



PARENT/GUARDIAN-STUDENT
K4 PRESCHOOL
HANDBOOK
2022-2023

A Ministry of Oasis World Outreach
35656 State Road 54
Zephyrhills, FL 33541

Updated August 4, 2022

Certified by FLOCS

DCF License # C06PA0339

THIS PAGE INTENTIONALLY LEFT BLANK

**HERITAGE ACADEMY
PARENT/GUARDIAN-STUDENT HANDBOOK
TABLE OF CONTENTS**

Contact Information	2
Welcome	3
Mission Statement	3
Philosophy Statement	3
Statement of Purpose	4
Statement of Faith	4
Biblical Education	5
Statement of Nondiscrimination	5
Designated Handicapped Parking	5
Parking Rules	6
Online School Management Software System	6
Scholarships	7,8
Admissions/Enrollment Procedures	8
Tuition/Payment Policies	9, 10
Wraparound Program (Extended Care)	11-13
Carline Safety Rules	13
Carline Drop Off/Pick-Up Rules	14
Drop-Off Procedures	14, 15
Pick-Up Procedures	15, 16
Academic Standards and Policies	17
Attendance Policy	18-20
Student Illness Policy	20-23
Administering Medication to Students	23, 24
Student Attire and Uniform Policy	24-26
Snacks and Lunch	26
Student Behavior/Discipline	27, 28
Student Injuries	28
School Emergencies	28, 29
Sex Offender/Predator Policy	30, 31
Florida Code of Conduct	32-39
Miscellaneous Information	40-42
Handbook Addition and Changes	42
Message to Our Students	43
Parent/Guardian-Student Handbook Acknowledgement Sample	44

CONTACT INFORMATION

Mailing Address: 35636 State Road 54, Zephyrhills, FL 33541

Website: heritageacademyschool.org

General Information/Receptionist: 813-782-7848 x227

Absence Line: 813-782-7848 x800

Fax: 813-782-5909

ADMINISTRATION CONTACT

Aida Buck 813-782-7848 x228

Principal/Principal/Director
aida@heritageacademyschool.org

Wanda Snell 813-782-7848 x229

Compliance/Principal/Director
wsnell@heritageacademyschool.org

WELCOME:

Welcome to Heritage Academy! We are a ministry of Oasis World Outreach and are delighted that you and your child/children 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"

MISSION STATEMENT:

Heritage Academy exists as a ministry of Oasis World Outreach for the purpose of providing a high standard of education for each student, based upon a firm foundation in the Word of God in a loving, safe and nurturing atmosphere to grow in Christ-like character.

PHILOSOPHY STATEMENT:

Heritage Academy has proven to be a wonderful place where children receive an education based on Biblical truth. The goal is to prepare students with the skills to become productive and responsible citizens and is designed to help give its students a well-rounded Christian view of life. Heritage Academy wants students to realize that God's ultimate purpose for them is to develop each individual to his/her fullest capacity; physically, mentally, emotionally and spiritually (I Corinthians 10:31, Ecclesiastes 12:13). Students will have opportunities to seek and to know God's will for their lives (Romans 12:12, 2 Timothy 2:16, Deuteronomy 16:17).

Parents and teachers will work cooperatively in the process of a child's education. In the achievement of those goals, Heritage Academy will rely on the Bible as the spiritual guide. High educational standards and building a personal relationship with the Lord (Philippians 3:10) will flow naturally in a Christ-centered atmosphere.

STATEMENT OF PURPOSE:

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. 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.

STATEMENT OF FAITH:

The Church of God believes the whole Bible to be completely and equally inspired and that it is the written Word of God. The Church of God has adopted the following Declaration of Faith as its standard and official expression of its doctrine. Church of God believes:

- In the verbal inspiration of the Bible
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

BIBLICAL EDUCATION:

Bible study is recognized as fundamentally important 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 our hearts and minds as the Word of God.

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.

DESIGNATED HANDICAPPED PARKING:

Due to the Americans With Disabilities Act (ADA) and state laws, private businesses and public agencies must provide a certain number of available handicapped parking with proper signs and with ample size to the left or right of vehicles to allow for wheelchairs and other mobility devices. Only vehicles with handicapped placards or license plates are allowed to park here.

Handicapped parking laws protect people with disabilities and provide them with convenient and comfortable access to parking. Therefore, there are penalties for people who park in handicapped parking without a placard. Laws for handicapped parking spots state that it is illegal to park in handicapped parking without a handicapped permit. You cannot park in accessible parking by using someone else's handicapped parking placard, unless they are also in the car with you.

In Florida, anyone who uses a handicapped parking permit that does not belong to them can face being charged with a second-degree misdemeanor with handicapped parking tickets reaching \$500 or up to 6 months in jail. If you are caught parking in a handicapped spot without proper permits, the fine is \$250. (Refer to Florida law 316.1955 for the entire statute.)

Therefore, Heritage Academy asks that all parents/guardians under any circumstances do not violate the law by parking in any handicapped designated spots.

