



# **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 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.

# 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 dually accredited by the Southern Association of Colleges and Schools (SACS) and the Southeastern Association of Independent Schools (SAIS). The school is a member of many specialized organizations as well as the following:

National Association of Independent Schools (NAIS)  
Georgia Independent School Association (GISA)  
Atlanta Area Association of Independent Schools (AAAIS)  
The College Board (CEEB)  
National Association of College Admission Counselors (NACAC)  
Southern Association 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 8:15a.m.-3:05p.m. M - F Doors Open 8:00am

#### Middle and Upper Divisions:

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

#### Media Center Hours

8:20 a.m. - 5:15 p.m.

**The doors to the school buildings open at 8:00 a.m. Lower School students arriving prior to 8:00a.m. Monday through Friday 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 should go to the main 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. Monday through Friday. 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 become a part of the student's permanent record.**

**In Middle and Upper School 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.**

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 7:30 a.m. in the Early Learning Center for students in grades EC 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 WITH THE SCHOOL OFFICE**

The School office hours are 7:30 a.m. until 4:30 p.m., except Friday when the office closes at 4 p.m. The office may be reached during these hours by telephone, email, 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 the event of inclement 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).

## **CUSTODY MATTERS**

It is the obligation of parents with court orders relative to the custody of their children to provide the Head with an official copy of any court order prior to the first day of school annually. Absent of an order of the court to the contrary, each parent shall have equal access to records of his/her minor child involving the health, education, and welfare of the child. In the absence of a court order to the contrary, each parent shall be allowed to participate in school activities that involve parents in general, such as school field trips, class parties, and school lunch visitation. Parents are expected to conduct themselves properly at all times. In the absence of a court order to the contrary, either parent will be allowed to pick up his/her child from school. It is not the school's policy to interpret the law. Heritage School will follow all guidelines regarding custody when provided with a certified copy of a court order. [It is Heritage School policy not to comment on parenting skills.] Any requests for information or court testimony should be cleared through the Head of School.

## **ATTENDANCE**

***IMPORTANT:*** *Parents of students who are absent, or late to school, are expected to notify the school registrar by phone (678 423-5336) 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 with a note from the physician.

## **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.** 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 nurse 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 sent through FAWeb 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>      | 4 units - Algebra I/Geometry/Algebra II and one course beyond Algebra II |
| <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> | 4 units of lab sciences  |
| <b>P.E. and Health</b>  | 1 unit   |
| <b>Computer</b>         | 1/2 unit   |
| <b>Fine Arts</b>        | 1/2 unit   |

## **Public Speaking**

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.

## **ACADEMIC PRE-REQUISITES**

### **ART**

#### **AP 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

### **ENGLISH**

#### **AP English Language**

- \* 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 courses

#### **AP English Literature**

- \* 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 courses

### **FOREIGN LANGUAGE**

#### **AP French Language**

- \* Recommendation of the previous year's instructor
- \* At least a 90 average of all high school language courses

#### **AP Spanish Language**

- \* Recommendation of the previous year's instructor
- \* At least a 90 average of all high school language courses

### **MATHEMATICS**

#### **Precalculus**

- \* average of 88 or higher in Algebra II

#### **AP Calculus AB**

- \* At least 600 on a math section of the SAT or PSAT
- \* Approval of the AP instructor
- \* At least 88 average in the pre-calculus

#### **AP Calculus BC**

- \* Score of 3 or higher on the AP Calculus AB exam

#### **Calculus III**

- \* Score of 4 or higher on either AP Calculus AB or AP Calculus BC exam

## **Statistics**

- \* At least 550 on SAT or 500 PSAT
- \* Approval of the AP Instructor
- \* At least an 85 average of high school math courses.

## **SCIENCE**

### **Chemistry**

- \* Algebra II

### **Physics**

- \* Algebra II

### **AP Biology**

- \* Biology
- \* Chemistry
- \* teacher recommendation

### **AP Chemistry**

- \* Chemistry
- \* Algebra II
- \* Teacher recommendation

### **AP Environmental**

- \* Teacher recommendation

### **AP Physics**

- \* Physics
- \* concurrent enrollment in AP Calculus

## **SOCIAL SCIENCES**

### **AP European History**

- \* 550 on Critical Reading or Writing Section of SAT or PSAT
- \* At least a 90 average of all high school social science courses
- \* Teacher recommendation

### **AP United States History**

- \* 550 on Critical Reading or Writing Section of SAT or PSAT
- \* At least a 90 average of all high school social science courses
- \* Teacher recommendation

### **AP Psychology**

- \* 550 on Critical Reading or Writing Section of SAT or PSAT
- \* Teacher recommendation

## **COURSE DROP /ADD**

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

## **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 for both semesters.

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

| <b>K through 2nd</b>        | <b>3rd - 4th:</b> |    |   |     |
|-----------------------------|-------------------|----|---|-----|
|                             | 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-  |

## 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

## 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) grades at a C or above 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.

## HONORS RECOGNITION

At the end of each quarter, Middle and Upper School students with all A's will be recognized by the Head of School. 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.

