

Heritage Academy

Family and Student

Handbook

Guidelines are subject to change; students and parents will be notified concerning modifications.

2026-2027

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Mr. Pete McMillin
Mr. Jake Shank
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Principal/Administrator
Business Manager
Office Manager
Athletic Director
International Student Coordinator
Day Care Coordinator
Day Care Supervisor
Elementary Coordinator
Social Media/ Marketing
Accreditation
Guidance Counselor
School Nurse

Nehemiah Center

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Mr. Gary Price

Teacher Qualifications

<u>Name</u>	<u>Degree</u>	<u>Years Teaching</u>	<u>Grade/Specialty</u>
Katty Leasure		5 years	Resource
Deb Jackson	B.S.	24 years	K4
Wendy Gilliam	B.S.	15 years	K5
Brittany Brooks	B.S.	7 years	First
Andrea Renner	B. S.	15 years	Second
Heather Grove	B.S.	6 years	Third
Beth Robinson	B.S.	17 years	Fourth
Chrystal DeWolf	B.A., M.A.	5 years	Fifth
Katherine Fleming	B.S.	6 years	English
Andrea Hendershot	B.A.	5 years	MS Science
Marjorie Harrelson	B.S., M.A.T.	19 years	MS English
Katie Rupp	B.S.	1 year	Math
Audrey Brister	B.S., M.Ed.	8 years	HS English
Jennifer Toms	B.S.	8 years	HS Math
Lisa Shoemaker	B.S.	13 years	HS Sciences
Phillip Woods	B.A., MA, MA	27 years	History
Amy Blalock	B.FA. MA	11 years	Art
Youngsook Anderson	B.S., M.A.	23 years	P.E.
Jared Shay	B.A.	3 years	Music & Drama
Taylor Wilson	B.S.	18 years	NILD
Diane Kidd	B.A.	31 years	Accreditation
Matthew Reisberg	B.A., M.A,	32 years	Econ/History
Brayner Quinones	B.A.	7 years	Spanish
Spencer Propst	B.A.	4 years	Bible

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ABOUT HERITAGE ACADEMY

History

Organized in 1969, Heritage Academy is a private, nonprofit, independent, Biblical Christian school. It offers spiritual and academic training to families in the Tri-State area. The primary objective of the school is to foster student growth in light of a Christian worldview, dedicated to helping our students develop intellectually, socially, spiritually, and physically from a perspective that recognizes the preeminence of God in every area of life.

The school had its beginning several years before 1969 as dedicated Christian parents began to pray earnestly for a Christian school where their children could be taught according to God's Holy Word. The dedicated Christian parents saw their prayers answered as the doors to Heritage Academy opened in 1969, with Dr. Robert Billings as administrator and Mr. William Vimont as headmaster.

Four Foundational Statements

1. Statement of Faith

- a) We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen 1:1, John 10:30, 37-38).
- b) We believe in the deity of our Lord Jesus Christ, His incarnation and virgin birth, His sinless life, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (Matt. 1:23, Luke 1:35, John 1:14, 11:25, Acts 1:11, Col. 1:14, Heb. 4:15, 7:25).
- c) We believe that for the salvation of a lost and sinful man, regeneration by the Holy Spirit is essential (John 3:16-19, 5:24, Rom. 3:23, Eph. 2:8-10, Titus 3:5-6).
- d) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (1 Cor. 3:16, 6:19-20, Gal. 5:22-23, Eph. 4:30, 5:18).
- e) We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28-29).
- f) We believe the Bible to be the inspired, authoritative word of God, infallible in its original form (2 Tim. 3:16, 2 Peter 1:21).
- g) We believe in the creation of man by the direct act of God (Gen. 1:26-28).
- h) We believe that God created man as male and female and ordained marriage as the covenantal commitment between a man and a woman (Gen. 2:24, Eph. 5:22-33).
- i) We believe that the Bible teaches that no intimate sexual activity be engaged in outside of the marriage commitment between a man and a woman (Gen. 2:24, 26:8-9, Lev. 18:1-30)

2. Core Values

- a) Respect all others at all times.
Romans 13:7: "Render to all what is due them..."
- b) Be a good example, a model for others.

1 John 2:6: "...the one who says he abides in Him ought himself to walk in the same manner as He walked."

- c) Conduct, words, work ethic, and interaction with others need to be done in a manner that is honorable to Christ.

Colossians 3:17: "Whatever you do in word or deed, do all in the name of the Lord Jesus giving thanks to Him to God the Father."

1 Corinthians 10:31: "...do all to the glory of God."

1 Peter 2:17: "honor all people, love the brotherhood, fear God, honor the king."

Ephesians 6:17: "With good will, render service, as to the Lord and not unto men."

These truths are tied into the understanding that mankind is made "in the image of God," which gives dignity to all people. The love of God is expressed in the act of Christ's death, which enables us to be forgiven and to be reconciled to God. When we do something to the "least of these," we are doing it to Christ. Thus, we should not consider how we treat one another lightly.

- d) A Commitment to Growth: We all should seek continually to grow in our relationship with God, intentionally seeking to live the faith on a daily basis. In addition to its application to the job at hand, such intent also involves interpersonal engagement with colleagues, students, parents, visitors – everyone. There is NO place for factions, hostility, back-biting, animosity, or gossip.

Romans 12:18: "If at all possible, as far as it depends on you, be at peace with all men."

2 Peter 3:18: "But grow in grace and in the knowledge of our Lord and Savior Jesus Christ."

In conclusion, if you are having a problem with someone, pray. If you need to approach that person regarding an issue, go humbly to discuss it. If no resolution is reached and the issue persists, inform the administration in regard to the concern.

3. Mission Statement

Heritage Academy's mission is to **provide** a Christian education, offering the highest quality of academics taught from a Biblical perspective that will **equip** all students academically, spiritually, socially, and physically so that they may **discern and live out** God's plan for their lives **as Christian leaders** for tomorrow.

Luke 2:52 "And Jesus increased in wisdom and stature, and in favor with God and man."

EDUCATION: HA is dedicated to the education of children with the Lord Jesus Christ as our example (*Luke 2:52, "And Jesus increased in wisdom and stature, and in favor with God and man"*). Thus, attention will be given to the mental, physical, and social growth and development of all children. The school will have as its primary purpose the preparation of students for post-secondary education. Since all students will not continue their

education after graduation from high school, effort will be made to prepare them for whatever God has planned for them.

EVANGELISM: HA is dedicated to the evangelization of all children (*John 3:16, “For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.”*) who have not accepted Christ as their personal Savior. Evangelization will be carried out through the personal contact of teachers to students and through chapel services. Evangelism is not the main mission of the school.

EDIFICATION: HA is dedicated to the edification of children (*Ephesians 4:12 “For the perfecting of the saints, for the work of the ministry...”*). Every effort will be made to promote spiritual growth so that students will be obedient to the Lord. The knowledge imparted will have as its goal the development of the ability to make wise decisions and the development of God-given gifts. Daily Bible classes, weekly chapel services, a spiritual retreat at the beginning of the year, and a missions-minded senior trip are all focused on ministering to the spiritual needs of our students.

4. Vision Statement

Heritage Academy wants our graduates to exemplify the following:

- To reflect the virtues taught by Christ, passionately pursuing God and His purposes for their lives.
- To foster and nurture academic excellence and the ability to think.
- To embrace patriotism, with love of country and its godly principles, as our founding fathers intended.
- To gain a deeper understanding of God’s sovereignty.
- To develop an appreciation for personal responsibility.
- To be good stewards of their God-given talents.

Statement of Philosophy

The goal of Heritage Academy is to develop well-rounded students who will grow up to serve the Lord and use their talents for Him. Luke 2:52 states that “... *Jesus increased in wisdom and stature, and in favor with God and man.*” Jesus grew academically, physically, spiritually, and socially. It is our desire to help each young person reach his/her full potential in Christ.

Our desire is to have an environment where the students feel nurtured and loved. The staff serves at great financial sacrifice because they love the Lord and the students. The faculty and staff seek to mentor each child and be a godly example to each student and their families.

We believe the Bible is a key part of every class. It is the desire of HA that we partner with parents to prepare the next generation to stand against the evil of this day and to make a difference for Christ.

We believe that every student is special and uniquely designed by their Creator. Developing character in the lives of our students is essential. It is our desire to produce students who have developed a personal relationship with Jesus Christ; developed a biblical worldview; know what they believe, and know how to defend, share, and continue to grow in what they believe.

Statement of Policy Procedures

Heritage Academy is not connected to any church or denomination. HA reserves the privilege of setting and maintaining its own standards for conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements, and to suspend or dismiss any student who violates the standards set down in the Student Handbook or other rules and regulations as established by the administration of the school. **New students are accepted on a probationary basis.** HA reserves the privilege of amending, deleting, or adding to the rules, regulations, and policies as is necessary for maintaining order and for accomplishing the goals and objectives of the school.

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, and programs. Please read and familiarize yourself with these as a parent and make sure that your child does the same. If you cannot support and practice these policies, we encourage you to look for a school whose policies and programs you can support.

Heritage Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; discussing and/or promoting such practices; or being unable to support the moral principles of the school (Leviticus 20:13; Romans 1:27).

Non-Discriminatory Policy

Heritage Academy, Inc., has a non-discriminatory/non-denominational policy in regard to race, color, and national origin as relating to student admissions as well as employment and financial assistance.

Christian Schools Are a Privilege

Christian education at Heritage Academy is to be considered a privilege. Therefore, the Heritage Board of Directors and Administration reserves the right to determine whether a student's conduct, attitude, attendance, and/or academics warrant his/her entrance into and continuance at Heritage Academy.

Principles of Christian Conduct for Everyone on Heritage Property

Each individual is expected to be in accordance with the God-honoring principles for which Heritage Academy stands. Both on and off campus, students and parents are expected to maintain high Christian principles. Our example to others is most important because it is important to truly *live the faith*.

When disagreements or concerns arise among us to the point that there is a contentious spirit, it is important to go to the individual and discuss the problem, utilizing the Matthew 18 principle. If there is an impasse, the appropriate supervisor needs to be contacted to assist.

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. Matthew 18:15

Bible Versions

The King James Version is to be used for Bible memorization and direct classroom teaching. Other versions can be used within the classes to elucidate Bible teaching. Students are free to bring their own versions to school as well as their KJVs. Guest speakers can utilize the version from which they typically

preach and teach. Artwork, displays, bulletin boards, etc., in which Bible verses are used should be in the KJV.

Child Abuse Policy

In accordance with principles of Scripture, the nature of Heritage Academy as a provider of education for children, and Maryland state law, it is incumbent upon those who work with our students to look out for their welfare. Students have been entrusted to our care for a significant portion of their lives, both in terms of time and development. In recognition of this, school personnel are required to report *suspected* child abuse to the appropriate government authorities. In addition, all faculty, staff, and board members are required to complete necessary training programs.

Accreditation

Member of ACSI (Association of Christian Schools International) and Middle States Association.

Approved by the State of Maryland for Non-Public Schools and adheres to state regulations for graduation and the state guidelines for private schools.

Heritage Academy meets or exceeds the state regulations.

ADMISSIONS

Admissions Procedures

- Registration – An online registration and application must be completed. This can be done at www.heritage-academy.net. Click “Enroll Now” at the top. Copies of any pertinent records (i.e. report cards, standardized tests) and registration fees should be submitted to the registrar.
- Testing – All new students in grades K4-12 will be evaluated/tested. The purpose of the test is to evaluate strengths and weaknesses in order to appropriately place students.
- Interview – An interview with the school administration is required before any new student is admitted. In most cases this evaluation will occur when the student comes with their parents for the tour.
- Evaluation – The administration will evaluate all of the gathered information and will notify the prospective student of its decision. Students who are not accepted will receive a refund for the testing fee but will not be refunded the application fee. Prospective students who withdraw their application before or after acceptance forfeit any refund of the registration fee.

Admissions Policies

- **New students are admitted on academic and behavioral probation.** Such students will be reevaluated after a specific period of time and a decision made on continued enrollment. Students who are admitted with a history of academic difficulties must make their own tutoring arrangements.
- The administrator reserves the right to reconsider re-enrollment of a student who has been dismissed from HA for disciplinary reasons.
- It is understood that attendance at Heritage Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may withdraw at any time a student 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 SCHOOL DAY

School Hours

School Starting Time

The bell for students to go to classrooms will ring at 8:30 a.m. Students need to gather appropriate materials and be present in class or homeroom by the 8:35 bell.

Students arriving between 8:35 and 10:00 a.m. will be counted as “tardy” but will be counted as present for a full day.

Students arriving after 10:00 a.m. and before 11:45 a.m. will be considered a half-day absence. Students arriving after 11:45 a.m. will be considered absent the whole day.

School Dismissal Times:

Elementary (K4-5th grades): 3:20 on a full day, or 12:20 on a half day.

Secondary (6th -12th grades): 3:30 on a full day, or 12:30 on a half day.

Day Care and Supervision After School

In accordance with Maryland law, students who are twelve years old or younger who remain on campus after school and are not under the supervision of an adult must report to the Day Care Room. The hours are 7:30-8:15 a.m. and 3:45-5:30 p.m. Students over the age of twelve are not to remain on campus after 3:45 pm, unless they are involved in a supervised activity. Such students will be moved to Day Care for appropriate supervision. There are charges that apply. Please fill out the paperwork in the main office to arrange for payment.

On days that are not full days of school, there is no aftercare. All students must be picked up by 12:30. If we have a 2-hour delay, then Daycare will begin at 9:30 a.m.

The parking lot pick up policy will be an Addendum at the back of the Handbook.

Arriving on Campus

School Office

During the school year, the school office will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday. During the summer, the office will be open 9:00 a.m.-3:00 p.m., Monday through Thursday. The office and elementary wing will be closed for approximately a week during the summer for floor waxing.

All parents and any visitors must sign in at the school office before proceeding anywhere else, including in a class, and before entering the gym building. A visitor badge must be worn while on school property during school hours. This procedure is in place to allow us to keep our students safe and to enable us to account for all who are in the building.

Parents should not be in the halls or classrooms during school hours without signing in and an invitation by the teacher.

