



HERITAGE

Psalm 127:3-4

LEADERSHIP ACADEMY

2021-2022

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GENERAL INFORMATION

Our HISTORY

For many summers my husband and I found ourselves searching for a “part-time Christian school” that would best meet the needs of our family. However, every year we have come up empty-handed. Before this school year began, we felt God calling us to make this dream combination of home and school a reality - to stop searching and start *doing*. We were certain there were other families just like us - desiring a great education with structure AND flexibility. Soon after we started this journey, God led us to the National Association of University-Model® Schools (NAUMS) and Heritage Leadership Academy was launched in the Fall of 2017! Whether God is leading our children down a path to college or not, we owe it to them to do what we can to prepare them to be SENT. Our number one goal, as parents *and* as teachers, is to raise up the next generation to be leaders who are equipped to go out and reach the world for Christ. Within the University-Model®, excellent academics, character-development, and discipleship are all achieved while strengthening the family unit. It's so much more than a school; it's a *ministry*. We are honored to have you go on this journey with us!

Georgeanna and Chris Wiest

"Your greatest contribution to the Kingdom might not be something you do but someone you raise."

- Andy Stanley

University Model School

Heritage Leadership Academy has adopted a University-Model® approach that combines the best aspects of private and home schooling. The University-Model® School offers a challenging academic track in the context of Christian values. The school unapologetically speaks and teaches in a manner consistent with the school’s statement of faith, emphasizing the necessity of a personal relationship with Jesus and growth in Christ-like character.

The school integrates the Christian faith, formation in virtue, and a biblical worldview into the context of each subject area. Our hopes are that whatever character building is occurring in the home, receives support and reinforcement within the school community.

The school offers academically challenging college-preparatory courses that integrate the age-appropriate level of parental involvement into each student's satellite classroom experience.

The lead classroom teachers are in charge of all direct instruction in the central classroom, and they encourage and expect students to learn the material assigned through independent practice and satellite work. Teachers also provide consistent feedback to students and parents, called "co-teachers" regarding their progress in each class.

While we are fully aware of state regulations of private schools, including compulsory attendance laws, we believe the University-Model® offers a rigorous, college preparatory education that is second to none. Validation of the University-Model® by the entire educational community proves its value as a highly credible alternative model of education. The AdvancED accreditation of NAUMS, Inc., along with the growing number of accredited NAUMS (National Association of University Model Schools) member schools, supports this belief.

Heritage Leadership Academy is a Cognia (formerly AdvancedED) accredited institution (earned in 2021), as well as a certified member school of University Model Schools International (UMSI).

The Importance of Time

The University-Model® restores the gift of time to parents. In general, the model is a five-day academic program with students spending part of their week in the classroom at school and the alternate days in their "satellite classroom" at home. Both "classrooms" are under the supervision of the professional educator at the school.

The key to the success of the concept is the integration of a biblically-based, parentally-guided, Christian faith and a sound, teacher-facilitated, academic environment. Parents partner with professional educators in this educational process. Under the supervision of the qualified educator, parents are required to provide oversight responsibilities of their children's coursework in the satellite classroom at home. They also serve as paraprofessionals by providing extension, enrichment, tutoring, and study skills instruction.

As the level of parental involvement shifts from a "co-teacher" (elementary) to a private "tutor" (middle), to "supervisor" (high), parents are expected to continue exercising responsibility for their children through graduation.

Because the goal is to prepare students to become spiritually and academically independent, the University-Model® provides a gradual transition from the home to the school. Since younger children typically need more time at home, we recommend that full-time elementary students attend school two days a week, while being in the home three days a week.

When students reach the middle school age level (seventh grade), their time generally increases to three days in the central classroom and two at home. The goal is to introduce upper level

students to a college schedule, attending school whenever classes are scheduled, but not spending full days in the central classroom.

Modified Classical Approach

Classical Education consists of three developmental stages in which children progress. These stages are grammar, logic and rhetoric. Grammar is emphasized during the elementary years, logic during the junior high years, and rhetoric during the high school years. With that in mind, grammar is emphasized during K-6, but taught in all years. The same is true of logic and rhetoric.

The study of Latin is also fundamental and part of a classical education. Latin enhances one's vocabulary. Over 50% of all English words come from Latin. Also, as one learns Latin grammar, there is a strengthening in the knowledge of English grammar. The logical, highly regular, and straightforward grammar of Latin makes it the ideal language to learn and apply towards English grammar.

The most important aspect of a classical education is the Christian foundation. Character has always been the highest goal. Students need guidance, correction, and instruction. They also need encouragement and praise. Classical education does more than just teach subjects. It shepherds young hearts and minds.

Heritage Leadership Academy understands and believes the classical model to be solid at its core and beneficial to our young learners in particular. Several of our courses will follow this model, but we have decided through a lot of prayer and study to not have a completely classical school. Similar to the University Model being the best of homeschooling and a Private Christian School, we feel that our curriculum will be the best hybrid of traditional and classical training!

Our MISSION and VISION

- ❖ HLA exists to partner with families as they raise the next generation of godly leaders to impact the world for Christ by providing quality education, accountability, and support that enables students to thrive spiritually, intellectually, and relationally.
- ❖ Equipping students to know, love, and follow Jesus through gospel-focused, learner-centered education.

"So commit yourselves wholeheartedly to these words of mine...teach them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up."

Deuteronomy 11:18-19

Our PHILOSOPHY

SPIRITUAL MATURITY obtained by...

- ❖ Faith in Jesus Christ (2 Peter 1:1-8)
- ❖ Daily Bible reading to learn about Jesus and build faith (Acts 17:11)
- ❖ Parents and teachers guiding students to build integrity, obedience and love for God and His laws (Deut. 4:9, 6:7, 11:19, 32:46, Ps. 78:5)
- ❖ Expression of worship, praise, and thankfulness towards God (Ps. 8:2)
- ❖ Awareness of a purpose and plan by God for each individual (Jer. 29:11; Ps. 139:13,14)

ACADEMIC EXCELLENCE achieved by...

