and school service accumulating a minimum of 150 service hours from 9th through 12th grades.

- Recipients of this award will have their name posted on the Excellence in Service board in the high school's hallway of honor located at the front of the Instructional Complex.
- The recording period will run from April 1 through March 31 of each school year.
- See approved service list on school website at www.heritagepatriots.com. Any service activity not listed must be pre-approved by the Academic Dean.

Morning Devotion, Announcements and Pledge

Morning devotion, announcements, and the Pledge of Allegiance are shared by the SGA officers at the beginning of 2nd period each day.

Visitors

All visitors are required to sign in at the front office and to obtain a pass to go into the building. Non-students will not be allowed on the campus during school hours. Visitors may not loiter in the building or on campus. Heritage students should not visit other school campuses during the school day.

School Hours

School begins at 8:00 a.m. and dismisses at 3:20 p.m. Students are expected to be in their first period classes when the 8:00 a.m. tardy bell rings. All students must enter the building through one of the main entrances. Students are not allowed to return to their vehicles without office permission.

For school safety reasons, unless required by sports or extracurricular activities, all students must leave campus when school is dismissed. Those students failing to comply will be subject to the following consequences:

First Offense: Warning.

Second Offense: Overnight Suspension. A student may return to school the following morning only if accompanied by a parent or legal guardian.

Third Offense: Out-of-School Suspension.

Lunches

The Patriot Café provides a variety of lunch meal options for students, faculty, and staff. These options range from home style plates, fresh salad bar, deli items, ala carte, and homemade desserts.

Prices for meals are \$4.00 for Jr.K and Sr.K, \$4.50 for grades 1-6, and \$5.00 for grades 7-12. We offer breakfast, lunch, and snacks. Our point-of-sale system provides a declining balance account for each student. Students and parents can access the student's accounts online at www.mypaymentsplus.com. Money can be added on the account by credit card, debit card, and checking account draft. Cash and checks will also be accepted in the school office; however, no debit or credit cards will be accepted on site. In addition, student purchases in the café may be reviewed.

We strongly encourage parents who do not wish to purchase school lunch to send a nutritious lunch from home with their child to school. Any lunches from outside restaurants need to be transferred to a generic container such as a lunch box or brown bag. Please note that outside food may not be delivered to the school.

ACADEMICS

General

Detailed information about Academics, including Course Descriptions, may be found in the 2023-2024 Heritage Academy Academic Handbook.

Heritage does not enroll part-time students. All students must take at least five academic subjects. Additionally, all students will take an English, Mathematics, Science, and Social Studies course each year. An exception to course options may be considered by the Admissions Committee for students who meet core graduation requirements.

Parents are encouraged to talk with individual teachers, the guidance counselor, or head of school concerning any question they may have about their child or the school.

Grievance/Compliance Procedure

- If a question or complaint arises which is related to lessons, classroom management, classroom interpersonal relationships, or disciplinary action, the following procedures should be followed:
 - Schedule conference with teacher guidance counselor and/or designee.
 - Schedule conference with principal/head of school.
 - Schedule conference with Executive Committee.
 - Schedule conference with Board of Directors.

Academic Evaluation

Report Cards

Unless otherwise noted in the school calendar, report cards are emailed as PDFs through our PowerSchool to students on Thursday following each nine-weeks period. The guidance counselor will notify parents if a student fails a course for the first or second semester.

Student assignments and grades are accessible online through PowerSchool. PowerSchool can be accessed via the HA website or mobile app. Password information will be sent home through email.

Grading Standards

GRADE	RANGE
A	90-100
B	80-89
C	70-79
F	Below 70

Honor Code

The Heritage Academy Honor code reinforces the basic ideas of honesty and integrity of mutual trust. Each member of the Heritage Academy community must be committed and supportive of the HA Honor Code for it to be an effective instrument in maintaining these ideals.

The administration, faculty, and board of Heritage Academy expect the students to be people of personal integrity in all the activities of their lives. Regarding their personal honesty and their academic work, the students/parents/guardians are expected to know and understand these premises:

Cheating and Stealing Policy

These two actions are expressly forbidden and will not be tolerated at Heritage Academy. Any student found guilty of cheating may be given a zero (0) on the respective class work, homework, quiz, examination, or test. Appropriate action will be taken on an individual basis and disciplinary action will be

decided by the Administration. The student may also be placed in in-school and/or out-of-school suspension and his/her parent(s) notified. Repeated violations may be treated more severely, and punishment may ultimately result in expulsion from Heritage Academy. The student and his/her parent(s) will be allowed the right of appeal to the Administration prior to expulsion. Re-admission will be made on an individual basis as determined by the Administration and Board of Trustees.

The following list includes some examples of cheating and is to be understood as not being all inclusive:

- Lending/copying homework in or out of class.
- Giving or receiving answers on quizzes, tests, or examinations during or immediately surrounding such times.
- Violating test procedures as defined and explained by the classroom teacher.
- Entering an academic testing situation with an unfair advantage.
- Forgery as defined as the alteration of a document or negotiable instrument with intent to defraud; signing another's signature to a document with intent to defraud.
- Utilizing AI technology (e.g., ChatGPT, Bard) to generate answers to schoolwork and claim it as original work.

The school recognizes that cell phones and other electronic devices of communication can be used as a cheating device. When a teacher determines, after consulting with the administration, that a student is using any device to cheat, this student may be given a zero (0) on the respective class work, homework, quiz, examination, or test. The student may also be placed in either in-school and/or out-of-school suspension and his/her parent(s) notified.

Any student found guilty of stealing must make restitution, may face legal action, and may be suspended or expelled from Heritage Academy. Appropriate action will be taken on an individual basis and disciplinary action will be decided by the Administration. The student and his/her parent(s) will be allowed the right of appeal to the administration prior to expulsion. Re-admission will be made on an individual basis as determined by the Administration and the Board of Trustees.

Plagiarism Policy

The faculty at Heritage Academy is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold students accountable for honest work. Whether an assigned project is in a visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Heritage Academy or any institution of higher learning. It is expected that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying another person's ideas and/or works, including images, maps, and charts, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities

Heritage Academy teachers are to provide the following information at the beginning of the paper or project:

- An assignment sheet with detailed instructions.

- A rubric outlining assessment at all points of the process and for the final product.
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for the following:

- Assisting students who are having difficulty in the location and evaluation of information.
- Assisting students in how to manage time and deadlines throughout the research process.
- Conferencing with students on formatting and composing the project or paper.

