



HERITAGE ACADEMY

DISCIPLINE POLICY 2026-2027

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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 way and will not be tolerated. Proper discussion among adults who are involved is the correct manner. Gossiping or sharing information to other students or parents instead of addressing the concern with the proper authority who can actually do something about it is not acceptable.

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 or for a more serious/disruptive 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.
- During the first two weeks of the school year or the first two weeks at school for a new student a green slip may be given for the first two dress code infractions. **After the two week period, dress code infractions will be yellow or red.**

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, tardy.
• Minor class disruptions	Talking, calling out/interrupting, making jokes or noises, communicating with others without permission (passing notes, making faces, etc.), talking in the hallway/bathroom.
• 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).
• Name Not on Paper	A grade deduction for no name.
• Forgot (Not applicable for Student in Honors Classes)	Student may have done an assignment but forgot it in their locker or forgot the book in the locker.
• 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)
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.
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.
Late to Class	Not in seat when bell rings, dawdling too long in hallway or at locker
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
Public display of affection – minor	Holding hands, hugging in a romantic way
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.
- 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.
Unprepared for class	Forgot item in locker (book, homework, etc.)
Leaving a mess	Lunch, locker area, desk, etc.
Repeated Unexcused tardies	
Destruction of property – minor	
Chewing gum – repeated infraction	
OTHER	
Repeated green slip offenses	
Repeated Disruption of Class/Activity	
Destruction of Property (Minor)	Minor or minimal unintentional damage of property.
Dress Code	

Level III – Red Slip Infractions (Discipline Notification)

INFRACTION	EXAMPLES (This is NOT an all-inclusive list)
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.
Serious or repeated disrespect/defiance/disobedience	Eye rolling, walking away while teacher is talking, flippant remarks, lying, uncooperative, refusal to obey, irreverent
Disrespect of property	Slamming doors, writing on desk, throwing food
Repeated or excessive (more than 5 minutes) tardy, Chewing gum	
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,
- Negative or Sarcastic Attitude - Complaining or gossiping	Repeated, disrespectful, blatant (attitude/Facial expression)
Unprepared for class – repeated	Forgot in locker (book, homework, etc.)
Disruption of class – major or repeated	
Public display of affection – major	Kissing, etc.
Avoiding/Cutting Class	Deliberately finding ways to miss class or show up late, misuse of hall pass, chronic lateness
Profane/Offensive Language/Conversation, Double Meaning, Inuendo, or Gestures, inappropriate conversation	
- 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.
OTHER	
Repeated yellow slip offenses	Work not in, talking, etc.
Deliberately wearing something they have been told not to wear.	
Rolling shorts or not wearing a polo under a hoodie.	
Racism, unkindness.	Any racial slang, slur, use of the word 'ninja' or any similar term, saying the first letter of a bad word, using swastikas, or other perverted symbols, 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.
- If a student has detention or ISS on a casual day, the student must be in school uniform.
- Students who have a detention or an ISS cannot participate in a game or practice that day.
- Students in detention or ISS must be working on their work and not just sitting there or trying to sleep. Students who do not complete the expectation will receive additional detention or ISS.

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
- Turning water off to a sink, throwing/spraying water, or throwing paper wads, etc.
- Fighting or instigating a fight
- Forgery
- Pulling a false alarm or pushing the red button on the door locks, etc.
- 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”, “slime you” etc.
- Racism: Any form of racism can result in detention, suspension, or even expulsion. Racism will not be tolerated.
- Racism includes drawings, swastikas, using words like “ninja” or any similar word with a racist meaning, saying the first letter of inappropriate words. Ex: N..., S..., etc. It also includes use of terms like Jews, juice, or any other derogatory meaning. It also includes things said about someone’s country or references to “go back”, etc.
- 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, sexual comments, or inappropriate drawings)

- 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
 - Racism
 - Repeated violations
 - Any of the major offenses listed above
- 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 with permission from the administrator and only if accompanied by a parent/guardian. He must always stay with the parent. 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 at any time.

ISS

Suspensions 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.

If a student has detention or ISS on a casual day, the student must be in school uniform.

Students in detention or ISS must be working on their work and not just sitting there or trying to sleep. Students who do not complete the expected workload will receive additional detention or ISS.

Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. Athletes in ISS cannot participate in a game or practice for the next week (5 school days) after the suspension.

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 and expected behaviors.

