

Parent-Student Handbook

2018-2019

This handbook does not create a contract.
The contents and policies are subject to change at any time.

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**THE WORD OF GOD UPON WHICH OUR MISSION STATEMENT IS
BASED: MATTHEW 22: 37-39**

*Jesus said unto him,
"Thou shalt love the LORD thy God with all thy heart, and all thy soul, and with all thy
mind.
This is the first and great commandment.
And the second is like unto it,
thou shalt love thy neighbor as thyself."*

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WELCOME
TO
HERITAGE SCHOOL

THE FOUNDING OF HERITAGE SCHOOL

Heritage School, founded in 1994, grew from a dream of several parents in the Texas Hill Country who wanted a unique education for their children and any child who wanted an academically challenging and stimulating curriculum. Since truth is not doled out in parcels, they wanted all the lessons in school to be as integrated as possible. They wanted the children to see all truth as part of God's truth. They desired a classically oriented curriculum featuring a feast of the best literature available. They wanted lively history lessons featuring the real people who made a difference. They wanted their children to observe and think and sketch and paint the real world around them. They wanted their children to learn the joy of beautiful art and music. They wanted exposure to other cultures and acquisition of languages to expand the horizons of the children. They wanted to develop in the children the good habits which would aid them in daily life and which would build excellent character in the process. They wanted their children to be well equipped in every way to enter the adult world and to serve God and their fellow man. In short, they wanted excellence in education. They wanted a Christ-centered education.

With a headmaster and only three teachers, the school opened that first day with twenty-nine students, pioneers in a new territory, a new educational endeavor. Since that first day, the school has expanded to K–12th grades and has been abundantly blessed. Our graduates have been accepted to the colleges and universities of their choice; many have received generous scholarships as well as appointments to service academies.

It was a small group of parents who began to build the Heritage dream; it is a larger group of parents now who help that dream to grow and prosper, but the original vision has prevailed. Heritage School is committed to helping students develop spiritual, intellectual, and physical excellence as well as the ability to establish loving, charitable relationships with fellow students and teachers. We encourage high standards in the development of excellent work and character habits. In all academic endeavors, we encourage each student's love for learning which we trust will remain strong throughout his/her life. We encourage and model service to each other and to the community. We pray that God will continue to bless and mold Heritage School and that His hand will guide and direct us as we look to the future.

OUR MISSION STATEMENT

Heritage School provides a distinctive, classical, Christ-centered education that prepares students for servant-leadership and lives that glorify God.

PORTRAIT OF OUR GRADUATES

Graduates of Heritage School will strive to:

Exemplify Christ.

Think critically, speak articulately, and write effectively.

Pursue learning.

Persevere.

SCHOOL SONG

Non Nobis

Non nobis domine, domine

Non nobis domine,

Sed nomini, sed nomini

Tuo da gloriam

Not to us, O Lord, O Lord

Not to us, O Lord

But to Your Name

Be glory.

Psalm 115:1

SCHOOL HYMN

Be Thou My Vision

Be Thou my Vision, O Lord of my heart;
Naught be all else to me, save that Thou art.
Thou my best Thought, by day or by night,
Waking or sleeping, Thy presence my light.

Be Thou my Wisdom, and Thou my true Word;
I ever with Thee and Thou with me, Lord;
Thou my great Father, I Thy true son;
Thou in me dwelling, and I with Thee one.

Be Thou my battle Shield, Sword for the fight;
Be Thou my Dignity, Thou my Delight;
Thou my soul's Shelter, Thou my high Tower:
Raise Thou me heavenward, O Power of my power.

Riches I heed not, nor man's empty praise,
Thou mine Inheritance, now and always:
Thou and Thou only, first in my heart,
High King of Heaven, my Treasure Thou art.

High King of Heaven, my victory won,
May I reach Heaven's joys, O bright Heaven's Sun.
Heart of my own heart, whatever befall,
Still be my Vision, O Ruler of all.

A CHRIST-CENTERED & CLASSICAL EDUCATION

Christ-centered

In all its levels, programs, and teaching, Heritage School seeks to:

- A. Encourage every student to begin and develop his relationship with God, the Father, through Jesus Christ.
- B. Teach all subjects as parts of an integrated whole with Scripture at the center.
- C. Supplement parents' training of their children toward godly character by providing a clear Model of the biblical Christian life through our staff and board.

Classical

In all its levels, programs, and teaching, Heritage School seeks to:

- A. Recognize and incorporate the Trivium (the use of Grammar, Dialectic/Logic, and Rhetoric) as natural stages of development in the way students learn.
- B. Utilize classical or enduring works of literature to give the students knowledge of what has come before and to provide them with wisdom to meet the challenges of the future.
- C. Emphasize the history and culture of Western civilization as the source of our heritage.
- D. Utilize the study of Latin as both a discipline and an important basis for all language studies at Heritage.

PHILOSOPHY OF HERITAGE SCHOOL

The goal of Heritage School is the development of physical, spiritual, moral, and intellectual maturity for every student. Such a student knows God intimately, knows his/her position in Christ, and stands for what is good in a world that is increasingly hostile to the truths of Christianity. This student is marked by a growing faith, an intellectual acuity, an aesthetic sensitivity, a discerning spirit, and strong moral character.

Heritage School bases its educational philosophy on the biblical world view which looks at knowledge, the world, and the whole of life using the Bible as the foundation and guide for thought and action. We believe the Bible to be the infallible, inerrant, and inspired Word of God and as such is the authoritative, reliable, and final source of truth. All knowledge comes into focus through the truth of Scripture. We believe God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ. Therefore, the universe and all life are dynamically related to Him and have the purpose of glorifying Him. Man is created in God's image and is therefore of infinite worth, capable, through Him, of thinking and achieving in remarkable ways. Yet we also acknowledge that man is a sinner by nature and by choice because of the fall of Adam. As such, he is separated from God and incapable of knowing or glorifying God apart from the work of redemption by God through the atoning death of the Lord Jesus Christ. We believe that salvation is God's gift and is received by man through personal faith in Jesus Christ and His sacrifice for sin.

Given this Christian world view, we believe that education can most effectively be accomplished in an environment which recognizes that all truth is God's truth. The fear of the Lord is the foundation of all wisdom and knowledge, and only a redeemed person can fully comprehend truth as the Holy Spirit reveals it to him. In the curriculum, an emphasis is placed on the unity of all truth and on the development of the eternal perspective which naturally follows. Our staff is all professing believers in the Lord Jesus Christ as their Savior. All representatives of the school are expected to provide a clear model of biblical Christian life. At Heritage School, we will strive to teach and reinforce values as well as facts. Instruction will seek to integrate character qualities such as courage, integrity, patience, humility, kindness, and diligence within the academic curricula.

Scripture clearly teaches that parents are responsible for their children's education and discipline. The school is not a substitute for the home, but is an extension of the home and one means through which parents fulfill the responsibility the Lord has given them. The school staff can accomplish their job most effectively in an environment of mutual trust and respect. Parents may best assist the staff by praying for the school and donating time in service to the school.

