



# HERITAGE ACADEMY

*Instilling High Moral Standards & Academic Excellence*

## ELEMENTARY SCHOOL

### **2023-2024 STUDENT HANDBOOK**

**623 Willowbrook Road - Columbus, MS 39705**

**Telephone: (662) 327-1556**

**www.HeritagePatriots.com**

#### ADMINISTRATION

**Head of School: Sean Harrison, M.Ed.**

**Principal: Matt Caldwell, M.S.**

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

#### THIS SCHOOL AGENDA BELONGS TO

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

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# HERITAGE ACADEMY

## ALMA MATER

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

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

Amelia Anne Smith Perkins  
– Class of 1972

## **OUR BELIEFS**

**The Heritage Academy Family embodies the following principles:**

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

## **PHILOSOPHY**

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

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

## **ACCREDITATION**

Heritage Academy is accredited at the highest level by the Mid-South Association of Independent Schools, Southern Association of Independent Schools, and Cognia (formerly AdvancED). We are also a proud Apple Distinguished School 2018-2021.

## **ADMISSIONS**

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

The HA Director of Admissions will provide school information for prospective families, schedule school tours, and help guide prospective families through the admissions process. A member of the Admissions Committee may interview the prospective student either in person or electronically.

No student will be accepted requiring separate special education classes because Heritage Academy is not equipped to be of the best service to such a student. If this problem is not known at the time of enrollment, proper action will be taken to have the child tested and evaluated for appropriate placement or referred to another school in the best interests of the child.

All students are expected to maintain standards of academic achievement and general citizenship. Failure to do so will be just cause for the student's withdrawal from Heritage Academy. All students must be potty trained and able to help themselves without assistance in the bathroom. Should an accident occur, parents will be notified immediately. If your child has consistent issues with accidents, parents will need to assist with cleaning and changing to correct the issue.

### **Requirements for Class Attendance:**

1. Application completed and signed
2. Registration fee and testing fee paid
3. Screening evaluation completed for new students
  - a. Copy of academic records from previous school
  - b. Referral from previous school regarding discipline report
  - c. Successful completion of the standardized assessment test in grade K-6
  - d. Personal interview with an administrator
4. First months tuition paid
5. Original Mississippi Certificate of Immunization Compliance
6. Certified copy of birth certificate complete with the state certification number

7. Student's Social Security Number
8. Custodial Legal Papers if applicable

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

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

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

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



It is the responsibility of the parent and/or legal guardian who registers and/or enrolls a student at Heritage Academy to submit to the principal and Headmaster of the school a copy of any court order or other document(s) which in any way limits, prohibits, or restricts the access to a student and/or the student's records normally afforded to the parents and/or legal guardians of a student. Absent any such court order or document having been provided to the appropriate school official by the registering parent or legal guardian, the natural parents and/or authorized legal guardians of a student will be afforded the same access to the student and the student's records that is normally extended to the parents or legal guardians of the students.

- All changes must be accompanied by legal documentation.

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

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

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

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

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

Any exceptions to the above policy will be subject to approval by the headmaster and/or board of directors.

### **MORNING DEVOTION**

Each school day begins with morning devotion and the Pledge of Allegiance.

## **SCHOOL HOURS**

- Children may be dropped off as early as 6:45 a.m. and may be picked up by 3:15 p.m. Students not picked up by 3:15 p.m. will be dismissed to After Hours.
- After Hours is a paid service and is available until 5:30 p.m. (See Parent Information)

7:45 - Dismissed to classrooms

8:00 - Classes Begin

2:45 - Dismissal (See Parent Information)

Parents will be charged for after hours beginning at 3:15 p.m. The minimum charge is \$3.00

## **VISITORS AND MESSAGE/PHONE CALLS**

- Parents must sign in and receive a visitor's pass when entering the building.
- Parents are not permitted to go directly to a classroom while classes are in session. If a parent must speak to a child, the parent must check with the school office first, so that a visit may be arranged.
- If a parent has a message or package for his/her child, the parent should leave a note or the item in the office. Office personnel will see that the message or item is delivered to the child.

