



“But they that wait upon the Lord shall  
renew their strength; they shall mount up  
with wings as eagles; they shall run and not  
be weary; they shall walk and not faint.”

*Isaiah 40:31*

# Heritage Academy

## Preschool Handbook

Heritage Academy  
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Zephyrhills, FL 33541  
813-782-7848  
[www.heritageacademyschool.org](http://www.heritageacademyschool.org)

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# **Heritage Academy**

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## Welcome

Welcome to Heritage Academy! We are a ministry of Oasis World Outreach and we are delighted that you and your child(ren) are going to be a part of the excitement here. We are looking forward with anticipation to having a successful year. We are striving to provide the best in quality Christian education. We also seek to provide love and total care based on individual attention in a Christian environment.

Our goal is to make your child's educational experience both happy and rewarding. We are proud of our school and hope that you will be also. School rules are accepted as a very important process of learning to respect authority. We are eagerly looking forward to your support as we endeavor to encourage wholesome attitudes and desirable habits. When a child observes the home and school "working together", we then see positive things happen in that child's life.

We extend a personal invitation to you to visit or call our school at any time. With your prayers and full cooperation, we expect a very successful year at Heritage Academy.

*Remember: "Education is a Family Affair"*

## Statement of Purpose

The goal of Heritage Academy is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, good citizenship, and academic achievement.

The educational program is founded upon the concept that God is the creator of all things and the sovereign ruler over all of life. This means that all that exists originated in God, continues through His sustaining power, and exists to glorify Him.

It is the purpose of Heritage Academy to provide a Christian education in a wholesome, Christian environment with an emphasis on academic excellence. It is our purpose at all times to meet and exceed the academic standards set by the state.

## Mission Statement

Heritage Academy, in partnership with home and church, seeks to prepare each student scholastically, socially and spiritually for challenges of the twenty-first century.

## Philosophy

Heritage Academy has proven to be a wonderful place where children receive an education based on Biblical truth. We believe that children are a heritage of the Lord. Our preschool is designed to assist the family in the training and equipping of their children as the Bible reveals, "Train up a child in the way they should go and when he is old he will not depart from it." (Proverbs 22:6). Parents will have the opportunity to be an integral part of their

child's education through serving in the classroom, chaperoning field trips, attending chapel services, and helping with special programs and events.

Our daily lessons are carefully planned to nurture the spiritual, mental, emotional, social and physical development of each child while allowing flexibility to provide for children's individual needs. Young children's learning is active and based upon experiences that involve their five senses. These include teacher directed whole group activities, individual choices, social interaction, open-ended art, opportunities for exploration and manipulation of materials.

Our deepest desire is for all the children to reach their fullest potential and have the fruits of the spirit evident in their lives. Our goal is to prepare children with the skills to become productive and responsible citizens in the twenty-first century; and to expand the total person of each child by providing an education experience of lasting value.

Parents and teachers will work cooperatively in the process of educating a child's mind and heart "And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." Deuteronomy 6:7. In the achievement of those goals, we will rely on the Bible as the spiritual guide. Developing children and building a personal relationship with the Lord "That I may know Him, and the power of His resurrection, and the fellowship of His sufferings, being made conformable unto His death." Philippians 3:10, will flow naturally in a Christ-centered atmosphere.

### **Statement of Religious Exemption**

Heritage Academy has Religious Exemption Status through the Church of God Association of Christian Schools (CGACS) under Florida Statute 402.316 by the Department of Children and Families. The preschool meets or exceeds all local licensing requirements, health, safety and sanitation guidelines and is committed to on-going self monitoring for continual compliance.

### **Statement of Faith**

- We believe that the Bible, both the Old and New Testaments, was verbally inspired of God and is inerrant and is our only rule in matters of faith and practice.
- We believe in creation, not evolution; that man was created by the direct act of God and in the image of God.
- We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- We believe that all men are born in sin.

- We believe in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior, Jesus Christ.
- We believe in the vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate.
- We believe that He is personally coming again.
- We believe in His power to save men from sin.
- We believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit.
- We believe that salvation is by grace through faith, plus nothing, minus nothing, in the atoning blood of our Lord and Savior, Jesus Christ.
- We believe that this Statement of Faith is basic for Christian fellowship and that all born-again men and women who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace, and that it is their Christian duty to promote harmony among the Believers.

### **Biblical Education**

Bible study is recognized as of fundamental importance and is a required subject. It augments the work in all the subject areas, and without it, a student can hardly be considered educated in the true sense. The Bible gives the best direction for the life to come. There is no other book that can so enrich the minds and hearts of men as the Word of God.

A knowledge of the Bible is one of the greatest educational assets any person can acquire. In addition, it provides the best moral and spiritual values. No other course offered in the school affords so great an opportunity for laying the foundation for a good and sound character.

### **Statement of Nondiscrimination**

This school admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic programs, or any other school administered programs.

## Admissions/Enrollment Procedure

Students enrolling in Heritage Academy must have the following items completed and filed with the office prior to the first day of school:

- 1) Complete Admissions Packet.
- 2) Payment of non-refundable registration and fee. (If applicable)
- 3) Payment of book fees and 1<sup>st</sup> month's tuition. (If applicable)
- 4) Current physical and record of immunizations.
- 5) Copy of a certified birth certificate.
- 6) Students entering K2 must be 2 years old by September 1<sup>st</sup> of the current school year, K3 must be 3 years old by September 1<sup>st</sup> of the current school year and students entering K4 must be 4 years old by September 1<sup>st</sup> of the current year.
- 7) Director or teacher may interview students.