Heritage School recognizes that among students of the same age there is marked variability in learning aptitude. The school will strive to allow each child to be duly challenged while requiring the mastery of certain skills and the acquisition of specified content appropriate for each grade level.

Further, the school will provide a nurturing, orderly atmosphere that is conducive to learning. Through its curriculum as well as through its capable and enthusiastic teachers, Heritage School will encourage every student to develop a love for learning and live up to his/her academic potential.

SERVANT LEADERSHIP

All Heritage students participate in service projects both on and off campus. On campus, students in Upper School sit with the Grammar students during the weekly Chapel service, modeling appropriate worship and participation. All students participate in daily maintenance chores and major clean-up several times a year. Many classes participate in planting and maintaining flower beds.

Heritage School also values service to the community at large, believing that loving and generous service is a natural outgrowth of Christian love. Older students frequently give their own lunch time to read with young students in other schools to encourage their love for books. Grammar School students write letters to soldiers on active duty, and make Valentine cards for patients and visit at the local hospitals and V.A. hospital. Students also visit nursing homes, and sing for nursing home and retirement centers; they participate in clothing drives and collecting for the needy as well as for those stricken with disease or disaster. Through these and many other actions, Heritage students grow in character as they serve others.

STATEMENT OF BELIEF

The following are the essential beliefs on which Heritage School is based. They are also the key elements of Christianity that will be taught unapologetically in various ways through all grade levels. The substance of these statements constitutes the primary doctrine at Heritage School. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When such issues arise, teachers will refer students to the family and their pastor for final authority.

We believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e., that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.

We believe in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever.

We believe that God, the Holy Spirit, is a personal being who convicts the world of sin and who regenerates, indwells, empowers, guides, gifts, and seals believers for God.

We believe that man was created by a direct act of God in His image, not from previously existing life; that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sin nature.

We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God.

We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ.

We believe that faith without works is dead.

We believe that Jesus Christ rose from the dead - physically and bodily - and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.

We believe in the literal, visible, bodily return of Jesus Christ to this earth.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to the entire world.

FINAL AUTHORITY ON BIBLICAL TRUTH

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the faith, doctrine, practice, policy, and discipline of Heritage School, our Board of Trustees is the final interpretive authority on the Bible's meaning and application for Heritage School.

STATEMENT OF BIBLICAL TRUTH

Heritage School stands firmly upon the historical truth, principles and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Parents or the legal guardians, whose children are enrolled at Heritage School, are agreeing to support these and other basic biblical truths derived from the principles of Christianity and Christian beliefs. Parents understand and agree that Heritage School will teach these principles and biblical truths, unapologetically.

In addition, Heritage School urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). Heritage School was founded and continues to operate upon biblical principles and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. Heritage School will consider admission for students from any family who, despite their religious background or beliefs, is willing to support Heritage School’s Statement of Belief for Christian education, student conduct requirements, and the school’s above-stated positions and who is willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at Heritage School is contingent upon this same understanding and support.

STATEMENT OF LIFESTYLE AND SEXUAL ORIENTATION

Heritage School believes that God created the family as one man and one woman given to marriage and recognized before God and man as faithful to one another. Furthermore, Heritage School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral. (Hebrews 13:4, NIV).

The school regards homosexuality, bisexuality, and sexual orientation issues other than that as defined in the first sentence of this policy as in direct conflict with the biblical and moral teachings upon which the very foundation of the school is based.

Moral misconduct violates the code of conduct for Heritage students to be Christian role models. Behaviors which are in direct conflict with the requirement of a student Christian role model include, but are not limited to behaviors such as the following:

- sexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex),
- homosexual activity,
- dressing in non-conformance with one’s biological sex;
- using the restrooms, locker rooms, and changing facilities in non-conformance with one’s biological sex;
- sexual harassment,
- use of (including the viewing of) pornographic material or websites,
- sexual abuse or improprieties toward minors as defined by Scripture and federal or state law
- any other violation of the unique roles of male and female (Rom. 1:21–27, 1Cor. 6:9–20).

Because Heritage School is a classical Christian school, Heritage does not support the gay or lesbian lifestyle, sexual activity outside of marriage, or any immoral or illegal behaviors, or other behaviors listed above. If Heritage School becomes aware of any parent(s) or students who openly participate in any such behavior or solicits another (other) individual(s) to participate in that behavior, the school will take immediate action up to and including immediate dismissal from Heritage School.

THE TRIQUETRA



In 742 B.C. Isaiah had a vision of the Lord sitting upon His throne, and above the Lord stood the seraphim calling to one another, saying “Holy, holy, holy is the Lord of hosts; the whole earth is full of His glory” (Isaiah 6:3). Similarly, in his vision of God, John saw four living creatures around the throne who sang day and night without ceasing, “Holy, holy, holy, is the Lord God Almighty, who was and is and is to come.” (Rev. 4:8). The series of three words, “Holy, holy, holy,” became a symbol of the Trinity early in church history and became the basis for the Sanctus (Latin for holy) which is the canticle incorporated in many Eucharistic liturgies. Our school symbol, the Triquetra, is another symbol of the Trinity: Father, Son, and Holy Spirit. The Triquetra is a three-pointed triangular figure portraying the triune God: God in three persons blessed Trinity. Three almond or fish-shaped forms result from three interlocking circles. Their interwoven, continually flowing nature reflect the unity of the Trinity—three points, three persons in One. Early on, the Triquetra became a symbol for the Godhead. Heritage School’s symbol, the Triquetra, represents our devotion to the eternal, sovereign, triune God. To Him be the glory!

BOARD GOVERNANCE

The mission of the Board of Trustees of Heritage School is to ensure that the school faithfully carries out its mission and purpose and has the financial capacity to enable it to do so. The Board’s primary duties include the hiring and evaluation of the Head of School, the setting of general institutional policies, strategic planning, fund-raising, and assessment of the school’s effectiveness in manifesting the Heritage School mission. The purpose of the Board is strategic and visionary, not operations or the day-to-day workings of the school. The Board has no direct authority over the Faculty and/or staff of the school. Those employees report directly to the Head of School. It is the responsibility of the Head of School to manage academics / curriculum, daily operations, issues and opportunities, and the faculty and staff including coaches employed by Heritage. The only employee that reports to the Board of Trustees is the Head of School.

Because our Board is strategic in nature, the profile of the Board should closely match the strategic mission of our school. For that reason, qualified Board members should be nominated, approved, and appointed to a committee or a chair based upon the requirements of the school and vacancies on the Board. The Board should consist of a good mix of leaders in the community who can make a significant difference to Heritage through their proven ability, leadership, stewardship, and character, and their dedication to the standards, philosophy, mission, and Statement of Belief of Heritage School. Parents

who are interested in serving Heritage in a leadership capacity are encouraged to express their desire in writing to the Chairman of the Committee on Trustees.

