

Student Handbook Heritage Academy 2023-2024



Revised June 2023

Welcome to *YOUR* school Heritage Academy

With only a handful of students to start, the world's finest international schools have opened their doors to endure so that all who follow in the footsteps of that first class can also find a school to call "home," a school where dreams come true, and success awaits. All students should have their stories remembered and celebrated, stories of who they were and what they achieved. That is the case with Heritage Academy, which opened as a courtside school for Van der Meer Tennis Academy with 17 international students who were introduced to a unique, balanced US school model that allowed time to excel in academics as well as their passion areas.

Thirty years later, Heritage has grown and still offers a student-centered culture where students from around the world strive for excellence in their pursuits and engage in relevant college-prep studies and prepare for life's possibilities. Each year the school has valued every student whose personal story added to the rich fabric of our history. Today, students still inspire teachers and vice-versa to guide us all toward rewarding, rigorous learning; respect for self and others; balanced life and training; trust; and personal perseverance.

The best of all worlds, Heritage offers students a personalized, supportive academic program in concert with the need for flexibility. Dedicated, experienced teachers incorporate learning experiences that speak to the many gifts and learning styles of their students.

Heritage students are passionate, inquisitive learners and doers. The school is oriented toward scholarship and comprehensive college and life preparation. Teachers give the highest priority to academics and to meeting learning styles through small, multi-age classrooms and personalized instruction. Students are challenged by taking Honors courses or by enrolling in Advanced Placement courses. AP courses in English Literature and Composition, Psychology, US History, US Government, Statistics, Calculus AB, Calculus BC, Human Geography, Physics, and Chemistry are the most popular AP courses taught.

Heritage Academy is proud to be recognized for meeting rigorous standards of excellence in education by both the South Carolina Independent Schools Association (SCISA) and the Colleges Schools Council on Accreditation and School Improvement (COGNIA SACS CASI).

AT HERITAGE, WE HAPPEN TO BE...

- Local, US, and international students in a 6th -12th grade school community.
- Scholar-athletes and artists who train in academics, athletics, and arts.
- Students aspiring to attend the schools of their choice: Ivy League or State U or following post-grad dreams of other means.

AT HERITAGE, WE ARE INVOLVED IN...

- College preparatory courses, Advanced Placement courses, individualized classes.
- Standardized testing via PSAT, SAT, ACT, AP.
- The full array of college admissions and tertiary school assistance and academic support services.

Dear Students and Parents:

Heritage Academy asks that all parents and students read this handbook closely and to uphold the school's policies, expectations, and rules. We believe that by enrolling your child in the Academy and signing that you have read this information handbook, you are supporting the culture, philosophy, and school mission and its rules and that you will partner with the leadership and teachers to ensure a positive learning experience for all students. Thank you in advance for your support.

LEARNING SKILLS @ Heritage Academy

Your teachers want you to think about how you learn and learn about how you think, creatively and critically. *How do you make meaning of what you learn? How do you know what you know?* You and your classmates will realize that a goal of every lesson, unit, or course is to LEARN about that subject matter in new ways.

Your teachers share in the school goal of all students learning to create and problem solve in a low-risk, supportive environment. They want you to have flexibility in your thinking, have honed questioning skills; learn to listen to others' viewpoints and to think about those; apply past knowledge to new learning and problems; develop precision of language to be specific and accurate in your responses; practice insight; and, finally, to let curiosity take you to new ideas and thoughts about how to LEARN about something.

Have fun this year exercising your brain...it is your greatest treasure.

2023-2024 SCHOOL THEME

BE RESPONSIBLE!

Your future depends on it.

- To realize your dreams and goals in life, you must be responsible to yourself and others always.
- Accept responsibility for all it takes to be a success in school and in your passion area!
- Only you can succeed for yourself, but everyone in the school supports you in your efforts.
- Be responsible for the power of your words and actions! Know the consequences of each and make responsible decisions to benefit you and others.
- Be responsible to your teachers and classmates to ensure everyone learns in an optimal environment.
- Believe you will earn the rewards you seek as you do your best to achieve your future goals.

HERITAGE ACADEMY PHILOSOPHY

We believe our small caring community of diverse and trained teachers, working closely with their students, creates the ideal learning environment. Young people have curious minds, vast energy, innate talent, and incredible spirits, all waiting to be awakened and nurtured. We respect research suggesting a student's analytical thinking skills, creative style, and civic responsibility can only reach full potential if opportunities for active, hands-on learning experiences take place daily. Whether in the classroom or out pursuing extracurricular passions, Heritage students are actively engaged in learning-- as accomplished scholars, artists, athletes, workforce, or community members.

Our collective and individual successes evolve from shared responsibility to give our best each day.

Our goal is to graduate a life champion -- one who demonstrates academic excellence, a zest for life and strong character.



HERITAGE ACADEMY STATEMENT OF BELIEFS

1. The Heritage Academy community is responsible for providing an environment that is emotionally and physically safe, supportive, respectful, and nurturing to students, faculty, and staff.
2. The Heritage Academy community is responsible for embracing and celebrating the diversity of our international student body.
3. The Heritage Academy community is responsible for providing an environment that promotes students' talents and accomplishments and is sensitive to the demands of student's outside training program.
4. The Heritage Academy community is responsible for providing an environment that models integrity, curiosity, problem solving, learning for learning's sake, and discovery and that enables students to become self-directed and productive world citizens.
5. The Heritage Academy community is responsible for establishing high benchmarks and expectations for academic achievement and personal accountability.
6. The Heritage Academy community values high moral character and respects the school rules and individual rights of opinion and belief.
7. The Heritage Academy community supports instructional practices that incorporate varied teaching strategies and integrated technology designed to accommodate differences in learning styles, multiple intelligences, and abilities.
8. The Heritage Academy community endorses teacher participation in professional development opportunities provided by the school and outside opportunities.
9. The Heritage Academy community supports activities for all students that promote community service, school spirit, and pride.

HERITAGE ACADEMY SCHOOL-WIDE LEARNING GOALS

At Heritage, learning is our top priority. Learning impacts and transforms us as students and teachers. It is the path to becoming our best selves and better human beings. Learning *transforms us* by challenging prior ways of thinking, and by growing our knowledge base, skill sets and understanding of one another. Our mission statements drive us to accomplish, to achieve, to do, to be as we continually seek academic and personal excellence.

Heritage Academy courses incorporate essential 21st century skills while reinforcing skills learned previously. At all grade levels, skills are introduced, reinforced, or mastered.

Foundational courses of lower grades are supported with opportunities for advanced coursework at upper grade levels.

COMMON TO ALL SUBJECTS ARE THE FOLLOWING LEARNER OUTCOMES:

- *reading comprehension*
- *written and oral discourse and fluency*
- *numerical literacy*
- *listening, inductive and deductive reasoning*
- *supporting ideas with evidence*
- *oral presentation*
- *group discussion and collaboration*
- *note-taking*
- *examination and research*
- *creative problem solving*
- *scientific inquiry and problem-solving*
- *independent study*
- *ethics*
- *demonstration of effective technology and computer skills*
- *and self-reliance, understanding of others' views, time management, and personal organization*

LEARNING SKILLS:

- Students make a commitment to creating quality work, striving for excellence, and demonstrating a passion for learning.
- Students use a variety of learning strategies, personal skills, effective study skills, and time management skills to enhance learning.
- Students reflect on and evaluate their learning for the purpose of improvement.

EXPANDING AND INTEGRATING KNOWLEDGE:

- Students connect knowledge and experiences from different subject areas.
- Students use what they already know to acquire new knowledge, develop new skills, and expand understanding.
- Students demonstrate integrated knowledge and skills in applying multidisciplinary approaches to solving problems or completing tasks.

COMMUNICATION SKILLS:

- Students effectively express themselves in writing and speaking in all curriculum areas.

THINKING AND REASONING SKILLS:

- Students gather and use information effectively to gain new information and knowledge, classify and organize information, support inferences, and justify conclusions appropriate to the context and audience.
- Students seek opportunities for discovery about other cultures, beliefs, ideas, customs, and to enhance flexibility and tolerance in a multi-cultural setting.
- Students utilize, evaluate, and refine the use of multiple strategies and technology to solve a variety of types of problems and to learn how to arrive at evidence-based answers and positions.

HERITAGE ACADEMY FACULTY COMMITMENT

Teachers will work together to provide a challenging, meaningful program of courses taught in a style to motivate students to think creatively, reason critically, communicate effectively, and learn continuously in and out of school.

Our dedicated teachers...

- Believe all students can learn and expect them to succeed.
- Use a variety of grouping patterns and assessment tools.
- Diagnose academic needs and use teaching strategies that meet our individual students' needs, styles, and abilities.
- Display evidence of superior preparation for classroom instruction.
- Plan and implement strategies to encourage student self-discipline.
- Continually monitor student work, give feedback, and adjust.
- Motivate students to achieve beyond their previous performance levels.
- Set high expectations appropriate for each class's make up.
- Model multi-cultural awareness, appreciation, and understanding.
- Recognize the need for appropriate classroom humor.
- Demonstrate love of children and celebrate their successes.
- Promote good rapport within the entire school community.
- Establish long-range improvement goals and meet them.
- Stay knowledgeable in subject matter, methodology, and technology.

2023-2024 DAILY BELL SCHEDULE

- Each block class will last 85 minutes
- Student access will be activated from 7:30am till 3:10pm

Block 1	7:40am – 9:05am
Block 2	9:10am – 10:35am
Block 3	10:40am – 12:05pm
Block 4	12:10pm – 1:35 pm
Block 5	1:40pm – 3:00pm

LATE PICKUP POLICY:

Effective September 27, 2021, if a parent is over 15 minutes late, a text message must be sent to the Head of School. At the third occurrence, the family will be billed \$50. This amount will be applied for each late occurrence from there on out. While waiting, middle school students, may not use their cell phone unless they are calling or texting you.

Heritage Academy 2023-2024 Academic Calendar

Semester 1/Quarter 1

August 7 & 8 All Teachers In-Service Days

August 9 Semester 1/ Quarter 1 Begins Heritage 101(St. Luke’s Church)

September 4 Labor Day Holiday (NO SCHOOL)

October 6 Quarter 1 Ends

Semester 1/ Quarter 2

October 9 Semester 1/ Quarter 2 Begins

November 22-24 Fall Break/Thanksgiving (NO SCHOOL)

December 12-13 Semester 1 Final Exams

December 15 Semester 1/Quarter 2 Ends- Make Up Exams (Teacher Workday)

89 days

December 18- January 5 Winter Holiday Break

Semester 2/Quarter 3

January 8 All Teachers In-Service Days

January 9 Semester 2/ Quarter 3 Begins

January 15 MLK Day (NO SCHOOL)-weather make-up day if needed.

