



PARENT/GUARDIAN-STUDENT
K5-8TH GRADE
HANDBOOK
2022-2023

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

Updated July 29, 2022

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**HERITAGE ACADEMY
PARENT/GUARDIAN-STUDENT HANDBOOK
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CONTACT INFORMATION

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ADMINISTRATION CONTACT

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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 by law 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. 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 such as:

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

SCHOLARSHIPS:

Heritage Academy accepts AAA Scholarships, FTC - Florida Tax Credit Scholarships: Step Up For Students (SUFS), AAA, HOPE, and Family Empowerment Scholarships: Unique Abilities (FES-UA) and Educational Options (FES-EO). Students and families who are attending Heritage Academy using a scholarship are required to abide by all Heritage Academy policies AND all associated scholarship policies.

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.

Some scholarships may not cover the entire tuition and/or fees. Therefore, the parents/guardians will be responsible for any financial shortfalls in tuition, fees, or other expenses not covered by the scholarship. This may include registration, pre-admission testing, late enrollment, early withdrawal, loss of scholarship, etc.

All required fees 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 or re-enrollment process.

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.

FLORIDA TAX CREDIT SCHOLARSHIPS (FTC):

Families interested in applying for the *Florida Tax Credit Step Up For Students, Family Empowerment Scholarship for Unique Abilities (FES-UA), Family Empowerment Scholarship for Educational Options (FES-EO) or HOPE Scholarships* may apply for through the Step Up For Students website at www.stepupforstudents.org in the spring of each year.

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. You must meet the Private School Enrollment Deadlines as directed by the scholarship organization. This information can be obtained at www.floridaschoolchoice.org.

Heritage Academy may not be equipped to meet the needs of some FES-UA students and therefore reserves the right to accept or deny enrollment based on the specific needs of each student.

Payments from the scholarship organization are sent electronically four times per year. Parents/Guardians are required to electronically verify their student's payment in order for the funds to be released to the school. **Parents MUST electronically verify their student's payment within 5 days of notification** that there is a payment to approve. Failure to do so will result in our No Return Policy being enforced. (See our Past Due Balance No Return Policy on page 11.)

LOSS OF FTC SCHOLARSHIP:

According to the Florida Tax Credit Scholarship and Family Empowerment Scholarship Parent Handbooks, the following are actions that may lead to a loss of the scholarship as outlined below:

- Misrepresenting or withholding information on the scholarship application.
- Enrolling the child in a private school that is eligible to participate.
- Failure to regularly attend the private school. (*Refer to page XX on Heritage Academy's Attendance Policy in this handbook.*)
- Failure of the parent/guardian to approve quarterly scholarship payments (*Refer to page XX on Heritage Academy's Attendance Policy in this handbook.*)
- Failure of the student to take a required nationally norm-referenced test or the statewide assessment.
- Moving out of the state of Florida.
- Returning to a public school or utilizing another statewide scholarship.

In the event your child loses their scholarship, you will be required to pay all remaining balances due.

AAA SCHOLARSHIPS:

Families interested in AAA Scholarships may apply for the scholarship through their website at www.aaascholarships.org in the spring of each year. If your family meets the qualifications and is awarded the scholarship, you will receive a School Commitment form from AAA. Once you have this form, you must bring it to the Heritage Academy's Administrative offices.

Students on the AAA Scholarship **may not be absent more than 18 days during the 180-day school year**. Failure to be present for this minimum amount of time will result in the **loss of the scholarship**.

Payments from the scholarship organization are sent by check to Heritage Academy. Parents/guardians will be notified to arrive to the school to endorse the check(s) within 5 days of notification that signature(s) are required. Failure to do so will result in our No Return Policy being enforced. (See our Past Due Balance No Return Policy on page 11.)

Loss of AAA Scholarship:

According to the AAA Scholarship Parent Handbook, the following are actions that may lead to a loss of the scholarship as outlined below:

A household will lose their scholarship for any of the following:

1. Providing fraudulent information or withholding information on the application or at any time.
2. Enrolling the student in a private school that is not eligible.
3. The student is receiving multiple scholarships. An AAA family may NOT accept a scholarship from more than one state-approved scholarship organization and/or tax credit program for the same time period.
4. The student being expelled from school.
5. The student not maintaining 90 percent attendance for the entire school year.
6. Not endorsing scholarship payments within 5 business days of being notified by the private school or within the time specified by private school policy, whichever is less.
7. The household owing private school money or not maintaining an agreed-upon payment schedule.
8. Not completing the renewal process by the deadline.
9. Exceeding the household financial eligibility guidelines.
10. Failing to complete the internal audit process, if required.
11. Parent/Guardian is the owner, operator, principal or person with equivalent decision-making authority of an eligible private school, regardless of where the student attends.
12. Otherwise violating the conditions of the scholarship program.

