



HERITAGE ACADEMY

Scholar/Parent Handbook
2018 - 2019

“Building America’s Heroes, Together”

www.heritageacademyaz.com

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Mission Statement

Heritage Academy is dedicated to youth, their growth and development. The purpose of education is to build strong character. Strong character is reflected in strong families, strong communities and a strong nation. While teaching the academic disciplines, Heritage Academy is dedicated to instilling into the minds and hearts of today's youth a knowledge of and respect for the ideals and values of the great men and women of history, including those who founded the American nation. As today's rising generation gains an appreciation of these people of accomplishment they will be ready to provide the selfless service to their fellow citizens and to their country which will be required in the coming years to assist in preserving America's greatness. Heritage Academy exists to this end.

Goals

1. Heritage Academy maintains a clean, moral, positive atmosphere where scholars can feel safe in the environment - safe from physical harm, from addicting substances, and from damaging gossip and stereotyping.
2. Heritage Academy teaches the mastery of primary and secondary skills in the fields of history, math, reading, writing and literature, science, music, foreign language, visual art, performing arts, and physical development.
3. Heritage Academy teaches scholars about the lives, beliefs and accomplishments of the heroes of America - our founding fathers and mothers - and to better understand the values and principles which governed their lives and upon which they built the American nation. Scholars should be able to relate the trials, struggles, accomplishments and setbacks of these great people to their personal lives, building hope, desire, and determination.
4. Heritage Academy is known as a school of excellence where all scholars and parents honestly say that the time spent at Heritage has been the best schooling experience of their lives.

Founder's Message

Dear Scholars and Parents,

Welcome to Heritage Academy! We are dedicated to youth, their growth and development, and believe in building sound character through strong families, strong communities, and a strong nation. While teaching the academic disciplines, Heritage Academy is dedicated to instilling into the minds and hearts of our youth knowledge of and respect for the ideals and values of the great men and women of history, including those who founded the American nation. As they gain an appreciation of these people of accomplishment, they will be ready to provide the selfless service to their fellow citizens and to their country which will be required in the coming years to assist in restoring America's greatness. Heritage Academy exists to this end.

Heritage Academy is public charter school. It is a school of choice. Because you have chosen to come here, you need to know that more will be expected of you. Generally, our standards are higher, both academically and personally, than that of most other schools. If you have come here thinking school will be academically easier, you may want to rethink your decision. Heritage Academy does not back away in the least from high expectations of our scholars.

Another difference you will find here is our learning environment. As you read this manual, you will notice our dress and behavior standards are higher than most other schools. These guidelines have proven to help create our great atmosphere at Heritage Academy.

Our teachers have also been trained to integrate the teaching of Citizenship into the classroom. This helps to implement the belief in our mission statement that true education includes the development of strong character as exemplified by those who founded the American nation.

An exciting addition to our curriculum is the ability of scholars to receive college credit by registering for dual enrollment classes held here at Heritage. This program will grow each year.

If you are a scholar who likes challenges, I particularly invite you to read and participate in our unique program entitled *Heritage Classic Studies* described in this Handbook.

Heritage Academy provides opportunities for many educational field trips and American heritage tours. These are unique privileges and will be open to all scholars who qualify to participate.

Please do not take this handbook lightly. Review it thoroughly. Talk about its requirements with your parents. Both you and your parents must sign the enrollment agreement, indicating that you agree to abide by the requirements of this handbook.

Let's have a great year together!

Sincerely,

Earl Taylor, Jr.
Founder

Accreditation

Heritage Academy is fully accredited by the North Central Association's Commission on Accreditation and School Improvement now identified as NCA-CASI, a part of AdvancED.

Enrollment

Heritage Academy shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Heritage Academy shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language or athletic ability. Proof must be given in the Enrollment Application that the scholar will have attained to at least 12 years of age by December 31st of the first enrollment year.

Enrollment Preferences: Heritage Academy shall give enrollment preference to:

- a) Students returning to the charter school in the second or any subsequent year of its operation;
- b) Siblings of students already enrolled in the charter school;
- c) Siblings of students selected through an equitable selection process such as a lottery.

Heritage Academy may give enrollment preference to and reserve capacity for students who are children, grandchildren or legal wards of any of the following:

- a) Employees of the school
- b) Employees of the charter holder
- c) Members of the governing body of the school
- d) Directors, officers, partners or board members of the charter holder

Heritage Academy shall also give enrollment preference to students who have attended another charter school or are the siblings of that student if the charter school previously attended by the student has the identical charter holder, board and governing board membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.

If a current scholar requests a transfer to another Heritage Academy campus, intent must be submitted by February 1st in order to be reviewed & given priority prior to the general lottery.

Lottery: If remaining capacity is insufficient to enroll all eligible students who submit a timely application, Heritage Academy shall select students through an equitable selection process such as a lottery. All remaining applications after the lottery shall be placed on a waiting list.

Heritage Academy may limit admission to students within a given age group or grade level. Heritage serves students in grades 7-12. Pursuant to A.R.S. 15-184(F), Heritage Academy may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

The Principal of Heritage Academy shall determine if students will be admitted in accordance with the following criteria: The school has the capacity to serve the student without adversely impacting the educational opportunities for students currently enrolled. Factors to be considered in making this determination include, but are not limited to the following.

- Physical capacity of the school building and classrooms
- Availability of staff members
- Capacity in relevant classes, classrooms and special resources
- Availability of other resources
- The student's admission does not violate the provisions of a court order.

Capacity:

Enrollment projections will be made for each school, grade level and special program. Enrollment projections will include students who complete re-enrollment forms and enrollment forms received after the 1st of the calendar year.

School Days and Hours

Heritage Academy is a four-day per week school, Monday through Thursday. Regular classes at the Mesa and Gateway campuses begin each school day at 8:00 a.m. and end at 3:30 p.m., and at the Laveen campus, classes begin at 7:30 a.m. and end at 3:00 p.m. This means the scholar is to be in the classroom seated at a desk and ready for instruction before the bell rings.

Although regular school days are Monday through Thursday, there may be some special classes held on Fridays for those scholars who need extra help. The times will be announced as needed and will be mandatory for scholars not passing their regular classes.

Scholar drop off and pickup: Parents are asked to bring their scholars no earlier than 30 minutes before school begins unless they are enrolled in an early morning class. Also, scholars must be picked up within 30 minutes after school is out. Lounging around the campus until parents come after work will not be permitted. We do not provide after-school childcare services and parents who can't come until after work must make other arrangements to have their child picked up.