March 8 Quarter 3 Ends

March 11-15 Spring Break

Semester 2/Quarter 4

March 18 Semester 2/ Quarter 4 Begins

March 29 Good Friday (NO SCHOOL)- weather make-up day if needed.

April 18-19 RBC Heritage (NO SCHOOL)

May 17 Student Awards Assembly

May 20-21 Semester 2 Final Exams

May 22 Make Up Exams (Teacher Workday)

May 23 Semester 2/Quarter 4 Ends

GRADUATION DAY

89 days

Total 178 days

ADMINISTRATORS ARE HERE TO GUIDE YOU

HERITAGE ACADEMY ADMINISTRATION

Amanda Williams

Head of School

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Sandy McGuire

Director of Admissions & Student Services

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Cathy Duane

Director of Finance

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Liz Nash

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INSTRUCTORS ARE HERE TO TEACH YOU!

HERITAGE ACADEMY FACULTY/STAFF:

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STUDENT OPERATIONS @ HERITAGE ACADEMY

Heritage Academy exemplifies any secondary school in its general regulations and operations, but there are unique features and rules of the school with which all students and parents should acquaint themselves.

HERITAGE ACADEMY IS YOUR SCHOOL.
USE THIS HANDBOOK AS YOUR GUIDE TO SUCCESS!

Your handbook is divided into sections and addendums

1. All About Academics
2. Academic Support and College Admissions
3. Advocacy & Safety
4. Student Attendance, Behavioral Expectations, and School Rules
5. Miscellaneous Policies

ALL ABOUT YOUR ACADEMICS

Student Classification System

Students attending Heritage Academy are classified based on the number of credits earned, not on the years of attendance in high school. Students who are entering year one of high school for the first time will be classified as 9th grade students regardless of the number of credits earned prior to their first year of attending Heritage Academy. Students are promoted to the next level of classification or retained in their current classification based on the following:

To be considered a 10th grade student, which is typically the second year of high school, a student must have earned a minimum of six credits with at least one credit in English, one credit in Math and four additional credits.

To be classified as a 11th Grade student, typically the third year of high school, a student must have earned a minimum of twelve credits with at least two credits in English and at least two credits in math.

To be considered a 12th Grade student, typically the fourth year of high school, a student must have earned a minimum of sixteen credits and have received three credits in English, Three credits in Math, two credits in Science, and two credits in Social Studies.

Students who wish to accelerate their classification status prior to entering high school must follow the process listed below.

1. A written request to Head of School by parent or legal guardian must be submitted.
2. A review of current grades, past grades and test scores will be conducted.
3. A review of the age of student and appropriate grade placement will be considered.
4. A committee will meet comprised of the Director of Student Services, and the current teachers of that student using all evidence presented. The committee will discuss observed emotional and mental abilities of that student and review data. The committee will make the final determination of appropriate placement and adjust the student classification and schedule as appropriate.

Advanced Placement Program

The Advanced Placement Program (AP) is a cooperative educational endeavor between high schools and colleges and universities. It gives high school students the opportunity to enroll to participate in college level courses through involvement in AP courses and AP exams. Colleges and universities can grant credit and/or advanced placement based on AP satisfactory scores. Year-long AP courses receive honors credit in the fall and AP credit in the spring. If a student does not take an AP exam for any reason, the student will be responsible for the cost of the test (\$150 per test). If a student chooses not to take the AP exam, the parent must email the AP Co-Ordinator by November to avoid the \$150 charge.

Dual Enrollment Courses

Dual credit courses, whether the course is taken at the school site where the student is enrolled or at a post-secondary institution, is defined as those courses for which the student has received permission form his/her home school to earn both "Carnegie" units and credit for those particular courses. One quality point will be added to the weighting for dual credit courses that are applicable to baccalaureate degrees offered by accredited institutions.

Courses approved by a college and listed in the institution's catalogue for the AA or AS college transfer program or approved and listed in a four-year institutions' course catalogue for a BS or BS program will be recorded as a "Carnegie Unit" (one credit) in the corresponding core academic subject as determined by the school counselor and approved by the principal. The credit may be counted as part of the required core academic distribution for graduation and the college must meet the standards approved by state board of education regulation. All dual enrollment course must be approved, in writing, prior to enrollment.

Students and parents/legal guardians, with the assistance of a school counselor, are ultimately responsible for selecting and completing those academic courses required for admission to their college of choice.

Courses not included on the approved college transfer program list will continue to be recorded as elective credit.

It is the responsibility of the school counselor to advise students to verify admission requirements and course transfer policies for their college of choice before selecting and enrolling in early college credit courses. Please see your school counselor for

additional information and/or additional forms that might need to be completed prior to the courses starting.

Students must be a junior or senior and at least 16 years of age to apply for dual enrollment.

Audits

Students may audit a class if space is available with approval of the teacher, principal, and counselor prior to enrollment of a course. Audit grades, given at individual teacher discretion, may be designated on the student's report card and cumulative transcript, but may not be used in computing the GPA. Audit courses will be clearly designated as such on the student's report card and cumulative transcript and a "No Credit" (NC) will be recorded in the credits section on the cumulative transcript. Audits can only be approved prior to the first day of enrollment for the student.

Retaking a Course

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. The student's record will reflect all courses he or she has taken and the grades he or she has earned.

The student may retake the course either during the current school year or during the next school year but no later than that 3rd year. In addition, the student must retake the course before he or she has enrolled in the next sequential course (unless the student is granted approval by school administration to do so).

A student who has taken a course for a "Carnegie" unit prior to his or her ninth-grade year may retake that course regardless of the grade he or she has earned. In such a case, only the retake grade will be used in figuring the student's GPA, and only the retake attempt will show on the transcript. This rule will apply whether the retake grade is higher or lower than the grade the student previously earned.

GPA and Class Rankings

Computations for GPA and class rank are taken to four decimal places.

Class ranking is a mathematical summary of a student's academic record compared to those of other students in the class. Class ranking takes into account both the degree of difficulty of the courses a student is taking (AP®, honors, college-preparatory or regular courses) and the grade the student earns. The compilation of courses and grades is converted to an overall grade point average (GPA), and the higher the GPA, the higher the student's class ranking.

The student with the highest-grade average shall be considered the highest-ranking graduate. A student graduating in less than eight semesters shall not be eligible to

receive the highest-ranking graduate certificate. A tie between students with the same GPA shall be broken using the most courses taken that are designated Honors, AP, or Dual Enrollment.

In the case of a transfer student, grades accepted shall be based on the intent of the sending school. If the transfer grade from an accredited school has been designated as an honors course on the transcript, the grade shall be awarded the applicable honors credit as long as the same course is offered at an honors level at Heritage Academy. Numerical grades earned from an accredited school shall be accepted.

A student who completes high school requirements in fewer than four years shall have class rank calculated with the class with which he or she entered grade 9. Three-year graduates shall not be eligible to be the highest-ranking graduate.

Selection of Valedictorian; Salutatorian; and Top 10

- Must be enrolled in high school for four years.
- Students electing accelerated graduation or graduating in less than four years, are not eligible to be Valedictorian, Salutatorian or Top Ten.
- Selection of Valedictorian, Salutatorian or Top Ten will be based on GPA as determined by SC Uniform Grading Policy.

Converting Grades on Transcripts

When transcripts are received from accredited out-of-state schools (or in state from accredited sources other than the public schools) and numerical averages are provided those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided a numerical conversion will be utilized. The school will defer to the SC Uniform Grading Policy for guidelines (see Addendum).

Computing Grade Point Averages

Students earning credits prior to the 2023-2024 school year will be using the previous 10-point scale. All courses starting during or after the 2023-2024 school year will be using the updated GPA scale (see Addendum).

Withdrawing from a Course

Per the South Carolina Uniform Grading Policy, with the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty.

The three-, five-, and ten-day limitation for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of a school. Students who withdraw from a course with administrative approval will be given a WP for the course. Students who withdraw from a course after the specified time of three days for a 45-day course, five days in a

90-day course or ten days in a 180-day course without administrative approval, shall be assigned a WF, and the F (as a 50) will be calculated in the student's overall grade point average. Withdrawal limitations for distance learning, dual credit, and virtual courses will be established by the **administration team** in conjunction with partner institutions of higher education and VirtualSC enrollment and withdrawal deadlines.

ACADEMIC CURRICULUM

Heritage Academy programs emphasize development of critical thinking, application of knowledge and skills to situations, creative reasoning, problem-solving, and research techniques.

The Academy provides students with a supportive learning environment within a positive, transformational school ethos meant for students to develop exceptional, life-long skills and balance passion training. The staff prepares for specific student needs, interests, and goals from a wide range of cultural and educational backgrounds. Teachers strive to see students achieve academic progress and maintain a healthy "whole-life" balance.

High school students take a challenging curriculum of 20 academic credits in English, mathematics, science, social studies, art, and foreign language. One additional PE credit is required to total 21 credits to graduate. Heritage offers Honors Challenges and Advanced Placement courses along with elective courses and dual enrollment opportunities.

Heritage Academy's educational program is for students seeking a college preparatory school diploma. The curriculum, level of instruction, and number of credits required to graduate qualify our students to meet COGNIA standards, South Carolina Independent Schools Association guidelines (SCISA), and the National Collegiate Athletic Association (NCAA) Div. I standards, in addition to all levels of university admission criteria and Heritage Academy's rigorous academic expectations. Varied levels of instruction and materials are used to personalize instruction (i.e., Advanced Placement (AP), Honors, College Preparatory, and dual enrollment).

ACADEMIC EXPECTATIONS TO STAY ON TRACK WITH COURSEWORK

Students are expected to keep up with all coursework when on campus and when working on coursework. Practicing smart time management is essential to avoid falling behind in semester classes. Students falling behind in coursework due to illness, time away from class for competition or approved absence are monitored and will be required to make up missed work and to catch up to the rest of the class. This applies to students receiving in-seat, and online instruction. Logistics for make-up time at school must be coordinated between the teacher and ASC teacher.