Oasis Benevolence Fund

There may be opportunities for Heritage Academy families experiencing financial hardship to receive assistance through a benevolence fund, provided by Oasis World Outreach, to aid with tuition when no other scholarships or funds are available. This fund has been established to demonstrate love for our community.

“For you have been a stronghold to the poor, a stronghold to the needy in his distress, a shelter from the storm and a shade from the heat.” Isaiah 25:4a.

ADMISSIONS/ENROLLMENT PROCEDURES:

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

- 1) Complete Admissions Packet
- 2) Payment of non-refundable registration fee
- 3) Payment of first months tuition
- 4) Current physical and record of immunizations.
- 5) Copy of a certified birth certificate.
- 6) Students entering kindergarten must be 5 years old by September 1st of the current year.
- 7) Students entering 6th grade must have a Scoliosis Screening
- 8) Students transferring from other schools must have a request for transfer of records signed by the parent/guardian.
- 9) Director may interview students.
- 10) New K5-8th grade students will be given an admissions test to academically provide the student the proper learning environment. (See Testing Fees on page 11.)

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

TUITION/PAYMENT POLICIES:

REGISTRATION FEES:

All registration fees are due at the time of registration. Registration fees are non-refundable.

YEARLY TUITION:

The yearly tuition may be paid in full one week prior to the first day of school to receive a 10% discount off your total tuition (cannot be applied to any childcare programs including K4 and Before and/or After School childcare).

MONTHLY TUITION:

Tuition payments may also be paid in 10 equal monthly installments. Your first tuition payment is due **prior to Parent/Guardian Orientation**. Subsequent installments will be due the 10th of each month. Payments can be made in the school office (cash, check, cashier's check, or money order).

RETURNED PAYMENTS:

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

TUITION AND FEES (PER CHILD):

	<u>K5-3rd Grade</u>	<u>4th-8th Grade</u>
Tuition	\$7,200	\$6,950
Registration Fee	\$150	\$150
Admissions Test	\$50	\$50

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 educational program.

Heritage Academy provides classroom supplies for the 1st and 2nd quarters only. (Students must supply their own backpacks and lunch boxes). When additional supplies are needed, we will communicate those needs to all our parents/guardians. Parents/guardians are also welcome to donate any classroom supplies throughout the school year.

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.

OTHER FEES:

Late Enrollment:

Tuition is calculated on a 10- month basis unless payment in full is chosen. Tuition is not prorated. Therefore, parents are responsible for the full month's tuition and administrative fees, as outlined below, upon enrollment per student.

\$150 – enrolled between the second day of school and the end of the 1st quarter.
\$300 – enrolled anytime after the start through the end of the 2nd quarter.
\$450 – enrolled anytime after the start through the end of the 3rd quarter.
\$600 – enrolled anytime after the start of the 4th quarter.

Early Withdrawal:

Tuition is calculated on a 10-month basis unless payment in full was chosen. Tuition is not prorated if a child, for any reason, is withdrawn or expelled after the school year has begun. **Therefore, parents are responsible for the full month's tuition and administrative fees, as outlined below, upon termination of enrollment per student.**

\$600 – leaving between the first day of school and the end of the 1st quarter.
\$450 – leaving anytime after the start through the end of the 2nd quarter.
\$300 – leaving anytime after the start through the end of the 3rd quarter.
\$150 – leaving anytime after the start of the 4th quarter.

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.

If the student is on a scholarship and there are any outstanding scholarship payments for services rendered, parent/guardian must electronically approve.

No student records will be transferred or released if there is an outstanding balance due on the account. All classroom textbooks become the property of the student once the above withdrawal fees are paid in full.

EXTENDED CARE PROGRAMS:

Heritage Academy provides extended care programs. Students may utilize Before School Care from 7:00am – 8:10am and/or After School Care from 3:00pm – 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 your child attends and must be paid accordingly.

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 program will result in a “Drop In” rate charge of \$15 per day for before school care and /or \$45 per day for after school care.