Attendance

General Policy:

Heritage Academy cannot fulfill its mission when scholars are not in the classroom. A scholar's absence from the classroom causes undue work for the teacher as well as for the scholar who must deal with missed work. Furthermore, many experiences and activities cannot be duplicated or "made up". Heritage Academy's attendance policy reflects our belief that when a scholar is not in class, he or she does not earn the credit that is sought by being enrolled in class. Also, neither the administration nor teachers will give permission or say it is OK to miss school. If parents desire to keep a scholar out of school for whatever reason that is their prerogative. However, the scholar will not be excused from class work or assignments missed.

Absences:

Any scholar who misses ten percent (10%) or more of classes (usually five or more per semester) in a given subject may not receive credit for that subject. This applies to all absences unless on school business.

An excused absence is an absence due to illness, doctor appointment, bereavement, family emergencies and suspensions not to exceed 10% of the instructional days scheduled for the school year. Heritage Academy must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student. If an absence occurs relating to any other term or condition that is not specifically designated above, the absence shall be counted as unexcused.

Students absent for ten (10) consecutive school days, except for excused absences identified above, shall be withdrawn from the school. Make up of any assignments missed will be at the discretion of the teacher. Please thoroughly review each class syllabus at the beginning of the semester regarding each teacher's individual policy regarding make-up work.

Also, any scholar who is absent from school on a given day cannot participate in any school activity that same day or evening. When a scholar is absent, a parent must call the school at the beginning of the day to indicate the scholar will not be in attendance. Each teacher sets his/her own policy for work missed. This will be communicated in writing to scholars at the beginning of the course.

Tardies:

At Heritage Academy tardiness is defined as not being in class in the assigned seat with all things necessary for class to proceed when the bell rings. Teachers are required to develop and enforce a strong and firm tardy policy that will effect a scholar's grade. There is no such thing as an "excused tardy." When a scholar arrives late he/she must sign in at the front desk prior to going to class.

Early release:

Parent or guardian must sign out any scholar leaving school early. No scholar may leave school early on his/her own, nor may a scholar leave campus for lunch or any other reason unless signed out by parent or guardian. Notes releasing scholars to leave campus for lunch are not acceptable.

Out of classroom:

Scholars out of the classroom without a hall pass will be counted as tardy or absent.

Habits for Academic Success

Out-of-school behavior patterns and activities have a bearing on performance at school. Parents and scholars can greatly improve performance by doing the following:

- Eliminate TV watching on school days.
- Get plenty of rest. Suggested junior high bedtime is 9 p.m. Suggested senior high bedtime is 10 p.m. To be of any benefit, this must be a regular and consistent.
- Eat healthy food. Avoid fast food, soda and candy.
- Send scholars off to school after a meaningful discussion.
- Maintain a consistent morning schedule. Arising early enough to get everything done on an orderly basis is a wonderful teaching opportunity for parents, and implants valuable habits and self-worth to children.
- Arrive to school on time. Punctuality matters.

Academics

One of the foremost scholars in early America, Thomas Jefferson, wisely noted, "If a nation expects to be ignorant and free, it expects what never was and never will be."

Heritage Academy Graduation Requirements

A scholar receives a graduation diploma from Heritage Academy when requirements of both the school and of the Arizona State Board of Education have been met. Some honors classes may be offered for students wishing to accelerate learning.

Graduation Requirements

<u>Subjects</u>	<u>Credits</u>
English	4
Math	4
Science	4
History	3
Foreign Language	2
Fine Arts	1
Physical Education	1
Electives	7
 Total Credits	 <hr style="width: 10%; margin: 0 auto;"/> 26

All Heritage Academy classes receive .5 credit per semester. No credit is given for Math Lab. Teacher Assistants may earn a maximum of 2 credits.

Scholars who receive a “D” or an “F” in a required class receive no credit and will be required to repeat the class. A student who fails a required class must make up the class at a time other than during the regular school year. This will involve a summer school commitment, either at Heritage, if offered, or at another acceptable school. A student may not be allowed to register for the same class at Heritage during the regular school year again if there is not room available. If a student wishes to take the class from an acceptable on-line school, it must be done also during the summer months and not during the regular school time. In the case of 7th and 8th grade scholars, when even a single class or multiple classes are not passed with a “C-“ or better, there will be no promotion to the next grade and the scholar will have to repeat the entire year and all the classes, even the ones he did pass. Heritage Academy will not promote a scholar into high school who has not mastered junior high school skills. Parents should carefully consider this policy before enrolling their scholars at Heritage Academy.

Transfer Credits

Transfer students who have earned credit from a previous school for a required class wherein the student received a “D” will receive credit for the class as an elective until student shows competency in the subject of the class. Some credits may not transfer because the courses they represent fall far below Heritage standards.

Credit for Activities Outside of School

Once in a while, a scholar may be granted credit for learning accomplished outside of school. The criteria for granting credit are as follows:

1. The activity is scheduled for a specific time frame.
2. Significant new learning must take place
3. Scholars must have approval of the school

Dual and Concurrent Enrollment with College Classes

Heritage Academy offers many classes that students can receive college credit. These classes are referred to as Dual Enrollment. Many of our students enroll in enough classes to earn an Associate’s degree. Heritage Academy recommends that scholars work directly with our college advisor to create and progress in their college plan.

Requesting Classes and Completing Registration

All course requests are made online. Registration for both semesters of the new school year occurs during the spring semester of the previous school year. Parents are notified before the start of classes that have been requested of any fees associated with those classes. They are also given an opportunity to purchase other items such as school uniform shirts, yearbooks, contribute to the support of the PTO, etc. All payments can be paid via our website under “Payments”.

To complete the registration, parents must return any requested documents, pay fees, and make any corrections by July 1st. Uniform polos must be purchased online through our approved uniform distributors [Education Outfitters, Lands’ End, or Tommy Hilfiger] and can be purchased at any time.

Schedules will be sent electronically to scholars prior to the first day of school via parent and/or scholar emails on file. Schedules will not be changed once they are issued to scholars unless there is an error or other unusual circumstance.

Dropping or Changing Classes

Class adjustments will be minimal once both semester schedules are set and the school year begins. Teacher assignments, classrooms, and textbooks are purchased based on the courses scholars have requested. No scholar should request to drop a class because of a failing grade or to be eligible for extracurricular activities.

Permission to Substitute a Class

Scholars may not take a class in order to avoid taking a required class at Heritage except under exigent circumstances. To take a class offered at another school, including an online school, as a substitute for a required class at Heritage, a scholar must seek the administration’s approval by completing a “Permission to Substitute a Class” form. Only one core class per

subject area can be taken elsewhere to receive an Heritage diploma. The form can be found at the front desk and signatures of teachers and administrators are required in order to process the form. This completed form must be turned in before registering for any class outside of Heritage.