Student Responsibilities

- Submit authentic work.
- Follow the project instructions and deadlines assigned by the teacher.
- Ask questions and seek help from appropriate people as explained by the teacher (teachers, peers.)
- Follow the assigned Style Guide per teacher direction.
- Cite in-text or in-project sources correctly and accurately.
- Format Works Cited pages correctly and accurately.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the high school principal, department chair, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

Degrees of Plagiarism

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of unintentional plagiarism at this level may involve a student using a paragraph or a few lines of a passage, as well as images of any sort without citing the material properly; even though most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify parents of the violation.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include the use of one or more passages of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although most of the work is the student's, it is evident that some of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to the National Honor Society advisor, if appropriate.
4. Disciplinary action taken by Administration, including parent notification.

III. A third-degree violation is a severe case of plagiarism and indicates that a large portion of a student's work has been taken from another source or sources and not referenced. Plagiarism at this level may be considered intentional. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e., citing sources that are not actually sources. In addition, a third-degree violation occurs when a student has

been found guilty of plagiarism in a prior instance. In this instance, a committee meeting will be held to discuss what will happen.

Recommended procedures for third-degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to the National Honor Society advisor, if appropriate.
4. Disciplinary action taken by Administration, including parent notification.

Dual enrollment students are governed by the plagiarism policies of the college offering the class.

Schedule Requirements

All students must be enrolled in an English, Mathematics, Science and Social Studies course each year and be taking five (5) academic classes. Exceptions are possible for seniors as stated in the College Credit Opportunities in the Academic Handbook. Total number of credits earned for graduation must be 22 or more.

Schedule Change

Students and parents should carefully consider courses selected for the upcoming school year. We strongly encourage thorough reading of course information and speaking with teachers regarding which classes would be best. Students are allowed to request a schedule change up to 2 weeks after a course begins. After the drop/add date, students will not be allowed to change classes unless new and unforeseen extenuating factors develop that merit such a change. It is required that the parent and student speak with the teacher of the class to be dropped as part of the schedule change process once classes begin. In some cases, it is also necessary to speak with the teacher of the class to be added. Note: Students who are allowed to drop because of these factors and are taking dual credit classes will receive a WP (Withdraw Passing) or WF (Withdraw Failing) on their college/university transcript indicating that a course was begun but not finished.

Honors Program

Honors courses are more challenging for students than regular courses. Additional material and more in-depth assignments should be typical of honor courses.

The high school counselor has information on the prerequisites for honors classes.

Students who are enrolled in honors/AP courses and do not make the required score to remain in said courses will not be allowed to re-enter at a later date without permission from the head of school.

All students taking an AP course are required to take the AP examination except for AP/Honors Precalculus where it is optional.

Honor Societies

Heritage Academy has six honor societies.

- MAIS Honor Society (90 or above cumulative grade average).
- Beta Club Honor Society (91 or above cumulative grade average).
- National Honor Society and National Junior Honor Society (93 or above cumulative average).
- Quill and Scroll (Sophomores, Juniors and Seniors only) must serve on a Journalism, Annual, or Banner staff and have the equivalent of a B grade average.
- Mu Alpha Theta (Juniors and Seniors only) must have been or be enrolled in Honors Pre- Calculus or AP or dual-credit Calculus and maintain a 93 or higher GPA in all Mathematics classes.
- Sociedad Honoraria Hispanica (Spanish Honor Society) must be a rising 10th grader or higher and maintain an A average for 3 semesters of Spanish.
- French Honor Society, La Société Honoraire de Français recognizes outstanding scholarship in the study of the French language. Students must maintain an 'A' average in French for 3 semesters. The induction is held in the second semester of French II.
- The national governing body of each society, in addition to Heritage Academy requirements, designates membership requirements. See guidance counselor for details.

Award Ceremonies

Heritage Academy holds an Awards Day for students in grades 7-11 in May of each school year to recognize students for their academic achievements.

Seniors are honored with academic awards at Senior Class Day.

Note: Individual Subject Area and grade-level Highest Overall Average Academic awards will be determined by class averages at the end of the sixth week of the fourth nine-weeks grading period.

TESTING

Exam Exemption

Please refer to the HA Academic Handbook.

Make-Up Tests

Please refer to the HA Academic Handbook.

Tutoring

Position Statement of Tutoring

When a teacher determines that a student needs help beyond the individual help that the teacher can give, the issue might be raised with the parents, the student, and the head of school or designee. Before making a recommendation to a parent or student, the teacher should first review the matter with the administration. It is particularly important that the specific recommendation for tutoring and the work that is to be done, along with possible discussion of people who can handle the tutoring, be shared with parents and the administration.

Tutoring Policy

The responsibility for education is shared among school, parents, and the student. Although the school assumes authority for educational policy, the parents and the maturing student are consulted on special problems and needs that arise. When the student goes beyond the institution for academic work, the school can only maintain its responsibility for overall academic development if it is an informed partner.

The Heritage Academy faculty is available for tutoring, by appointment, at 7:30 a.m. on school days. The teacher should be considered the first resource for tutoring support when a student is in need of help. This tutoring will be offered to students without cost. This help is provided for specific needs and is tied to the regular school curriculum and program. If it is determined that an outside tutor is needed, the school will help the parents find one through the guidance counselor.

It is crucial that the schoolwork with the tutor is in the best interest of the student. A parent should always inform the guidance counselor that a student is being tutored. The school and the teacher must know the nature and content of the tutoring and be in regular contact with the tutor to discuss student progress related to course objectives. If questions or concerns should arise, a follow up meeting should be arranged between the parents, teacher, and administration.

STUDENT INFORMATION

Dress Code

General

- All uniforms, accessories, and outerwear must be purchased from Uniforms & Accessories (404 22nd Avenue, Meridian, 601-693-5331) or Land's End. Visit *Uniforms and Accessories* online at www.uniformsacc.com. The online password for Heritage Academy is: hapatriots.
- Visit *Land's End* at https://www.landsend.com/schooladmin/help_portal/. Search for Heritage Academy using school code 900169665. Once you select Heritage Academy, choose your student's grade and the website will list the offerings for Heritage Academy.
- The exception will be the approved logo attire that can be purchased from the Heritage Academy Patriot Store and worn every Friday (Spirit Day) and other designated days.
- Classroom teachers will be responsible for checking students' dress and determining compliance. Those students not in compliance with the dress code will be sent to the office.
- Any student not dressed within the guidelines of the school dress code will not be allowed to attend class until he/she is in compliance.
- The required uniform must be worn in its entirety except on days set by the administration.
- Boys must be clean-shaven (no beards or mustaches.) Hair should be out of the eyes in the front and should not extend past the area of the neck normally covered by a shirt collar. Ponytails or any unusual style designed, in the opinion of the administration, to distract or draw attention will not be allowed. Earrings will not be permitted for boys. Sideburns may not be any longer than the bottom of the ear lobe.
- Girls may wear earrings on their ears only. Earrings that are designed, in the opinion of the administration, to distract or draw attention will not be permitted.
- Visible tattoos and out-of-the-ordinary body jewelry are prohibited. If a question should arise in regard to what may be considered out-of-the-ordinary, the decision of the administration will be final.
- Sweatshirts may be worn if they are Heritage Academy issued or sold by the Patriot Store. An approved school uniform shirt must be worn under the sweatshirt.
- Jeans and t-shirt days will be approved and announced by the administration.

