

STUDENT HANDBOOK



BUILDING UPON A NOBLE
HERITAGE

500 South Lincoln Avenue
Jerome, ID 83338

PH 208-595-1617 FAX 208-595-1618

School Hours: 8:00AM - 3:30 PM
Office Hours: 8:00 AM - 4:00 PM

Heritage Academy is open Monday through
Thursday from September through May.

Summer office hours will be posted on the
Heritage website.



Notes

Heritage Academy Staff Directory

Dr. C. Ivie	Superintendent, Principal & School Counselor
Mrs. T Carver	Director of Finance, Human Resources & Operations
Ms. R Higgins	Office Manager and Director of Transportation
Mrs. L Jacobsen	Director of Child Nutrition, Marketing & Fundraising
Mrs. H. Sauer	Special Education Coordinator & Team Leader
Ms. S Brooks	K-5 Team Leader & Instructional Coach
Mrs. D Kalulu	Assessment Director & Middle School PE Teacher
Mr. A Ivie	Technology Director; Technology & Music Teacher
Mrs. K. Radford	Kindergarten Teacher
Mrs. C. Weir	1st Grade Teacher
Mrs. R. Reyes	2nd Grade Teacher
Ms. M. Rasmussen	3rd Grade; Title IA Reading & 504 Coordinator
Ms. A. Carpenter	4th Grade & ELL Coordinator
Mrs. Fontes	5th Grade Teacher & Sunshine Committee Chair
Mrs. D. Heil	Middle School Team Leader & Math Teacher
Mrs. T. Robinson	Middle School Language Arts & Student Council Teacher
Mrs. S. Beisen	Middle School Science Teacher
Ms. T. Berry	Board Clerk & Special Education Clerk
Mrs. K. Park	Federal Programs, Attendance & Homeless Coordinator
Mrs. D. Preston	K-5 Technology & PE Coord; SPED Paraprofessional
Mrs. C. Rood	SPED Paraprofessional
Mrs. N. Cornwell	K-5 Art Coordinator & SPED Paraprofessional
Mrs. A Crouch	K-8 Music Teacher
Mrs. J. Gonzales	Kindergarten Paraprofessional
Mrs. C Martinez	Child Nutrition Program
Mrs. A. Burnham	Child Nutrition Program
Mrs. T. Gillespie	Substitute Teacher



Dear Parents,

I am excited to welcome you to the upcoming Heritage Academy school year! I am grateful that you have entrusted us with your child's education. I believe that Heritage has an outstanding Board of Directors who are focused on providing the foundation our school needs to succeed. Our teachers and other staff members are incredibly talented and dedicated to your children's success. I look forward to getting to know all of you and your children throughout the year.

Have a great year!

Sincerely,

Dr. Christine Ivie, Heritage Academy Superintendent & Principal

Academic Calendar

For additional information visit: <http://heritageacademyid.org/>

Purpose/Structure

Mission and Vision

Vision Statement

As a community of children, families, and educators, Heritage Academy believes that each individual has gifts, talents, and strengths. Our commitment to academic excellence will ensure that all students acquire the meta-cognitive skills and knowledge necessary to reach their highest potential and become responsible, respectful, and caring members of society. We will accomplish this by establishing high expectations, integrating enriched learning strategies for all students, and by promoting home, school and community partnership.

Mission Statement

Heritage Academy will allow students to participate in instruction leading them to develop meta-cognitive skills. Those skills will allow them to learn how to solve real-life problems and organize information. Our students will graduate with skills in both the core content

Student Bus Rules

1. Student shall follow directions of the driver the first time given.
2. Student shall arrive at the bus stop before the bus arrives.
3. Student shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Student shall wait in an orderly line and avoid horseplay.
5. Student shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
6. Student shall go directly to an available or assigned seat when entering the bus.
7. Student shall remain seated and keep aisles and exits clear.
8. Student shall exhibit classroom conduct at all times.
9. Student shall refrain from throwing or passing objects on, from or into the buses.
10. Student is permitted to carry only objects that can be held in his/her lap.
11. Student shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
12. Student shall refrain from eating or drinking on the bus.
13. Student shall not carry hazardous materials, nuisance items, or potentially disruptive animals on to the bus.
14. Student shall respect the rights and safety of others.
15. Student shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
16. Student shall refrain from extending head, arms, or objects out of the bus windows.
17. Student shall refrain from hitching rides via the rear bumper or other parts of the bus.

