



# THE HERITAGE SCHOOL

## WELCOME

Welcome to The Heritage School. The handbook has been prepared to provide you with information that you will need throughout the year. Please read it carefully. Each student is responsible for knowing the information contained herein that applies to the student's age group.

Faculty, students, and parents working together will assure that each year will be happy, challenging, and rewarding for all.

## MISSION STATEMENT

Mens, Corpus, Spiritus, Sodalitas - mind, body, spirit, camaraderie. The mission of The Heritage School is to develop the mind in preparation for college and later life, to develop the body through competition and teamwork, to develop the spirit through self-awareness and growth, and to develop camaraderie through shared experience.

If found, please return to:

Student Name



THE HERITAGE SCHOOL

STUDENT  
**HANDBOOK**

NAME: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

PHONE: \_\_\_\_\_

# Heritage School Calendar 2006-2007

## August

- 10 New Teacher Orientation
- 11-16 Pre-planning
- 15 EC-6<sup>th</sup> Orientation
- 16 7-8 & US Orientations
- 17 Classes Begin
- 31 Open House Gr. 7 – 12

## September

- 1 Noon Dismissal
- 4 Labor Day Holiday
- 20 Conference Day

## October

- 6-9 Fall Holiday
- 10-13 Interim Grades 8-12
- 13 Parents' Club Fall Festival
- 20 End of 1<sup>st</sup> Quarter

## November

- 2 Community Open House
- 3 Grandparents' Day –  
Noon Dismissal
- 6 GISA Professional Day –  
No classes
- 9-10 ELC closed for Teacher Trng.
- 21 Noon Dismissal  
Thanksgiving Holidays begin
- 21-26 Thanksgiving Holidays
- 27 Classes resume

## December

- 19 Final Class Day before  
holidays – Noon Dismissal
- 19-Jan.3 Christmas Holidays

## January

- 4 Classes resume
- 8-12 Exams
- 12 Noon Dismissal  
End of Semester
- 15 MLK Holiday

## February

- 16-19 Winter Break
- 19 Faculty Professional Day

## March

- 14 Conference Day
- 21 End of 3<sup>rd</sup> Quarter
- 26-30MS Interim (Gr. 5-7)
- 30 Noon Dismissal  
Spring Holidays begin

## April

- 2-6 Spring Break
- 9 Classes resume

## May

- 23-30 Exams
- 28 Memorial Day Holiday
- 30 LS Noon Dismissal
- 31 Honors Day  
Graduation

## June

- 1 Post Planning

# HISTORY

In March, 1969, a group of parents with the assistance of Dr. William L. Pressly, president of the Westminster Schools in Atlanta, undertook the task of forming an independent school in Newnan, Georgia. On October 7, 1969, the State of Georgia granted a charter to "The Heritage School, Incorporated."

In early 1970, Mrs. Katie Arnall Freeman donated sixty-two acres of land on Highway 29 to the trustees of The Heritage School. The trustees named George H. Keller, Jr., as headmaster in March, 1970.

The Heritage School officially opened for operations in September, 1970, with classes for students in grades one through eight and an enrollment of 134 students with eleven teachers. In 1973, the ninth and tenth grades and a gymnasium were added. During the next three years, kindergarten and grades eleven and twelve were added. The school had its first graduating class in 1975.

During its thirty years of operation, the following headmasters have served:

George H. Keller, Jr.	1970 - 1973
Kenneth O. Kiesler	1973 - 1977
Peter G. Wilson	1977 - 1981
Rayburn H. Ridgway	1981 - 1983
Albert L. Kerr, D.H. (Hon.)	1983 - 1984 (Interim)
Dexter P. Morse	1984 - 1988
Dennis C. Brown	1988 - 1995
Mary Ben McDorman	1995 - 1998
Thomas P. Hudgins, Jr.	1998 - 2003
Judith B. Griffith	2003

The Heritage School is accredited by the Southern Association of Colleges and Schools (SACS). The school is a member of many specialized organizations as well as the following:

National Association of Independent Schools (NAIS)  
Southern Association of Independent Schools (SAIS)  
Georgia Independent School Association (GISA)  
Atlanta Area Association of Independent Schools (AAAIS)  
The College Board (CEEB)  
Natl. Association of College Admission Counselors (NACAC)  
Southern Assoc. of College Admission Counselors (SACAC)  
Newnan-Coweta Chamber of Commerce  
Fayette County Chamber of Commerce

## GENERAL PROCEDURES and REGULATIONS

### THE SCHOOL DAY

#### Early Learning Division:

EC (Early Childhood)	8:30 a.m. - 11:45 a.m.	M-F
PK (Pre Kindergarten)	8:30 a.m. - 11:45 a.m.	M-F
K (Kindergarten)	8:30 a.m. - 2:00 p.m.	M-F

#### Lower Division :

1st - 4th Grades 8:15 a.m. - 3:05 p.m. M-F

#### Middle and Upper Divisions:

5th - 12th Grades 8:20 a.m. - 3:15 p.m. M-F

#### Media Center Hours

8:20 a.m. - 5:30 p.m.

**The doors to the school buildings open at 8:00 a.m. Lower school students arriving prior to 8:00a.m. MUST report to before school care.** Middle and Upper School students are expected to be in their first period class by 8:20 a.m. Students who arrive late are to go to the designated office to sign in and pick up an admittance slip. Lower School students are expected to be in class and ready to begin by 8:15 a.m ELC students begin at 8:30 a.m.

Attendance is taken promptly at the beginning of each day. Students entering the classroom after that time are recorded as tardy. **Tardies becomes a part of the student's permanent record.**

**MS/US students who are tardy more than 4 days per quarter are assigned a detention.**

Students should not be on campus earlier than 8:00 a.m. unless registered in the Before School Extended Care Program. This program opens at 7:00 a.m. for students in grades PK(3) through 5th grade.

MS students remaining on campus after 3:30 p.m. are required to remove their books and other items from classroom buildings and report to the Middle School After-School Program in the Library. This program is free for MS students from 3:30 - 5:15 p.m. Any student remaining after 5:15 p.m. will be sent to Extended Day where there will be a charge for services.