Shoe Policy

- Students may wear tennis shoes, sandals that are fastened around the heels, boots, loafers, or shoes that tie (e.g., saddle oxfords, oxfords, loafers, deck shoes).
- Boots may be worn by girls with leggings (solid colors of gray, white, or black).
- Boys may only wear boots with pants.
- Shoes with laces must be properly tied.
- Closed-toed shoes must be worn during all science labs.

Girls Regular Uniform Dress

Tops

- White, royal, ash gray, or red long sleeve or short sleeve pique polo.
- White camp blouse, long sleeve or short sleeve (worn untucked).
- Undergarments should not show through clothing.

Bottoms:

- Khaki flat-front capri pants.
- Khaki flat-front pants.
- Khaki shorts. Shorts must be no less than fingertip length (the length to the fingertips of a fully outstretched arm down the sides of the body).
- Khaki skort. Skorts must be no less than fingertip length.
- Plaid kick pleat skirt. Skirts must be no less than fingertip length.
- Gray skirts (as provided through the HA Land's End online store).

Accessories:

- Any color of socks may be worn unless deemed a distraction by the head of school or designee.
- Gray, white, or black leggings (no lace).
- Gray, white, or black tights.

Belts:

- Brown or black leather (no logos).

Boys Regular Uniform Dress**Shirts:**

- White, royal, ash gray, or red long sleeve or short sleeve pique polo.
- White, long sleeve, oxford cloth button down shirt.
- Boys' shirts may be fashionably untucked. To comply, all shirts need to be of the proper size and no undergarments or backside should be visible. If an undershirt is worn, it needs to be tucked in.

Bottoms:

- Khaki flat-front pants.
- Khaki flat-front short.

Accessories:

- Socks: white, red, blue, black, gray, or no-show socks.

Belts:

- Brown or black leather (no logos).
- Required if shirts are tucked in.

Outer Wear for Boys and Girls

Only outerwear issued by Heritage Academy may be worn on campus during school hours. This includes during break and lunch. The only time non-HA outerwear may be worn is when the temperature is below freezing.

Hoodies, Sweatshirts, and Half-Zip Pullovers

- Only Heritage Academy issued sweatshirts, hoodies, or half-zip pullovers and/or logo sweatshirts, hoodies, and half-zip pullovers sold by Heritage Academy Sporting Groups/ Patriot Store will be allowed. All hoods must be removed from the head inside the building.

Spirit Day and Pep Rally attire will be set by administration.

- Only Athletic Director (AD) approved sports game day team outerwear may be worn on game day. Students wearing non-approved game day attire will be subject to Dress Code consequences.

Dress Code Consequences

Violation Progression (per semester)

First Violation

- Disciplinary notice.
- Change into correct attire.
- Parents will be required to bring in appropriate uniform attire.
- Absence will be noted as unexcused tardy.

Second Violation

- Disciplinary notice.
- Write-offs of the uniform policy described in Student Handbook.
- Change into correct attire.
- Parents will be required to bring in appropriate uniform attire.
- Absence will be noted as unexcused tardy.

Third Violation

- Disciplinary notice.
- Detention.
- Change into correct attire.
- Parents will be required to bring in appropriate uniform attire.
- Absence will be noted as unexcused absence.

Fourth Violation

- In School Suspension.
- Parent meeting.

Fifth Violation

- 1 Day Out-of-School Suspension.

Consequences for Not Shaving

Violation Progression (per semester)

First Violation

- Disciplinary notice.
- Shave.

Second Violation

- Write-off of uniform policy described in Student Handbook.
- Shave.

Third Violation

- Detention.
- Student must call parent.
- Shave.

Fourth Violation

- In-School Suspension.
- Parent meeting.

Fifth Violation

- 1 Day Out-of-School Suspension.

STUDENT OPPORTUNITIES

Extra-Curricular/Athletic Eligibility

Absence from School

A student who is present four (4) hours or more will be considered present for the day. A student present for less than four (4) hours will be ineligible for extracurricular activities for that day unless they bring a doctor's excuse.

A student is considered present when on a School Absence (field trip, school extracurricular or athletic activity).

Grades

Heritage Academy believes all students should perform successfully in the classroom. The following criteria address extracurricular/athletic participation with poor academic performance.

- Grades will be checked at the end of each grading period (progress reports or report cards).
- If a student is failing 1 class, he/she will be placed on probation and could be removed from the activity or team.
- If a student is failing 2 or more classes at the end of any nine weeks grading period, he/she will be ineligible and will not be permitted to play in games or otherwise represent the school until the end of the next progress report. If a student is passing all courses at the next progress report, he/she may return to eligibility.
- A student may attend summer school or take approved correspondence course to gain eligibility.
- For students to be eligible for participation in summer competitions, the student's tuition for the prior school year must be paid in full with a zero balance by May 1st.

Publications

Students have an opportunity to participate in the production of two major publications:

- *The Banner*, the school news digital platform
- *The Heritor*, the yearbook

Social Clubs

Social clubs are available for girls in grades 9-12 and offer opportunities for civic and community service. Participation is strictly optional. All social club activities and functions must be submitted in writing to and approved by the head of school. Social club activities and functions will be governed by the Heritage high school handbook.

STUDENT CONDUCT

Student Arrival at School

All students are required to assemble in the SAB every morning before school unless notified otherwise. Students will remain there until the bell rings for first period, or they are given written permission by a teacher or administrator to attend a meeting in the Instructional Complex.

Attendance Regulations

- Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school.
- Exceptions concerning illness and extenuating circumstances will be open to review by the head of school.
- To be eligible for exam exemption at the end of the 2nd semester, students in grades 7 – 11 who meet the academic requirement may have no more than 7 non-medical excused absences for the school year. Seniors must have no more than 3 non-medical excused absences in the first semester to be eligible for the first semester exam exemptions.
- It is the student's responsibility to turn in a doctor's excuse for any medical absences within 3 days of the medical absence.

Attendance Verification

- At the end of each 9-week grading period, students and parents are responsible for verifying attendance in PowerSchool for that 9-weeks period.
- An attendance verification window of two weeks will be set up beginning a week before the end of the 9-weeks period and will close a week after the 9-weeks period has been completed.
- The purpose of the attendance verification window is to give students and parents an opportunity to ensure that the student's attendance is recorded accurately in PowerSchool.
- A change to an apparent attendance inaccuracy may be requested, with appropriate documentation, through the high school front office during the verification window.
- Once the verification window has been closed for a given 9-weeks period, the student's attendance is considered verified and will stand as recorded with no further opportunity to change.