Evacuation Procedures:

If there is a need to evacuate the building, we have arranged to use either the Believers Church (on D street next to the school) or the LDS Church's facility (825 East Ave. B Jerome). Please follow the following pick-up procedures:

- Students will only be evacuated to the Believers Church if there is a threat that requires building evacuation, but not evacuation of the surrounding area. Students will be evacuated to the LDS Church if Heritage Academy's building and surrounding area are considered an immediate threat.
- At point A, a staff member will ask which students you are picking up and radio to the church to have those students released from their teachers. Please note that students will only be released to adults listed on registration materials.
- When you reach point B, your students will be brought to your car, and you will need to sign each of them out. During emergency evacuation procedures, you will be asked to show staff members your photo identification when picking up children.

Bus Information

Bus transportation is provided by Northside Bus Company. Please contact the bus company at 208-324-4426 if you have specific questions about bus routes and/or rules.

Please be aware that once students board a bus, they will not be released from the bus without the administrator's (or administrator's designee's) permission. Please make every effort to notify the school of changes to your child's transportation plans prior to noon on the day of the change. If you need to make last-minute changes to transportation plans, you may contact the school secretary before 2:30 pm or arrive at the school office by 3:15 pm. This will ensure that last-minute changes are communicated to teachers before the end of the day. Remember that students are required to have a parent/guardian sign them out if leaving the school prior to the end of the day. Transportation changes that involve having a different adult pick up a child may require a signed note (and the adult picking up the child must be listed on registration paperwork).

The Heritage Academy staff will make every effort to accommodate the transportation needs/changes of each student. However, our first priority is student safety. We ask for your understanding when staff members are not able to make last minute changes. Although we may recognize adults arriving to pick up students, we are not able to verify changes, check identification and review any custody arrangements (if applicable) during the last few minutes of school or prior to the busses leaving for their routes.

Student Bus Rules are as follows:

areas and in critical thinking that lead to success in school, the workforce and the community.

Belief Statements

We believe:

In creating a positive learning environment

In empowering students and all Heritage Academy community members

That all students can learn

That Heritage Academy is a safe and caring place

In serving and respecting others

That learning should apply to the real world

In creating opportunities for exploration

That all members of our school community can be problem solvers

That we are always growing, changing and adapting

That all Heritage Academy community members will act with integrity and good character

A **SAFE** environment is one free of bullying, teasing, and/or harsh criticism. This allows an individual to build confidence as he/she is free to explore and try new things. New and innovative ideas will only surface when individuals are allowed to try and experiment. In our society we need leaders who have learned the skills necessary to think and solve problems in creative ways. To create this safe environment we will foster a policy of zero tolerance for teasing, taunting, bullying and threats. Parents and students will sign a behavior contract that clearly identifies behavior expectations and consequences. Students, teachers, administrators, and parents will be expected to work together in an environment of mutual respect.

As a school, we will adhere to Life Principles and Mindsets which promote responsibility, respect, kindness and integrity. These Life Principles and Mindsets will help students learn social skills, problem solving, and conflict resolution. By giving students clear behavior expectations and appropriate and effective tools they will learn to treat each other with kindness and respect. They will develop the confidence and skills needed to succeed in life—in school, at home, in the workplace and in society.

We will regularly celebrate students who model our Life Principles, 7 Mindsets and character traits and we will appreciate their positive contributions to our school community.

A **CHALLENGING** environment is one where all materials, programs, and procedures have been shown, through research, to improve student learning. At Heritage Academy all the programs and curriculum that will be used are founded in research. Competence develops when a learning environment is challenging and an individual is given an

opportunity to grow and improve. With proper direction and motivation, individuals usually attain the level of greatness that is expected of them. To help each student reach his/her potential, greatness will be expected of all students. This will be accomplished by utilizing The School Wide Enrichment Model (SEM). Students will be productive when given a foundation of knowledge and skills and the freedom to experiment and apply this information to the real world. The School Wide Enrichment Model emphasizes the application of knowledge and skills. This application involves participation in Enrichment Clusters, which produce authentic products or services for the real world. When knowledge and skills are relevant to the student he/she will integrate those into his/her life.