Based upon the strategic mission of the Board of Trustees, Board meetings and/or approaching a Board member individually are not the correct forum for parents, students, or employees of Heritage to seek conflict resolution on issues or concerns which occur in the daily operations of the school. The path to conflict resolution at Heritage School is addressed in this handbook in a later section: School Rules and Policies.

Board meetings, in general, are closed and are not open to anyone other than Board members. When invited by the Board, individuals may be requested to present updates or information pertinent to school opportunities, athletics, clubs, or organizations including, but not limited to HSPA or Boosters. Portions of any Board meeting may be designated as “executive sessions” which may only be attended by Board members and in which confidentiality is mandatory.

ORGANIZATION CHART

See Website: www.heritageschool.org

CURRICULUM, FACULTY, AND ACADEMIC GOALS

Curriculum at Heritage School is reviewed and evaluated on an ongoing basis and is subject to basic and minor changes as needed.

Bible

The Scriptures are taught as the accurate source of truth in every subject area. Because of their relevance to life, passages of Scripture will be committed to memory by students. Bible lessons are a daily priority; Friday Chapels will provide times of edification and worship for students and families.

History

Biography, chronology, and geography are utilized to teach the exciting roots of our history, including local, Texas, U.S., ancient history, and Western civilization. Parents and teachers can reflect with their children on the moral choices and godly character of historical figures by asking such questions as, How would God regard this action, person, behavior, etc.? Consequently, the study of history (even the study of pagan nations) takes place in a way in which God’s continuous, historical involvement is the focus. The Christian world view provides the basis for evaluating history.

Language Arts

Grammar School grades emphasize the phonetic approach (Saxon phonics) to reading and spelling. Fine literature/poetry are read aloud in Grammar School to encourage and develop an appreciation for classical literature which we continue to study throughout the students' academic career. The Grammar School student will also learn to attend well as he/she listens to passages and learn to express himself/herself well through the practice of narration, the process of retelling a passage. Narration in both oral and written form is used to help students retain material and develop clear thinking and writing skills.

An intensive English Grammar curriculum (Shurley Grammar) is also essential in the lower grades (beginning second semester of first grade) to lay the groundwork for well-structured and precise

writing, culminating in the senior thesis—the final paper of the rhetorical phase of the student’s schooling.

In the Upper School level, students continue to read classical and representative literature, discussing the author’s themes and approach to life, learning to discern and evaluate the literature in the context of a Christian worldview. Students continue to develop their ability to discuss and write about literature and life in an articulate, polished style. Vocabulary skills (primarily derived from root studies and literature) and research skills are expanded and further developed.

Mathematics

Mastery of concepts and early exposure to word problems are emphasized within the framework of an integral, spiraling approach-- building continuously on previously learned concepts (Saxon math). Use of manipulatives is employed at lower levels. Additional challenges are offered to those students who are more gifted in mathematics. Upper School mathematics continues to stress problem solving through extensive, incremental practice of skills and application of concepts. High school students are required to pursue math study during all four years of high school (concluding with calculus).

Science

Approached from a Christian framework, lessons are taught through well-written material, demonstrations, and experiments. Students are encouraged to think, digest, question, and learn. To accomplish this goal, a Nature Studies approach in Grammar School grades supplements the science concepts studied and allows them to see, experience, and touch. As they observe and identify varieties of birds, trees, flowers, etc., they will grow in their understanding and appreciation of God’s creation. Deeper content studies are added to the nature studies as students’ progress into the higher grades. Skills of careful observation and the use of the scientific method are emphasized.

Foreign Language

After laying a firm foundation of phonetic training in English in pre-kindergarten through third grade, a five-year Latin program is introduced in fourth grade. The study of Latin not only provides an excellent academic discipline for all study, but also enhances grammatical understanding of English and allows the students to enlarge their vocabularies by learning the root meanings of words. Further, it establishes an excellent foundation for learning modern romance languages (Spanish, French, and Italian). In the ninth-grade students begin their formal study of Spanish. Additional years of Spanish will be taken in high school with the goal of achieving proficiency or even fluency upon graduation.

Art

Students are encouraged to develop a basic understanding of drawing and rendering from observing nature. Students also learn the basics of design as they utilize various art media and observe and copy art of great masters. In addition, they are introduced to the lives and works of the masters of Western culture in an effort to develop an understanding of how art reflects the thought and attitudes of man throughout history.

Music

We seek to train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis through great hymns of the faith. Students at all levels are introduced to the best classical music of the ages. Our goal is to establish, through basic theory*, vocal training, and study of the masters, a love of excellent music and an ability to sing (and to participate in congregational singing or even choirs). The Heritage student will also recognize styles and basic repertoire of the great composers within their musical time frame.

Speech/Drama

At Heritage, we believe that oral communication skills are not limited to a rhetorical stage in high school alone, but rather are polished at that level. Thus, all students are expected to participate, through classes or through various assignments, in reciting poetry, fables, Bible memory work, patriotic speeches, original orations, or participating in dramatic presentations, skits, plays, etc. Each student at Heritage receives regular encouragement and training in oral communication in front of a group. Upper School students may take a speech or drama course at least once during the 9th– 12th grade years. All students in grades 1 through 5 participate in speech meets (Grammar School students participate in a Heritage speech meet, with some students selected to travel to district competition.)

Physical Education/Athletics

Physical education provides an ideal opportunity for the development of the whole child. The students learn the skills required in many sports and games; they exercise and develop their muscles. Through cooperation and team work, they establish biblical attitudes towards competition and good sportsmanship. Upper School students grades 9-10 participate in physical education daily. Upper School students may choose to participate in extracurricular team sports and interschool competitions within the Texas Association of Parochial and Private School (TAPPS).

Electives

On a year-to-year basis, elective courses may be offered to students in grades 9-12 solely at the discretion of the Curriculum Committee and the Head of School depending on the availability of classes and faculty.

Each year that elective courses are offered, Upper School students in grades 9-12 will have the opportunity to indicate the elective course that they prefer as their first, second, and third choice.

Electives will be assigned on the following basis:

- Seniors will receive first priority elective selection
- Juniors will receive second priority
- Sophomores, third priority
- Freshmen, fourth priority

Chapel

Heritage School students participate in a Chapel service one morning per week, normally on a Wednesday. Joint Chapel combining grades Pre-K-12 will be held on the first Wednesday of each month. Chapel days and dates are subject to change based upon the school calendar and the discretion of the Head of School.

FACULTY SELECTION AND QUALIFICATIONS

Teacher qualifications at Heritage are very much in line with those that are required by public school. Heritage seeks degreed, certified teachers with at least 5 years of experience teaching in their area of expertise. The current faculty at Heritage averages 12+ years of experience. Every faculty member possesses a Bachelor's degree or equivalent, at a minimum. Over 50% of the faculty members have earned a Master's degree. Two faculty members have earned doctorate degrees.

Certification is not a requirement, because state certification is not always the best "test" of a teacher's dedication, knowledge, love of students, and desire to continue learning. However, the majority of our teachers have at least one certification and some teachers have multiple certifications.

