



HERITAGE ACADEMY

DISCIPLINE POLICY 2025-2026

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DISCIPLINE

Communication between teachers, students, and parents is important in the discipline process at all levels. **Mentoring, working with the student, and reaching their heart should be the motivation behind all disciplinary actions.** When dealing with an issue, teachers will be sure the student is clearly aware of what was done wrong and the consequence that will occur due to their actions.

All teachers must develop a standard of expected behavior in their individual classrooms. All rules and consequences must be clearly defined. These standards and consequences will be clearly documented for the parents and shared at Parent Orientation/Back-to-School Night.

Our desire is for parents to partner with us by addressing the behavior concern at home and supporting the school in enforcement of rules with the hope that the issue would be over, and the concern would not continue. Parents are expected to support our discipline policies. If parents/guardians show a pattern of not supporting the discipline policies, they may be asked to remove their student from Heritage Academy. This includes the expectation that any concerns with a teacher or administration will be addressed in the proper manner. Verbal attacks on school employees are not the proper manner and will not be tolerated. Proper discussion among adults is the correct manner.

Each parent and teacher should instruct students in the general school rules (refer to the Student Handbook) and in particular classroom rules at the beginning of the school year and periodically thereafter as necessary.

During the first week of school, teachers should train students regarding conduct expectations, give reminders as needed, record the reminders but not count those reminders for disciplinary action. However, gross misbehavior, even the first week, must be corrected and punished.

LEVELS OF DISCIPLINE

Elementary:

- Teachers will implement individual classroom discipline systems. Those classroom rules will go along with the stop light discipline system (green, yellow, and red) for communication that we are using school wide. The consequences for elementary students are determined by their teachers.
- All discipline notices are entered into RenWeb. Therefore, the parents will receive an email notification of the issue. RenWeb will also provide the teacher, parents, and administration with a record of any concerns.
- If this is unsuccessful in correcting a discipline problem, the student will be referred to the school office for further action. School administration will use necessary reasonable methods to maintain the standards of Heritage Academy and to help the students. These methods may include student conferences, a consequence that involves some action on the student's part to solve a problem, detention, parent conferences, revocation of privileges, suspension, and/or expulsion.

Secondary:

- Students will be issued discipline notices on three different levels depending on the infraction. The goal is to keep parents informed and to correct misbehavior. With each notice, a Renweb email will be sent home so that the parent is made aware.
- The first phase of correcting discipline problems is at the teacher's discretion and is warranted for the individual student and/or individual situation. It is not a requirement for a teacher to issue a discipline notice for every minor infraction. Consequences could include speaking with the student, moving the student, issuing a written assignment, lowered conduct grade, and even calling the parents, if necessary. However, it is good to have the documented record and parent communication that goes along with turning in the slips. Again, the goal isn't discipline, the goal is correction of the behavior. That starts with good and consistent parent communication.

General Discipline System:

- A discipline notice can be given for the infractions indicated on the slip. Secondary students (Grades 6-12) must sign the notice indicating that they are aware of the reason they are receiving the slip. **This is not an admission of guilt on their part.** The student may respectfully make an appeal to the administration regarding any slip. An area for the students to officially check that they would like to address administration has been included on the notice of a red slip. Refusal to sign any notice will result in detention.
- The student is signing to indicate that the teacher made them aware of the concern and tried to mentor them. Without the mentoring the slip means nothing. A student may be issued a discipline notice for work not in without signing it, because they know they didn't turn in the work and the teacher may not have them sign it till the next day.
- Students may receive 2 green slips without consequence or will move to a yellow slip for repeating the same infraction.
- A student who has already received a yellow slip will receive a red slip for repeating the same infraction.
- A student may skip levels depending on the severity of the offense.
- A consequence will occur with every red slip and is determined by the teacher. Possible consequences include, but are not limited to, warnings, detentions and suspensions.
- The goal is to give the green and yellow slips and allow the parents to address the problem. The red slip should not be the first thought but rather what is given if the behavior is not corrected or if the behavior is major or intentional.
- Final discipline is at the discretion of administration based on all factors involved. Therefore, what was initially submitted to the office as one level of discipline may be sent home as another level depending on number of prior offenses, investigation into the incident, and other determining factors.