An **INDIVIDUALIZED** learning environment is one that allows students to progress at their own ability level, and provides them with opportunities to pursue personal interests. This will be accomplished by curriculum modification and curriculum compacting, which includes ability grouping, and enriched learning. All students will work to identify their strengths, interests, and learning styles. These strengths will assist in the development of personal responsibility by helping students set goals and assess personal progress. This promotes personal responsibility for learning and development.

A **STANDARDS-BASED** environment is one that allows students to meet and exceed Idaho Core standards in each content area. Heritage Academy staff members are committed to teaching each student what he/she doesn't know; in other words, students will be able to meet the specific standards necessary for success, in an individualized manner that challenges each student at his/her current level.

School Wide Enrichment Model

Heritage Academy is philosophically founded upon the Schoolwide Enrichment Model developed by Dr. Joseph Renzulli of the National Center for Gifted Education and Talent Development. Through extensive research and working with children, Dr. Renzulli found that all children benefit from hands-on, student-driven, and interest-based activities, which are the basis for Heritage Academy's exciting Enrichment Program. These types of activities assist each child in developing critical thinking skills and the ability to work cooperatively while increasing the child's positive self-concept.

Each student will complete an interest survey. Enrichment Clusters based on the top student and teacher interests will be created. An Enrichment Cluster is essentially a group of students working cooperatively "with adults to produce or deliver an authentic product or service to a real-world audience." (Renzulli 296)

Features of an Enrichment Cluster

1. Students are involved in standards-based projects and/or activities.
2. All activity is directed toward the production of a product or a service for an authentic audience.
3. All students and teachers are involved as well as interested parents and community volunteers.
4. Students are grouped across grade levels by interest areas.

Consequences

When an office referral has been made and consequences are initiated, parents will be contacted. Please note that a referral to the office is typically made either after classroom discipline procedures are exhausted, or when the nature of the student's behavior is severe enough to warrant immediate attention from the administrator. In all cases, consequences will be based on the seriousness of the behavior. Step by step consequences will be applied to behavior unless that behavior is considered to be of such a serious nature that immediate removal from school is required. The step ladder system of student discipline will follow the pattern below:

1. Step 1 = Loss of recesses/privileges for the remainder of the day
2. Step 2 = Student sent home for remainder of the day or for the following day.
3. Step 3 = Suspension (ranging from 2-10 days) with a parent meeting required for re-entry to the school. Contract for behavior developed.
4. Step 4 = Referral to the Board of Directors for possible expulsion.

Students will progress through the step ladder of discipline. For each subsequent discipline problem, the next step of consequences will apply. Students who are able to go a full four weeks without disciplinary action will return to Step 1. Students whose actions constitute a threat to the health and/or well-being of other students will be immediately subject to removal (suspension), and a determination made regarding the student's continued enrollment at Heritage Academy.

School Safety Plan Information

Heritage Academy is committed to a safe, challenging and individualized learning environment. We will consistently have drills to allow our students and staff to practice emergency procedures. We want to be prepared when an emergency occurs. We will communicate an emergency (or school closure) through the following means.

1. Heritage Academy will communicate via phone to all of our students' families to provide important information. Please make sure you keep the office informed of contact information changes.
2. We will utilize 2-way radios to communicate in close proximity to the school.

Emergency Pickup at Heritage Academy

In case of an emergency pickup, parents are to park on the north side of the school along E Street. Parking further extends on E Street along the south boundary of the school, and if needed along Adam Street (east boundary).

- Students may not bring backpacks, purses, or other similar items into the classroom. These items should remain in the students' designated area.