Students can submit work to their teachers electronically in such formats as SIS, Google Classroom, and more. Students can submit work 24/7 to ensure they meet deadlines.

The school does not want to see any student fall behind and does not want to see absences become a detriment to success in the course. The pace of a course taught in 18-weeks is fast, but teachers are willing to assist students in managing those 18-weeks to his or her best ability. (Refer to make-up work and make-up testing regulations on p. 29)

ACADEMIC HONESTY POLICY

Students must learn the importance of academic honesty. Teachers, parents, and house parents are asked to educate students of the consequences of academic dishonesty at school.

WHAT IS ACADEMIC DISHONESTY?

A. PLAGIARISM: Plagiarism occurs when an individual uses another person's ideas, expressions or writing as if they were his/her own.

- Copying verbatim- This is the most common form and happens when an individual copies words or ideas directly from another source (e.g., book, article, Internet, lab report, friend) without giving credit to the author.
- Paraphrasing means an individual borrows written ideas from a source and rewrites them in his/her own words but does not give author credit.
- Use of an idea – This means an individual adapts an idea from another source without giving proper credit. (*When asked to write an original piece, such as a short story, the student borrows an idea from a TV program, video, article, or classmate.*)

B. SHARING IDEAS DURING TEST SITUATIONS: (*Sharing answers on a take home exam, asking/telling other students what is on a test/quiz.*)

C. COVERING UP FOR ANOTHER STUDENT WHO COMMITS ACADEMIC DISHONESTY

D. CHEATING ON TESTS AND QUIZZES: (*Bringing answers into the test room via paper, electronic, or other means, copying from another student, or using unauthorized notes or technology.*)

E. COPYING HOMEWORK OR SEATWORK OR GIVING HOMEWORK OR SEATWORK TO TAKING CREDIT FOR WORK THAT YOU DID NOT DO: (*Not acknowledging assistance of a parent, friend, or tutor.*)

F. CLAIMING TO HAVE SUBMITTED WORK WHEN YOU DID NOT SUBMIT IT

G. REMOVING MATERIALS AND RESOURCES FROM ROOMS: taking anything without permission that would assist you on a test or assignment

H. CIRCUMVENTING THE SCHOOL'S SECURITY FILTERS via personal wireless devices

I. COERCING UNDER DURESS someone to share their work with you

J. DECEPTION to take advantage in academic work over others by any means.

K. FORGERY in signing your name in the place of another's

WHAT HAPPENS WHEN A STUDENT IS INVOLVED IN ACADEMIC DISHONESTY?

Teachers and administrators expect all students to do their own work on homework, in-class assignments, projects, informal assessments, and tests and not to submit as their own work ideas from a resource book, another student, or any other print or electronic source.

First Offense: Student receives a 0% on the assignment/test. The teacher and the student will meet and will report the incident to parents and houseparent/residential instructor.

Second Offense: Student receives a 0% on the assignment/test. A conference will be called between the student, parents /residential instructor, teacher, counselor, and the Head or Asst. Head of School.

Third Offense: Student will earn a 0% on the assignment/test. A conference will be called between the student, parents /residential instructor, teacher, counselor, and the Head or Asst. Head of School. Also, cheating will be listed as an incident in the SIS/student record.

All cases of academic dishonesty will be reported to the administration and parents, and all cases will be noted in the student's permanent file.

ACADEMIC HONOR PLEDGE

Students may be asked to sign an honor pledge on tests, quizzes, projects, presentations, homework, and class assignments. They may write the pledge or write "OMH" ("on my honor") next to their name on work affirming they are demonstrating their integrity to their teacher and classmates.

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center (ASC) provides additional support to students who must travel for tournament competition by providing a secure environment for make-up testing. The ASC teacher can proctor make-up tests for students who have approval and coordination of their instructors. Students must sign up directly with the ASC specialist.

Another priority of the ASC is to ensure learning needs are met with success and a sense of competence for students engaged in the challenging Heritage Academy curricula. **If demonstrated need or diagnosed accommodations are on file, students will receive help in reviewing for tests and quizzes, organizational planning, study techniques, note taking, and the writing and editing of student papers and assessments.** **Should this be deleted?**

ADVANCED PLACEMENT EXAMS IN MAY

Students in AP classes can sit for the AP exams in May. It is the aim of all AP courses for students to sit for the AP exam. If a student in the AP class does not sit for the May exam, he or she must take a final exam in the course worth 20% of final grade. Students in AP classes who sit for the AP exam are exempt from the final exam in the AP course.

Students taking an AP exam are required only to be at school for the AP exam on the days of those exams. They will attend no other classes on those days. After completion of the AP exam students may be exempt for attendance for that class for remainder of the year.

BLOCK SCHEDULING

Classroom environments at Heritage are interactive and student-centered. Heritage delivers instruction on a block schedule. The academic year is divided into Fall and Spring semesters. Classes are taught M-F. High school students take three courses per semester, allowing them to earn six credits per year at a minimum. Some students may follow a personalized schedule to accommodate their training or needs. Students earn one credit for each course they pass unless it is designated 1/2 credit.

High school courses are open to middle school students if pre-requisites are met. Students at any grade level who qualify through testing and with teacher recommendation may be placed in high school classes.

The following courses can transfer onto our high school transcript during the middle school years.

MATH: Algebra 1, Geometry, and Algebra 2 (Honors and regular) if taken during 7th and/or 8th grade.

ENGLISH: Eng 1, Literary Analysis or **Fundamentals of Language Arts** as an English credit if taken during 8th grade only.

FOREIGN LANGUAGE: We will accept any high school course for credit in any foreign language if taken during 8th grade, only.

SCIENCE: Earth Science, Biology, and Physical Science (Honors and Regular) if taken during 8th grade. Keep in mind Earth Science is not a lab science.

CREDIT TRANSFER FROM MIDDLE SCHOOL

Heritage Academy accepts credits from a student's middle school years for high school math, lab science, English, and foreign language courses if taken with high school students and sending school is accredited. We believe that certain courses accepted from middle school will allow a student to accelerate their progress in a subject area during their four years in high school. Heritage offers the opportunity to earn credits and high school GPA points.

DROP/ADD WINDOW AND WITHDRAWING FROM COURSES

Students may withdraw from a course without any notation on their transcript through the last day of Drop/Add each semester, generally the 5th day of the course. After the Drop/Add date has passed, a student may withdraw from a course up until the last week of class, and the transcript will denote a “WF” or “WP” (Withdrawal Fail or Withdraw Pass) for withdrawal from course based on numerical grade at time of dropping. Before a withdrawal can be approved by the school, the student’s parent must complete and sign the official Heritage Academy Withdrawal Form available from the Director of Student Services.

FINAL EXAMS POLICY

The purpose of final exams is to assess students’ mastery of content and skill over the duration of the course. Sufficient time for exam preparation is given in each class.

- High school final exams count for 20% of the course grade in the 4th quarter.
- Middle School students enrolled in high school courses sit for the high school exam.
- A study guide may be distributed a week before the exam for study purposes.
- Exams may not be taken early. All final exams will be taken on the assigned day.

- Grade 11 and Grade 12 students with a 90% in a class, as calculated by PowerSchool the Friday before the exam window, do not have to sit for the final exam. This will not apply to students who have 3 or more tardies.
- Students who are exempted from final exams do not need to attend any Review Day prior to the first day of final exams.
- All other high school students take final exams in December and May.
- AP students who sit for the May AP exam do not sit for the final exam.
- Students taking four courses have a test schedule showing no more than two tests/ day.
- Students with learning accommodations might be scheduled for one exam/ day.
- Missing coursework prior to the exam will not be accepted after final exams begin.

Any student who is not approved by the Head of School and who does not sit for final exams will receive a 0% on exams missed.

Students may not have any personal electronic device on their possession during the exams unless the teacher requires that they use it to complete the exam.

SPRING SEMESTER FINAL EXAMS

- Students approved by the Head of School to leave before final exams will have their exams sent the week of final exams via email to the student’s approved professional testing site. Students may also return to campus to take late exams the week after graduation. Parents must provide Heritage Academy the name, email address, phone and fax number of the school and the email

address of the school contact person. If an approved site is not provided, the exams will not be sent, and the student will receive a 0% for each missed exam.

- December and May graduates are eligible for exemption from final exams with a 90% grade.
- Students in AP classes take course final exams if they do not sit for the AP exam in May.

GRADE WEIGHTS

Assessment weights are standardized for all classes, including Honors and AP classes. Teachers provide numerous formal and informal assessments of student progress during the course and identify the primary formal assessments that will culminate in the student's grade. Individual content area/course assignments and assessments will be distributed across the following categories at teacher discretion. All Heritage Academy course grades are based on the following distribution of relative significance for course assessments.

GRADE WEIGHTING SCALE

Summative = 50%; Quizzes/projects = 30%; Class work/homework = 20%

All Heritage Academy teachers follow this grading scale.

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500

84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

GRADES, PROGRESS REPORTS/ REPORT CARD DISTRIBUTION

Grades can be accessed daily through our SIS.

Quarter Progress Reports can be accessed via SIS in Sept., Nov., Feb., and Apr.

Quarter Grades can be accessed via SIS in Oct., Dec., Mar., and May.

GRADUATION COMMENCEMENT CEREMONY

Heritage Academy's graduation ceremony is open to seniors who meet the school graduation requirements with the required GPA to attain a diploma and who are in good standing at the time of graduation.

Heritage Academy recognizes seniors who complete their graduation requirements in December and who do not return for second semester. There is not a separate formal ceremony, but December graduates may join their fellow graduates at the May graduation ceremony.

The two top scholastically ranked students are named valedictorian and salutatorian if they remain in good standing. Top scholars are determined by GPA, the level of rigor of the four years of college preparatory coursework, and by using weighted grades after the Quarter 4 progress report. Students must be enrolled at Heritage Academy for a minimum of two (2) consecutive semesters to be considered for valedictorian or salutatorian.

GRADUATION REQUIREMENTS

Students graduating from Heritage Academy on the college preparatory track will have earned a minimum of 21 credits. Four years (eight semesters) of high school attendance meets this requirement in most instances.

Dual enrollment credits earned from the University of South Carolina-Beaufort and Lees-McRae College during the high school years are accepted by the school.