Level I - Green Slip Infractions (Parent Communication Notice)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|--------------------------------------|--|
| • Dress code violation | Short skirt, tight pants, hair out of code, incorrect shoes, wearing non-HA hoodie/jacket |
| • Unprepared for class | Forgotten supplies, homework, or other assignments, uncovered book, not in seat when bell rings |
| • Minor class disruptions | Talking, calling out/interrupting, making jokes or noises, communicating with others without permission (passing notes, making faces, etc.) |
| • Poor Attitude – minor | Grumbling, complaining, uncooperative or negative attitude |
| • Rough housing/Boisterous Horseplay | Pushing and shoving (minor), running, jumping stairs, being loud and disruptive in the halls and classrooms, running in the halls |
| • Chewing gum/Eating | Eating when it is not lunch time, drink other than water, chewing gum |
| • Lack of Manners | Rude behavior, not holding doors for others, not greeting others or not speaking to others in a polite tone, leaving a mess, littering, interrupting, etc. |
| • Off-task behavior | Fidgeting, out of seat, sleeping, not doing work, working on an assignment for another class |
| • Not Following Directions | Not paying attention, not refusal to obey (minor) |
| • OTHER | |

Please note that a green slip is just a “reminder” and is intended to be a parent notice. It is just to keep parents informed of minor things that were addressed. There is no discipline for a green slip.

Level II – Yellow Slip Infractions (Warning Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|--|---|
| <ul style="list-style-type: none"> • Mistreatment of others | Joking, teasing, or name-calling in a hurtful way, mistreatment of other's property, inappropriate language, using the Lord's name in vain, repeatedly interrupting, etc. |
| <ul style="list-style-type: none"> • Misbehavior or Disobedience – minor | Disruption of class, forgetfulness, carelessness in following rules and/or directions, repeatedly interrupting, purposefully manipulating rules, working on work for another class, etc. |
| <ul style="list-style-type: none"> • Late to Class | Not in seat when bell rings, dawdling too long in hallway or at locker |
| <ul style="list-style-type: none"> • Electronic device infraction – minor | Taking photos in school without permission, playing games online during class, possession of unauthorized electronic games/devices, having ear pods or other music devices at school |
| <ul style="list-style-type: none"> • Public display of affection – minor | Holding hands, hugging in a romantic way |
| <ul style="list-style-type: none"> • Possession and/or distribution of unauthorized materials - minor | Nonprescription medications, toys or games that are not approved or not to be out at the time, etc. |
| <ul style="list-style-type: none"> • Complaining or Gossiping • Negative or Sarcastic Attitude | Complaining or gossiping about teachers or another student without going straight to that person to discuss the issue, inappropriate conversation, poor attitude, behavior (stomping or throwing), or facial expression, etc. |
| <ul style="list-style-type: none"> • Unprepared for class | Forgot item in locker (book, homework, etc.) |
| <ul style="list-style-type: none"> • Leaving a mess | Lunch, locker area, desk, etc. |
| <ul style="list-style-type: none"> • Repeated Unexcused tardies | |
| <ul style="list-style-type: none"> • Destruction of property – minor | |
| <ul style="list-style-type: none"> • Chewing gum – repeated infraction | |
| <ul style="list-style-type: none"> • OTHER | |
| <ul style="list-style-type: none"> • Repeated green slip offenses | |
| <ul style="list-style-type: none"> • Repeated Disruption of Class/Activity | |
| <ul style="list-style-type: none"> • Destruction of Property (Minor) | Minor or minimal unintentional damage of property. |