## Tuition/Payment Policies

### REGISTRATION REFUNDS

The registration fee is non-refundable and is due at the time of pre-registration/registration.

### K2-8<sup>TH</sup> GRADE TUITION FEES

**MONTHLY** tuition is **due in full by the 10th of the each month**. Your first tuition payment is due by **Orientation**. Subsequent installments will be due the 10th of each month. If a payment falls on a non-school day, payment is expected in advance. **Payments should be made online through ParentsWeb**. Payments made in the school office (cash, check, cashier's check, or money order) will incur a processing fee of \$5.00. Payments received after the 10<sup>th</sup> of the month will incur a daily late fee of \$10 until account is paid in full. All returned payments will incur a \$50 fee per occurrence.

If your balance has not been paid by the 15<sup>th</sup> of the month you will receive notification that your child **will not be permitted to return** to Heritage Academy until the past due balances and current balances are **PAID IN FULL**.

### BEFORE/AFTER SCHOOL CARE FEES

If your child utilizes our Before and/or After School Care program, those payments are due **MONTHLY**. The fees of these services will follow the payment structure for K2-8<sup>th</sup> grade as outlined above.

### RETURNED CHECK CHARGE (NSF)

All returned check balances are due in the form of a cash payment immediately. In addition, your account will be assessed a \$50 NSF fee and your child will be considered a "No-Return" until your balance is paid in full. On the second offense, your account will be put on a **cash only basis** until further administrative review. In addition, post-dated checks are not an acceptable form of payment for current and/or past due balances.

### PAYMENT FAILURES

Payment failures occur when a ParentsWeb payment is made and there are not enough funds in your bank account to cover the charges. Your payment is due immediately and must be paid in cash to the school's financial office. All payment failures will incur a **\$50**



NSF fee, and your child will be considered a “No-Return” until your balance is paid in full. On the second offense, your account will be put on a **cash only basis** until further administrative review.

#### LATE ENROLLMENT

K5 – 8<sup>th</sup> grade tuition is calculated on a 10- month or 12-month basis unless payment in full is chosen. Tuition is not prorated. Therefore, parents are responsible for the full month’s tuition along with administrative fees (outlined below) upon enrollment.

\$150 – for any student enrolled between the second day of school and the end of the 1<sup>st</sup> quarter.

\$300 – for any student enrolled between the end of 1<sup>st</sup> quarter and the beginning of 2<sup>nd</sup> quarter.

\$450 – for any student enrolled between the end of 2<sup>nd</sup> quarter and the beginning of 3<sup>rd</sup> quarter.

\$600 – for any student enrolled after 3<sup>rd</sup> quarter.

#### WITHDRAWALS/EXPULSIONS

K5 – 8<sup>th</sup> grade tuition is calculated on a 10-month or 12-month basis unless payment in full is chosen. Tuition is not prorated if a child, for any reason, is enrolled, withdrawn, or expelled after the school year has begun. Therefore, parents are responsible for the full month’s tuition and administrative fees (outlined below) upon termination of enrollment.

\$600 – for any student leaving between the first day of school and the end of the 1<sup>st</sup> quarter.

\$450 – for any student leaving between the end of 1<sup>st</sup> quarter and the beginning of 2<sup>nd</sup> quarter.

\$300 – for any student leaving between the end of 2<sup>nd</sup> quarter and the beginning of 3<sup>rd</sup> quarter.

\$150 – for any student leaving between the end of 3<sup>rd</sup> quarter and the last day of school.

Parents withdrawing a student **MUST** complete the withdrawal process through the school office. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire month of the withdrawal, expulsion, or late enrollment and an administrative fee will be charged according to the chart above.**

K2 - K4 monthly tuition is based on a weekly rate. If for any reason a child is enrolled, withdrawn, or expelled after the school year has begun, students will be charged for the current week’s tuition. If a monthly payment has already been made for a withdrawing student, the tuition will be prorated, and a refund may be issued. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire week of the withdrawal, expulsion, or late enrollment.**

## Before and/or After School Extended Care

**K4 part time students** attending the morning class arriving more than 10 minutes prior to the scheduled start time and/or remaining one minute after the scheduled end time will be charged **\$15** for the first 1-15 minutes and an additional \$15 for the next 16-30 minutes, etc. Childcare will be offered at no additional fee from 8:10am – the scheduled start time for those students who have an older sibling enrolled at Heritage Academy in grades K5 – 8<sup>th</sup> grade.

**K4 part time students** attending the afternoon class arriving more than 10 minutes prior to the scheduled start time and/or remaining one minute after the scheduled end time will be charged **\$15** for the first 1-15 minutes and an additional \$15 for the next 16-30 minutes, etc.

**K2-K4 full time students** remaining after 6:00 pm will be charged **\$15** from 6:01-6:15 pm and an additional \$15 from 6:16-6:30 pm, etc. **This policy will be strictly adhered to.**

## No Return Policy

If you owe a balance on your account past the due date, you will receive notification that your child **will not** be allowed back in their classroom until **all past due balances and current payments are PAID IN FULL.**

*We understand that there may be extenuating financial and personal circumstances at various seasons in our lives. With that in mind, payment arrangements **brought to our attention** will be reviewed on an individual basis and discussed with our Financial Administration.*

## VPK

In keeping with our efforts to provide Heritage Academy's children and families with a quality early education program, we are pleased to offer Florida's **Voluntary Pre-Kindergarten Program** (VPK) to our qualifying four year olds.