## **COMMUNICATION**

The school office hours are 7:45 a.m. until 5:00 p.m. The office may be reached during these hours by telephone or fax machine. In the event that all phone lines to the school are busy, you will be asked to leave a message. The messages are checked regularly throughout the day. The office will be closed during school holidays. Summer switchboard hours are 9 a.m. until 1 p.m.

## **EMERGENCY SCHOOL CLOSING**

In case of bad weather or other emergency situations, announcements regarding The Heritage School will be broadcast over local Atlanta television stations, recorded on the school answering machine, and posted on the website @ [www.heritagehawks.org](http://www.heritagehawks.org).

## **ATTENDANCE**

### **NEW TARDY POLICY FOR MIDDLE AND UPPER SCHOOLS**

**Students will be allowed 3 unexcused tardies per quarter without penalty. On the 4th tardy, students will be assigned early morning detention. Subsequent tardies will result in further disciplinary action.**

***IMPORTANT: Parents of students who are absent, or late to school, are expected to notify the school office by phone (770-253-9898) between 8:00-9:00 a.m. of the day in question.***

**Parents are asked to keep children at home when they are ill. It is advised that children NOT return to class until they have been free of fever for 24 hours.**

Students absent from school, regardless of the reason, must assume responsibility for all work missed. Students returning from excused absences (illness, school-approved trips, family emergencies) are expected to complete all missed work within a time equal to the number of school days missed, unless other arrangements have been made. Students returning from unexcused absences (pleasure trips, etc.) are expected to complete all work no later than the end of the day following the day of return to school. In the event of a school-imposed suspension, students remain responsible for all work missed.

Parents planning trips during school time are expected to assume the responsibility for finalizing academic make-up arrangements with Division Heads **prior to the trip.**

Students returning from long-term absences are required to present written confirmation of the reason for the absence. Students returning after a contagious disease must confirm their non-contagious state in written form.

## **SIGNING OUT**

Students in all grades, including EC, must be signed out in the office whenever they leave school during the day; they must also be signed in if they return to school on the same day. Parents of students in the Lower School are asked to sign them out. If a student is to leave school at a time other than normal, written permission slips signed by a parent or guardian stating the time and reason for leaving should be **presented to the office before first period in the morning.** Students' names and times of departure will be included on the morning absence report in order for teachers to expect a student's absence from class. US student drivers will be allowed to sign themselves out after verbal verification by the office. All other students must be signed out by a parent or designated adult.

Students feeling ill during school hours will be directed to report to the nurse's office or the main office should the nurse be out. The receptionist or a member of the office staff will notify parents. **A student may not leave school at any time without permission.**

Any student who signs out of school during a school day because of illness will not be permitted to return to school to participate in any extra or co-curricular activities, including athletics, until the following day.

## ACADEMIC INFORMATION

### ACADEMIC CALENDAR

The school utilizes a semester system in which the school year is divided in half, with the first semester ending in January and the second semester in late May or early June. All credit courses are either one year or one semester in length. There are four marking periods during the year. Report cards are mailed home for MS/US students and are sent home with students in LS at the conclusion of each marking period. Formal credit for coursework completed satisfactorily in the Middle and Upper Schools is offered only at the conclusion of the course.

### COURSE REQUIREMENTS

**Lower School:** All students in the Lower School receive instruction from their classroom teacher in the areas of language arts, reading, mathematics, social studies, and science. Instruction from specialized teachers may be given in the areas of foreign language, computer, physical education, music, and art.

**Middle School:** Beginning in the Middle School, students generally receive instruction in English, mathematics, natural sciences, social sciences, foreign languages, physical and outdoor education, art, music, and computer sciences. Credits earned in Middle School may not be applied toward the twenty-three credit units necessary to graduate.

**Upper School:** *A minimum of twenty-three credit units earned in grades 9-12 is required for graduation. The norm for a graduating senior is twenty-three credit units. Seniors must pass a minimum of four (4) courses for the year, including those required for graduation. Courses required among the twenty-three credit units are as follows:*

<b>English</b>	4 units
<b>Mathematics</b>	3 units - Algebra I/Geometry/Algebra II for graduation. <b>Every student must take a math course each year.</b> 4 units - required for the Hope Scholarship.
<b>Social Sciences</b>	3 units - U.S. History/World History/Government and Economics
<b>Foreign Language</b>	3 units of one language in sequence
<b>Natural Sciences</b>	3 units lab sciences
<b>P.E. and Health</b>	1 unit
<b>Computer</b>	1/2 unit
<b>Fine Arts</b>	1/2 unit
<b>Public Speaking</b>	1/2 unit

The specified classes and number of units outlined above exceed the minimum academic requirement for acceptance in colleges in the University System of Georgia. Some colleges require additional units in the sciences, mathematics, and foreign languages. To plan effectively for the college of his or her choice, a student must choose high school courses wisely, especially during the junior and senior years.

All Upper School students are expected to complete at least six courses per year. Exceptions may be made with the approval of the administration.

### ADVANCED PLACEMENT COURSES

Pre-requisites: In order to qualify for an advanced placement course, a student must meet two of the three requirements in the specific discipline.

#### **Art**

- \* At least two years of high school art
- \* Approval of the AP instructor
- \* At least a 90 average of all high school art courses

**Chemistry/Physics/Environmental Science**

- \* At least 550 on the verbal section of the SAT or PSAT
- \* Approval of the AP instructor
- \* At least a 90 average of all high school science and math courses

**Calculus**

- \* At least 600 on a math section of the SAT or PSAT
- \* Approval of the AP instructor
- \* At least a 88 average in the previous high school math course

**English**

- \* At least 550 on the verbal or writing section of the SAT or PSAT
- \* Recommendation of the English 11 instructor
- \* At least a 90 average of all high school English course

**Foreign Language (Language and literature)**

- \* At least 500 (550 for literature) on the appropriate SAT II test
- \* Recommendation of the previous year’s instructor
- \* At least a 90 average of all high school language courses

**History**

- \* At least 550 on a verbal or writing section of the SAT or PSAT
- \* Approval of the AP instructor
- \* At least a 90 average of all high school social science courses

**COURSE DROP/ADD**

A class may be dropped after the two week Drop/Add period, only at the discretion of the administration.