Teachers will refer students to the administrator for a pattern of behavior that is disruptive to the classroom environment. Additionally, serious student misconduct involving violent or criminal behavior such as, but not limited to, the following will be referred to the administrator and may be referred to law enforcement officials:

- Weapons (Carrying, intent to cause injury, or intimidation with weapon, firearm, knife, or other object, which is capable of producing death or serious bodily harm.)
- Assault (Fighting...may or may not result in physical injury.)
- Assault to an adult.
- Possession, use, distribution or sale of drugs or look-alike drugs.
- Severely disruptive and dangerous behavior that infringes on the educational rights of others.
- Overt gang activity - Wearing, making gestures that symbolize gang membership or engaging in any gang related activities.
- Improper behavior at extra-curricular events such as school sponsored evening events, before and after school enrichment activities, etc.
- Throwing objects in or out of school that can cause bodily injury or damage to property including snowballs.
- Stealing or Vandalism (Includes attempting to steal private or school property, causing damage to such property.)
- Defiance of School Authority (Open, willful or continued disobedience; use of profanity, vulgarity, obscenities, rudeness or insults toward staff members; repeated disregard for school rules.)
- Harassment/Discrimination (Engaging in verbal abuse, i.e. name calling, threatening to harm on the basis of ethnicity, religion, culture, national origin, gender, or handicapping disability.) See section 3295 of the Heritage Policy Manual on Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, or Menacing.
- Intentional misuse/abuse of the internet as explained in the Student Acceptable Computer Use Agreement.

- There are no predetermined lessons or unit plans.
- The real-life methods of professional investigators are used to pursue product and service development.

These are the ideal features of an Enrichment Cluster. Heritage Academy will continually strive and adapt its enrichment program to achieve these goals.

The Enrichment Cluster program provides numerous volunteer opportunities for students' families, friends and community members. By participating in an enrichment cluster, volunteers are able to work with both the students and teachers in a meaningful way. Each student will have the opportunity to select Enrichment Clusters correlating to his/her personal interests. Enrichment Cluster activities will occur each Thursday during school hours. Following the completion of an Enrichment Cluster (meaning a real or genuine product or service has been produced or provided) the students will have an opportunity to demonstrate their work at a school sponsored Student Showcase.

For more information about the Schoolwide Enrichment Model and/or Enrichment Clusters, please see: <http://www.gifted.uconn.edu/sem/>

Board of Trustees

Heritage Academy is a public school authorized by the Idaho Public Charter School Commission. The Heritage Board of Trustees is a non-profit board of community members established to oversee the implementation of the charter as approved by the Idaho Public Charter School Commission. Heritage Academy is an independent public school district that functions in a manner similar to that of traditional school districts, but with a unique education program utilizing the Schoolwide Enrichment Model.

The Board is responsible for the following:

- Sign any documents pertaining to the legal operation of the school and fulfill all other legal obligations.
- Hire and evaluate the administrator.
- Develop and adopt school district policy.
- Consider recommendations of administrator regarding changes in staffing, program or curriculum.
- When necessary, address student, parent and faculty appeals and/or disciplinary issues.
- Monitor school budget through monthly or quarterly reports.
- Review and adopt the annual budget

Board Replacement

In order to ensure the success of a charter school, a board of trustees with a common purpose is established to make policy and ensure that the vision of the Charter is accomplished. As vacancies become available, stakeholders of the school and members of the current board will present names of potential replacements. Generally these will be parents or community members who have been highly involved with the school, who understand and uphold the schools mission and char-

ter. After reviewing candidate's qualifications and experience the Board and/or the stakeholders will vote to approve a replacement.

Board of Trustees Members

General questions for the Heritage Academy Board of Trustees can be addressed by emailing the board clerk, Ms. Teresa Berry, at tberry@heritageacademyid.org or by calling the school at (208) 595-1617 and leaving a message for any of the board members.

Recess

Students are expected to participate in outdoor activities including recess. Teachers will schedule recess time for each classroom/grade level and will supervise students while at recess. Consideration will be given to students who have a medical excuse with a doctor's note. Please dress students properly for varying weather conditions (hats may be worn outside).

Class Schedule

Teachers at Heritage Academy, adhere to a master schedule designed to maximize core instruction time and minimize interruptions to academic instruction. Please contact your student's teacher for individual class schedules.

Medication

All medication must be stored in the Heritage Academy office. When students need medication, we encourage families to give students their medication at home. If students need to take medication at school, parents/guardians must follow the Heritage Academy Medication policy (available in the school office).

Food Services

Heritage Academy participates in the National School Lunch Program. It provides nutritionally balanced breakfasts and lunches to children each school day, to all students, at **no charge** to the student. Heritage Academy also offers a free fresh fruit or vegetable snack to students, three afternoons each week.