Level III – Red Slip Infractions (Discipline Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
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| <ul style="list-style-type: none"> Serious or repeated mistreatment of others | Mean spirited name-calling, intentionally embarrassing another, touching another's belongings or food without permission, rudeness, disruption of class, etc. |
| <ul style="list-style-type: none"> Serious or repeated disrespect/defiance/disobedience | Eye rolling, walking away while teacher is talking, flippant remarks, lying, uncooperative, refusal to obey, irreverent |
| <ul style="list-style-type: none"> Disrespect of property | Slamming doors, writing on desk, throwing food |
| <ul style="list-style-type: none"> Repeated or excessive (more than 5 minutes) tardy, Chewing gum | |
| <ul style="list-style-type: none"> Electronic device infraction - major | Having a cell phone out or on during school, intentionally deceiving teachers/administrators, accessing inappropriate material, use of AI, a Smart Watch or EarPods, |
| <ul style="list-style-type: none"> Negative or Sarcastic Attitude Complaining or gossiping | Repeated, disrespectful, blatant (attitude/Facial expression) |
| <ul style="list-style-type: none"> Unprepared for class – repeated | Forgot in locker (book, homework, etc.) |
| <ul style="list-style-type: none"> Disruption of class – major or repeated | |
| <ul style="list-style-type: none"> Public display of affection – major | Kissing, etc. |
| <ul style="list-style-type: none"> Avoiding/Cutting Class | Deliberately finding ways to miss class or show up late, misuse of hall pass, chronic lateness |
| <ul style="list-style-type: none"> Profane/Offensive Language/Conversation, Double Meaning, Inuendo, or Gestures, inappropriate conversation | |
| <ul style="list-style-type: none"> Possession or distribution of unauthorized material Cheating/Plagiarism Lying/Stealing | Cheating on a test or quiz, copying/taking someone else's homework or personal property. Plagiarism or use of AI. |
| <ul style="list-style-type: none"> OTHER | |
| <ul style="list-style-type: none"> Repeated yellow slip offenses | Work not in, talking, etc. |

- Detention: Assigned by the administration and served on Tuesdays from 3:40-4:40 p.m. or 3:40-5:40 p.m. if a more severe detention is needed. Any school activity the student is involved in will be missed to serve detention.
- Students who serve detention will be billed \$10 per hour that they serve detention.
- Repeated Detentions: A one-day suspension will be issued to the student who receives more than three detentions within a nine-week marking period. Suspension will occur after the third detention has been served. Work missed, including tests and quizzes, will be

completed in suspension but will not count for a grade. The student in suspension will receive zeros for the day.

Major Offenses – The items on this list, which is not all-inclusive, will result in suspension, expulsion, or more serious consequences, such as police notification, when warranted:

- Theft
- Vandalism
- Fighting or instigating a fight
- Forgery
- Pulling a false alarm
- Bullying/Intimidation/Threats/Hurtful and Mean-Spirited comments and name-calling (nonverbal, verbal, written, cyber, or physical)
- Truancy (partial or full day)
- Access to or possession of inappropriate material
- Misuse of technology
- Possession, transmission, and/or use of any of the following: tobacco or vaping materials, alcohol, drugs
- Continued talk of suicide
- Repeated inappropriate language or conversation
- Threats: verbal, written, implied, or on social media. This includes things like “joking” and saying things like, “I will kill you”, “I wish you were dead”, “kill yourself”, etc.
- Racism: Any form of racism can result in detention, suspension, or even expulsion. Racism will not be tolerated.
- Possession of a weapon, bomb, or other dangerous instruments
- Possession of matches, lighter, explosive materials
- Any type of sexual misconduct (sexual activity, sexting, sexual harassment)
- Use of words or concepts from the Urban Dictionary, etc.
- The following Level III Red Slip Infractions may immediately result in suspension, expulsion, or some other stern consequence if they are deemed to be at a serious level:
 - Cheating
 - Blatant disrespect
 - Lying
 - Profanity
 - Repeated violations
- Suspension will be served at school at the discretion of the administration. A student who receives more than three suspensions in a school year will be immediately expelled.
- Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. The first suspension will result in a loss of two games. A second suspension will result in a loss of four games. A third suspension will result in a loss of all games in a nine-week period.
- Expulsion: The length of the expulsion is at the discretion of the administrator. During the period of the student’s expulsion, he may attend school-sponsored events if accompanied by a parent/guardian. His attire should conform to the school dress code. Students expelled from school and not allowed to return

the following year must have permission from the administration to attend any HA event.

- A student who is deemed to be bullying another student will receive a suspension the first time and will be asked to leave if the concern continues.
- Reenrollment after expulsion: A student expelled from HA may be eligible for reenrollment. The student who submits an application for reenrollment must meet the following criteria:
 - He must show genuine repentance for the sin that led to his expulsion. Repentance must be evidenced by the display of a proper attitude and a change of heart that is evident to others.
 - He must present a request that he has written.
 - He must have a letter of recommendation from the pastor of his church.
- The administrator reserves the right to require a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child.