**ACADEMIC COURSE MAKE-UP**

Middle and Upper School students who fail one or more courses for the year will have their status reviewed by the administration to determine placement for the following year.

Credit for summer academic work of any kind for Middle or Upper School students must be approved in advance by the administration of the school. Courses completed in the summer will not automatically receive credit toward The Heritage School graduation or course pre-requisite requirements unless approved in advance by the administration.

**EXAMINATIONS**

Two-hour examinations are given at the end of the first and second semesters for students in grades 7-12. At the teacher’s discretion, Seniors may be exempt from examinations at the end of second semester in any full-year course in which the student has maintained a 90 (A) average.

Nine-week tests are given at the completion of each quarter for students in grades 5 and 6. These tests are designed to prepare students for the formal semester or final examination experience which begins in grade 7.

**GRADING SYSTEMS: The following scales are used at the grade levels indicated:**

<b>K through 2nd</b>	<b>3rd - 12th:</b>			
O - Outstanding progress	Superior:	A+	A	A-
S - Satisfactory progress	Commendable	B+	B	B-
N - Needs improvement	Satisfactory	C+	C	C-
U - Unsatisfactory progress	Unsatisfactory	D+	D	D-
	Failing	F		
	Pass: P using pass/fail system			
	Fail: F using pass/fail system			

## **GPA GRADE EQUIVALENTS**

For the purpose of grade point average, highest honors, and honors, the following scale is used:

A 90-100 B 80-89 C 73-79 D 70-72 F 69 and below

## **HONORS RECOGNITION**

At the end of each semester, a Middle and Upper School Honor Roll will be determined on the basis of an average of all credit courses. To attain the distinction of Highest Honors, a student must earn a minimum average of 95, with no grade less than 83. To attain the distinction of Honors, a student must earn a minimum average of 90, with no grade less than 80.

At the conclusion of the 3rd Quarter, the senior valedictorian and salutatorian will be determined based on the cumulative grade-point average. The student with the highest grade point average is named valedictorian, and the second honor graduate is named salutatorian. The senior class will vote to determine who in the class will be responsible for introducing the commencement speaker. These particular honors are open only to students who have attended Heritage for their sophomore, junior and senior years.

## **HONORS DAY AWARDS PROGRAM**

The purpose of the Honors Day Awards program is to give recognition to those students who have distinguished themselves by outstanding academic, artistic, and personal achievements during the school year.

To graduate with Honors, a senior must have achieved, by the end of third quarter, a four-year cumulative GPA of 95, with no grade less than 83.

**Attendance at Honors Day is expected of all students in grades 4 - 12.**

## **CUMULATIVE GPA**

Beginning with the ninth grade year, a student's cumulative grade-point-average (GPA) is calculated at the end of each year. AP (Advanced Placement) courses are given additional consideration at a factor of 1.1 in the calculating of the cumulative GPA. Information regarding a student's GPA may be obtained from the Registrar.

## **STUDY LAB**

In order to provide academic assistance beyond the classroom, The Heritage School offers a Study Lab program. When it becomes apparent that a student needs more academic assistance than the classroom or subject teacher is expected to provide, a referral may be made by the teacher through the Division Head to the School Counselor. Parents may also request this service for their child.

## **STUDENT / PARENT / FACULTY CONFERENCES**

Student/Parent/Faculty Conferences are scheduled on a formal basis during the first and third quarters. Students and classroom teachers in the Lower School and students and advisors of the Middle and Upper Schools participate in the conferences with parents. **Parents of the student are expected to attend.** Students conduct these conferences. Teachers and advisors work with the students in advance to prepare them for this important meeting. Parents with questions and concerns are encouraged to contact instructors at any time.

## **SYLLABUS/COURSE ASSIGNMENT CALENDAR**

In the Middle and Upper Schools, students receive a periodic syllabus outlining the work in each of their major courses. Included on the Syllabus will be homework assignments, scheduled tests, and information describing deadlines and checkpoints on long-term assignments (e.g., research papers and book reports). The syllabus may also be available on individual teacher webpages.

Students in grades 1 - 8 will use student planners and organizational notebooks to assist them in developing organizational and time management skills.

# STUDENT LIFE

## ADVISOR / ADVISEE SYSTEM

In the Lower School, advising responsibilities are assumed by the classroom teacher. The advisor/advisee system is used for Middle and Upper School students. The faculty member who serves as advisor has the following responsibilities:

- Communicates with student and parents at regularly assigned conferences and at other times as needed.
- Is someone to whom a parent can turn to get an overview of his child's progress.
- Serves as a listener; is someone with whom the student can talk openly and freely.
- Serves as a student's advocate with another faculty member, if necessary.

## COLLEGE ADVISING PROGRAM

A publication titled *The Heritage School College Planning Guide* is available to all Upper School students. The comprehensive planning guide outlines milestones for parents and students. A variety of other guidance information is made available, including the annual Lovett School College Fair and a fall college tour.

Seniors are encouraged to visit their prospective college choices. College visits must be scheduled one week in advance with approval of the administration. No more than three college visits in the fall and one follow-up visit later in the year will be permitted as excused absences.

## COMPUTER POLICIES

1. All students and their parents must sign the school's Network Use Policy Agreement each year before they are given access to computers.
2. Duplication of copyrighted material and plagiarism are prohibited. Violations are to be adjudicated by the Honor Council.
3. Misuse of e-mail or the Internet is prohibited. Violations are subject to disciplinary action.
4. Use of the computers is limited to supervised time periods.

## FIELD TRIPS

Field trips serve as an extension of classroom instruction. In addition, they provide a source of enrichment and exposure to both community service and the fine arts. While on field trips, students are expected to behave and dress in a manner that is representative of the high standards of The Heritage School. For most LS and MS field trips, the Heritage logo shirt will be required. Most US field trips will require a more formal attire. (See dress code for more information.) Students may not drive on field trips. A faculty member(s) will serve as official chaperone(s) on all field trips. Parents may be asked to provide transportation.

*It is understood and agreed that should a student violate school rules while on a field trip, the student will be sent home. On an overnight trip, the student will be sent home at the parent's expense.*

At the beginning of each year, parents will be asked to sign a general permission form allowing their child to participate in school field trips. Parents may also expect a timely note home or an announcement in the *Update*. These notices will include the date and destination of the off-campus event and specific arrangements.