- ❖ Understanding that God gives the ability to reason, think critically, and excel in learning (Dan. 1: 17)
- ❖ A classical approach to history, literature, grammar, and science
- ❖ Proven mathematical methods and scientific experimentation
- ❖ Enrichment of learning with music, art, computer literacy, and foreign languages
- ❖ Strengthening self-discipline and character through athletic and character development programs
- ❖ Parents and Teachers equipped to cultivate gifts and strengthen weaknesses

COMMUNITY SERVICE to demonstrate...

- ❖ Christian compassion (Luke 4:18)
- ❖ Sharing the good news of Jesus (Mark 16:15,16)
- ❖ Love of neighbor through good works (Mark 12:31; Eph. 2:8-10)

STATEMENT OF FAITH

- ❖ We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15-16; 2 Peter 1:21)
- ❖ We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; John 10:30; John 10:37-38; 1 Corinthians 6:19; Galatians 4:6)
- ❖ We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory (Isaiah 7:14,; Matthew 1:23; Luke 1:35; Hebrews 4:15; John 2:11; Hebrews 9:12; Colossians 1:14; John 11:25; Acts 1:11; Revelations 19:11-16)
- ❖ We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Romans 3:19, 23; John 3:16-19; Ephesians 2:18-19; Titus 3:5)
- ❖ We believe that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- ❖ We believe in the continuing ministry of the Holy Spirit (Ephesians 4:30, 5:18; 1 Corinthians 6:19-20)

Non-Denominational Position

Heritage Leadership Academy will follow these guidelines concerning the relationship between sound education, which is both biblical and college-preparatory, and the treatment of difficult or controversial issues.

1. Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.
2. Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people.
3. Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and principles, we will teach students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.
4. Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.

At HLA, we do not intend to shield our students from all of the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to live in the world—and have an impact on the world—without becoming part of the world.

Non-Discriminatory Policy

Heritage Leadership Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and an activity generally accorded or made available to its students and does not discriminate on the basis of race in administration of its educational policies, admission policies, or athletic and other school-administered programs.

SCHOOL INFORMATION

School Governance and Management

Heritage Leadership Academy is governed by a Board of Trustees. The primary functions of the Board are to act as the guardian of the mission of HLA, to develop the board policies and the long-range planning of the institution, to hire the Head of School, and to be responsible for the financial viability and stability of the school.

The Head of School serves as an ambassador-at-large by pursuing the vision and mission as set forth by the Board of Trustees. The Head of School functions as the chief executive officer of HLA.

The day-to-day operation of the school rests with the Head of School, the administrative staff, and the faculty. The Head of School will serve as the chief educational officer and will be responsible for the faculty, determining the educational philosophy and developing the faculty in the pursuit of a solid Christian curriculum. Together, the Head of School, faculty and staff are responsible for developing and implementing the operational policies that produce the school's program.

As appropriate, the Board of Trustees appoints committees comprised of persons who have special talents and /or special interests in HLA. The purpose of these committees is to serve Heritage Leadership Academy by providing counsel and resources for the Board of Trustees and administration. They also act as a voice and promote the school in the community. At the Board's discretion, these committees may consist of individual members of the board, administration, faculty, parents, and friends from the community-at-large.

Campus Information

- ❖ Apex K-6 Campus (Summit Apex) Hours on school days: Tuesdays and Thursdays from 8:30 – 3:30; Apex 7-11 (Hope Community Church in Apex) on Monday, Tuesday, and Thursday from 8:40-3:45.
- ❖ Durham K4-8 Campus (Summit Briar Creek) Hours on school days: Mondays and Wednesdays from 8:30-3:30; 7-8 grade will meet on campus on Thursdays as well from 8:30-3:30
- ❖ The school year is from Wednesday, August 11, 2021 to Thursday, May 26, 2021 consisting of 170 days of school.

Campus Visitors: All visitors/parents are required to check in at the front desk and present a valid driver's license to receive a visitor's pass. As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. Therefore, prior approval must be obtained before visiting a classroom. The school is sensitive to the issue of security and supervision of classes and will limit visits if they disrupt the class routine, academic progress, or the well-being of other students. Please be assured that we wish to encourage parent involvement but not to the detriment of academic progress and continuity.

Lost and Found Items: All articles left on campus will be placed in the lost and found. Students and parents may check for lost articles in the lost and found area located at the front desk. Articles not picked up after one month may be discarded, given to a charitable organization, or set aside for the school uniform resale. Please mark all of your student's articles with name and grade and encourage your student to check for lost items as soon as these are missed.

Lunch and Snacks: Children will need to bring a lunch and/or snacks to school. There may be days where "Hot Lunch" may be purchased. Parents will be notified in advance if you would like to participate.

Parent Involvement: Parent involvement will be welcomed, but not required on "campus days." Some areas might include:

- Fundraising Events
- Special Projects/Parties
- Field Trips
- Bible Studies

Distribution of Non-school Materials/Personal Business Endeavors: Teachers or parents may not distribute non-school materials in student folders (or by other means) to advertise an activity or event, or to solicit funds without prior approval from the Administrative team.

Parental Roles

Co-teacher: Grades K through 6

The kindergarten through sixth grade years provide a foundation for academic success. The student will learn to read fluently with comprehension and master basic math facts in the beginning years and will then start applying that knowledge in more difficult scenarios that will still need guidance. Responsibilities are divided between the classroom teacher and the co-teacher at home.

Private Tutor: Grades 7 through 11

Courses involving this role are made successful because each student has a private tutor, the parent, willing and ready to assist. Parents will receive instructions from the classroom teacher on a regular basis outlining homework assignments, follow-up study over covered material, and any preparation or review needed for their next class.

Communication

General Communication between the school and parents is an important part of education. HLA will email a monthly newsletter containing pertinent information concerning upcoming events and general announcements.

Faculty and staff should respond to all parent emails, phone calls, and text messages within 24 hours. This 24 hour period does not include non-school days such as week-ends.

Conference Scheduling: There are times that conferences with a teacher or administrator become necessary. If you need to schedule a meeting, please contact the appropriate person and schedule a time to meet or have a phone conference.