PARKING RULES:

All parents/guardians who are walking a child into the school must pull completely into a designated parking space. DO NOT park under the carline or church awning. We ask that you drive carefully and slowly (10 mph) in our parking lot and/or 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.

Pastoral parking is designated for the church pastoral staff and not to be utilized by parents/guardians at any time. Handicapped spots are designated bylaw for those with the proper credentials.

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.

ONLINE SCHOOL MANAGEMENT SOFTWARE SYSTEM:

Our school utilized an online school managements system called RenWeb for our K4 through 8th grades. Included in the RenWeb program is a portion called ParentsWeb which enables us to improve our children's academic development and the communication between our school and your home. ParentsWeb is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. All parents with computer access will be required to set up a ParentsWeb account. Instructions are provided in your enrollment packet and can also be obtained from Heritage Academy Administration.

All you need is an Internet-capable computer to view information (if applicable) such as:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Lesson Plans
- Discipline
- Homework
- Missing Assignments
- School Calendar
- School Announcements
- Staff and School Principal/Directory
- Family Account Balance
- Teacher Email Addresses
- Teacher Websites
- Customized Web Surveys and Tests
- Other Useful School Information

SCHOLARSHIPS:

Heritage Academy accepts the Voluntary Prekindergarten Education Program (VPK) and School Readiness (SR).

Students who are enrolled at Heritage Academy with any scholarship must meet the school and scholarship attendance policies. Failure to do so may result in loss of scholarship funding and the parent/guardian will then be responsible for any remaining tuition.

Any required fees, if applicable, must be paid before the child can attend school. Any tuition not covered by the scholarship can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment.

If you are still in any scholarship application process on the first day of school, **you are required to pay fees and tuition until the scholarship is granted.** This applies to all new and renewing scholarship families. Heritage Academy will make no exceptions to this policy.

VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM (VPK):

This scholarship offers free prekindergarten for all 4-year-olds regardless of family income which prepares early learners for success in kindergarten and beyond. VPK helps build a strong foundation for school using educational material corresponding to various stages in a child's development.

To be eligible, children must live in Florida and be 4 years old on or before September 1st of the current school year. Parents whose children are born between February 2nd and September 2nd can postpone enrolling their 4-year-old until the following year when their child is 5. To apply for this program, visit www.floridaearlylearning.com/vpk.

If your family meets the qualifications and is awarded the scholarship, you will receive a letter from the scholarship agency. Once you have this letter, you must bring it to the Heritage Academy's Administrative offices.

Heritage Academy offers the part time 3 hour VPK class Monday through Friday during the school year. This scholarship does not cover any wraparound care (extended care) costs if needed. Refer to the Tuition and Wraparound Program (Extended Care) in this handbook. Therefore, any full time K4 financial shortfalls in tuition, fees, or other expenses not covered by scholarships will be the responsibility of the parents/guardians.

SCHOOL READINESS PROGRAM (SR):

Florida's School Readiness Program or SR offers financial assistance to eligible low-income families for early education and care so they can become financially self-sufficient and their young children can be successful in school in the future. Services vary based on individual needs and range from extended day care to after-school and school-age care in some instances.

To see if you may meet the eligibility requirements, parents/guardians should visit: www.floridaearlylearning.com/school-readiness.

If your family meets the qualifications and is awarded the scholarship, you will receive a letter from the scholarship agency. Once you have this letter, you must bring it to the Heritage Academy's Administrative offices.

ADMISSIONS/ENROLLMENT PROCEDURES:

Students enrolling in Heritage Academy must have the following items completed and filed with the office:

- 1) Complete Admissions Packet and interview with school administration.
- 2) Payment of non-refundable registration fee (if applicable).
- 3) Payment of first month's tuition by the 10th of the month (if applicable).
- 4) Current physical and record of immunizations.
- 5) Copy of a certified birth certificate.
- 6) Students entering prekindergarten must be 4 years old on or before September 1st of the current year.

Students re-enrolling in Heritage Academy will be required to re-apply each year and turn in the required paperwork.

TUITION/PAYMENT POLICIES:

REGISTRATION FEE:

A registration fee for full time preschool students is due at the time of registration. This fee is non-refundable.

MONTHLY TUITION:

Tuition for non-VPK and/or wraparound program (extended care) students, payments may be paid in 10 equal monthly installments. Your first payment is due **prior to the Parent/Guardian Orientation**. Subsequent installments will be due the 10th of each month. Payments must be made in the school office (cash, check, cashier's check, or money order) or placed in the payment drop box in the administrative offices.

RETURNED PAYMENTS:

All returned payments will incur a \$50 fee per occurrence.