## FINE ARTS

Fine arts, including music, drama, and the visual arts are integrated throughout the curriculum. There are many opportunities for all students to explore the arts and develop their particular talents.

In **Middle and Upper School**, students may pursue an interest in the arts through The Heritage Singers, MS Chorus, instrumental ensembles, the One-Act play and other dramatic presentations, and art shows and exhibits.

**Lively Arts Program:** The school brings to campus performing fine arts groups affiliated with the Atlanta Arts Council, authors and illustrators, and others in the fine arts area.

## FUNDRAISING

In accordance with SACS guidelines, children in the elementary grades are prohibited from door-to-door fundraising activities sponsored by the school or by a school related organization.

## INTERIM PROGRAM

Each year students in the Middle School participate in unique Interim experiences. Educational field experiences related to the Outdoor Education Program and MS curriculum are organized for the MS students.

The Upper School students participate in Fall Interim experiences by class. The Freshmen will participate in a curriculum-based trip. The Sophomores engage in some form of community service. As part of the College Advising Program, the Juniors will tour college campuses. The Seniors retreat to St. Mary's/ Cumberland Island for "reflection."

## LIBRARY/MEDIA CENTER

During the school year, the Katie Arnall Freeman Library/Media Center is open from 8am until 5:15pm, Monday - Friday. Media personnel are available until 3:45pm. Lower School students may check out material for one week; Middle and Upper School students may check material out for two weeks. Books may be renewed upon request. There will be a daily charge for overdue materials/books. Each student is responsible for books/materials checked out and will be required to pay for those that are lost or damaged.

# HEALTH

## ILLNESS

**No student will be allowed to leave campus until a parent/guardian has been contacted by school officials.**

## IMMUNIZATION

All students are required by Georgia Health and School Law to have proof of immunization on file in the school office **before being allowed to attend classes.**

## CONTAGIOUS DISEASES

When a child has contracted a contagious disease, parents are required to notify the school. Parents of other students who may have been exposed will then be notified. Students returning after a contagious disease must confirm their non-contagious state with a note from the doctor

## MEDICATION - HEALTH

Current health information is to be turned in with other registration information each year. If the student is on any type of medication (prescription or non-prescription) that needs to be administered during school hours, written instructions signed by the parent or the physician are to be turned in to the Counselor and school nurse. Parents should give clearly labeled medication to the Counselor and school nurse. The classroom teacher (EC -4) school counselor (grades 5 -12), or school nurse will be responsible for its safekeeping and timely administration. Should the dosage change during the year, the **parent must notify** the Division Head in writing.

***Under no circumstances may a student carry any type of medication. The Emergency Health Form is required for every student and will be used throughout the year. Updating information is a crucial parental responsibility.***

## SPECIAL PHYSICAL NEEDS

It is the responsibility of parents to notify the school in writing of any conditions that affect the well-being of the child. Parents are required to notify the school of any special circumstances such as hearing and sight limitations, special medication, or other situations unique to their child.

## **VISION, HEARING, SCOLIOSIS, SPEECH SCREENING**

This program is designed to screen for vision, hearing, scoliosis, and speech difficulties. Parents of students whose tests indicate results outside the expected norm will be notified. A more comprehensive testing program by a qualified professional will be suggested.

## **STUDENT INSURANCE**

Parents are responsible for medical expenses. Student insurance is available to parents on an elective basis.

## **ATHLETICS**

### **ATHLETIC AND PHYSICAL EDUCATION**

All Lower and Middle School students participate in daily physical education classes. The goals of these classes are to increase physical fitness and develop athletic skills.

Intra-scholastic and inter-scholastic athletic opportunities are available for students. All Middle and Upper School students are encouraged to take part.

### **ATHLETIC ELIGIBILITY**

The Heritage School is a member of the Georgia Independent School Association (GISA) and is accredited by the Southern Association of Colleges and Schools (SACS). The School is committed to meeting all standards of membership. Under GISA requirements, only students who have passed five subjects during the previous quarter and meet the eight semester requirement in grades 9-12, are eligible to compete in the interscholastic athletic program. Students new to the school must meet certain in-district residency requirements for immediate eligibility.

### **MIDDLE AND UPPER SCHOOL ATHLETICS**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
<b>GIRLS</b>	Cross Country Softball Cheerleading	Basketball Dance Team Swim Team	Soccer Tennis Track Golf
<b>BOYS</b>	Cross Country Soccer Football	Basketball Swim Teams	Baseball Tennis Track Golf

## **STUDENT CONDUCT**

*All members of the Heritage family, students and faculty alike, strive at all times to:*

*Be considerate*

*Be cooperative*

*Be responsible*

*Be problem solvers.*

*These attributes promote a positive, supportive environment for work and play. Students are expected to follow instructions and behave in a manner that does not interfere with any other student's ability to learn.*

## **THE HERITAGE SCHOOL HONOR CODE**

In 1996, the students of The Heritage School established an Honor Code based on the development of pride in personal honor and integrity. By following the principles of The Heritage School Honor Code, each student gains privileges and his fundamental right to be trusted.

When a student fails to meet the expectations of the Honor Code, however, the entire family of the school and its Honor Code system are negatively affected, for the community of truth and mutual respect have been violated.

Therefore, each student of the school is called upon to support and to defend the following code of ethics:

- \*The Heritage student will always tell the truth.
- \*The Heritage student will always do his or her own work.
- \*The Heritage student will respect the property of others.
- \*The Heritage student will not use the work of others without crediting the source.

## **PHILOSOPHY**

It is the expressed intent of The Heritage School Honor Code to emphasize the principles of, and the accountability for, one's personal integrity. The success of any honor system depends on the willingness of the participants to abide by its precepts and to hold all members accountable. In this way the students will create the "community of truth and mutual respect" the Honor Code seeks to support.

## **VIOLATIONS DEFINED AND REPORTING PROCEDURES**

A student should report infractions of The Honor Code to one of the following individuals: their classroom teacher pertaining to the offense, or The Honor Council Faculty Advisor, or The Honor Council President.