Parents are requested to remember that the school office is a very busy place and exists to efficiently carry out day-to-day business. To do this, we ask that you cooperate with us and use the office for business purposes only.

Communication with the school (secretaries, registrar, guidance counselor, nurse, faculty, and administration) in person, by email, or by phone must be handled in a courteous manner. Even when there is a problem or a complaint, mutual courtesy and respect must be maintained. If there is an issue, please make an appointment and discuss it in private.

Any official communication to the office such as early dismissals, absences, etc., must be in a written or email format and sent to freisberg@heritage-academy.net. We greatly appreciate your understanding and courtesy in helping us efficiently serve the needs of both parents and students.

Parents and students should come to the office window to check in to hand in or receive paperwork, or to address anything with the school. Parents and students must go to the Health Office window if they need to see the nurse.

Parents and students should not be in the school office without permission.

Visitors on Campus

All visitors, including parents and family members, on campus must first report to the school office to sign in and receive a visitor badge. Alumni of HA are encouraged to return for visits with their undergraduate friends and former teachers, but we ask that this be done during the high school lunch time when possible. When trying to visit during class time, permission must be obtained in advance from the administrator. Former students (other than alumni) are not allowed to visit during school hours. Parents who wish to visit a classroom may do so by scheduling a time through the school office.

Any persons other than students, staff, faculty, and board members are considered visitors. To ensure the safety of our children, we ask all visitors to sign in and pick up a visitor badge in the office, and to wear it while they are in the building.

Be aware that school begins at 8:35. We ask that parents not enter a classroom after 8:35. If a student forgets something it should be brought to school office and we will deliver it to the classroom.

If a student is arriving after 8:35, please sign them in at the office. Please do not take them to the classroom as that can cause further disruption. Parents cannot wander the halls.

In the event of a chapel, field trip, class activity, etc. or if a parent is helping as a volunteer, they must first sign in and out at the office. This is to help ensure the safety of our staff and students.

Door Security:

All parents entering the building between 8:00 – 4:00 **must** enter through the main front doors. They must not go in through the gym or the elementary entrance.

Parents, staff and students **must never open a door** to let someone in the building even if they know the person. They must enter at the main entrance and be allowed in by the staff whose job it is to screen those who enter the building. This is essential for the security of everyone on campus.

ATTENDANCE POLICY

Tardies

We are committed to academic excellence and regularly see the negative impact of tardiness from an educational perspective. However, we also understand that unexpected circumstances arise from time to time, causing a student to be late to school. When tardiness becomes habitual, however, it creates problems for students and teachers alike. Tardiness is very disruptive to the class, teacher, student, and learning process and needs to be reserved for emergency situations. Therefore, below are our policies on tardiness:

- All **students should arrive at HA by 8:25 daily**. Any student entering his/her homeroom after 8:35 a.m. is tardy. **Students who are tardy must first report to the school office to sign in and receive a tardy slip before going to their classroom.** The tardy slips will be marked “excused” or “unexcused.”
- Examples of tardies:
 - **Excused Tardies:**
 - Examples: doctors or dentist appointments, illnesses, car problems, flooding in the area, car accidents, or other extenuating circumstances.
 - An email (freisberg@heritage-academy.net), or written note signed by the parent/guardian must be brought to the office explaining the reason for the tardy on the day of the tardy. If no communication was given, then their tardy will be marked as unexcused. Please do not call the office to tell them. It is important that we have documentation on file.
 - **Unexcused Tardies:**
 - A tardy will be unexcused if there is not a reason for being late to school.
 - Examples are oversleeping, fatigue from a previous night’s participation in extracurricular activities, leaving the house late, general traffic issues, etc.
 - Students are expected to be on time for school. Being tired, having a headache, or not “feeling well” are not considered excused.
 - A tardy with a lack of parental communication (within 24 hours) also classifies as an unexcused tardy.
- Should a student enter school after 10:00 a.m. and before 11:45 for any reason, he will be marked as a half-day absent.
- Students arriving after 11:45 a.m. will be considered absent the whole day.
- Students who are tardy and miss a test or quiz must make arrangements **that day** to make up the test or quiz that day. At a teacher’s discretion, they may allow the student to make it up within one school day or a penalty will be given
- A yellow slip is issued on the 3rd tardy. If a student in grades 6-12 enters any class late without an excused pass four times in one quarter, he will receive detention.
- Note: This is not 4 tardies to a specific class (Exp: 4 tardies to 2nd period). This is 4 tardies to any classes (Exp: late to period 2 and late to period 4 would equal 2 tardies).
- **Habitual Morning (after 8:35 a.m.) Tardiness:** Realizing that morning tardiness is not always the fault of the student, families will be charged a fee for multiple unexcused tardies in a quarter. The fees will be applied as follows:

- Upon 4th unexcused tardy of the quarter - \$20 fee
- Upon the 8th unexcused tardy in a quarter - \$30 fee
- Upon the 12th unexcused tardy in a quarter - \$40 fee
- Upon the 16th unexcused tardy in a quarter - \$50 fee
- If a student is tardy unexcused more than 18 times in the quarter, he/she will also receive a suspension. This carries an academic consequence because he/she will receive zeros on all work while he/she is in suspension.

Please understand that the purpose is not for the school to make money but to encourage parents to ensure that students arrive at school on time daily without punishing the students for something that may not be their fault. If tardiness does happen to be the student's fault, the parent has the freedom to deal with the issue at home.

We are trying to prepare students for life, and their boss will expect them to be on time.

- The student who is continually late may be subject to grade penalties, non-acceptance of late homework, the inability to make up work missed due to tardiness, or other accountability.
- Patterns of tardiness related to health reasons will be addressed on an individual basis and documentation required at the discretion of the school nurse.
- If concerns arise due to tardies, a meeting with the administrator will be scheduled with the parents.
- Please be aware that consistently missing the same class or being late to the same class will impact a student's learning. A student who misses or is tardy to the same class more than 16 times throughout the course of the school year may require the student to repeat the class regardless of the grade in the class.

Tardy to Class:

1. There are 5 minutes between classes. This is when a student needs to use the restroom. Asking out of class to use the restroom is for emergency situations. Students need to use their time wisely, so they do not have to miss class.
2. Students who come late must come with a pass from the teacher they are coming from. For example, if a student finishes a test or is held up to discuss behavior, they need to bring a pass.
3. Students who are late for class and do not have a pass will be given a discipline notice.

Excused Absences

Absence Policy:

Please note that in accordance with the State of Maryland Section 7-301 any student who misses an excessive number of days of school will not be allowed to advance to the next grade. The state standard is 20 days, however, it is based on the number of hours in a school day and their days are shorter. **At HA, any student who misses more than 16 days of school may not be promoted to the next grade.** Exceptions can be made in rare cases but must be approved by the school administrator and absences must be documented.

Please Note: A student is in jeopardy of promotion to the next grade at a total of sixteen (16) days missed. **It does not matter if they are excused or unexcused absences.** Absences for excessive tardies will also be included in the total number of days absent.

Also note that a student who has 16 at Heritage (20 in public standards) or more unexcused absences is considered truant, and there could be legal consequences.

Attendance is essential to the success of each student here at Heritage Academy. Faithfulness in this area is a habit that will not only benefit the student now but also in future educational endeavors and subsequent work and ministry opportunities.

Students may be permitted 16 days per year **excused** absences for sickness, emergencies in the family, college visits, hunting, vacation days, mission trips, and other possible reasons. Other days of sickness can be permitted with a doctor's note after 16 days have been used. **In order to classify an absence as excused, a parent must communicate with the Mrs. Reisberg at freisberg@heritage-academy.net** As a courtesy to teachers, **families should give the school 1 week notice for planned absences. Please see Pre-Excused Form Information on page 13.**

Excused absences (with parent communication):

- K5 – 9th grade: 16 days per year in any combination above
- 10th grade: 16 days per year, plus 1 day for a college visit and any combination above
- 11th grade: 16 days per year, plus 2 days for college visits and any combination above
- 12th grade: 16 days per year, plus 3 days for college visits and any combination above

Any absence that is not Pre-Approved (See Pre-Excused Absence Request Form) may require a doctor's note if requested from the office.

- Illness - A doctor's note is required for symptoms such as fever, diarrhea, vomiting, etc. lasting over three days. If the validity to miss school is in question, the school can request doctor's documentation.
- Death in the immediate family
- Emergency family matter
- Observance of a religious holiday (maximum of 3 per school year)
- State of Emergency
- Activities or work approved by the school
- Family vacation - Only when approved in advance and based on previous absences and tardies not to exceed the school's maximum number of absences. Students who miss school due to vacations may be asked to complete a written assignment, which must be completed before returning to class. Please note, under "Unexcused Absences," family vacations are not always considered by the State of Maryland to be excused but may be excused by Heritage on rare occasions as determined by the administrator **after submission of a Pre-Excused Absence Form**. Submitting the request does not mean that the request will be approved. Missing academic time is problematic for all involved, so it is best to plan vacations during school breaks (e.g. Christmas, Easter, summer). Please be cautious in using days for vacations. Especially early in the year. Those who do that often end up with unexpected illnesses and end up with excessive absences.
- A Pre-Excused Absence Request Form must be submitted **one week in advance. Absences where a form was not submitted will be counted as unexcused.**
- Dental and medical appointments - Every attempt should be made to schedule appointments outside of school hours. Students should not repeatedly miss the same class for appointments.
- Personal court appearance (requires verification).
- Extended absence – Any situation that requires an extended amount of time of not more than five days, such as travel out of the city or religious observance. Arrangement must be made not less than 1 week in advance by completing a Pre-Excused Absence Request Form. Submitting the request does not mean that the request will be approved.
- **All absences must be verified by a note to Mrs. Reisberg** from parents or an email sent to freisberg@heritage-academy.net **Emails must not be sent to the teacher about an absence. Text**

messages sent to a teacher with no communication to Mrs. Reisberg will result in the absence being marked as unexcused.

- Excessive absences could result in a zero, a lowered grade on an assignment, summer schoolwork, loss of promotion, or inability to graduate, and fines. It is up to the student to see the teacher about work to be made up before the absence or on the first day of return. Failure to do so will result in a loss of grade.

NOTE: Absences during semester exam weeks due to family vacations will not be excused and, therefore, exams may not be able to be made up.

1. If a student misses an excessive number (more than 16) of school days during the school year, he may be asked to repeat the grade the next term. Rare exceptions can be made at the discretion of the administrator and absences must be documented.
 2. If student absences become excessive, the school may require medical verification to excuse further absences from school.
- To find out what work has been missed during an absence, check RenWeb and email the teacher. All emails are the first letter of the first name, then the last name @heritage-academy.net (for example freisberg@heritage-academy.net)
 - When a student has been absent for ten (10) days in total, the parents will receive an email from the school as a reminder of the policy.
 - After thirteen (13) days of absence, the student will need a written doctor's excuse in order for time to be excused and not jeopardize graduation or promotion to the next grade.
 - After sixteen (16) days of absence, the student will not be excused for any family vacations, church activities, college visits, hunting, etc. due to attendance requirements.

Absences will be considered unlawful if they do not fall under the criteria of an excused absence and a proper note submitted to the school within 1 day of the absence. **If a note is not submitted within one day of the absence, it will be counted as an unexcused absence and zeros will be given for all work from that day.**

Absences on an Early Dismissal Day

Please be aware that if a student is absent on a day that we dismiss at 12:30 it is counted as a full day absent. Early dismissal days are legally considered a full day of school by the state and count as a full day toward our required number of days for a school year in the State of Maryland.

Expected Attendance for Extracurricular Activities

Students and athletes participating in events (sports, concerts, talent night, drama, banquet, etc.) **are expected to be in school a full day. (8:35 a.m.) on the day of a game/event and a full day (8:35 a.m.) the day after a game/event** to participate. Any class time missed will be counted marked as unexcused and the student will receive zeros on all work from the classes missed. Exceptions may be granted by the administrator in cases of a documented medical visit, family event, or other approved reason. However, tired or sleeping in is not a reason to not be present by 8:35 a.m. and for the entire school day. Not feeling well is not an excuse. If you are well enough to play, then you are well enough to be here on time. The first time they are late, grace will be given. After that, at the Administrator's discretion, it will affect their playing time, ability to start, or ability to play at all.

If a student is absent on the day of an event (homecoming, concert, game, Jr./Sr., graduation, drama program, etc.) they are not allowed to attend the event. If they do, they will be sent home, and detention will be given.

Secondary Ministry of Helps:

At the end of each day each student in grades 6-12 are assigned a ministry of helps task to help keep their class/school clean and to teach them to serve.

Students must be on time to ministry of helps just like every other class. That means they must report to Homeroom by 3:20 or they are tardy and will receive a discipline notice. Consequences will be given (Exp: lunch detention, etc.) if the task is not completed or if it is not done well.

If a student has to leave early, (Exp: appointment or away game, etc.) they must find someone to cover their ministry. If they do not, the teacher will give consequences. Learning responsibility is important.

Doctor or Dentist Appointments:

Please note that just because a student has a scheduled appointment, that does not excuse them to miss an entire day of school. If the students are well, they are expected to come to school, leave for the appointment, and depending on the time of the appointment, return to school afterwards. If the appointment is early in the morning, the student should go to the appointment and come to school immediately after.

Sickness

In order to slow the unnecessary spread of sickness, please keep sick children at home. **Students must be fever free without fever reducing medication for 24 hours before returning to school.** A student with something like pink eye must be on medication for at least 24 hours before returning to school. Please be sure to bring the office a copy of your child's doctor's note if they have had an appointment due to sickness. Otherwise, a note from a parent regarding sickness must be given.

Pre-Excused Absences or Early Dismissal Forms

Parents must complete a Pre-Excused Absence Request Form if they are aware that a student will be absent from classes. This form must include the reason for and duration of absence. The administrator will approve/disapprove the request and Mrs. Reisberg will then notify the teachers. Pre-planned absences will be considered the same as excused absences if they are approved by the administrator, and all work may be made up for credit before or after the absence. **If a student misses school and it was not approved, it will be counted as an unexcused absence, and the student will receive a zero on his/her work for that day.** This may include homework, tests, and quizzes. Pre-Excused Absence forms are available at the school office or on our school website under the "Resource" tab.