Heritage's requirements in many ways are much more stringent than those required by public or private schools. All teachers and staff are required to have impeccable character, be role models in the community, be active members of a church, and profess their Christian faith openly and in writing prior to being considered for a position at Heritage. Extensive background checks and reference checks are conducted prior to a candidate being considered. The faculty of Heritage School is one of the finest in the southwest Texas region. The quality and dedication of the entire faculty and staff is remarkable. The most significant emphasis of the school is developing young people to be focused on Christ-centered, life-long learning at the highest levels.

Substitutes

Heritage School prefers to hire substitute teachers who possess a bachelor's degree and state teacher's certification and have experience teaching in public or private school. Exceptions may be made on a case-by-case basis. Substitute teachers for Heritage School must complete an orientation either by attendance in a training session.

ACCREDITATION

In January, 2014, Heritage School earned accreditation from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of AdvancED. Heritage was awarded full accreditation with no probationary period or conditions pending.

In May, 2017, AdvancEd conducted our 5-year review. Heritage School accreditation was confirmed with no reservations during the 5-year External Accreditation Team review.

SACS CASI provides internationally-recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. Accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators. SACS CASI accreditation is recognized across state lines, which not only eases the transfer process as students move from accredited school to accredited school but also assures parents that the school is meeting nationally accepted standards for quality and successful professional practice.

AFFILIATIONS

Heritage School is currently a member of Society for Classical Learning (SCL), Association of Classical Christian Schools (ACCS), Association of Christian Schools International (ACSI), Texas Association of Parochial Schools (TAPPS), Christian Athletic League of San Antonio (CALSA), and Independent Schools Management, Inc. (ISM).

CLASS SIZE

Heritage follows the guidelines below to determine the size of classes:

Grammar School

From the beginning, Heritage School has planned for, and seen the benefits of a relatively small student/teacher ratio in the Grammar classrooms. Due to the critical developmental skills young students need to acquire and practice, more personal attention is desirable. Therefore, in the Grammar grades, class sizes will normally be limited to 16:1.

Upper School

Due to the maturity and relative independence of the Upper School students, slightly larger classes are appropriate. However, even here, in order to facilitate personal attention and small group work, class sizes in the Upper School will normally be limited to 20:1. Exceptions may apply at the discretion of the Head of School with Board of Trustee approval.

Priority Placement

In order to facilitate student placement in classes, the following priority listing will be adhered to:

- School-age children of staff.
- Continuing students properly reregistered.
- New students from continuing families (e.g. younger siblings).
- New students from the general public.

Contingency Accommodations

The administration is permitted to exceed the above class sizes under circumstances similar in nature to the following:

- When students of staff members or continuing families would be excluded from a class.
- When there would not be an inordinate burden placed on the classroom teacher or facilities.
- When restoration of the approved ratio is possible in the near future.

ENDORSEMENT OF EXTRA-CURRICULAR ACTIVITIES

Because Heritage School is a private, tuition-based school, it is not always possible or even feasible to hire an expert in every area that would be of benefit in a classical-Christian education model. Occasionally, Heritage School will endorse an activity or educational program provided by a non-Heritage employee for the benefit of Heritage students. In most cases, those activities and/or programs would be offered before or after the normal school day.

Heritage School will only endorse activities and/or programs that are mission specific, are in agreement with the philosophical basis of our curriculum and statement of beliefs, and which Heritage School would not otherwise be able to sustain within our tuition based financial model.

Activities and programs endorsed by Heritage School require advance approval by submitting an application in writing to the Head of School. The Head of School will meet with the individual(s) sponsoring the activity and/or program, and review the activity/program curriculum, the overall plan goals, the schedule, and any fees required to determine whether or not it is a fit and mission appropriate for participation by students of Heritage School.

If the activity and/or program is approved, it will be the responsibility of the individual sponsor to bill the student families participating in the activity/program, and to collect any fees associated with their program. Normally, Heritage School will not be responsible for tracking and/or collection of any fees associated with the activity/program.

Failure to comply with the requirements of Heritage School may result in elimination of the activity/program from endorsement by Heritage.

Any misconduct on the part of the sponsor or individual instructors of any activity/program may result in immediate suspension of the entire program. Any unlawful activity will be immediately reported to the proper authorities.

ADMISSIONS

New Students

The Admissions Committee of Heritage School is charged by the Board of Directors with the task of admitting students and families who share beliefs, goals and abilities in common with the school populace. The Committee makes its determination through application, testing, student visit, and family interview.

The Committee uses the following guidelines:

- Families who share beliefs and goals consistent with those identified in the school's *Statement of Belief, Statement of Biblical Truth* and philosophy of classical-Christian education.
- Families and students who have abilities, talents and a strong desire to join with the school to fulfill its mission.
- Students who are academically compatible with the current population of Heritage students.

Heritage School may not be suitable for everyone. Acceptance into Heritage is not guaranteed. The school reserves the right to deny admission to a student or family if it believes the student or family does not share Christian beliefs, principles and goals consistent with those identified in the school's *Statement of Belief* and *Statement of Biblical Truth*, or if the school is best served by the decision to deny enrollment. The Admissions Committee makes its decision after careful consideration and prayer.

Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above. Because of the sensitive and, at times, difficult nature of the committee's work, decisions not to accept are shared by letter and without further comment.

Heritage School admits students of any race, color, physical ability, national or ethnic origin to all rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and physical ability, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletic or other administered programs.

Re-Enrollment

Students in good standing with the school (academic as well as behavioral standing) are invited to reenroll. Those on Academic Probation (see Academic Probation) or who have had multiple office visits face the possibility of not being invited back or having the decision delayed until the end of the school year.

Early in the second semester, a reenrollment agreement is issued. The agreement must be received by the deadline indicated to ensure a place for the student for next year. Shortly after the reenrollment deadline, Admissions begins accepting new students for the following school year.

To ensure a place for a student for the next year, a Tuition Contract, NO refund Policy, and Collection Policy must be signed no later than January 31st by the party financially responsible for the education of the student. Contracts must be entered into carefully since signed and returned contracts oblige the signee to pay the full tuition without exception.

Expulsion from a Previous School

A student wishing to apply for admission to Heritage School must wait a minimum of six (6) months following expulsion from any other school before applying to Heritage. A student with a prior expulsion seeking admission to Heritage must meet all of the admissions requirements for Heritage School.

The Head of School will have final authority to determine admission.

Students who withdrew from Heritage and want to return

Because of the rigor of the Heritage School curriculum, a student will need to meet certain criteria for admission or readmission. The following guidelines may apply:

- If a student is coming from public school or from homeschool, we will evaluate the student for academics.
- If a student is coming from another accredited school, we will generally accept grades in the range of "A" through "B" in lieu of evaluation.
- If a student is coming from an accredited school and grades are a "C" or below, Heritage will evaluate the student.