**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.

## 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.

On this day, students in Grades 5-12 are recognized for Highest Honors. The Jefferson Cup is awarded to the student with the highest average in each class.

To attain the distinction of Highest Honors, a student must earn a minimum average of 95, with no grade less than 83.

**Attendance at Honors Day is expected of all students in grades 4 - 12.** All students are encouraged to dress appropriately for this more formal occasion. Students in 4th grade and eighth grade will be "stepping up" to the next division and are expected to dress for this event. Appropriate dress for fourth grade students is "Sunday Best." For eighth grade students, for boys: a collared shirt with a tie is required (coats are optional), and for girls, a dress is required.

## **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.

## **LEARNING SUPPORT POLICY**

The Heritage School is committed to the academic success of every child. Students who attend Heritage must be able to make satisfactory progress in the regular curriculum in a traditional classroom setting. Bound by our college-preparatory mission, Heritage cannot make *significant* modifications to its stated curriculum. Heritage acknowledges that some students may need multi-modal methods of instruction. The School will work closely with learning specialists to assist the student. The role of the specialist is to aid the student in developing compensatory skills to master the School's curriculum. These services must be contracted privately by the parents.

## **TUTORING**

The School supplies space for contract tutors when possible. Classroom teachers are permitted to tutor their own students for a fee, *only* when all other resources have been utilized, and then, only by permission from the Head of School.

## **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. **Arrangements should be made for siblings. The conferences are for the student, his/her parents and the teacher/advisor.**

## **SYLLABUS/COURSE ASSIGNMENT CALENDAR**

Assignments are communicated in a variety of ways across the grade levels. Assuming responsibility for keeping up with assignments is part of the learning process for a student. Teachers at each level employ age-appropriate methods for helping students maintain their work. Such methods may include: a daily/weekly syllabus, posting of assignments on individual teacher websites, assignments listed in the classroom with the student accepting the responsibility for recording assignments in student planners. Student planners are available for students in grades 3 - 12. Specific instruction in utilizing the planners is given at the different levels.

# **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 and may be found online. 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. Students are allowed two excused absences during both their junior and senior years to visit college campuses.

## COMPUTER POLICIES

- All students and their parents must sign the school's Network Use Policy Agreement each year before they are given access to computers.
- Duplication of copyrighted material and plagiarism are prohibited. Violations are to be adjudicated by the Honor Council.
- Misuse of e-mail or the Internet is prohibited. Violations are subject to disciplinary action.
- 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. 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/ SAIS 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 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. 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 the school nurse or other school official.**

### **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 physician.

### **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 must furnish all prescription medications in the original containers to the school nurse. The school nurse will be responsible for its safekeeping and timely administration. Should the dosage change during the year, the **parent must notify** the school nurse 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. These screenings will be conducted in the 1st quarter. Follow-up speech screening is conducted in Spring.

## **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). 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.

### **ATHLETIC POLICIES**

All student athletes must read and abide by the stated athletic policies, which may be revised annually.

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

|              | <u>FALL</u>   | <u>WINTER</u>           | <u>SPRING</u>                                 |
|--------------|---|-------------------------|---|
| <b>GIRLS</b> | Cross Country<br>Softball<br>Cheerleading<br>Volleyball | Basketball<br>Swim Team | Soccer<br>Tennis<br>Track<br>Golf             |
| <b>BOYS</b>  | Cross Country<br>Football                               | Basketball<br>Swim Team | Baseball<br>Tennis<br>Track<br>Golf<br>Soccer |

# STUDENT CONDUCT

The Heritage School expects students to adhere to a high level of proper conduct on campus and at all school functions. The Heritage School reserves the right to discipline any students who does not adhere to this standard of conduct. What constitutes acceptable conduct and what constitutes appropriate discipline for breaches of this standard of conduct are within the discretion of The Heritage School.

## HARASSMENT / BULLYING

The Heritage School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to slurs, jokes, and other verbal, graphic, offensive conduct relating to race, color, sex, and national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, inappropriate teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others).

The School also is concerned about the issue of cyber bullying (creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites such as *Facebook*, or *Twitter*, or using other forms of technology to engage in harassment or bullying). Any of this type of offensive conduct can create an uncomfortable school environment. Acts of cyber bullying that take place at school will be subject to administrative action. The School expects that acts of cyber bullying that occur outside the parameters of school will be addressed by and are the responsibility of the parents. In the event that the School becomes aware of a cyber bullying situation, outside of school, the School will inform the parents.

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment or bullying to their teacher or an administrator. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action.

## 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 has 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.

The faculty sponsor for the Honor Council is Lory Pendergrast.

## 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.

# SPECIFIC RULES AND GUIDELINES

## HERITAGE SCHOOL DRESS CODE 2011-2012

We ask your cooperation in creating a uniform look to our student dress. All students in Kindergarten – 12<sup>th</sup> grade are required to wear khaki pants, shorts, or skirts.