Excused Absences

The teachers will give the student an opportunity to make up class work he/she misses; however, it is the student's responsibility to make up this work within five days after returning to school.

- Unavoidable—Absences due to personal illness, family illness, or death in family.
- Avoidable but Justifiable—Absences for such reasons as doctor or dentist appointments, trips with family, or for other reasons that might be justified but which involve a decision on the part of the student and his/her parents that he will miss school. The student will be permitted to make up class work to the extent that no additional planning will be required of the teacher. All such absences should be cleared in advance. See section below.

Planned Absences

- Students who have been given permission from the head of school to be absent should fill out a planned absence form forty-eight (48) hours in advance of the absence.
- For school-related functions, the sponsoring teacher will turn in a list to the office of the students who will be absent and the time the group will leave.
- The student is responsible for scheduling make-up work with his/her teachers within five (5) days

after returning to school for planned or excused absences. Students who are present for instruction will take assessments on the day of their return. Students with absences that cause instruction to be missed will be given a chance to review and assess within 5 days.

- Seniors and juniors are allowed to visit colleges. Students are granted permission for college days from the head of school and guidance counselor. All excused senior college days must be completed by April 15.

Unexcused Absences

An unexcused absence will result in a grade of "0" on class work missed (homework and daily grades.) Tests must be taken.

The following are examples of unexcused absences: shopping, working on car, sleeping late, studying for an examination, going to beauty shop, doing other work, preparing for parties, leaving before set departure time for school trips.

- Truancy/Skipping: An unexcused absence for one or more periods without prior permission of parents.
 - The first offense will be subject to detention.
 - The second offense will be subject to In-School Suspension (ISS).
 - The third offense will be subject to Out of School Suspension (OSS). A parental conference will be held before the student is reinstated into his or her class/classes.
 - The school reserves the right to classify absences as excused, unexcused, school related and/or non-school related.

Early Dismissal from School

- Students are not to leave school without checking out in the office.
- Doctor's appointments and illnesses are valid reasons for leaving school.
- Early dismissal will require a phone call or written documentation from the parent(s).
- A signature from the appointment site must verify an appointment.
- Any student leaving the campus without administrative permission is subject to suspension.
- A parent may request a student to leave school for whatever cause, but the school administration will determine whether it is excused or unexcused. It is up to the head of school or designee to determine whether the absence will be considered excused or unexcused.

Tardiness

The definition of tardy is not being in your assigned seat when the 8:00 a.m. tardy bell rings.

School begins at 8:00 a.m. and dismisses at 3:20 p.m. Students are expected to be in their first period classes in their assigned seats when the 8:00 a.m. tardy bell rings.

The tardy policy will be in effect until the last day of the school year.

Policy (per 9-weeks period)

- Students are allowed three (3) minutes to move from one class to another.
- A tardy bell will sound to signal the end of the class exchange.
- Each student may accumulate a total of three (3) tardies each nine weeks without action being taken.
- On the fourth (4th) tardy, one (1) day of school detention will be assigned.
- On the fifth (5th) tardy, an additional one (1) day of school detention will be assigned.
- On the sixth (6th) tardy, ISS will take place.

Student Passes

Any student in the hallway during class time must have received teacher permission, signed the

classroom sign-out sheet, and have a hall pass from that classroom.

Absentee Assignments

If a student is absent, a parent or friend may email the teacher for assignments *or* may pick up the homework assignments by calling 327-5272 no later than 9 a.m.

Make-up Testing

(See Testing, Page 11 of the Academic Handbook)

Behavior Guidelines

General Requirements

- Our rules and regulations are designed to preserve an environment essential to the safe, orderly progress of school.
- Heritage Academy students are expected to conduct themselves as young ladies and gentlemen at all times.
- Honesty and moral integrity are expected of every student.
- Students are held responsible for their conduct while in attendance at any school sponsored function, be it athletic, academic, or social.

Specific Offenses

- Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach cannot be tolerated. Disrespectful behavior, as determined by the head of school and/or their designee, towards teachers is strictly prohibited.

Consequences for Infractions (per year)

1. Detention and student must call parent.
2. Detention and parent meeting.
3. One day of ISS.
4. Three days of ISS v. OSS.

It shall be a violation of school policy for any student to engage in any conduct, on school premises or at a school sponsored or school related event, which does the following:

- Results in a civil or criminal penalty (other than a minor traffic violation.).
- Brings discredit to the student or to the school.
- Threatens or constitutes a danger to the health or safety of the student or of other students.
- Threatens or constitutes a danger to school property.
- Threatens or constitutes a danger to the property of other students or school personnel.

General Disciplinary Action

- The following actions may be used to correct student behavior: warnings, write-offs, disciplinary notices, loss of privileges, corporal punishment, detentions, parental conferences, suspensions (ISS, ONS or OSS), and expulsions.
- The administration will determine specific consequences for unacceptable behavior in accordance with school policy.
- It is the administration's intention to keep parents informed of disciplinary action. A student who has been issued a disciplinary notice must return the notification signed by a parent to gain admission to detention.
- Heritage Academy disciplinary program is incremental in nature. Any particular behavior that comes after a sequence of prior infractions may be addressed in a manner more severely than it may have been addressed as an initial offense.

- Disciplinary measures will be recorded and kept on file in the office.

Disciplinary Notices

Students will be given disciplinary notices that state the date of the infraction, the nature of the infraction, punishment assigned to the student, and the name of the assigning staff member. The student must return the disciplinary notice with parental signature to gain admission to detention. The head of school or designee will assign detentions and suspension, and parents will be notified.

Detention

General Requirements

Students assigned to detention as a consequence for disciplinary infractions will be required to serve a work detail at the assigned time Monday through Friday at 7:15 am – 7:45 am.

- If a student misses a scheduled detention, they will be placed in ISS the following day.
- Seniors who accumulate a detention for a given month will not be able to participate in that month's senior hype party.
- Students who report more than five (5) minutes late to detention will be assigned another disciplinary notice.

NOTE: Please be reminded that ISS will cause a student to be ineligible for exam exemptions.

In-School Suspension (ISS)

In-School Suspension is a disciplinary measure used for minor rule infractions. Students placed in ISS will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work. ISS will be held during regular school hours. Rules will be distributed to students who are assigned to ISS. Violation of these rules may result in additional days being added to the original suspension. Days assigned to ISS will be counted present at school but may be counted absent from class for exemption purposes.

Depending on the location of misbehavior, the infraction will result in a lowering of the classroom citizenship grade to a "2." An in-school suspension may become an out-of-school suspension if it is the third one in a semester. The student is responsible for gathering the necessary textbooks and notebooks to complete all assignments. Classroom teachers will not be available to tutor the students during the suspension.