RULES AND REGULATIONS

Heritage Academy is committed to maintaining those standards of conduct and appearance which are distinctively Christian. The school is also committed to sustaining a disciplined environment that is conducive to a quality education. Students are expected to willingly abide by the rules and principles of the school's discipline policies, and parents (guardians) are expected to willingly support the school's policies as agreed upon at the time of registration.

Although most of these policies apply specifically to the student while under the direct supervision of the school, it is expected that students will maintain a reasonable testimony of Christian character at all times. Failure to do so can bring disrepute upon Heritage Academy and may result in discipline or in dismissal from the school.

Parents are encouraged to consult with the faculty and administration concerning problems or questions regarding their student's behavior or welfare and see that proper channels are followed. In most cases this means first consulting with staff that are directly involved before going to higher administrative levels.

As previously stated, it is understood that attendance at Heritage Academy is a privilege and not a right. Such privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

The following are general rules of conduct regarding student behavior at Heritage Academy. These rules are in no way exhaustive, as it would be impossible to cover all possible eventualities. It is expected that students will abide not only by the rules as stated herein, but also by the spirit of those rules.

1. Students are to always show proper respect to all people.
2. Students are to give proper care and consideration to school property and to the personal property of others. They should not go into other students' lockers, bags, lunches, etc.
 - a. Students must clean up after themselves, after lunch and after every class.
 - b. Students must keep their lockers, the top of the lockers, and the area around their lockers and desk clean.
 - c. Students must not be writing on walls, desks, restrooms, dividers, etc.
 - d. Students must keep the locker room and restrooms clean. All items must be placed in a locker and not left on the locker room floor.
 - e. All trash must be thrown in the trash can.
3. Students are to approach their schoolwork with diligence and integrity.
 - a. Unless other instructions are given, students are to do their own work on all assignments.
 - b. Collaborating on work is tantamount to cheating by all parties involved. Students caught cheating receive a 0 (zero) on the assignment and are subject to further discipline.
 - c. Students are to do schoolwork in the prescribed fashion to the best of their ability.
 - d. Messy work may be given to the student to redo again, and points may be taken off for being late.
 - e. Students who do not turn in work when it is due will receive a green (Parent Notice) slip for the first 2 offenses in any class in a 9-week period as well as a zero for the assignments.
 - f. Students who do not turn in their work for a 3rd time in any class in a 9-week period will receive a yellow warning slip as well as a zero for the assignment.
Note: If work is not turned in on the day it is due it can be turned in the next day for a maximum of 75%. The second day it is not turned in it will be a zero.
 - g. Students who do not turn in an assignment for the 4th time in any class in a 9-week period will receive a red (discipline notice) slip, a zero on the assignment, and detention.
 - h. Students who continually show a pattern of not doing their schoolwork will be put on probation and may be asked to leave HA if it continues.
4. Students are to follow the school's attendance policies and avoid tardiness to school and class.
 - a. Habitual absenteeism and tardiness may be cause for dismissal from school.
5. Students are to always be conscious of safety.
 - a. The throwing of rocks, snowballs, and other inappropriate projectiles is prohibited.
 - b. Student drivers will be subject to the suspension of driving privileges if caught driving in an unsafe manner.
 - c. The possession of knives, guns, weapons, matches, lighters, or fireworks and other such items is prohibited by students. **Any threats, verbal or written, will be taken very seriously and could result in immediate dismissal.**
 - d. Students should not be running in the halls, stairwells, or parking lot.
6. Students are to be attentive to neatness, cleanliness, and orderliness at all times.
 - a. A student's personal appearance should always be neat and clean.