Since success in any learning environment depends largely on prompt and faithful attendance, it is necessary for providers and families to establish an agreement regarding absences and tardiness. The guidelines set forth in this agreement are the basis for your child's state-approved funding as well as his or her successful transition to Kindergarten.

Instructional hours for our VPK students are 9:00 am – 1:00pm Monday and 9:00 am to 12:00 pm Tuesday through Friday, for a total of 170 days.

## Attendance

Attendance at this school is a privilege and not a right! Students are expected to be present and **on time** for all scheduled attendance days, except in the event of an excused absence.

### 5 Day Start-Up Period

Attendance during the initial “Start-Up Days” is crucial in facilitating a positive classroom Community. Therefore, attendance the first 5 days of school is MANDATORY so that Students can begin to establish the daily routine

We require our preschool parents to notify us when your child will be late or absent. Per DCF Regulation.

### Absences

All absences must be reported on the school Absence Line by calling (813) 782-7848 ext. 800. You must leave your name, your child’s name, reason for absence, date expected to return, and a contact number. If your child is out due to illness, it is a Health Department Policy that you must report the symptoms when reporting your child’s absence. All absences must be reported by 8:30am.

### Excused Absences

An absence will be considered excused for personal illness; including appointments to doctors, dentists, orthodontist, optometrists, and other recognized practitioners; death or serious illness of a family member. If your child will not be in school, you must call the school office **1 hour before** your child’s scheduled arrival time.

Parents are required to send a **written note to school upon the students return** in order for the absence to be excused. If your child is out due to illness, it is a Health Department Policy that you must report the symptoms when reporting your child’s absence. If the illness results in your child being out for more than 2 days, you must provide a note from the doctor. Notes should be provided in advance of foreseeable absences, as in the case of doctor or dental appointment.

### Unexcused Absences

An absence will be considered unexcused if there is no written note about the absence or the reason does not fall into our excused absence policy.

### Special Absences

Absences not falling into the above categories (such as family trips) may be considered excused under special circumstances. These absences must be pre-arranged and have the approval of the Director. It is the parent’s responsibility to arrange for all make-up work with the teacher. A vacation request form must be turned in 2 weeks prior to the first day of absence.

### Excessive Absences

Preschool and VPK students are expected to attend a minimum of 80% of each month throughout the school year. Failure to do so may result in dismissal from Heritage Academy.

## **Tardiness**

Late arrivals and departures are disruptive to the learning process. All preschool and VPK instruction begins promptly at the scheduled start time. Arrivals after the scheduled start time are considered tardy and may be required to enter through and wait in the office until the appropriate time to interrupt the class in progress. *Any student who is tardy more than five times in one month, may be terminated from the VPK-funded program.* The child may continue to attend Heritage Academy, but will be required to pay full tuition and applicable fees for the remainder of the school year.

## **Student Arrival/Departure**

### **Student Arrival**

All full time students who are **arriving between 7:00 am and 8:00 am** must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance. Before your child can enter the building, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home with you. If your child is exhibiting any symptoms, such as cough, runny nose, or shortness of breath, we will ask you to take them back home with you.

K2-K4 and Extended Care Before School families will be required to sign their child in by **PRINTING** your full name and drop off time on the child's sign in log book.

All full time students who are **arriving between 8:00 am and 8:30 am** **MUST** use carline.

Before exiting the car, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home. Any child exhibiting any symptoms, such as cough, runny nose, or shortness of breath, will be returning home with you.

K2-K4 and Before school families are required to sign their child in by **PRINTING** your full name and drop off time on the child's sign in log book.

Part Time VPK students **MUST arrive by 8:55 am** and **MUST** use **carline from 8:45 am - 8:55 am.** Before exiting the car, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home. Any child exhibiting any symptoms, such as cough, runny nose, or shortness of breath, will be returning home with you.

Part time VPK families are required to sign their child in by **PRINTING** your full name and drop off time on the child's sign in log book.

All students **arriving late** to class **MUST** pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance. Before your child can enter the building, a staff member will take your child's temperature. A reading of 99.9 or higher will result in

child returning home with you. If your child is exhibiting any symptoms, such as cough, runny nose, or shortness of breath, we will ask you to take them back home with you.

K2-K4 families are required to sign their child in by **PRINTING** your full name and drop off time on the child's sign in log book.

## **Parking**

All parents who are walking a child into the school due to late arrival must pull completely into a designated parking space. **DO NOT** park in a handicap space unless you have a handicap sticker. **DO NOT park under the awning.** We ask that you drive carefully and slowly (10 mph) in our parking lot and around the car loop. For your safety and the safety of others, as you are exiting the school parking lot, please yield to all incoming traffic.

**No child is ever to be left unattended in a motor vehicle in the school parking lot or on the school premises as punishable by Florida State Statute FSS 316.6135.**

## **Student Departure**

### **VPK - Part Time Morning**

Our part time morning VPK students will utilize carline pickup. School ends at 1:00 pm on Mondays and 12:00 pm each Tuesday through Friday. All part-time students will be escorted to the designated pick-up area. The driveway is be used to pick up; however it is not to be used for parking. If you are leaving your vehicle for any reason, please park in the designated parking area. Do not block the driveway. While in carline, parents must remain in their cars. Parents may not get out of their vehicles and walk up to carline to pick up a student. Failure to comply with all carline rules and guidelines established by administration may result in loss of carline privileges.

**ALL cars coming through carline MUST have a CAR TAG on display.** If your car tag is not on display, you will be directed to park and go in to the school office to pick your child up after carline ends.