EXTENDED CARE MONTHLY RATES:

\$125 per month - Before School Care

\$200 per month - After School Care

\$275 per month - Before and After School Care

PAYMENT OF EXTENDED CARE:

Fees for the school childcare program are due monthly. Your first payment is due **on or before Orientation**. Subsequent payments are required on the 10th of each month. If a payment falls on a non-school day, payment is expected in advance.

Payments (cash, check, cashier’s check, or money order) can be made in the school’s financial office or put in the payment drop box near the entrance of the administrative offices. All returned payments will incur a \$50 fee per occurrence.

EXTENDED CARE WITHDRAWAL:

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

- Complete an Extended Care Withdrawal Form
- Meet with our financial office. Your account will be prorated from the time of written notification of formal withdrawal from the program.

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

LATE PICK UP FROM AFTER SCHOOL CARE:

The After School Extended Care Program begins at 3:00pm and ends at 6:00pm when school is in session. These charges will be assessed whether student is formally enrolled in the After School Program or a "Drop-In Rate" student. 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 After School Program. Arrangements will need to be made by the parent/guardian to have another After School Care Center pick up your child/children in carline to transport them to their facility.

EXTENDED CARE DROP-IN RATES:

Due to agency regulated teacher/student ratios, Heritage Academy must provide the proper staffing requirements according to those ratios, which are provided for our formally registered students. Therefore, only in unforeseen emergency situations that arise, will a student be allowed to attend the After School Program. In those cases, a daily "Drop-In" rate will be charged as follows:

\$15 per day - Before School 7:00–8:10am
\$45 per day - After School 3:00-6:00pm

EARLY DROP-OFF:

Any students brought in to the school before the morning 8:10am, the student will be brought to our Extended Care Program. Parent/guardian will be charged according to the "Drop-In Rate" of \$15 per day for our Before School Care Program.

LATE PICK-UP FROM CARLINE:

Our afternoon carline pickup begins at 3:00pm and ends promptly at 3:15pm. If any students have not been picked up after the carline ends, they will be brought to our Extended Care Program. Parent/guardian will be charged according to the “Drop-In Rate” of \$45 per day for after school care.

Excessive usage of the “Drop-In” services will be discussed with the parent/guardian and Administration regarding the need for formal enrollment in the Extended Care Program.

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 parent/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.
- Students remaining after 3:15 pm will be taken to extended care and a fee will be charged a Drop-In Rate. (Refer to the Late Pick-Up from Carline policy with its associated Drop-In Rate fee charged.)

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.

BEFORE CARE STUDENT ARRIVAL:

Arrival can be between 7:00am and 8:00am. A parent/guardian must walk 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 by PRINTING your full name along with the arrival time.

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

Students must be signed in by the person dropping them off by PRINTING your full name and drop off time on the child's sign in log book.

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 8:10am and ends promptly 8:30am.

MORNING LATE ARRIVALS:

All parents/guardians bringing their child/children to school arriving after carline ends at 8:30am must walk their student to the main entrance and a staff member will meet you. Your child/children will be given a Tardy Slip to be given to their teacher.

Students are not 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 ups 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 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. 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 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.

In an early dismissal request, when requested dismissal time is near to our regularly scheduled carline (dismissal preparations begin prior to 3:00pm and carline pickups are from 3:00pm through 3:15pm); the child/children must be picked up no later than 2:30pm. **Therefore for proper planning for the parent/guardian, no student(s) will be eligible for early release between 2:31pm and 3:15pm.**

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:

School ends at 3:00pm. Students are either scheduled for the After School Care Program or carline departure. Students not utilizing after school care MUST depart from the carline area which begins at 3:00pm and ends promptly at 3:15pm. 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 3:15 to come to the front entry to sign out your child/children.

LATE CARLINE STUDENT PICK UP:

Students remaining in carline after 3:15 pm will be escorted to After School Care Program and a Drop-In Rate fee will be charged. 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.

ACADEMIC STANDARDS AND POLICIES

COURSE OF STUDY:

Heritage Academy offers instruction in such basic academic areas as Reading, Phonics (primary grades), Language, English Grammar, Creative Writing, Spelling, Arithmetic, History, Geography, Science, Health, and Bible.

Non-academic areas studied include Physical Education (P.E.), Penmanship, Spanish, Music and Art. Other electives may be available from year to year.

TEXTBOOKS AND SUPPLIES:

Textbooks and supplies are the property of Heritage Academy until the end of the school year. (Exception to this would be an early withdrawal from school and necessary fees paid.) Students will be expected to keep all items in good repair and free of unnecessary marks. If a book becomes lost, it is required that the parent/guardian immediately purchase a replacement book.