Note: Failure to turn in a Pre-Excused Request Form will result in unexcused absences. **Pre-Excused Absence Forms must be submitted to Mrs. Reisberg at least 1 week in advance.** There may be certain rare situations where the absence may not be known a week ahead.

Excused absences, when possible, need to be pre-arranged with the teacher or as soon as possible. It is the student's responsibility to meet with the teacher to make up all missed work/tests. Unlimited time will not be allowed to make up assignments/tests. **Contacting the teacher alone will not make the absence excused, however. The Pre-Excused Absence Form must still be approved by the administrator in order for the missed time to be considered excused.**

If a Pre-Excused Absence Request Form is not submitted, then it is very likely that a doctor's note will be required or it will be counted as an unexcused absence.

Early Dismissal

If you are aware that your student needs to leave school early, complete a **Pre-Excused Absence Request Form** (on the website under “Resources”) and submit it at least one day ahead. Should an emergency early dismissal become necessary, a note must be sent to Mrs. Reisberg in the school office or **emailed by 9:00 a.m.** to freisberg@heritage-academy.net. To be considered present for the day, the student must either arrive by 10 a.m. or be in school until 2:00 p.m. Students may return to school after a doctor’s appointment and must sign in at the school office upon return. Notes should state whether the dismissal is for medical or dental appointments, death in the family, etc. When writing an early dismissal note, please print the student’s full name (first and last), his or her grade, time of dismissal, and a detailed *specific* reason for the dismissal. Please be specific and do not use general terms. Students must be signed out at the office. Please do not go to the classroom to pick up a student.

If a student must have early dismissal unexpectedly, please call the school office at 301-582-2600 to notify the school as soon as possible. With advanced notice, a student can be ready for pick up. A formal early dismissal note must be completed by the parent when they arrive.

Parents must provide communication to the office **prior to** their student leaving for the day. A note must be sent freisberg@heritage-academy.net **by 9:00 a.m.** on the day the student needs to leave. The only exception to the 9:00 deadline is in the case of emergencies. Students who are taken out of school without a early dismissal note by 9:00 a.m. **will be considered absent unexcused and receive zeros** for any work unless there is a rare emergency situation.

It is a disruption to the education process and a distraction to the office when advanced notice is not given. Advanced notice allows us to notify the teacher and helps us to have the student ready to go for you. Please do not just show up or call and ask for students to be dismissed early unless it is an emergency.

Students leaving before 11:45 a.m. will be considered a whole day absent.

Students leaving after noon and before 2:00 p.m. will be considered a half-day absence.

Students leaving after 2:00 p.m. will be considered present for the whole day.

If a parent is going to a game and they plan to take a sibling that is not on the team, they need to follow the following protocol:

1. A note or an email must be sent to freisberg@heritage-academy.net by 9:30 AM on the day of the game (early dismissal) so that teachers are aware and are prepared for the dismissal without additional disruption to the class.
2. We will have the student ready for you when you arrive.

Please do not call for an early dismissal. There is a lot going on in the office, especially in the afternoon of an early dismissal. We need the notice in writing and in the morning, so we have time to prepare.

Leaving Campus

Students are not allowed to leave the campus at any time during the school day without proper authorization from the administrator. Any unauthorized departure from the campus between 8:30 a.m. and 3:30 p.m. or while attending a school-sponsored event at any time or place will subject the student to school discipline.

All students leaving the campus for any reason must sign out at the school office before leaving campus. If a student returns to the campus, the student must also sign in at the school office. It is important to remember that proper behavior is expected while off campus. Students represent Heritage Academy and should act in a way that portrays the school in a positive light to the surrounding community.

Students who are not feeling well **must visit the nurse** and should not take it upon themselves to contact someone to pick them up to go home. **If the nurse determines that a student should go home**, the parents will be contacted by the office to pick the student up. Depending on the circumstances, the nurse may send the student back to class. **Students who leave without the nurse excusing them will be considered unexcused and will, therefore, receive zeros for any work that is missed.** They may also be subject to discipline. Even if a student goes home after seeing the nurse, if they miss the next day or more of school, they must still submit a note or email to freisberg@heritage-academy.net by the end of the day they return or they will be considered unexcused and therefore, will receive zeros for their work missed. Please understand that the nurse excused them for the day they went home but that does not account for the days following. It is not the nurse's responsibility for the additional days missed.

College Visits

Juniors and Seniors may go on college visits. A College Visit Preapproval form must be filled out and submitted to the administrator **at least one week prior** to the student being absent for the college visit. These forms may be obtained in the school office or on the school website, www.heritage-academy.net under the "Resource" tab. **A Pre-Excused Absence Form must be submitted along with the College Visit Form.**

Excessive Absences (High School)

If a student's absences become excessive (more than 3 consecutive days, more than 5 days in any nine-week period, or more than 10 days for sickness in a school year) a doctor's note will be required. A student who is absent for a total of five or more days during any nine-week marking period will likely receive no credit (F) for each course in which the make-up work has not been satisfactorily completed unless extenuating circumstances exist, in which case the administrator must be consulted.

Unexcused Absences

An absence from school for any reason other than those listed under Excused Absences will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office. **Examples of unexcused absences in the State of Maryland include:**

- Caring for a sibling or other family members.
- Traveling on vacation.
- Sleeping in, tiredness, needed rest.
- Just to spend time with family.

Any student who receives an unexcused absence will receive zeros for all work for that day/time missed. This includes homework due that day as well as tests and quizzes.

Students with an unexcused absence may be required to complete an assignment about what they may have missed.

If the student misses a day where they think since there was no work and take an unexcused absence to miss a day of school, there is still a consequence. Students who have an unexcused absence in this situation will receive zeros for all work on the next day of school. Example: If they miss on a Thursday, they will receive zeros for all work (homework, tests, and quizzes) for Friday.

Elementary Unexcused Absences

If a student in K4-3rd grade is absent and no email or note is sent to freisberg@heritage-academy.net by the end of the day they return to school, the student will be counted as absent unexcused, and the parent will be billed \$25. The purpose is not to make money to encourage families to be following proper procedures of turning in a note so that we can accurately keep attendance.

If a student in 4th-5th grade is absent and no email or note is sent to freisberg@heritage-academy.net by the end of the day they return to school, the student will be marked as absent unexcused and will receive zeros for all homework, class work, tests, and quizzes on the day of the absence. In the event of more than one day missed with no note/email sent, they will only receive a maximum on 1 day of zeros.

Absence Notes

Absence notes should be brought to the school office by the student on the morning of his return to school or emailed to freisberg@heritage-academy.net. If an excuse note is not presented **by the end of the day they return**, the absence will become unexcused, and the work cannot be made up, and a test or quiz will be recorded as a zero.

Please note that students forgetting to turn in a note from their backpack is not an excuse. They must turn it in.

When writing an absence note, please include the student's full name (first and last), grade, dates of absence, and the specific (not general) reason for the absence. Simply stating that a student was "sick" or "was not feeling well" is too general. All absence notes must be signed by the parent/guardian or the student's physician. Our nurse keeps track of the various sicknesses that we are dealing with so that she can try to keep everyone healthy and that is why it is essential that you are specific for the reason that they are/were absent.

It is encouraged that a parent sends the email to freisberg@heritage-academy.net on the day the student is absent/sick, so the teachers are aware and so that the note is submitted.

General Attendance Policies

Our general attendance policy is as follows:

- Being in attendance and on time is extremely important and teaches responsibility and structure. Being late for school and leaving early drastically disrupts the educational process for not just your student but the class as a whole.
- Tardy and early dismissals should be for emergency situations only.
- Every effort should be made to schedule appointments and extracurricular activities outside of school hours.
- School takes priority over any extracurricular activities, whether for HA or another program. Absences that take place around extra-curricular activities will be in question and can affect the student's grade if found to be unexcused. A student must be present a full day of school on the day of an extracurricular event (such as a game). A student who abuses this policy jeopardizes future participation in extra-curricular activities.
- The administrator or designated school employee will track attendance, tardies, and early dismissals. Absences will be recorded by day and by class attendance for those tardy or leaving early.
- The designated school employee will contact the guardian if the child has missed an excessive number of days of school (whether excused or unexcused) or shows a pattern for frequent early dismissals or arriving late to school.

- If your child is going to be absent from school, a written email/note must be sent to freisberg@heritage-academy.net 9:00 a.m. on the day of absence. Undocumented absences become unexcused absences on the day the student returns to school without a note.

Make-Up Work

Students have one day for each day of absence to make up any work missed. Other arrangements can be made with the teacher's approval. Missed work should be viewable on RenWeb.

Students who arrive late on test or quiz days must see the teacher concerning a missed test, or a penalty will be given. Every effort should be made to make up that test or quiz on that day. Failure to make up the test or quiz after arriving at school may result in receiving a zero on the quiz or test. If a student arrives late to school and misses a class in which work was due, they must turn that work into the teacher that day upon arrival or may receive a zero on the assignment. For example, if a student arrives at 10:30 they will have periods one and two missed. By the end of lunchtime, they need to have gone to the teachers from the first two periods and turned in any work that was due that day or they may receive a zero on those assignments.

Please Note: Work that was due the next day is due on the day the student returns. For example: A student is in school on Monday, and an assignment is given that is due on Tuesday. The student is then absent on Tuesday. That student was already aware of the work that was due on Tuesday and therefore, that work is due when they return on Wednesday. However, the student will have one day to complete the work that was assigned on Tuesday when the student was not present.

Truancy

Students found to be truant will be subject to school discipline not limited to expulsion and may also be reported to county officials. Truancy is missing school when it is not excused.

Student Retreat

The HA student retreats are required of all students in grades 9-12 and 6-8. Those not attending will receive unexcused absences in all subjects for the days of the retreat and must be preapproved by the administrator. Attendance for the retreat is mandatory. Rare exceptions may be given by the administrator for special situations. Students who miss the retreat may be required by the administrator to complete written assignments.

ACADEMICS

The HA faculty is composed of teachers who believe that teaching is a calling, a ministry, and not just a job. All are dedicated to the task of training your child.

Curriculum

Purpose: The curriculum of HA is designed with the students' needs in mind. Careful preplanning and textbook selection are the criteria used to develop our curriculum.

The curriculum at HA is Christ-oriented. We are aware that merely adding Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught as it relates to the Christian life that the student can gain a total, well-rounded, and useful Christian education.

Bible: Bible study is recognized here as of fundamental importance and is a required subject. It augments the work in English and history. Without it, a student cannot be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of men as “The Book of Books.”

Character Development: This is the most important work of a school. Teachers are constantly alert to opportunities for laying the foundation for a great and sound character in their students.

Textbook Policy: The main textbook of HA is the Bible, God’s Word (II Tim. 3:16). In courses of study which require additional material, every effort is made to select Bible-based, Christ-centered, Christian textbooks. When this type of textbook is not available, secular textbooks will be used.

Textbooks: Students are responsible for returning textbooks in good condition. A student will be required to pay for damages or for lost textbooks.

Book Covers: All school-owned (hardback) books assigned to the student are required to be covered with an appropriate book cover at all times. Inappropriate writing or drawings are not permitted. The fitted stretch book covers are not to be used, as they break the spines of the books. **Students are not to use adhesive substances such as ‘contact’ paper for book covers.**

Progress Reports and Report Cards

Progress reports are emailed at the 5-week mark each quarter.

Report cards are emailed after the completion of each quarter if there are no outstanding balances. The year-end report card will be emailed if all finances and outstanding items are settled.

If a student has failed to make up daily work or tests, they will receive an “Incomplete” (I) on the report card. The student must make up this work or make a special arrangement with the teacher of that class within two weeks after receiving the “I” to prevent it from becoming an “F.” The student must assume the responsibility of contacting the teacher regarding the Incomplete.

Eligibility

The following will be standards governing the student’s ability to participate in the athletic program of the school or hold class or student body government offices:

- Progress Reports or Report Cards will be issued every 5 weeks to determine eligibility.
- All students participating in athletics or student government must maintain at least a C- (2.0 GPA) average but the student cannot have a D in 2 or more subjects in that 5-week grading period. They cannot have an F in any subject.
- Students who fall below the overall C- grade level at the 5-week point while participating in a sport or class office will be dropped from the team or class position for a two-week grace period. At the end of the two weeks, grades will be checked again. If the student is still ineligible, the student will remain ineligible until the next 5-week evaluation.
- A student who is unprepared for class three times during a grading period will become ineligible. Students will not be allowed to practice or attend games until the work is completed.
- Students who fail a subject must immediately see the teacher for help in the failing subject in order to return to the team or class office at the next eligibility check.
- Parents may voluntarily remove a student from a team or student office due to grades.

- Students may also be considered ineligible for disciplinary reasons regardless of academic standing.
- Students who are ineligible may not practice with the team, sit with the team during a game, or go with the team on an away game. If the student cannot play due to discipline, a coach may require the player to be in dress clothes and sit with the team.
- Students with an incomplete grade at the time of the 5-week evaluation are considered ineligible unless extenuating circumstances have occurred, and administration has approved an exception.
- Students who are ineligible at the start of a sports season may be allowed to attend the one-week tryouts and then will continue to be ineligible.
- Students with a failing final average for a class will be ineligible at the beginning of the fall sports season. They will be allowed to practice until the first day of school. Those students' grades will be checked after three weeks, and eligibility will be re-determined.
- Ineligible students may be given permission from the administrator to practice over the summer or over Christmas break.
- Under certain situations, eligibility status may be determined by the administrator, who may override eligibility requirements in certain extenuating circumstances.
- Academic ineligibility begins the following week after the reports come out. For example: reports come out on Fridays, so ineligibility begins on the first Monday after the report; therefore, students are permitted to play on Friday and Saturday.

Students who are athletes or non-athletes may not participate in the following when they are academically ineligible (Failure to comply will result in further discipline):

- Students **may not** participate in fine arts programs outside of academics that would require the student to travel from Heritage or represent Heritage at a fine arts program.
- Students **may not** participate after school in drama or choir unless it is for a grade. Teachers will need to assign understudies for students who could be ineligible.
- Students **may not** participate in athletic games or practice until they are eligible again.
- Students **may not** miss any academic class in which they receive a poor grade.
- Under the direction of their parents, students may watch sporting events at Heritage but **may not** stay after school without a parent being present.