Scheduled Parent/Teacher Conferences: Days will be set aside throughout each semester for this. Sign-ups for conferences will be sent out two weeks before conference dates.

Communications during a Crisis: In the event of an emergency, school officials will communicate with parents via an e-mail/text messaging app. If the school does not have electricity, a staff member will send the e-mail from their home computer. It is also an option for school personnel to contact parents at the cell phone numbers listed on student's Emergency Contact forms.

Messages: Parents may call the school office to request that a message be given to a student. Calls made after 3:00 p.m. cannot be guaranteed to reach the student before school is dismissed for the day.

School Closure Information: School closings will most likely follow Wake County guidelines, but will be made on a case-by-case basis, independent of other school closings in the area due to the large region that Wake County covers. In the event that school will be closed because of

hazardous traveling conditions, the announcement will be made via the e-mail/text messaging app.

Change of Address: Parents are responsible for immediately updating the personal/family information of any change of address or telephone number, whether at home or business in ClassReach. In case of emergency, it is imperative that this information be kept updated.

ADMISSIONS INFORMATION

Families interested in enrolling their student(s) at Heritage Leadership Academy must:

1. Read the HLA Mission and Statement of Faith.

Prayerfully consider if our school is the right fit for your family and if you will be able to support our mission and statement of faith.

2. Attend a Parent Information Meeting.

It is important that families understand our school model due to its unique nature. Information meetings last about an hour and are focused on giving parents a detailed description of our school and how we plan to partner with your family in your child's education.

3. Complete an online application, which can be found on our website.

Please allow at least 30 minutes to complete application and upload a recent photo of your student as well as any supporting documents, including IEPs and psychological evaluations (if applicable). An application must be submitted for EACH child you wish to enroll.

4. Participate in a family meeting to be conducted by the administration.

Once the application(s) and fee(s) are submitted, you will be contacted by HLA to schedule a family interview. We ask that both parents and the child(ren) for which you are applying attend this meeting. Other siblings are also welcome to attend. This meeting serves as an opportunity for us to get to know you and answer any additional questions you may have. Please allow 30-45 minutes to meet with administration.

5. Student Assessing

A kindergarten readiness assessment will be given to rising kindergarteners while students in grades 1-10 will complete a Woodcock Johnson IV assessment. Student assessments are used to help support grade placement as requested by the parent and to establish a

baseline level of skill to prepare students for success at HLA. Additional details and scheduling options will be provided once your application is processed.

6. Notification of Admissions Decision

HLA's admissions team will render a decision within two weeks of completing your family meeting and assessment. Families will be notified via email and if accepted, a \$300 enrollment fee will be due within 10 days to secure a spot.

***Please note that enrollment is not on a first come basis and is at the sole discretion of HLA's admissions team. HLA looks at a variety of factors when making admissions decisions to create the optimal learning environment. These factors are also considered when extending an acceptance to families placed on our waitlist.*

Re-enrollment Policy

Re-Enrollment information will be available through email to returning families each year. For fall enrollment, all returning students must complete pre-registration for the upcoming school year to retain seat placement. Families must pay a non-refundable re-enrollment fee in order to secure a student's placement for the upcoming year.

The admission process is usually sufficient to ensure that students who are admitted have the ability to do the academic work required at HLA. However, re-enrollment is not automatic. Students must earn their place in the school each year. When a student continues to have academic difficulty, it may become apparent that HLA is unable to serve his or her best interests, and accordingly, he or she may be denied re-enrollment.

Heritage Leadership Academy believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to accomplish the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and /or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

Only parents or legal guardians may submit enrollment/re-enrollment documents and payments. We do not accept enrollment or course changes from students.

FEES AND TUITION

HLA assesses the following fees during the admissions process. These fees are nonrefundable.

Fees

- A \$185.00 application fee is assessed per student.
- A \$300 enrollment fee is assessed per student (\$800 max per family).
- Re-enrollment for returning students is at the discounted rate of \$200 per student.

- Application Fee and Enrollment Fee are nonrefundable

Tuition

- \$3600 (K-6), \$5000 (7-8 grade), \$5400 (9th-11th grade)- 1st Child
- 5% discount - 2nd Child (5% discount)
- 10% discount - 3rd Child and all additional children

Payment Options

- Monthly – First payment due August 5st, 2020 and last payment due May 5st, 2021
- Bi-annually – First payment due August 5st, 2020 and last payment due January 1, 2021
- PAY IN FULL – This will be due August 1st, 2021 and you will receive **\$100 off**.

REFUND POLICY ON TUITION:

1. All tuition refunds will be made less the withdrawal penalty.

Withdrawal Date and associated charges:

March 1 st , 2021-April 30, 2021	A fee of \$500 per student will be assessed.
May 1, 2021-June 30 th , 2021	Book Fees + Fee of \$500
July 1, 2021- Start of School	Book Fees + 3 months tuition
Any time in 1 st Semester	½ of remaining Year's Tuition
Any time in 2 nd Semester	Remaining Year's Tuition

2. All tuition refunds will be made based on the scheduled payment due dates. All payments required by the due date will be non-refundable and will represent an obligation due the school if not paid.

3. All pre-paid tuition in excess of the amount required at each due date less the withdrawal penalty will be refundable.

4. All course tuition payments will be 100% refundable for any course which is canceled by HLA. For any class which is moved to a different time-slot, parents have the option to either receive a full refund or select another class at that time.

LATE PAYMENT FEE:

Tuition payments made after their scheduled due dates are subject to a \$25.00 late payment fee regardless of the total amount of the tuition payment.

Receipt of Payments

All tuition payments are handled through FACTS Tuition Management. Any other payment arrangements need to be made beforehand by contacting the business manager.