Laptops for student use are the property of Heritage Academy. If the laptop is lost or broken by a student, the parent/guardian will be charged a minimum fee of \$500 to replace it. This fee must be paid immediately.

Heritage Academy provides most necessary supplies for the students in the classroom during the first two semesters. Students are responsible for keeping these supplies in the classroom in good condition. There will be not tolerance for wasting and/or disrespecting supplies from Heritage Academy.

GRADING STANDARDS:

Heritage Academy has adopted the following as our standard of grading. The percentage breakdown is as follows:

90% - 100%.....	A.....	Excellent
80% - 89%.....	B.....	Above Average
70% - 79%.....	C.....	Average
60% - 69%.....	D.....	Below Average
Below 60%.....	F.....	Failing

Some non-academic classes may be graded with letters “S” (Satisfactory), “N” (Needs Improvement), or “U” (Unsatisfactory).

A grade of Incomplete (I) will be used on progress reports when the teacher does not have adequate information or grades to evaluate the child. If the student does not complete assigned work in the time allotted, zeroes will be given for each incomplete assignment and will be averaged with all other grades. The “I” will then be replaced on the report card with the proper grade.

If a student transfers to Heritage Academy after the first grading period, final grades for the year will be determined by averaging the previous school’s grades with the grades received by the student during attendance at Heritage Academy.

HOMEWORK:

It can be expected that most students will have some homework. Homework is always due on the date stated by the teacher. Failure to comply will affect the student’s grade. Multiple late homework assignments may result in disciplinary action. Parents will be advised of deficiencies in completing homework. Parents are expected to assist and monitor student’s homework assignments, but never to do the homework for the student.

If a student is experiencing excessive difficulty with homework assignments, the parent/guardian should arrange a conference with the teacher as soon as possible. We want each student to be successful.

MAKE-UP WORK:

All work missed during absences is to be made up after the student returns to school and within the same number of days as were missed. Tests or special projects assigned before the absence will be due on the regularly scheduled due date. Parents should request make up work for the absent child to complete. Parents should arrange to pick up the student's books during an extended absence. This is so that the student does not fall too far behind the rest of the class.

In the event of special approved absences, students will be expected to be up-to-date upon their return to school. All pre-assigned work should be turned in on the first day back. Failure to complete make-up work on time will result in a zero.

STANDARDIZED TESTING:

Students in all grades will be tested in the latter part of the year for mastery of skills measured by the most up-to-date SAT (Stanford Achievement Test). Parents will receive a copy of the test results in their child's final report card. Parents may schedule a conference to review the results of these tests after all scoring has been completed. These tests indicate a student's strengths and weaknesses and are a valuable tool for assessing areas of need. The scores, however, have no effect on the student's academic grade.

AWARDS AND RECOGNITION:

Heritage Academy encourages its students to achieve their best. Awards are earned and recognition given throughout the year in the areas of academics, sportsmanship, and Christian citizenship. An awards ceremony will also be held at the end of the school year.

STUDENT PROMOTION POLICY:

A yearly-passing grade in core academic subjects (Math, Reading, English, History, and Science) must be achieved for students to be promoted to the next grade level. If a student does not achieve a passing grade in any two (2) of these core subjects, they will not be promoted.

ATTENDANCE POLICY:

To attend 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.)

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. The student will receive "0"s for all work missed due to an unexcused 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 by turning in a vacation request form. All special absences must have approval from Administration. It is the parent/guardian's responsibility to arrange for all make-up work with the teacher.

TARDINESS:

Tardiness at any grade level is detrimental to the child and disrupts the educational process in the classroom. Students are considered tardy in the morning when they are not in the classroom by 8:35 am.

Students who are tardy will be given a tardy slip upon their arrival at the front entry doors in order to be admitted to class. Students arriving late in the morning need to provide a written excuse for their tardiness. A parent/guardian must accompany the tardy child to the front entry while the tardy slip is written.

Chronic tardiness is unacceptable and will result in a conference with the Principal/Director.

For any of these types of absences, a call to the School Absence line at 813-782-7848 must be called and a paper note must be provided. In the case of illnesses, see the next section below on our Student Illness Policy.

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
2. Upon student's return to school, the following is required:
 - a. A paper note explaining reason for absence as told in "e" above.**

* 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.

**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

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 by turning in a vacation request form. All special absences must have approval from Administration. It is the parent/guardian's responsibility to arrange for all make-up work with the teacher.