Students **may** attend co-curricular activities with a class or team if it is an academic setting. (Example: educational field trips, retreat, etc.)

Any discrepancies for students below a 2.0 GPA at report card time will be calculated by hand.

Academic Restriction

Students are academically restricted if:

- They have a grade of "D" in any one class at any Progress Report or Report Card.
- Students **may not** miss a class in which they have a 'D' grade for any reason.
- Students who are on academic restriction **may** go on field trips, or participate in other school activities, but they may not miss the class in which they have a 'D' grade for athletics or extracurricular events.

Grading Scale

Grading at Heritage Academy is according to the following scale:

<u>Letter Grade</u>	<u>Number Equivalent</u>
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59

MINOR SUBJECTS

K5-5th Grade: O – Outstanding, S – Satisfactory, U – Unsatisfactory

SKILL SETS

K5-5th Grade: 1 – Needs Improvement, 2 –Below Average, 3 –Average, 4 –Above Average, 5 –Excellent

Academic Program

Our academic program is not simply a matter of covering/learning content; rather, we want to foster skills that will prove beneficial to students while they are at Heritage and after they graduate. The ability to think *well*; discernment; communicating effectively through writing and speaking; gaining a *depth* of knowledge; recognizing God’s preeminence in all aspects of life—these are elements of learning which we deem worthy of our efforts. From 4-year-olds through Grade 12, we encourage and challenge our students throughout the learning process in order to enrich their lives and prepare them for the future.

Promotion/Retention Policy

Those students not successfully completing a subject or grade (receiving an “F”) may be required to seek summer instruction until the deficiency has been satisfactorily corrected. In grades 9-12 the deficiency or failure will be handled on a subject-by-subject basis. Summer school will be an additional cost to the parents.

Courses Failed

A student who fails a required course in grades 9 – 12 could retake the class during summer school, through an approved school, or retake the class the following year. **In all cases of academic failure, the parents are required to pay any additional cost.**

Students in grades 6 - 8 who fail a course will meet with the school administration to determine promotion for the following school year. This is done on an individual basis.

In most cases as a general rule:

Grades 1-8

- Three “D’s” – promotion on probation
- “D’s” in English, reading, math – may have to attend summer school
- “F’s” (one not made up in summer school) - no promotion
- “F’s” in English and/or math – summer school

Grades 9-12

Students will be assigned to homeroom grade levels according to the credit requirements of the student. If summer school is not completed at HA, the transcript of a preapproved summer credit should be sent to HA for acceptance.

In grades 9 - 12 academic required subjects:

A student who receives an “F” for the first and second semester resulting in no credit. The student may:

- Repeat the entire class at Heritage. The grade will be replaced.
- Repeat the entire year with an approved certified teacher (in academic area). Grades will be averaged. *Note: If a student who failed completes the exact material that was failed and does it with the HA instructor, the grade from the makeup work may (at the discretion of the administrator) replace the failed portion.
- Repeat the semester through an approved online program. Grades will be averaged.
- Leave the grade and choose another class to fulfill graduation requirements. The student cannot choose a new class that requires the class as a prerequisite.

A student who receives an “F” for one semester but is able to pull it up to a passing final grade for the year will pass the class. Students will not receive .5 credit for passing a semester of a class if the final average is not passing.

In grades 9 -12 in non-academic electives: with .5 credit:

A student who receives an “F” in a fine arts, technology, physical education, or health (a .5 credit course) will need to repeat the course or take another course to fulfill the requirement.

Students who do not meet the minimum days present for the school year or who miss more than the required number of days for a specific class period may not be allowed to move on to the next grade.

PLANNERS

Students in 4th grade through 8th grade will be issued planners. Students are expected to write down the assignments that teachers have on their board.

Teachers will have homework listed in Renweb at the beginning of each week. Assignments can change. If the teacher changes an assignment, it is the responsibility of the student to write down the change. The teacher will also make the change in Renweb by 5:00 p.m. on the night of the change.

If parents have concerns about their middle school or high school student and they want to reach out to the teacher about signing the student's planner to make sure it is accurate, that can be requested. However, it is the responsibility of the student to bring it to the teacher for the signature.

Students in grades 9-12 are not issued a planner but they are encouraged to have one because they are responsible for writing the assignments down and having them accurately recorded.

HOMEWORK

The homework load should be balanced and reasonable. Any homework given will have a purpose and should be able to be accomplished in a reasonable amount of time. Homework assignments should be clear, concise, clearly communicated at the beginning of class, and up to date in RenWeb. **If the teacher decides to change the homework, in addition to notifying students in class, the teacher will enter the change in RenWeb. It is the student's responsibility to make sure they write all assignments from the whiteboard down into their planners.

A zero for homework not turned in on the due date will be entered into RenWeb on the due date. This will trigger a RenWeb alert to parents. This gives parents the opportunity to have their child make up the work he/she missed. The zero can be changed once the homework is completed and received by the teacher. Homework turned in a day late under regular circumstances will receive a 25% deduction (75%) before the grading is done. Homework turned in two days late will receive a zero. Teachers will either grade homework for completion or grade homework for a specific grade. Each homework assignment does not have to be graded the same way.

Students must complete their own homework. They should not copy other students' answers, share work without the teacher's permission, or allow another student to copy their work. Students who are caught doing any of these will receive a zero on the assignment and a detention. Students who continually show a pattern of not doing their homework will be put on probation and may be asked to leave HA if it continues.

Homework will not be given on Wednesday evening in order to allow students to attend church activities. Long-term projects and papers may be due on Thursday since the students had extra time to complete the project in advance and should not wait till the last minute to do it. **Homework may not be given on Wednesday evening** in order to allow students to attend church activities. Because of this policy, no quizzes, and a maximum of 1 test may be given on Thursday.

Note: The exception to this would be that Math quizzes may be given on Thursday since a student is not required to study for them.

There may also be a few rare occasions where for rare extenuating circumstances a quiz or additional test may be given on a Thursday, but this must be preapproved by the administrator and announced several days in advance. This is likely to occur at the end of a grading period or when a holiday or activity impacts the calendar. We will do all that we can to minimize assignments on Wednesday evenings. Assignments may be given on Wednesdays that are due on Friday.

General homework amounts per night:

- | | |
|---------------|--|
| • Grades 1-3 | 30 minutes |
| • Grades 4-5 | 45 minutes |
| • Grades 6-8 | 60-70 minutes (No more than 10-15 min/subject) |
| • Grades 9-12 | 75-90 minutes (No more than 10-15 min/subject) |

Note: These are the expectations for a general level class. Honors levels classes should anticipate a little more.

To encourage responsibility and utilize homework to its maximum benefit in the teaching/learning process, homework is due on the date indicated by the teacher.

Homework is designed to be an integral activity of the teaching/learning process. It can serve a variety of purposes: to review points of a lesson, to enhance or extend learning beyond the class lesson, to prepare for an upcoming lesson or assessment, or to serve as a formative or summative activity of a unit. In addition, homework can take many different forms.

Homework is not an optional activity which can be submitted beyond its due date to receive some degree of credit for a grade. Such an approach does not take into account that failure to complete homework and turn it in when due interrupts the learning flow of the teaching/learning process. Therefore, homework needs to be completed, done well, and turned in when due.

Work that is messy or not done properly may be given back to the student for him/her to do again correctly and may be counted as late.

Any changes to this procedure are at the discretion of the teacher with the approval of the Administrator.

Please see “Make Up Work” on page 23 for the policies for homework if a student is absent or arrives late to school.

Absence from a special or elective:

Please note that if a student has class that meets only once a week (Exp: middle school Art) and they are absent on the day of the class, the student is responsible for going to the teacher and turn in the assignment on the first day the student returns to school. The student is also responsible for meeting with the teacher and finding out anything they missed so they can turn it in for the next class. If a student is absent and does not see the teacher to turn in their work, they will receive a zero.

Appearance of Student Papers

- Neatness and proper handwriting is expected on all papers.
- All students must use a uniform heading on all papers handed in (grades 6-12). A sample secondary (6th-12th) and elementary heading are below.
- Students need to be aware of crowded work, improper heading, careless formation of letters and numbers, failure to observe proper margins, using pencil when ink is

required or vice versa, use of color of ink other than blue or black, and scribbling over mistakes rather than crossing out mistakes with two neat lines.

See below for an example of secondary student heading.

Student's Name
Teacher's Name
Class
Date Due (format: 23 Sep. 2029)
Title or Assignment

Elementary Heading:

The heading for elementary is in the same format as image on previous page (secondary heading image) with the exceptions listed below.

- First and Second grade: Only put the name and date.
- Third and Fourth grade: Only put the name, date, and assignment.
- Fifth grade: Put the name, date, class, and assignment.

For all elementary grades the date will be written in the following format:

Month, date, year. Example: September 29, 2026.

Tests and Quizzes

- Students usually do not have more than two tests in a day. Occasionally with secondary classes and diverse schedules, a student may have more than two tests scheduled; however, students are able to move one test after making arrangements with the teachers.
- It is the student's responsibility to make arrangements ahead of time if they have more than two tests. If they wait until after 3:30 the day before the tests, then all 3 tests **MUST** be taken unless the teacher chooses to extend grace.
- Any dishonesty, looking at a classmate's test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a red slip and further disciplinary action.
- In case of absence, tests must be made up within a specified number of days (students have one day for every day they are absent to make up all the work) of returning to school. Exceptions may be made for extreme cases with the approval of the teacher.
- Incomplete grades must be made up within two weeks of the end of the quarter.
- Talking to other students who have not taken a test or quiz that you have taken is cheating and will be treated as such.

Semester Exams

- A schedule for exams will be published prior to the week of exams.
- All students in grades 6-12 must take the first semester exams.
- All students in grades 6-12 are expected to take the second semester exams; however, a student in grades 6-12 may be exempt from the final exam if they finish with an "A" average in all four quarters or if they finish with a total average of 94% or above. With few exceptions, exams will cover that semester's material; an example of an exception is math, which involves a building of information. Parents or students may choose to take the exam even if they are exempt.
- Students who are given the privilege of being exempt from an exam get that privilege because they still have the benefit of the review but just don't have to take the test. Any student who misses a review day or refuses to participate in the review will lose the privilege and will be expected to take the exam.
- Any dishonesty, looking at a classmate's test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a red slip and further disciplinary action.
- Absences – Any exams missed due to illness should be made up within two days of a student's return to school. Exceptions may be made for extreme cases with the approval of the teacher.
- Absences during exams due to family vacations will not be excused and, therefore, exams may not be able to be made up.
- Any incomplete grade not made up within two weeks after a grading period automatically becomes an F (0%). Exceptions may be made for extreme cases with the approval of the administrator.
- Semester exams must be made up by the time final grades are to be turned in by the teacher. In extreme cases, an extension may be granted with advanced approval by the teacher and administration.
- Exams count for 20% of the semester's grade.
- Students who are not here for the entire year will take all exams regardless of their grades.
- In classes that are only 1 semester classes all students will take the exam.

Honor Roll

HA wishes to recognize those students who have excelled during the school year.

Academic Awards and Honors

The following are academic honors that a student can earn on a yearly basis:

- **Honor Roll:** A student qualifies for the Honor Roll by having a 3.5 to 3.69 grade point average.
- **Distinguished Honor Roll:** A student qualifies for the Distinguished Honor Roll by having a 3.7 or greater grade point average.
- **Distinguished Scholar Honor Roll:** A student qualifies for the Distinguished Scholar Honor Roll for being on the Distinguished Honor Roll and also having all 'A' grades in every subject for every grading period.
- **Excellence:** Students receive excellence in a particular subject if they have received an 'A' in every marking period for the year in that subject.
- **Superior:** Students receive superior in a particular subject if they have achieved excellence and they have the highest grade for the year in that subject.
- **Conduct Honor Roll:** Students who receive ratings of only 1's and 2's will be placed on the Conduct Honor Roll. The Conduct Honor Roll for the end of the year will be comprised of students who had 1 or 2's for all 4 quarters of the school year. In other words, they never had any 3's.
- **Certificate of Merit:** The student who had an A in each quarter is given "Excellence in . . . Subject . . ." for the Year and "Superior in . . . subject . . ." is given to the highest average in the class for the year in any of the following subjects: (These will all go on one certificate):

Bible	Reading	English	History
Science			
Math	Spelling	Art	PE
Music			

These below would also be on the Merit Certificate:

Perfect Attendance	Low Discipline Count (Less than 10 green slips on the year)
Drama	Worship Team NHS Student Council
Class Officers Yearbook	Missions Team Tech team Etc.

- **Most Improved:** This is given to the students who had the most improvement from the beginning of the year to the end of the year in any subject.
- **Eagle Heart Award:** This is given to a student who did their best. They showed outstanding effort. They may not have gotten straight A's. This is for a student who may not academically be a straight A student, but they worked hard to earn it above their ability. This student may be a student whose ability would get them a D- or F but they worked extra hard all year and because of their effort they earned a D or a C. In other words, they passed because they really had to work at it and they did.
- **Character Awards:**
 - **Faithfulness:** The faithfulness award is given to a maximum of 1-2 students in the class who were faithful in doing their best work. They always had their homework. They were always prepared. They always went above and beyond expectations. They were on time. They turned things in on time. They were attentive in class and not goofing off. They could be counted on.

- **Servant's Heart**: The servant's heart goes to a maximum of 1-2 students in the class who have most often served the teacher and others. They volunteered. They looked for ways to help others. Maybe they stayed after class or after school to help.
- **Citizenship**: The citizenship award is for the students (1) who went out of their way to show kindness. They tried to be friends with everyone. They came in with a smile on their face and brightened everyone else's day. They were the first to welcome new people, etc.
- **Student of the Year**: For each Homeroom Teacher we will recognize the outstanding all around (academic, social, spiritual, physical) student.
- Other Awards are also given for things like music and literature.

Senior Graduation

The selection of valedictorian and salutatorian will be based on the National Association of Secondary School Principals' weighted scale for nonacademic and academic subjects. (The weighted scale will apply to classes that were taken at the high school level where credit was received.) Those who wish to be considered for these honors should consult the principal for advice on which subjects to take. Students must have been enrolled at HA three full years to qualify for valedictorian and salutatorian.