Classroom routines should not unnecessarily be interrupted.

- Parents should make sure their child is aware of transportation, lunch, and social arrangements and has all materials before being brought to school each morning. It is unsettling to the child and to the class when the child is not sure of after-school arrangements.
- Student use of the telephone is not permitted except in the event of sickness, emergency, or if instructed by the teacher.

## **MEDICAL INFORMATION**

If a student has a medical problem that the school needs to be aware of, parents should notify the principal. Students are not allowed to have medication on their persons or in their book bags.

If a student becomes ill at school, the office will endeavor to contact the parent(s) or guardian(s) so that the student can be taken home.

Medication cannot be given at school by office personnel. Should a student need any type of medicine during the day, the parent must come to the school to dispense the medication to their child. A student must be signed out if he/she leaves campus.

## ACADEMICS

### GENERAL

- The elementary school program consists of Jr. Kindergarten through sixth grade.
- Students in the elementary school will also be taught in the areas of Art, STEM, technology, character education, physical education, music, and library. Enrichment experiences such as field trips and resource speakers are incorporated at all levels.
- Parents are encouraged to talk with individual teachers concerning any questions they may have about their child.
- Planners are issued by the school at the beginning of the year and are to be retained and used throughout the year (grades 2-6).

### ACADEMIC EVALUATION

#### Report Cards

- The Heritage Elementary school year consists of four, nine-week grading periods.
- Report cards are emailed to parents at the end of each grading period.
- Parents may access student grades on PowerSchool to stay informed on student progress.
- Report cards may be withheld pending clearance of any outstanding financial obligations.

### GRADING PERCENTAGES

- Grades 2-6
  - Test Grade - 65%
  - Daily/Homework Grade - 35%
- Grade 1 - All Numerical Grades are weighted the same
- Grades JrK & SrK - Numerical Grades are not given. Skill Assessments are periodically done to assess growth.

#### Growth Measure

- Growth Measures in ELA & Math will be administered up to 3 times per school year to assess growth.
- A Nationally Norm based Achievement Test will be administered in Spring Semester of each school year.

**Citizenship grades are based on a scale as follows:**

<b>CITIZENSHIP CREDITS</b>	<b>CITIZENSHIP SCALE</b>
<b>4</b>	<b>Outstanding</b>
<b>3</b>	<b>Satisfactory</b>
<b>2</b>	<b>Needs Improvement</b>
<b>1</b>	<b>Unsatisfactory</b>

<b>GRADE</b>	<b>RANGE</b>
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80 – 89</b>
<b>C</b>	<b>70 – 79</b>
<b>F</b>	<b>Below 70</b>

***HOMework***

- Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home.
- The foundation for study skills is an elementary school responsibility. Homework should serve several purposes:
  1. Provide essential practice in needed skills.
  2. Train students in good work habits.
  3. Afford opportunities for increasing self-direction
- It is the student’s responsibility to return all work completed to the teacher by the date requested.

***REPORT CARDS***

- Grades 5-6 will consist of ELA (Language, Grammar, Reading, & Writing), Math, Science, & Social Studies
- Grades 2-4 will consist of ELA, Reading, Math, & Social Science
- Grade 1 will consist of ELA, Reading, & Math
- Grades JrK & SrK - Report Cards are not given. Skill Assessments are periodically done to assess growth.

## **PROMOTION POLICY**

- Teachers and administration will determine classroom placement (teacher) for the following year. We do not accept any requests from parents.
- During the third 9-weeks, each teacher will submit to the principal the names of students who are recommended for non-promotion.
- Because a student has many facets including physical, academic, social, and emotional, the decision regarding promotion is not based solely on academic standing.
- The teacher and principal will review each student's record, and the principal will make the final decision.
- A student with more than twenty (20) absences in a year may not receive credit for the year.
- The headmaster or the Board of Directors can review exceptions for illness.
- If a student fails 2 or more subject areas, he/she is required to repeat the grade.