### **K2, K3, VPK K4 Part Time Afternoon and K4 Full Time**

K2, K3, VPK K4 full time students being picked up between **3:00 pm and 3:15 pm** MUST use carline. K2-K4 families are required to sign their child out by **PRINTING** your full name and drop off time in the child's sign out log book.

## **Early Departure**

All early departures must be pre-arranged through the office in advance except in the event of an emergency. Upon arrival you must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848. A staff member will meet you at the main entrance and you are required to sing your child out by **PRINTING** your full name and pick up time in the child's sign out log book.

## **Late Pick Up**

Students remaining after their scheduled departure time will be **charged** according to our "Before and/or After School Extended Care Program" policy.

Only those people who are listed with the office may pick up children. Picture identification is required and will be requested before the student is released. It is the parent's responsibility to notify the school office if someone other than the person you have designated will be picking your child up. If no notification has been received, the parent will be called for authorization.

Upon arrival you must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848. A staff member will meet you at the main entrance and you are required to sign your child out by PRINTING your full name and pick up time in the child's sign out log book.

**Certified copies of custody papers or any other legal restrictions involving students must be on file with the office.**

### **Withdrawals**

We understand that there are some instances that may make it necessary for you to withdraw your child from Heritage Academy. If for any reason a child is enrolled, withdrawn, or expelled after the school year has begun, students will be charged for the current week's tuition. If a monthly payment has already been made for a withdrawing student, the tuition will be prorated, and a refund may be issued. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire week of the withdrawal, expulsion, or late enrollment.**

### **Visiting the Campus**

At this time, in order to keep our students, staff, and families safe and to stay in compliance with our governing agencies, we are not allowing visitors on campus.

### **Sex Offender/Predator**

Heritage Academy requires that any person who is registered or required to be registered under sex offender/predator laws to notify us in writing upon enrollment of your child. This is in accordance with the 2011 Florida Statute 856.022 4 (a). Heritage Academy further requires these persons to provide advance written notice to the school Administrator when visiting our school, extended care facility, or any school function, even when picking up or dropping off the offender's own children. In addition, the sex offender must sign in each time upon arrival and be given an escort while on campus.

Heritage Academy requires all persons identified above, whether it be parents, grandparents, relatives, or friends, who will be on Heritage Academy property or at school events to provide advance written notice. They will be required to sign in and be escorted upon arrival at school or school functions.

We expect our parents to be completely honest with us and to provide full disclosure. Failure to do so is a breach of Heritage Academy policy and will result in immediate dismissal of your child.

***2011 Florida Statute 856.022***

(4) It is unlawful for a person described in subsection (1) to:

(b)1. Knowingly be present in any child care facility or school containing any students in prekindergarten through grade 12 or on real property comprising any child care facility or school containing any students in prekindergarten through grade 12 when the child care facility or school is in operation unless the person had previously provided written notification of his or her intent to be present to the school board, superintendent, principal, or child care facility owner;

2. Fail to notify the child care facility owner or the school principal's office when he or she arrives and departs the child care facility or school; or

3. Fail to remain under direct supervision of a school official or designated chaperone when present in the vicinity of children. As used in this paragraph, the term "school official" means a principal, a school resource officer, a teacher or any other employee of the school, the superintendent of schools, a member of the school board, a child care facility owner, or a child care provider.

(c) A person is not in violation of paragraph (b) if:

1. The child care facility or school is a voting location and the person is present for the purpose of voting during the hours designated for voting; or

2. The person is only dropping off or picking up his or her own children or grandchildren at the child care facility or school.

(5) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

## **Injury**

In the event of injury or accident, parents are notified immediately according to the emergency phone numbers given on the registration forms. It is vitally important that these phone numbers be kept up-to-date. Every effort is made to contact the parent. In the event of a serious illness or injury, 911 will be called. The staff administers only basic first aid. At least one staff member who is trained in first aid and CPR is on campus at all times.

## **Student Insurance Coverage**

Every child receives student accident insurance the first day of attendance. The insurance is in effect while the student is under Heritage Academy supervision. This is not a primary



policy. Therefore, if a student is injured, the claim must first be made with the parent's primary insurance company. A school insurance claim form can be requested from Heritage Academy's financial office. The claim form must be submitted by the parent after a claim has been made with the primary insurance company.

### Illness

**PARENTS:** If your child is ill and will not be in school, you are responsible to call the school absence line at (813) 782-7848 ext. 800 at least 1 hour before your child's scheduled arrival time. When you call you must include the date, child's name, your name, and the symptoms your child is experiencing. This policy is a Health Department regulation. This is a precaution to protect all parties involved and to facilitate our accurate record keeping.

All students who are exhibiting any signs of illness will be immediately removed from their classroom to an isolation area. Parents will be contacted immediately and are required to come to the school and take their child home. The parent or parent designee must arrive within a reasonable time frame to pick the child up. Heritage Academy will follow the guidelines and recommendations provided to us by the Health Department and CDC regarding student illnesses and return to school.

### Communicable Disease Control

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with communicable diseases for which no immunization is available shall be excluded from school while ill. If the nature of the disease and the circumstances warrant, the school may require a physician's release before the student can return to class. In the case of pediculosis (head lice), the parent is required to keep the child at home until the problem is fully resolved. The school reserves the right to make all final decisions regarding its communicable disease policy and to take all necessary action to control the spread of diseases within the school. Please understand that the protection of all children in our care is our primary concern in this matter.