HLA Payment Schedule Guidelines

- All monthly tuition payments are due on the first (1st) of each month and will be counted past due after that date.
- If payments are received after the first (1st) of the month, the account is considered delinquent and a \$25.00 late fee is charged.
- Tuition account balance statements are available at all times on the FACTS Tuition Management website.
- A charge of \$25.00 will be billed for any checks returned for “Insufficient Funds.” The reissued invoice will be due upon receipt.
- If, for any reason, families need to withdraw student(s) before the end of the semester, the family is still responsible for the balance of your tuition for that semester. We have made commitments to our staff and cannot replace the student.
- All tuition account balances must be paid in full before a student can be registered for the next school year and before report cards will be issued to the family.

BOOK/MATERIALS FEES:

Enrolled families will be required to pay a book and supply fee that assists the school in purchasing books and materials for the upcoming school year. The book fee for K-6 will be \$400. For grades 7-8 the fee is \$500. For grades 9-11 the fee is \$550. The Book and Supply Fee covers book rental for the school year as well as other materials needed for classes such as science equipment and supplies, math manipulatives, and much more. This fee is nonrefundable. In the case of withdrawal, books remain the property of HLA and will not be distributed to unenrolled students.

SCHOOL SUPPLIES:

HLA will cover most supplies required for each class. However; teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student’s supplies.

UNIFORM COSTS:

Parents are responsible for providing the specified HLA student uniform. See the “Dress Code” section of the Family Handbook for uniform details.

ACADEMIC INFORMATION

Attendance

ABSENCES:

Attendance will be recorded for each class and turned into the administration. Students are marked absent if they are not present at the beginning of class. If students arrive to class during the first half-hour, the absence will be changed to a tardy. Students may not be absent more than 3 times per semester.

EXCUSED ABSENCES:

When a student is absent due to illness, the parent or guardian is asked to telephone the school office on the day of the absence between 8:00-9:00 a.m. Extended absences of five or more days will require a note from the child's doctor. In addition, if a student is returning to school and restrictions or limitations to normal classroom or outdoor activities will last beyond two days, a physician's note is required. The doctor's instructions should outline specific restrictions or limitations and the expected duration they will be needed.

PLANNED ABSENCES:

Planned absences require the completion/submission of the request form at least two weeks prior to the planned absence. Special allowances will be granted for family emergencies or unusual circumstances. Completed forms must be turned into the office for approval.

REQUEST FOR MAKE-UP WORK:

Parents should first check the agenda for assignments related to make-up work. For additional questions related to make-up work, parents should email the teacher directly. Parents must not go to the teacher's classroom to secure student's assignments during the school day.

TARDY:

In general, a tardy will be treated as a discipline problem. When a student accrues three tardies, an absence will be recorded for the semester.

Drop Off/Pick Up

Morning Drop-off: Students should be dropped off between 8:20 - 8:40 am in the carpool line. Parents will be given specific instructions regarding loading and unloading of students before and after school during parent orientation night. Everyone must follow the designated procedure. School will start at 8:40am. Please help us prevent classroom interruptions once the day has begun by being on time.

Afternoon Pick-up/Dismissal: Students should be picked up in the carpool line between 3:20 – 3:40 pm.

Curriculum Materials

Heritage Leadership Academy seeks to select curriculum material that is both academically sound and parent-student friendly. HLA will provide materials with a Christian worldview when those publications are considered to be of high quality and will integrate a biblical worldview into any other material that is not explicitly Christian. Current list of curriculum is as follows:

Kindergarten	1st Grade	2nd Grade	3rd Grade
BJU Math	Singapore Math	Singapore Math	Singapore Math
BJU Phonics	BJU Phonics/Spelling	BJU Reading	Easy Grammar
Jesus Storybook Bible	BJU Reading	Bible Heroes (IEW)	IEW
MUSIC/ART	MUSIC/ART	MUSIC/ART	MUSIC/ART
P.E.	SPANISH/P.E.	SPANISH/P.E.	SPANISH/P.E.
Handwriting Without Tears	History/Geography	History/Geography	History/Geography
BJU - Your Community			
BJU Science	Science and Lab	Science and Lab	Science and Lab

4th Grade	5th Grade	6th Grade	7th/8th Grade
Singapore Math	Singapore Math	BJU Math - Fundamentals	BJU Math – Pre Algebra/Algebra 1
Fix It Grammar	Easy Grammar	Fix It Grammar	Logic 1
IEW	IEW	IEW	IEW
Latin A	Latin B	Latin C	Music/Spanish/Art/P.E.
History/Geography	History/Geography	History	Sonlight (History/Lit/Theology)
		Geography	
MUSIC/ART	MUSIC/ART	MUSIC/ART	
P.E.	P.E.	P.E.	
Science and Lab	Science and Lab	Science and Lab	Science and Lab

Field Trips

Many times a good educational experience can be achieved by going on a field trip. Such activities may include field trips, history events, science fairs, and academic contests and will be part of our curricular program designed to challenge students.

Grade Placement

Grade and class placement is based on faculty recommendation, parent review and past academic achievement. However, the only official information concerning placement will come from the administrative team.

Intervention

An Academic Intervention plan is established for a student when a grade in any class falls below 65%. The teacher and parent will meet to plan a course of action in order to help the student succeed. Progress should be demonstrated within two weeks of that meeting and will be reassessed after four weeks. At that time it will be determined whether or not it is in the best interest of the student to continue. This decision will be made by the teacher, administrator and parent.

Math Assessments

All students will take a math assessment on Singapore Math's website before August of each school year to assess the appropriate math class each student should be in, which may not be the same as their grade level.

Testing

State Testing will be done in grades 3 and 6. Heritage Leadership Academy will also make available to all students the Woodcock Johnson exam for an additional fee, in the spring of each year for the purpose of individual and program assessment. These tests provide data that assists in determining pupil growth and progress.

Grading Scale

K-6th Performance grades - A 4 point scale is used to track student growth and achievement:

4: above grade level

3: at grade level

2: approaching grade level

1: below grade level

7-10th The following is an overview of the 10 point scale utilized for computation of quarter grades:

A.....90-100 Excellent B.....80-89 Very Good C.....70-79 Satisfactory
D.....60-69 Needs Improvement F.....0-59 Unacceptable

A numerically based percentage (%) scale is utilized for reporting quarterly, exam and semester grades.