TUITION AND FEES (PER CHILD):

K4 Full Time (with VPK certificate)		K4 Full Time (without VPK certificate)	
<i>Tuition</i>	\$3,610	<i>Tuition</i>	\$6,080
<i>Registration Fee</i>	\$125	<i>Registration Fee</i>	\$125
K4 Part Time (with VPK certificate)			
<i>Tuition</i>	\$0		
<i>Yearbook Fee</i>	\$40 (Optional)		

TUITION INCREASES:

Heritage Academy reserves the right to review and adjust the scheduled tuition and financial policies upon 30 days written notice as is deemed necessary to maintaining a quality education for our full time program.

Heritage Academy provides classroom supplies for all the part time instructional VPK classroom needs. For our full time preschool students, when additional supplies are needed for their non-VPK instructional time, we will communicate those needs to those parents/guardians. Any parents/guardians are also welcome to donate any classroom supplies throughout the school year. Students must supply their own backpacks and lunch boxes (if applicable).

PAST DUE BALANCE 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, when brought to our attention, will be reviewed on an individual basis and discussed with our Financial Administration.

EARLY WITHDRAWAL FROM VPK:

We understand that there are some instances that may make it necessary for a parent/guardian to withdraw your child/children from Heritage Academy.

Parents/guardians withdrawing a student(s) **MUST** complete the withdrawal process through the school office. For a withdrawal procedure to be valid, parents must indicate their intention to remove the child from school as follows:

- Complete an Extended Care Withdrawal Form
- Meet with our financial office to finalize any account balances.

TERMINATION OF STUDENT:

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 Principal/Director, a conference may be called with the child's parents/guardians to discuss an alternate placement. The Principal/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 Principal/Director determines the program is unable to meet the needs of the child.
3. The Principal/Director determines it is not in the best interests 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.

WRAPAROUND PROGRAM (EXTENDED CARE):

Heritage Academy provides a wraparound program (extended care) for our preschoolers. Students may utilize this care from 7:00am – 6:00pm Monday through Friday.

Heritage Academy does not offer a part time extended care program. Therefore, enrollment in the extended care program is considered full time regardless of the number of days or times your child attends and must be paid accordingly.

NOTE: For any part time morning (9am-12pm) preschool student who may have an older sibling enrolled at Heritage Academy in K5-8th grade, childcare will be offered at no additional charge when those siblings are dropped off in the MORNING CARLINE between 8:10am and 8:30am.

If any part time morning preschool student needs to be picked up when an older sibling at Heritage Academy is picked up from the AFTERNOON CARLINE, the preschool child must then be enrolled in the wraparound program (extended care) and pay the associated fees as outlined in this handbook.

WRAPAROUND PROGRAM (EXTENDED CARE) ENROLLMENT:

Before your child can attend any extended care program, you must:

- Complete our extended care registration form and DCF application.
- Your child must have a school physical that was completed within one year of admission to the extended care program.
- Pay the first extended care payment.

Failure to formally register your child in the wraparound program (extended care) will result in charges applied to your account as outlined in the Part Time Early Drop Off and/or Part Time Late Pick Up rates in this handbook.

LATE PICK UP FROM WRAPAROUND PROGRAM (EXTENDED CARE):

The Wraparound Program (Extended Care) ends at 6:00pm when school is in session. These charges will be assessed if parent/guardian picks up a student after 6:00pm, the following rates will be charged per student:

1st Late Pickup – 6:01pm-6:15pm \$15
6:16pm-6:30pm \$30
6:31pm until pick up \$75

2nd Late Pickup - 6:01pm-6:15pm \$30
6:16pm-6:30pm \$60
6:31pm until pick up \$150

3rd Late Pickup* - 6:01pm-6:15pm \$60
6:16pm-6:30pm \$120
6:31pm until pick up \$300

*After the 3rd late pick up occurrence, the parent/guardian will no longer be able to utilize the Wraparound Program (extended care). Arrangements will need to be made by the parent/guardian to have another school care center drop off and pick up your child/children before and after the VPK classroom instructional times.

WRAPAROUND PROGRAM (EXTENDED CARE) WITHDRAWAL:

If, at any time during the school year your child is withdrawn or expelled from the wraparound program (extended care), you must:

- Complete an Extended Care Withdrawal Form
- Meet with our financial office.

If a full time student is being withdrawn, wraparound (extended care) tuition is paid monthly. The K4 full time tuition is based on a weekly rate but paid monthly and therefore any tuition, if any, will be prorated and a refund may be issued once any outstanding balances have been paid.

Failure to notify the financial office of changes to your extended care withdrawal will result in you being responsible for payment of all charges until the above process has been completed.

PART TIME EARLY DROP OFF RATES:

If any child is dropped off prior to their scheduled drop off time prior at 8:45am or 12:15pm if attending the afternoon VPK class, the following charges will be assessed as follows:

\$15 for 1-15 minutes early
\$15 for 16-30 minutes early
\$15 for 31-45 minutes early
\$15 for 46-60 minutes early

The \$15 charge per each 15 minute interval past 60 minutes will be charged accordingly from when the child arrived at school.