The following definitions are provided in order to give guidance as to the nature of potential violations of The Honor Code:

**Lying** - Lying is defined as the willful and conscious statement of a verbal or written falsehood with the intent to deceive. Lying may be further defined as the conscious and deceitful withholding of information. A written falsehood may include the forgery of a signature.

**Cheating** - Cheating is defined as a form of willful deceit. A student who possesses or uses unauthorized material or who shares information about a quiz, test, exam, homework, project, etc., is guilty of cheating. Individuals who give or receive such information are guilty of cheating. Specifically, a student should be careful not to give another student information about a test or quiz he will take at a later time. Responses such as "it was hard," "it was easy," "study everything we went over in class," are not violations of The Honor Code. However, statements such as "study these pages that have to do with Melville's poetry," or "memorize each proof," or "know your dates for that war," are examples of cheating. A student should always assume, unless a teacher has stated otherwise, that assignments must be completed independently.

**Plagiarism** - Plagiarism is defined as the act of passing off, as your own work, ideas that belong to another person. The main focus of plagiarism within the context of The Honor Code concerns the written work of students. Any use of ideas without the permission or acknowledgment of another individual's contribution is plagiarism and a violation of The Honor Code. The most common occurrence of plagiarism occurs when students read information from a source and "put it in their own words," without acknowledging their source of information. It is especially important that students check with their teachers for correct documentation procedures.

**Stealing** - Stealing is defined as willfully seizing, without permission, the property of another. This may include personal property and school property.

## **JURISDICTION**

Students in grades 1-6 will be held accountable to their teachers for compliance with The Honor Code as seems appropriate to their grade level. The Honor Council will be available to the Lower School Faculty to provide assistance as required.

Students in grades 7-12 will be held accountable to The Honor Council in matters relating to The Honor Code.

(Amendment 5/99) First time offenders in grades 7 and 8 will meet with The Honor Council Faculty Advisor and reporting teacher (if applicable). The student will be counseled by the Council Advisor. The student's parents will be notified, and this will be seen as a first offense if a second offense is committed at a later date.

## **HONOR COUNCIL RESPONSIBILITIES**

The Honor Council has two primary areas of responsibility:

A: The yearly and on-going education of all students relating to matters of student ethics and the principles delineated by

The Honor Code.

B: The enforcement of the principles delineated by The Honor Code through counseling and judicial hearings.

## **ORGANIZATION OF HONOR COUNCIL**

The Honor Council will operate independently of all other student organizations and have the following composition:

- A. One Senior class representative  
One Junior class representative  
One Sophomore class Representative  
Three Members-At-Large from the Upper School  
One Faculty Advisor
  
- B. A President will be elected by a majority vote of the newly seated Honor Council within 10 school days following The Honor Council elections.
  
- C. A Secretary will be elected in the same manner as the President.
  
- D. An Honor Council Faculty Advisor will be elected to a one year term by majority vote of The Honor Council. The Faculty Advisor will be present at all proceedings of The Honor Council and will be empowered to vote on guilt/innocence or punishment only in the event of a tie. The Faculty Advisor will serve primarily as a liaison between The Honor Council and the school administration.

## **ELECTION OF COUNCIL MEMBERS**

A. Elections for the following school year will be held in April or May of the preceding year and will be the responsibility of the Head of the Upper School to schedule. The Honor Council President will advise the Head of the Upper School of the need for any special elections resulting from the loss of any council member.

In the event that there are no qualifying students from a particular class, the President of The Honor Council may instruct that The Honor Council seat be filled by a special Member-At-Large for a one-year term.

A class is required to provide, at a minimum, two nominees for consideration by The Honor Council. In the event that a class is unable to meet this minimum requirement, a single nominee may be considered at the discretion of The Honor Council President, or the President may direct that a special Member-At-Large be elected for a term of one year. Class nominees are to be chosen by majority vote at their respective class meetings. Each nominee is required to submit an application to The Honor Council.

All students seeking a position as a member of The Honor Council, whether as a class nominee or Member-At-Large, will so indicate their intent by submitting an application a minimum of ten days prior to any election. All applications will be posted for student review for a period of not less than one week prior to any election.

Any student elected to replace a council member prior to the completion of that member's term will serve only until the completion of the original term.

B. As a minimum, candidates must meet the following requirements:

1. No student will be nominated who has been found guilty of a previous Honor Code violation.
2. Candidates must have a minimum of 2.0 grade point average for the two semesters prior to the election.

C. Prior to any election a list of nominees will be submitted to The Honor Council Faculty Advisor. The Faculty Advisor will be responsible for confirming that each nominee meets the minimum requirements as set forth in B. above.

**EXCEPTION:** Probation status for election purposes -

Any students found guilty of an Honor Code violation must petition The Honor Council for exceptions to this rule if they wish to run for the council. However, the student must have received the following conditions at the time of his or her sentencing for this future appeal to take effect.

The Honor Council may at their prerogative place a “probation letter” in a student’s file at the time of their sentencing signifying that the student has been found guilty, but is on a “probation status.” The probation period will last no longer than one scholastic year from the time a guilty verdict is handed down in the case. At the end of that time period, the student on probation status may petition the council for permission to run for a council seat. The council at that time will review the case and make a decision on the student’s eligibility. This “probation status” is for election purposes only.

D. Class representatives will serve for one year and be elected by The Honor Council from a list of nominees provided by each of the rising Freshman, Sophomore, Junior and Senior classes.

E. At-large representatives will be elected for two years by the students of the rising 9-12 grades from a list of students who have applied to The Honor Council for membership.

## **HONOR COUNCIL OPERATIONS**

### **A. COUNCIL MEETINGS**

1. The Honor Council will meet after elections in the Spring to elect new officers for the upcoming year. New and old members will vote in this meeting for a President and Secretary. They will also vote to keep their present Faculty Advisor or seek a new one. A majority vote will rule in these three council decisions.
2. The Faculty Advisor will convene the initial meeting of The Honor Council at the beginning of the school year in order to review procedures and induct new members.
3. Meetings may be called at any time by the President or Faculty Advisor. However, in the event of a reported violation, a meeting should be called on the first school day following the report.
4. In order to conduct a hearing, at least six council members, including the Faculty Advisor and The Honor Council President, must be present.