Children at Heritage Academy shall be observed on a daily basis for signs of communicable disease. Any child, child care personnel or other person in the school suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
2. Difficult or rapid breathing
3. Stiff neck
4. Diarrhea (more than one abnormally loose stool within a 24 hour period)
5. Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness
6. Conjunctivitis (pink eye)
7. Exposed, open skin lesions
8. Unusually dark urine



9. Yellowish skin or eyes
10. Any other unusual sign or symptom of illness

Students will be sent home if they are exhibiting any of the above symptoms. In addition to the communicable disease symptoms, children who exhibit any of the following symptoms will be sent home:

1. Temperature above 99.9
2. Head lice
3. Green or yellow discharge from the nose
4. Rash
5. Vomiting
6. 2 or more incidents of diarrhea

Heritage Academy reserves the right to determine other medical symptoms under which a parent may be called to pick their child up from school.

**Head Lice:** A child who has head lice shall not be permitted to return until treatment has occurred and all nits and bugs have been removed. The school will do a complete inspection of the child's head to ensure the removal of all nits and bugs has taken place. This must be done before the child is admitted to class.

**Isolation Area:** Students requiring isolation will be taken to a designated area and supervised until they can be picked up from school. Students must be picked up in a timely manner.

**Outbreaks:** Heritage Academy is required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., Communicable Disease Control. A suspected outbreak occurs when two or more children or employees have the onset of similar signs or symptoms within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee.

### **Administering Medication**

Heritage Academy **does not administer prescription or non-prescription medications at school** with the exception of "life-saving" medication such as and Epi pen, Rescue Inhaler, or Benadryl.

Parents will be contacted by phone if their child is exhibiting any symptom that may require medical attention. You may come to the school and administer medication to your child if you deem it necessary.

For those students who need "life-saving" medication, Florida Law does not allow personnel to administer medication without explicit written instructions. The following medication procedure will allow school personnel to administer "life-saving" non-prescription and prescription medication provided.

#### ***Prescription Medication:***

- Prescription medication must be brought to the school office **by a parent or guardian.**

- Prescription medication must be in its original prescription bottle with the child's name and dosage information.
- A Heritage Academy Medication Request Form must be filled out, signed by the parent or guardian, and left in the school office with the medication.
- Prescription medication **must not** be kept in the student's classroom, desk, lunch box or on his/her person.

*Non-Prescription Life Saving Medication: THIS PERTAINS TO BENADRYL ONLY*

- Non-prescription medication must be brought to the school office by a parent or guardian.
- Non-prescription medication must be brought in the original manufacturer's container.
- You must print your child's name on the container
- Non-prescription medication must be brought in on a daily basis. It is not our policy to store medication over night.
- A Heritage Academy Medication Request Form must be filled out, signed by the parent or guardian, and left in the school office with the medication.
- Non-prescription medication must not be kept in the student's classroom, desk, lunch box, or on his/her person. (This includes cough drops and lip balms).
- Non-prescription cannot be given if the manufacturer's dosage label is not indicated for your child's age/weight.

**All medication administered is recorded in a log book and this log is available for Health Department examination.**

### Student Attire and Uniform Policy

We consider neatness and cleanliness, knowing how to dress and being properly groomed an appropriate part of our social curriculum. If a student is brought to school inappropriately dressed, parents will be called and required to bring appropriate clothing.

***All Students:*** All students **must wear a face covering (face mask or neck gaiter) upon arrival, departure, while moving about the classroom or hallways, and any time social distancing is not possible.** Once a child is seated at their desk/table, **they may remove the face covering.**

Heritage Academy will provide 3 face coverings for each child. Parents must supply additional face coverings as needed. Face coverings that are printed must be appropriate as deemed by Heritage Academy administration.

### ***GIRLS may wear:***

***Tops:*** Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at FrenchToastSchoolbox.com. Shirts must be tucked in and a belt worn at all times.

***Bottoms:*** Uniform Navy or Khaki shorts, pants, skirts, and skorts. Uniform bottoms may be purchased online at FrenchToast.com or at Target, Sears, JC Penney, etc.

***Footwear:*** Deck shoes, tennis shoes, etc. Not permitted: Sandals, "Crocs", boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, "Heelies" are **not** permitted.

**Outerwear:** Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

**Hair:** Hair must be neat and clean. Extreme colors or styles are not permitted.

**Jewelry:** Jewelry must be tasteful and appropriate and must not be excessive. Long dangling or large earrings are not permitted due to safety reasons. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.

### ***BOYS may wear:***

**Tops:** Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at FrenchToastSchoolbox.com. Shirts must be tucked in and a belt worn at all times.

**Bottoms:** Uniform Navy or Khaki shorts or pants. Uniform bottoms may be purchased online at FrenchToast.com or at Target, Sears, JC Penney, etc.

**Footwear:** Deck shoes, tennis shoes, etc. Not permitted: Sandals, “Crocs”, boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, “Heelies” are **not** permitted.

**Outerwear:** Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

**Hair:** Hair must be neat, clean, and well groomed. Hair may not go below the collar. Extreme colors or styles are not permitted.

**Jewelry:** Jewelry must be tasteful and appropriate and must not be excessive. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.

### ***All Students:***

One day per week will be designated “Spirit Day” (TBD) and your child may wear the Heritage Academy Spirit shirt (blue t-shirt) with blue jeans, shorts, or skirts. Shorts or skirts must be modest length. Spirit shirts (blue Heritage Academy T-shirt) can be purchased online at FrenchToastSchoolbox.com.

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE ACCEPTABILITY OF FASHION TRENDS AND HAS FINAL JUDGMENT REGARDING WHAT IS MODEST AND APPROPRIATE DRESS AT SCHOOL OR AT SCHOOL SPONSORED FUNCTIONS.**

## **Education**

### ***Curriculum***

We use a combination of A-Beka and Wee Learn Curriculum when composing preschool lesson plans. This ensures developmental appropriateness, while achieving the ultimate goal of academic success.