In the event that the GPA between students is close, preference will be given to the student who has had a more rigorous schedule. In other words, a student graduating with a higher diploma level will receive the honor. If needed, we may also consider the students' SAT/ACT scores to determine the Valedictorian and Salutatorian. Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral notices (misconduct, detention, suspensions) if, in the opinion of the administration, this is warranted. Graduation speeches must be written and submitted to the administration for approval.

In order to be considered for these honors, a student must not have missed more than 15 days of school in any school year or have missed the same class more than 15 times in a year.

Seniors must have completed all the requirements for graduation in order to receive their diploma. This includes having the required credits completed, completing the Senior Thesis, completing the economics budget project, completing the senior research paper, etc. and no outstanding balance and all books, locks, etc.

GPA Guidelines

The GPA for determining the valedictorian, salutatorian, and class rank will be based on the Heritage GPA. See the Course Selection Guide for additional details.

Senior Awards

Valedictorian

This award is granted to the senior with the highest-grade point average and the following:

- Student who has not received any out of school discipline during the senior year.
- Student who has attended Heritage Academy for at least their 10th, 11th, and 12th grade years.
- Precedence is given to students who take Honors and/or AP courses over students who do not take such courses. The comparison of GPA will count for such courses if the student taking honors courses has scored 90% or higher in weighted classes.

- The student's valedictory speech must be approved by the school administration.

Salutatorian

This award is granted to the senior with the second highest grade point average and the four qualifications listed for the valedictorian.

Achievement Cords

A senior has the honor of wearing one or more cords during graduation, based on the following:

- **Honor Roll:** If the student has earned a cumulative grade point average of 3.5 to 3.69, he/she will receive one yellow cord.
- **Distinguished Honor Roll:** If the student has earned a cumulative grade point average of 3.7 or higher, he/she will receive two yellow cords.
- **Community Service:** This award is granted to students who exceed the required number of community service hours during each academic year 9-12. Students who meet the criteria of 300 hours, with a minimum of 50 hours per year (grade 7-12), will receive a silver cord.

Other Awards

- **American Red Cross Scholarship Award:** This is a \$250 scholarship.
- **Vimont Award:** Awarded to a graduating senior whose outstanding Christian character is exemplified in loyalty and dedication to Heritage Academy.
- **Asaph Music Award:** This award is named for Asaph the music director in King David's court. The Asaph award represents a student with a commitment to Heritage's music department.
- **Iron Eagle Award:** This is given to recognize an athlete who has played at least 3 sports at Heritage for all 4 years of high school.
- **Nancy Mundy Award:** This is given to the student and parents of a student who has been a lifer (K5-12th) or a Super-Lifer (K4-12th).
- **Tiffanie Robinson Award:** This award is given to a student who has served the Lord at HA and plans to go to college to serve the Lord.

Materials

The school realizes it is responsible for the material that is formally presented to your children while at school. This applies to films, textbooks, or other media. This is not always an easy task. The school uses Christian sourced material whenever possible.

Occasionally, in spite of our best intentions, your child will be exposed to material that contains some objectionable items. We try to be careful, but because of the volume of material, particularly library books, there is just no way to be absolutely certain of every word on every page of every book. In addition, there are certain references or literary works (e.g., some works of Shakespeare, Mark Twain, Homer) which are considered vital to the proper understanding of literature from a specific period by even the most conservative of fundamental Christian colleges. These classics, however, are not always written from the Christian viewpoint. Although the teacher tries to point out any sections that may not be totally acceptable, it is both impractical and illegal to alter or censor these key works.

The school appreciates your understanding and cooperation in this very difficult area of trying to bring to your child many rich and valuable educational experiences, while ensuring that each child is properly trained by emphasizing the absolute standards of life.

Standardized Testing

Students are given the Stanford Achievement Test every year for grades 1-10. Dates for these tests are posted annually by the Guidance Counselor. Information about the SAT or ACT can be obtained from the Guidance Counselor. The results of students will be shared with the teacher(s) and made available to the parents.

Juniors will take the PSAT at Heritage on the date set on the school calendar. Juniors may also take the ASVAB testing. Seniors are encouraged to take the SAT as many times as they can. We do offer opportunities to take the SAT on site, but they are also encouraged to take the SAT additional times as well. Students may also choose to take the ACT. All scores must be submitted to the guidance counselor.

Subjects and Courses

Preschool/Kindergarten

Our school offers a 5-day instructional week for K4 & K5. Students engage in learning within a nurturing environment. There is individual attention, hands-on activities, as well as group instruction.

The basic areas of study include:

Bible Stories	Health and Safety
Phonics and Reading	Physical Education
Numbers/Math	Social Studies
Music	Penmanship
Art	Science
Letters and Sounds	Group Play

Elementary

The elementary program is designed to teach basic learning skills. Included are:

- Bible – an emphasis on Bible knowledge (including Bible catechism), memorization, love for God and His Word, character traits.
- Reading – a strong emphasis on phonics through grade 2.
- Penmanship – letter formation through grade 3, an increased emphasis on ability to communicate in grades 4-5.
- English – the structure and proper usage of the language. Both oral/written
- Phonics
- Writing – instruction in the various components of the writing process and Creative Writing
- History – a study of God’s hand on past and present human events.
- Science – a study of the earth and the universe: this study emphasizes God’s relationship to all.
- Health and Safety
- Arithmetic – working with God’s laws of numbers.
- Spelling and Vocabulary – word usage and communication skills.
- Physical Education – physical skills, sportsmanship and cooperation, how to graciously win or lose.
- Art – development of an appreciation for the skills of art.
- Music – general singing, theory, and music appreciation.
- Computer Skills: Grades 1-4
- Coding: Grade 5

In the Elementary Grades (1-5), organizational skills, study skills, and research skills are increasingly emphasized as the students encounter subjects and ideas that are more challenging.

To learn about Secondary (grades 6-12) courses and Diploma levels see the Course Selection Guide.

EDUCATIONAL SUPPORT

The Nehemiah Program

Students who have an Individual Education Plan will have a plan that we can offer implemented at Heritage Academy. Heritage also has worked with local public schools that provide speech services. Speech services can also be obtained through Pediatric Movement Center at additional cost.

NILD

Students who have some learning issues may need some additional educational therapy based on the program from the National Institute for Learning Development. This program is not tutoring. It is therapy and is intended to help train the brain and fill in the gaps of learning. There is an additional cost for this program.

Individual Educational Plan

Students who have been professionally identified as needing a specialized education plan can be assisted by Heritage in a variety of ways, including tutoring, test-taking outside of the classroom, and restructuring educational goals. Heritage has worked with local public schools that provide speech, hearing, or other assistance with students and parents. Parents who feel there is a need should contact the teacher.

Transfer Students

A student transferring to Heritage Academy is responsible for meeting our standards toward graduation for the years in which he/she attends Heritage Academy. He/she must also have successfully met the requirements of the school last attended.

For students seeking to transfer into grades 9 through 12, Heritage Academy accepts credits from schools approved by the Maryland State Department of Education. Acceptance of credits from other sources is subject to the approval of the school's Board of Directors. Achievement and IQ-type testing by Heritage Academy may be required.

All students must meet the State of Maryland non-public school graduation requirements.

Grade placement for students seeking to transfer into grades 1 through 8 is based on documented, recognized satisfactory completion of the previous grade. Achievement testing by Heritage Academy may be required.

For complete information on middle school and high school courses and requirements go to [www.HERYPERLINK "http://www.heritage-academy.net/"heritage-academy.net](http://www.heritage-academy.net/). Click on the "Resource" tab and view the Course Selection Guide.

Within our student body there is a wide range of interests, abilities, and goals. The high school years provide opportunities for students to grow in leadership, self-discipline, and areas of study that will both interest and challenge them as they prepare for life.

We *strongly* advise students to go beyond the graduation requirements below. We enable them to do so by offering the opportunity to take a variety of courses, including honors, advanced placement, and dual enrollment classes.

School Records/Transcripts

To receive a transcript or student reference please complete the Transcript Request Form that can be found at www.heritage-academy.net under “Resources.” All transcripts and school records requests should be emailed or submitted to Mrs. Reisberg at registrar@heritage-academy.net. All transcripts and school records will be held until all financial obligations have been met. **Please allow 7-10 business days to process after the request is made. Requests for Report Cards in lieu of transcripts also require the ‘Transcript Request Form’ to be submitted to registrar@heritage-academy.net all requests will be processed in 7-10 business days.**

Parents may only request *unofficial* transcripts.

The school year is divided into four approximately nine-week grading periods. Report cards will be issued after the close of each grading period.

- **School Records:** All financial obligations **must be met before** any records can be sent. School records, including health records, are released to another school when a request is received.
- **Transcripts:** Transcripts will not be sent unless all financial obligations are met.
 - There is a 7-10 business day request period for transcripts. Please do not wait until the last minute to request a transcript. They will not be processed immediately and may take up to 10 business days.
 - Transcripts for seniors are mailed (if you have submitted a Transcript Request Form) to the college they will be attending approximately 2 weeks after graduation to provide ample time to ensure that all accounts are settled, and all grades have been finalized.

Levels of Discipline/Rules and Regulations

Please see the Discipline Policy on the website under the “Resources” tab.

Communication

General Communication

Communication is essential to any healthy relationship and business. We are committed to doing this using weekly Tuesday Take Home, the weekly Connect Letter, the school website, progress reports and report cards, parent text alerts, social media, parent-teacher conferences, and the RenWeb system. We ask that each parent take time to read any material that is sent home. Additionally, teachers are typically available on-site until 4pm.

Parent-Teacher Conferences

Regularly scheduled parent-teacher conferences are listed on the school calendar. A parent can initiate a conference at any time by sending a note to the teacher, leaving a voice message, sending an email, or

calling the school office. If a student has a 70% or below in any subject, or if the student has a discipline concern, the teacher may request that the parent attend a conference. If the teacher requests a conference with a parent, the parent must make an appointment for a conference.

Parents or teachers may initiate conferences. Parents should send a note/e-mail to the teacher. E-mail addresses are found on our website and are typically the teacher's first initial, then last name. For example, Mr. Reisberg's email address is mreisberg@heritage-academy.net.

- Conferences are to be scheduled at a time convenient for both parties.
- Conferences should be scheduled at least one day in advance.
- Teachers are unable to take time from classes or from morning/afternoon supervisory duties for unscheduled conferences.
- Teachers are not able to discuss individual student problems or issues at school activities and programs (including sports activities).
- Please feel free to call the school at any time for any concerns you have. Communication is the key to good relationships.
- When coming for a conference, parents are REQUIRED to first check in with the office rather than going directly to the teacher's classroom during school hours.
- Please understand that if a conference is important (the student is struggling, the teacher requests a conference, etc.), parents should make it a priority. In other words, parents may have to leave work early in order to schedule a conference at a reasonable hour.

Extracurricular Activities

National Honor Society

HA has a chapter of the National Honor Society to provide recognition for students who have excelled in leadership, service, scholarship, and Christian character.

Field Trips

From time to time, educational field trips will be planned. Typically, there is an annual middle school and an annual high school field trip along with the other field trips for a particular class.

- Participation is expected as a part of credit received for classes. Notice will be sent in advance of the trip with all the information concerning the activity, costs, etc.
- A permission slip must be filled out and signed by the parents, or the student will not be allowed to participate. Students having disciplinary problems may be prohibited from participating, in which case, the absence will be unexcused.
- Unless they are told otherwise, students will wear school uniform.
- Unless you are told otherwise, cell phones will be left at school to be retrieved upon return to school at the end of the day.
- Headphones, iPods, earbuds, and other devices are prohibited unless otherwise stated in advance.
- Field trips are considered part of a HA education and are intended to be a positive learning and social experience that will help create well-rounded students. Therefore, participation on field trips is mandatory unless pre-approved by the administrator. Any student who misses a field trip without prior administrative approval will be given an assignment to complete and return the next school day. Additionally, the absence will be considered unexcused.
- If a student is absent for a field trip and the school has paid for them to attend, the family will be charged for the cost.
- Students who are excused in advance will be also given the assignment so that they get the educational benefit of the trip. However, if pre-excused the absence will be counted as excused.

- Student safety is our highest priority. Therefore, while traveling on the bus during field trips, students are required to behave appropriately and take precautionary safety measures, including, but not limited to, remaining seated on bottom with back against the seat, keeping hands, arms, and all objects inside of the bus, talking quietly, refraining from disruptive or dangerous behavior such as throwing items, etc.

IMPORTANT NOTE: Anyone interested in attending a field trip must complete a HA Volunteer Form. (Available in the school office or at www.heritage-academy.net under “Resources.”)

Junior-Senior Banquet

The Junior/Senior Banquet at Heritage Academy is a very special event and one of the highlights of the year for upperclassmen. Students should take care to uphold the testimony of the school, their own testimony, and, above all, the testimony of Christ this evening.

Dress for the occasion is semi-formal or formal. Approval of their attire will need to be secured at least two weeks in advance of the evening. Ladies who do not attend HA must also have their attire approved. Please view the dress code guidelines for this event under Formal Events of the Dress Code Section.

Each junior and senior may invite one guest of the opposite sex to be his/her date. Underclassmen and dates who do not attend HA must be pre-approved by the administrator and complete the form for non-HA guests. The form will be sent out to the Juniors and Seniors and will also be available in the school office. All HA students and guests are expected to follow HA rules for the banquet and the after party. As hosts, all Juniors are expected to attend the banquet.

Music

In order to provide students with an outlet for musical expression, the school maintains a choral program. Our program has enjoyed success in the past and is available to any student interested in participating. It is our desire to also eventually add an instrumental program.

Participation in the music program assumes the responsibility of participation in outside events including, but not limited to, concerts, competitions, parades, and commencements. A list of such events is available from the music teacher at the beginning of each school year.

If a student does not participate in the above-mentioned responsibilities, a consequence (e.g. zero grade for the performance, completion of an assignment, singing for the music teacher, etc.) may follow at the discretion of the music teacher.

Any questions concerning any aspect of the music department should be directed to the music department.