Research shows that school meals are healthy meals. According to a Michigan University study, compared to typical lunches brought from home, school lunches provide more vitamins, calcium, iron, zinc, protein and fiber. School lunches also have twice as much fruit and seven times the amount of vegetables as lunches brought from home.

All the meals at Heritage Academy are created with children's tastes in mind and provide excellent nutrition to fuel learning. We look forward to sharing our delicious and nutritious entrée selections, fresh baked whole wheat breads and fresh fruit and salad bar with your children.

5. **Honor**-----Students will learn to carry themselves and treat others around them with admiration and respect. They will learn to have principles and values that are upright and held with a high esteem. Students will strive to be honest and fair, and act with integrity in their beliefs and actions.
6. **Citizenship**---Students will learn to be a vital role in their community, always looking for an opportunity to involve themselves in activities that better their city, state, and nation.

Classroom teachers will develop their own management systems that fit the needs of their students and their teaching styles. Many Heritage Academy teachers use this as an opportunity to involve students in creating expectations for their classroom. This information will be shared with parents at the beginning of the school year. Parents should be aware of these expectations and expect to become involved when a pattern of inappropriate behavior exists.

General School Rules

1. Be polite and courteous with adults and all students
2. Keep hands and feet to yourself at all times.
3. Stay on the supervised school grounds during school hours, except with permission from a parent, guardian, or teacher.
4. Use proper language and polite words with others.
5. Walk bikes and scooters on sidewalks and while on school grounds.
6. No skateboards or rollerblades will be allowed.
7. No snowballs.
8. Cell phones must remain turned off, and in backpacks or the school office, during school hours.
9. No gum will be allowed.
10. Water bottles can be brought to class, if they do not cause any distractions.
11. Bringing weapons or explosives into the school or onto the school grounds is illegal. Likewise any play/look alike weapons are not allowed and should be left at home.
12. Students should take care of school property and use equipment as it is intended.
13. Any form of criminal behavior or behavior that places any person in danger is prohibited.

Complaint Procedure

In the event that concerns or disagreements arise, they should be addressed according to the following guidelines:

- Individuals with complaints should initially attempt to resolve the problem by addressing the parties directly involved.
- If disagreements cannot be resolved individually, the administrator and/or school counselor may serve as mediator to resolve concerns and facilitate understanding.

Problems that cannot be resolved with the administrator may be presented to the Board of Trustees for consideration. The issue should be stated in writing and should specify the prior attempts at resolution both individually and with the administrator. The Board will investigate the complaint and make a decision based upon school policy and consideration of the interests of each party involved.

Supplies/Fees

Student Supplies

Student supply lists will be posted on the Heritage Academy website or obtained from the teacher.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are very expensive. Please talk with your student about taking good care of these books. The students are responsible for the condition of returned books and will be assessed a replacement fee if damage is incurred or book are lost.

Parent Responsibilities/Procedure

Drop-Off/Pick-Up

Busing is available for those students who live more than 1.5 miles from the school (or in an area that is closer, but deemed a safety risk) through Northside Bus Company. (See information in Addendum regarding Northside). Parent drop-off should be no earlier than 7:45 AM. Students should expect to remain outside until they proceed to the cafeteria for breakfast.

Parents who are picking up or dropping off students should line up on the south side of the school along E Street. The car pool line further extends on E Street along the south boundary of the school, and if needed along Adam Street (east boundary). If a student has an after school activity, he/she may be picked up when appropriate, however all other students should be picked up by 3:35PM. Any child at the

School Wide Discipline Plan

The purpose of the Heritage Academy Discipline Plan is to support the mission and charter of Heritage Academy in providing students, staff, and visitors with a safe, challenging, and individualized learning environment. A safe environment is one that is free from teasing, bullying, and threats, and where each individual is treated with respect by others. This plan also addresses the importance of challenging students by creating high expectations that prepare them for the future and allow them to apply what is being learned in class to “real world” situations.

In addition this plan allows for individualization by adapting consequences to the needs and unique circumstances of each student and/or each situation.