## **ACADEMIC RECOGNITION**

Two levels of academic recognition are used for third through sixth graders:

Academy Honors

- All A's (90 -100) in academic courses

Honor Roll

- 85-100 in academic courses

The school recognizes those students who excel in obtaining Academy Honors and Honor Roll for each nine-week grading period and each semester.

## **AWARDS DAY**

At the end of the school year, academic achievements are celebrated in the following manner:

- Kindergarten students receive graduation certificates
- Awards Day for 1st-5th grade students are held in the Elementary SAB. Academic and special awards are presented to the students.
- Sixth grade achievements are included in the sixth grade graduation ceremony.

## **TEXTBOOKS**

- Textbooks may be issued to students at the beginning of the school year.
- A fine may be assessed for any abuse, such as writing in the books, and charged to the student at the end of the school year.
- If a student loses a book, it must be paid for before official promotion to next grade

- All lost or damaged library books at the elementary school will be replaced for a fee of \$25.00. This covers damaged tabs, color coding, bar coding, shipping and other costs.

### **PERMANENT RECORD**

- Each student who enters kindergarten will have a cumulative folder (permanent record) on file in the school office.
- Students who transfer to Heritage will have their cumulative folder forwarded to Heritage.
- The permanent record contains the child's grade and attendance records, health records, biographical information, and achievement test results. This includes a copy of birth certificate, Social Security Card and Immunization Form 121.
- Only authorized school personnel and parents have access to a child's permanent record.

## **PARENT INFORMATION**

### **SCHOOL LUNCHES**

Patriot Cafe offers cafe and meal service for its students, faculty, and staff. The Cafe offers many selections such as home-style plates, fresh salad bar, deli items, a la carte, and homemade desserts. Healthier meal options are also offered.

Our point of sale system offers a declining balance account for each student. You will be able to access the accounts online at [www.mypaymentplus.com](http://www.mypaymentplus.com). You can add any dollar amount on the account by credit card, debit card, and checking account draft. Cash and checks will also be accepted; however, no debit or credit cards will be accepted on site. In addition, you can review all the items your student will purchase in the café.

We strongly encourage parents who do not wish to purchase the school lunch to send a nutritious lunch from home with their child to school. All commercial foods (Chick Fil A, McDonalds etc.) must be placed in a brown bag or lunch box. **However, lunches may not be delivered to the school on a daily basis.**

### **SNACKS**

Students may bring a snack for morning recess.

**Please refrain from any snacks with peanuts due to the severe allergies of some of the students.**

## **TRAFFIC INFORMATION FOR DROP-OFF AND PICK-UP OF STUDENTS**

- Our rules are for the safety of the children and to facilitate the flow of traffic.
- Parents are asked to be courteous and considerate in their driving habits.
- Parents should remain in the car during pick-up and drop-off.
- No cell phones should be in use during these times.
- Children should enter and exit cars from the passenger side only.
- Parents must prominently display name tag in window of car.

### **MORNING DROP-OFF PROCEDURES**

#### **Willowbrook - Grades Jrk - 2nd (runs in front of the elementary school)**

- Stay in a single line of traffic (east to west) into the school driveway.
- Drive up until the car in front of you stops. Refrain from cell phone use.
- Assistance is available for younger children getting out of the car.
- Your child should exit the car quickly and enter the building.
- If you are coming inside the building, please don't park in the traffic line.
- Do not park and walk your child into school. Exception – morning or lunch volunteer or when bringing a special project.
- Children and/or parents may not walk across the lines of traffic. Please use the sidewalk to come into the building.
- In the event of torrential rains, administrators will signal parents to release students from cars. Patriot Patrol will not be allowed to open car doors in severe weather.