### ***Teachers***

Ensuring your child receives an appropriate preschool education, our teachers hold CDA, Staff Credentials in Early Learning. The highly-trained teachers at Heritage Academy are

dedicated to the growth and development of young children. They are experienced at working with preschoolers.

All substitutes teaching a VPK classroom due to teacher absence hold a CDA, Staff Credential in Early Learning. Other personnel in the classroom have a minimum of 45 hour DCF Early Learning requirements.

### **Progress Reports**

K2 and K3 students will receive a Progress Report at the end of each quarter. The teacher will schedule a conference with you to discuss the results of each Progress Report.

K4 students will receive a pre, mid and post year assessment. The teacher will schedule a conference with you to discuss the results of each assessment.

### **Parent Conferences**

Parent/teacher conferences are a valuable tool in keeping informed of each student's needs and accomplishments. Either the teacher or the parent may request a conference at any time. If a problem becomes apparent, we encourage you to schedule a conference as soon as possible in order to quickly resolve the problem. Parents or teachers may request the presence of the Director at any conference.

## **Classroom Behavior/Discipline**

### **Classroom Behavior**

Each classroom maintains age appropriate methods of tracking student classroom behavior. The teacher will prescribe the most effective correction/discipline for each individual child.

### **Discipline**

We try to help each child understand that we have rules that must be followed for safety and health. We stress the importance of caring, honesty respect and responsibility. Each teacher will follow rules about acceptable behavior that reflect realistic expectations for the age and development of the children. Most behaviors are handled effectively through the implementation of one or more of the following procedures:

- Redirection** – when undesirable behavior occurs, the child will be redirected to another activity.

- Empathy and Awareness through Rational Thought** – children whose behavior affects other children will be asked how they would feel if similarly mistreated. A mistreated child might be asked to tell how it feels as well

- Problem Solving** – if children do not share or take turns with a specific object or toy, the item in question will first be held by the teacher. Then, the children will be asked one at a time to explain what was happening. Finally, the children will be asked

one at a time to offer a solution which is fair to everyone. If necessary, the teacher will guide the children to a satisfactory solution.

**-Time Out** – if a child's behavior puts other children in danger, or does not exercise self-control when directed, the child will be removed and placed in a time out location, away from others. The teacher and child discuss behavior expectations and the child returns to the group. The child is always supervised in the time out location.

### Resolving Problems/Complaints

In the event of a disagreement, whether between students, student and teacher, or parent and teacher, we ask that you follow the Biblical guidelines for resolving disputes. Go to the person with whom you have the problem and discuss the misunderstanding tactfully. If, after speaking to the person, the problem is not satisfactorily resolved; the two parties should meet together with the Director. Please refrain from discussing the difficulties with other parents, students, teachers, or **posting on social networks** as this only leads to gossip and hurt feelings for everyone involved.

If after attempting to resolve the problem, it remains unresolved, the Director may present the issue to the Chancellor.

*“If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” Matthew 18:15*

### Social Media

Heritage Academy realizes that many of our parents and students use social media networking sites such as Facebook and Twitter. Our desire is that social media is used for what it was intended: a place of positive social experience.

If you have a concern or issue, we ask that you follow our conflict resolution policies and refrain from discussing these issues on social media sites. Working to resolve these concerns in the confines of our policies will protect the well-being of the students, parents, and the school.

### Termination

The Preschool staff attempts to meet the educational needs of all children. However, in unusual circumstances, the staff may not be able to meet these needs, and the best interest of the child may be better served in another program. At the request of the Director, a conference may be called with the child's parents to discuss an alternate placement. The Director reserves the right to terminate any placement for reasons of incompatibility. Termination may occur when:

- (1) Parents or guardian allow their account of Preschool tuition to become

Delinquent

- (2) The Director determines the program is unable to meet the needs of the child
- (3) The Director determines it is not in the best interest of the Preschool or other children enrolled to have a particular child in attendance
- (4) A child is in attendance less than 80% of each month

## **Parent Involvement**

### **Parent/Volunteers**

Many needs at the school are being met through the services of volunteers. Examples include classroom aides, room mothers, music and art, coaches, special programs, etc. At this time, Parent/Volunteers are not permitted inside of the school building. However if Parents or others would like to volunteer their time and talent to the school, there are many ways you can help from home. Please contact your child's teacher for more information. When we are able to resume having Parent/Volunteers on campus, a security clearance and a background check will be required.

### **Field Trips**

**TBD FOR 2020-2021 SCHOOL YEAR.**

When/If we are able to resume field trips, we will provide you with detailed information.

## **Emergencies**

Heritage Academy has an extensive Crisis Management Plan that specifically outlines our emergency procedures. Please refer to the plan in the event of a school emergency.

Listed below are some common emergencies.

### **Fire Drills**

Fire drills are conducted on a regular basis. Emergency exit procedures are reviewed in each class at the beginning of the school year. Exit routes are posted in each classroom. Each class has a designated meeting area within the safety zone outside the school building. During the fire drill, students will walk quickly and quietly as a class unit to their designated area. Roll will be taken once the students have reached the safety zone. Students must return to their class when the teacher gives the direction to do so.

### **Emergency Closing**

If there is a closing of the school due to hurricane warnings or other disaster, we will follow the Pasco County public school closing policy or suggestions made by the weather advisory services. Listen to local radio or television broadcasts for information. Parents will receive a

mass notification via “Parent Alert” through SMS text messaging to cell phones/PDAs, voice calls to any phone, email, or any other means available.