Heritage Academy has chosen to emphasize character traits focused on respect, responsibility, kindness and integrity. By giving students clear behavior expectations and appropriate and effective tools, they will learn to treat each other and themselves with kindness and respect. They will develop the confidence and skills needed to succeed in life when they are confronted with problems and conflict. Heritage Academy staff members will consider the following when making disciplinary decisions:

1. **Responsibility**---Students will learn to be self-disciplined and self-motivated in their educational goals as well as life skills. Students will follow rules and understand that the consequences for making bad decisions come at a cost to themselves as well as others around them. They will also learn that making the right decisions will lead to a more positive outcome in life.
2. **Respect**----Students will learn that treating others the way they want to be treated will allow for positive, long lasting relationships. Appropriate behavior and language will be expected at all times; as well as abiding by the law and protecting our school and environment.
3. **Kindness and Compassion** ----Students will learn to put others first; which will nourish their individual desire to serve others and the needs of the local and worldwide community. They will learn to recognize when others are in need of a helping hand and whole heartedly strive to reach that need.
4. **Trustworthiness**----Students will learn that being honest will provide an opportunity for others to believe in them, and what they stand for.

school after 3:35 PM must remain inside the school building. A parent or guardian must come into the school to retrieve him/her.

Parent Volunteers

Research has shown that students perform better when parents/guardians are involved in their education. Our hope is to inspire parents to choose to participate in helping each child reach his/her potential.

We expect 35 hours of volunteer time per family each school year. Any questions regarding this policy should be directed to the administrator. Many of the opportunities for involvement will be communicated to parents through the school website, postings at school and/or school newsletters. Parents will be encouraged to volunteer in a variety of volunteer tasks that may be performed at home, off hours, or on weekends. Parents can have input in the school through yearly surveys and serving on committees. All parent volunteers are encouraged to dress modestly and appropriately for the planned activity. Parent volunteers working directly with students may be subject to a personal background check as required by Idaho code.

Immunization Requirements

In compliance with Idaho Code § 39-4801, and 39-4802 and in consideration of the safety of all students, immunizations must be kept current.

School Visits

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. All non-employee adults must check in at the school office upon entering the building. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

Students are not allowed to bring visiting children, either friends or relatives, to school with them.

High school students are not allowed on school campus, during the school day, unless there is an approved volunteer/internship plan signed by a student's high school supervisor and a Heritage Academy staff supervisor.

School Closing - Weather

Heritage Academy will close at the discretion of the principal. When possible it will be posted on the school's website, KMVT/Channel 11, as well as MIX 103 102.9 FM, and KEZJ 95.7 FM.

is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students.

Electronic devices include beepers, cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media.

Use of Electronic Devices

1. Students may NOT have personal electronic devices in their possession during the school day.
2. An electronic device turned off and stored in a student's backpack or locker is NOT considered in their possession. Devices may be left at the office during the day and picked up at the end of school if the student does not wish to store them in his/her backpack or locker.

Please note: The School is not responsible for loss, damage or theft of any electronic devices.

Consequences for Violations

A student will receive one warning prior to discipline for violating this policy. On the second violation of this policy, the electronic device will be confiscated, labeled, and held in a secure location. The Administration, teachers, and other individuals designated by the principal may confiscate electronic devices according to this policy.

Electronic devices that are found or confiscated will be taken directly to the office. Authorized personnel will search the device for the sole purpose of determining the owner of the device. Electronic devices that are used inappropriately may be subject to search by the administrator only if there is a reasonable suspicion that the device has been used to cheat; to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, school guests, or school employees, or to engage in activity that is a violation of Idaho Statute, Federal Statute or Heritage Academy Policy.

The Administrator may impose other additional disciplinary consequences for a student's violation of this policy. Such disciplinary action may include:

- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition
- Suspension
- Expulsion
- Referral to law enforcement officials

The administration has final authority regarding any attire that may distract from the learning environment.

If you have specific questions about a clothing item, or concerns about the dress code, your child's teacher would be happy to discuss them with you. Heritage Academy is committed to providing a safe, respectful environment and we have many volunteers who are willing to help with clothing exchanges, referrals to stores that provide the appropriate clothing, and information regarding discounted or sale clothing.