#### **Magnolia - Grades 3rd - 6th (connects the high school and the elementary school)**

- If you drop off on Magnolia, you must enter from 7th Street North.
- Your child should exit the car quickly, stay on the sidewalk, and move to the building.
- Children may not walk across the lines of traffic.

**\*\*\* IN THE MORNING ALL STUDENTS WILL ENTER THROUGH THE FRONT\*\*\***

### **AFTERNOON PICK-UP PROCEDURES (2:45 PM)**

#### **Willowbrook - Grades Jrk - 2nd (runs in front of the elementary school)**

- The elementary office will not be able to accept calls from 2:45 – 3:15 p.m. due to dismissal procedures. Please make all pick up changes before 2:30 p.m. unless there is an emergency.
- Kindergarteners, first and second graders are picked up at the front of the school.



- Your child/children will remain in the classroom until he/she is called. At that time, a teacher will assist your child in getting in the car.
- At 3:15 p.m., all remaining students will go to After Hours for pick up later.
- Carpools (2 or more children) may be picked up at either location.

**Magnolia - Grades 3rd - 6th (connects the high school and the elementary school)**

- Third through sixth graders are normally picked up at the side of the school.
- Children are dismissed from the classrooms at 2:45 p.m. and are supervised by a teacher on duty.
- Second through sixth graders who need to be picked up at the front of the school will remain in a classroom until called. (See Willowbrook pick-up.)
- If you pick up on Magnolia, you must enter from 7th Street North.
- If you are coming inside the building, please do not park in the traffic line.
- Carpools (2 or more children) may be picked up in front of the school.

**All transportation changes must be made by 2:00 p.m. and the office notified**

**NO Student Check-Outs are allowed after 2:30 p.m.**

**WALKERS**

- The only children allowed to walk to the high school in the afternoons are those who have a parent on the high school staff.
- Children may NEVER be dropped off at the high school in the mornings to walk to the elementary school.
- If a high school student is bringing your child to school, make sure your child is not walking from the high school to the elementary school.

**CHILD CUSTODY**

To ensure the safety of our students, the custodial parent must provide the school with a copy of the appropriate legal documents regarding a child's custody. It is the responsibility of the parent and/or legal guardian who registers and/or enrolls a student at Heritage Academy to submit to the principal and Headmaster of the school a copy of any court order or other document(s) which in any way limits, prohibits, or restricts the access to a student and/or the student's records normally afforded to the parents and/or legal guardians of a student. Absent any such court order or document having been provided to the appropriate school official by the registering parent or legal guardian, the natural parents and/or authorized legal guardians of a student will be afforded the same access to the student and the student's records that is normally extended to the parents or legal guardians of the students.



## **AFTER HOURS PROGRAM**

### **School rules apply for students in After Hours.**

- Heritage After Hours is designed to assist families in providing after school child care. Students may work on homework or participate in group/individual activities.
- There is no enrollment form. All teachers have access to PowerSchool which has all of the student's information and emergency contact information.
- Your child will be signed in and out on the daily timesheet each day he/she attends and fees will be assigned – minimum charge is \$3.50.
- Students in grades 2-6 are expected to begin homework assignments and devote a minimum of 30 minutes per day to completing work assigned in class.
- Parents will be notified concerning the days After Hours will not be available. Please check newsletters and postings.
- After Hours is located in the Kindergarten Hall. Parents must sign out students for pick up in the afternoon.

### **Hours of Operation**

- Regular (full) School Days – 3:15 p.m. - 5:30 p.m.
- Early Dismissal Days- From close of school to 5:30 p.m.
- Parents will be required to supply lunch for students on days lunch is not served at school. (An additional After Hours charge will apply to all hours in excess of the normal weekly rate.)