### **Other Emergencies**

For other emergencies (see our Crisis Intervention Plan) parents will receive a mass notification via “Parent Alert” through SMS text messaging to cell phones/PDAs, voice calls to any phone, email, or any other means available.

### **Reunification**

In an emergency situation there is the possibility that we would need to relocate students and staff to a different facility. If faced with the need to relocate, we will update parents via our Parent Alert system on the safety of students and the plans for relocation.

If parents/guardians need to pick up students after relocating we will utilize a reunification team consisting of our teachers and support staff. Each group will be responsible for contacting parents or an emergency contact using the information provided on each student’s Emergency Contact Form. In addition, parents have been given emergency cell phone numbers to contact us. During an emergency, we will provide for the children’s needs according to the instructions on the form that was completed by the parent.

### **Miscellaneous**

#### **Lunch and Snacks**

Students must bring their lunch in a disposable container. All items included in their lunch and snack must also be disposable. No items will be returned home.

All full-time students are required to pack a healthy lunch and snacks. **K2, K3 and K4 full-time** students will need a lunch, 2 snacks and drinks for each day. **Part-time** students will need 1 snack and drink each day.

Please provide any utensils necessary (spoons, forks, etc.), as these are not readily available at school. **NO** microwaves will be available to heat up foods.

#### **Extra Uniforms**

Heritage Academy requires all pre-school students to send in an extra uniform to be used in the event of an accident. This must include a top, a pair of bottoms, underwear, and socks. All items should be labeled with your child’s name. If your child has an accident and there is no extra uniform, you will be called to come and pick up your child.

#### **Chapel Service**

Your child’s spiritual well being is a priority at Heritage Academy. Chapel services will be “Live Streamed” into each classroom every Wednesday morning at 9:30 am. Each week, one classroom will attend the live chapel service and help with Praise and Worship. There will be

times when your child's class will do a performance during Chapel as well. All students are required to attend. Each service consists of children's praise and worship that is fun and energetic. The weekly sermons are creative and capture the attention of all ages. Also, announcements and special awards may be given during this time. **Visitors are encouraged and welcomed to attend ONLINE.**

*"And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near. " Hebrews 10: 24-25*

### **Lost and Found**

Jackets, backpacks, etc. that are left at the end of the day will be placed in lost and found in the office. The lost and found items will be purged after each grading period. The items whose owners cannot be identified and which remain unclaimed will be donated to an appropriate charity or discarded. Please label all clothing and belongings to avoid their loss.

## **Code of Ethics**

### **Code of Ethics: Duty, Procedure, Liability Protections**

**Heritage Academy's policy on ethical conduct of instructional personnel and school administrators**

#### **WORKPLACE STANDARDS AND POLICIES**

As a representative of Heritage Academy, personnel and administrators must demonstrate and uphold standards of ethical conduct both in and outside of the classroom. As a Heritage Academy employee and a role model to students, instructional personnel and school administrators have a duty, at all times, to:

#### **Abide by the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.)**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.



3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

**Uphold the Principles of Professional Conduct for the Education Profession in Florida (Rule 6B-1.006, F.A.C.)**

**1. *Obligation to the student requires that the individual:***

- a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall not unreasonably deny a student access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

**2. *Obligation to the public requires that the individual:***

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
- e. Shall offer no gratuity, gift, or favor to obtain special advantages.

**3. *Obligation to the profession of education requires that the individual:***

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to Heritage Academy Administration any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) I and 943.059(4) I, Florida Statutes.
- n. Shall report to Heritage Academy Administration any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

**Abide by all school policies and procedures with steadfast adherence to the following:**

- Immediately report known or suspected child abuse or neglect to the **Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE) or online at <http://www.dcf.state.fl.us/abuse/report/>.**

**And**

- Immediately contact and report suspected misconduct to the **Heritage Academy Administration designee:**
  - o *Michelle Walls, Principal and Director of Operations*

- *Call Michelle Walls 813-782-7848 ext. 229*
- *Email Michelle Walls at [michelle@heritageacademyschool.org](mailto:michelle@heritageacademyschool.org)*
- *To make an appointment to meet with the Heritage Academy's school administration, call the school's main office 813-782-7848 and request a scheduled meeting with Michelle Walls.*

In accordance with section 39.201, FL Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to:

**The Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE or report online at <http://dcf.state.fl.us/abuse/report/>.**

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In section 39.01(2), Florida Statutes, the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

In section 39.01(44) Florida Statutes, an act of "Neglect" occurs when a child is deprived of, or is allowed to be deprived of necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

In section 30.01(47), Florida Statutes, "Other person responsible for a child's welfare" includes the child's legal guardian or foster parent; an employee of any school, public or

private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child's welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child's care.

**LIABILITY:** In accordance with section 39.203, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

**Immediately report to Heritage Academy Administration any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators.**

In accordance with section 1012.795(1)(b) Florida Statutes, any instructional personnel or school administrator must report alleged misconduct that affects the health, safety or welfare of a student by instructional personnel or school administrators. If instructional personnel or school administrators have knowledge of a violation of section 1012.795 or the Principles of Professional Conduct or the district code of conduct, designated employees shall immediately report the nature of the misconduct to

- *Michelle Walls, Principal and Director of Operations: 813-782-7848 ext. 228 or email [michelle@heritageacademyschool.org](mailto:michelle@heritageacademyschool.org)*
- *Abeka Specialist, Aida Perez: 813-782-7848 ext. 228 or email [aida@heritageacademyschool.org](mailto:aida@heritageacademyschool.org)*
- *Chancellor/Founder, Bishop Michael Sloan: 813-782-2888*
- *To make an appointment to meet with the Heritage Academy school administrator, call the school's main office 813-782-7848 and request a scheduled meeting with Michelle Walls, Aida Perez, or Bishop Michael Sloan.*

Instructional personnel or school administrators who fail to report misconduct of other instructional personnel or school administrators that affect the health, safety, or welfare of students shall be subject to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate.