PART TIME LATE PICK UP RATES:

If any child is not picked up from carline between the release time of 12:00 noon and 12:15pm, the following charges will be assessed as follows:

- \$15 for 1-15 minutes late
- \$15 for 16-30 minutes late
- \$15 for 31-45 minutes late
- \$15 for 46-60 minutes late

The \$15 charge per each 15 minute interval past 60 minutes will be charged accordingly until the student has been picked up from school.

Excessive usage of the early drop arrival and/or late pick up departure will be discussed with the parent/guardian and Administration regarding the need for formal enrollment in the Wraparound Program (Extended Care).

CARLINE SAFETY RULES:

We understand that parents/guardians may be pressed for time in the morning and/or afternoons. We require, at all times, that we are courteous and patient to one another as we wait in line to drop off and/or pick up children.

Aggressive, disrespectful, and other unsafe actions will not be tolerated at any time under any circumstances. Also, a parent/guardian may never pull their vehicle out of the carline to "go around" another car under any circumstances as this endangers our students and staff. If any of these behaviors are exhibited, you may lose all carline privileges. If this occurs, it will then be the responsibility for parents/guardians to walk and/or drop off their children into/from the facility daily.

The carline is to drop off/pick up only; therefore it is not to be used for parking at any time. If you are leaving your vehicle for any reason, please park in the designated parking area. Do not block the carline.

CARLINE DROP-OFF/PICK-UP RULES:

- ALL cars coming through carline for student pick-up MUST have a CAR TAG on display.
- If there is no car tag, you will be directed to park your vehicle and a staff member will meet you at the main entrance once carline has ended to pick up your child/children. You may be required to show photo identification.
- You MUST place your car in park before a staff member can unload/load students from/into your vehicle and must remain in park until the staff member safely has the student out of or in the car, shut the door, and safely has stepped away from the car.
- Please do not detain the teachers who are unloading/loading your child. If you need to discuss an issue, please make an appointment.
- While in carline, parents must remain in their cars. Parents may not get out of their vehicles and walk up to carline to drop off/pick up a student. Failure to comply with all carline rules and guidelines established by Administration may result in loss of carline privileges.
- Once the staff member has moved away from your vehicle and if there is a vehicle in front of you, you must remain in carline and follow the vehicle in front of you to safely exit out of the parking lot in front of the school. NEVER go around another car in front of you.
- Part time students arriving before 8:45am or remaining after 12:15pm carline drop off and/or pickup will be taken to our wraparound program (extended care) and any associated fee(s) will be charged as outlined in this handbook. Refer to the Early Drop Off and Late Pick-Up from Carline policy with its associated rates that will be assessed.

STUDENT DROP-OFF PROCEDURES:

Heritage Academy has a variety of ways a student may be brought into the facility. Depending on the actual time of arrival will determine how the student is to be dropped off as outlined below.

WRAPAROUND PROGRAM (EXTENDED CARE) MORNING STUDENT ARRIVAL:

Arrival between 7:00am and 8:10am OR 8:30am-8:40am - Parent/guardian must park in a designated parking spot and must walk with their child/children to the main entrance where a staff member will greet you. A sign in log must be filled out by the parent/guardian or person dropping student off by **PRINTING** your full name along with the arrival time.

Students are never allowed to enter the building without an adult.

Arrival between 8:10am through 8:30am OR 8:45am-9:00am - **MUST** use carline and will be required to sign your child in by **PRINTING** your full name and drop off time on the sign in log.

Arrival after 9:00am – Refer to morning late arrivals below.

BEGINNING OF SCHOOL DAY CARLINE DROP OFF ARRIVAL:

Parents/guardians who are bringing their child/children **MUST** utilize the carline and can begin arriving at 8:45am through 9:00am. You will be required to sign your child in by **PRINTING** your full name and drop off time on the sign in log provided by the carline staff.

MORNING LATE ARRIVALS (after 9:00am):

All parents/guardians bringing their child/children to school arriving after carline ends at 9:00am, parent/guardian must park in a designated parking spot and must walk with their child/children to the main entrance where a staff member will greet you. A sign in log must be filled out by the parent/guardian or person dropping student off by **PRINTING** your full name along with the arrival time.

Students are never allowed to enter the building without an adult.

STUDENT PICK-UP PROCEDURES:

During the student application process, the parent/guardian has supplied Heritage Academy with a list of emergency contacts whom are also allowed by the parent/guardian to pick up their child/children.

The information provided to Heritage Academy is entered into the RenWeb School Management system and when an emergency contact person picks up a child/children, for their safety, picture identification can be requested before the student is released.

It will be the parent/guardian's responsibility to call the school if someone on your emergency contact list will be picking up your child/children.

In cases where someone other than who has been listed on the parents/guardian's emergency contact list will be picking up your child/children, that request MUST BE CALLED IN AND EMAILED TO Heritage Administration before any child/children can be released. Picture identification will be required upon the requested person's arrival. There will be no exceptions to this rule.

In either case above, the person designated to pick up the child/children will be required to sign them out with the PRINTING of your name and the time picked up.