Expulsion of a current student

Heritage School reserves the right to expel any student who does not meet the academic, behavior, or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

Latin Make-up Policy for students entering after 4th grade

Heritage begins teaching Latin to students in the fourth grade. Since the Latin course in upper school refreshes with a new curriculum, new 6th-grade students will be able to integrate with their class. Some students entering Heritage who have not taken Latin at a previous school may need to do one of the following:

5th, 7th or 8th grade students:

- Parents may need to arrange for a Latin tutor during summer breaks to bring the student up to grade level.
- The student may be required to begin learning Latin at a lower level until sufficient progress has been made to move the student up to grade level in Latin.

TUITION CONTRACT

All families sign a Tuition Contract prior to attending Heritage.

See Tuition Contract Policy in the Addendum of this handbook for further details regarding this policy.

TUITION, FEES, AND FINES PAYMENT & COLLECTION

Parents or guardians are responsible for the whole tuition amount (including tuition, fees, and fines due), regardless of payment plan. Tuition payments will be paid in one of two ways.

- **One single payment:** Full tuition due on the required date for current students or full tuition due within 2 weeks of acceptance for new students.
- **Two-payment plan:** Half tuition due on the required date for current students or half tuition due within 2 weeks of acceptance for new students. Second half of tuition is due by August 1st.
- **Deferred Payments through FACTS Tuition Management:** Deferred tuition payments incur an annual non-refundable FACTS enrollment fee.
- **If one payment (including tuition, fees, and fines due) has not been received by the due date:**
 - a reminder invoice will be emailed and mailed 15 days after the due date indicating that
 - the payment is due prior to the next regularly scheduled tuition payment date.
 - the family will be assessed an additional fee of \$25.00.
 - the Finance Director will inform the HOS and the Registrar will be notified that ALL school records including transcripts, report cards, etc. will be withheld until tuition (including fees, and fines due) are paid in full and current.
- **If payment (including tuition, fees, and fines due) is not received by 30 days after the due date:**
 - the Finance Director will contact the family and remind the family that payment is due.
 - the Finance Director shall attempt to work out a plan to solve the delinquency.
 - If tuition assistance is available and approved or payments are made in a manner that brings the account current, no further action will be necessary.
- **If attempts by the Finance Director to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 45 days after the due date:**
 - the Finance Director will notify the HOS and a Pending Expulsion Notice will be sent by certified mail.
- **If attempts by the Financial Administrator to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 60 days after the due date:**
 - the Head of School and Finance Committee will work together to determine further action. Such action may include:
 - Expelling the student due to non-payment.
 - Sending the delinquent account to a collection agency or an attorney.

In addition:

- Students will not be allowed to reenroll for the following school year unless their family's total balance from the previous year has been paid in full.

- No student can start the spring semester if their family has a past due balance (unless a special payment plan has been established with the Financial Administrator and payment terms are being adhered to by the family).

Heritage School reserves the right to expel any student who does not meet the academic, behavior, and/or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

See *Tuition Collection Policy* in the Addendum in this handbook for details concerning fees and late penalties.

TUITION - NO REFUND

- Students are admitted for the entire year.
- No rebates or refunds are given for absence, failure to matriculate, suspension, withdrawal, or dismissal.

See the *No Refund Policy* in the Addendum in this handbook for details concerning this policy.

TUITION ASSISTANCE

Heritage School offers the opportunity for families to apply for tuition assistance through a third party, FACTS. Tuition assistance is needs based. Parents will need to complete an application either on-line at the FACTS website. www.factstuitionaid.com Parents will be required to provide all financial information requested by FACTS BY THE DEADLINE or the application will be delayed and tuition assistance funds for the school year may no longer be available. Parents who have questions regarding tuition assistance should contact the Finance Director during regular school hours of operation.

UNIFORMS

Heritage School requires that each student wear a school-approved uniform. The concept of a uniform is based in a very biblical notion: that God looks NOT on the outside but the inside of a person.

Unless students and parents are notified of some special event, uniforms must be worn each school-day. Because uniforms help forge a distinctive school culture, we request that students be neat, clean, and in UNIFORM. Parents need to ensure that students are an excellent representative of Heritage School from head to toe.

New and replacement uniform items must be purchased from **The Lands' End School Uniform Company** for the 2018-2019 school year.

Lands' End School Uniform Company has established the Heritage School website with approved items so that you can shop at Lands' End. For your convenience, a link is now on our website at www.heritageschool.org

Go to: <https://goo.gl/4taYCO>

and enter our HERITAGE SCHOOL ACCOUNT # 900161829 in the "School Number" text box.

SCRIP BONUS: Purchase a Lands' End SCRIP card and Heritage School will receive a 16% rebate!

If you do not have a SCRIP account, please talk to the Finance Director, to learn how to set up a SCRIP account. It is very easy, and our school counts on funds from SCRIP to provide additional resources for our students. The Heritage phone number is: 830-997-6597.

UNIFORM – PURCHASE GUIDELINES

Lands' End is our uniform provider

- All new and replacement uniform pieces must be ordered through **Lands' End School Uniform Company**.
- Lands' End School Uniform Company has a **2 business week** (7-10 business day) lead time on imprinting logos.
- You will need to plan ahead when ordering uniforms items with a logo.

The School also maintains a uniform closet where parents may recycle and/or pick up gently worn items FOR FREE. The closet is housed in the Grammar School Village. New and existing Heritage families are encouraged to "shop" the recycle closet prior purchasing uniform items.

ALL GENERAL UNIFORM GUIDELINES

The following guidelines apply to all students every regular school day:

- The Chapel/Dress Uniform should be worn for every Chapel and other special Dress Uniform occasions as designated.
- On all school days EXCEPT Chapel and special Dress Uniform occasions, students may wear:
 - any combination of uniform pieces available on our Lands' End School Uniform Company website within the student's respective grade levels: Grammar, Logic, or Rhetoric
 - selections may be made from Heritage approved Lands' End School Uniform pants, shorts, skorts, skirts, dresses, or jumpers, and shirts or blouses
 - sock and shoe guidelines are specified by grade levels and are explained in a section, below
- Shirt-tails are always worn tucked in except during P.E. or on the playground.
- Pants and shorts are always worn with plain or woven brown leather belt.
- Skirts, dresses, and jumpers must be no shorter than 2 inches above the top of the knee (reference will be the width of a dollar bill).
- All uniform components (except for P.E. attire, socks, shoes, belts, and outerwear coats) should be genuine Lands' End School Uniform merchandise
- Lands' End Uniform P.E. shorts are available but NOT mandatory. You still have the option of purchasing black (Nike-type) athletic shorts.

- Outerwear coats, jackets, and sweaters, will not be worn inside the building, with the exception of Heritage sweatshirts/hoodies, sweaters from Lands' End with a Heritage logo, and approved Heritage athletic and sports jackets. Heads will remain uncovered indoors.
- Suitability of all uniform and/or casual dress decisions will be determined by the appropriate administrator.
- Students who are not following dress code guidelines may be subject to disciplinary action.

NOTE: Please mark all uniform clothing by writing the name of the student with a permanent marker on the inside label prior to the beginning of school.