“I” or incomplete is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of issuance of the report card. All incomplete work must be made up within one week of the close of the marking period except for serious illness. Failure to do so may result in a failing grade.

Progress Reports

Heritage Leadership Academy report cards are issued at the end of grading periods for the purpose of communicating to parents the academic and general development of the student.

The End of Quarter and Progress Report dates are listed on the school calendar. Progress Reports are posted in ClassReach for parents to print, sign and return to school the following school day. We recommend that you keep graded papers and tests in a file at home until the Progress Report is given each quarter so that if there is any question about a grade, you have the work to submit an appeal. After the Progress Report is issued, you may clean out files as you see fit.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade and age level. On occasion, because of a student’s academic performance, parents will request that a student be advanced a grade level beyond his/her normal promotion. Officially skipping a grade is not considered to be a beneficial practice and will rarely be considered or approved by the school at the K-6th grade level. Students are able to enroll in varied course levels for math and are able to register for classes based on placement scores in 7th - 8th grade.

Student Promotion and Retention Policy

Students are promoted to the next grade level when the following assessments show a readiness: teacher evaluation/recommendation, standardized test scores, a completion of the school year with a 70% or better and demonstration of appropriate social skills.

Teachers may conference with parents if retention or remediation is recommended and believed to be in the best interest of the student. Administration may require summer tutoring

or classes. The student will then be evaluated at the end of the summer to determine placement by the administration.

Teacher/Student Ratio

We believe that one of the most effective and powerful avenues to student growth and success is found in building relationships. Low student-teacher ratios provide greater instructional effectiveness and better use of limited classroom time. Moreover, differentiation and individualized learning is attainable with smaller class sizes. Therefore, K-6 classes are limited to 12 students per grade, while our middle school and high school classes are capped at 18.

STUDENT/PARENT INFORMATION

While academics are a priority at Heritage Leadership Academy and seen as a means of building character, HLA aims to develop a well-rounded student who finds enjoyment in other activities such as sports, music, art, and leadership, to name a few. These activities also provide opportunity for students to grow in Godly character, mature physically and learn to work and serve with others.

Behavioral Eligibility for Activities Participation in extracurricular activities is a privilege for those students who uphold the HLA Code of Conduct principles and behavior guidelines. If infractions of the Code of Conduct are shown by a student, the Administrator may declare a student ineligible to participate for a period of two (2) weeks or until there has been a significant improvement on the part of the student. Parents will be notified by telephone or in writing of such ineligibility.

Assembly

At the very heart of Christian education is the staff's desire for the spiritual growth and vitality of the student body. As a part of this mission, regular assembly programs will be provided that aim to spiritually challenge students. Heritage Leadership Academy has assembly programs that are biblically sound, morally and spiritually edifying, and inspirational.

Community Service

Community Service opportunities will be provided by Heritage Leadership Academy each semester through our "koinonia" families. Students and families will be encouraged to engage in community service projects throughout the year and will be discussed at monthly assembly programs and in our school newsletter.

Extra-Curricular Activities

Heritage Leadership Academy will offer various clubs and electives based on the interest and support of students. These activities are meant to enhance the academic interest above or beyond what is able to be part of the regular school week.

Student Pictures (Yearbook)

Each fall the school will hire a photographer to take individual pictures and classroom pictures of our students. Parents will be sent information concerning prices and packages that they may purchase. Each individual student's picture and classroom pictures will be used in the school yearbook. Every student will have his picture taken regardless of whether the parent purchases any pictures.

DRESS CODE

A dress code exists for the purpose of uniformity, neatness, modesty and cost effectiveness. The dress code is enforceable by staff on school days, on and off campus as well as other school-sponsored events on off days. For beach or swimming activities we ask that girls wear modest one piece bathing suits, or modest tankini suits and boys wear modest swim suits.

TEACHERS & PARENTS:

Adults must dress neatly and modestly to reflect Christian character and professionalism. Ladies must take special care to avoid low necklines, short skirts, and tight pants. Dresses, blouses, and tops must cover the shoulder area adequately so that underwear does not show. These guidelines should be followed any time you are on campus or attending a Heritage Leadership Academy function.

BACKPACKS/BOOKBAGS:

Avoid images or patches that could be considered offensive or inappropriate (i.e. skull and cross bones). If in doubt-avoid. Roll around backpacks are requested for grades K-6th.

UNIFORMS

Students may choose from any of the uniform items below. Dress code will be enforced from the first day of school.

SHOES

Closed-toed shoes of any kind may be worn. We strongly advise tennis shoes. Flip flops and sandals are not permitted.

COATS/JACKETS

All jackets or outerwear your child intends to wear during the school day **MUST** be purchased from Lands' End with the HLA logo. All other outerwear is permitted on arrival, dismissal, and at recess **ONLY** and should be removed while in the school building.

HLA T-SHIRTS

HLA T-shirts are reserved for designated dress down days. They are not to be worn instead of a polo.

GIRLS

The following items may be purchased from anywhere:

- Shorts/Skirts – Colors are Khaki and Navy Blue. **Shorts/Skirts should hit just above the knee or lower (Bermuda style)** and be worn with a belt if the shirt is tucked in.
- Pants – Colors are Khaki and Navy Blue. Pants should be loose fitting, but not baggy. Lands' End has two options, skinny and boot cut.

The following items **MUST** be purchased from this [HLA page on the Land's End website](#)

- Jumpers and Polo Dresses – Colors are Plaid, Khaki, Light Blue, and Navy Blue. All must hit right above the knee or below with modesty shorts and socks, tights or leggings. Students may wear any color socks, tights, or leggings.
- Polos with school logo – Colors are White, Light Blue, Yellow and Navy Blue. Clothing must be loose fitting and if tucked in, with a belt.

BOYS

The following items may be purchased from anywhere:

- Shorts – Colors are Khaki and Navy Blue. No cargo shorts allowed.
- Pants – Colors are Khaki and Navy Blue. Pants should be loose fitting, but not baggy. No cargo, corduroy, or blue jeans allowed.