NOTE: If there are any custody issues or other legal restrictions involving students, a certified copy of any court orders are required to be previously on file with Heritage Academy. Any restrictions are entered into the RenWeb School Management system and will provide alerts to staff to comply with at all times.

EARLY DEPARTURE:

Early departure must always be arranged by calling the administrative offices along with bringing in a note explaining the reason for the early departure.

Park your vehicle in a designated spot (not carline) and come to the front entry to sign out your child/children. Once that has been completed, we will arrange for your child/children to be removed from their classroom(s). Under no exception will a child/children be released from their classroom(s) prior to the parent/guardian's arrival.

END OF SCHOOL DAY CARLINE DEPARTURE FOR PART TIME:

Part time morning preschool ends at 12:00pm at which time all our part time students will be escorted to the designated pickup carline area. Students MUST depart from the carline area which begins at 12:00pm and ends promptly at 12:15pm. The carline pick up location is located at the side of the building under the awning.

All cars must have a carline tag. If a car does not have a tag, the parent/guardian will be instructed to pull in a designated parking spot and await the end of carline pickups at 12:15pm to come to the front entry to sign out your child/children.

LATE CARLINE STUDENT PICK UP:

Part time students remaining in carline after 12:15 pm will be escorted to extended care. Parent/guardian or other emergency identified person, after parking your vehicle in a designated parking spot, will need to pick up your child/children after carline concludes. You must come to the front entry and a staff member will meet you will be required to sign your child out by PRINTING your full name and pick up time in the log book.

Fees for late pick up will be charged according to the Part Time Late Pick Up Policy rates outlined in this handbook.

ACADEMIC STANDARDS AND POLICIES

Heritage Academy offers A-Beka and Beyond Learning 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 Child Development Associate (CDA) Credentials in Early Learning. The highly-trained teachers at Heritage Academy are dedicated to the growth and development of young children. They are highly qualified and experienced in working with preschoolers.

Any substitutes teaching a VPK classroom due to teacher absence hold the same credentials. Other personnel in the classroom have a minimum of 45 hour Department of Child and Family Services (DCF) Early Learning Requirements.

TEXTBOOKS AND SUPPLIES:

Heritage Academy provides the necessary classroom books and supplies the VPK classroom instruction times.

PROGRESS ASSESSMENTS/REPORTS:

K4 students will receive a pre, mid and post year assessment. The teacher will schedule a conference with you to discuss the results of these assessments. These assessments are a valuable tool in keeping up to date with each student's needs and accomplishments and therefore are highly encouraged to be available for any and all discussions as needed.

ATTENDANCE POLICY:

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

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 3 hours per day, Monday through Friday, for a total of 180 days. Part time students are instructed from 9:00am to 12:00pm and most of our full time students are instructed between 12:30pm to 3:30pm.

Attendance at Heritage Academy is a privilege and not a right! Consistent daily attendance is a must. Students are expected to be present and on time for all scheduled attendance days. Awarded scholarships also have attendance requirements that if not met, could result in a loss of that scholarship. (Refer to the awarding scholarships requirements for further clarification.)

Students are expected to be present and on time for all scheduled attendance days, except in the event of an excused absence.

Florida law mandates that no more than 20 percent of the total payment to a VPK provider or school on behalf of a child be for absences. This means that in those cases where a child's absences do not exceed 20 percent of the days attended, the provider will receive payment for all of the days the child is absent from the provider's program. The 80:20 attendance calculations are applied monthly and at the end of a provider's VPK class.

All absences must be reported on the school Absence Line (refer to the Absence Line Call-In Procedures listed in the Student Illness Policy). 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 8:30 am.

Repeated absences that result in a student are missing 5 days or more in a quarter will result in their status being evaluated. If a student misses 20 days in a school year, their status will be evaluated and the student may be subject to termination or may be required to repeat their current grade. If this occurs, parents will be called in for a conference.

The following are the absence categories:

EXCUSED ABSENCES:

An absence will be considered excused for:

1. Personal illness:
 - a. If your child is absent due to personal illness for one day, you must send a written note upon the student's return in order for the absences to be excused.
 - b. If your child is absent due to illness and will be out for more than 2 days, you must provide a note from the doctor.
2. Death or serious illness of a family member:
 - a. In the event of an absence due to death or serious illness of a family member, parents are required to send a written note to school upon the student's return in order for the absence to be excused.
3. Appointments to doctors, dentists, orthodontist, optometrists, and other recognized practitioners:
 - a. You must present a note from the appointment upon student's return to school or your absence will be considered unexcused.
 - b. A note to the teacher should be provided in advance of foreseeable absences, as in the case of doctor or dental appointment.
4. Special Absences pre-approved by Heritage Academy Administration. (See guidelines for Special Absences below.)

UNEXCUSED ABSENCES:

An absence will be considered unexcused if there is no written note about the absence and if you do not call in and report the absence.