GRAMMAR SCHOOL REGULAR/DAILY (NON-CHAPEL) UNIFORM (Pre-K thru 5)

On all school days **EXCEPT Chapel and Dress Uniform occasions**, students may wear:

- any combination of uniform pieces available on our Lands' End School Uniform Company website within the student's respective grade levels
- selections may be made from Heritage approved Lands' End School Uniform pants, shorts, skorts, skirts, dresses or jumpers, and shirts or blouses.

Pre-K:

On all school days **EXCEPT Chapel and Dress Uniform occasions**, students may wear:

- Lands' End School polo with Heritage logo
- Appropriate length
 - Shorts
 - skorts,
 - or skirts
- Blue jeans (non-ripped or decorated)
- No belt necessary except for chapel uniform

Shoes:

Students may wear neat, safe, below the ankle athletic shoes (not high-tops), with no bling or lights and which are not predominantly neon colors.

- Students will need plain brown leather shoes (not moccasins) for Chapel and special Dress Uniform occasions.
- Plain brown leather shoes may also be worn at any time.
- Plain brown athletic shoes are acceptable with the Chapel/Dress Uniform
- Boys may wear plain brown leather boots. No boots or booties for girls.
- All shoes must be closed toe and closed heel.

Belts:

- Plain brown leather belt

Socks:

- Boys: - Plain white, navy, green or black socks
- Girls: - Plain white navy, green or black socks, tights or leggings

GRAMMAR SCHOOL CHAPEL/DRESS UNIFORMS

Grades Pre-K-2nd Chapel/Dress Uniform Boys Chapel/Dress Uniform:

- Khaki pants
- Green polo
- Plain brown shoe including a plain brown athletic shoe or plain brown leather boots (no moccasins; no boots or booties for girls)
- Plain brown leather belt
- Plain white, navy, green or black socks

Girls Chapel/Dress Uniform:

- **Jumper:** Plaid Jumper
- **Shirt:** Green polo
- **Shoes:** Plain brown leather or tennis shoes (no moccasins; no boots or booties)
- **Socks:** Plain white, navy, green or black socks

Grades 3-5 Chapel/Dress Uniform:

Boys Chapel/Dress Uniform:

- Khaki pants
- Green polo
- Plain brown leather shoe (including a brown athletic shoe or brown leather boots)
- Plain brown leather belt
- Plain white, navy, green, or black socks

Girls Chapel/Dress Uniform:

- **Skirt:** Plaid skirt
- **Shirt:** Green polo
- **Shoes:** Plain brown leather or athletic shoes (no moccasins; no boots or booties)
- **Socks:** Plain white, navy, green or black socks

LOGIC AND RHETORIC SCHOOL

Grades 6-12 Regular/Daily (not Chapel/Dress) Uniforms:

On all school days EXCEPT Chapel and Dress Uniform occasions, students may wear any combination of uniform pieces available on our Lands' End School Uniform Company website within the student's respective grade levels.

LOGIC & RHETORIC SHOES

Footwear must be neat, safe, and below the ankle.

- Flats - no wedges or heels
- Closed toe and closed heels
- No neon
- No bling
- Boots are acceptable for boys only.

- no moccasins; no boots or booties

LOGIC SCHOOL CHAPEL/DRESS UNIFORMS

Grades 6-8:

Boys Chapel/Dress Uniform:

- Khaki pants
- Navy polo
- Plain brown shoe or plain brown leather boots
- Plain or woven brown leather belt
- Plain white, navy, green, or black socks (or no-show socks)

Girls Chapel/Dress Uniform:

- Plaid skirt
- Navy polo
- Plain brown leather shoes (no moccasins; no boots or booties)
- Plain white, navy, green, or black socks (or no-show socks)

RHETORIC SCHOOL CHAPEL/DRESS UNIFORMS

Grades 9-12:

Boys Chapel/Dress Uniform:

- Khaki pants
- Pressed white oxford long-sleeve shirt
- Necktie (tied tightly)
- Plain brown leather shoes or boots (not athletic shoes or moccasins)
- Plain brown leather belt
- Plain white, navy, green, or black socks

Girls Chapel/Dress Uniform:

- Plaid skirt
- Pressed white oxford collar long-sleeve shirt
- Necktie, tied loosely
- Plain brown leather shoes (not athletic shoes or moccasins)
- Plain white, navy, green, or black socks or no-show socks

SKIRT LENGTH

The hems of girls' skirts are to be no shorter than 2 inches (width of a dollar bill) above the knee. Heritage School realizes that students grow throughout the school year. Heritage School asks parents to alter existing skirts or purchase new ones of appropriate length as required.

PE / ATHLETICS UNIFORM

Upper School PE/Athletics athletic attire will be approved by the Athletic Director/coaches.

ALL SCHOOL COLD-WEATHER ATTIRE

On cold weather days, students may wear outerwear jackets over their uniforms to and from school and outside during lunch, recess, breaks, etc. Students will not be permitted to wear any outer wear coats, jackets, or raincoats while indoors.

Students may wear authorized Lands' End School Uniform sweaters and jackets, or approved Heritage athletic and sports jackets in the classroom during school. No other jackets or sweaters are acceptable in the classroom.

Girls wearing skirts or skorts may wear plain leggings or tights. See the uniform guidelines by grade-level for clarification.

SPIRIT DAY ATTIRE

The appropriate administrator may designate Spirit Days at their discretion.

If students wish to participate in Spirit Day, the following guidelines apply:

- Closed toe shoes - no backless shoes – no bling – no lights
- A Heritage shirt or Heritage T-shirt
- Plain Blue jeans: no fraying, no holes, no “bling”
- Skinny jeans/leggings are not appropriate.

The Administration will be the final authority regarding appropriate Spirit Day attire.

FIELD TRIP ATTIRE

- Teachers will specify appropriate field trip attire prior to the field trip.
- Pants, jeans, shorts, and skirts must be the appropriate length.

HAIR AND HAIR ORNAMENTS

Hair Ornaments: Heritage plaid, green, navy or white ribbons, bows, headbands, etc., or barrettes, clips.

Hair style and length: Hair styles should not be extreme, or distracting or non-natural color.

Boys Hair: Hair must not be below the collar and not cover the eyes. Hair must not cover the sideburns and may not extend below the ear. Sideburns should not be any longer than mid-ear.

Boys Shaving: Boys must be clean-shaven.

JEWELRY

- **Boys** may not wear earrings or distracting jewelry.
- **Girls** may not wear excessive or distracting jewelry.

MAKE-UP /NAIL POLISH

- **Grammar** - No make-up.
- **Logic and Rhetoric** - Girls Only – Minimal, natural-looking, and light in color.
- **Grammar girls** – neat clear and pale pink.
- **Logic and Rhetoric girls** - nail polish in good taste.

UNIFORM NON-ADHERENT CONSEQUENCES (Pre-K thru 5)

- Reminding the Pre-K-5 parent via blue-folder of the proper uniform attire.
- Repeated infractions – parent may be asked to bring proper uniform attire.