- b. Student lockers should be clean and orderly. All items on the inside and outside of the locker are subject to the administration's approval. No items should be attached to the outside of a locker without prior consent of the homeroom teacher. Administration reserves the right to request anything to be taken down. Any personal items attached to the inside must be in good taste. The school reserves the right to inspect student lockers at any time. Students may not exchange lockers.
 - c. Students should be attentive to the school's appearance by keeping the grounds and facilities free of litter and trash, by cleaning up messes, and by keeping furnishings neat and orderly.
 - d. The area around the lockers must also be kept clean. Backpacks must be small enough to go in or on the lockers and cannot be left around to clutter things up.
 - e. Students can be given discipline for leaving messes around their lockers, in a classroom, or at lunchtime.
7. Students are to exercise care in their speech.
- a. Gripping and complaining are not allowed.
 - b. Profanity or forms of it will not be tolerated.
 - c. Dirty or off-color jokes, double meaning remarks, crude language, and slang expressions are not allowed. **Any racial comments will result in major discipline.**
 - d. Mocking, picking on others, or bullying will not be tolerated.
 - e. **Students will not be allowed to talk about hurting someone, joke about hurting someone, or make threats.**
 - f. Discussing inappropriate activities is prohibited.
 - g. Using the Lord's name in vain, including OMG is prohibited.
 - h. Comments about being gay, being stupid, etc. will not be tolerated.
 - i. Comments or actions from things like the Urban Dictionary is prohibited.
8. Students are to refrain from ungodly, immoral behavior.
- a. The possession or use of drugs, alcohol, tobacco, pornography, vaping materials, or other illegal or dangerous items at any time is prohibited.
 - b. Sexual activity at any time is prohibited. This includes any public display of affection during school or any school-related activity. This also includes inappropriate gestures.
 - c. Students should not be talking about or promoting a sexual lifestyle that is contrary to the Bible and the standards of the school.
9. Students are to refrain from certain activities which are extraneous to the educational process. The following are prohibited at school:
- a. The use of playing cards for inappropriate activity, gambling paraphernalia, etc. Playing cards may be used before school or during lunch as long as appropriate and not creating a disruption. They may not be used during ballgames or after-school events without the permission of the administrator.
 - b. The use of skates, skateboards, etc.
 - c. **Chewing gum during school hours or in before or after care.**
 - d. Books, magazines, toys, games, fidget spinners, etc., not specifically related to school matters which have not been approved for use at school. Any literature of questionable nature that contains content contradictory to the beliefs and standards of HA.

- e. Private soliciting by students.
 - f. Pokémon cards and items are not to be brought to school.
10. Students need to be aware that off-campus actions can still impact HA and therefore may receive disciplinary action.
11. Texting & social media (including Instagram, Snapchat, Twitter, Facebook, and all other social media outlets):
- a. Students need to be cautious about texts and social media posts.
 - b. Students are not to criticize authority, policies, other students, other schools, or students at other schools.
 - c. Students are not to use inappropriate images, language/content or use the Lord's name in vain.
 - d. Students should not post, share, or even "like" suggestive or inappropriate photographs, images, material, or language.
 - e. Parents should be aware that their child may have multiple social media accounts (even on the same platform) with different audiences according to whom they wish to see what is posted. Students often choose to post inappropriate content on accounts they believe parents and other adults are unaware of, so we ask for vigilance on the part of parents.
 - f. Students and parents should understand that it is not an invasion of privacy for administration to take disciplinary action when it is brought to the school's attention that a student has posted something inappropriate. It is our job to protect the image of Heritage Academy, and that includes what our students are sharing publicly.
12. Between classes, secondary students may talk quietly in the secondary hallways but should refrain from disruptive, loud noise. Students should not run, push, or yell in the halls or stairwells. While classes are in session, students should be quiet in the hallways. **All students (including Secondary students) must remain silent in the elementary hallways;** from the time they exit the gym or chapel until they are back in the gym it must be silent.
13. Interaction between students must be positive. Taunting, teasing, name calling, or other hurtful comments will not be tolerated.
14. Electronic Devices at school:
- Cell phones: Students are not permitted to use a cell phone or electronic device such as an iPod, earbuds, smart watches, Fitbits, etc. in the school building before or during school hours. After school, students should not use cell phones until after 3:45. All rules below apply to any cell phone or electronic device.

Please understand that the following policy is put in place to allow for an educational environment that is free of distraction and an environment that limits students' exposure to inappropriate content. We are a phone free zone for students.

Parents, please contact the school office if it is essential that you communicate with your child rather than trying to contact them directly by cell phone. This will help reduce academic disruptions during the school day.

Any elementary student who has a cell phone must keep them off and in their book bag for the entire school day, 8:35-3:40. If elementary students have their cell phones out, they will

be confiscated and kept in the office with administration until the phone can be picked up by a parent. Elementary students cannot have their phones out in daycare (before or after school).

All parents in grade 6-12 will be required to complete and submit a cell phone form for each secondary student in their family before the first day of school and to immediately update any change in cell phone status during the course of the school year.