There may be specific dress requirements for the music program. All students who have music class need to have at least one dress clothes outfit that meets school standards and a pair of dress shoes for school performances.

All students in K4-8th grade and any student in high school worship team or high school choir must plan to attend the Christmas and spring programs. Failure to attend will impact the student’s grade for the class.

Off-Campus Activities and Responsibilities

Heritage Academy is a Christian school and, as such, seeks to maintain a Christian testimony. Obviously, this testimony will be determined by the behavior and lifestyle of its student body. Therefore, the students' activities off-campus are important in developing and maintaining this testimony. Every HA student is expected to avoid involving himself in activities which are not in harmony with the philosophy and standards maintained by HA. Offenses in these areas will be dealt with at the discretion of the administration through the use of a conference, suspension, or expulsion.

Secondary Revival

Every January as we start the second semester, we take time to refocus on our spiritual walk with our Secondary Revival Services. These services are usually held during the school day. Students are expected to attend each service, and parents are encouraged to join us.

Senior Privileges and Responsibilities

- Seniors will be expected to exemplify the finest in character and conduct as the conclusion of their years at HA draws near. They will be expected to perform in the highest tradition of "upperclassmen."
- Seniors will be expected to meet the standards of school codes and conduct standards and are subject to school discipline up to and including graduation.
- Graduation announcements may be purchased from anywhere of the parents choosing.
- A senior trip with proper supervision and sponsorship will be scheduled for the seniors during the second semester of the senior year. The desire is that this will be some sort of missions' trip. The plan for the trip must be submitted to the administrator for approval by January 15. Each senior class will have 3 options for their senior trip.
 1. The Wilds in North Carolina
 2. Elijah's Harbor
 3. A mission's trip

These are the only 3 options for the senior trip.

- Seniors will be responsible for attending all end-of-the-year activities involving seniors, even after the last day of regular classes and exams, e.g., chapels, awards assemblies, Hershey Park, Field Day, Senior Thesis, and graduation practices.
- In order to graduate, seniors must have all financial obligations (tuition, fees, etc.) to the school paid in full, all HA materials (books, etc.) returned, and lockers cleaned out.
- Seniors are required to attend the commencement service. Graduation speeches by the valedictorian and salutatorian must be written and submitted to the administration for approval.
- Class funds which may be left at the end of the year will be presented as a class gift to a school-related project of the class's choice with approval of the administration.
- Seniors are also required to write, present and pass the Senior Thesis, complete and pass a research paper, and complete an Economics budget project in order to graduate.
- Seniors will pay a \$100 graduation fee. There is also money that will be collected from parents towards the graduation reception.

Those who fail to meet these obligations may not be permitted to "walk" in senior graduation.

Junior Trip

The junior class plans a day each spring to spend time together and enjoy fun activities as a class with their homeroom teacher. The events of the day are planned by the class officers and submitted to the administrator for approval.

Spiritual Retreats

Each year, we begin the school year by taking the 6th -8th grades on a one-day retreat and 9th -12th grades on a three-day, two-night spiritual retreat. This is important to get the year started on the right note and to help new students fit in and feel welcome. It also lets the students get to know their teachers. The retreat will have many team building and other fun activities, but the highlights of the trip are the chapel services. All students in grades 6-12 are expected to attend the respective retreats. Attendance is mandatory.

Rare exceptions may be made for extenuating circumstances that are preapproved by the administrator.

Field Trips and Retreats

Participation in field trips, retreats, picnics, and the junior and senior trips, etc. is required except under extreme circumstances. Non-participants will be counted absent, or the student may come to school, with the parents covering the cost of supervisory personnel. All regulations for field trips apply to all students. Bus rental fees will be charged to each student.

Student Council Association

The Student Council Association is made up of elected offices. The officers of the Student Council help oversee class officers.

The SCA meets with their advisor(s) as regular meetings are scheduled to give input, answer questions, and help plan events such as Spirit Week, etc. They also help with events like Grandparents' Day, Veterans Day, Back-to-School Night, See You at the Pole, Christmas Walk Through, Spiritual Emphasis Day, Open Houses, etc.

To run for office, students must have demonstrated leadership skills and must complete a candidacy form.

All class or student council activities and projects must be approved by the administrator.

Internships

Each year, students in grades 11-12 will serve a one-week internship. The goal of the program is to allow students to experiment with different careers and to help narrow down what God wants them to do with their lives.

The **students are responsible** for finding an internship that suits their interests and then obtaining approval. Internships should not be done with a parent, unless approved by the administrator. The student's Internship Proposal Form must be turned in by the date announced in advance or a detention will be given. At the completion of the internship, the student will turn in a journal that helps them to think through the experience. The journal will be graded as part of the student's Bible class. Their internships will appear on their transcripts.

More information is available about the Internship Program at www.heritage-academy.net under the "Resources" Tab.

Service-Learning (Community Service) Hours

Students are expected to meet the state minimum of 75 Service-Learning hours sometime between 7th grade and December 31 of their senior year regardless of when they transfer into HA. However, students that are here through middle school and high school must meet the requirements below. **Higher diploma levels require additional Service-Learning hours.** Students must complete a *Service-Learning Hour Form* that is available in the school office or on the website at [www. HYPERLINK "http://www.heritage-academy.net/"](http://www.heritage-academy.net/) under the “Resources” Tab. Please turn these completed forms into the guidance office as the tasks are completed.

The hours are recorded on the student’s transcripts. Students are encouraged to serve the Lord and not just do it to complete the hours.

Community Service

Our goals are:

- To help students develop a mission’s mindset
- To develop a sense of outreach and to think of others
- To complete projects so they can qualify for scholarships and grants
- To qualify for college admissions standards
- To develop a habit of helping in their communities

Community service is defined as helping others through service projects, volunteering and/or helping with any organization. This service can include secular and Christian organizations, individuals, or churches. It involves serving others in a variety of ways, including manual labor, singing, drama productions, helping the elderly, and helping with local emergency aid organizations. Student volunteers are not paid for community service work.

Students are not given grades for helping others, but we would like students to complete the following hours for the school year.

- Grades 3 – 4: 8 hours per school year
- Grade 5: 15 hours per school year
- Grades 6 – 8: 20 hours per school year
- Grades 9 –12: 35 hours per school year

The hours should be recorded by the students and submitted quarterly, and they will then be transferred to the report card. Service hours need to be reported by the students following these instructions:

- In grades 3 – 5, the record of hours should be given to the homeroom teacher.
- In grades 6 – 12, the record of hours should be sent to the guidance department.
- When a student performs community service, a note from the director, teacher, parent, pastor, etc., should be submitted with the hours performed.
- Students are required by the state to have a minimum of 75 hours from 9th grade through 12th grade to graduate. The Heritage requirement will exceed that 75-hour minimum. **HA students who are here for grades 9-12 must complete 160 hours** (an average of 40 per year).

Forms are available in the guidance office and also, at www.heritage-academy.net under “Resources,” at the school office, or at the back of this handbook.

Recognition is given at the end of the year awards assembly for secondary students who earn the recommended service hours and at graduation for seniors who have at least 300 total service hours (50 per year grades 7-12).

Finances

General Information

Tuition fees and voluntary gifts support Heritage Academy. The tuition paid on behalf of our students does not cover the cost of their education. Without the support of free-will gifts, and our fundraising programs, we would not be able to continue operation. Therefore, it is very important that tuition be paid when due and that families participate and lend their full support to our various fundraising efforts.

All families will be enrolled in FACTS, our financial management system. Students enrolling during the school year will pay one month’s tuition in advance, payable the first day the student is in attendance. The balance of tuition will be prorated.

Business Office

The business office will handle all financial questions and payments. The business office is typically open Monday-Friday from 8:00 a.m. to 4:00 p.m. during the school year.

The attendance of one day in a given month constitutes a financial obligation for the entire month.

Payments may be made by cash, credit card, online bank transfer, or check made payable to Heritage Academy. Online bank transfers and credit card payments can be made through FACTS. Please be sure to specify what your payment is for when filling out the information. While there is no charge for the online bank transfer, there is a 4% service charge for credit card payment. The only way that we can offer the credit card service is if those who use it help to cover the cost of the service. Credit card payments can also be made at the school office.

Tuition is payable in 11, 10, or 9-month payment plans. Payments are due by the date you have designated with FACTS. Late fees, fees for bounced checks and insufficient funds, etc. will apply. A prepayment discount of 3% is available if accounts are paid in full before the first day of school.

Students who withdraw or who are expelled must settle all accounts before any records (except medical) are released. A student is not considered withdrawn until a withdrawal form is signed and on file in the office.

Accounts must be current before report cards are released (quarter or final) and before students are allowed to participate in year-end events such as kindergarten or high school graduation. This includes book fines, athletic uniforms, marching band uniforms, etc. In some cases, final exams may be withheld until accounts are brought up to date.

Most questions regarding billing can be answered by viewing the FACTS account. Additional questions may be addressed by calling the Finance Office

Tuition and Fees

A schedule of tuition and fees is available through your FACTS account. You will be able to follow your payments and billing through FACTS.

Collection of Funds

When paying by check for anything other than tuition, please indicate the reason in the 'memo' area of your check. Place all payments (check or cash) in a sealed envelope, labeled with the student's full name, grade, and the nature of the payment.

Day Care and Supervision After School

In accordance with Maryland law, students who are twelve years old or younger who remain on campus after school and are not under the supervision of an adult must report to the Day Care Room. The hours are 7:30-8:15 am and 3:45-5:30pm. Students over the age of twelve are not to remain on campus after 3:45 pm, unless they are involved in a supervised activity. Such students will be moved to Day Care for appropriate supervision. There are charges that apply. Please fill out the paperwork in the main office to arrange for payment.

Day Care Forms must all be completed and turned in by the first day of school or their first day of day care or a student must be picked up by 3:20 p.m. each day and will not be allowed to attend day care until they are submitted.

Tuition Credit

Heritage Academy offers tuition credit to families who refer new students to the school. Please note the following guidelines:

- The referral must be made to a new family who has never before enrolled in HA.
- The referral must result in the enrollment of a paying student who remains enrolled all school year.
- The referring family must notify the school in writing that a referral has been made and to whom it has been made prior to the time the new family contacts the school. Referral forms are available in the school office.
- The credit will be applied the following year if the referred student (family) stayed the entire school year the entire school year.
- Credits will be applied to tuition only. All other fees are still applicable.
- The amount of the credit will be \$500 per full-time preschool, full-time kindergarten, elementary, or secondary student
- If more than one family has referred a family, the referral will be divided between them.

Fundraisers

All private schools rely heavily on fundraisers. We must use creative ways to raise funds for the school, such as our annual auction, casual days, chicken BBQ, and class or athletic fundraisers. Heritage is committed to having as few fundraisers as possible so as not to overwhelm our families. Classes or athletic teams who want to raise funds off campus and target another group may do so. Permission for fundraisers is granted through the Business Office.

Class Dues/Fundraisers (Grades 9 – 12)

Students in grades 9 – 12 are expected to pay class dues monthly. The amount is \$80 for the year and can be paid monthly or as a one-time fee through the FACTS payment platform.

Class dues help to finance the junior-senior banquet and the senior trip. The balance of funds needed is raised through class fund-raisers approved in advance by the administration. The class funds are not used to pay for junior trip as this is an out-of-pocket expense. For juniors and seniors, the class may vote on a per capita quota for specific fundraisers, and students are responsible for meeting those quotas by the due date.

We want to avoid having a small group of students within a class involved in most fundraising activities while others in their class assume a non-participatory role and yet, still receive the full benefit of the core group's work. The expectation is that ALL students in a class will contribute to fundraising efforts by working at the fundraising events or donating monetarily if they are unable to work. The hope is to have a cooperative effort in which all who benefit will have contributed equitably to the raising of funds.

Students who withdraw from Heritage Academy before the end of a school year are responsible for paying class dues and/or fund-raising quotas for any month or part of a month in which they are enrolled. Any unpaid dues will be added to the May school billing and then considered to be parental responsibility.

Any student who does not participate in their own fundraising event will not receive the same percentage of funds as the classmates that do participate.

Lunch Program

- Lunch for students may be provided in one of two ways:
 - a. Students may bring a packed lunch from home (with an ice pack, if needed). A microwave is available for students in select grades to use.
 - b. A lunch may be pre-ordered using your family's RenWeb account or through the order slips in Homeroom. The lunch menu along with prices is updated monthly and can be viewed on your RenWeb account.
- Lunch orders for the day must be placed by 9:20 a.m. by a parent or guardian. Teachers will not accept cash for lunch or place orders for students in RenWeb.
- Lunch payments can be made when the student picks up his or her lunch and may be in the form of cash or check given to the cafeteria staff (for secondary students). If payment is not made at lunchtime, all charges will be added to the family's FACTS account and billed monthly.
- If a child does not pick up his or her lunch because they had to leave early due to illness or another emergency, a charge will not be processed on the family's FACTS account. However, if a child *chooses* not to pick the lunch up simply because he or she does not want it, there will still be a charge added to the family's FACTS account for that lunch.
- Parents are able to view the daily purchases in their FACTS account. Once logged into FACTS, click on "Financial...Family Home." This will open a new page with your financial information. Clicking "View Details" allows parents to see what has been purchased under the "Transactions" tab. Parents should monitor these charges as the school cannot monitor students' individual purchases.

- Students are not permitted to go off campus for lunch. Parents are permitted to occasionally bring lunch in for a student (e.g. to celebrate a birthday). This must first be approved by the administrator by 10:00 am on the day that the parents are coming in.

A lunch program is maintained for your convenience. An itemized price sheet is available and will be sent home in the first week of school. Parents can read about any lunch specials in Tuesday Take Home. Lunch must be ordered through RenWeb by 10:00 a.m. or ordered in homeroom. **Students who do not order in homeroom will end up with a limited selection if they come to the window during lunch.**

- Parents can open a lunch account with a minimum fee of \$30. Each month the parents need to send in funds to replenish the account. At the end of the month, if parents do not send in funds for lunch accounts, the bookkeeper will bill your FACTS account.
- Grades 6 – 12 can pay cash for items at the cafeteria if they have ordered before 10:30 a.m.