Overnight Suspension (ONS)

Depending on the severity of the offense committed by the student, the head of school or designee may institute an overnight suspension. Overnight suspension is a means to establish a problem-solving conference between the student, his/her parent(s), and the school administration and faculty. When determined appropriate by a school administrator, a student will be suspended at the end of the school day until such time as the student returns to school with a parent for a student-parent-administrator conference. If arranged with an administrator, the conference may be held that afternoon, but is usually held the following morning prior to the start of the school day. If the student and parent return to school prior to the school day and behavior agreements can be met during the conference, the student will not miss any classes. No student may return to regular student status without first returning to school accompanied by a parent for a student-parent administrator conference.

Out-of-School Suspension (OSS)

Students who repeatedly violate, or commit a severe violation of, the rules and regulations will be subject to suspension from school for a period determined at the administration's discretion by the severity of the

act (not to exceed five days). The student's absence(s) will be handled as an unexcused absence and depending upon location of misbehavior the infraction will result in a lowering of the classroom citizenship grade to an "1." (Unexcused absence results in a grade of "0" on all class work missed, including homework, but tests will be taken.) The suspended student will be notified verbally and in writing of the suspension.

Expulsion

- Students whose willful misbehavior endangers the welfare of other students, or whose continued disregard for established rules disrupts the school environment, will be subject to expulsion.
- Should such an occasion arise, the head of school will suspend the student and recommend expulsion of the student to the board of directors.
- Students will be entitled to a hearing to explain their acts. A detailed account of violations will be provided to the student, parents, and the board.
- A "due-process hearing" will be conducted if warranted. If a "due-process hearing" is scheduled, it will be a decision of the executive committee of the board of directors as to whether the student may attend classes.
- If class attendance is denied, homework and class work assignments will still remain the student's responsibility.
- Any student whose dismissal is successfully appealed is responsible for turning in missed class work and homework within two (2) days of returning to school. Tests will be made up within the time frame set by the administration.

Grievance/Compliance Procedure

If a question or complaint arises with an item that is related to lessons, classroom management, and classroom interpersonal relationships, the following procedure should be followed.

1. Schedule conference with teacher.
2. Schedule conference with discipline officer.
3. Schedule conference with principal/head of school.
4. Schedule conference with Executive Committee.
5. Schedule conference with Board of Directors.

Other Student Information

Lockers

- Lockers are assigned to each student and are not to be changed without permission.
- Lockers should be kept clean.
- The administration and teachers of Heritage Academy reserve the right to check lockers at any time.
- Students may purchase their own key locks or combination locks if they desire. Students must give the office the combination and/or spare key. The office reserves the right to cut off a lock if the student cannot provide a key or combination.

Lost & Found

- Please turn in any items you may find to the office.
- If a student loses something, he/she should report the loss to the office.
- Students' books, notebooks, or other items left in the SAB, library, gym, outside buildings, or on the floor, will be brought to the office.

Parking

- The upper parking lot is reserved for vehicles of seniors as a senior class privilege. The lower parking

lot is designated for vehicles of underclassmen.

- The SAB parking lot and the parking area in front of the Spirit Hall are reserved for faculty and staff parking. Exceptions must be pre-approved by the head of school or designee.
- Once in the school, students are not to go back to their cars without office permission.
- Upon arriving at school, students are to leave their vehicles immediately and enter the SAB.
- Students are not to park on the south side of Magnolia Lane (next to the tennis club) while in school or on trips.
- Morning drop-off and afternoon pick-up must occur in front of the school and not behind Spirit Hall unless approved by the head of school.

TECHNOLOGY AT HERITAGE ACADEMY

Electronic Devices

The following information applies to personal student electronic devices (cell phones, tablets, watches, games, headphones, etc.).

Appropriate Use Time

- Before school.
- Break and lunch.
- After school.

Personal Electronic Devices Will Not Be Permitted

- During any class (exception: a teacher approved application may be used for educational purposes).
- Between classes.

At Heritage Academy we understand the need for cell phones because of their convenience and the safety they provide your child. Cell phones may be brought to school with the following limitations:

- Must be powered off at all times during the school day. (8:00 a.m. – 3:20 p.m.), put up and/or placed in classroom storage container. Cell phones will be confiscated and turned in to the head of school or designee when discovered.
- Students may use their personal electronics in the SAB during lunch and break. Usage must be in accordance with the acceptable use policy.
- If the need arises for a student to contact a parent or guardian during times cell phone use is not permitted, the student must go to the office to place the call on the school phone or his/her cell phone. If this is during class time, the student must have written permission from the classroom teacher to go to the office to make the call.
- Any student found to place a broken phone in the holder or found to be in possession of a separate or "burner" phone will face punishment of up to 1 day In-School-Suspension for first offense.

Consequences for Infractions (Per Semester)

Warning: The device will be confiscated by a teacher or administrator for the rest of the class period. Use of a warning is optional and up to the discretion of the teacher or administrator.

First Offense:

- The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day.
- He/she will turn the device into the office with a discipline notice.
- The student may pick up the device at the end of the school day.

Second Offense:

- The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day.
- He/she will turn the device into the office with a discipline notice.
- A parent or guardian will be required to pick up the device.

Third Offense:

- The device will be confiscated by a teacher or administrator and turned into the office for the rest of the school day.
- He/she will turn the device into the office with a discipline notice.

- The student will serve detention and a parent/guardian will be required pick up the device.

Fourth Offense:

- The device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day.
- He/she will turn the device into the office with a discipline notice.
- The student will serve ISS and there must be a parent conference with the head of school or designee.

All cell phone rules apply to all use and applications (i.e., phoning, texting, use of unauthorized application during inappropriate times of the school day).

All cell phone rules and consequences apply whether sending or receiving communication during inappropriate time or places.

Engage: Student 1-to-1 Instructional Technology Program

Heritage Academy is proud to continue the implementation of Engage, our student 1-to1 technology program. For the 2023-2024 school year, classrooms are equipped with Chromebooks. Implementing the Chromebook into Heritage's daily curriculum allows students to engage in learning with multiple media opportunities. Students can check their grades and attendance in PowerSchool, access curriculum content and assignments in Canvas. All students at Heritage Academy will be expected to adhere to the Technology Responsible Use Agreement. The agreement forms can be found at the end of the handbook. Engage Offense Consequence Protocol can also be found at the end of the handbook.

RESPONSIBLE USE PRINCIPLES FOR STUDENT USE OF TECHNOLOGY

At Heritage Academy, we use technology as a way of enhancing our mission to inspire, challenge, and motivate our students to prepare them for college and for life. These technologies may include, but are not limited to, school-provided equipment as well as personal devices.