Students cannot have their phones in Before Care. Phones must be off and in the student's backpack. When dismissed from Before Care, phones must be taken and placed in the proper phone pocket (in the pocket number) assigned to that student. The phone must be turned off and it must remain in the phone pocket until 3:30.

Each morning students in grades 6-12 will be required to place their cell phone in the assigned slot in their homeroom class by 8:35 a.m. If a student's cell phone slot is empty at 8:35 a.m. and the student is present, the student will receive a yellow slip including the first offense. If this is a repeated issue, the cell phone will be confiscated until the last day of either semester. If a parent takes his or her child's cell phone for disciplinary action at home, the parent must email their child's homeroom teacher before school starts so HA is aware that the student does not have access to their phone to bring to school. The parent will then need to follow up with an email to the child's homeroom teacher when the phone is returned to the student.

If a student arrives late at school, he or she must turn their phone in to the secretary when receiving a tardy slip and then return to the office to pick the phone up after 3:30 p.m.

It is the responsibility of the student to return to the homeroom and collect their cell phones at 3:30 p.m. Any student with an early dismissal must turn in a note to the office before homeroom. The student with an early dismissal should turn their phone in to the secretary before 8:35 and they will then pick up their cell phone from the secretary when they sign out for the day. If a note is not submitted for an early dismissal, the student is not to disturb a class to get their cell phone. Each student will need to pick up his own phone and may not pick up a phone for a friend. Students are not to touch another person's cell phone or play with another person's cell phone at any time. Students who take out a cell phone that is not theirs will face serious discipline as if they are stealing someone else's property. This is not something to joke about.

Any student who is caught with a cell phone between 7:30 a.m. and 3:40 p.m. will have it confiscated. The first offense, a yellow slip will be given, and the student can pick up the phone from the Administrator at the end of the school day. The second offense, a parent may be allowed to pick the phone up at the end of the day and the student will be given a red slip. If the problem is repeated, then the student will receive a red slip and the phone will remain in the office to be picked up at the end of the school day on the last day of either semester. The student will not be allowed to have a phone at school for the remainder of the school year. The school is not responsible for the unused service plan. This will be enforced at the administrator's discretion.

Students will not be allowed to have cell phones on field trips. Students should not have any electronic devices (for example, cell phones, earbuds, headphones, iPods). Students may not have their hoods up on the bus. The school will be employing “HA Parent Alert”, a text communication line with parents, so no phones are needed on these events. On field trip days, students will bring their cell phones to homeroom to the place in the appropriate cell phone slot where it will remain for the day. When returning from the field trip, students will return to their homeroom and pick up their cell phones. If a parent needs to communicate an emergency to a student, they should communicate through the school office. The school office will contact the teacher in charge to convey the message to the student. The teachers’ rooms will remain locked at any time the teacher is out of the classroom to ensure protection of the cell phones.

Students in grades 9-12 will be allowed to take their cell phones on the retreat. However, they will have to turn them in to their cabin leader at the designated time. Students should not be just sitting around on phones and not participating in the activities. If phones are in use during activities, chapels, devotions, meals, or small groups, the phone will be confiscated.

Use of a cell phone during a test for any reason will automatically be considered cheating and appropriate academic and disciplinary action will be taken in addition to the consequence for having the phone out at the sole discretion of the administration.

Athletes attending away games will need to pick up their cell phone from the homeroom classroom during the break between classes just prior to dismissal (i.e. if game dismissal is during seventh period, the student should pick up their phone at the break between 6th and 7th periods). The phones will need to remain powered off and kept in a backpack or locker. If an athlete has picked up his/her cellphone for early dismissal and is caught with the cell phone on and/or out of the backpack or locker during school hours, they will have it confiscated. The first offense, a parent may be allowed to pick it up, if the problem is repeated then it may remain in the office to be picked up at the end of the day on the last day of either semester. The school is not responsible for the unused service plan. This policy will be enforced at the administrator’s discretion.

The school is not responsible for any lost, damaged, missing or stolen phones. The school will do what it can to prevent this and will also do what it can to try to help locate the phone but is not responsible for it.

At no time may a student disturb a class to retrieve their cell phone.

Students may have cell phones on the bus/vans for athletic events to communicate with their parents/guardians but should not be used for any other purpose without the coach's permission.