Withdrawals

The parent/guardian of a withdrawing student must notify the school office of his/her intent to withdraw 24 hours, or one school day, prior to the last day of attendance. On the last day of attendance the parent/guardian is asked to participate in an exit interview with a member of the administration, return ALL Heritage Academy property (books, uniforms, etc), and complete required withdrawal paperwork. In the event that proper notice is not provided to Heritage Academy, the faculty will require 48 hours to prepare scholar withdrawal paperwork. Every attempt to collect fees will be made at the time of withdrawal. However, in the event there is a balance due after withdrawal, Heritage Academy will make every attempt to collect monies owed, including but not limited to invoicing parent/guardians, deducting fees from any balance on file, getting in touch with emergency contacts on file, etc. Parents are encouraged to verify that no fees are outstanding at the time of withdrawal.

Class Fees

Heritage Academy is a public school and therefore the education required for graduation at this school is provided without tuition charge to parents. Theoretically, a scholar can graduate from this school without any fees being paid. We do, however, offer optional classes for which we must charge fees. These are elective classes such as dance, sports, art, etc. Most fees go to offset charges for venues we must rent because we do not have them on campus such as fields, courts, gymnasiums, etc., and for transportation to those facilities. These fees are also used for consumable supplies such as in art. All class fees must be paid in full prior to attending school tours.

With regard to sports, the payment of fees is not contingent upon the scholar's playing time on a particular team, because whether or not a scholar gets to play, money has been expended for the class. Every effort is made to ensure that every scholar will play on a team, whether it is playing another school (interscholastic) or playing another team at the school (intramural).

Explanation of Grades

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Point Value</u>
97 & above	A+	4.33
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	0.00
63-66	D	0.00
60-62	D-	0.00
0-59	F	0.00

Scholastic Recognition and Awards

Honors

Any scholar who wishes to distinguish himself or herself as an advanced scholar and be eligible for scholarships from Heritage Academy may participate during his years of attendance at Heritage in honors courses may be offered in English, math, science, history, and foreign language. These are either separate classes or are additional elements of regular classes. Honors and scholarship credit may also be achieved through a unique educational experience similar to that by which America's Founders were educated. This is called "Heritage Classic Studies" and is described in detail below. This is another experience that makes Heritage Academy unique in its effort at "Building America's Heroes."

Scholastic Awards and Scholarships

Recognition at an honors assembly will be given to those scholars who achieved a 4.00 or higher during the current year. The designation of Valedictorian and Salutatorian will be determined by the highest and second highest Grade Point Average respectively for scholars who have been at Heritage all four of their high school years. Because our Honors and Dual Enrollment classes are not weighted in the calculation of GPA, the determination of Valedictorian and Salutatorian may also be effected by the number of Honors and Dual Enrollment classes scholars have taken, regardless of GPA.

Scholars are encouraged to search out numerous places where scholarships are available and to apply for them. Heritage Academy has its own Scholarship Fund containing the donations of parents and others who would like to help further the education of scholars who have shown outstanding abilities in academics and service. Only those scholars who have completed all graduation requirements by the time of actual graduation will be eligible for scholarships awarded by Heritage Academy.

Heritage Academy will present scholarship awards, to the extent of the funds, according to GPA and in conjunction with the high achievement and service to the school as outlined above under the following categories:

George Washington Award for Achievement, Character and Service, scholar voted by faculty (must be at least three years at Heritage academy)

Abraham Lincoln Award - to the outstanding male scholar voted by faculty (must be at least three years at Heritage academy)

Dolly Madison Award - to the outstanding female scholar voted by faculty (must be at least three years at Heritage academy)

Benjamin Franklin Award - given to scholar(s) exhibiting extraordinary persistence (must be at least three years at Heritage academy)

4.0 GPA Award – to the scholars who earn a 4.0 GPA or higher for one or both semesters

3.5 - 3.99 GPA Award – to the scholars who earn a 3.5 - 3.99 GPA or higher for both semesters

Distinctions - Scholarships will also be paid to students earning more than one distinction depending on funds available

College Entrance Requirements and Scholarship Opportunities

Information for 10-12 Grade Students

1. The 4-year state universities in Arizona require new freshmen students to have met the following competency requirements:
 - a. Four years of high school English
 - b. Four years of high school courses: one year each of Algebra I, Geometry, Algebra II, and an advanced math class
 - c. Three years of high school laboratory science

- d. Two units of the same high school foreign language.
 - e. Other requirements and/or exceptions should be studied at:
www.asu.edu/admissions/requirements/competencyrequirements.html
2. Nearly anyone may apply and gain admission to the 2-year Community Colleges. You must take the ASSET test which assesses skill level for proper placement. Information on admission applications, financial aid, scholarships, etc., can be found at through www.maricopa.edu
 3. Some 4-year universities require ACT or SAT scores. Check each schools website for requirements. These college entrance tests can be taken beginning early in high school and be taken as many times as you want. Registration should be made at least 6 weeks prior to test date. Check websites for dates and registration.
 SAT = <http://www.collegeboard.com>
 ACT = <http://www.act.org>
 4. Scholarships:
 - a. Any school's website will lead you to scholarship opportunities. There are also many websites about scholarships other than college sites.
 - b. From time to time Heritage Academy receives scholarship information for students which we make available as we receive them. For example, the Maricopa Community Colleges offer Presidential Scholarships to students who enroll in Honors courses and score well on the ASSET tests. The Arizona Board of Regents and the Maricopa Community Colleges send us a request each year for the names of our top 11th and 12th grade students so they can send scholarship information directly to them. This we do.
 - c. Heritage Academy presents approximately \$8,000 in scholarships each year to graduating students based on GPA.

Citizenship Classes

All Heritage Academy scholars in grades 7-11 are expected to participate in a daily 20 minute Citizenship class. Subjects such as good citizenship, study of ideals and values of America's Founders, and other character building concepts and activities will be presented.

Heritage Classical Studies

Heritage Academy's Program
For Honors Recognition

The Idea

Great people of the past have always studied the classics. Classics are defined as having two characteristics. First, classics give glaring insight into human nature. They bring one face to face with questions and actions of humanity. Second, a classic is a work that is worth studying over and over wherein the scholar learns more each time it is read. Most agree that a classic must be read at least five times to get the real messages of the author. The best way to mine the nuggets of knowledge from a classic is to have a mentor. A mentor is a person who has gone before in his/her studies, is well versed in the classic, and can lead scholars in a discussion which will help them discover for themselves the rich wisdom contained in the classic.

The Heritage Classic Studies at Heritage Academy is scholar driven. On his or her own initiative a scholar will develop a program to study the classics during the years at Heritage. There is no separate class for the classics. Reading the classics is done at the scholars own schedule. This is an excellent program for summer and other "off school" times. The scholar will work with a mentor as he/she reads the classic take a test on the classic to assure acquaintance with its contents.