Students should embrace the following principles to become responsible, digital citizens and use technology in a meaningful, safe, and responsible way.

By accepting this agreement, students accept the following rules, conditions, and principles:

1. I will use technology in a meaningful, safe, and responsible way.
 - I understand that I represent Heritage Academy in all my online activities. I understand that my activity on social networking and other online activities should not reflect negatively on my fellow students, teachers or Heritage Academy.
 - I will use technology productively and appropriately for school-related purposes. I will refrain from using technology in a way that would disrupt others.
 - I will use email and other means of communication responsibly.
 - I understand that the school network and accounts are property of Heritage Academy and anything I do can be monitored.
 - I understand that I will be held responsible for any physical damage I cause to school owned technology.
 - I understand that school administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
2. I will use technology in accordance with the laws of the United States and the state of Mississippi.
 - Criminal Acts—Including, but not limited to, attempting to access systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and unauthorized tampering with computer systems.
 - Libel Laws—Publicly defaming people through published material on the internet, email, etc.
 - Copyright Violations—Copying, selling or distributing copyrighted material without the express permission of the author or publisher. Users should assume that all material available on the internet that was not created by them are protected by copyright. Engaging in plagiarism (any act of taking someone else's words, work or ideas and passing them off as your own).

ENGAGE TECHNOLOGY AGREEMENT 2023-2024

Classroom Chromebook carts are available in each classroom.

Academics

- Students will be required to use Chromebooks as an educational, in-classroom device at school.
- Students may be graded based on activities and/or projects completed on the Chromebook.

Usage

- Guided Access may be implemented at any time to restrict a student to the usage of a single app for a certain period of time.

Internet

- Students may only access the internet through the Heritage Academy network. The use of 3G/4G/5G cellular data, tethering, or any other method of connecting to the internet will be addressed with disciplinary consequences.
- All internet traffic at Heritage Academy is monitored and filtered for inappropriate and/or non-educational content. All parties must understand that accessing the Internet under any circumstances opens the user to the possibility of accessing inappropriate/illegal material. Though Heritage Academy utilizes technology to filter Internet content, all parties must acknowledge that total control over all content is not possible.

Support

- Students may seek technical advice from the Heritage Academy technology department but must release any and all liability in relation to the advice.
- Heritage Academy will not be held liable for any modification or damage that happens to a device.

Pictures/Videos

- The capture, storage, or transmission of any images, audio, or video is strictly prohibited, unless otherwise directed by a teacher/administrator.

Communication

- To minimize disruption of the instructional process, students should not be contacted using Chromebooks or other electronic devices. If a parent or guardian needs to contact a student, they can do so through the front office. For further information, see the Student Handbook.
- To minimize disruption of the instructional process, students should not use Chromebooks or other electronic devices to communicate with others without permission from their teacher.

General

- All principles from the Heritage Academy "Responsible Use Policy" apply to students in the Engage program.
- If reasonable belief exists that a student has violated the terms of this agreement, the Responsible Use Agreement, or any other school policy, the student's device may be confiscated, searched and/or inspected; disciplinary and/or legal consequences may occur.

ENGAGE TECHNOLOGY OFFENSE CONSEQUENCE PROTOCOL

Warning: Student devices can be confiscated by a teacher or administrator for the rest of the class period. Use of a warning is optional and up to the discretion of the teacher or administrator.

First Offense

- The Student Device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the Student Device into the office with a discipline notice.
- The student may pick up the Student Device at the end of the school day.

Second Offense

- The Student Device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the Student Device into the office with a discipline notice.
- A parent or guardian will be required to pick up the Student Device.

Third Offense

- The Student Device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the Student Device into the office with a discipline notice.
- The student will serve detention and a parent/guardian will be required to pick up the Student Device.

Fourth Offense

- The Student Device will be confiscated by a teacher or administrator and turned in to the office for the rest of the school day. He/she will turn the Student Device into the office with a discipline notice.
- The student will serve ISS and there must be a parent conference with the head of school.

Any behavior or action that is deemed by the administration to be a severe breach of this contract may result in the bypassing of the Technology Offense Consequence Protocol and require a parent conference with the head of school. The Engage Agreement form can be found at the end of the handbook (pages 39-40).

MISCELLANEOUS

Medical Information

If a student has a medical problem of which the school needs to be aware, parents should notify the counselor(s).

All prescribed medication must be delivered to the office and administered by the office personnel only. If a student becomes ill at school, the office will endeavor to contact the parent(s) or guardian(s) so that the student can be taken home. We cannot give medication, even aspirin, without parental permission. Students are not allowed to have medication on their persons or in lockers with the exception of prescription inhalers.

All students are required by law to have a MS Form 121 – Certificate of Immunization Compliance on file in the school office.

Dances

Arrival and Hours

Hours for school-sponsored dances will be determined as these events are scheduled. Set times for student arrival will be determined by the beginning time of the dance. If students are late arriving, they will not be admitted. Hours of attendance for students in grades 7-9 and students in grades 10-12 will be set. In cases of a couple consisting of one student in grade 7, 8, or 9 and one in grade 10, 11, or 12, the hours for students in grades 7-9 will be enforced.

Students cannot go outside unless leaving. Each student must stay at least one hour.

Guests

All students, both Heritage and guests, are required to sign in. The Heritage student is held responsible for the actions of his/her guest(s). The guests must be introduced to the adult chaperones. "Gate crashers" who are not invited and may cause trouble will be evicted by the adult chaperones.

Misbehavior

All school rules apply during social activities.

Location

Students are restricted to the area of the school in which the social affair is held and may not enter any other area.

Suggestive Dancing

Students who engage in sexually suggestive and/or vulgar dancing will be asked to leave the dance immediately. All dance styles will be face to face with space.

Song List

All music played at a Heritage Academy dance must be approved by the administration at least one week prior to the dance. Approved music will not include profane and/or suggestive lyrics.

Fundraising

All activities designed to raise money for the school or school-sponsored groups must be approved by the head of school or designee through the completion of a Fundraising Solicitation Form (club sponsors please refer to the Heritage Academy Fundraising Policy located in the HA Employee Handbook). All monies must be turned into the bookkeeping office and receipted. Groups outside the school may not have fundraisers at Heritage.

Emergency Situations

In order to provide a safe environment, Heritage Academy follows the recommendations of the Emergency Management Agency (EMA). Students will remain at school in an emergency response position and not be able to be checked out until an "all clear" has been given by the administration.

Inclement Weather

During any emergency at school such as fire, tornado, etc., students are to stay with the teacher and follow instructions given.

If the weather is bad and there is a possibility of school being cancelled for the day, students and/or parents are to check one of the following radio stations or TV stations: WKOR, WMBC, WCBI-TV, WLOV-TV, or WTVA-TV and the Heritage website. A PowerAnnouncement will be sent to families, and it will be posted on Facebook, the school website, and WCBI-TV.