Headphones, earbuds, and laser pointers will be confiscated if brought out during the school day (arrival-3:40). Portable video games and other non-instructional electronic devices are prohibited during class time. These may be confiscated and returned to a

student's parent/guardian if used inappropriately and appropriate discipline may be given. Students are not to use earbuds/headphones during the school day unless approval has been granted by administration for a specific class or activity.

Students should not bring personal laptops or other electronic devices to school. A rare exception may be made by the administrator under special circumstances.

Smart Watches

Smart watches are prohibited at HA during school days. We do not want students to be distracted by emails, texts, etc. They can also be used for cheating, etc. If your student is wearing a smart watch during the school day it will be confiscated.

The same discipline as above will be followed for earbuds, headphones, or Apple watches.

Students should not bring personal laptops or other electronic devices to school. A rare exception may be made by the administrator in rare special cases.

- a. If a student must make an important phone call, they must get permission to go to the school office.
 1. To use the phone, you must tell Mrs. Clark, Mrs. Reisberg, or Mrs. McMillen why you are using the phone and who you are calling.
 2. You can only call during your lunch period to ask to stay for a ball game or to go home with someone.
 3. You may not call to ask your parents to bring forgotten schoolwork or gym clothes.
 - b. EarPods or other music devices:

Students cannot have EarPods or other listening devices at school. This includes Before Care, the school day, or Aftercare. EarPods can be used during after-school athletic events.

Games and other electronic devices should not be used during the school day.
15. **Secondary students are to go to the restroom during lunch and during the breaks in between classes.** Asking to go during class should be reserved for emergency situations. Students continually missing class to go to the restroom not only causes them to miss a lot of valuable information but also disrupts the class.
 16. Acting like something happened and not being truthful in order to try to get someone else in trouble will result in severe discipline of the student and may be considered a form of bullying. This will not be tolerated.
 17. Expectations for grades 7-12 at pick up:

Students are expected to be listening for their name to be called. They are to have been packed up and ready at that point and need to make their way to the car as quickly as possible. They are not to be stopping in the halls or gym to have conversations or play around. The car line is waiting on them and they need to head to their car immediately.

CLARIFICATION ON WORK NOT IN POLICY

Work Not In

Work Not In = Student does not have the assignment to turn in because they didn't do it or they left it at home.

Penalty = A green Slip for "Work Not In" and a 75% (1st day)/ 0 (2nd Day).

Grade is entered as M (missing) and would be changed to 75% if turned in the second day. If a student is Absent it is entered in RenWeb as an "A". No slip is given and there is no grade deduction unless they do not have it turned in when it is due (based on the number of days absent).

Forgot (work, books, etc.)

Forgot = The student did the assignment but left it in the locker, a different class at school, etc.

Penalty= The student is given a green slip for "Forgot". There is no academic penalty.

The student needs to go get their work and turn it in so it can be graded.

Slip Totals

Work not in and Work Forgotten are counted separately. (Green, Green, Yellow, and then Red for each individual class separately).

Discipline for behavior (talking, attitude, late without permission, etc.) will continue to be counted as they currently are (across all classes). In other words, . . . (talking in English =Green, 2nd talking in Math =Green, 3rd talking in Spanish = yellow, 4th talking in English =red)

Discipline for Work Not in and Forgot will now be counted just **per class**. In other words, . . . (4 work not in in History = red [green, green, yellow, red]). Again "Work Not In" and "Forgot in locker" are not the same offense category.

Reminders

The purpose of discipline is correction and the heart of the child. It is not to give the slip.

Students feel loved and can benefit if we lovingly mentor them. If we just give the slip, we lose the heart! If you are not going to mentor, the slip does more damage than good.

Grace can be shown. You have a student who messed up for the first time, usually doesn't mess up, or has done better and hasn't messed up in a while then maybe give some mentoring/ verbal warning. If it continues then give the slips but continue to lovingly mentor.

Staff should **NOT** be looking to give slips or looking for bad behavior. If you see it, address it. (but don't look for it/expect it).

Staff **should** be looking for the good behavior and opportunities to give blue slips.

We do not want to be about giving slips; we want to be about molding character and winning hearts! At the same time, we must have standards and want to do what we can to consistently and lovingly monitor those standards. There has to be a balance.