The Rewards

Studying the classics is not a popular thing to do in high school anymore. It will not necessarily speed up the "conveyor belt" process leading to a college degree. It will, however, develop in the scholar a greater degree of maturity, judgement, and understanding of human nature and the ability to think independently than perhaps any other educational activity. It will build characteristics of heroes in young people. It will prepare them for greater service in the future. It will teach them to think.

As our Heritage Classic Studies develops, we will be diverting more and more scholarship funds to those who have studied the classics. Imagine scholars graduating from Heritage Academy, each of whom have mastered 20, 30, 40, or 50 or more of the greatest classics ever written. It will represent an unmatched educational experience. It is unique to Heritage Academy. We want to recognize scholar accomplishments in these areas, not solely by GPA, but also by their participation in classical education. Scholarships will be offered to them to the extent of available funds.

The Classics

A list of the current classics that are recognized at Heritage Academy are listed in the course catalog.

Code of Conduct

The overriding standard of conduct at Heritage Academy is the Golden Rule.

“Do unto others as you would have them do unto you.”

If scholars would think through this one guideline and act accordingly, no other rules would be necessary. But in the meantime, here are just a few of the most important we must emphasize:

1. Let our communication be uplifting and encouraging. Refrain entirely from note writing and passing, gossiping, name-calling, and/or the use of profane, vulgar, or off-color language. All entries into social media should be uplifting and positive. No social media postings should include demeaning language about students or teachers. Any pictures or graphics, including those in magazines, electronic devices, scholar folders, and lockers must conform to Heritage standards of modesty. (For more on modesty, see *Dress Code* on pg.21.)
2. Let us be found honoring and obeying the law in every aspect. Possession or use of illegal substances (drugs, tobacco, alcohol, etc.) or dangerous devices on or off campus whether school is in session or not, are grounds for expulsion. Hookah instruments, electronic cigarettes or related devices are prohibited from our facilities or grounds. Let our actions and demeanor evince that we really are trying to upgrade and refine our behavior and be examples of friendly, peace-loving people. Experience has shown with teenagers, as with nations, that a “most favored” status creates more problems than it solves. There is to be no physical display of affection. Be friends with everyone without choosing one to the exclusion of others. Bullying is prohibited.
3. Let us be more refined in our eating habits. Food is not allowed in the classroom. Keep food out of the building and eat only in designated places. Leave gum at home. **Clean up after eating on campus.**
4. Let our scholar-body be a self-enforcing one. An important principle of maintaining a wholesome society is that its members identify law-breakers and help bring them to justice. If a scholar is not in compliance with Heritage standards, often a friendly reminder from their peers will suffice. Scholars must also not feel they are “ratting” or “tattling” when they bring to the attention of school officials those who violate rules of decent behavior.
5. Remember the 4 Bs! Be where you are supposed to be; be there when you are supposed to be there; be doing what you’re supposed to be doing; and, be wearing what you’re supposed to be wearing.
6. It is a policy of Heritage Academy that a given grade should reflect a scholar's all-around performance in the classroom, therefore behavior will affect the grade given for the class.
7. It is each scholar’s responsibility to have reading and study material with him or her at all times while on campus during class hours, in order to advance his education. In other words, there is to be no “dead” time. Socializing during

class time is “dead” time. In the unusual case where a scholar may not have an assigned class, he or she should be engaged in quiet study or reading.

8. Plagiarism is the use of another person’s work without acknowledgment (indicating it is a quote and citing the source) with the intent of claiming it as your own. Not only is this cheating, it is stealing. Any scholar who wants to be honest in all things will avoid the temptation to plagiarize another person’s work. Plagiarism can take on several different forms, such as:
- Copying and pasting from the Internet or some other source. This is very tempting to a student because of the vast amount of information available and the ease with which it can be used.
 - Using another person’s work with only minor word changes but still retaining the other person’s thoughts and ideas.
 - Using an assignment submitted by you or another student for another class.
 - Submitting work as your own that has been done by a parent, a tutor, or another student.

A basic part of research is using ideas from other people. However, when using words and ideas of others it must be clear to the reader that it is from another source (use quotation marks and/or parenthetical references) and the reader should be able to go to the cited source if he wishes to examine the quoted material.

The purpose of research is to experience the thrill of bringing various findings together with your own thoughts to form your own ideas and conclusions. In a paper, quotes should be used sparingly for emphasis or to make a specific point.

Plagiarism is a serious infraction of the Heritage Code of Conduct and will be reflected in the grade given for the assignment or for the course.

Discipline

Heritage Academy holds to the principle that a civilization can only remain free if its citizens are self-disciplining. Of course, until individuals are mature enough to be self-disciplining, then some guides and guidelines are necessary. These guides are first and foremost parents. At school, teachers and administrators assist parents in this task. Guidelines for disciplinary measures at Heritage Academy are:

- Scholars know what is basically right and wrong and are expected to use their own reasoning power to determine in advance whether or not an action is within bounds of proper Heritage conduct.
- Infractions of the Code of Conduct always infringe on the rights of other scholars and of the faculty. Discipline is meted out to restore the victim, to punish the offender, and to protect the rights of others.
- Teachers and administrators have ultimate authority on campus. While disciplinary measures can be appealed, ***there is to be no arguing with a teacher’s decision.***
- Disciplinary measures are graduated and depend on the severity and frequency of the infraction. Many times teacher intervention is all that is needed. After that, the administration will intercede and parent support may be requested. Suspension and expulsion are the last steps which may be taken.
- Discipline measures will convince the offender that it is a poor choice to disobey the rules.
- If a scholar is suspended from school, teachers are not obligated to provide student with work which he or she may miss during suspension.

Discipline in the Classroom

In our effort to improve the character and competence of our scholars the necessity of their experiencing personal responsibility for their actions and behavior in the classroom is of paramount importance. Helping scholars to become aware of their behavior choices and how it affects everyone in the class is used by applying a fairly simple teaching model. At the beginning of each year, a class meeting is held where classroom rules, expectations and member relationships are discussed. At that time, they are taught that our desire is to create a climate of confidence where

teachers and scholars talk in fairly personal terms about themselves and their participation in the class. These meetings are designed to invite participation from all scholars who, as full partners in the process, learn to appraise themselves and apply many character and achievement concepts to what they see and do. These class meetings are then held as needed and there is open talk between teacher and scholars.