### **Prohibition of Bullying and Harassment**

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and

harassment of any type. Conduct that constitutes bullying and/or harassment, as defined by district policy and section 1006.147, Florida Statutes, are prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gestures, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

**Bullying and harassment also include:**

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### **Discrimination Prohibited**

All employees shall abide by the school district's policy and Heritage Academy's policy on prohibiting discrimination. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

### **Confidentiality Agreement Prohibited**

In accordance with section 1001.42.(6), Florida Statutes, neither the school board nor any employee of the school board may enter into a confidentiality agreement, written or verbal, with an instructional personnel or school administrator who resigns, is terminated, or resigns in lieu of termination due to allegations, in whole or in part, of misconduct related to the health safety or welfare of a student. Any part of an agreement that has the purpose or effect of concealing misconduct which affects the health, safety or welfare of a student is void and contrary to public policy and shall not be enforced.

### **Reference Checks**

In accordance with section 1001.42(6), Florida Statutes, neither the school board nor any employee of the school board may provide instructional personnel or school administrators with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or administrator's misconduct.

**LIABILITY:** *In accordance with section 768.095, Florida Statutes, an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or*

*current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes.*

### **Alcohol and Drug Free Workplace**

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school sponsored events that may be on or off school grounds. No employee shall possess, consume, inject or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace, including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes Chapter 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the School Principal of any arrest for a criminal drug offense with 48 hours.

### **Reasonable Suspicion Tests**

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his or her job performance.

### **Perform duties in a competent manner**

Continuing evaluation of instructional and administrative staff is necessary to enable the school board to monitor the effectiveness and competence of instructional and administrative staff members and to assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Superintendent.

### **Conflicts of Interest**

No employee shall engage in conduct, which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

### **Corporal Punishment**



Heritage Academy does not engage in corporal punishment.

### **Reasonable Force**

In accordance with sections 1003.32, 1006.11 and 1012.75, Florida Statutes, reasonable force, as defined by State Board of Education Rule, may be used by Heritage Academy personnel in order to maintain a safe and orderly learning environment.

### **Acceptable Use of School Property and Resources**

All employees shall use Heritage Academy resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of the school board. Use of such resources, electronic and otherwise, for the purposes not related to the educational goals and policies of Heritage Academy can result in adverse action against employee, up to and including termination and, when appropriate, certification action and/or criminal charges.

### **Weapons**

Except as provided in sections 790.115, 790.06, and 1006.12, Florida Statutes, Heritage Academy and the School Board prohibits all staff from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of Heritage Academy Administration including, but not limited to, property leased, owned, or contracted by Heritage Academy, or a school-sponsored event. (A weapon and examples thereof are as defined school policy.)

### **Security of Tests**

All mandatory test administered by or through Heritage Academy administered national norm-referenced achievement tests shall be secured pursuant to Florida Statutes and State Board of Education Rules along with Heritage Academy rules. The loss of testing materials, cheating or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator.

### **Dress Code**

All instructional staff and school administrators shall be physically clean, eat and well groomed and shall dress in a manner consistent with being professional. Guidelines are in the Heritage Academy Employee Handbook.

### **Tobacco Use in District Facilities**

All use of tobacco products in any form are prohibited in or on any Heritage Academy-owned building, facility or property.

## **Electronic Communications and Social Networking Sites**

Instructional Personnel and School Administrators shall use caution and good judgment when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress. Any information posted to or communicated through a social networking site shall not bring disfavor, embarrassment or condemnation to the employee, student or school district.

## **Training Required**

All instructional personnel and school administrators must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by Heritage Academy, but as a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on how to report misconduct of other instruction personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model and fiduciary responsibility of being an educator.

## **Reports to the Office of Professional Practices Services (DOE)**

Any violation of these standards of conduct may result in the information being reported to the Office of Professional Practices Services for investigation to determine if disciplinary action should be taken against an educator's Florida Educator Certificate.

## MESSAGE TO OUR STUDENTS

*Our desire is for you to become the best person you can be with God's power and direction. We love you and believe you are not here by chance, but by the appointment of God. As teachers and staff, we pledge to you the same level of excellence and commitment that we request from you. There may be times when we both fall short, but rather than dwell on our shortcomings, let us use them as stepping stones to a higher level to which God calls us. Let each year be a year in which we can say we have studied "to show thyself approved, a workman that need not be ashamed..."*

GOD'S BLESSINGS UPON YOU!!!



# HERITAGE ACADEMY

## ***STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT***

*A COPY OF THIS DOCUMENT MUST BE SIGNED BY AT LEAST ONE PARENT AND THE STUDENT*

*AND*

*RETURNED TO THE SCHOOL OFFICE THE FIRST WEEK OF SCHOOL*

Please initial each of the following statements:

\_\_\_\_\_ I have read the Parent/Student Handbook

\_\_\_\_\_ I have had an opportunity to ask questions about the information

\_\_\_\_\_ I understand the information in the handbook

\_\_\_\_\_ I agree to abide by the policies outlined in this handbook and any policies  
that may be revised or added to this handbook in the future

Printed Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**The original signed document will be placed in the students' permanent file.**

**Revised 9/08/2020**