Course credit is earned by taking the full course of study. No credit is awarded to students who show they have mastered a course through a single external exam score. The school does not guarantee a graduation date upon admission based on age or years of high school attendance. Graduation dates are set after a professional third-party review of transcripts to determine the number of credits earned and needed. A student must graduate from Heritage Academy before he or she reaches the age of 21.

SOUTH CAROLINA SCHOLARSHIPS Need to check if this is up to date

Information on scholarships may change. Please see out current information.

Palmetto Fellows Scholarship

A student may qualify for the South Carolina Palmetto Fellows Scholarship (up to \$6,700.00 during the first year and then up to \$7,500.00 for the remaining three years) if he/she meets the following criteria: a combined SAT score of 1200 (Math and Reading) or an ACT score of 27; a 3.5 cumulative GPA on the Uniform Grading System and in the top 6% of his/her sophomore or junior class, based on the Uniform Grading System; or 1400 SAT/32 ACT and 4.0 GPA based on the Uniform Grading System. Additional information is available through the school counselor's office.

LIFE Scholarship

A student may qualify for the South Carolina Life Scholarship (up to \$4,700.00/year plus \$300 book allowance) if he/she meets two of the three following criteria: a combined SAT score of 1100 (Math and Reading) or an ACT score of 24; a 3.0 cumulative GPA on the Uniform Grading System by the end of the senior year; or be in the top 30% of his/her graduation class based on the Uniform Grading System. For two-year colleges and technical colleges, a student may qualify for the cost of tuition plus \$300 book allowance with a "B" (3.0 GPA on Uniform Grading System). Additional information is available through the school counselor's office.

HOPE Scholarship

A student may qualify for the South Carolina Hope Scholarship (up to \$2,500.00/year plus \$300 book allowance) if he/she meets the following criteria: a 3.0 cumulative GPA on the Uniform Grading System by the end of the senior year. Additional information is available through the school counselor's office.

Lottery Tuition Assistance

A student may qualify for Lotter Tuition Assistance if they are a South Carolina resident for at least one year, are enrolled in at least 6 credit hours per semester toward a degree diploma or certificate, make adequate progress toward the completion of the college credential and file a FAFSA. The amount is dependent on the number of eligible participants and total funding available.

College Preparatory Diploma GPA 2.0

CREDITS REQUIRED

MATHEMATICS	4 (includes Algebra 1, Algebra 2 + 2 others)	
ENGLISH	4 (includes four literature courses)	
SOCIAL STUDIES	3 (includes US History and Government/Econ)	
SCIENCE	3 (includes two lab sciences; one must be chemistry)	
FOREIGN LANGUAGE	2 (includes two credits in same language)	
FINE ARTS	1	
PHYSICAL EDUCATION	1 (athletic passion or dance)	
ELECTIVES	3	= 21

HOMEWORK (Advanced or AP Courses)

Homework is an integral part of our students' educational development. They need independent practice of skills and concepts introduced in class. Learning is enhanced and lessons more completely understood via additional practice, investigation, time management, independent thinking, acquisition of self-discipline, and problem solving. In some classes, homework is used for "flipped classroom instruction." To be most effective, it is the student's responsibility to complete his or her homework.

Success depends on daily preparation and clear communication between student and teacher.

Student responsibilities:

- Ask questions in class about the assignment if they do not clearly understand it.
- Check SIS daily to review homework assignments for each class.
- Complete assignments carefully, accurately, and neatly, even from the road while competing.
- Submit original work at all times—never copied from another person or source.
- Adhere to the school coursework make-up policy.
- Establish effective study habits.
- Notify teachers, have parents notify Head of School regarding all planned absences or if you are struggling.

Teacher responsibilities:

- Post assignment on your class pages on the SIS website.
- Instill in students a sense of responsibility, self-discipline, and self-improvement.
- Offer varied ways for students to reinforce basic skills through practice.
- Assign work to promote the development of independent study skills.
- Communicate assignments to students clearly in print and orally.
- Monitor and review all assigned work daily.
- Meet outside of class with students for assistance in meeting course objectives.
- Post the dates when students will miss class for pre-planned absence.
- Communicate daily with students who are missing class.
- Follow up with students who have missed to assess understanding, skill mastery, and if “catch up” teaching or work needs to be scheduled.
- Adhere to the school’s coursework make-up policy.

HONOR ROLL

A student must be enrolled as a full-time student to be eligible for Honor Roll. Any online course must be half-way or completed for it to be factored into the honor roll.

Honor Roll Criteria:

Distinguished Honor Roll:	All A’s	90 and above
Honor Roll:	All A’s and B’s	80 and above

INDIVIDUAL GRADUATION PLAN (See Appendix A)

LANGUAGE of HOME COUNTRY USE DURING INSTRUCTION

We honor our international students’ native languages. We require, however, that students speak English in their classes because it is the medium of instruction. Students must cease speaking in their native tongue should a teacher request it.

LAPTOP & ELECTRONIC DEVICES USE IN THE CLASSROOM

All students are required to own a laptop computer and calculator to have in class each day and to use for homework. Laptops for school use must have an English keyboard.

The level of math course will determine what kind of calculator will be needed for the course. The teacher will inform the students of the type they will need, and the student is responsible for bringing it to class each day.

Specifications for student-owned laptop computers are as follows:

- All international students must have a laptop computer with an English language keyboard. If you cannot locate one in your home country, these are available for sale in the United States once the student arrives.

PC Laptops

Processor 3rd generation Core i3 or higher
RAM 4 GB
500 GB storage
Microsoft Office must be installed
Must have Adobe Flash installed

MacBook Laptops

Any model/configuration MacBook newer
Must have Microsoft Office for Mac installed
Pages is not acceptable
Must have Adobe Flash installed

Teachers have the right at any time to request that any electronic device be stored on the teacher's desk until class is dismissed.

MAKEUP WORK & MAKEUP TESTING

Students may check SIS assignments, notes, and work while away. All teachers will respond to student contact while students are away from class.

Coursework missed is expected to be completed within a day or following a teacher's guidance upon the student's return to school from an excused absence. For each day missed, a student is given one day to make up tests and quizzes or projects. With three subjects, the student and teachers determine an appropriate timeline for submitting missed work and test make-up timeline. If students need more help with missed material, they must make arrangements to meet with the teacher outside of class time upon his/her return.

Students must make arrangements with the teacher for day and time of the make-up test or quiz upon his/her return to school.

Students may NOT make up tests and quizzes for unexcused absences.

Students who are absent the last day of a quarter or for exams will receive an incomplete (I) until all work is completed. **Make-up work not completed by last day of quarter results in a zero.**

NATIONAL HONOR AND NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP

The National Honor and National Junior Honor Society chapter of Heritage Academy are chartered, affiliated chapters of this national organization. Membership is open to students who initially qualify with a cumulative GPA of 3.5 and who have an overall record of good conduct during each year of attendance at Heritage Academy.

After initial qualification through scholarship and conduct, students complete a *Student Activity Information Form* that provides a faculty council information

illustrating the student meets required standards in four areas of membership evaluation: scholarship, leadership, service, and character. **Needs re-write**

The NHS/NJHS Advisor contacts qualified students in the fall and spring and provides the required forms and deadlines for application. NHS induction ceremonies occur twice a year. Unless a student is transferring NHS/NJHS membership from home school to Heritage Academy, they must attend Heritage Academy for a semester before they can be considered for NHS/NJHS. **Needs re-write.**

ONLINE COURSEWORK

Virtual courses offered at Heritage Academy are taken through Virtual Florida Global School. Such online courses are offered to students with scheduling conflicts, who need a course not offered at Heritage that semester, or who must take additional coursework to complete graduation requirements. Annual tuition paid to Heritage Academy covers virtual courses taken as required classes during the year. Additional fees are assessed for courses beyond the six required or if the student wishes to take something other than what is offered. Students may not take an online course if he or she can sit in a traditional same course class that semester.

Students abide by FLVS requirements and policies while enrolled in a course and must keep in close communication with the instructor and commit to the pacing plan designed to complete the course in one semester.

Commuter students in online courses may work on those courses away from campus if they have shown previous successful achievement and timely completion status in an online course.

Students enrolled in an online course are expected to complete all work before the last week of the semester to receive credit that semester. If the course is completed after the semester ends, credit will be awarded at the time the school receives the grade from Florida Virtual School.

PRINTING HOMEWORK AND ASSIGNMENTS

Students must be prepared with their work before they enter the classroom. Students may send their work electronically to their teachers if their teachers request that the work be submitted electronically. If the teacher expects the work to be handed in as hard copy on paper, students must have a printer in their home or housing to print their homework and assignments. Students are not allowed to go to the teacher with a flash drive to print their homework.

RESEARCH PAPER CITATIONS

To avoid potential plagiarism issues, all research acquired through websites must be clearly noted and cited in student papers according to the Modern Language Association rules for quotation and paraphrase.

STANDARDIZED TESTING

The DSS coordinates the administration of school-based external and standardized tests and AP exams. Heritage Academy administers the *Preliminary Scholastic Aptitude Test (PSAT)* to Grade 11 students. Juniors and seniors (Grades 11-12) take College Board *SAT* and *ACT* exams off campus throughout the year.

Students in Advanced Placement courses sit for the AP exams in May. AP examinations are administered at school, and fees for AP exams will be billed through the accounting office.

Students take the ACT, the Scholastic Aptitude Test (SAT), and the SAT II subject tests at other testing sites in the city. Students are helped to register for the ACT and SAT exams by the Director of Student Services., if needed.

Students must inform the school of scores on all College Board testing. Students must check the box that they wish their scores to be sent to the school. The school code is 411032.

TEXTBOOKS

Textbooks are distributed to students in all academic classes. Some courses have digital textbooks. Students receive textbooks the first few days of class and are responsible for taking care of the assigned textbooks until they return them on the last day of class. Assigned books must be returned without damage. Students will be charged a replacement fee for missing or damaged textbooks. Textbooks must be returned before official transcripts will be distributed. Families will be charged \$75 per missing or damaged textbooks.

TRANSCRIPT REVIEW DECISIONS

- Accredited courses will be accepted from another high school upon entering the Academy. Courses equivalent to Heritage core requirements are accepted. Electives must be aligned with our approved curriculum.