### **B. RIGHTS AND RESPONSIBILITIES OF THE ACCUSED**

A member of the council will notify the accused, either by a written notice or by a personal conference. The accused will not relate to students or faculty who are not directly involved any information about his/her summons or about the proceedings of the hearing itself. All information regarding the nature of the summons and the hearing are strictly confidential. Failure by the accused to attend his/her hearing will result in a recommendation by the council for expulsion from The Heritage School.

### **C. PRELIMINARY PROCEDURES**

Prior to any hearing, a preliminary investigation of any violation will be supervised by the President of the council, who will appoint at least two council members to investigate the alleged offense. The Faculty Advisor will contact the Upper School Head, The Headmaster, and the accused person’s advisor of an impending investigation as soon as possible. One member is to gather and collate any evidence or documents from the teacher and/or reporting student(s). It is at this time that testimony will be taken from the student who reported the violation. The second member is to gather and collate any evidence in support of the accused and take his/her testimony.

### **D. TRIAL PROCEDURES**

1. Evidence will be presented to the council based on the results of the preliminary investigation. This should be done in an expedient manner with time allowed for questions and answers. The council may dismiss the charges at this time based upon the evidence gathered in the preliminary investigation.
2. The accused will be brought in alone and presented evidence. The accused will plead guilty or not guilty. If the accused pleads not guilty, the council will still hear his testimony.

3. The council will excuse the accused and deliberate on the findings presented to the council. Guilt or innocence will be determined by majority vote. If there is a tie, the Faculty Advisor will vote to break the tie.
4. If the accused is found guilty, the punishment will be determined by the council through a majority vote. If there is a tie, the Faculty Advisor will vote to break the tie. Punishments may include:
  - a. Reprimand by the council
  - b. Demerits - The number will be determined by the council.
  - c. Detention - The number of days will be specified by the council.
  - d. Combination - The council may choose a combination of the above.
  - e. Alternatives - The council may choose to implement another punishment which they see as suitable, i.e. an apology or restitution essay, etc. In this situation the alternative punishment will be subject to the approval of the Faculty Advisor.
  - f. Suspension - The council may choose to suspend a student for the day.
  - g. Extended Suspension - The council may request that a student be suspended for a period to exceed one day.
  - h. Expulsion - The council may request that a student be expelled.

After the deliberation and vote of the council, the accused will be brought back before the council and presented the verdict. In the event of a guilty verdict, the accused will be informed of his/her punishment at this time. The Faculty Advisor will present the terms of punishment to the Upper or Middle School Head as soon as possible. The guilty student must report to the Upper School Head on the next school day.

6. The Upper School Head will be responsible for contact with parents throughout the trial procedures. The Upper School Head will act as the school's contact with the parents in coordination with the Council Faculty Advisor.
7. The Faculty Advisor will write a letter to the parents of the guilty student detailing the hearing and the punishment. A copy will be placed in the council's secured file.

## **E. APPEAL PROCEDURES**

1. A written appeal must be directed to the council no later than two school days after the completion of its hearing.
2. The appeal may be based on any of the following:
  - a. An error in procedure.
  - b. A request for reconsideration of punishment.
  - c. The disclosure of new evidence.
3. At his/her discretion, the President of The Honor Council may allow an appeal to be heard under circumstances other than those delineated above.
4. If the President decides to allow the appeal to be heard by the rest of the council, then the council must meet within two school days to consider the motion.
5. Steps:
  - a. The appeal will be presented by only the accused student before the Council.
  - b. The accused will be asked to leave, and the council will deliberate upon the new findings and vote upon the appeal.
  - c. The accused will be brought in and be informed of the council's verdict.
6. The decision of The Honor Council is final following an appeal.

## **F. CONFIDENTIALITY OF PROCEEDINGS AND FILES**

All proceedings by the council and its members are confidential and not to be discussed outside the confines of the official

meetings. No records of the council's operations or hearings will be made available to students or faculty outside of the current council membership or procedures outlined herein.

All information collected is to be held in strict confidence and used only for the purpose of conducting the hearing. Council members, the reporting student, and the accused should not discuss any aspect of the violation or council proceedings with other students or faculty members who are not involved in the official proceedings. Accused students may talk with their faculty advisors as mentioned previously. Such a breach of confidence by a council member will result in his or her immediate removal from the council. If the accused or the reporting student violates this confidentiality, he or she will be referred to The Honor Committee for a hearing.

## **G. AMENDMENTS TO THE HONOR CODE**

1. Amendments to The Honor Code may be proposed by any student in grades 8-12 and must be accompanied by the signatures of at least 1/2 of all students in grades 8 -12.
2. A 3/4 vote by all of the members of The Honor Council (including the Faculty Advisor) will be required to amend The Honor Code.
3. The disposition of any proposed amendment must be posted and/or presented to the student body within two school days following a vote by The Honor Council.

## **SPECIFIC RULES AND GUIDELINES**

### **DRESS CODE**

#### **EC and PK**

- may wear clean, neat, comfortable clothes
- may wear only tennis shoes at school
- must purchase a Heritage logo shirt to wear on field trips and special occasions

#### **Kindergarten through Grade 4**

- Khaki or navy blue pants, shorts, skirts, and jumpers (excluding blue denim jeans) with no embellishments
- Navy blue (or, during 1st and 4th quarters - white) shirt which should be collared, polo style. All shirts must be of sufficient length that they may be tucked in.
- White turtleneck/mock turtlenecks, or collared blouses are permissible when worn under a plain navy sweater, or navy Heritage sweatshirt or plain navy sweatshirt. The only sweatshirts that are allowed are plain navy, or Heritage logo sweatshirt.
- white crew socks, or white or navy knee-length socks, or tights
- tennis shoes ONLY

#### **Middle School [Grades 5-8]**

- Khaki pants, walking shorts, skirts, and jumpers
- Navy blue or white shirt which should be collared (may be polo style or buttoned down). All shirts must be of sufficient length that they may be tucked in. White turtleneck/mock turtlenecks, or collared blouses are permissible when worn under a plain navy sweater, or navy Heritage sweatshirt or plain navy sweatshirt. The only sweatshirts that are allowed are plain navy, or any style or color Heritage logo sweatshirt.
- white crew socks, or white or navy knee-length socks, or tights
- tennis shoes or dress shoes

#### **Upper School [Grades 9-12]**

Shirts: boys and girls may wear collared dress, polo, or turtleneck shirts. All shirts must be of sufficient length that they may be tucked in. Sweaters may be worn over a tucked-in, collared shirt or a turtleneck/mock turtleneck. Girls may wear sleeveless tops or collarless blouses that do not reveal undergarments. Shirts designed to be tucked in must be tucked in. Student may NOT wear regular t-shirts or long-sleeved t-shirts to school. The only sweatshirts that may be worn are Heritage sweatshirts of any style or color.