UPPER SCHOOL UNIFORM NON-ADHERENT CONSEQUENCES (GRADES 6-12)

- Students are expected to arrive in correct uniform. Failure to do so will result in a demerit (see Discipline Policy for consequences.)
- If the uniform violation is considered by the administration to be a distraction to the educational environment, the infraction will be addressed immediately which may require a visit to the office and/or a call to the parents.
- Student sent to office to call parent to bring proper uniform
- Lunch detention (loss of off campus lunch)

If for a valid reason the student is unable to wear his/her complete uniform, please notify first period teacher.

BACKPACKS/LUNCH BOXES/BOOK BAGS

Backpacks and lunch bags/boxes should not have extreme or distracting images or logos. For upper school students, ALL belongings need to be inside of lockers. Athletic bags need to be taken to MPAC. Items left outside of lockers will be confiscated and can be collected at the end of the day from Admin Office. A demerit will be given for this violation.

LUNCH / SNACK / AND OTHER FOOD

Lunches:

Students may bring their lunch to school or participate in our vendor lunch program Payment for lunches is handled by the vendor or office.

- Please try to send healthful lunches (refrain from sending candy, or drinks high in sugar or caffeine).
- Forgotten lunches or delivered lunches should be left at the Admin Office.
- Vendor lunches not used because of a student absence will be saved for the next day. Students may ask a teacher to retrieve the lunch from the Teacher Workroom. Students must not help themselves to lunches that are not theirs.

Chewing Gum / Candy:

Chewing gum is NOT allowed; candy is discouraged at Heritage. Upper School students may bring breath mints.

LOST AND FOUND

Any items which are not labeled with a student's name are taken to a designated area at each campus. Items which are found that are labeled with a student's name should be returned to that student as soon as they are found.

Items that have remained in Lost and Found for an extended period of time with no inquiries will be removed from Lost and Found and taken to a local thrift store.

Uniform items which have not been claimed and do not have a name identifying the owner will go to the Uniform Closet to be recycled for students looking for gently used uniform items.

ACADEMICS

Homework Philosophy

Heritage School teachers may assign homework to students at any given time. Below are the primary reasons for homework:

Students often need some extra practice in specific new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in the school day to do as much practice as is necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.

Since Heritage School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for the parents to actively assist in the child's studies. This will also keep the parents informed on current topics of study in the class.

Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not complete the assignment or did not use the time wisely.

The discipline of studying/reading is, for Upper School students, an important part of their preparation for college. Students should strive to budget their time well and wisely schedule work on long-range assignments.

Homework Guidelines

The necessity for doing homework will vary from grade to grade and even from student to student. In the Upper School grades, there is naturally more reading to be done due to the increase in content covered by the curriculum.

The guide below should be regarded as average times, not as required maximum or minimum times, and does not reflect occasional short-term or long-term projects. For regularly assigned homework, a

weekly assignment sheet will be used in the Grammar School grades. A school-issued, student-owned assignment book will be used in the Upper School grades. Students are encouraged not to put off long-range projects until the last minute.

Grammar	APPROXIMATE TIME PER WEEK NIGHT
Pre-K	No homework
Kindergarten	Limited to weekly family projects
1 st -2 nd	20-30 minutes
3 rd -4 th	30-45 minutes
5 th	45-60 minutes

Logic	APPROXIMATE TIME PER WEEK NIGHT
6 th -8 th	60-90 minutes

Rhetoric	APPROXIMATE TIME PER WEEK NIGHT
9 th -12 th	2-3 hours

GRADING POLICIES AND PROCEDURES

In order to convey accurate information, grades must reflect:

- A student's grasp of the subject matter content
- A student's likely ability to succeed in future academic endeavors at Heritage

The purpose of grades is to convey accurate information regarding student performance.

As such:

- It is important to resist grade inflation which, over time, inaccurately reports students as performing at a higher level than they actually are. Parents, students, and teachers should accept and value truthful information over inaccurate, inflated grades.
- It is important that parents understand the information conveyed by grades.
- Accordingly, Heritage assigns grades that generally reflect the following levels of subject matter mastery. Please note that these are very broad descriptions, and it remains within the discretion of each teacher to interpret these guidelines as appropriate for the subject matter and grade level involved.

Reporting Grades for Pre-K – 2nd

Students receive a quarterly assessment of progress but do not receive numerical grades on report cards.

Defining Assessments for Pre-K – 2nd

Assessments for **Pre-Kindergarten, kindergarten, first grade, and second grade students** will consist of:

E (Excellent) - reserved for students whose performance has clearly exceeded expectations.

S (Satisfactory) - given to students whose performance meets but does not significantly exceed the expectations.

N (Needs Improvement) - given to any student whose performance falls short of expectations and calls for increased effort and improvement.

U (Unsatisfactory) – given to any student whose performance falls exceedingly short of expectations and calls for increased effort both at school and home in order to meet satisfactory standards.

These will be given in the areas of character, work habits, and academics. This grading system will help young children to become accustomed to the concept of feedback from the teacher to the family.

For P.E., Pre-K and Kindergarten students receive E or S. 1st – 5th receive a numerical grade based on a 100-point scale (the grade on the report card is a letter grade: E, S, N, U).

For art and music, students receive a narrative assessment of progress.

Grades for 3rd - 12th Reporting:

Students receive a quarterly assessment of progress with numerical grades on report cards for academic subjects, and **E, S, N, or U** (defined above) for areas referring to character, work habits, and/or special subject areas.

Percentages, their letter grade equivalents and meanings for grades three through twelve are outlined below:

RANGE	LETTER GRADE	MEANING
90-100	A/E	ABOVE AVERAGE to EXCELLENT
80-89	B/S	AVERAGE to ABOVE AVERAGE
70-79	C/N	SATISFACTORY to AVERAGE
0-69	F/U	FAILING*

*An F is not automatically equal to a zero (O). Any earned credit below 70% will still be averaged into the quarter/semester/year grades. For example: a score of 50% on a test is better than a zero on the same test when averaged into an overall score.

Defining Letter Grades

“A” or “E” (90 – 100). Work at this level manifests many of the following qualities:

- Meets all standards for B work (see below)
- Shows attention to detail and care with presentation
- Shows well-developed structure and focus
- Reveals precise and exact understanding of the material
- Demonstrates an understanding sufficient to allow the student to raise new questions; demonstrates new insights or suggests new approaches
- Shows confidence with the ideas explored
- Contains some originality of thought and expression.

“B” or “S” (80 – 89). Work at this level manifests many of the following qualities:

- Meets all standards for C work (see below)
- Is well-organized and neat
- Presents thoughts clearly with little ambiguity
- Demonstrates an accurate understanding of the material
- Omits very few important points or questions

“C” or “N” (70 – 79). Work at this level manifests many of the following qualities:

- Demonstrates a predominantly accurate understanding of the material
- Contains some structure and focus
- Is only occasionally ambiguous or unclear
- Covers most central points
- Identifies central questions

“F” or “U” (below 70). Work at this level manifests many of the following qualities:

- Is rated as failing
- Contains many errors or serious omissions in understanding
- Shows poor or no organization
- Has a lack of structure and focus
- Shows lack of conscientious engagement
- Has a high degree of ambiguity
- Forces the teacher to guess at the student’s meaning
- Is sloppy in presentation
- Demonstrates lack of care

Final Exams

As students move into Rhetoric School, they encounter comprehensive semester final exams that are given substantial weight in determining the course grade.