ACADEMIC SUPPORT AND COLLEGE ADMISSIONS

COLLEGE ADMISSIONS SUPPORT SERVICES

Students receive ongoing, abundant guidance for the college admissions process and all athletic matters from Heritage Academy counselor. **New sentence required...**

Heritage Academy seniors apply to at least one college even if they think they might return home, turn pro, or take a gap year.

Junior Year (Grade 11):

1. College admissions counselor meets with all second-semester juniors to develop a college plan.
2. Semester II juniors should begin researching college choices in keeping with academic and passion-area goals.

3. Juniors should begin contacting potential college coaches and submit to them a cover letter and resume.
4. Second-semester juniors will be contacting college admissions staff to prepare a resume and cover letter. The resume should detail academic coursework, community service and work experience.
5. It is the student's responsibility to register for and take the SAT or ACT during the spring of junior year. Testing dates can be found on SIS, and at www.collegeboard.com, www.actstudent.org, or www.ets.org . A credit card is needed to charge fees for testing.
6. Second-semester juniors are responsible to register with the NCAA Eligibility Center at www.ncaaeligibilitycenter.net .

Senior Year (Grade 12/ PG):

1. New Heritage Academy seniors should prepare a resume and cover letter. The resume should detail academic coursework, community service, and work experience.
2. By October, seniors need to solicit letters of recommendation from teachers.
3. College applications need to be submitted no later than December 1st of senior year, or earlier, depending on college requirements.
4. Seniors must keep the school informed on all admission decisions.

College admissions counselors cannot guarantee paperwork will be submitted by necessary college deadlines if that paperwork is not received in their offices or submitted online in a timely fashion. To ensure success, students must adhere to the timeline for completion of college plans and paperwork.

COLLEGE BOARD SAT and ACT

At the time that they sit the exams. students must send SAT, ACT, and TOEFL scores to the school and must specify on their test information page that they want test results sent to Heritage Academy

College Board Heritage Academy School Code for SAT, ACT, TOEFL is 411032.

COLLEGE REPRESENTATIVES ON CAMPUS

Throughout the year, many representatives from colleges visit the campus to speak with juniors and seniors. This gives students the opportunity to hear about academics, campus life, student-athlete life, and to ask questions. Students may attend these after they have received permission from their teacher to miss class and have registered at the front desk before the representative's visit.

For a student to be excused, arrangements must be made through the counselor, coach, or parent. Documentation showing proof of meeting with college admissions personnel or coaching staff is required upon return to school.

The National Collegiate Athletic Association (NCAA) Section needs re-write

The National Collegiate Athletic Association has in force policies regarding athletic eligibility for Division I and Division II schools. Specific information regarding courses, minimum test scores and minimum GPA is listed below. Students planning to participate in athletics in Division I or Division II colleges or universities must be certified by the NCAA Initial Eligibility Clearinghouse. Students should apply for certification early in their senior year. Student Release Forms needed for this application process are available through the Athletic Office or the School Guidance Office. For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

Student-athletes who wish to attend an NCAA Division I or II college or university must ensure courses offered using a digital curriculum for original credit and credit recovery meet NCAA guidelines.

The National Collegiate Athletic Association (NCAA) has extremely strict guidelines regarding credit for courses taken online, such as courses offered by Beaufort County Schools. Many online courses are not approved by the NCAA. Be sure to consult with your high school's athletic director and your school counselor to determine if the online course is approved for credit by the NCAA. For more information regarding NCAA Eligibility, go to www.ncaa.org and click on "Rules Compliance."

http://www.ncaapublications.com/product_downloads/EB17.pdf

Students first entering the 7th and 9th grades are academically eligible to participate in athletic activities. The GPA requirements outlined above was fully implemented starting with the 2012-2013 school year.

SAT/ACT/TOEFL PREPARATION

The Heritage Academy daily schedule does not allow for test prep review courses before or after the student's schedule. Mrs. McGuire can help you find appropriate off-site test prep options.

TRANSCRIPTS SENT FROM HERITAGE ACADEMY TO OTHER SCHOOLS

Heritage Academy must have a signed release form before forwarding student records to individuals or other schools. Please contact the counselor for the form.

A student's school account must be cleared before the school will release records to other schools, colleges, coaches, and parents. Students who transfer within the school year will be allowed one transcript to be mailed to the receiving school. There is a \$20.00 fee per additional transcript sent. During the college admissions process, seniors will be allowed eight transcripts to be mailed to colleges at no cost. There will be a \$20.00 fee per additional transcript.

VISITING COLLEGES

Students are allowed excused absences for a college visit during the school year.

ADVOCACY AND SAFETY

ADULT ADVOCACY / STUDENT SUPPORT FOR SUCCESS

Committed to making the Heritage Academy's mission meaningful to the student through building lasting relationships, each student is well known by adults in the school who support that student's educational experience and serve as an advocate. The counselor provides guidance to students regarding health, graduation planning, class scheduling, overseeing the college application process, time management, and standardized testing.

Advisor/advisees *other words here?* meet monthly to explore paths to personal and academic success. Lessons and activities will center around 6 core themes: Self-Discovery, Academic Success Skills, Support Networks, College Planning and Financial Planning.

COMMUNICATION WITH STAFF AND ADMINISTRATION

Heritage Academy understands the importance of open communication between the administration, staff, teachers, students, and parents. Each member of the school community has a responsibility to seek out information about which they are unsure or need clarification or explanation. Faculty members will inform parents any time a grade earned drops below a C- in hopes of enlisting the parents' assistance in grade improvement. Successful partnership for success relies on open communication between the teacher, parent, and student. Email is efficient for relaying information, as are meetings with teachers, parents, students, and staff. Parents must contact teachers directly to discuss a concern regarding their student's progress, class behavior, or the teacher's expectations for the course. Parents are encouraged to call the teacher or counselor for conferences regarding scholastic or personal matters.

STUDENT ILLNESS, STAYING HOME,

No student may come to school with a fever over 100.4 or showing signs of an illness that can be passed to another person on campus.

SERVICE CLUB

As a committed member of the school, island, national, and global communities, Heritage Academy participates in many service and philanthropic ventures. The school welcomes all students who wish to gain leadership skills and service hours through offering their time and service to those in need.

STUDENT RECOGNITION

The following activities motivate and reward students for their accomplishments:

School Ceremonies: Early Signing Ceremony, Spring Awards, Senior Awards, and Graduation

Activities and Awards: Grade Level Award Boards, Spirit Week, Birthday Recognition

Academic Recognition: Honor Roll, National Honor Society

Effort/Improvement/Achievement: Classroom Student of the Week Awards, Teacher Choice Awards, Senior Perks

TUTORS

For students who experience difficulty or need extra support, the counselor can give parents or guardians the names and contact information for vetted adults and teachers who are available for tutoring.

EMERGENCY SCHOOL DRILLS

Heritage Academy conducts emergency drills throughout the year for practice in how to respond to an emergency such as a tornado, hurricane, earthquake, lock-down, or fire. We will follow the Beaufort County School District's guidelines. For weather-related emergencies and for school closures, Heritage follows Beaufort Co. School District's lead, and whatever is posted on the radio and television stations for BCSD, we follow.

EQUAL OPPORTUNITY SCHOOL

Heritage Academy does not discriminate on the basis of race, creed, gender, national or ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs. The school is authorized under federal law to enroll non-immigrant alien students through SEVP.

IMMUNIZATIONS (See full policy in next section)

New students who are residents of South Carolina must present a S.C. Certificate of Immunization on or before the first day of school. New students from any other state or country who do not have a S.C. Certificate of Immunization will be given a 15-day grace period to obtain the official S.C. Certificate of Immunization. It is the responsibility of the parent, houseparent/residential instructor, or guardian to make sure that the child receives all necessary immunizations and that the school receives a new certificate. The school will monitor temporary certificates and will notify the parent, houseparent/residential instructor, or guardian when the expiration date is approaching.

MEDICAL ATTENTION

Heritage Academy does not have a nurse on staff. If any student is seriously injured, loses consciousness, or becomes unresponsive on campus, Heritage Academy staff will call 911 and the parents/guardians immediately.

The school is taking stringent measures to keep students and staff safe from

illness and follow CDC school guidelines.

Teachers know to contact school administration if a student becomes sick while in class. The child will be escorted to the office and supervised until parents or guardians arrive to take the student for medical care.

The Academy recognizes the need for staff members to administer medication to individual students on occasion. Non-prescription “over-the-counter” medications will be given to a student only with written parent or guardian permission.

Physician-prescribed medications brought to school must be recorded with the counselor or Director of Finance. The container identifying patient, contents, physician’s name, dosage instructions, storage instructions, and prescription ID number must be shown to and recorded by the **counselor**. NO PRESCRIPTION DRUGS SHALL BE CARRIED WITHOUT CLEAR DOCUMENTATION.

In keeping with local, state, and federal laws, at no time and under no circumstances may a student share prescription or over-the-counter drugs with another student.

With the Head’s approval, a student may be allowed to keep medication on his/her person for sole use in an emergency if the parent furnishes the **DSS** with written certification from a physician that it is necessary for the student to carry and/or administer said medication.

All faculty and staff are informed about students with serious allergies or medical conditions.

Students should not come to school with a fever or contagious diseases. A student must wait for 24 hours before returning to school after a fever has broken.

Lice can occur in any school setting. If a student has contracted lice, he or she must stay home until this medical nuisance is corrected.

If a child has medical needs, the parents must notify the school in writing and provide the DSS with all medical directives from the doctor regarding the scope of the medical conditions of which we should be made aware to keep the student safe as well as the suggested monitoring and care plan for the child.

VISITORS (Parents, Tour Participants, Guest Speakers, College Reps, Maintenance)

Safety is paramount in a school. To that end, all adults who visit campus unaccompanied by a staff member must sign in at the front desk once they are admitted to the building and may be asked to wear a Visitors Name Tag in the building. Push the call button to the left of main entrance to be buzzed into the building.

Parents or guardians *may not go directly to any classroom to speak to a teacher or to collect a student. The receptionist will call for students who have appointments to leave campus to come to the lobby where his or her parent or guardian is waiting.*

SCHOOL RULES, STUDENT ATTENDANCE & BEHAVIOR EXPECTATIONS

Heritage Academy student expectations represent a broad consensus of behavior expected of every student at school. In a school community, how one person treats another will affect everyone. All faculty and staff commit to enforcing behavior guidelines, regardless of individual beliefs or preferences, to ensure that each student is treated with fairness and consistency.