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 Principal/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:

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

TARDINESS:

Tardiness at any grade level is detrimental to the child and disrupts the educational process in the classroom. All preschool and VPK instruction begins promptly at 9:00am. Arrivals after 9:00am 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. Therefore, chronic tardiness is unacceptable and will result in a conference with the Principal/Principal/Director.

STUDENT ILLNESS POLICY:

AT HOME ILLNESSES:

If your child is ill and will not be in school, you are responsible to follow the Absence Line Call In Procedures outlined below.

ABSENCE LINE CALL-IN PROCEDURES:

If your child will be out of school due to an illness or other type of absence as outlined above, the following will be required:

1. Call the school Absence Line on 813-782-7848 x800 with the following information by 8:30am:
 - a. Date calling in
 - b. Your name
 - c. Contact number
 - d. Your child's name
 - e. Reason for absence (if an illness, symptoms child is experiencing)*
 - f. Expected return to school date

* 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. This is a precaution to protect all parties involved and to facilitate our accurate record keeping.

2. Upon student's return to school, the following is required:

a. A paper note explaining reason for absence as told in "e" above.**

**The call in excuse from the Absence Line is recorded in our school management system. The follow up paper note is put in the student's file. Awarding scholarship agencies perform annual audits and will view and report and discrepancies in absence excuses and/or lack of paper notes which may result in the loss of scholarship the following school year.

IN SCHOOL ILLNESSES:

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/guardian or parent/guardian 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.

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.

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/guardian 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, teacher, child care personnel or other person in the school-age child care program suspected of having a communicable disease must be removed from the program 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 without the aid of medication for a period of 24 hours. If the local health department official or primary health care provider suspects that a child or child care personnel are contributing to

transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual. The child or child care personnel must not return until the health department or primary health care provider determines the risk of transmission is no longer present. Child care personnel who work in the food preparation area, if provided, may not return until the signs and symptoms of the disease have not been present for 48 hours.

Signs and symptoms of suspected communicable disease include but not limited to:

1. Severe coughing, causing a child to become red or blue in the face or to 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 99 degrees Fahrenheit or higher in conjunction with any other signs of illness;
6. Pink eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray or white stool;
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. One or more incidents of diarrhea

Heritage Academy reserves the right to determine other medical symptoms under which a parent/guardian 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 TO STUDENTS:

Heritage Academy does not administer prescription or non-prescription medications at school with the exception of “life-saving” medication such as an 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.

LIFE-SAVING PRESCRIPTION MEDICATION:

- Prescription medication must be brought to the school office by a parent/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/guardian, and left in the school office with the medication.
- Prescription medication must not be kept in the student’s classroom, desk, and lunch box or on his/her person.

BENADRYL NON-PRESCRIPTION MEDICATION ONLY:

- Benadryl must be brought to the school office by a parent/guardian.
- Must be brought in the original manufacturer's container with dosages for child's age/weight.
- You must print your child's name on the container
- 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/guardian, and left in the school office with the medication.
- Medication must never be kept in the student's classroom, desk, lunch box, or on his/her person. (This includes cough drops).

Any medication as described above is recorded in a log book and 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.

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.

ALL STUDENTS:

Face masks/coverings are OPTIONAL. Students who choose to wear a face mask/covering must provide their own. All face masks/coverings with a design/printing on it must be appropriate as deemed by Heritage Academy Administration.

All students must wear a belt and shirts must be tucked in. Belts must be worn unless there are no belt loops on the uniform bottoms.

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.

“SPIRIT DAY”:

(Friday) will be designated “Spirit Day” and your child may wear the Heritage Academy Spirit shirt with blue jeans, shorts, or skirts. Shorts or skirts must be modest length. Spirit shirts can be purchased Heritage Academy.

GIRLS:

Tops:

(Monday - Thursday) Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased at Heritage Academy.

Bottoms:

(Monday - Thursday) Uniform navy blue or khaki shorts, pants, skirts, and skorts. Uniform bottoms may be purchased online at Wal-Mart, Target, 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, and “Heelies”.

Outerwear:

Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be solid color with no logos but Heritage Academy's. There will be no pullover hoodies or sweatshirts allowed.

Hair:

Must be neat and clean and well groomed. Extreme colors or styles are not permitted.

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:

Tops:

(Monday - Thursday) Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased Heritage Academy.

Bottoms:

(Monday - Thursday) uniform navy blue or khaki shorts or pants. Uniform bottoms may be purchased at Wal-Mart, Target, 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, and “Heelies”.

Outerwear:

Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be solid color with no logos but Heritage Academy’s. There will be no pullover hoodies or sweatshirts allowed.

Hair:

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

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.

SNACKS AND LUNCH:

Heritage Academy does not offer a snack or lunch program. The following is required:

Part time students - Each student will need to bring in 1 snack and 1 drink each day and 1 refillable water bottle with their name on it.

Full time students - Each full-time student will need to bring in their lunch, 2 snacks and 2 drinks for each day and a 1 refillable water bottle with their name on it.

