

# *HERITAGE ACADEMY*

*1461 Dry Fork Road*

*Dry Fork, VA 24549*

## *Parent/Student Handbook*



*“Developing academic excellence, strong moral character, and a love of learning”*

## **MISSION STATEMENT**

The mission of Heritage Academy is to partner with families in the education of their children, developing academic excellence, strong moral character, and a love for learning within the framework of a Christian worldview and nurturing environment.

## **VISION**

Our vision is to educate children using a traditional core curriculum which re-enforces our national heritage, thereby building a respect for our past while simultaneously preparing our students to meet the challenges of the future. Our students will develop strong academic leadership skills which will enable them to become responsible citizens who will contribute to their communities both now and in the future.

## **OBJECTIVES**

- To provide a Christian environment for students and faculty
- To provide students with the opportunity to see life through a Christian worldview
- To focus on character development
- To provide a strong traditional curriculum
- To provide small classes where students can receive optimal instruction
- To provide a facility and an atmosphere that is conducive to learning
- To instill in students respect for authority, good citizenship, and patriotism that will foster responsibility in their homes, community and country

The philosophy and objectives are to be implemented under the direction of the Headmaster. The Board of Directors entrust to the Headmaster the responsibility to strengthen through constant re-evaluation and development of the continuing program as set forth in the mission statement, vision and objectives.

Heritage Academy recognizes that it cannot meet the needs of all students and reserves the right to deny admittance to any student whose records or evaluations indicate that an alternative environment would be more appropriate.

## **CURRICULUM**

Heritage Academy will provide a curriculum that offers a strong traditional educational program in the core subjects of reading, grammar, writing, spelling, mathematics, science, social studies and physical education. Our total program is designed to encourage students to reason and solve problems, to view the world through a Christian worldview, and to express their opinions clearly both orally and written. Our curriculum, activities, and events are carefully evaluated under this umbrella.

## **SCHEDULES**

Students may arrive from 8:05 A.M. to 8:15 A.M.

- School will begin promptly at 8:20.
- Half day students will be dismissed at 12:30 P.M.
- The other students will be dismissed at 3:00.
- All students are to be picked up by 3:15 P.M. or go into Tutorial Program.

## **LUNCH**

Information regarding lunch is in the First Day Packet

## **GRADES K-3**

The classes are self-contained and each teacher will create their own daily schedule. Teachers will provide a copy of their daily schedule at Open House.

## **GRADES 4-8**

The students will be having diversified instruction and the schedules will be provided at Open House.

### **Academic Principles**

Each student will participate in a full academic program. Success in each area is measured in accordance with a specific grading profile.

### **GRADING PROFILE**

Grades are a means of monitoring and evaluating a student's academic progress. They also provide valuable information to help determine where remediation and reinforcement are needed. An "A" demonstrates a student's good study habits and performance, so an "F" reinforces a need for better study habits and remediation.

### **GRADING SYSTEM**

Grades will be given to your child under the following guidelines:

1. The grade will reflect the teacher's assessment of a student's ability in combination with his/her effort and performance. "Failure" at Heritage Academy should not result from a student's lack of performance, but it should result when he or she lacks the willingness to perform.
2. Grades will be justified in accordance with what has been recorded in the teacher's grade book. This may include a subjective grade based upon classroom performance and degree of participation.
3. Heritage Academy will function on a six week grading period.

## GRADING SCALE

**KINDERGARTEN-** The following marking system is used in Kindergarten to evaluate all areas of achievement.

EX	Excellent
S	Satisfactory
N	Needs Improvement
I	Improvement Noted
U	Unsatisfactory

### Grades 1-2

A	Excellent work for this student
B	Above average work for this student
C	Average work for this student
D	Below average work for this student
F	Unsatisfactory work for this student

### Grades 3-8

A+, A or A-	Excellent	(93-100)
B+, B or B-	Above average	(86-92)
C+, C or C-	Average	(78-85)
D+, D or D-	Below Average	(70-77)
F	Failing	{0-69)
	Incomplete	(Work for the grading period has not been completed as assigned.)