When specific behavior merits, the teacher will stop the class and discuss the scholar's behavior by asking open-ended questions. These questions include such queries as; what exactly happened, what are the consequences for such behavior; what rules are involved and what would have been better. This discussion is not intended to embarrass any scholar but to let them know that they are responsible for their choice of behavior and that behavior brings consequences. The bottom line to this process is to let the scholar evaluate whether the behavior is "helpful" or "harmful". Deep character development takes place as scholars learn to appraise their actions by this determining scale.

We have experienced measurable results not only in less administrative referrals but also in improved classroom management by the teachers. There may be a temporary uncomfortable moment for the scholar as the behavior is discussed. Teachers will not single out a scholar by name when it has to do with an individual's work, but often a scholar will be singled out if it is necessary to point out and correct misbehavior. This is a consequence for choosing to misbehave. The attitude of the teacher and fellow scholars is not to be critical but of learning to make the choices that will bring better behavior and greater personal responsibility in the future.

Bullying

Bullying is prohibited at Heritage Academy. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying also includes communications made in writing by means of any electronic device and social media.

Scholars or faculty who feel they are being bullied should report such activities directly to the principal or assistant principal immediately.

Scholars found to be involved in bullying activities shall be subject to disciplinary consequences, which may range from informal conferences to suspension from school or expulsion.

There are three types of bullying:

- Verbal bullying (saying or writing mean things) includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying(hurting someone's reputation or relationships) includes:
 - Leaving someone out on purpose
 - Telling other scholars not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
 - Any of the above done directly or on social media
- Physical bullying (hurting a person's body or possessions) includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Heritage Academy Student Behavior Guidelines

The following is given to be more specific relative to some offenses. All violations are noted by log entries.

Academic Misconduct/Cheating

- 1st offense – loss of credit for assignment/test
- 2nd offense – removal from class and loss of credit

Assault

- Minimum – OCS; police referral
- Maximum – expulsion

Automobile Violation

- 1st offense – conference; warning; parent contact
- 2nd offense – loss of driving privileges

Electronic devices during class time

- 1st offense – pick up at day's end from principal
- 2nd offense - parent must pick up

Closed campus - Students are prohibited from leaving campus or missing class time once a student has arrived unless the student has release time or is signed out by legal guardian.

- 1st offense – warning/1 days OCS
- 2nd offense – 2 days OCS

Dangerous Weapon/Instrument

- Minimum - OCS
- Maximum – expulsion

Deadly Weapon/Firearm

- Expulsion; police referral

Disorderly Conduct

- Minimum – parent contact/OCS
- Maximum – expulsion

Dress Code Violation

- 1st offense - warning and change clothes
- 2nd offense – parent contact/OCS

Drugs/Alcohol/Tobacco - Use, possession, purchase, includes Hookah, e-cigs. etc.

- Minimum - 5 day OCS & intervention program;
- Maximum – expulsion; police referral

Fighting

- Minimum - OCS
- Maximum – expulsion

Harassment/Bullying/ Hazing

- 1st offense – warning/OCS
- 2nd offense - 7-10 day OCS

Insubordination/Defiance of Authority

- 1st offense – warning/1-3 days OCS
- 2nd offense – 3-5 days OCS

Lying/False Accusation

- 1st offense – warning/OCS
- 2nd offense – 3-5 days OCS

Profanity/Student Speech

- 1st offense – warning/1-3 days OCS
- 2nd offense – 3-5 days OCS

Theft

- 1st offense – 1-3 day OCS; police referral; possible removal from class
- 2nd offense – 4-10 days OCS; police referral; possible removal from class

Threats

- 1st offense – parent contact; /OCS
- 2nd offense – 5-7 day OCS

Truancy – any absence that is not excused by the student's parent/guardian.

- 1st offense - warning
- 2nd offense – OCS

Vandalism -

- 1st offense – warning/1-3 day OCS
- 2nd offense – 5-7 day OCS/expulsion

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OCS – Off-campus suspension

**Note: Continued violations of above offenses may result in indefinite suspension or expulsion**

## Dress Code

One of the most valued objectives at Heritage Academy is to help scholars learn to make responsible choices and thereby be prepared to govern themselves. Our dress code is based on principles of maintaining modesty, cleanliness, and professionalism in your dress. Think of dressing for school as if you were applying for a job. Heritage Academy is not the place to experiment with fads. Any hair style, clothing, make-up, or jewelry which is distracting by nature is not modest, and therefore violates the dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Our use of the word “uniform” in this handbook is somewhat modified. While we require uniform shirts to be purchased from approved vendors, other articles of clothing can be obtained at other places. Parents and guardians have the responsibility to make sure that their children comply with our dress code before bringing them to school. Scholars not in compliance with the dress code will be sent home.

When scholars are on campus during school days, they are to be in full uniform. Full uniform is required for all activities held during or immediately following school hours. The only exception to this rule is when the instructor requires alternate clothing for a class. Clothing changes under such circumstances are to be made during class time. While on campus, scholars are not to change out of their uniform prior to leaving campus for the day. On non-school days, such as Fridays and Saturdays, scholars must still conform to the Heritage standards of modesty. For more information, see *Friday Activities* under ***Dress Code for Scholar Activities*** on page 23.

### Uniform Clothing

To be in full uniform, scholars must wear the Heritage uniform shirt, shorts, pants, or skirts, and footwear, all of which meets the requirements below.

- **Heritage uniform shirts** must be purchased online from Educational Outfitters or Lands’ End, and must be embroidered with the Heritage logo. Be sure to buy uniform shirts long enough (even after laundering) to prevent the showing of skin from the midriff or back when standing, sitting, moving, stretching, bending, etc. Scholars whose midriff shows will not be allowed in class. Any shirt worn under a Heritage shirt must be solid red, white, or navy with no words or graphics.
- **Pants or shorts** must be solid beige khaki or navy blue- the same color as our navy blue Heritage uniform shirts. No jeans, parachute, or nylon-like material is allowed. No baggy pants, pants with holes, pants which are frayed, or have cut-leg appearance will be allowed. Also, no pockets, loops, designs or other décor are allowed on the legs. Cargo shorts and cargo pants are not allowed, but outside pockets on front and rear are allowed. Shorts can be no shorter than four inches above the middle of the kneecap. Leggings worn under are not a substitute for the length of the shorts.
- **Skirts** are to be solid navy blue or beige khaki and contain no jeans, parachute, nylon-like, or sheer material, and must be no shorter than to the top of the knee when sitting or standing (front and back). Leggings are not a substitute for skirt length.



- **Shoes** may be open-toed and must have a back support. Shoelaces are to be tied at all times.
- **Winter wear:** Some Heritage departments offer a variety of approved winter wear items bearing the Heritage logo and other academic, arts, or athletic icons, but these items are optional. Heritage-branded winter wear items are approved, unless restricted by local school administration.