Delivery of Gifts to Students

Heritage Academy will not accept delivery of flowers, balloons, or other favors. Such deliveries should be made to the student's home.

EPA Asbestos Notice

Heritage Academy has had all its buildings appropriately inspected for asbestos containing materials and a management plan for each building was developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act. The copy of the results of the inspection and completed management plan are on file in the head of school office.

Copyright Information

Heritage Academy makes every effort to obey copyright laws as they apply to programs at our school. We also seek to make it possible for the families of our students to have recordings of special events at HA. Often the material used on such occasions is protected by copyright and permission to make a recording is limited to specific conditions. When HA contracts with an agency to provide a recording, it is illegal for other individuals to do so. Please help our school follow the applicable copyright laws by refraining from making unauthorized individual recordings.

UNLAWFUL BEHAVIOR

Student Harassment

Harassment involves ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt others physically and/or emotionally.

- Harassment can be done by an individual or by a group gathered together to harass someone.
- Harassment can be physical, verbal, sexual, or electronic.

Physical Harassment

- Hitting, punching, jostling, pushing, spitting, or sexual abuse.
- Frightening others by threatening these actions against them.
- Hiding, damaging or destroying the property of others.

Non-physical Harassment

- Name-calling or putting others down.
- Using offensive names, making suggestive comments, or other forms of sexual harassment.
- Using abusive language to others.
- Making degrading comments about another's race, culture, gender, religion, or social background.
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing.
- Writing derogatory graffiti about others.
- Writing crude notes or crude drawings about others.
- Spreading rumors about people or their families.
- Belittling another person's abilities and achievements.
- Making hurtful comments or posts on social media that cause a disruption at school or school functions.

Sexual Harassment Policy

- Heritage Academy is committed to ensuring that students have a school free from sexual harassment, and, therefore, recognize the need to have and enforce a sexual harassment policy.
- The fraternization between teachers and students is strictly prohibited.
- Sexual harassment includes any unwelcomed sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:
 - Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
 - Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, or obscene comments or gestures, or other verbal abuse of a sexual nature.
 - Graphic, verbal commentary about a student's body, sexual prowess, or sexual deficiencies.
 - Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements.
 - Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, gestures, social media posts, or other displays of suggestive objects or pictures.
 - Retaliation for having reported or threatened to report sexual harassment.
 - Social media posts that impact the school and/or its students will be addressed, even if the post was not made at school.

This behavior is unacceptable at Heritage Academy and at Heritage Academy functions such as athletic events, dances, plays, field trips.

What to Do

- Heritage Academy encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that the behavior is unwelcomed. (The school recognizes this may be ineffective or impossible.)
- Report the incident as an harassment complaint to the guidance counselor, administrator, or head of school.
- All complaints will be investigated thoroughly and promptly.
- If you do not feel comfortable talking to someone in person, text to report harassment anonymously. Send a text to the school's anonymous Speak Up account: 1-662-368-1940.

Sexual Harassment Consequences

- First Offense – One day OSS.
- Second Offense – Two days OSS.

Tobacco/Vaping Use

Heritage Academy adheres to a campus wide tobacco free and no-smoking policy. For the purposes of this policy, "smoking" includes the use of tobacco products through pipes, cigars and cigarettes and the use of e-cigarettes, regardless of whether they contain tobacco. E- cigarette paraphernalia is also prohibited. This policy also includes the use of any smokeless tobacco products. This policy applies to all employees, students, visitors and vendors.

Tobacco/Vaping Consequences

- First Offense – One day ISS.
- Second Offense – Two days ISS.
- Third Offense – One day OSS.

Weapons, Dangerous Instruments, Contraband

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighter, matches, pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon or dangerous instrument or any contraband materials while on school grounds or attending school functions.

Weapons, Dangerous Instruments, Contraband Consequences

- Context dependent (warning and up to criminal charges and expulsion.)

Drug and Alcohol Policy

Heritage Academy seeks to maximize each student's potential to become a positive role model and adopt a healthy, responsible lifestyle. Heritage Academy is committed to creating and maintaining a drug and alcohol-free environment. This policy is designed to identify students who are using drugs and/or alcohol illegally and/or in an inappropriate manner and to require each student testing positive for illegal drugs or alcohol to successfully complete an approved drug or alcohol counseling program before they may lose the privilege of attending school at Heritage Academy. The student and their parents/ legal guardians understand and agree they have no property right to attend Heritage Academy and that this policy does not create any such property right or contract between Heritage Academy and the student or their parents/legal guardians. The policy also provides for testing of board members, faculty, and employees.

Heritage Academy expressly forbids a student from possessing, using and/or being under the influence of alcohol or illegal drugs at school, on school property, or while attending any school related function or event. An "illegal drug" is defined to include, but is not limited to, marijuana, any narcotic, hallucinatory, hypnotic, sedative, stimulant or controlled substance not prescribed to said student.

Any student found in possession of, using or under the influence of alcohol or any illegal drug while at school, on school property or when attending any school-related function or event will receive immediate Out-of-School Suspension (OSS) for three (3) days and the suspended student must then appear before the Heritage Academy head of school and discipline officer for a hearing, the subject of which hearing will be the student's permanent removal from Heritage Academy. If the student is not permanently removed from Heritage Academy, the student's continued enrollment at Heritage Academy may be conditioned upon certain requirements deemed appropriate by the head of school in his sole discretion. This may include, but is not limited to, drug and alcohol testing and counseling consistent with the provisions set forth below.

In addition, Heritage Academy will randomly drug test students from time to time. Any student failing a random drug or alcohol test will be required to undergo the counseling and treatment set forth below in response to question number 6. A student's failure to comply with the policies and/or provisions for counseling and/or treatment may result in said student being expelled from school, which shall be in the sole discretion of the head of school.

The school reserves the right to require anyone suspected of using illegal drugs or alcohol in violation of this Policy to be tested at any time. The school reserves the right to use a breathalyzer at any time deemed necessary and the use of a breathalyzer at any school related function or event shall not be considered a random drug test for purposes of these Drug and Alcohol Policies.

To ensure that alcohol and/or illegal drugs do not enter or affect the school and/or school related activities, Heritage Academy reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this policy.

Individuals may be requested to display personal property for visual inspection upon request. Individuals may be required to empty their pockets, but no student will be required to remove articles of clothing they are wearing to be physically searched. A student's refusal for visual inspection may result in suspension or expulsion as determined in the discretion of the head of school.

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

1. Who will be tested?

All students in grades 7-12 shall participate in the drug-testing program and shall be subject to testing as described in this policy. Parents and legal guardians shall, for each period of enrollment, submit in writing a consent form permitting a company employed by the head of school to provide drug testing services to test their child or children for impermissible or illegal drug and alcohol use. Board members, faculty and staff shall be randomly tested.