The following items MUST be purchased from this [HLA page on the Land's End website](#)

- Polos with school logo – Colors are White, Light Blue, Yellow and Navy Blue. Clothing must be loose fitting and if tucked in, with a belt.

CODE OF CONDUCT

Heritage Leadership Academy understands that parents have entrusted the school to maintain order and respect in the classroom, safety and proper supervision, Christ-like courtesy and consideration for others, minimum distractions to the learning environment, proper dress, and academic honesty. The Code of Conduct is designed to communicate clearly to families and students the school's expectations both on and off campus. The enforcement of these policies is motivated by a desire to train the heart. HLA views a student's misbehavior as a ministry opportunity to address the student's true needs and motivate the student to make better choices in the future. Prayer, a listening ear, and time are essential for this process to occur.

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight HLA's expectations in the area of student behavior. Our standards of behavior are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom.

Behavioral Expectations

“Even a child is known by his actions, by whether his conduct is pure and right”. Prov. 20:11

The purpose of Heritage Leadership Academy's Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending HLA be set. While on campus concerns are primary, HLA reserves the right to address any off-campus conduct deemed to be significantly affecting on-campus relationships and/or learning environment.

1. Respect for adults: Students should show respect to adults at all times (teachers, staff, volunteers, etc.). A title (Mr., Mrs., Coach, etc.) should be used when addressing an adult.
2. Respect for students: Students should treat each other with respect, kindness, purity and compassion, just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you."
3. Respect for property: If a student accidentally damages the property of the school, a staff member or another student, the student will be required to pay monetary reimbursement to the school, staff member or other student. Deliberate property destruction will require monetary reimbursement and possible suspension or other disciplinary action.
4. Heritage Leadership Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of abuse, intimidation, exploitation and harassment, including sexual harassment. Therefore, anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.
5. Faculty respect for students: As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the administrator.
6. Integrity: Students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior, etc.) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion (see Disciplinary Actions in Response to Major Misconduct).
7. The school facility and grounds should be kept clean, orderly, showing an attitude of gratefulness.
8. There will be no horseplay, running, or rough play before or after school or during and between classes, to include physical or verbal harassment or bullying.
9. Use language that builds up the body of Christ and encourages others. Use of profanity is not permitted.
10. A public display of affection between sexes (handholding, kissing, hugging, etc) is not permitted. Romantic relationships are not encouraged.
11. Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any HLA sponsored event.

12. Prolonged or unauthorized use of an area (loitering in halls, cafeteria or restrooms) is not permitted.

13. Resolve conflicts and disagreements without fighting or any type of aggressive behavior.

14. Obedience to the dress code and school policies is expected.

15. The following is a list of “No Tolerance Issues” that may result in a suspension or expulsion:

- ❖ Blatant disrespect and disobedience
- ❖ Bullying or threatening a student/teacher/volunteer or staff member inside or outside of school, on or off campus
- ❖ Cell Phone use in bathrooms-Failure to abide by this “No Tolerance” rule will result in confiscating the cell phone for the year upon the first offense and may result in additional disciplinary action.
- ❖ Cheating, lying, stealing
- ❖ Discriminatory comments; racism
- ❖ Fighting; general threats of violence
- ❖ Illegal activities
- ❖ Possession of any type of weapon on campus or HLA sponsored event
- ❖ Profanity
- ❖ Sexual teasing/harassment
- ❖ Skipping class
- ❖ Vandalism

16. Students will not slander staff, teachers, or other students nor will they gossip by spreading false or true information about others. This applies to comments made on social networks and the like.

17. Conduct on School-Sponsored Trips: The same standard of conduct required of students at school is also required of students on school-sponsored activities.

18. Conduct during after school activities (on and off campus): Students are expected to conform to the rules and regulations of Heritage Leadership Academy. Clubs and electives are also school programs and a continuation of the classroom process and uncooperative students will be disciplined according to our policies.

Bible Study

The Bible is the inspired Word of God and makes the claim “and you will seek me and find Me, when you search for Me with all your heart” (Jer. 29:13). Students are encouraged to study the Bible as a means of seeking God. The Bible is “a lamp to my feet and a light to my path” (Ps.119:105), offering students guidance for all facets of life.

Classroom Expectations

At HLA, the classroom is a place of learning where the teacher is able to teach and the student is able to learn. Conduct that disrupts teaching or learning will not be tolerated. Students should always:

1. Come to class on time and be prepared with all required materials
2. Conduct themselves in an orderly and respectful manner
3. Make an effort to learn by participating in class activities and following teacher instructions
4. Strive to stay on task the entire class period and not engage in activities such as social conversation, grooming, sleeping, or personal note writing
5. Obey all school rules and regulations (e.g., late work policy, academic honesty, dress code, etc.)
6. When in violation of these guidelines, comply with the requests of teachers regarding classroom control and discipline.

Teachers will also strive for consistency when administering classroom discipline.

General Rules (“Life Rocks” Posters)

1. **Respect Authority.** Ephesians 6:1-3
2. **Others are Important.** Mark 12:31
3. **Correction, Accept it and Learn from it.** Proverbs 12:1
4. **Keep Yourself Prepared.** I Peter 1:13
5. **Seek Excellence.** Colossians 3:23,24

Classroom Procedures

- ❖ Students will come to class prepared
- ❖ Students will be respectful and follow class rules
 - Raise hand to speak
 - Stay seated unless given permission to do otherwise
 - Discard all trash – Do not throw any trash on the floor
 - Place chairs neatly under tables

- ❖ Students will be attentive and not distract others

Cell Phones and Technology

1. Electronic devices and gaming systems shall not be brought to school unless specific permission is given by the school administration. Devices which are brought to school will be confiscated and returned to the parents.
2. Cell phones are allowed on campus but must remain OFF during class and should be stowed in backpacks or purses. Students should not use phones during class or have them in their pockets. Phones will be confiscated if seen during class and taken to the front office for parents to pick up.
3. Laptop, ipods, tablets or other similar devices may not be brought to school or any school sponsored events (including transportation to and from events) unless the student has been given permission by the teacher and/or administrator.