Any solid red, white, or navy blue sweater, sweatshirt or coat, with no pictures or writing of any kind, is also acceptable (The inside may be a different color than the outside, but the inside must be solid red, white, navy blue, or a neutral color such as gray.) It may be button, zipper, or pullover, but with no pictures or writing of any kind. The Heritage logo is not required on sweaters or sweatshirts. Non-uniform winter wear is not allowed on campus.

Winter wear items such as jackets, sweaters, and coats are not a substitute for the Heritage uniform shirt. When winter wear is worn, the collar of the Heritage uniform shirt must be visible to show that a correct uniform shirt is being worn. Please be sure your name is marked inside your winter wear so it may be easily returned if misplaced.

### **Uniform Clothing for PE and Sports**

All scholars in **sports or PE classes** will wear either the Heritage uniform shirt or a red or navy blue T-shirt with sleeves and with no writing or graphics. Shorts must be navy blue, loose fitting, and no shorter than four inches above the middle of the knee cap. Instructors are required to enforce this rule. Scholars may be required to wear spandex shorts under their PE shorts, depending on instructor preference. A sports uniform option may be available.

### **Hair**

Hair must be maintained so as not to reflect faddish styles and not to bring attention, such as the use of long spikes, unnatural colors, etc. Hair is not to cover the face or any part of it. Boys' hair length should be above the collar and not touching the ears, and any side burns are to be no lower than the ear lobe. Boys are to be clean-shaven.

### **Jewelry and Other Items**

Any ornamentation to the body, including jewelry and make-up, must be simple and considered merely an accessory. Overuse of these items, which includes peculiar colors and faddish jewelry (such as the peace symbol, chains, spikes, large bracelets, etc.) is not allowed.

Body piercing of any kind is unacceptable, except that girls may have a one small piercing in each ear lobe for a small earring. Gauges and plugs are not allowed.

- No more than one small bracelet per wrist may be worn.
- No more than one necklace may be worn, and it must be worn inside the shirt.

- No visible tattoos, permanent or temporary, and no writing or drawing on the skin.
- No make-up is permitted in classrooms.
- No curlers, curling irons, hair dryers, etc., are allowed at school.
- No hats are allowed in the building.
- No dark glasses are allowed in the building.

With respect to any other item in the classroom not mentioned in this handbook, *each teacher has authority to say what will or will not be allowed in his or her classroom.*

### **Dress Code for Scholar Activities**

Heritage hosts events and activities for scholars during which scholars are not required to wear their uniforms, such as sports, Dollars for Duds Days, Dress for Success, field trips and tours, drama productions, dances, etc., as well as occasional tutoring or other meetings on Fridays or Saturdays. During such events all clothing, and words and pictures thereon, must be positive, uplifting, and encouraging. Clothing displaying words and pictures which are degrading to others or which leave questions as to their meaning must be avoided. No scholar will be allowed to participate in any Heritage activity who does not comply with our dress code.

### **Dollars for Duds Day and Friday Activities**

Dollars for Duds Day is a fundraiser run by the Scholar Council. This is a day when scholars pay a fee to wear clothes other than the school uniform, if they choose to participate in the fundraiser. (There is no fee required if they choose to wear their uniform.) Monies collected are used for scholar activities. Dollars for Duds is not a time to wear costumes, pajamas, etc. All clothes worn must still meet our standards of modesty with sleeves, no showing of the midriff, no torn, shabby or frayed material, and positive, uplifting words or graphics, etc. These rules also apply to activities, including tutoring, held on Fridays and Saturdays, but no fee payment is required on these days.

### **Dress for Success**

Once in a while, all or a group of scholars are given permission to “Dress for Success.” This is normally thought of as “Sunday Best.” This is meant to be semi-formal attire and does not include jeans. Dress for Success is not an excuse for scholars to “dress down” or wear regular clothes. All dresses, skirts, and other clothing must meet the guidelines above, including those pertaining to length.

### **Dances**

Heritage hosts a variety of traditional high school dances and some junior high dances throughout the year. Chaperones will strictly ensure that these guidelines are followed, and will ask participants to conform before being admitted to the dance.

### **Formal Dance Dress Code**

- Dresses are to have sleeves. Shawls may not be used in place of sleeves, and any bolero or shrug-type jacket should not be removed during the dance, including for pictures.
- Necklines must not reveal cleavage.
- The backs of dresses should be above mid-back.
- Midriffs should not be revealed.
- All dresses must come to the knee, in the front and the back, when sitting or standing.
- No jeans.
- Young men should wear suits, tuxedos, or collared shirts, ties and slacks.

### **Informal Dance Dress Code**

The same standard of modesty applies to informal dances. Dresses must have sleeves. They must not have a low back or front, and must not expose the midriff or cleavage. As in all other occasions, dresses and skirts must have the proper length.

For more information on dances see *Scholar Activities* below.

## **Scholar Activities**

Activities held outside the classroom are considered an extension of our school. Therefore, all standards of dress and behavior apply, unless specifically exempted by the faculty in charge. Uniform dress is required for all activities held during or immediately following school hours. No scholar will be allowed in dances and other activities, including formal dances, who does not comply with our dress code.

School activities, including dances, are for enrolled Heritage students only. Evening dances sponsored by the Scholar council are for scholars in grades 10-12 only. Allowance is made for certain specifically announced activities for scholars to invite other than Heritage students to attend. However, these scholars must secure a guest pass in advance from the administration during regular school hours for each non-Heritage student. Such pass must be presented at the door with a photo ID.

Heritage reserves the right to not allow scholars to participate in school events due to past behaviors. Heritage does not allow scholars to represent the school in any school event such as sports, music, tours, etc., if they have repeatedly violated school policy.

## Off-Campus Activities

No scholar will be able to participate in any off-campus activities without a valid permission slip signed by parent or guardian, even if the scholar is 18 years old.

## Sports and Extracurricular

Heritage Academy has a no-pass, no-play policy. All students involved in after-school sports, tours, performances, and field trips must pass a periodic grade check to participate in these activities. Team fees must also be paid prior to receiving equipment, jerseys, and participating in games. Coaches are responsible to see that these rules are enforced. Playing time is not guaranteed.

Students who are issued uniforms must make a \$50 deposit before the uniform is issued. This will be returned upon return of the uniform.

## Scholar Council

Scholar leadership is an important part of Heritage Academy. Scholar Council is the governing organization for all school clubs. The scholar council sponsor is a faculty member or parent designated by the school. The positions are listed below and other offices may be created or removed as needed:

Scholar Body President coordinates all school activities and is responsible to assure that the Scholar Council members complete their assigned duties. (Must have been at Heritage two years before taking office.)