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. or touch a teacher's things.
 - a. Students must clean up after themselves, after lunch and after every class.
 - b. Students must not be writing on walls, desks, restrooms, dividers, etc.
 - c. 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.
 - d. All trash must be thrown in the trash can.
 - e. Food/trash etc. cannot be thrown at lunch or anytime.
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: For non-honors students, 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 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. Students must keep their lockers, the top of the lockers clean. 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. 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.
 - d. 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.
 - e. Students can be given discipline for leaving messes around their lockers, in a classroom, or at lunchtime.
 - f. Snacks can be consumed before school, at lunch, and after school. Students should not be eating or drinking at other times throughout the school day. Students may

- not eat or drink in the hallways or in any other class except for a party or activity directed by the teacher.
- g. Students may bring in a water bottle. Students are encouraged to leave them in their locker/cubbies until between classes. If a student who brings a water bottle to class is noisy or disruptive, they will have to leave it in their locker and will lose the option to bring it to class. Other drinks (besides water) cannot be used unless during lunch or after school.
 - h. **Parents or students should not be talking in the elementary hallway during the school day (8:35-3:30).** There will be classes going on and Nehemiah Program students working and should not be disturbed. It must remain quiet in the elementary hall and in the office area.
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, referring to a student or class as dumb, etc. will not be tolerated.
 - i. Comments or actions from things like the Urban Dictionary is prohibited.
 - j. Any form of mean, unkind, condescending, racial, judgmental, etc. language will not be tolerated.
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. 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. This includes the use of OMG.
 - 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 must 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. Talking in the Quiet Zone will result in a discipline notice. The level of disruption will determine the level of slip.
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 on a full day or 12:45 on an early dismissal day. 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 in homeroom. 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 office 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 office before 8:35 and they will then pick up their cell phone from the office 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 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 unless it is announced by the administrator that they can bring it. 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.

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.

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 or other watches that can receive or send messages 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.

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.

GENERAL BEHAVIOR POLICES

Intentional use of addictive substances: Students who use tobacco, smokeless tobacco, vaping, alcohol, or illicit drugs at school functions or outside of school can be suspended or expelled.

Conduct Expectations at Sports Activities and Games

Team members and fans are to conduct themselves in a Christ-honoring fashion at all times by not booing, hissing, name calling or making personal verbal attacks on referees or players. This type of behavior has no place in Christian athletics and will not be allowed at Heritage Academy. Good sportsmanship should be observed at all games and pep rallies by our student spectators and participants. Courtesy should be shown to opponents’ teams and fans as well. Violators might be asked to leave and may face additional discipline.

We will cheer for our team but will not cheer against our opponent or the referees.

Boyfriend and Girlfriend Relationships

Heritage promotes healthy relationships without inappropriate touching. Males and females are to abstain from inappropriate behaviors or physical displays of affection. Students who are couples should not be anywhere unsupervised. As wholesome male-female relationships are developing, Heritage expects students to conduct themselves in an appropriate manner. These guidelines will be applied to all Heritage-sponsored events. A public display of affection (kissing, holding hands, hugging, etc.) of any kind is not acceptable and will face disciplinary consequences. Couples cannot be anywhere alone.

Respectful Speech and Euphemisms

It is very clear in today’s society that many forms of language are used. Many terms are inappropriate and have double meanings. This type of language is not acceptable at Heritage Academy. Use of terms/concepts or derogatory terms/slangs from the Urban Dictionary will not be allowed as well.

Plagiarism

Plagiarism is not giving credit for someone else's work or copying someone else's work and taking credit for it. This is a very serious matter, and students will be held accountable. Any work not properly cited will be considered plagiarized. Before handing in any work, students should check with teachers about copyright laws, plagiarism, cited work, etc.

Students should not be using Google AI to help with their work.

Court Actions to Include Misdemeanors or Felonies

Any student who is arrested and/or charged with a crime can be disciplined up to and including dismissal from school. Any behavior that reflects negatively on the testimony of the school, the community, or Jesus Christ can be cause for discipline up to and including dismissal from school, subject to the discretion of the administration.

Committee For Expulsion

In serious disciplinary situations, the administrator can choose to discuss an expulsion with the Heritage Academy School Board. Because the Bible encourages a "multitude of counselors" (Proverbs 11:14, 15:22), the administrator may choose to consult a Committee for Expulsion prior to recommending an expulsion to the Board. This committee will include the Board president and one other appointed Board member. After this committee meets, the administrator will make his recommendation to the Board. Then, the Board will give input in regard to the administrator's recommendation.

Appeals

All Heritage Academy constituents have a right to appeal to the Board decisions made by the administration. Such appeals must be submitted in writing to the Board at least five business days prior to the monthly Board meeting. The Board will then decide whether to hear the appeal, and how and when to do so. Only one appeal may be submitted, with the Board's decision to be final.

BULLYING/CYBERBULLYING

Heritage Academy prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary for students to learn and achieve high academic standards.

Bullying and other disruptive or violent behaviors that violate Biblical and moral codes of conduct disrupt both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Maryland State Department of Education's page on bullying prevention provides the following information:

Bullying refers to conduct that:

- Adversely affects a student's ability to participate in or benefit from the school's educational programs or activities.
- Is a result of repeated negative actions (intentional, aggressive behavior) by one or more other students over time; and occurs in a relationship in which there is an imbalance of power.

A student is **bullied** when he or she is exposed repeatedly and over time to intentional negative actions on the part of one or more students, and whose ability to participate in and benefit from the school's educational programs or activities is adversely affected. Bullying can cause harm from repeated negative conduct in a relationship with an imbalance of power.