### INTERIM REPORTS:

Interim reports for grades 4-8 are sent home midway through each grading period.

## **PARENT/GUARDIAN/TEACHER CONFERENCES:**

Heritage Academy will hold school wide Parent/Guardian Conferences at the end of the third grading period. However, parents/guardians are encouraged and invited to meet with their child's teacher(s) on a regular basis if necessary. A meeting with a teacher should be scheduled through the office for after school. Parents/Guardians are not to meet with a teacher while students are with the teacher.

## **ACADEMIC HONORS**

Academic honors will be given to students in grades 4-8.

- All "A's" plus Satisfactory in Citizenship-Headmaster's **List**
- All "A's" and "B's" plus Satisfactory in Citizenship-Honor **Roll**
- Students who maintain the Headmaster's List or Honor Roll for the entire year will be recognized during the end of the year awards assembly.

## **HOMEWORK**

Homework will be given to students at Heritage Academy. Homework is an excellent review and reinforcement tool and an excellent way to teach students about self-discipline and time management. Homework must be completed and turned- in in a timely manner.

## **FRIDAY FOLDERS**

On Friday or on the last day within a particular week, each student will bring home his or her own folder. This folder will contain class work, tests, and important school information. **Please look carefully at the contents of the folder, sign the appropriate spot, and return to school on Monday.** If the child is absent on Monday, please have the student return the folder when he or she returns to school.

## **LATE WORK POLICY**

The ability to complete a reasonable amount of work within a specified amount of time is an essential skill. Any work not submitted will be recorded as a zero. Sickness and family emergencies are acceptable excuses, but the student must bring in a note explaining the reason for not having the completed assignment.

## **STUDENT TEXTBOOKS**

1. Each year parents shall pay a book fee.
2. Each student will be issued all the needed textbooks and consumable books for the school year.
3. Textbooks become the responsibility of the student during the school year.
4. Each student is to care for the books and will not willfully or maliciously damage or deface the books in any way.
5. Parents will be asked to pay for the cost of replacing a book if the book is lost or returned to the school in a condition not caused by reasonable and ordinary wear and tear from daily use.

## **STUDENT LIFE**

### **STUDENT BEHAVIOR**

Heritage Academy is committed to educating students in a healthy environment. In order to provide a peaceful, nonviolent, and sound academic environment, it is expected that students will respect themselves as well as others. Heritage Academy will have a zero tolerance policy for violence or verbal threats or abuse.

Heritage Academy students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times. Any faculty, staff, or adult that is designated to be in charge has the right and responsibility to maintain order and discipline of any student.



## STUDENT RESPONSIBILITIES AND EXPECTATIONS

All students are expected to

- conduct themselves as responsible members of the school community;
- accept responsibility for their own conduct;
- conduct themselves in a manner that promotes good health, behavior, and citizenship;
- promote a positive learning environment;
- obey and adhere to school rules, policies, and regulations;
- be dressed neatly and properly;
- be honest in dealings with others;
- safeguard the property of the school;
- respect the rights and privileges of others.

## BASIC RULES AND REGULATIONS

It is expected that all students in attendance are capable of proper behavior. Several basic rules are listed below to ensure order and group control. Students are **NOT** permitted to:

- run in the building;
- chew gum at any time;
- eat or drink except during specified times;
- bring drinks in glass containers;
- have toys or electronic devices at school; **IF A STUDENT NEEDS HIS/HER CELL PHONE AT SCHOOL, THE PHONE MUST BE PLACED IN A BASKET ON THE HEADMASTER'S DESK UPON ARRIVAL AT SCHOOL. THE PHONE MAY BE RETRIEVED AT 3:00.**

## **ADMINISTRATION AND FACULTY RESPONSIBILITIES**

When violations of student expectations and responsibilities occur, administration and faculty are designated and obligated to take appropriate action to ensure more responsible and positive student behavior.