Parents/guardians should avoid giving student(s) excessive sweets and “junk food.” No caffeinated sodas or energy drinks are permitted.

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.

STUDENT BEHAVIOR/DISCIPLINE:

PHILOSOPHY OF DISCIPLINE:

A well-disciplined life will be an effective and productive life; therefore, that which is presented in this section of the handbook is given in the students' best interests and with a genuine concern for the development of Christian character and Christian witness. A well-adjusted self-disciplined life can only be achieved as the school and family work in harmony. We seek to cooperate with parents in obeying God's directive such as Proverbs 22:6 teaches us: *"Train up a child in the way he should go and when his is old he will not depart from it."* Goals can be achieved as the parents and students honestly try to understand the rationale for each portion of our disciplinary policies and then support them with actions and attitudes.

The purpose of discipline at Heritage Academy is to teach each student to mature in the areas of respect and responsibility, and to create an atmosphere where students can grow academically, socially, and spiritually. Where there is this type of atmosphere, students can achieve academic excellence. It is the school's desire to help each student develop his God-given abilities to be used for His glory.

Prayer, encouragement, recognition, and discipline are the means used at Heritage Academy to instill within the students patterns and attitudes that will produce self-disciplined lives.

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 PROCEDURES:

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.

STUDENT INJURIES:

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/guardian. In the event of a serious illness or injury, 911 will be called. The staff administers only basic first aid. All Heritage Academy staff members are trained in Infant/Child/Adult CPR and First Aid.

STUDENT INSURANCE COVERAGE:

Every child receives student accident insurance beginning on their 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 the Oasis World Outreach financial office. The claim form must be submitted by the parent/guardian after a claim has been made with the primary insurance company.

SCHOOL EMERGENCIES:

Heritage Academy has an extensive Crisis Management Plan that specifically outlines our emergency procedures.

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.

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.

EMERGENCY CLOSING:

If there is a closing of the school due to severe weather 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:

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. During an emergency, we will provide for the children’s needs according to the instructions on the form that was completed by the parent/guardian.

SEX OFFENDER/PREDATOR POLICY:

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 Florida Statute 856.022. 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.

Florida Statute 856.022:

856.022 Loitering or prowling by certain offenders in close proximity to children; penalty.—

(1) Except as provided in subsection (2), this section applies to a person convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses proscribed in the following statutes in this state or similar offenses in another jurisdiction against a victim who was under 18 years of age at the time of the offense: s. 787.01, s. 787.02, or s. 787.025(2)(c), where the victim is a minor; s. 787.06(3)(g); s. 794.011, excluding s. 794.011(10); s. 794.05; former s. 796.03; former s. 796.035; s. 800.04; s. 825.1025; s. 827.071; s. 847.0133; s. 847.0135, excluding s. 847.0135(6); s. 847.0137; s. 847.0138; s. 847.0145; s. 985.701(1); or any similar offense committed in this state which has been re-designated from a former statute number to one of those listed in this subsection, if the person has not received a pardon for any felony or similar law of another jurisdiction necessary for the operation of this subsection and a conviction of a felony or similar law of another jurisdiction necessary for the operation of this subsection has not been set aside in any proceeding.

(2) This section does not apply to a person who has been removed from the requirement to register as a sexual offender or sexual predator pursuant to s. 943.04354.

(3) A person described in subsection (1) commits loitering and prowling by a person convicted of a sexual offense against a minor if, in committing loitering and prowling, he or she was within 300 feet of a place where children were congregating.

(4)(a) It is unlawful for a person described in subsection (1) to knowingly approach, contact, or communicate with a child under 18 years of age in any public park building or on real property comprising any public park or playground with the intent to engage in conduct of a sexual nature or to make a communication of any type with any content of a sexual nature. This paragraph applies only to a person described in subsection (1)

SEX OFFENDER/PREDATOR POLICY

whose offense was committed on or after May 26, 2010.

(b) It is unlawful for a person described in subsection (1) to 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, if such person fails to:

1. Provide written notification of his or her intent to be present to the school board, superintendent, principal, or child care facility owner;
2. 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. 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.

History.—ss. 1, 18, ch. 2010-92; s. 22, ch. 2014-160; s. 2, ch. 2016-104.

FLORIDA CODE OF CONDUCT:

As a representative of Heritage Academy, personnel and Principal/Principal/Directors, as defined by the State of Florida guidelines, 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 Principal/Principal/Directors 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.
1. 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.
2. 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.

FLORIDA CODE OF CONDUCT

- 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 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.

FLORIDA CODE OF CONDUCT

- 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 appropriate authorities (as determined by district) 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 appropriate authorities 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 Principal/Principal/Director, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

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.

FLORIDA CODE OF CONDUCT

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 is prohibited. Reporting an act of bullying or harassment that is not made in good faith is also 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 to the effect of bullying or harassment.