Likewise, students and parents must agree to commit to follow these guidelines, regardless of individual beliefs or preferences, so that the school is a respectful, orderly, safe environment where all students can learn and grow.

Heritage Academy expects students to behave on campus with honesty, respect, tolerance, and integrity for themselves and others in class or at school-sponsored events. School rules apply to every student in hopes that they will make positive behavior choices each day they are on and off campus. Each student is expected to learn and obey all school rules and, in turn, show respect for the learning community and school they have chosen to attend by following the rules.

ATTENDANCE RULES

Heritage Academy's Attendance Policy is based on our commitment to support flexibility, travel, and passion-related absenteeism and to acknowledge the importance of consistent attendance for academic success. We strive to accommodate our students' needs to be away from school for tournaments, travel, competitions, and performances. Likewise, we know that missing class increases the risk of falling behind academically.

To enable high grades and successful fulfillment of course requirements, as of the first day of each semester, students must attend class at all times other than for tournaments, illness, travel, passions, family medical emergencies, and pre-approved college visits. All other time away from class is unexcused.

The parent or houseparent is expected to email Cathy Duane [cathy.duane@heritagehhi.com] before the day of an absence or on the day if the student is ill. A student is excused for illness if the parent or guardian calls the school during the first block of the student's schedule to verify the absence due to illness. A doctor's note may be required after two days' absence from one or more classes.

If a student has the ability to remote into class via zoom, the student must make the request 12 hours in advance to the teacher via email. All zoom classes are recorded.

A significant number of late arrivals, excused absences, or unexcused absences may result in decreasing academic performance. A conference may be required between the student, parents, teachers, and administrator to determine appropriate next steps.

When there is a decline in student performance due to extended absences, tutorial support paid by the family will be suggested by the counselor.

EXCUSED ABSENCES AND COURSE WORK MAKE-UP

- A student is to be in attendance except for illness, travel, passion, family emergency, pre-approved college visits. Homework, class work, and distance learning work are due within the timeframe set by the teacher upon return from the excused absence or they can be submitted electronically while the student is away. If proven that they can receive and complete work electronically while away from school, students submit class work and assignments when the teacher requests it.
- A student who misses school should have his or her parents inform Lisa Roets [lisa.roets@heritagehhi.com] in advance of the absence.
- A student may be given one day for each day missed to make up in-seat assessments. With three subjects, the student and teachers must determine an appropriate timeline for submitting missed work and a viable test make-up timeline.
- If a student needs help with the missed material or distance learning assignments, she/he must make arrangements to meet with teachers upon return to campus.
- Tests and quizzes must be made up as soon as possible within five school days of the student's return from an excused absence. Students need to make arrangements with the teacher for the day and time of the make-up test or quiz upon his/her return to school.
- Students must arrange transportation to arrive early or to stay after school to complete missed quizzes/tests, which are to be taken under supervision of school personnel. There must be 24-hour notice. All students are expected to check the SIS for class information and work when absent.
- Students who are absent the last days of a quarter or for exams will receive a Zero until the work/exams is/are completed. All late or make-up work that is not completed by last day of the quarter will result in a zero (0).

APPROVED EXCUSED ABSENCES:

College Visits: To be excused for a college visit, students must make arrangements through the guidance counselor, coach, college, or parent. Documentation showing proof of meeting with college admissions personnel/coaching staff is required upon return to school.

Emergency School Closure: In the event of a school closure due to weather or other unexpected event, students are excused for each day the school is closed.

Family Emergency or I-20 Visa Emergency: Parents should notify the school immediately in the event of a family emergency.

Illness:

A student is excused for illness if parent or guardian calls school during the first block of the student's schedule to verify the absence due to illness. A doctor's note may be required after two days' absence in one or more classes.

Passion Area Tournaments/Competitions/Events/Travel: Registration of participation in passion-related tournaments, competitions or performances during the school day qualify for excused absences. Parents or coaches must supply confirmation of participation in competition, and the travel itinerary must be provided to the school beforehand. Any additional time away during the trip will be unexcused.

ALL OTHER NON-APPROVED ABSENCES AND COURSE WORK MAKE-UP

- Students are to be in attendance and available for learning every school day unless illness, family or visa emergency, approved college visits, passion or travel require absence. All other absences are unexcused.

Unexcused absence = students receive a “zero” for missed work done in class, assignments due, and on tests while away on an unexcused absence. Students are encouraged to complete missed work to learn the subject matter, nonetheless.

Each unexcused absence increases a student's chance of losing credit by accumulating zeros that could result in failing a class.

Absent from Start of School: Any enrolled student not in attendance beginning the first day of each semester and who has not notified the front desk providing an approved school reason for the late arrival, will be considered an unexcused absence.

- No Contact: If a call to verify a student's absence has not been recorded by the school office, the student's absence will be considered unexcused.

CONDUCT

An honor code is a set of rules defining what honorable behavior is in that school community at large. Each person makes a commitment to uphold the Honor Code at all times. The success of an honor code is based on the idea that in a school community each person can be trusted to follow the rules and act honorably in all social, passion-area, and academic endeavors.

STANDARDS OF CONDUCT/HONOR CODE INFRACTIONS

Honor Code infractions and subsequent conduct disciplinary consequences are categorized into three levels.

I -- Level One Inappropriate Conduct includes activities through which a student disrupts orderly classroom procedures, class lessons, instructional activities, or negatively impacts normal and respectful school operations. This also includes refusing to follow school rules and codes.

- Sleeping in class
- Skipping school or class
- Inappropriate language and/or obscene gestures
- Inappropriate display of affection on campus
- Dishonesty
- Lying
- Intolerance toward another
- Minor phone, electronic device, or computer use rule violations
- Disrupting instruction
- Excessive noise or rowdiness
- Disregard for the Academy's or classroom rules
- Ignoring parking lot rules

Disciplinary consequences for the type and recurrence of Level One inappropriate conduct will include one or more of the following:

- *Temporary removal from class*
- *Communication with parent*
- *Conference with parent*
- *Withdrawal of privileges/exclusion from activities*
- *School suspension*
- *Meeting with administrators*

II--Level Two Inappropriate or Disruptive Conduct includes activities in which a student is belligerent at school, violates another's person or property, has little regard for the Honor Code, endangers the health or safety of oneself or others, or interferes with a teacher conducting a lesson.

- Abusive language or disrespect shown toward staff or teachers
- Fighting or any show of force toward another, mutual or otherwise
- Academic dishonesty: copying homework, cheating on test, quiz, or plagiarism (See *Academic Honesty*)
- Known possession of or under the influence of tobacco, alcohol, inhalants, unauthorized drug, synthetic urine, synthetic drugs, or any dangerous substance (See *Controlled Substances*)
 - Possession of drug paraphernalia
- Blatant refusal to obey rules appropriately in class
- Showing self or another associated with the school in a negative light or causing embarrassment for that person via cell phones, iPads, or devices on campus
- Disregarding science lab safety rules
- Lying to implicate another student in a conduct violation
- Inappropriate touching or indecent exposure
- Forgery of names to benefit self or others
- Minor vandalism
- Possessing a laser pointer or a look-alike weapon or a look alike illegal, unauthorized, or dangerous substance while at school
- Planning and/or initiating disruptive conduct on campus
- Intimidating, harassing or bullying/cyber-bullying any person associated with the school
- Covering for another's offense
- Claiming to possess a weapon or banned substance
- Three Level One offences

Disciplinary consequences for the type and recurrence of Level Two Disruptive Conduct will include one or more of the following:

- *Temporary removal from class*
- *Referral to outside agency*
- *Withdrawal of privileges/exclusion from extra-curricular activities*
- *School suspension & parent conference*
- *Restitution of property and damages*
- *Probation*
- *Expulsion*
- *Meeting with administrators*
- *School behavioral probation*

III-- Level Three Inappropriate or Disruptive Conduct includes participation in activities which may or may not result in violence (or threat) to oneself or to another person (or property). Such activities are intended to disrupt the orderly operations of the school, learning environment, or school-sponsored activity. (If a student engages or has engaged in activities such as those listed below while on school property or at a school-sponsored activity, and if an administrator/designee has reason to believe this conduct may result or has resulted in injury or serious threat of injury to a person (or to property), the administrator/designee will be required to notify law enforcement officials.)

- *Bomb threat*
- *False fire alarm*
- *Arson*
- *Threat to staff*
- *Serious assault/fighting with intent to harm*
- *Stealing another's or school's property*
- *Major/serious vandalism*
- *Offering tobacco, alcohol, unauthorized drugs, inhalants, synthetic drugs, synthetic urine, urine dilutants, or any dangerous substance to another (See *Controlled Substances*)*
- *Giving medications to others*
- *Possessing a weapon*
- *Cyber threats or cyber-bullying*
- *Engaging in harassment and/or being present when others are engaging in harassment*
- *Abusive, shameful, or humiliating behavior toward others on campus*
- *Downloading viruses on school computers*
- *Three Level Two offense*

Disciplinary consequences for the type and recurrence of such Level Three Disruptive Conduct will include one or more of the following:

- *Suspension and parent conference*
- *Withdrawal of privileges/exclusion from extra-curricular activities*
- *Mandatory counseling*
- *Report to law enforcement*
- *Expulsion*
- *Restitution of property and damages*
- *Other consequences provided for Level Two.*

Special Note Regarding Alcohol, Illegal Substances, and Tobacco Products:

- It is forbidden for Heritage Academy students to possess, use, sell,

purchase, trade, offer, or be under the influence of any form or derivatives of alcohol, tobacco, inhalants, nicotine, or banned or dangerous substances on school property or at any school-sponsored activities.

- If a student uses, possesses, or is under the influence of an illegal, unauthorized, or dangerous substance, a suspension will be in effect for a minimum of five school days, and will require mandatory counseling at the first offense. The first offense for possession of any illegal or unauthorized substances will result in appropriate disciplinary action, which includes suspension from school for a set time. Students may be recommended for expulsion for the school year for a second offense, regardless of the substance possessed or used.
- A student who has engaged in distributing an illegal, unauthorized, or dangerous substance may be expelled immediately and subject to legal consequences.
- Unannounced random drug testing may be asked of the student.