2. When will students be tested?

All students in grades 7-12 may be tested at least once per year. There is also the possibility of students being tested more than once through random selection. The head of school, in consultation with the Board and the company employed to provide testing services, shall determine when tests will be conducted and the number of tests. The head of school and the board shall have discretion in incorporating into the drug testing program new students, board members or employees who enroll or become associated with the school after the school year has begun.

3. When will board members, faculty and staff be tested?

The head of school, in consultation with the Board and the company employed to provide testing services, shall determine when board members, faculty, and staff will be tested. Faculty, as part of their contracts for employment, will acknowledge and consent to the drug testing policy in writing as required by the school.

4. What type of tests will the school use?

The head of school, in consultation with the board and the company employed to provide testing services, shall determine the methods of testing and the substances for which the tests will be employed to detect. For example, the head of school may decide to test for cocaine or any other impermissible or illegal substance and may test by sampling urine, hair or any method determined reliable by the head of school. Each person tested shall cooperate fully with the company administering the test and shall provide any information requested, including information about prescription medications.

5. Will test results be kept confidential?

Yes.

6. What may be required of a student who fails a random drug or alcohol test?

First Positive Result (Students): The head of school will inform the parents or legal guardians their child tested positive. Following notification by the head of school and/or medical review officer (MRO), the student must be evaluated within ten (10) days by a professional counselor or a certified alcohol and drug abuse counselor approved by the head of school. The head of school may extend the ten-day period if the parents or legal guardians of the student present a valid reason justifying an extension. The student must enroll in and successfully complete a professional treatment plan developed by a professional counselor or a certified alcohol and drug abuse counselor and approved by the head of school. Failure to enroll in and/or successfully complete the requirements of the program recommended to the student will result in the student's immediate expulsion from Heritage Academy by the head of school.

The first positive result may affect a student's eligibility to participate in extracurricular activities. This decision will be made in the sole discretion of the head of school based on a totality of the circumstances.

Following the first positive result, the student in question shall be required to test again at a time and by a method to be determined by the head of school, working in conjunction with the company employed to provide drug screening services. In addition to the re-test referenced above, the student shall also automatically appear on the testing roster for the next regularly scheduled drug screening.

Second Positive Result (Students): The head of school or medical review officer (MRO) will inform the parents or legal guardians their child tested positive. The consequences of a student's testing positive a second time may result in the student's suspension from school. This shall be determined by the head of school in his sole discretion based on the totality of the circumstances. If not suspended from school following a second positive test result, a second positive test result shall require the student to be immediately suspended from all extracurricular activities until the student has furnished to the head of school sufficient written proof, as determined by the head of school, that the student has successfully completed a professional treatment program previous approved by the head of school.

Following the second positive result, the student in question shall be required to test again at a time and by a method to be determined by head of school working in conjunction with the company employed to provide drug screening services. In addition to the re-test referenced above, the student shall also automatically appear on the testing roster for the next regularly scheduled drug screening.

Third Positive Result (Students): The head of school or medical review officer (MRO) will inform the

parents or legal guardians their child tested positive. A third positive drug test will result in the student's immediate expulsion from Heritage Academy for the remainder of the school year. A student expelled under this policy may petition the Board for re-admission after the expulsion period has expired. The parents or legal guardians of a student expelled under this policy shall not be entitled to a reimbursement of fees or tuition.

First Positive Results (Board Members, Faculty, and Staff): Any board member, faculty, or staff will be immediately and permanently dismissed from Heritage Academy following the first positive result on any drug test or any refusal to participate in a drug test.

SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of Heritage Academy ("the School") occur, including but not limited to any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The parent's/or legal guardian's financial obligations for tuition and fees remain in full force and effect. The school is under no obligation to refund any portion of tuition paid.

PARENT / STUDENT AGREEMENT FORM AND SIGNATURE SHEET

I, _____, have read and understand the *2023-24 Heritage Academy Student Handbook* and the *2023-24 Heritage Academy Academic Handbook*. I have read and understand the school's policies, including the campus wide tobacco-free and no smoking/no e-cigarettes policy, the drug and alcohol testing policies, and the Technology Responsible Use Agreement, and agree to abide by the policies. I also consent to the drug testing policy and to being tested for alcohol and/or drugs as set forth in the policies.

Publicity / Photo Release

- Heritage Academy **has** my permission to use a photo/video of my child for the purpose of student recognition or school advertisements.
- Heritage Academy **does not have** my permission to use a photo/video of my child for the purpose of student recognition or school advertisements.

ACT Score Release

Students who earn a cumulative ACT score of 24 or higher are eligible to have their name and score displayed on the Heritage Academy Academic All-Stars board in the Instructional Complex.

- Heritage Academy **has** my permission to display my child's ACT score on the Heritage Academy Academic All-Stars board at the school.
- Heritage Academy **does not have** my permission to display my child's ACT score on the Heritage Academy Academic All-Stars board at the school.

Corporal Punishment

- Corporal punishment (paddling) **may** be used as a disciplinary measure for my child.
- Corporal punishment (paddling) **may not** be used as a disciplinary measure for my child. I understand that if corporal punishment is refused as a disciplinary measure, then two days out-of-school suspension (OSS) is a mandatory requirement.

Technology Responsible Use Agreement

Students

I understand and will abide by the policy and guidelines of the Engage Agreement and Offense Consequence Protocol. I understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary or legal consequences. I acknowledge that any activities/policies not defined in this document are left to the discretion of the administration.

Parents/Guardians

By allowing my student to bring a device to school, I understand that my student has agreed to abide by the policy and guidelines of the Engage Contract and the Offense Consequence Protocol. I understand that any violation by my student may result in the loss of network/ device privileges as well as other disciplinary or legal consequences. I acknowledge that any activities/policies not defined in this document are left to the discretion of the administration. I hereby give permission for my child to use technology at Heritage Academy.

Engage Agreement

Students

I understand and will abide by this agreement. Should I commit a violation, I understand that consequences of my actions could include disciplinary action, and/or referral to law enforcement.

Parent/Guardian

As the parent/guardian of this student, I have read this agreement. I understand that technology is used at Heritage Academy for educational purposes in keeping with our mission, and that student use for any other reason is inappropriate. I recognize that it is impossible for Heritage Academy to restrict access to all controversial material, and I will not hold the school responsible for materials acquired through the school network.

(Student Signature)

(Date)

(Parent Signature)

(Date)

Student Grade in School _____

Please sign and have your student return this page to his/her second period teacher by **August 25, 2023**.

Note: *Students who have not returned this agreement by Friday, August 25, will be subject to detention.*