K-4, K-5, and 1st grade will have an afternoon fruit break. This should be an item from their lunch and cannot be cookies, candy, or chips. Students in K-4 through 5th grade should not have sodas, coffee drinks, or energy drinks in their lunch.

Athletics

For Athletic program information, please view the HA Athletic Handbook.

CELL PHONES AND ELECTRONIC DEVICES

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, 8:35-3:45. 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 allowed 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 3:45 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-3:45). 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.

Electronic Devices

Electronic devices, video games, iPads, etc. cannot be brought to school.

Telephone

The heavy requirements on our lines make it impossible for us to allow students to use the office phones for every need. However, when the situation warrants, students may, with permission, make a call. We request that parents carefully limit their calls to the school, taking care to avoid making excessive demands upon the secretaries.

Students are not permitted to send or receive telephone calls or text messages during school hours (8:00 a.m. – 3:45 p.m.).

Office Phone Use Policies:

- Students must tell Mrs. Clark, Mrs. Reisberg, or Mrs. McMillin why they are using the phone and who they are calling.
- Students can only call during their lunch period to ask
 - To stay for a ball game
 - To go home with someone
- Students may not call to ask parents to bring schoolwork or gym clothes that were forgotten.

Chapel

Chapels are conducted weekly for elementary and high school. Chapels will be on Thursdays for our secondary department and Fridays for the elementary department. Parents are welcome to attend chapels and other special assemblies.

Transportation

Driving on School Grounds (Parents, Students, and Guests)

Parents, students, and guests are asked to follow the following guidelines when driving on school property:

- Drive **SLOWLY** and **watch for children**.
- Enter the school property by the first (East) driveway. The driveway directly in front of the school is the exit.
- DO NOT PARK in the driving lanes or fire lanes. If you need to come into the building, please park in the designated parking areas.
- If you are in the driving lanes at the front of the building, your child will come to your car. We only dismiss children to assigned cars.

- Parents parking here all day should not park in the student recess area near the elementary wing. Please park toward the front of the school.
- When parents are picking up a child, they should.
 - Have a name card from the secretary in the front window.
 - Be in the correct pick-up line: The elementary line is the middle line in the parking lot; the high school line is the outer line. Only parents with students in elementary should be in the elementary line. If you have students in both elementary and secondary, you should use the high school line.
 - If you need someone else to pick up your child or bring them home, please communicate with our main office. Please be sure to email freisberg@heritage-academy.net or call 301-582-2600 by 2:00 on the day of the pickup. **WE WANT TO MAKE SURE WE ARE SENDING YOUR CHILD HOME WITH THE CORRECT PERSON.**

Please see the addendum at the back of this handbook for additional instructions.

Student Drivers

Motor vehicles must be parked in the student parking lot in designated areas and must not be ridden in or driven except to and from school unless special permission is granted by parents, faculty, and the administration.

Vehicles must be registered with the administration before the students starts driving to school. (Forms are available in the office or at www.heritage-academy.net under “Resources.”)

Remember: Driving a motor vehicle is a *privilege* at Heritage Academy that will be revoked from a student who is careless or who does not use good judgment regarding safety. **The speed limit on roads adjoining the school is 30 MPH. Please be mindful of your speed.**

Student drivers who fail to follow the rules & guidelines on the Student Car Registration Form may result in a detention, suspension, or other disciplinary action as determined by the administrator.

Transportation to and from Heritage Sponsored Events

When the school provides transportation to and from games, team members are to use it. [Exception: If the game is very close to home, parents may choose to write a note to the coach **in advance** indicating that the student will drive by him/herself.]

Parents at games who transport their student home are asked to notify the coach after the game.

Under some regulations from the state of Maryland Driver Codes, students may only drive themselves at certain times and are not permitted to drive others. Each family and driver must be mindful of state regulations.

A student driver may not transport other students to a Heritage-sponsored event **unless written permission has been supplied by all parents involved.** Such passengers may include siblings.

However, if a non-sibling passenger of the opposite gender is present in the vehicle, a third passenger must also be present.

Once an event is over and students ARE NOT going to another Heritage-sponsored event, the student may drive other students' home. The students are to get permission from their parents, as it is their responsibility and not that of Heritage Academy.

Inclement Weather Policy (Closings, Delays, Early Dismissals)

In the event of emergency school closing, delay, or early dismissal due to weather or other conditions, announcements will be made by way of:

- RenWeb Parent Alert (Text and Email)
- Heritage Academy's Facebook page
- Radio station 90.5 WCRH

Our intent is to provide notification by 6:00 a.m. for any school closings or delays. If there is a delay, students need to be at school by 9:30 a.m. for a one-hour delay and at 10:30 a.m. for a two-hour delay. Please use discretion in regard to travel when inclement weather is present. Absences resulting from hazardous travel conditions will be excused. However, an email (freisberg@heritage-academy.net) or note will need to be submitted to the school office.

Yearly Asbestos Report (K4 – 12th grade)

As required by law, on March 19, 1988, the buildings of Heritage Academy, Inc. were inspected for the purpose of detecting and/or locating asbestos in building components – ceilings, walls, floors, heating, cooling, etc. This inspection is repeated every three years. The building inspectors were accompanied throughout the latest inspection by Mrs. Kerry Clark, who made the necessary information and drawings available.

Samples of possible asbestos-bearing materials were taken and subsequently submitted to a laboratory for analysis and evaluation. A complete report on that activity and its results is on file with the school office. Anyone who desires to review the inspection report and the management plan may do so at the convenience of the school. By law, if requested, anyone may obtain a copy of the reports after allowing due time following the request for such documents. The law allows the school to make a charge for such services, the amount of which is not fixed by law.

The only asbestos detected in our building was found in the floor tile of several classrooms, restrooms, lounges, and offices. This floor tile is not friable and does not pose a threat to human health when managed according to the program outlined in the management plan. The locations of this safely sealed, asbestos containing floor tile are as follows:

Classrooms

104
105
107
108

Lounges/Storage

A.D. Storage - 117
Laminator Room – 106D
Storage – 106C
Storage (2nd Floor) – 221

Offices

Main Office - 109
Resource Room - 106B
A.D. Office – 106A

110	Storage Closet/Darkroom – 123	<u>Hallways</u>
111		Hallway – 106 Wing
112	<u>Restrooms</u>	Hallway – Main Elementary
113, 115	All 2 nd Floor Restrooms	Hallway to Chapel
123	Classroom Closet (former darkroom)	

Policies

Day Care Forms Policy

Day Care Forms must all be completed and turned in by the first day of school or a student must be picked up by 3:20 p.m. each day and will not be allowed to attend day care until they are submitted.

Background Checks

All employees, coaches, volunteer coaches, and volunteers who work directly with students are required to obtain a Maryland State Background check and a Federal Background check.

Bathroom Policy

At Heritage Academy boys/men will use the boys/men bathroom and girls/ladies will use the girls/ladies' bathrooms. This includes all students, parents, visitors, staff, and guests.

We ask all parents and secondary students to use the restrooms in the gym and not use the elementary restrooms. Having adults or older students in there can be intimidating to the elementary students.

Change of Address

Change of address, email, and/or telephone number must be updated in RenWeb with notification to the office of the change.

Photocopying

Copies may be made for students who missed work due to absences from school. Personal use of the copier is not allowed.

Library Policy

The library serves as the hub for textbooks, reading, and research materials. Elementary students have weekly scheduled visits to the library while secondary students may utilize the library at the discretion of the teachers and as the library is available.

The rules generally accepted in libraries will apply to our library, including the following:

- Reference books and reference materials may not be removed from the library by students.

- Damaged or lost books must be paid for by the person who checked out the book. While a student owes money to the library, he will not be permitted to check out books, and his report card will be withheld. Students will be held responsible for books until they are returned to the library. Books are considered lost after four weeks, and the librarian will bill the student.
- A quiet atmosphere must be maintained in the library.
- The librarian has the same authority as a teacher in the classroom, and the same disciplinary procedures apply.
- The following statement applies to all library materials: **“The Beliefs, Teachings, or Doctrines found in this book may not necessarily be in accordance with that of Heritage Academy.”** (I Kings 3:9; Heb. 5:14)
- All books purchased or given to the library will be screened for acceptability by the library staff.

Quiet Zone Policy

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.

Lost and Found

If a student loses an item, he or she should first check with the secretary to see if it was turned in that day. The second place to check is Lost and Found, which is located in the hallway to the Nehemiah Center. Items will be held for one month. Items will be displayed periodically at lunchtime for students to claim. At the end of each marking period, any unclaimed items will be donated to Goodwill.

Lost or Damaged Property

Students are responsible for helping to care for the property God has given the school as well as property of other individuals. Appropriate restitution may be required if such property is lost or damaged.

Computer Use Policy

Heritage Academy has computer/internet resources available for school-related research/programs/ assignments as directed/supervised by Heritage personnel. Students may use these resources only under the authority of school personnel. Students are not to gain access to internet/wi-fi via personal electronic devices or school computers in any capacity without direct authorization from Heritage personnel.

When students have been authorized to utilize the school's IT service/equipment, the student is to access only those sites/information/programs which are directly related to the task at hand and are in accordance with the school's policy regarding appropriate content.

Unauthorized or inappropriate access or use of the services/equipment available, including perusal of inappropriate websites, will result in consequences which may range from demerits to suspension of usage of the school's IT equipment or alternate/additional consequences as deemed appropriate. In such cases, students will be required to complete assigned tasks outside of school under the normal parameters of the assignment issued. Failure to do so will result in grade penalties reflective of missing/incomplete work.

Student Emails

All students are issued a school email address. The usernames and passwords are set up as they are for a reason, and students are not allowed to change them. Changing these will result in a red slip and if it continues, it may become more.

Renweb/FACTS Login

Students are able to log in to Renweb to view their grades, homework, etc.

Weapons Policy

Under the Maryland State Code, any student who brings a weapon to school is in violation and could be suspended or expelled from school. Items could include guns, knives, sling shots, rifles, handguns, swords, and others.

Any threat of such violence to a student or employee will result in utilizing the Maryland State code for suspension and the school will contact the local sheriff's office pertaining to verbal threats. Prior approval by the school principal for any questionable item must be given when the item is needed for a class project.

Child Abuse Policy

In accordance with principles of Scripture, the nature of Heritage Academy as a provider of education for children, and Maryland state law, it is incumbent upon those who work with our students to look out for their welfare. Students have been entrusted to our care for a significant portion of their lives, both in terms of time and development. In recognition of this, school personnel are required to report *suspected* child abuse to the appropriate government authorities. In addition, all faculty, staff, and board members are required to complete necessary training programs.

Expanding to 2 Classes Policy

Please be aware that if a class is large enough to open a second class that we cannot accept requests for a specific teacher. The classes are selected based on what will provide the best education for every student and family involved. We know that parents will all want what they believe will be the best teacher but that may not be what is best as a whole. If we are dividing the class, then we cannot have everyone go with one teacher.

Surveillance

Please be aware that for the sake of security that we have cameras throughout the building, covering the exterior of the building, covering the parking lot, and covering the fields.

Dress Code

For the dress code please see the separate dress code policy on our school website (www.heritage-academy.net) under "Resources."



Addendum 1 CAR LINE

PLEASE READ!!!

We run 2 car lines for elementary (blue) and 2 lines for secondary (purple). **Students in grades 6-12 are considered secondary.** Should you have children in *both* elementary and secondary you will follow the secondary (purple) instructions.

Elementary comes up the hill and takes the 2nd left into the parking area. IF you are the 1st car in line, please move all the way to the curve *past* the rose garden (by the end of the gym). Secondary travels farther up the parking lot and curves around towards the elementary wing and stops at the corner of the building. When moving in the car line, cars should always be to the left of the fire lane hash marks in the front of the school.

PLEASE SEE DRAWING ON BACK or the video for drop off and pick up that will be available on the school website under the 'Resources' tab after Back-to-School Night.

Each family will be given cards with their names on them. They must be picked up at Back-to-School Night or from the office the first week of school.

Please place this card in the front window of your vehicle as you drive up and leave it there **UNTIL** your child is in your car.

These name cards are on blue or purple paper. Neon pink is for elementary **ONLY** families. Neon yellow is for secondary students and families that are split between the two groups. Due to this new color-coded program **EVERY FAMILY** needs to pick up a new car name card.

Dismissal times:

K4-5th (elementary): 3:20

6th-12th (secondary) and families split between elementary & secondary: 3:30

An email needs to be sent to Mrs. Reisberg at: freisberg@heritage-academy.net by 9:00 a.m. IF:

- you wish to pick your child up earlier than their assigned time
- someone else is picking your child up (please include their name & vehicle type)
- your child is going home with another child's family from school
- your child is enrolled in an outside after school program (i.e. karate, music, etc.) that someone else will be picking your child up. *A one-time email is all that is needed.*

We will call your child's name and walk elementary-aged students to your car. Secondary students will be allowed to walk to your waiting vehicle by themselves when given clearance to go.

If your child needs assistance with car seats & seat belts, please be considerate of others and move through and out of the car line to buckle your child in.

The car line system is to be utilized by all students (elementary & secondary). Students should not be directed to meet their parents in the parking lot or other areas.

SAFETY is a priority. We will work to **get you through quickly**, but please be alert and drive at a safe speed. Stay close to the car in front of you in order to utilize all of our parking area.

PAY ATTENTION to the car line attendants. We utilize hand signals, motions, and whistles to direct and hopefully speed up the process.

EXAMPLES:

- *a thumbs up:* do you have everyone that you need and are ready to exit? **ONLY** say yes if that is the case.
- *a waving arm:* move in the direction that you are being waved
- *a raised hand:* STOP
- *a finger pointed at you:* you are the next car that we want to move

Please be aware that if we call your students 3 times and they have not come, then we will ask you to please pull around to the back of the line so that we do not continue to hold up those whose students have already loaded their vehicle.



Addendum 2 Community Service Guidelines

Community Service Guidelines: High School

Why do we do Community Service:

**Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.
Matthew 5:16**

- To help students develop a sense of outreach into the community
- To help students develop the habit of giving back and contributing to the community
- Hours are needed to graduate
- Community service hours can help you obtain scholarships for college

What it can be:

- Work done to help others in a community or organization.
- Service provided for Christian or secular organizations, churches, or individuals.