Special Note Regarding Harassment:

Heritage Academy is committed to providing an atmosphere free of sexual harassment or harassment based on race, color, religion, national origin, ancestry, age, medical condition, or disability. Harassment is verbal, physical, and visual conduct that creates a demeaning and/or intimidating, offensive, or hostile environment and that interferes with the well-being of another or with the teaching and learning environment. Harassment is perceived to harm another physically or emotionally in any location where the school is responsible for students' well-being. Examples include racial slurs, ethnic jokes, posting of offensive verbal or written statements in print or electronically via social network sites, gestures, drawing cartoons, comics, or performing other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual, or physical conduct in a classroom, on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether it is held on school premises, or at school-sponsored activity. Such actions may lead to dismissal.

Retaliation against a student who reports an incident of harassment or bullying/cyber-bullying or against a victim, witness, or a person with reliable information about an act of harassment, intimidation, indecent acts, or bullying cyber-bullying is prohibited and will result in swift disciplinary action.

Accusing another person without proof of committing harassment, intimidation, indecent acts, or bullying or cyber-bullying is forbidden and will result in swift disciplinary action.

CONTROLLED SUBSTANCES

Heritage Academy maintains a proactive approach to controlled substances, including any form or derivative of alcohol, nicotine, synthetic drugs, over-the-counter drugs, synthetic urine, and urine dilutants, unauthorized prescription

drugs, narcotic or mood-altering drugs, inhalants, vape substances, or dangerous substances. South Carolina laws regulate controlled substances, and any violation of these laws can be prosecuted to the fullest extent of the law.

Possessing paraphernalia, controlled substances, using controlled substances, or being under the influence of such drugs which are not recorded with the Administration is prohibited and may result in suspension.

Heritage Academy is a tobacco-free, drug-free, and alcohol-free campus. Any form or derivative of tobacco, drug, inhalant, nicotine, or alcohol possession or use or being under the influence of such on-school grounds is prohibited, and violation is a serious breach of school policy and can result in dismissal.

STUDENTS WHO VIOLATE THE CONTROLLED SUBSTANCES POLICY SHALL SHOW PROOF OF PROFESSIONAL COUNSELING BEFORE RETURNING TO SCHOOL

DISMISSAL FROM SCHOOL DUE TO OFF-CAMPUS INFRACTIONS POLICY

Heritage Academy supports passion-area partners should a serious disciplinary infraction result in a student's suspension/dismissal from practice, competition, or the training academy and the student returns home. Students from the USA may continue Heritage Academy classes via distance learning only if the dismissal is during the second or fourth quarters and will be responsible to complete all coursework on time. All assessments and final exams are required to be proctored by a Heritage-approved school counselor in the students' hometown.

If an F-1 visa international student is expelled from the training academy and sent home, his or her I-20 is terminated, and he or she may not continue classes unless a parent comes to the USA to live with the student during his time at Heritage Academy.

DRESS CODE RULES

Statement of Policy

This is the policy of Heritage Academy to regulate reasonable attire of students during the school day. To maintain an educational environment that is safe and productive to the education process, students in all grades will abstain from wearing or possessing inappropriate items during the school day.

Purpose

We have determined that reasonable regulation of school attire can further important educational interests, including the following:

- Reducing distraction and loss of self-esteem caused by teasing or competition over clothing.
- Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school.
- Providing an environment where students can focus more on learning. Enhancing school safety by making it harder to conceal weapons or contraband.
- Enhancing school safety by helping teachers and administrators identify individuals who are not enrolled in the school when they encounter them on school grounds.
- Creating an atmosphere reflecting seriousness of purpose about education.

Heritage Academy takes pride in the public appearance and decorum of its students. The many tours of the school spotlight Heritage students as serious about school. The dress code is also meant to appreciate the time constraints of students for whom the mission of the school is dedicated and to allow students and families to select a wardrobe that projects a safe, neat, modest, and positive image to the public.

As well, the school building has fluctuating temperatures from room to room. Students will be more comfortable in clothing that covers arms and legs. Proper

hygiene at school is paramount to success and comfort in the classrooms. Students are to shower and change shirts, tops, and shorts, pants, or skirts and wear deodorant after practice and before entering the classroom.

School dress that meets Heritage Academy code is:

1. Clothing covering underwear, cleavage, midriff, thighs, and bare shoulders and bare backs.
2. Shoes that are safe in the classroom around tables and steel-legged chairs, on wooden slatted walkways, and on wooden steps that can be slick when wet.

YES--Footwear: REQUIRED/ MEETS THE DRESS CODE FOR BOYS AND GIRLS

Clean tennis shoes, athletic shoes, sandals, flats, dress shoes, boots, loafers, deck shoes, low heels with a wedge-heel.

NO--Footwear/Accessories: DOES NOT MEET THE DRESS CODE FOR BOYS AND GIRLS

No sports shoes with cleats.

No house slippers or shoes that do not have soles meant for street wear. No high heels! They are unsafe to wear on the wooden-slatted walkways and steps.

No earphones, sunglasses, hats, caps, visors, or hoods worn in class.

ELECTRONIC DEVICES

Students must own a laptop computer to use for school. Computer use in the classroom is at the discretion of the classroom teacher. Teachers have the right at any time to request that any electronic device be stored on the teacher's desk until class is dismissed.

Cell phones, iPads or tablets, iPods, gaming devices, iWatches, etc. on campus for personal use cannot be a distraction during class

Parents are asked not to call or text a student during class time. Parents are expected to respect the instructional block and not to interrupt the lesson. If the student needs to use the phone for personal purposes, the student needs teacher permission to leave class.

Parents should not contact their child during instructional time. Ignoring this rule will cause disruption of learning by asking your child to break a school rule to answer your call or text. Please wait to contact your child until class ends. In an emergency, parents may call the front desk and ask to speak to the child.

If a parent or coach needs to contact a student, he or she should call the school at (843) 842-8600 and ask to speak with the student; or the student can call from the school phone between classes; or we can promptly relay any message, or the student may use their phone outside.

FOOD AND DRINK IN THE CLASSROOM

Students may visit the water fridge between classes. Students must use common sense and respect when eating in class to observe safety and teachers' desires. Students may not order food to be delivered to school. Individual classrooms may lose the privilege of having food in class if lack of cleanliness presents an ongoing custodial issue.

Clear and capped water bottles are allowed in class. The school has a refrigerated, filtered water bottle station for use.

FUNDRAISING

The Head of School, DSS, or Admissions Director must approve all fundraising activities. All activities must be for the benefit of a school-sponsored event, field trip, or charity cause. All proceeds will be maintained in the Student Activity Account.

KEY CARD/ID FOR ENTERING BUILDING

Students are issued a student ID card, which must be visible and worn every day. There is a \$25 replacement charge if a student loses his or her ID card/key pass.

LEAVING CAMPUS DURING SCHOOL HOURS

Students must always have permission to check out at the front desk when leaving campus. Students must always check in at the front desk if arriving after class begins.

The school must be notified if a student needs to leave campus before regular dismissal and parents/ guardians must come into the building to sign out a student.

Once students arrive on campus via bus, car, or self-drive, they may not leave campus until the bus, car, or driver picks them up or if they are excused at end of classes with parents' permission.

Students who are absent from a class without authorization will be issued demerits for each class missed and will receive a zero on assessments or work missed.

PARKING LOT USE AND SAFETY

Students should park in the designated area for students. On days when an outdoor assembly is scheduled and the student parking lot is closed, students should park in a designated parking lot.

Using the school parking lot is a privilege, and extreme care must be given to safe driving in our parking lot. Anyone who does not follow the school parking lot use rules or who does not use safe conduct either in or out of a car may be suspended from driving or parking in our lot. Vehicles must not exceed 5mph while in the parking lot.

Friends from outside of Heritage may not park in our parking lot without school permission. Students must lock their cars. The school is not responsible for any personal items stored in student vehicles.

PUBLIC DISPLAYS OF AFFECTION

Students are allowed to hold hands, but other personal contact is private and not to be displayed on campus. Kissing, hugging, or indiscreet sexual behavior is deemed inappropriate at school.

SEARCH AND SEIZURE

To protect the student body from threat or danger, administrators may search at any time for just reason or suspicion students' clothing, handbags, wallets, on-campus vehicles, backpacks, and other personal possessions.

SOCIAL MEDIA & ONLINE GAMING IN THE CLASSROOM

No curriculum at Heritage Academy requires using personal social media or online gaming in class. *No student is allowed to participate in instant messaging, social media exchanges, or gaming alone or with others during instructional time.*

Outside of class, social media can be a powerful way for people to connect and communicate. It must be used by students and staff responsibly and must reflect the well-being of the Heritage Academy school community.

SOCIAL FOOTPRINT: Students must be aware that every post they post is permanent and public.

Any student on-campus communication via social media that diminishes the fine reputation of Heritage Academy or demeans or harasses another Heritage Academy family member will be subject to disciplinary action.

Any student on-campus communication via social media that diminishes the fine reputation of Heritage Academy or demeans or harasses another Heritage Academy family member will be subject to disciplinary action.

TARDY / LATE FOR SCHOOL

All students must arrive to class on time. A student is tardy if he or she enters the classroom after class has been officially called.

WEAPONS ON CAMPUS

Students are not allowed to carry on their person or have at school any item which might be considered a weapon (knife, pepper spray, flammable substance, poison, gun, etc.). Students may not joke about weapons on their or another's person at school. Dismissal may occur if a student is in possession of or found guilty of threatening to bring a weapon to school.

OTHER SCHOOL POLICIES

DRUG TESTING POLICY

Offering a legitimate reason for students to refuse to use or be under the influence of illegal drugs or banned substances is the aim of this school's drug testing philosophy. To provide for the health and safety of all students and to undermine the effects of peer pressure, Heritage Academy may request that any student participate in a random drug testing program or require a student to have a drug test for cause.