### **Cost**

- Hourly rate - \$7.50
- Minimum Charge - \$3.50

### **Payment Schedule**

Invoices are distributed the first Tuesday of every month. Payment is expected the week following receipt of invoice. Failure to pay monthly will result in a child being removed from the program until payment is made.

### **Discipline**

After Hours will be governed by the same rules and procedures as our regular school program. A student who constantly misbehaves, fails to follow directions, or does not respond appropriately to correction will be dismissed or placed on a probationary period by the principal.

## **Snacks**

Juice and cookies (or similar snacks) will be served each day. Children do not need to bring snacks for After Hours.

## **Contact Person**

Pam Short 251-2385

# STUDENT INFORMATION

## **DRESS CODE**

### **General**

- The required uniform must be worn in its entirety except on days that are set by the administration.
- All uniforms and outerwear must be purchased from Uniforms & Accessories or approved items from Land's End. Exceptions will be the approved logo attire that can be purchased from the Heritage Academy Patriot Store and worn every Friday (Spirit Day) and other designated days.
- Shoes for students in JrK and SrK must be athletic shoes that fasten with Velcro or slip on to help decrease the spreading of germs. Please do not send JrK or SrK students in shoes that have laces. Traditional athletic tennis shoes are required footwear for all grades K4-6th. Boots may be worn by girls with leggings (solid grey, white or black) or tights (solid grey, white or black). Lace, fishnet, and other distracting leggings or tights are not permissible. The student will be required to make arrangements to change. No other shoes will be allowed. It is recommended that students not wear boots on days they have physical education classes.
- Caps, hats, gloves and scarves must be removed while the student is in class.
- White undershirts may be worn as long as no lettering/ logos are visible through the uniform shirt and the sleeves are not visible below the uniform shirtsleeve.
- Clothes may not be ripped, frayed, unhemmed, etc.
- Make-up is not to be worn by students.
- Boys' hair should be out of the eyes in the front, and should not extend past the area of the neck normally covered by a shirt collar. Ponytails or any unusual style designed, in the opinion of the administration, to distract or draw attention will not be allowed. Earrings will not be permitted for boys.
- Girls may wear earrings, only on the ears. Earrings that are designed, in the opinion of the administration, to distract or draw attention, will not be permitted.

- Tattoos and out-of-the-ordinary body jewelry are prohibited. Unflattering or annoying accessories are not allowed.
- If a question should arise regardless of what may be considered out-of-the-ordinary, the decision of the administration will be final.
- If a student arrives at school and is not dressed according to policy, the child will be sent to the office and items may be borrowed from the uniform room. The student will be responsible for returning them.

## **Girls Regular Uniform Dress**

### *Tops:*

- White, royal, ash gray, or red long sleeve or short sleeve pique polo
- White Peter Pan blouse, long sleeve or short sleeve (worn with jumper)
- White camp blouse, long sleeve or short sleeve (worn untucked)

### *Bottoms:*

- Khaki skort
- Khaki flat-front walking short
- Khaki flat-front Capri pant
- Khaki flat-front pant
- Plaid jumper (K4- 3rd grade)
- Plaid skort (must be no more than 3” above the knee)

### *Hosiery:*

- White or gray knee-hi socks (no black socks)
- White crew socks or no-show socks
- Gray or black leggings (no lace)

### *Hair:*

- Head bands-wide or thin plaid (school colors)
- Scrunchies- regular or pom-pom plaid; pom-pom red/blue/gray
- Red & white football ribbon

## **Boys Regular Uniform Dress**

### *Shirts:*

- White, royal, ash gray or red long sleeve or short sleeve pique polo
- White oxford shirt with logo

### *Bottoms:*

- Khaki flat-front pant
- Khaki flat-front short

### *Socks:*

- White, red, blue, black, gray or no show socks

## **Outerwear for Boys and Girls**

Label all outerwear. Any jackets worn in the building during the school day must be the approved uniform Heritage outerwear with the HA logo. No outerwear jackets with other logos may be worn during the school day.