Read the law: Md. Code, Education §§ [HYPERLINK](#)

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Read the regulation: [Code of Md. Regulations 13A.01.04.03](#)

CYBERBULLYING

Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based or electronic communication tool and that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Parents: Steps to take if your child is being bullied:

1. Focus on your child. Gather information.
 - Listen carefully; be attentive and supportive of your child. Assure your child that you will take care of it and that they have done nothing wrong. Remind them that God loves them and telling them was the right thing to do. Never tell your child to ignore bullying.
 - Encourage your child to describe in detail the bullying incident. Gather necessary information as your child describes what happened. Ask your child who was involved, where the bullying took place, and for how long or when it took place.
 - Find out as much as you can about the bullying tactics used. Are there any other children or staff who may have witnessed the bullying?
 - Empathize with your child. Tell them that the bullying is wrong, and it is not their fault. Praise your child for telling you what happened. Assure them that you will think about what needs to be done and you will let them know what you are going to do.

2. Contact your child's teacher, school counselor, or principal.
 - Give factual information about the incident your child experienced including who, what, where, when, and how. Keep a detailed record of the episodes and communication with the school.
 - Stress that you want to work closely with the staff to find a solution to the problem, for the sake of all the children.
 - Expect the bullying to stop. Monitor your child's behavior and talk regularly with your child and the school staff to see whether the bullying has stopped. If the bullying persists, contact school authorities again, and continue to monitor the situation.
 - If the bullying persists it may constitute stalking, and law enforcement needs to be notified. The protection of your child's well-being and happiness is a responsibility that Heritage takes seriously.
3. Help your child become more resilient to bullying.
 - Help find and develop your child's talents and positive attributes. Consider involving your child in school music, athletics, arts, and organizational clubs at Heritage Academy. Finding your child's talents will help develop self-confidence among their peers.
 - Help your child meet new friends outside the school environment through other Christian community clubs and activities. This can help rebuild self-esteem and provide a new start.
 - Teach your child safety strategies and seek help from adults if they are feeling threatened. Role playing with your child can be very beneficial in teaching them who and what to communicate when being bullied.
 - Find out why your child is being bullied. Is your child hyperactive or overly aggressive? Does he/she lack social skills or have learning difficulties? You may want to consider seeking help from a counselor to help your child learn the informal social rules of their peer group.
 - Keep your home as a safe and loving place. Always encourage open lines of communication. If you or your child needs additional help, seek help from the school counselor and/or mental health professional.

Students: Steps to take if you or another student is being bullied

- Tell your parents; telling is not tattling.
- Tell a trusted teacher, counselor, or principal, or have your parents talk to the school.
- Do not retaliate or get angry; respond evenly and firmly or say nothing, walk away, and get help.
- Develop new friendships and stick up for each other. Join school-sponsored or community and Christian-sponsored activities and clubs.
- Be and act confident; confident students are less likely to be intimidated and bullied.
- Avoid areas that are unsupervised. Know your surroundings. If there is an area where bullying may happen, avoid going there. If you have to enter that area do not go alone—take a friend or teacher.

Administrative actions:

In determining the extent of bullying or cyberbullying and the consequences, the administration will take into consideration:

- the degree of severity and risk of danger,
- the effect of the misconduct,
- the age and grade level of the student,
- legal requirements,
- the frequency of the misconduct,
- the student's demeanor, and/or
- the possibility of disruption of the school environment.

Steps to be followed:

First Offense

1. Conference with the student where a statement will be written
2. Conference with parents
3. Upon determination of bullying behavior, administration will determine the discipline.

Second Offense

1. Conference with the student where a statement will be written
2. Conference with parents
3. Upon determination of bullying behavior, a 2-day suspension will be given with academic consequences

Third Offense

1. Conference with the student where a statement will be written
2. Conference with parents
3. Upon determination of bullying behavior, the student may be recommended to the Committee for expulsion.

Immediately upon investigation and the determination that an act of bullying or cyberbullying has occurred, the parents of the victim will be contacted by phone or in person.

For any student who coerces a student to commit or attempt to commit suicide, an investigation will be conducted, and the student may be placed on suspension or may be recommended to the Committee for expulsion. Parents will be contacted immediately for the victim and the perpetrator.

False Allegations: A false allegation is an unfounded accusation of bullying, harassment, and/or intimidation. According to the Maryland Model Policy to Address Bullying, Harassment, and Intimidation (2016 Update),

“Consequences and remedial actions for persons...engaged in reprisal or retaliation and for persons found to have made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred.”

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.
- 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. (without talking to the teacher 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 secretary and schedule 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 leadership and example that comes with privilege.

If a student is given detention, they will serve the detention and will not be allowed to participate in the game that game night; or if there is no game that night, they will miss the next game.

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

If student has a suspension, they will not be allowed to participate in practices or games for the next week (5 school days).

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 we point out is bad behavior, then that will be what we get. However, if we look for good behaviors and emphasize those behaviors, that is what we 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.

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