Homework Policy

Homework has three major purposes:

1. To teach personal responsibility and time management skills.
2. To keep parents informed about what their children are studying.
3. To provide additional academic growth and development.

Although regular homework is an important part of the academic program at Heritage Academy, we also value student involvement in extracurricular activities as well as time spent with family. It is expected that classroom teachers will assign homework that allows students these opportunities. The following times are provided as guidelines and are not intended to be absolutes. For example, major projects may require more time than the maximum amount. Understand that all students work at a different pace and that time spent towards completion of a task may vary. Homework guidelines do not include reading requirements as set forth by teachers.

Parents are responsible for the following:

1. Provide a time and place free from distraction for the student to work.
2. Sign any worksheets or homework logs that the teacher may send home.
3. Monitor student work and provide additional support as needed.
4. Communicate concerns and work closely with the teachers if problems occur.

Electronic Use Policy

Heritage Academy recognizes that electronic devices are widely used and are important tools in today's society. The purpose of this policy

Forgot Something?

If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We will make sure the item is given to your child in a timely manner.

Birthdays

Treats and favors for children's birthdays are not permitted without the teacher's consent. Any treats provided must be store-bought. Many parents object to their children eating sweets or other food that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Teachers will recognize these special occasions with their students in other ways that do not use food.

Labeling

Please label all clothing, lunchboxes, and backpacks. The time you take to do this will allow the school to immediately return the item to the owner. Clothing left in the Lost & Found will be donated to a charity or worthy cause after Fall Break, after Winter Break, after Spring Break, and after the last day of school.

School Communications

Parents can expect communication from the school through the Remind App; notes and emails from teachers, and emails, phone calls or texts from the school office. All families should provide Heritage Academy with an up to date email address. Printed communication will be made available to those who do not have access to email. Please let your child's teacher know if you need printed communication.

Monitoring Your Student's Academic Progress: Power School

Power School is an information system that allows you to view your student's grades online from home. To access Power School, simply go to the Heritage Academy webpage (www.heritageacademyid.org), and click on the Power School link, located under the School Information drop-down menu. You will be asked for an Access ID and Password. You will need to contact the office to retrieve the Access ID and Password before you will be able to access your student's information. After logging in, you will be able to view your student's classes and grades, and drill-down on individual subjects to see assignments in a PDF file. In order to access these progress reports, you will need a current version of Adobe Acrobat installed on your computer. If you have any questions about using Power School, please contact the office at 595-1617. If you do not have internet access, you may stop by the school (during the hours the office is open) and logon to Power School.

Student Attendance Policy

Heritage Academy firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to referral to the Heritage Academy Board of Directors as well as the Jerome County Prosecutor. In the event of an unforeseeable illness or emergency, the school should be contacted as soon as realistically possible.

Make-up Work

The classroom teacher will provide the student with any make up work. Teachers will make every reasonable effort to accommodate make-up work request from student. Work completed and turned in within the timeframe set by the individual classroom teacher(s) will be accepted.

Notification of Absences

When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school.

Parents will be notified when the number of unexcused absences reaches (4, 8 and 12). If the number of unexcused absences is reached the administrator will attempt to schedule a meeting with the parent/guardian to review the situation and outline the appropriate corrective action.

Grounds for an Appeal

A student who feels he/she has a valid reason that all, or part, of his/her absences are a result of extraordinary circumstances may provide a written request to the administrator to review his/her case.

Check In—Check Out

If a child is checking out or in (after the 8:00 morning bell), a parent/guardian must sign the appropriate sheet in the office. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult as indicated in the emergency form.

Tardiness

A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an indi-

- Solid-color traditional crew or v-neck sweater or cardigan in white or navy blue (no writing or logos other than Heritage Academy are allowed) may be worn over polo or collared button-down shirts. No pullover hooded sweatshirts allowed.
- Socks, tights or stockings, may be worn as long as they are in solid colors.
- Shoes may be purchased anywhere, but must be conducive to any school activity; No backless or open-toed sandals/shoes will be allowed, includes clogs, flip flops, etc.

If an item does not meet requirements, the student will be asked to change clothes. This does not apply to seasonal coats used outside.