TARDINESS:

Tardiness at any grade level is detrimental to the child and disrupts the educational process in the classroom. Students are considered tardy in the morning when they are not in the classroom by 8:35 am.

Students who are tardy will be given a tardy slip upon their arrival at the front entry doors in order to be admitted to class. Students arriving late in the morning need to provide a written excuse for their tardiness. A parent/guardian must accompany the tardy child to the front entry while the tardy slip is written.

Chronic tardiness is unacceptable and will result in a conference with the Principal/Director.

For any of these types of absences, a call to the School Absence line at 813-782-7848 must be called and a paper note must be provided. In the case of illnesses, see the next section below on our Student Illness Policy.

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)*

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.

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.

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.

P.E. Uniforms:

(Tuesday and Thursday) Physical Education uniforms (Heritage Academy PE shirt and plain black shorts) will be required on P.E. days. P.E. uniform shirts must be purchased Heritage Academy.

“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 and Wednesday) Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased at Heritage Academy.

Bottoms:

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

Bottoms:

(Monday and Wednesday) 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.

NO UNIFORM PASS:

During the school year, students may be rewarded with a No Uniform Pass that allows a student to be able not to wear the standard uniform attire for the day. Passes are limited and will be at the discretion of the Administration. All No-Uniform Passes will be signed and dated by Administration.

PROGRESS REPORTS AND REPORT CARDS:

PROGRESS CARDS:

Progress reports are released four times per year. These reports will be emailed and can be viewed on ParentsWeb. A hard copy can be obtained upon request. Any concerns may be addressed with the teacher via email through ParentsWeb.

Parent/Guardian-Teacher conferences may be requested as needed following progress reports.

REPORT CARDS:

Report cards are released on a quarterly basis, which is approximately every 9 weeks. The report cards indicate a letter grade for each academic subject area. These reports will be emailed and can be viewed on ParentsWeb. A hard copy can be obtained upon request.

Parent/Guardian-Teacher conferences may be requested as needed after each report card if there is a concern on behalf of the parent/guardian or the teacher.

A hard copy of your child's final report card will include your child's SAT scores and must be picked up by designated date. If there is a balance due on your account, your child's report card will be withheld until balance is paid in full. Your online access will also be suspended.

STUDENT 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.

DISCIPLINE PROCEDURES:

The teachers and administrators of the school will use a variety of disciplinary methods to maintain a positive and safe school environment. Each case of misconduct will be considered on an individual basis. If a student causes a problem, he/she will be responsible to work with school authorities to arrive at a solution. Moreover, he/she will be expected to face the disciplinary consequences of his/her actions.

When misconduct occurs, a parent/guardian will be contacted by any means necessary and corrective measures will be employed to help the student change his/her attitude and behavior. Examples of corrective measures that will typically be employed include but are not limited to the following:

1. A student-teacher conference
2. A student-administrator conference
3. A parent/guardian-teacher/administrator conference
4. An assignment related to the policy that was broken
5. Detention (before school, during lunch, or after school)
6. In-school suspension
7. Out-of-school suspension
8. A discipline or academic contract
9. Referral for professional counseling
10. Expulsion or withdrawal

Heritage Academy reserves the right to dismiss or deny re-admission of students for reason that administration deems fit. They may come under but are not limited to the following categories: attitude incompatibility, uncooperative spirit, rebellion toward discipline, destruction or misuse of property, chronic complaining, sowing discord, excessive unexcused absences or tardiness, non-conformity to standards of conduct and grooming, or lack of parental cooperation.

STUDENT BEHAVIOR:

Students are expected to follow policies and procedures as given in this handbook and to be prepared for class on a daily basis.

Each classroom maintains its own age appropriate method of tracking student behavior. The teachers and administrators of the school will use a variety of disciplinary methods to maintain a positive and safe school environment.

UNACCEPTABLE FORMS OF BEHAVIOR:

Administration reserves the right to determine types of disciplinary action used for unacceptable forms of behaviors including but not limited to:

- PDA (Public display of affection)
- Vandalism
- Gum-Chewing
- Abusive Language/Profanity/Teasing
- Fighting/Disruptive Behavior
- Lying
- Cheating
- Talking without permission
- Disturbing other students
- Meddling with other people's property
- Writing/passing notes
- Horse playing
- Throwing objects
- Personal grooming
- Sitting on desktops
- Leaning back in chairs
- Bullying
- Theft/Stealing
- Disrespect
- Possession or use of illegal substances including tobacco products
- Possession of a weapon

RESPONSE TO DISCIPLINE:

When students are disciplined, they should never argue the problem with the teacher in front of other students. If the student feels a misunderstanding exists, he/she should obey the teacher without protest and take the following steps to rectify the matter:

1. Go to the teacher after class and ask for a time to discuss the matter privately.
2. Talk the problem over with parents and ask parents to contact the teacher for discussion and clarification.
3. If the issue cannot be resolved with the teacher, the parent/guardian may request assistance from Administration to discuss the matter privately.