### Approved Outerwear:

- Red full zip fleece
- Royal hooded jacket lined with oxford gray jersey
- Logo sweatshirts sold by the Heritage Sports Boosters (with approved uniform shirt worn underneath)

The school partners with Uniforms and Accessories as well as Lands' End for uniform needs. Below you will find information on approved options and ordering information.

## **Uniforms and Accessories:**

Visit Uniforms and Accessories at [www.uniformsacc.com](http://www.uniformsacc.com), call the Hales at (601) 693-5331, or visit them at 404 22nd Ave. in Meridian. The online password for Heritage Academy is: hapatriots.

Below you will find ordering instructions for Land's End. Please note that online ordering is the only available option if you are interested in the Land's End items.

1. Go to <https://www.landsend.com/co/account/school-uniforms?launchSearch=true>
2. In the "School Number: box, enter 900169665. Click the blue box labeled "Search by Number"
3. Heritage Academy will pop on the right side of the screen. You may enter your child(ren)'s name(s) and select their gender and grade. You can then choose to click the blue box labeled "Save School" for future visits.
4. You will be directed to a new page that will allow you to sign in with either a Google email address or you may create a Land's End account.
5. Once signed in, you will be taken to your "Personal Shopping Account" page. Here you will enter your students. Once ready, you can click the blue button that says "Shop for this School."

6. You will then be directed to the page that has the items for purchase.

Note: Shoe selections are optional. You are not required to purchase shoes from Land's End.

### **Girls Uniform Dress / Shoes**

- Short sleeve mesh polo
- Solid box pleat skirt (top of knee)
- Knit skort
- Ponte pleat skirt
- Solid box pleat skirt (above knee)
- Long sleeve mesh polo dress
- Active chino skort
- Poly-Cotton box pleat skirt (top of knee)
- Active chino shorts
- Adaptive perfect fit blend chino shorts (K-2)
- Kids Sperry Colton loafers
- Girls Sperry Songfish boat shoes
- Kids Sperry Authentic Original Boat shoes

### **Boys Uniform Dress / Shoes**

- Active chino shorts
- Iron knee blend plain front chino pants
- Elastic waist shorts
- Leather belt
- Iron knee elastic waist blend chinos
- Iron knee active chino pants
- Adaptive blend chino shorts (K-1)
- Adaptive blend iron knee chino pants (K-1)
- Sperry authentic original boat shoes
- Sperry Colton loafers

Spirit Day and Pep Rally attire will be set by administration. Only on Pep Rally Days will cheer uniforms be allowed. On all other Spirit Dress Days an HA T-shirt may be worn with Uniform Bottoms. NO ATHLETIC SHORTS, NO LULULEMON SKIRTS, or NO TYPE OF ATHLETIC SKIRT MAY BE WORN.

## ***STUDENT OPPORTUNITIES***

### **Technology / Computers**

- Heritage Elementary has made a concerted effort to provide students with access to technology.
- All classroom teachers are issued an Apple laptop. All students have access to an assigned iPad for school use – Heritage Elementary is a 1:1 iPad school.
- The library contains computers that are used for research and access to our computerized card catalog and Accelerated Reading.
- The school’s servers are connected to the internet and safeguards are in place to prevent unauthorized use or access to inappropriate content.
- A Technology Responsibility Use Agreement is included in this student handbook. Students will show their understanding and acceptance of using school-provided equipment in meaningful, safe, and responsible ways by signing the student handbook signature page.

### **Music**

- Private piano, violin, and cello lessons may be arranged with qualified teachers who instruct students during activity and other nonacademic periods. Fees for lessons are set by the teachers and paid directly to them.

### **PeeWee Sports**

- Students in grades 5 and 6 may choose to participate in PeeWee Sports. For a student to be eligible to participate in PeeWee Sports at Heritage Academy they must be an enrolled student at Heritage.