All hoods must be removed from the head in the classroom, whether on a coat, sweatshirt, sweater, etc. (please make sure your child understands this). Heritage Academy recommends sweatshirts without hoods to avoid any problems with this part of the dress code.

The administration has the authority to allow (but is not required) an exception to the dress code/uniform policy - i.e.: special jean days, spirit days, etc. as an incentive for complying with the Heritage Academy dress code/uniform policy.

The following is unacceptable:

- Hats or head coverings (bandanas or scarves worn over entire head) (exception made for medical/religious purposes).
- Dangling or large jewelry, including, hoop earrings, chains and belts (must not be distracting or provide potential for injury during P.E. and recess activities).
- For grades K-5, makeup, including hair paint (students may wear Chapstick or clear lip gloss).
- For grades 6-8, girls may wear light foundation or concealer; lip gloss and light eye make-up.
- Visible tattoos or body piercing, except earrings (limited to one piercing per ear).
- On special incentive days, clothing must be modest and appropriate for school. Clothing with obscene language or references to alcohol, drugs or any criminal activity will result in a suspension from school.

cast predicts the temperature will exceed 90. Students will only be allowed to wear shorts when the administrator sends a note home notifying parents that the following day is a “shorts” day.

- Items must not be overly tight or bagging.
- For pants and skirts, no more than two pockets on the front and two pockets on the back are allowed. For shirts, not more than one pocket on the front is allowed - Pockets must not have embellishments or oversized buttons.
- No cargo pockets are allowed on any clothing items.
- All items must be hemmed (no frayed or fringed ends). No excessive flares.
- Fabric should be cotton, polyester, twill, or any blend of the listed fabrics.
- No corduroy, brushed corduroy, velvet, brushed velvet, denim, sweat shirt material, fleece, or sweat pants will be allowed.
- Color of khaki does not include white, brown or greenish khaki.
- Traditional, solid-colored polo shirts or collared/button-down shirts in royal blue (preferred), emerald green (preferred), sunshine yellow (preferred) or white will be allowed. Other shades of blue, green and yellow will also be allowed. Solid color means no secondary color is present on the shirt (no trim or stripes.). Please choose shirts that are these specific colors.
- All items must be free from all logos or embroidery unless the item has been approved by the BOD and is embroidered or printed with the school name or log (no pins, stitchery tape, magnets allowed).
- Traditional polo shirts will have two, three or four buttons, polo collar, and must have a sleeve. Shirts must cover midriff.
- Collared/button down shirts will be required to have all buttons fastened at all times except for the top two buttons.
- Solid colored turtlenecks, tanks and long or short sleeved tees may be worn under approved polo or collared button-down shirt for warmth. No writing may show on any of these items.
- Lace camis must not hang out underneath shirt.

vidual basis with the teacher. If a student is chronically tardy then the student may be referred to the administrator, and the appropriate corrective action taken. A student with more than 4 tardies in a quarter will be referred to the administrator.

Dress Code Policy

Heritage Academy School Uniform Policy

In an effort to provide a safe and orderly environment, we have established a dress code consisting of uniforms. We believe that student attire has a direct effect upon the educational environment and upon the individual student’s ability to function at an optimum level within his or her class. We also believe that the learning environment is enhanced when differences in affluence or social affiliation are minimized. Clothing worn at Heritage Academy will be simple, classic and basic so the learning environment is not unsafe or distracting.

Heritage Academy Clothing may be purchased from several school uniform sections at the following locations or online:

- Lands’ End - www.landsend.com (search for “school”)
- French Toast - www.frenchtoast.com or (800) 373-6248
- JCPenny
- Target
- Old Navy
- Walmart
- Other local Magic Valley retail and thrift stores
- Heritage Academy Uniform Exchanges

Please remember that all clothing items must be consistent in style to the requirements listed below. Just because an item is shown in a uniform section does not mean it is acceptable.

Uniform clothing must be of appropriate size (No excessive tightness or bagging) and meet the following guidelines:

- Only Khaki/tan or navy pants, skirts, jumpers, or skorts may be worn. - Skirts and jumpers must touch the top of the knee. For skirts that do not have built-in shorts, girls must wear thick solid-color tights or leggings.
- Khaki/tan or navy shorts, two-three inches about the knee, will be allowed when the administrator determines that the weather for-