What it is not:

- It cannot be paid work
- It does not include your school Ministry of Helps
- No more than 6 hours for immediate family
- High school clubs unless your club is doing a community service project

Required Hours:

- Grades 9 – 12 35 hours/school year
- Students in grades 9 – 12 are required by the State to have a minimum of 75 hours in order to graduate.

Honor Society Requirements:

- Honor candidates must have performed 30 hours in at least 3 different places within the past 12 months prior to induction. Honor candidates grades 10-12 must have performed 50 hours in at least 3 different places within the past 12 months prior to induction.
- Examples of Community Service:
 - Church-related ministries (choir, VBS, audio/visual, missions trips)
 - Volunteering at libraries, nursing homes, or other organizations
 - Opportunities at Heritage (statistician for sports teams, summer help at school, sound technician)
 - Shoveling snow or yard work for a neighbor

Submission of Hours:

- Date, Activity, Hours, and Contact Person must all be filled out
- No form will be accepted if it does not have both the student's and parent's signature.
- Students in Grades 6-12 should return completed form to the guidance office.
- Summer community service will be credited to the upcoming school year.
- Community service should be completed and turned in at least one week before the end of the school year.

Community Service Tracking Form

Student Name: _____ Grade: _____ Teacher: _____

Date MM/DD/YYYY	Description of Service Provided (What?, Where?, for Whom?)	Hours	Contact Person

Total Hours Completed: _____

Student Signature: _____

Parent Signature: _____



Community Service Guidelines: Middle School

Why do we do Community Service:

**Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.
Matthew 5:16**

- To help students develop a sense of outreach into the community
- To help students develop the habit of giving back and contributing to the community
- Hours are needed to graduate
- Community service hours can help you obtain scholarships for college

What it can be:

- Work done to help others in a community or organization.
- Service provided for Christian or secular organizations, churches, or individuals.

What it is not:

- It cannot be paid work
- It does not include your school Ministry of Helps
- No more than 6 hours for immediate family
- High school clubs unless your club is doing a community service project
- No grades are given for community service

Required Hours:

- Grades 6-8 20 hours per school year

Examples of Community Service:

- Church-related ministries (choir, VBS, audio/visual, missions trips)
- Volunteering at libraries, nursing homes, or other organizations
- Opportunities at Heritage (statistician for sports teams, summer help at school, sound technician)
- Shoveling snow or yard work for a neighbor

Submission of Hours:

- Date, Activity, Hours, and Contact Person must all be filled out
- No form will be accepted if it does not have both the student's and parent's signature.
- Students in Grades 6-12 should return the completed form to the guidance office.
- Summer community service will be credited to the upcoming school year.
- Community service should be completed and turned in at least one week before the end of the school year.

Community Service Tracking Form

Student Name: _____ Grade: _____ Teacher: _____

Date MM/DD/YYYY	Description of Service Provided (What?, Where?, for Whom?)	Hours	Contact Person

Total Hours: _____

Student Signature: _____

Parent Signature: _____

Community Service Guidelines: Elementary



Why do we do Community Service:

Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven. Matthew 5:16

- To help students develop a sense of outreach into the community and serving others.
- To help students develop the habit of giving back and contributing to the community.
- Hours are needed to graduate.
- Community service hours can help you obtain college scholarships.

What it can be:

- Work done to help others in a community or organization.
- Service provided for Christian or secular organizations, churches, or individuals.

What it is not:

- It cannot be paid work.
- It does not include your school Ministry of Helps.
- No more than 5 hours for immediate family.

Required Hours:

- Grades 3-4 8 hours per school year
- Grade 5 15 hours per school year

Examples of Community Service:

- Church-related ministries (choir, cleaning the church, being a jr. helper)
- Volunteering at libraries, nursing homes, or other organizations
- Opportunities at Heritage (Operation Christmas Child, notes of encouragement)
- Shoveling snow or yard work for a neighbor
- Baking cookies for someone who is sick
- Visit the elderly
- Service for extended family (up to 5 hrs per school year)

Submission of Hours:

- Date, Activity, Hours, and Contact Person must all be filled out
- No form will be accepted if it does not have both the student's and parent's signatures
- Forms should be turned into homeroom teachers for students in the elementary school.
- Summer community service will be credited to the upcoming school year.
- Community service should be completed and turned in at least one week before the end of the school year.

Community Service Tracking Form

Student Name: _____ Grade: _____ Teacher: _____

Date MM/DD/YYYY	Description of Service Provided (What?, Where?, for Whom?)	Hours	Contact Person

Total Hours Completed: _____

Student Signature: _____

Parent Signature: _____

Addendum 3: Health Room Policies



Heritage Academy Health Office Policy 2026-2027

The Heritage Academy Health Office's aim is to keep our staff and student body healthy and safe so that we can glorify God in our bodies, and in our spirits, which are God's. (I Corinthians 6:20) Please familiarize yourselves with the following policies and partner with us by practicing them. Healthy habits start at home.

Confidentiality Notice: Please note that all health-related details will be kept confidential and on a need-to-know basis.

Health Forms: Please return completed Emergency Contact Forms, Health Inventories, Emergency Medical Treatment Forms, and Immunization Certificates in a timely manner to ensure that we have the most accurate information to treat your student. All students entering K4, K5, and 1st grade must submit evidence of blood lead level testing from their provider. Health forms can be found on the school's website under the Resources tab.

Communication: For specific questions concerning Health Office policies or student medical information, please contact the school nurse at schoolnurse@heritage-academy.net. If you have any specific medical instructions from your provider, please remember to submit them to the Health Office. Do not send it directly to the teacher. The Health Office will disperse pertinent medical information to the proper staff members on a need-to-know basis.

Changes in your child's health status (allergies, medications, limitations, injuries, etc.) during the year should be reported to the Health Office in a timely manner. If your contact information (phone number, address, or place of employment) changes during the year, please make sure to update that information with the Health Office so that we can reach you in case of an emergency.

When to Keep Your Student at Home: In order to keep our staff and student body healthy and safe, there will be times your student should stay home from school. Staying home also ensures your student gets the rest they need to get well and return to school ready to learn. **The Health Policy should be followed before the Attendance Policy.** Students with the following symptoms should stay home:

1. Fever above 100.4 degrees within the past 24 hours. Students may return to school when there has been **no fever for *at least 24 hours* without the use of fever-reducing medications such as acetaminophen (Tylenol) or ibuprofen (Motrin).**
2. Vomiting or diarrhea within the past 24 hours.
3. Respiratory symptoms such as nasal congestion, coughing, or sore throat that are worsening or not improving and are not explained by allergies or asthma.
4. Your student is not well enough to participate in classroom activities. For example, your student is lethargic or excessively sleepy.
5. Your student has been diagnosed with an infectious condition such as strep throat and has not completed antibiotic therapy for *at least 24 hours*.

Updated Respiratory Virus Guidance from the CDC:

Stay home and away from others until, for 24 hours BOTH:

1. Symptoms are getting better
2. Fever-free without fever-reducing medications

Take added precautions for the next 5 days.

Students sent home with contagious symptoms (fever, vomiting, diarrhea, strep throat, pink eye, etc.) should NOT return to school the following day, unless it has been:

1. *at least 24 hours* without a fever **WITHOUT** fever-reducing medications such as Tylenol or ibuprofen (or medications containing Tylenol or ibuprofen)
2. *at least 24 hours* without vomiting or diarrhea without medications
3. *at least 24 hours* of antibiotic therapy as prescribed by a healthcare provider.

First Aid: First aid will be administered on a case-by-case basis. Any severe head trauma, loss of consciousness, broken bones, severe bleeding, severe lacerations, or anything else constituting a medical emergency will be treated by emergency services. Parents/guardians will be contacted after the emergency has been controlled. Ambulance services will be used as needed. The closest emergency room to the incident will be utilized.

For minor first aid needs or acute illness, medical attention will be administered by the school nurse, medical technician, or trained staff member. The parent/guardian will be notified of the incident or illness. Sometimes a student will be able to return to class. In the case that a student is too ill to remain at school, the student should be picked up within 2 hours of notification by a parent/guardian or approved adult.

Immunizations: The State of Maryland requires that we keep a record of immunizations on file at the school. It is the parent/guardian's responsibility to keep an up-to-date record on file at the school. Families that choose not to receive immunizations will need to keep a religious exemption form on file. If your student is medically exempt from immunizations, a provider-signed exemption is required. Please contact the school nurse if this is the case to ensure the proper documentation is on file.

Medication: Medication should be given at home before or after school if at all possible. However, if medication is needed during school hours, the following guidelines apply:

1. **All** medications require a Physician Medication Order Form (PMOF) that is signed by *both* the provider and parent. This includes both prescription and over-the-counter (OTC) medications. **This form must be updated yearly.** We cannot use PMOFs from previous school years. Only **Maryland State School Medication Administration Authorization Forms** can be used by the Health Office. We *cannot* use Washington County Public School Medication Forms. The correct form can be found on the school's website under the Resources tab.
2. All medications are provided by the parent/guardian in pharmacy or original packaging with the student's name. Please **do not** write on or alter the pharmacy label on prescription medications. A student's name may be written only on over-the-counter medication packaging such as acetaminophen (Tylenol) or ibuprofen (Motrin).
3. Expired medications will not be accepted by the Health Office.

4. The first dose of a new medication *must* be given at home.
5. Medication must be brought to the Health Office by a parent/guardian, not the student.
6. If an inhaler or an EpiPen is to be carried by the student during the school day and/or during school trips, a provider-signed “self-carry” form must be on file.
7. Please inform the school nurse if a non-routine or PRN medication has been given at home prior to coming to school for the day.
8. Students are ***not*** permitted to have any medication with them while at school or on school trips. The *only* exception is approval by a provider and the Health Office to self-carry an inhaler or EpiPen.
9. Medications that a student would need to take on overnight student retreats and mission trips require a PMOF as well.
10. In addition to the Maryland State School Medication Administration Authorization form, **emergency action plans are needed from a healthcare provider for students with allergy/anaphylaxis or asthma medications, such as an EpiPen or inhaler.** These action plans are found on the school’s website under the Resources tab.

Please note: All medications will be discarded at the end of the school year if not picked up at the Health Office by a parent/guardian. Medications cannot be sent home with students or stored at school over the summer. The school is not responsible for holding medications past the end of the school year and will not hold them from one school year to the next.

Conjunctivitis (Pink Eye): Conjunctivitis is very contagious. Therefore, in the event that pink eye is suspected, the school reserves the right to ask the parent/guardian to have the student remain at home and/or out of school until seen by a provider and treatment is initiated. If diagnosed with pink eye, antibiotics must be administered as ordered for 24 hours prior to the student returning to school. The school reserves the right to request provider documentation before the student may return to school.

Lice: If a student is suspected of having lice, a parent/guardian will be notified of any signs or symptoms that have been observed. The student should be picked up in a timely manner for treatment to be initiated. The parent/guardian is responsible for seeking medical treatment and/or the use of at-home treatments (i.e. NIX, Rid, Lice MD, etc.). The school reserves the right to request provider documentation before the student may return to school.

Physical Restrictions: If your student has a physical restriction (i.e. provider's excuse to refrain from physical activity in gym or at recess), make sure that documentation is turned in to the Health Office so the proper staff can be notified regarding physical restrictions. Written documentation from a healthcare provider is required for a student to miss or be out of the classroom due to not being able to use the stairs or other physical restrictions. A time frame for the excuse should be included in the healthcare provider's documentation.

Sports Physicals: Any student participating in a team sport must submit a yearly athletic physical form. This is a State of Maryland requirement. Athletic physicals and parental permission slips must be filled out by the provider and signed by the parent/guardian and the student-athlete. Please submit this form to the Athletic Director before a student-athlete participates in practices or games. Sports physical forms can be found on the school's website under the Resources tab.

Hearing and Vision Screening: Hearing and vision screenings will be administered once a year at school by the Washington County Health Department. Any referrals for results outside the normal range will be sent home to parents/guardians for further evaluation by their family provider, optometrist, or specialist.

Early Dismissal Due to Illness/Injury: A student who is not feeling well during the school day must come to the Health Office. It is the nurse who will determine if a student is sent home or not based on assessment and observation of symptoms. Students must not reach out to parents to pick them up for not feeling well without pre-approval from the nurse. Any student who leaves without the nurse excusing them will be counted as unexcused for any class that they miss. That means they will receive a zero for any work that day, and they may be subject to additional discipline for leaving without permission.

Medical Appointments: If a student must have a medical appointment during school hours, please make sure to communicate with the office. Early dismissal forms should be dropped off the day before the early dismissal or emailed to the office by 8:45 am the day of early dismissal. Early dismissal forms can be found on the school's website under the Resources tab. Please make sure to turn in a note from your provider after the appointment so your student's absence is excused.

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Addendum 4: Accessing RenWeb

To view lesson plans, homework assignments, order lunch, check on your FACTS payment account, check your student's grades, etc. you need to sign in to RenWeb.

You can access RenWeb from a computer or from your phone. There is also an App that is available for RenWeb (although it is not required).

Go to www.renweb.com. There is also a link to it at www.heritage-academy.net.

Click Log In.

When you registered, you should have created a RenWeb account with a username and password. You will need those to log in. If you have difficulty, please reach out to the Business Office.

The School District Code: HA-MD

Addendum 5: Specials Grading Criteria

Specials, including music, gym, computer, and art will be graded using the following three categories for grades K4-8th:

Preparation/Cooperation

The student is prepared and on time to class. The student is respectful and works well with the instructor and peers.

Effort

The student makes effort during the duration of the class. They are on task and enacting the techniques taught by the instructor.

Behavior

The student follows the conduct found in the student handbook. The student respects the class time, materials, peers, and the instructor.

Grades will be entered once a week for each student in grades K4-8th. These grades will use a 10-point grading scale for each category, totaling 30 points a week. Each time a student does not meet the criteria of a category, the specials instructor will deduct a point. The lowest a student may earn in a particular category is 1.

Specials electives grades for high school students will be recorded at the discretion of the teacher.

Specials events or projects (Example: Art Sketchbook) may be included as part of the student's grades (such as the Spring and Christmas program).