- **Consent:** Each student who attends Heritage Academy and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the Academy's drug testing program. No student shall be allowed to attend the Academy unless they first give such consent.
- **Selection:** The Head of School has the right to ask of all students to undergo a drug test if she chooses. All students can be tested at any time during each semester of the school year for cause. Random testing may be conducted at the discretion of the Head of School at least twice during the school year. She shall take reasonable steps to assure the integrity and confidentiality of the testing process.
- **Sample Collection:** Samples will be collected the same day the student is selected for testing at an off-site lab. If a student is unable to produce a urine sample, the student must wait in the area until a sample can be produced.
- **Prescription Medication:** Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to Academy personnel at the time a sample is collected. In the event of a positive test, that envelope will be forwarded unopened to the Head of School to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any Academy official.
- **Scope of Tests:** Testing will be completed for one or more drugs. The Head of School will decide which drugs will be screened; but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or banned substances, or for the existence of any physical condition other than being under the influence of any drug or banned substance.
- **Limited Access to Results:** The Head of School will be authorized to report results only to the Head of School or to such persons as may be designated.
- **Refusal to Submit Sample:** If a student refuses to produce a urine sample or offer a hair sample, the student shall be treated as if he or she had failed a drug test.

- Detection of Adulterants or Dilutants in Test Sample: Whenever a student’s test result indicates the presence of an adulterant or dilutant, the test result shall be considered positive. It is against school policy to manipulate the sample.
- Procedures in the Event of a Positive Result: If a student’s test result is positive:
 - The student and a parent, custodial parent, or legal guardian will be given the opportunity to discuss the test results with the medical review officer. The student will cooperate with the Head of School and, if requested to do so, provide a second urine specimen. The Head of School shall report the results of any failed test as detailed under the paragraph titled “limited access to results.”
 - A parent, custodial parent or legal guardian will schedule a meeting with the Head of School and the student. If the student is an adult, parents do not need to attend the meeting if they desire not to.
- First Failed Test: For the first positive result during the student’s enrollment, the student may be dismissed from Heritage Academy. If the student is not dismissed, proof of controlled substance counseling will be required. If dismissed, tuition and fees will not be refunded.
- Non-punitive Nature of the Policy: The results of the drug test pursuant to this policy will not be documented on a student’s academic transcript. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process; however, the Academy will not solicit such subpoena or legal process. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent or legal guardian will be notified before response is made by the Academy.

DUAL ENROLLMENT POLICY

Non-F-1 visa students may enroll in college courses for credit during their time in high school for a variety of reasons. Heritage Academy will accept credits from DOE-approved accredited colleges which meet its graduation requirements. The Academy bears no cost for courses taken at colleges, and tuition for Heritage Academy cannot apply to coursework taken at another school.

Students enrolling in dual credit work at a college must have their own transportation to travel between the two campuses and be in class on time.

FORCE MAJEURE (FORCED SCHOOL CLOSING) POLICY

In an unforeseeable circumstance that prevents the school from fulfilling its contract and obligations due to events beyond the school’s control (i.e., war, riots, or disaster resulting in forced closure) the school is not liable for delay in performance of the enrollment agreement. No tuition will be refunded. Heritage

students and teachers have the capability to continue instruction via *PowerSchool* and “Zoom” learning management system technology, and

every attempt to conduct classes will be made, even if that instruction is via distance learning, until the facilities reopen for business.

HEALTH AND IMMUNIZATION POLICY

- New students who are residents of South Carolina must present a S.C. Certificate of Immunization on or before the first day of school.
- New students from another state or country who do not have a S.C. Certificate of Immunization will be issued a SC Certificate of Special Exemption by the school. This allows students a 30-day grace period to obtain the official S.C. Certificate of Immunization.
- Responsibility rests with the parent to send immunization records to school.
- The Dir. of Admissions Heritage will send foreign records to a translation agency.
- It is the parent's, houseparent's/ or guardian's responsibility to abide by the SC Health Department law to have all immunization records transferred to a SC certificate before the 30-day grace period ends. *Heritage Academy is required by law to deny continued attendance if any child is not in compliance with S.C. School Immunization Requirements.*
- We strongly encourage students' parent/residential instructor/houseparent to make an appointment with a S.C. doctor's office or the S.C. health department and take any child and their records new to the school to obtain the needed certificate prior to the start of school.

It is the responsibility of the parent or guardian to ensure that the child receives all necessary immunizations by the expiration date on the certificate and that the school receives a new certificate. The school will monitor temporary certificates and will notify the parent or guardian when the expiration date nears.

HOUSING POLICY FOR STUDENTS

Heritage Academy students must live with parents, approved relative guardians over the age of 25, or reside in supervised housing provided by partner training academies. Occasionally, alternative living arrangements are requested. In the interest of ensuring proper supervision and legal responsibility, the following rules govern decisions on alternative housing requests:

- Students who are training with an approved program outside of Heritage Academy must live in housing approved by that training program. If a student leaves the training housing, an approved guardian request form must be signed by school officials if the student is not living with parents.
- With the approval of the Head of School, students may live with relatives over the age of 25, and for whom Heritage Academy has a copy of the legal guardianship empowerment document stating the name of the person who will act "in loco parentis" to ensure that medical, schooling,

and travel decisions are made in the best interest of the student and school.

- Student not in training academy housing or not living with parents must provide valid legal documentation which gives the housing supervisor the right to act “in loco parentis.”

Students will not be allowed to attend school unless this documentation is on file.

NETWORK AND COMPUTER ACCEPTABLE USE POLICY

All students are required to have a personal laptop for use for school. Heritage Academy provides Internet service for the use of students, teachers, and staff. Computers provide access to local, national, and international sources of information. All users must act in a responsible, ethical, and legal manner in accordance with the educational objectives and standards of Heritage Academy. No student may use the school network, school or personal computer, or personal phone, tablet, iPad, iTouch, or iWatch for posting on social sites such as *Facebook, TikTok, Twitter, Instagram, Snapchat, Whatsapp, Tumblr, etc.* during class unless it is a part of the lesson and is teacher-supervised. *YouTube* is allowed for instruction and must be monitored by the teacher. Personal electronic devices may not access blocked/restricted sites on the school network via any means. The Academy has installed filtering/monitoring software to check Internet access of known objectionable sites by computer users on school equipment. Efforts are made to monitor and restrict Internet access to such sites.

Research acquired through websites must be clearly noted and cited in student papers according to the Modern Language Association rules for quotation and paraphrase.

Student Responsibilities:

- Students may not store work on the hard drive of a school-owned computer or network.
- Students are responsible to have a personal laptop and flash drive for storage of work and assignments.
- Students are not allowed to use the teacher’s computer unless teacher is present.
- Students must demonstrate ethical behavior when using computers and network.

Student Restrictions:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene, profane, inflammatory, threatening, or disrespectful language about another Heritage Academy student or staff member is prohibited.
- Students are forbidden to damage computers, systems, networks, or to spread “viruses.”

- Students must not violate copyrights or trespass in another's work or files.
- Pornography and adult sites are strictly forbidden to be viewed at school.
- Students must not violate local, state, or federal statutes regarding the Internet.

Consequences for violations of the Network and Computer Acceptable Use Policy: Violations of school technology rules may include, but are not limited to, the suspension of all technology/ computer privileges and disciplinary action.

RE-ADMISSION POLICY

Admission does not constitute an agreement to re-enroll a student. Heritage Academy reserves the right to deny continuing enrollment to a student at its sole and absolute discretion.

TUITION AND PAYMENT POLICY

Heritage Academy relies on tuition to hire qualified staff to provide the best education to our students. In good faith, the school expects that the family makes payment for this education in a timely manner and in accordance with the signed enrollment agreement for the academic year.

After application, deposit, or tuition money has been paid to the school, there will be no refund if a student withdraws from a class or from the school per enrollment agreement. Once a student has made a commitment to the school or to a class, a teacher has been hired and a seat for that class has been spoken for.

Students will not be allowed to start second-semester courses until all first-semester financial obligations are met. Student records, including grade reports and transcripts, will be held until all Heritage Academy balances are cleared by the accounting office.

WITHDRAWING FROM COURSES POLICY

Students may withdraw from a course without any notation on their transcript through the last day of Drop/Add each semester. That is the fifth day of the course. After the Drop/Add date has passed, a student may withdraw from a course up until the last week of class, and the transcript will denote a "W" for withdrawal from course.

Before a withdrawal can be approved by the school, the student's parent must complete and sign the official Heritage Academy Withdrawal Form available from the DSS.

ADDENDUM

Converting Grades

on Transcripts

Out-of-State or Non-Public Schools Grades

When transcripts are received from accredited out-of-state schools (or in state from accredited sources other than the public schools as defined in Regulation 43-273) and numerical averages are provided, those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided, the conversion scale effective during the year the course was completed will be used as follows:

School Years 2015-2016 and Prior

Letter Grade Conversion Scale	Numerical Grade Equivalent
A	96
B	88
C	80
D	73
F	61

School Years 2016-2017 and After

Letter Grade Conversion Scale	Numerical Grade Equivalent
A	95
B	85
C	75
D	65
F	50

If the transcript indicates that the student has earned a passing grade in any course in which she or he had a numerical average lower than 60, the grade will be recorded as a "P" on the transcript. See SBE Regulation 43-273 for additional information on transfers and withdrawals.

If the transcript indicates that the student has earned a failing grade in any course in which she or he had a numerical average 60 or above, the grade will be recorded as an "NP" on the transcript.

Pass (P)/Fail (F) Grades

If the transcript shows that the student has earned a letter grade of P (passing) or F (failing), that grade will be converted to a numerical designation on the basis of information secured from the sending institution as to the appropriate numerical value of "P" or the "F".

If no numerical average can be obtained from the sending institution for the 'P'**ADD TO COMPLETE THIS SENTENCE.**

APPENDIX A



Individual Graduation Plan **Is this current? Computer Science?**

Name: _____

College Preparatory or General Studies Diploma: _____

Requirements	9 th Grade	10 th Grade	11 th Grade	12 th Grade
English (4)				
Math (4)				
Science (3)				
Social Studies (3)				
Foreign Language (2)				
Core Electives (3)				
Fine Arts (1)				
P.E. (1)				
Total Credits Earned = 21				

APPENDIX B

NCAA REQUIREMENTS Is this current?

NCAA Requirements	Course Name/ Grade	Grade Taken
Math (3)	1-	1-
	2-	2-
	3-	3-
English (4)	1-	1-
	2-	2-
	3-	3-
	4-	4-
Natural/Physical Science (2) One must be a lab science	1-	1-
	2-	2-
Social Studies (2)	1-	1-
	2-	2-
1 Additional Course (English, Math, or Science)	1-	1-
4 Additional Core Courses (From any subject area above or from foreign language, comparative religion, or philosophy)	1-	1-
	2-	2-
	3-	3-
	4-	4-

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