Scholar Body Vice President is acting president in the president's absence; is responsible for working with all elections, and promotes school spirit. (Must have been at Heritage one year before taking office.)

Secretary is responsible for writing letters, recognizing scholar groups and keeping records and minutes of Scholar Council Meetings. (Must have been at Heritage one year before taking office.)

Historian keeps record of all scholar activities and maintains a scrap book of school events. (Must have been at Heritage one year before taking office.) Historian also works with administration to produce press releases.

Scholar officers are chosen near the end of school for the next school year. The procedure will follow, with some modifications, the electoral system as outlined in Article II, Section 1 of the U.S. Constitution as follows:

- Each homeroom will choose one (1) elector.
- Each elector will be responsible to search out, interview, and decide whom he would want for each office.
- Electors will meet as often as necessary, at the call of the current president, to be trained, to confer, and to elect the officers by secret ballot.
- The current Scholar Council, under direction of the advisor, will meet to count ballots and make public the names of those elected to serve in the coming year.

Each person who holds a council office must maintain at least a 3.0 grade point average during the time he or she is in office. Scholar body officers elected for the new year should be available for training during the summer.

## **Clubs on Campus**

No club will be organized or allowed on campus which is not directly related to a class and the curriculum of that class. Any scholar wishing to organize a club must first have the approval of the teacher of the related class who has agreed to be the advisor of that club. The advisor must agree to meet with the club members at the established meetings and supervise all activities of the club. Finally, administrative approval must be obtained for any club to be organized.

For information on Booster Clubs, see *Booster Club Guidelines and Policies*, p.29.

## **Lockers (Mesa Campus)**

Each scholar will be issued a locker to use. All items not used in a given class, with the exception of girls' purses allowed in the dress code, must be kept in the locker. No backpacks are allowed in the building or anywhere outside except in lockers. Backpacks should be used for carrying items to and from school only. Scholars specifically agree that they will use locker for things related to school. They will not deface or otherwise damage the locker that has been assigned to them.

Scholars understand that the locker is in good, operating condition and that it will be inspected at the end of the year. Any damage caused by misuse of the locker will be the scholar's responsibility. They also agree that they will not store any item or written material in the locker that would be in conflict with the standards of Heritage Academy outlined in this handbook.

Scholars understand it is the right of the administration of Heritage Academy to inspect lockers at any time and without notice. Scholars are not to trade lockers without the approval of the administration. Any changes must be made by an administrator.

## **Personal Items at School**

Scholars should bring to school only those items that directly relate to learning at school. Scholars who bring electronic devices to school do so at the risk of losing them if they are misused. Each teacher will set rules for such use, if they are to be used at all. Teachers' restrictions must be strictly followed.

Personal items used for classes are the responsibility of the scholar who brings them. If items such as calculators, golf clubs, tennis rackets, etc. are brought to school, the scholar must make sure they are secure to his/her satisfaction. Heritage Academy is not responsible for the loss of any of these items.

## **Telephone**

A phone near the front desk is designated as the phone to be used by scholars. However, scholars may use the phone only before and after school, during lunch, and between classes. Any other use of the phone is by permission. Permission will be granted only for emergencies as determined by staff. Generally, phone calls to discuss matters which could reasonably have been arranged with better planning before school will not be allowed (such as going home with a friend or other car pool arrangements). A good rule-of-thumb is this: If I would feel good asking a faculty member to make the call for me, then I can feel good about asking to make it myself at the appropriate time.

## **Internet Use by Scholars**

The Internet is to be used by scholars only in the computer lab and only when a supervising teacher is present. Failure to abide by this policy will jeopardize scholar use of the computers at school.

## **Building and Classroom Cleanliness**

Among other duties, our custodians will ensure the cleanliness of the common areas such as the hallways, the restrooms, the lobby, etc.

In keeping with our policy of teaching responsibility and accountability, scholars in the last period of the day in which the classroom is occupied will ensure the classroom is clean for the next day. Under the leadership of the teacher the scholars will rotate duties of vacuuming, cleaning the white boards, cleaning desks, emptying trash, etc.

## **Lunch**

Many scholars bring their own lunch from home. However, a variety of items, both hot and cold, is available to purchase online, at least 24 hours in advance through our lunch service provider, My Hot Lunchbox. Instructions for registering online can be found on our website and at the front office. Vending machines are also available during certain hours of the day if scholars need a snack or drink. All food is to be eaten only in designated areas. In keeping with our policy of teaching scholars responsibility and accountability, cleaning of the lunch areas will be done by a class on a rotating basis, usually once in every four or five weeks. All scholars must throw away their own trash.

## **Parking**

Use of our parking lot is by permit only. Permits will be issued to full-time faculty and scholars. If scholars or teachers, even though they may have a permit, find that all designated parking spaces in our lot have been taken, they must seek out these other parking places which are within easy walking distance of the school. Do not park in our driving lanes or in any other areas except those designated as parking spaces.

Scholars, other than seniors, who use off-campus parking, must remember that during school hours we have a closed campus. They are not free to leave campus to go to their cars until their classes are finished for the day. Scholars must plan their day, including lunch time so that they do not have to go to their cars if parked off campus.

## **Closed Campus and Visitors**

Heritage Academy is a closed campus. Once a scholar is on campus, he must stay on campus until leaving school for the day. Only a parent may sign a scholar out. No phone calls will be accepted for sign-outs. Any exception to this policy must have administration approval. There is to be no leaving campus for lunch or loitering around vehicles in the parking lot during lunch. Scholars in the Mesa campus in the 12<sup>th</sup> grade may leave campus for lunch at the beginning of the first lunch. If they choose to stay on campus they must be in a Citizenship class. There is to be no intermingling with 7<sup>th</sup> and 8<sup>th</sup> grade scholars during lunch. No vehicles are to be used during lunch. Naturally, our campus includes areas where classes might be held away from the building for music, sports, and other scheduled classes. The only exception to the closed campus is for scholars to attend released time activities only during their scheduled class period. Scholars are not to drive to and from released time classes.

## **Visitors**

Our closed campus policy also includes visitors to our campus. All visitors must park in the front and register at the front desk. Because of the many requests and out of respect for teachers in the classroom, scholars are not allowed to bring guests with them to school. If a student from another school wishes to become more acquainted with Heritage they must come with a parent, and a faculty member will accompany them on a tour of the school.

If family members or friends want to come on to campus, they must enter through the front door and immediately check in at the front desk and receive a visitor's pass. They then must strictly follow our procedures for visitors. Visitors, even with a pass, are not permitted past the front desk without being accompanied by school personnel.