### **A. CORRECTIVE ACTION:**

The classroom teacher has the major responsibility for classroom management. Each teacher has developed a positive climate for learning. Any lack of self-discipline which results in undesirable student behavior interfering with a positive classroom learning environment and/or repeated incidents of misconduct will be handled as followed:

- The teacher will issue a private warning to the student.
- The teacher take certain privileges from the student.
- The teacher will notify the parent/guardian.
- If the problem continues, the teacher will refer the student to the Headmaster.
- The Headmaster is responsible for addressing the student's behavior after the teacher referral. Corrective actions may include: a reprimand, restrictions, in-school suspension, or out-of-school suspension.

### **B. REASONS FOR IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION:**

- Lying, stealing, cheating, or fighting
- Damaging school property or another's personal property
- Lacking respect for adults and peers
- Using obscene language or gestures
- Inappropriate use of technology or the Internet
- Harassment or bullying other individuals

## ATTENDANCE

It is expected that all students will attend school regularly. Students are expected to arrive at school and to all classes on time every day.

### A. POLICIES

- Any student missing over 30 days will not be given credit for the school year in which the days were missed. Cases involving extreme sickness or extraordinary circumstances will be reviewed on an individual basis.
- After 7 absences, students **will not** be permitted to make-up missed school work except for extenuating circumstances, ie: death in family, hospitalization, illness with doctor's note.
- A parent/guardian is asked to phone the school no later than 9:00 on days when the student will be absent.
- If a parent/guardian has not telephoned the school to give notification of the child's absence, the student must present an absentee note to his homeroom teacher upon returning to school.
- If a child is absent for more than one day, the parent/guardian may collect schoolwork to be completed at home. Please notify the office before 10:00 a.m. the day that the work is to be picked up.
- Assignments will be placed in the main office to be picked up between 3:00 and 3:30.

## **B. PERFECT ATTENDANCE**

- "Perfect Attendance Certificates" for the school year will be awarded each year during the end of year award's assembly.
- Any student with more than ten (10) days tardy or leaving early will not be eligible for a perfect attendance certificate.

## **DRESS CODE**

### **A. APPROPRIATE DRESS for SCHOOL**

The purpose of the dress code is to insure that students do not come to school dressed in a manner that distracts from the objectives established at the school. Students are expected to dress neatly and appropriately at all times. Good grooming habits are expected as well.

### **B. GENERAL GUIDELINES FOR ALL STUDENTS**

- Bare midriffs and shoulders are not allowed.
- Torn and shredded clothing is not permitted.
- Shorts or skirts must not be shorter than the fingertips when arms are at the sides.
- Sagging clothes are not allowed.
- No hats are to be worn in the building.
- Tank tops are not permitted.
- Designs and decals on clothing will be in good taste.
- **Tennis shoes are required for gym and outside play.**

## **MISCELLANEOUS INFORMATION**

### **INCLEMENT WEATHER:**

In the event of inclement weather, Heritage Academy will follow the schedule of Pittsylvania County. If the county schools are closed for other reasons, then this policy may not apply to Heritage Academy. If the school is able to open on days that the county schools are not open, then parents will be notified. Listen to **News Channel 13 WSET** for Heritage closing announcements.

### **BIRTHDAYS**

Student birthdays may be celebrated during the morning break or at the end of the day. Please communicate with your child's homeroom teacher to set up date and time.

### **FIELD TRIPS**

Field trips are for students in the specified grade. They are not family outings. Exceptions may apply where assistance is needed on some trips, but arrangements need to be made ahead of time with the teacher, and siblings **are not** to attend.

### **TELEPHONES AND MESSAGES**

The office telephone is not for student use except in the case of an emergency. Students are not to have pagers, beepers, or cellular phones with them once they enter the school building during school hours. The above mentioned items may be taken and returned at the end of the day.

### **STUDENT RELEASES**

Students will be released only to the parent/guardian or an individual that has written authorization on file in the office to pick up the student. Authorized individuals may be required to show identification, if they are not known by the faculty or staff.

### **MEDICATION**

All medication must be left in the office, along with the required paperwork, and will be administered by those individuals that have the required MAT( Medication Administration Training) training.

## **GOVERNING BOARD**

Heritage Academy will be governed by a Board of Directors. This group will consist of members who will be vested with the supervision of the business affairs of the school. Additional information about the duties of the Board will be found in the school's by-laws