### EC and Pre-K

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

### Kindergarten through Grade 4

- khaki pants, shorts, skirts, and jumpers with no embellishments
- navy blue, collared, polo-style shirts (white is permissible during 1st and 4th quarters); shirts may be plain or feature the Heritage logo; no other logos are permissible
- **all shirts must be of sufficient length that they may be tucked in**
- white turtleneck/mock turtlenecks, or collared, white blouses are permissible when worn under a plain navy sweater, a navy Heritage sweatshirt, or plain navy sweatshirt
- the only outerwear to be worn in the classrooms is either a plain navy sweatshirt or a Heritage navy sweatshirt
- a Heritage logo shirt must be purchased to wear on field trips and special occasions
- Heritage sports t-shirts and other “fan” shirts may be worn ONLY on days when special permission to wear them is given
- white crew socks; white or navy knee-length socks; and/or white or navy tights
- NO patterned socks or tights will be permitted
- tennis shoes ONLY

### Middle School [Grades 5 through 8]

- khaki pants, walking shorts, skirts, and jumpers
- navy blue collared, polo or buttoned down style shirts (white is permissible during 1st and 4th quarters); shirts may be plain or feature the Heritage logo; no other logos are permissible
- 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, a navy Heritage sweatshirt, or plain navy sweatshirt
- the only sweatshirts that are allowed are plain navy or any style/color Heritage logo sweatshirt
- Heritage sports t-shirts and other “fan” shirts may be worn ONLY on days when special permission to wear them is given
- white crew socks, white or navy knee-length socks, or tights [NO patterned socks or tights will be permitted ]
- tennis shoes, dress shoes, or leather sandals (no rubber shoes)
- rain boots may be worn during inclement weather

### Upper School [Grades 9-12]

- 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
- students 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
- boys and girls must wear khaki pants of a proper fit
- Heritage sports t-shirts and other “fan” shirts may be worn ONLY on days when special permission to wear them is given
- students may also wear khaki walking shorts (not denim) at least mid-thigh in length, 7 inch inseam
- all pants designed to be worn with a belt must be worn with a belt
- girls may also wear khaki skirts at least mid-thigh in length
- 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; jeans should not be cut or frayed; 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 US students will also be required to dress in a more formal manner on some occasions; dresses, dress slacks, dress skirts and blouses, and dress shoes are considered appropriate attire on such occasions

- there should be no visible caps on campus from 8:30 a.m. to 3:15 p.m., other than during inclement weather, when they may only be worn from class to class

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

## **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. Water bottles may be brought into the classroom with teacher permission.

Campus vending machines will contain only water, sugar free colas, and reduced sugar beverages. **No high caffeine energy drinks will be allowed on campus.**

**Lower School students may not have soft drinks of any type for lunch.**

**No gum is allowed in the ELC, LS, OR MS.**

## **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 and is a privilege and not a right. 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.

We ask that parents help us teach their student that with privilege goes responsibility. Parental support of the granting and rescinding of privileges is crucial to the success of the program and to the future success of the student.

## **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, batting cage, or tennis courts when unsupervised
- Any maintenance area or shed
- Outdoor Adventure Area and the Alpine Tower unless under school supervised conditions
- Parking lot during school hours.

## **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. Students in the Upper School may be subject to Random- Plus drug screening.*

## **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. EC and Pre-Kindergarten students may stay until 3:00 p.m. and must be picked up before elementary-age children. Kindergarten through fourth grade students may stay until 6:00 p.m. Kindergarten students who have an older sibling enrolled in Heritage may stay from 2:00-3:00 p.m. for no charge. They, too, should be picked up before older siblings. A registration form must be filled out prior to a student joining the program. You may call Hollie Mosley at 678-423-5387 with any questions.

For Before School Care, students may arrive as early as 7:30 a.m. and will be supervised in the Early Learning Center until dismissed to their homerooms. **All Lower School students arriving before 8:00 am must be 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 | 3:00-6:00 p.m.  |
| Grades 1 - 4 | 3:05-6:00 p.m. Study hall in the library is provided from 3:05-3:45p.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. and 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.

Students may not enter the Media Center after an athletic practice, but should remain with the coach and be picked up from practice.

## **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 by the individual student.

## **LUNCH PROGRAM**

The contracted food service 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 for lunch.**

## **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.** Cell phones for Middle School students will be taken up at the beginning of the school day and returned at the end of the day. **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 enrolled in a French class. Throughout the year, the club sponsors and participates in many activities including films, parties, and field trips to French restaurants.

## **LATIN CLUB**

The Upper School Latin Club is open to any student in grades 9-12 enrolled in Latin I or II. The students participate in several Latin related activities during the year.

## **SPANISH CLUB**

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

## **HERITAGE SINGERS**

The Singers are open to students in grades 8-12. Heritage Singers are assigned to a regular class period during the school day.

## **TALONS**

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

## **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.

## **MATHCOUNTS**

Students in seventh and eighth grade may participate in MathCounts. The group meets throughout the year to practice for the competition.

## **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.

## **STUDENT CODE OF CONDUCT POLICY AGAINST SEXUAL HARASSMENT**

The Heritage School is committed to providing an 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      |