DETENTION:

Detention can be assigned during school hours for a determined amount of time at the discretion of Administration. Parents will be notified in writing prior to detention so those

parents may make necessary arrangements if detention is to be served during, before or after school.

Failure to attend a scheduled detention will result in an in-school suspension the following day. Multiple detentions may result in an in-school or out-of-school suspension for additional offenses, and a conference with the parents, student and Administrators.

Detentions will be recorded in the students' permanent record.

SUSPENSION:

The administration may suspend students for a period of one to ten school days for the including but not limited to the following:

1. Cheating
2. Fighting
3. Physical aggression
4. Arguing/Teasing
5. Theft
6. Property destruction
7. Skipping classes or leaving campus without permission
8. Smoking
9. Willful disobedience or open defiance of authority
10. Use of spoken or written profane or obscene language or gestures
11. Repeated occurrences of misconduct
12. An attitude not in harmony with the goals or spirit of the school
13. A continual negative attitude and bad influence upon the other students
14. Committing a serious breach of conduct inside or outside of the school which has an adverse effect upon the testimony of the school
15. Failure of the parents to comply with the disciplinary procedures of the school
16. Other serious negative patterns of behavior

Parents will be notified of student suspension.

IN-SCHOOL SUSPENSION:

When serving an in-school suspension, the student is required to accomplish an administrator-directed assignment as well as the regular day's classroom assignments. Work will be graded and credit given, although penalty points may be deducted in some cases. Students in suspension are to remain separated from the other students. Lunch is to be eaten in a designated area and restroom breaks are not to coincide with the regular class breaks. Attendance at school-sponsored functions is not permitted. If your child is on a school athletic team, they may not attend practice or participate in games.

OUT-OF-SCHOOL SUSPENSION:

When serving an out-of-school suspension, the student will receive a grade of zero for any work missed during the suspension. The student will not receive credit for work or tests that are missed. Long term projects that fall due during the suspended period may be turned in for reduced credit. Out-of-school school suspension requires that the student be kept home. The student serving the out-of-school suspension is not allowed to be on campus or attending any day or evening school functions during the suspension period.

PROBATION:

A student, who is found to be deficient in an area of academics, attendance, or discipline, may be placed on probation. If a child is placed on probation, a contract between the administration and the parent/guardian will be instituted. This period of time will be determined by Administration. Failure to comply with the probation could result in permanent dismissal from Heritage Academy.

EXPULSION:

The decision to expel a student is made by the School Board after consultation with Administration. Current and previous behavior reports will be reviewed. The student and his/her parents/guardians shall be notified verbally and in writing as to the reasons for the expulsion. The parents/guardians may consult with the School Board prior to the final decision to expel a student.

Expulsion may result for reasons including but not limited to the following:

1. Failure to respond positively to repeated efforts of correction by school staff
2. A serious breach of the school's accepted patterns of behavior
3. Physical aggression
4. Theft
5. Vandalism
6. The use or possession of drugs or alcohol
7. An action that seriously harms the school's reputation in the community
8. An action of a sexually immoral nature
9. A habitual attitude, not in harmony with the goals and spirit of the school
10. Possession of illegal substances, tobacco products, or weapons in any form (guns, knives, explosives, etc.)

STUDENT INJURIES:

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)

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/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/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.

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

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Dress Code:

All instructional staff and school 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/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/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/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.

LUNCH AND SNACKS:

All students are required to pack a healthy lunch, a snack, and drinks. Students should avoid 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.

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.

PARENT/GUARDIAN-TEACHER CONFERENCES:

Requested Parent/Guardian-Teacher conferences are a valuable tool in keeping up to date with each student's needs and accomplishments. Although we encourage parents to take advantage of these conferences, we understand there may be a need to schedule a meeting at varying times and all attempts to work around everyone's time schedules will attempt to be accommodated.

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:

To be announced for the 2022-2023 school year.

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

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