## **STUDENT CONDUCT**

### ***ATTENDANCE REGULATIONS***

#### **Attendance and Tardy Policy**

- An absence is defined by a student’s non-attendance in school and non-participation in field trips or assigned school activities.
- After an absence, send a note of explanation of absence from a parent or physician.
- A student arriving at school after eight o’clock is considered tardy.
- A parent is required to sign the child in at the front office if arriving after 8 a.m.
- If a student is tardy five times in a single nine weeks, an absence will be recorded. A 10th tardy, per nine weeks, will result in the student being assigned overnight suspension.

## **Planned Absences**

- A planned absence form must be obtained from the office. It should be signed by the principal and then given to the teacher. Make-up work will be assigned after the student returns to school.

## **Early Check-Out**

- Permission to leave school for any reason must be secured from the school office.
- Please limit the time you check your student out early.
- Students must be signed out in the office by a parent.
- A record is kept in the office of all students who have permission to leave school giving the time they leave and the reason for leaving.
- Students must check-in at the office when returning to school from an off campus appointment.
- Students are responsible for getting missed work.
- Teachers teach until the end of the school day. Parents are urged to make appointments, schedule lessons, and prepare for sports, etc. after school hours whenever possible.

## **Illnesses**

- While regular attendance is extremely important to a student's progress in school, occasions arise when a student must be absent due to illness.
- Students with fever, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstance. Students who attend school while displaying these symptoms are uncomfortable in the school setting and pose a health hazard to others.
- Students must be free of fever or nausea for 24 hours before returning to school.
- Students with pink eye, head lice, or contagious skin rashes may not attend class without proof of medication or a doctor's approval. When a student returns to school after an absence due to illness, he/she should bring the teacher a note of explanation from a parent or physician.
- If a student becomes ill at school, the office staff will make every effort to contact the parent so that the student may be taken home. All prescription medicines must be brought to the office with a note from the parent (or medical form signed by the doctor) explaining the time and amount of the dosage.
- Please be sure that contact information is updated regularly so you can be contacted immediately should your student become ill at school. If you and your emergency contacts will be unavailable for the day, please provide the teacher with alternate numbers.

## **Make-up Work**

- Assignments will be available AFTER 3:15 p.m. on the day of absence.
- Assignments may be picked up in the elementary office lobby.
- All make-up work and/or tests must be completed within a reasonable period of time, usually within one week after an extended absence.
- Students may be required to make up assignments at recess/recesses until finished.
- Project due dates apply whether or not the child attends school that day.

## **BEHAVIOR GUIDELINES**

### **General Requirements**

- Our rules and regulations are designed to preserve an environment essential to the safe orderly progress of school.
  - Heritage Academy students are expected to conduct themselves as young ladies and gentlemen at all times.
  - Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach cannot be tolerated.
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- The following are basic guidelines for behavior:
    1. Be kind and respectful to adults and fellow students
    2. Follow directions the first time they are given.
    3. Keep hands, feet, and objects to yourself.

### **Major Infractions**

The following are considered major infractions of the school's discipline policy:

- Fighting or assault
- Offensive language or gestures
- Destruction of school property (subject to fine of replacement)
- Disrespect for authority
- Bullying (verbal or physical) or through electronic means
- Other misbehavior as determined by teacher or principal

The following behaviors may result in Time out/detention in the main office or Parent Care if they have been repeatedly addressed and no improvements noted:

- Disobeying school or class rules
- Cheating on tests or class assignments



- Inappropriate behavior during school or school functions
- Not completing school or homework assignments
- Not respecting rights and feelings of others

### **Disciplinary Action**

- The following actions may be used to correct student behavior: warnings, write-offs, timeout, disciplinary notices, loss of privileges, corporal punishment, detentions, parental conferences, suspensions, and expulsions.
- The administration will determine specific consequences for unacceptable behavior in accordance with school policy.
- The principal or other school administrator are the only ones who may administer corporal punishment.
- It is the administration's intention to keep parents informed of disciplinary action.