During school hours, the only persons allowed in the lunch area and the parking lot, etc., are school faculty and Heritage Academy scholars wearing the school uniform. Drivers who drop off and pick up in those areas are to remain in their cars while doing so. No visitors are allowed, except parents, during lunch times.

## **PowerSchool Access by Parents**

Our student information system is PowerSchool. All class assignments, grades, and attendance are entered by teachers directly into our PowerSchool system on a weekly basis. Parents who have internet access may receive each student's ID and password from the office to access student information on a 24-7 basis. School announcements, teacher email addresses, and requests for automatic email of student progress reports are also available. We encourage all parents to make use of this exciting feature to keep up on student performance.

Heritage Academy does not send home written progress reports or report cards. Parents are expected to check PowerSchool frequently to track their scholar's progress. Apps are available for smartphones. Weekly email updates are available through PowerSchool. If you require a printed copy of the scholar's progress, please visit the front office and request a copy of their report.

## **Parent Teacher Organization**

Heritage Academy has a very active PTO. We welcome every parent to belong and to be an active participant in its organization. PTO meetings are held every third Tuesday evening at 7pm at the school. Parents should view the PTO as the place to voice concerns on many policies and procedures since the administration works closely with PTO officers to gain input and approval of many aspects of the school operation. Information on PTO may be obtained at the front desk.

Parents may review a teacher's resume by a request to the administration.

## **Booster Club Guidelines and Policies**

Booster Clubs are formed by parents for a particular sport or activity. Booster Clubs are not necessarily a part of the PTO but may be coordinated at PTO meetings. Booster Clubs are supports for the school whereby parents coordinate incidentals for sports activities such as water, refreshments, transportation, entry fees, and other items. Because of the varied nature of activities it is impossible to create one Booster Club to cover the many different activities.

At the beginning of each sport's season, parents should meet to organize, collect Booster funds and direct their use.

Funds will be deposited into the school general account and will be used, in coordination with Booster leadership, to defray expenses incurred for that sport or activity. These funds will be subject to the same controls as other funds and will require:

- A purchase requisition filled out by authorized person and
- Approval of principal
- Enough time given for check to be printed

Any excess funds after a sport's season is concluded may be used in another sport season that school year. Any excess funds at the end of the school year revert to the school for its use in any activity it deems necessary.

## **Sexual Behavior, Harassment and Abuse**

Inappropriate sexual behavior or sexual harassment is prohibited between scholars and between faculty and scholars. Individual sexual behavior is also prohibited. All scholars and faculty must avoid offensive or inappropriate sexual references or behavior.

This includes sexual conduct on school property or during school related activities that is immoral by community standards. This violation also includes indecent exposure; sexual intercourse; oral sex; lewd phone calls; text messages; photos or email messages; and possession of sexually explicit materials.

Scholars or faculty who feel they are being sexually harassed and/or abused should report such activities directly to the principal or assistant principal immediately.

Scholars found to be in violation of this policy shall be subject to disciplinary consequences, which may range from informal conferences to suspension from school or expulsion. Employees found to be involved with sexual harassment of a scholar shall be subject to disciplinary action, which may include, but is not limited to, suspension or dismissal.

## **Asbestos Management Plan (Mesa Campus)**

A Comprehensive Asbestos Survey was completed on our school building on April 13, 2004 by Phase One Environmental Consulting. The company obtained and analyzed 114 samples from different areas of the building and identified two (2) of these where the presence of asbestos was detected. These areas were 1) in the window glazing and 2) in the floor tile in the two small



rooms adjacent to the stage. The floor tile was removed in June 2007. The trace found in the window glazing was determined to be non-friable and “resinously bound within the matrix of these materials. These materials can be maintained in place without concern of exposure issues.” (Comprehensive Asbestos Survey, page 4)

The complete Asbestos Management Plan is available to be viewed at the administration office of the school.

## **Parent and Scholar Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the administration, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

## **Non-Discrimination Policy**

Heritage Academy will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that students are not excluded from participation in, denied the benefits

of, or otherwise subjected to discrimination in any program or activity of Heritage Academy on the basis of race, ethnicity, national origin, religion, gender, age, or disability.

The following person has been designated as the Section 504 Coordinator to handle inquiries regarding IEP and 504 Plans and disability discrimination:

| <b>Name</b>       | <b>Address</b>                                | <b>Phone</b>   |
|-------------------|-----------------------------------------------|----------------|
| Erica Dyer        | 32 S. Center<br>Mesa, AZ 85210                | 480-969-5641   |
| Maureen Dewaulder | 19705 E. Germann Rd.<br>Queen Creek, AZ 85142 | (480) 461-4400 |
| Gloria Iurato     | 4275 W. Baseline Rd<br>Laveen, AZ 85339       | (602) 290-8546 |

For concerns regarding any other type of discrimination listed above you may contact:

| <b>Name</b>      | <b>Address</b>                                | <b>Phone</b>   |
|------------------|-----------------------------------------------|----------------|
| Dr. Travis Moore | 32 S. Center<br>Mesa, AZ 85210                | 480-969-5641   |
| Kathleen Lopez   | 19705 E. Germann Rd.<br>Queen Creek, AZ 85142 | (480) 461-4400 |
| Kim Ellsworth    | 4275 W. Baseline Rd<br>Laveen, AZ 85339       | (602) 290-8546 |

## **Section 504**

### **NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 and TITLE II OF THE AMERICANS WITH DISABILITIES ACT.**

Heritage Academy (the “School”) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Heritage Academy Laveen: Gloria Iurato  
4275 West Baseline Road  
Laveen, Arizona 85339  
602-290-8546  
[GIurato@heritageacademyaz.com](mailto:GIurato@heritageacademyaz.com)

Heritage Academy Gateway: Maureen Dauwalder  
19705 E. Germann Road  
Queen Creek, Arizona 85142

480-461-4400  
[mdauwalder@heritageacademyaz.com](mailto:mdauwalder@heritageacademyaz.com)

Heritage Academy Mesa: Eve Seaman  
32 S Center St  
Mesa, Arizona 85201  
480-969-5641  
[eseaman@heritageacademyaz.com](mailto:eseaman@heritageacademyaz.com)

### **GRIEVANCE PROCEDURE**

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The School prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances should be submitted to the Section 504/ADA Coordinator within 30 school days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, the School shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit complaints in writing, the School will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the School relating to such grievances.
- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Associate Superintendent of School-wide Construction Development and Federal Programs, within 15 working days of receiving the Section 504/ADA Coordinator's decision. The Principal, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days after its filing.
- If it is determined that discrimination occurred, the School shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:

Office for Civil Rights  
1244 Speer Blvd., Suite 300  
Denver, CO 80204-3582

The complaint form is accessible on the school's website main menu under Departments>>SECTION 504.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.