Slacks/skirts: Boys and girls must wear khaki pants of a proper fit and cut. Pants and shorts should not be cut or frayed.

Students may also wear walking shorts (not denim) at least mid-thigh in length. All pants designed to be worn with a belt must be worn with a belt. Girls may also wear skirts and dresses at least mid-thigh in length.

In accordance with changes to the dress code, 2006-07 Seniors will be the last class to be given the privilege of choosing colors other than khaki for their pants, shorts, or skirts. However, with this freedom comes the responsibility to dress appropriately.

**Shoes:** Students should wear dress shoes or neatly laced tennis shoes to school. Sandals, excluding flip flops or any other rubber sandal, may be worn in warm weather.

Upper school students will be permitted to observe Casual Friday along with the Faculty and Staff. On Fridays, students may wear jeans of proper fit and cut and tennis shoes. Please note that shirt requirements do not change on Fridays.

Male US students must have dress shoes, dress slacks, dress shirts, and tie. They may be required to wear these on certain occasions and field trips.

Female students will also be required to dress in a more formal manner on some occasions. Dresses, dress slacks, or dress skirts and blouses, and dress shoes will be appropriate attire.

The faculty and staff have the final say in matters of appropriate dress. Please note that the School expects students to observe common rules of courtesy, even if they are not enumerated in this code, for example, removing caps indoors.

## FOOD AND DRINKS

**Students are not to bring food or drinks into the classroom, Media Center, or the gymnasium unless directly under the supervision of a faculty member.** All food, unless otherwise approved, is to be eaten in the Student Life Center.

## STUDENT DRIVING / PARKING ON CAMPUS

The Heritage School campus is private property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege.

Student vehicles should be parked in designated spaces on the school parking lot. All drivers are expected to observe safe driving habits and to be especially alert to younger students.

A speed limit of **10 mph** shall be observed in the parking area and circle, a limit of **20 mph** in the school driveway. Cars are not to be driven around campus during school hours without the consent of a faculty or staff member. *Anyone who drives recklessly may lose the privilege to drive on campus at any time.*

## OFF-CAMPUS PRIVILEGES

The off-campus program is reserved for seniors. The Heritage off-campus program is earned through the display of maturity by following the established regulations of the program and maintaining satisfactory academic performance. Morning tardies will result in the loss of senior privileges for that day.

## OFF-LIMITS AREAS

- Undeveloped and/or areas under construction
- Classroom buildings before 8:00 a.m., during the lunch hour, and after 3:30 p.m.
- The gym, weight room, outdoor basketball courts, or tennis courts when unsupervised
- Any maintenance area or shed
- Outdoor Adventure Area and the Alpine Tower unless under school supervised conditions

## DRUGS, ALCOHOL, AND TOBACCO

The use of any non-prescribed drug, alcohol, or tobacco on school grounds, at school-related functions, or prior to attending school-related functions, is strictly prohibited. A student who abuses this policy is subject to suspension and/or expulsion.

*The Heritage School is a Tobacco-Free Campus. Use of tobacco in any form is prohibited on the school grounds.*

## WEAPONS

Items that could be classified in the weapons category, including knives, firearms, fireworks, and the like, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary violation. Any weapon brought for display or presentation must be delivered by an adult to the teacher and picked up from the teacher by an adult.

## DISCIPLINE

Violations of school rules and regulations are labeled either minor or major depending on the nature of the act. Minor violations may be assigned detention. A number of minor violations may be construed as a major violation.

Major violations may result in suspension and/or expulsion from school. Among violations classified as major are disrespect, destruction of property, possession of a weapon, inflicting serious or potentially serious physical harm, use of tobacco, use of non-prescribed drugs or alcohol, and unauthorized absence from school for all or part of a day.

**The Heritage School maintains a position that corporal punishment on the part of the school is not an effective or constructive resolution of any disciplinary situation, and therefore, forbids the use of corporal punishment.**

## MISCELLANEOUS

### CARPOOL

It is imperative that everyone follows the school's published pick-up/drop-off system. These instructions are published annually. When it is necessary to talk with a teacher or deliver a message, park in designated areas. **Never block the pick-up line or leave a vehicle unattended.**

### EXTENDED CARE PROGRAM

The Extended Care program is available for students through fourth grade. Age-appropriate activities and rest time will be scheduled. The program is designed to provide a service to parents.

Payment must be made at the time this service is used. Payment made on a daily or weekly basis is non-refundable. Students should be registered by Friday of the week prior to the week the child will be in Extended Care.

Students may be dropped off as early as 7:00 a.m. and will be supervised until dismissed to their homerooms. All students dropped off at school before 8:00 a.m. must be registered in the supervised Before School Program.

Students may stay in the After School Program as follows:

EC & PK	12:00-3:00 p.m.
Kindergarten needing to ride at 3:00 w/older siblings	
Kindergarten	3:00-6:00 p.m.
Grades 1 - 4	3:30-6:00 p.m.

Extended Care follows the school calendar. Extended Care will not be provided on half days before major holidays, or Student Conference Days.

## **MIDDLE SCHOOL AFTER-SCHOOL**

Any Middle School student on campus after 3:30 p.m. not under the supervision of a classroom teacher, sponsor or coach must report to the Media Center Library where they will be supervised until 5:15 p.m.

## **LOCKERS**

Individual lockers are assigned to students in the Middle and Upper Schools. **The school recommends that a combination lock be purchased for all lockers.** A copy of the lock combination must be left with the school office. The school retains the right to enter lockers at any time. The exterior of the lockers may not be decorated in any manner.