FLORIDA CODE OF CONDUCT

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 Principal/Principal/Director 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 Principal/Principal/Directors with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or Principal/Principal/Director'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.*

FLORIDA CODE OF CONDUCT

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 Principal/Principal/Director 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.

FLORIDA CODE OF CONDUCT

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 in school policy.)

Security of Tests:

All mandatory tests 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.

FLORIDA CODE OF CONDUCT

Dress Code:

All instructional staff and school Principal/Principal/Directors shall be physically clean, eat and well-groomed and shall dress in a manner consistent with being professional. Refer to the Dress Code Policy within this handbook.

Electronic Communications and Social Networking Sites:

Instructional personnel and school Principal/Principal/Directors 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. Refer to the Social Media/Internet/Email/Blogs/Posts Policy within this handbook.

Training Required

All instructional personnel and school Principal/Principal/Directors 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 Principal/Principal/Directors, 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.

MISCELLANEOUS INFORMATION:

DOOR CODES/EXIT BUTTON/CHECK IN SYSTEM:

Parents/guardians, who have received a door code, must not give and/or allow their child/children to enter door codes. They are also not allowed to push the exit button or use the student check in system. Any child caught doing this will be disciplined and the parent/guardian reminded of this rule.

PARENT/GUARDIAN 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. A security clearance and a background check will be required for all Parent/Volunteers on campus.

At this time, we are minimizing the use of volunteers on campus. All volunteers must be scheduled in advance through administration. If parents or others would like to volunteer their time and talent to the school and are not able to be on campus, there are many ways you can help from home. Please contact your child's teacher for more information.

CHAPEL SERVICE:

Your child's spiritual well being is a priority at Heritage Academy. Chapel services will be held in the sanctuary every Wednesday morning at 9:30 am. 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 at scheduled intervals by student grade.

RESOLVING CONCERNS:

In the event of a disagreement, whether between students, student and teacher, or parent/guardian and teacher, etc., contact Administration

VISITING THE SCHOOL:

At this time, in order to keep our students, staff, and families safe and to stay in compliance with our governing agencies, we are minimizing visitors on campus. All visits must be scheduled in advance through administration.

FIELD TRIPS:

Most K4 classes plan one or more educational field trips per year. Students are expected to abide by all school rules while attending any school-sponsored trip. Each child must have a completed permission slip signed by the parent in order to attend any field trip.

Parents may be asked to participate as drivers and/or chaperons. Parents who will be chaperoning are required to obtain a "Chaperone Card" by completing the required documents which are available in the school office.

Field trips are designed to have educational value and provide a learning experience, which cannot be obtained in the classroom. To preserve the purpose for which they are designed and to guard against liability risks to Heritage Academy – we ask that parents abide by the following rules:

- 1) Set a good example. Remember that children learn by watching others. Profanity is prohibited.
- 2) Be courteous. We represent a Christian School, even when we are miles away.
- 3) Dress modestly.
- 4) Be responsible. You have children in your care whose parent(s) have entrusted them to you.
- 5) You are responsible for the children assigned to you at all times. If you have a problem with a child, go to the teacher so that it can be taken care of immediately.
- 6) Be punctual. The teacher has put much time and effort into the planning of this trip. If one person is late, it may cause the entire group to miss an event or tour.
- 7) Do not deviate from the itinerary. Field trips can be a tool, which can bring the class(es) together by the enjoyment of a shared experience.
- 8) Do not separate from the group. If you must separate into smaller groups, there should always be at least two adults with each group.
- 9) Abstain from the use of alcoholic beverages and tobacco products on any field trip. If driving a school vehicle, the office must have a copy of your driver's license.
- 10) Obey all traffic laws. All students must be in seat belts.

SOCIAL MEDIA:

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

We request you contact Administration in the event you may a question, concern or issue, rather than defer to social media to seek answers and/or resolutions, vent, criticize, etc.

LOST AND FOUND ITEMS:

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.

HANDBOOK ADDITIONS AND CHANGES:

Heritage Academy reserves the right to edit or adapt the policies in this handbook as the needs arise. The school will make all changes and additions available at the time these changes are made. Staff will be notified of these changes through the normal written communication system of Heritage Academy at the time they are made effective.

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..."

MAY GOD'S BLESSINGS BE UPON YOU!!!

**HERITAGE ACADEMY
PARENT/GUARDIAN-STUDENT HANDBOOK
ACKNOWLEDGEMENT**

A COPY OF THIS DOCUMENT MUST BE SIGNED BY AT LEAST ONE PARENT/GUARDIAN
AND THE STUDENT AND
RETURNED TO THE SCHOOL OFFICE

Please initial each of the following statements:

_____ I have read the Parent/Guardian-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.

PLEASE GO OVER THESE POLICIES AND EXPLAIN THEM TO YOUR CHILD

Printed Name of Student: _____ Grade: _____

Signature of Student: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

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

Updated July 29, 2022

THIS PAGE INTENTIONALLY LEFT BLANK