### **Grievance / Compliance Procedures**

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

1. Schedule conference with teacher.
2. Schedule conference with principal.
3. Schedule conference with headmaster.
4. Schedule conference with Executive Committee.
5. Schedule conference with Board of Directors.

## MISCELLANEOUS

### **LOST AND FOUND**

- Please take any items you may find to the office.
- If a student loses something, he/she should report the loss to the office.
- Most lost and found items are stored in the SAB.
- Parents should label their children's items for easy identification.

### **ELECTRONIC DEVICES**

Use of cell phones, radios, tape recorders, electronic games, CD players, iPods, or beepers is not permitted at school without prior approval. Penalty for cell phone usage will be confiscation and parent contact.

## **EMERGENCY SITUATIONS**

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

## **FUNDRAISING/SOLICITATIONS**

All solicitations for students to purchase items on campus must be approved by the headmaster. This includes items sold by organizations associated with Heritage Academy.

## **SEVERE WEATHER**

- If dangerous or severe weather occurs, the headmaster or principal may deem it necessary to close the school.
- If the decision is made to close the school, the announcement will be broadcast on local television and radio stations. Parents are to check one of the following: WKOR, WMBC, WCBI TV, WLOV TV, or WTVA TV. Visit our web page, [heritagepatriots.com](http://heritagepatriots.com), for the latest weather postings.
- PowerAnnouncements will be sent via email, cell phone or, text (whichever option you signed up for). For safety reasons, parents are required to make arrangements to pick up their student **immediately** after being notified by PowerAlert on their electronic devices.

## **BIRTHDAY PARTIES**

- Parents are encouraged to mail party invitations and not distribute them at school, if all students in the class are not invited.
- Any invitations issued on school property must be left in the office to be given to the teacher to distribute.
- Parents are encouraged to give invitations to each student in the entire class, but exceptions will be made if parents invite all boys or all girls in the class.

## **FIELD TRIPS**

Classroom field trips are planned to enhance and extend classroom education experiences. Each participating student must have a permission form signed by the parent or guardian. Students are chaperoned and supervised by adults (parents) while on field trips. Students are to follow rules and guidelines while on field trips. Students will follow the instructions and directions of the teachers or chaperones. If a student misbehaves on a field trip, disciplinary action will be taken.

## **COPYRIGHT INFORMATION**

Heritage Academy makes every effort to obey copyright laws as they apply to programs at our school. We also seek to make it possible for the families of our students to have recordings of

special events at HA. Often the material used on such occasions is protected by copyright and permission to make a recording is limited to specific conditions. When HA contracts with an agency to provide a recording, it is illegal for other individuals to do so. Please help our school follow the applicable copyright laws by refraining from making unauthorized individual recordings.

## **SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJOR EVENT**

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

# RESPONSIBLE USE AGREEMENT FOR STUDENTS

## HERITAGE ACADEMY TECHNOLOGY

At Heritage Academy, we use technology as a way of enhancing our mission to inspire, challenge, and motivate our students to prepare them for college and for life. These technologies may include, but are not limited to, school-provided equipment as well as personal devices. Students should embrace the following principles to become responsible digital citizens and to use technology in a meaningful, safe, and responsible way.

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

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



# HERITAGE

## A C A D E M Y

Dear Parent,

The Heritage Academy 2023 - 2024 Elementary Student Handbook will be available for you and your student to read on our school website. Teachers will review the rules and procedures with your student on the first day of school as well.

Please sign below indicating that you and your student have read and reviewed the 2022 - 2023 Heritage Academy Elementary School Handbook and understand the contents. Please return this form to your student's teacher at school.

We have read and understand the rules and regulations as stated in the Heritage Academy 2023 - 2024 Handbook.

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Printed Parent's Name Parent's Signature

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Student's Name and Grade

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Date