## **LUNCH PROGRAM**

The school offers a varied menu of nutritious, reasonably priced lunches and snacks. Students are encouraged to take advantage of this service.

Students who wish to bring lunch from home may do so. Beverages and other items may be purchased to supplement their meals. **Lower and Middle School students are not to have carbonated beverages.**

## **TELEPHONES**

**Office telephones are reserved for school business and may be used by students only in cases of emergency.**

When unexpected circumstances arise during the school day, the receptionist will take a message and make every effort to see that the student or teacher is notified.

**Cell phones and beepers are not allowed for Lower School students. Middle and Upper School students are allowed the use of cell phones, but the phones must be turned off during class. No cell phone should be visible or in use during class time. Parents should restrict calls to emergency situations.**

## **VISITORS DURING SCHOOL**

Visitors are welcome. All visitors must sign in and out in the school office. In order to maximize instructional time, classroom visits should be scheduled in advance with the Division Head.

## **CLUBS AND EXTRACURRICULAR ORGANIZATIONS**

### **FRENCH CLUB**

The Middle and Upper School French Clubs are open to any student in grades 7-12 who takes a French class. Throughout the year, the club sponsors and participates in many activities including films, parties, and field trips to French restaurants.

### **SPANISH CLUB**

The Middle and Upper School Spanish Clubs are open to any student in grades 7-12 who takes a Spanish class. The students participate in several Spanish related activities during the year.

### **HERITAGE SINGERS**

The Singers are open to students in grades 9-12. Heritage Singers are assigned to a regular class period during the school day. MS Chorus is available for students in grades 7-8. Both groups participate in various performances throughout the year.

### **TALONS**

The instrumental musical performing group is known as Talons. Students are invited by the sponsor to join and participate in performing.

## **KEY CLUB**

Key Club is an international service organization affiliated with the Newnan Kiwanis Club. Membership is open to students in good academic standing in grades 9-12. Dues are collected annually.

## **STUDENT GOVERNMENT ASSOCIATIONS (SGA)**

A Student Council exists for middle and upper school divisions. The Middle and Upper School Councils consist of a president, vice president, secretary, treasurer, two representatives from each class and faculty sponsor(s). The purpose of the SGA is to provide for active student participation and to give an introduction to government and leadership roles.

The Upper School SGA affords proper and regular channels for student opinion, provides representative government for the student body in the school community, and sponsors and organizes social events for the student body.

Officers for the Upper School SGA shall be elected by the entire Upper School student body. Officers and representatives may succeed themselves the next year. Any student who has been involved in a disciplinary action resulting in a suspension shall be expelled from the SGA and shall not be eligible to serve in any position on the SGA the following year.

## **NATIONAL HONOR SOCIETY / NATIONAL JR. HONOR SOCIETY**

Membership in the Heritage chapter of the National Honor Society (NHS) and National Junior Honor Society (JHS) is honorary. Election to membership requires a minimum enrollment of one semester and is based equally on high standards of scholarship, leadership, character, and school service.

To be eligible for NHS, a student must be a junior or senior and have a minimum average of 93 for his Upper School years. To be eligible for JHS, a student must be a 7th or 8th grader and have a minimum average of 93 for all work during the Middle School years.

When the academic and attendance eligibility requirements are met, approval by two-thirds of the faculty will be required. Once inducted, a member must maintain the standards of scholarship, leadership, character, and school service.

## **OFF-THE-WALL SCIENCE**

The Off-the-Wall Science group assists the Science Department in various capacities throughout the school year. Whether it's the Lower School Farewell to Summer Celebration, National Chemistry Week, Open House, or Mystery Week, the students conduct science experiments and shows for EC-12.

## **OUTDOOR ADVENTURE CLUB**

The Outdoor Adventure Club offers educational experiences for Upper School students through activities geared toward personal and group challenges with emphasis placed on cooperative challenges. Outdoor activities may include backpacking, camp-outs, repelling, canoe trips, whitewater rafting, ecological activities, orienteering, and personal time.

# STUDENT CODE OF CONDUCT

## POLICY AGAINST SEXUAL HARASSMENT

The Heritage School is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the school maintains a strict prohibition against sexual harassment, or any other harassment, such as that based on race, ethnicity, religion, and sexual orientation. Sexual harassment can come from fellow students, teachers, staff, parents, or vendors. Males as well as females can be victims of sexual harassment.

No employee or student shall threaten or insinuate, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student in any manner for any reason. Similarly, no employee or student shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will result in any improvement of the status or standing of the student at the school.

Other sexually harassing, hostile, intimidating, or offensive conduct on school premises or off school premises, at a school-sponsored activity, is also prohibited.

Sexual harassment may include, but is not limited to:

- \* Unwanted touching
- \* Pinching
- \* Patting
- \* Verbal comments of a sexual nature
- \* Sexual name-calling
- \* Pressure to engage in sexual activity
- \* Repeated propositions
- \* Unwanted body contact
- \* Any unwelcome act or comment of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive workplace environment.

If you believe you have been harassed, please follow the guidelines below or immediately skip to step 3.

First, **respond** to the problem. Be assertive. Tell the offender what behavior is unwelcome and that it must cease. Sometimes people do not realize they are being offensive.

Second, **note** the actions involved in the harassment. Include the date, time, place and any other specifics of each incident, including anyone who might have observed the incident or your reactions.

Third, you may **discuss and/or report** any harassment to a guidance counselor, a division director or a designated administrator. Students are free to complain about conduct they believe to be of a sexually harassing nature without fear of retaliation. All complaints will be taken seriously and handled sensitively.

If the investigation reveals that harassment has occurred, the school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. Because allegations of sexual harassment pose serious consequences for the offender, they are to be based on a legitimate perception of sexual harassment. Therefore, if a complaint is determined to be based on an ulterior motive or based on fabrication, appropriate disciplinary action will be taken against the person who has fabricated the complaint.

### **Remember:**

If you are not clear on the proper action or response, just ask yourself - Would I want my brother, sister, or parent to have to see or listen to something like this?

### **Sexual harassment may be discussed with or reported to:**

Guidance Counselor	Dr. Sandy Thames
Grades EC - 6	Mrs. Marianne Richardson
Grades 7 -12	Ms. Judith Griffith