STUDENT DISCIPLINE

“Train up a child in the way he should go, even when he is old he will not depart from it.”

Prov. 22:6

Heritage Leadership Academy discipline exists to train students to recognize and identify their offense to God and others, to motivate students to avoid poor behavior/attitude, and to be reconciled to God and those who may have been affected by the student’s poor behavior/attitude.

In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students

Classroom Discipline: The discipline program for elementary is classroom specific. Teachers are responsible to have and implement their own classroom management plan in accordance with administration-approved guidelines. To ensure proper communication between the classroom, administration, and parents, these discipline procedures will be maintained.

Classroom Steps and Procedures: Teacher maintains a visible display classroom rules and discipline plan. Teacher is to maintain and administer the classroom discipline plan. Teacher is to keep parents informed of discipline concerns and improvements. Teacher is to notify administration when additional help is needed beyond the teacher's established discipline plan.

Disciplinary Action

Teachers and staff may use the following punitive measures to correct a student’s behavior:

1. Assignment of Consequences - In unusual circumstances, administration reserves the right to assign consequences which may deviate from the normal consequences of an infraction.
2. Disciplinary actions are taken on a case by case basis due to the range of possible infractions and built on the foundations of strong student to teacher relationships. Discipline measures are carried out in a manner that values the child, reminds them of their worth and dignity, points them to the gospel, and seeks forgiveness and reconciliation. Misconduct will be communicated to parents via ClassReach from classroom teachers.
3. Corporal Punishment – No agent of the school will use any form of corporal punishment as a disciplinary measure.
4. Fulfilling of Disciplinary Actions – All disciplinary actions, including returning discipline notices with a parent’s signature, and suspensions must be served before a student can receive his/her report card and be promoted to the next grade.
5. Suspensions/Expulsions - Heritage Leadership Academy reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While HLA has no control or supervision over off campus activities which are not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

The school administrator or other staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff shall exercise a broad range of personal authority to act in such cases, including but not necessarily limited to suspension of the student from regular school activities. The school reserves the right to question students (without their parents being present) who are suspected in or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant.

6. Verbal correction – Students are given warnings and are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

Students who refuse to submit to authority or comply with disciplinary actions will be sent home and not allowed to return to school until they are ready to comply.

HERITAGE LEADERSHIP ACADEMY UNITY

School personnel at every level are committed to resolving problems one on one in a spirit of Christian love and respect. Unity among our students, staff and families will demonstrate the

reality of the gospel to our children along with the way conflict is handled when it occurs. Whether parent to parent, parent to child, parent to staff, staff to student, or student to student, we must seek to be unified and supportive of the standards set by scripture.

“Make my joy complete by being of the same mind, maintaining the same love united in spirit intent on one purpose. Do nothing from selfishness or empty conceit but with humility of mind let each of you regard one another as more important than himself.” Phil 2:2-3

Action to Ensure Unity

We ask that parents, students, and staff follow these guidelines to ensure unity.

1. Avoid Slander and Gossip: Do not enter into a conversation of slander and gossip. Slander is speaking about someone (whether true or false) in such a way that their reputation is in question and the words spoken cause the hearer to think less of that person.

Gossip is the spreading of someone else’s business that you do not have permission to share. Be careful not to disguise slander and gossip as a prayer request (Eph. 4:29-32).

“Do all things without grumbling or complaining.... “ Phil 2:14

Slander and gossip have devastating effects on individuals and to a ministry. Slander and divisive spirits will serve to undermine the work we are called to do and bring shame to the gospel of Christ. One person can poison the spirit of the school. Please don’t be a party to the poison.

2. Follow the Matthew 18 principle: Speaking with the individual directly involved in a conflict. Avoid speaking with persons who are not directly involved or who cannot affect change. If there is something the teacher does that you do not like, DO NOT discuss it with your child or another parent but go directly to the teacher. It is possible that your child relayed information incorrectly or you misunderstood the intent of something.

2. Recognize and Support the Authority Structure of Heritage Leadership Academy:

“For there is no authority except from God, and those which exist are established by God”.

Romans 13:1

a. Teacher - The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the Matthew 18:15-16 principle.

b. Administrative Team - The Administrative Team is responsible for all disciplinary actions and classroom management programs. The Administrator is responsible for the discipline of students in all non-classroom settings where a student has been referred to the office by a teacher. The team has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the HLA Handbook.

1. HLA reserves the right to dismiss volunteers or associates that are in any way connected to HLA, including enrichment classes, sports programs, koinonia leaders, ministry team leaders, and other positions not yet developed, when deemed misaligned with the values and vision by HLA leadership.

Action to Conference

In order to effectively resolve differences that parents may have with school staff, the following rules must be adhered to in conferences or interaction with school personnel.

1. Mutual respect for everyone in the conference is expected.
2. The conference or discussion will be about your student only.
3. Unfounded or absurd allegations are not to be made.
4. Due to the confidential nature of each student's records, including discipline, information about another student will not be released.
5. Communication with staff must be within their normal working hours.

According to our Matthew 18 policy of conflict resolution, you must first go to the teacher or staff member and talk to him/her and work to resolve the difference before involving school administration. If these rules are not adhered to by a parent, the conference or discussion will end and the action taken by school personnel will stand.

Action to Resolve Conflict

Complaints or problems will be considered in no other way than described below, unless they involve a specific disciplinary action taken by the Board itself:

1. First, all questions, problems, or complaints regarding a teacher or other school personnel should be discussed in private with the person involved before anyone else is consulted.
2. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Administrator, if the Administrator is not the person with whom the problem exists. This will result in an Administrator/Parent/Teacher conference.
3. If it still is not resolved at this level, it should then be presented in writing to the Administrative Team.
4. The Administrative Team will review the issue and present it to the Board as needed.