DISCIPLINARY PROBATION

The purpose for disciplinary probation is to allow the school administration to evaluate a student's progress and true repentance from disciplinary actions. Probation also establishes a program and an atmosphere that will make the student and his family aware of their responsibility to conform to the school's code of rules and conduct.

- After a suspension, a student will be on probation for one marking period (9 weeks). If a student is placed on probation during two consecutive semesters, he may be dismissed from HA.
- A student returning after expulsion will remain on disciplinary probation for two marking periods (one semester).
- During disciplinary probation, a student will not be permitted to participate in extracurricular activities and the right to hold class office will be forfeited.
- If a student fails to evidence a change in his behavior within the probationary period, then a student returning from suspension will be expelled from the school for the remainder of the school year, and a student returning from expulsion will be expelled permanently.

REMOVAL FROM CLASS

Students who are removed from class due to misbehavior will be disciplined at the discretion of the administration. If it is serious enough that they are sent out of class, it will be handled as such.

MISSING A DETENTION

Students are not allowed to miss a scheduled detention.

Anyone who misses a detention will have to make up that detention and will also be given a second detention for missing the assigned detention.

A student who is late to detention must make up double the time that they are late. If they are 5 minutes late, they will serve an extra 10 minutes. If they are 15 or more minutes late to detention, they will have to make up the detention on a different week and will also be given a second detention for being late to detention.

Parents should not call the office and expect their student to be excused from detention that day for various reasons. If students are assigned a detention, they need to plan to be there. Detention is not something to take lightly.

PARENT-STUDENT RESPONSES TO PROBLEMS

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command when dealing with problems.

The following procedure will serve this end:

1. Students should never correct the teacher.
 - a. The student may go to the teacher after the class and ask to discuss the problem privately.
 - b. The student may discuss the problem with his parents and ask the parents to contact the teacher. A parent/teacher conference should be arranged.
2. The parent should send an email to the teacher requesting a meeting or call the school and leave a voice mail message for the teacher requesting a meeting.
3. Do not discuss the problem with another faculty member or the school secretary since neither is authorized to solve your problem.
4. Do not go to the administrator or the school board first.
5. Do not call the teacher at home or on their cell phone unless the teacher requests you to do so.
6. Do not just wait outside their classroom or come in to discuss a concern without an appointment.
7. Do not discuss a concern with a teacher at church. The teacher/administration are at church to worship. Please respect their privacy and set up an appointment.
8. School events are a time for the teachers to support the school and engage in the activities. Please do not discuss a concern during these times.
9. If you are not able to get the problem solved, you may call the school and request a conference with the administrator, but only **after addressing it with the teacher first**.

It is important that parents and teachers cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly, yet respectfully, to the teacher. Often a conference, or even a note, can clear up the difficulty.

ATHLETES AND DISCIPLINE

Those who play sports at Heritage are held to a higher standard. They are leaders and they are public representatives of Heritage Academy. Playing sports at Heritage is a privilege. The behavior of our athletes must reflect the leadership and example that comes with privilege.

If a student is given detention, they will serve the detention and will not be allowed to practice that night or participate in the game if it is a game night.

Any athlete who receives 3 detentions during the course of a season may be removed from the team.

A student who is removed from a team for discipline cannot participate in school practices with any coach/team (whether it is that sport or not).

An athlete who is given a technical foul or a yellow card or is displaying poor attitude or character that does not match the high standards of a Christian athlete and Heritage Academy will be subject to discipline such as loss of playing time, missing games, or even removal from the team.

CAUGHT BEING GOOD

You will get what you promote! If all that you point out is bad behavior, then that will be what you get. However, if you look for good behaviors and you emphasize those behaviors, that is what you will get. Teachers are encouraged to give out twice as many good behavior notices as they do for poor behavior.

Good behaviors are noted on a blue slip. They are also entered into RenWeb, and a notice is sent home to parents to notify them of the child's good behavior.

Please look for the good in our students and encourage those behaviors.

Some examples of good behavior may be:

| | |
|--------------------------------------|------------------------------|
| Being an Example | Showing Kindness |
| Encouraging | Opening/Holding the Door |
| Faithfully Doing What They Should Do | Picking Up Trash/Cleaning Up |
| Good Leadership | Politeness |
| Helping Others | Putting in Extra Effort |
| Standing Up for Others | Volunteering |
| Steering Others to Do Right | Welcoming To Others |
| Other | Good Manners |