5. A written response from the Administrative Team or Board will be sent as a follow-up.

Parent Covenant of Cooperation

During the enrollment process parents must sign a Parent Covenant of Cooperation confirming their commitment to abide and have their children abide by the policies and procedures of this handbook and to settle offenses and disputes according to Matthew 18.

MEDICAL/LEGAL INFORMATION

STUDENT MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency the administrator, or the person acting in her absence, will be responsible for the necessary decisions regarding medical attention. The entire school staff, as a part of their in-service training, will be made aware of the school's medical emergency procedures and the nearest hospital location.

MEDICATION POLICY

Anaphylaxis: Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen. The most common causes in school age children are eggs, peanuts, nuts, cow's milk, bee stings and some drugs. Heritage Leadership Academy advises parents that these allergens do in fact exist on campus and that their child could be exposed.

Animals in Classrooms/on Campus: Heritage Leadership Academy policy does not permit live animals in classrooms. Administrative approval is required to have live animals visit on campus.

Clinic: The school does not employ a trained nurse. Students who become ill at school will be permitted to report to the administration. The student may rest in the teachers lounge until a parent or other specified adult can pick them up. Sick students cannot be cared for at school. If the student is judged to be ill, parents will be called.

Communicable Diseases: Heritage Leadership Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal onto other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team.

Emergency Phone Number Required: We require at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number, cell phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem. Notify the school immediately if any of these numbers change.

First Aid: Emergency medical treatment will be sought for students whose medical needs warrant such action.

Head Lice Policy: Parents are asked to notify the school if they find head lice or nits on their child at home to prevent the spread of head lice at school. Students need to be treated with

medication and must be nit free before returning to school. Administration must clear students before they are allowed to return to the classroom.

Healthcare Appointments: Whenever possible, all health care (medical, dental, etc.) appointments must be made outside of regular school hours. Academic problems often develop when students continually leave school for medical purposes.

Medical Release Form Required: The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. A school official will use this form only when a parent or guardian cannot be contacted.

Medication Policy: Students are not permitted to carry medication (either over-the-counter or prescription) on their person or store them in their desks, lockers or backpacks. Designated school staff must administer all medications. Prescription and over-the-counter drugs must be in the original pharmacy or manufacturer's labeled container and the doctor's instructions must be included. A signed/notarized consent form is to be on file for those students. Parents must sign a permission slip granting the office permission to give their child/children Advil/Tylenol and/or cough drops in the event a student asks for either.

Physical Examination: Every child entering school must submit proof of a medical examination performed by a licensed physician. This information must be submitted prior to the start of school.

Required Immunizations: Every child must be current in their immunizations in order to attend Heritage Leadership Academy.

Self Medicating: Parents or guardians must request in writing on an annual basis that the school allow their child to self-medicate for a particular ongoing medical condition of asthma, diabetes and anaphylaxis. Allowance shall be made for asthmatic students to possess inhalers or other appropriate medication, diabetic students to check their blood sugar levels and take insulin if needed, and students who might experience anaphylactic shock to possess and use an Epi-pen or other shot-like device. Students under this self-medication protocol must be warned to not allow other students to use these medications or, in the case of diabetics, not to use their blood-testing device on other students. Any disregard to this warning will cancel the self-medication agreement. Parents must be notified immediately if there are problems or if the self-medication agreement is cancelled for infractions.

- ❖ The family physician must provide on an annual basis a letter stating that the student has been diagnosed with the particular condition and that the physician believes that the student has demonstrated the understanding and ability to self-administer the medication. Usually this letter must contain the name, purpose, appropriate usage and

dosage of the student's medication, and the time or times at which, or the special circumstances under which, the medication is to be administered.

- ❖ Parents understand and agree that the school is absolved from liability for any and all medical or health results if their child self-medicates. The school, school board, school employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student, the parents or guardians, and they indemnify and hold harmless the school, school board, and school employees and agents against any claims arising out of the self-administration of the medication by the student. Permission to self-medicate shall be revoked if the Administrator that the student's technique of self administration and understanding of the use of the medication is not appropriate or is willfully disregarded.
- ❖ Students who have met the requirements outlined above may possess and use their medication in school, on school-provided transportation, at school-sponsored activities, or before or after normal school activities. Medication and devices shall be kept in the main office with parental approval.
- ❖ The above documents must be signed and provided to the school each year that the family requests the student be allowed to self-medicate. Such documents will be filed in the school office.

Sickness: In the interest of every child's well-being, parents are requested to keep their child home with the following symptoms: elevated temperature (100 degrees or more), rash, vomiting, excessive nasal discharge or diarrhea. If your child develops symptoms at school, the student will be isolated and the parents will be notified to pick up the child as soon as possible.

Student Accident Insurance: While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. HLA is required to and does have accident insurance.

Emergency Drills and Procedures

Fire Drills are held regularly during the school year. Instructions and directions for leaving each room and the building will be given during orientation at the beginning of each school year. Directions will also be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

Tornado and lock down drills are also be held during the school year. Should there be a tornado warning, students are safer at school than trying to get home. Therefore, students will be required to remain at school where they will follow the safety guidelines they have practiced.

Laws Regulating Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The child abuse hotline is 800-252-5400.

Legal/Custody Concerns

Each child may be released only to the child's custodial parent(s) or to a person authorized by the custodial parent. Parents will complete an Authorization for Alternate Transportation form at the beginning of each school year. It is the parent's responsibility to notify the school of any changes to this document.

In accordance with state law and school policy, staff members cannot restrict a parent's right to pick-up or visit his/her student without legal documentation verifying that the parent has been denied these privileges by a court of law.

FINAL NOTE

It is understood that this school handbook cannot possibly address every situation or circumstance that may arise at Heritage Leadership Academy. Therefore, this handbook serves as a guide and the administration reserves the right to make decisions after careful prayer and fact gathering to make final decisions that will uphold and maintain the philosophical position of the school. This document replaces any earlier policy and guideline handbooks for HLA.

Parents are required to have signed the Parent Statement of Cooperation and Commitment which states they have read the HLA Handbook and will abide and have their children abide by all the policies, procedures and standards set by and stated in the HLA Handbook.