Grades 9 -12: First and second semester final exams will be given. The semester exam factors 1/7th of the semester grade.

Seniors may be exempt from taking Spring Semester final exams for each individual course for which:

- the same passing letter grade (A-C) earned (per course) at the end of first semester was maintained second semester
- the senior had no unexcused absences second semester
- the senior had no more than 5 excused absences (not counting school events) second semester
- the senior had no absence(s) as a result of the administration of disciplinary action second semester

Graduation Distinctions

For a graduate of Heritage School, the following distinctions were approved by the Curriculum Committee:

- **Stoles:**

- ALL Heritage graduates will wear green stoles.
- **Valedictorian:**
 - Student obtaining the first highest cumulative grade average obtained over all 4 years of Rhetoric School.
 - All 4 years of Rhetoric School must be attended at Heritage School.
- **Salutatorian:**
 - Student obtaining the second highest cumulative grade average over all 4 years of Rhetoric School.
 - All 4 years of Rhetoric School must be attended at Heritage School.
- **The distinction of Valedictorian and Salutatorian will be recognized in the following ways:**
 - **Program:**
 - In the graduation program, the students will be listed as Valedictorian and Salutatorian, respectively.
 - **Cords:**
 - The Valedictorian and Salutatorian will wear cords in addition to the stoles:
 - A gold cord = Valedictorian
 - A silver cord = Salutatorian
 - **Speeches:**
 - Both the Valedictorian and Salutatorian will give a short address at the graduation ceremony.
 - The Academic Dean will direct the Valedictorian and Salutatorian speeches as well as the Reader's Theater
- No further honorary distinctions will be made based on academic achievement.

Transcripts

Transcripts will be sent to colleges and universities and will reflect a GPA translated to a 4.0 point scale.

All tuition, fees, and fines must be paid and current prior to the release of Heritage transcripts.

Honors and Dual Credit courses will be reflected on the transcript for all Heritage courses that are so designated.

Heritage acknowledges valedictorian and salutatorian status, and colleges will be informed by notation on the student transcript.

ACADEMIC PROBATION

In order to provide additional motivation for students whose academic achievements are not consistent with their capability, placing the student on academic probation may be required. This policy applies only to Logic and Rhetoric School level students (6th – 12th grade).

For purposes of this policy, the following definitions apply:

Core Courses: English, Math, History, Science [including Logic], Foreign Language [Ancient and Modern languages], and Bible

Original Failing Quarter: The first quarter a student fails a core course or fails to keep his/her overall average above 70

Remediation Quarter: The quarter during which a remediation plan is implemented for the failed core course(s)

Probation Quarter: The quarter during which the student, under Academic Probation, is required to raise his/her grade(s) and during which he/she is prohibited from participating in all co-curricular activities.

The guidelines and parameters of academic probation are as follows:

Academic Requirements:

- Upper School students are required to **maintain at least a 70 average** in each of the **core courses** during each quarter of the school year.
- Upper School students are also required to **maintain at least a 70 OVERALL average** (including **all courses**) during each quarter of the school year.

Failure to Meet Academic Requirements:

- If a student's average on any of the core courses is below 70 for a quarter, that student will be considered in the remediation phase of Academic Probation for the next quarter.
- If a student's overall average (for all courses) is below 70 for a quarter, that student will be considered in the remediation phase of Academic Probation for the next quarter.

Remediation Quarter:

- At this time, the teacher of the failed class and the teacher and grade-level Director will arrange a parent conference. The conference should:
 - address a remediation plan
 - establish regular monitoring of the student,
 - and inform parents about the remaining probation process should the student's performance not improve.
- The remediation plan will be presented in writing to the student by the teacher and the Academic Dean for student/parent agreement and immediate implementation.
- If the student's average for the remediation quarter is 70 or above, no further action is required.

Academic Probation Quarter:

- If, at the end of the remediation quarter, the student's quarter average for ANY of the core courses, or the student's overall average (for the remediation quarter), has not risen to at least a 70, the student will be placed on Academic Probation for the duration of the following quarter (probation quarter), causing the student to be ineligible for participation in any co-curricular activities (sports, plays, etc).

- A second parent conference will be arranged to re-evaluate the original remediation plan and will include the teacher of the failing class, the grade-level Director, and Head of School.
- At this point, it will be determined whether it is feasible for the student to attempt a REVISED plan for academic success or consider an education option other than Heritage School.
- It should be understood that the student must improve the failing class while maintaining a 70 average in all other core classes, plus continuing to maintain a 70 overall average. If the student's average for the probation quarter is 70 or above, no further action is required.
- If, at the end of the probation quarter, the student's quarter average for any of the Core Courses, or the student's overall average (for the quarter), has not risen to at least a 70, that student will be asked to seek an education at a school other than Heritage School.

This is not a year-by-year policy. It can go into effect during any given quarter of a school year and be carried over to the next school year (i.e., any given three consecutive quarters while in grades 6-12). The three consecutive quarters will be referred to as the original failing quarter, the remediation quarter, and the probation quarter.

The Academic Probation Policy goes into effect automatically for any student with a quarter average below 70 in a core course or an overall quarter average below 70. The policy remains in effect until the student's grades are brought up to passing.

Failing a subject for an entire year:

If a student fails a course for the entire year, the student enters the next year on **Academic Probation and all steps under the Academic Probation guidelines will be followed.**

In addition, the parent(s) of the student, in cooperation with the faculty member and grade-level Director, will agree to a plan by which the student will be required to make up the credit through an approved source with a minimum of **70% mastery** for the failed class in order to meet the graduation requirements of Heritage School.

The student must make up the credit for a failed course by a predetermined date, but in all cases, prior to graduation.

If the course is required in order for the student to matriculate to the next level of that course, the student must make up the failed class prior to beginning the next consecutive required course in that subject.

Credit for the successful completion of the remediated course will satisfy course requirements, and the remediated course "grade" will be 70.

NOTE: If implementation of any of this policy would be counter-productive to the objective, the Head of School has the discretion to formulate an alternative plan. A written record explaining this decision will be signed by the Head of School and be placed in the student's file.

ATHLETICS ELIGIBILITY

Academic Requirements:

Our athletic program exists in order to help balance and extend academics, never in place of or in competition with the academic curriculum. Since work habits and conduct relate to character development and are standards of the Word of God regardless of one's individual talents and abilities, these are the areas in which we place the greatest emphasis for eligibility. Academic achievement in the various subjects is also very important, and if a student is not achieving above failure a priority should be placed on the academics. Therefore, the following qualifications have been set down:

- In order to participate in athletics, a student must maintain work habits/conduct/character grades primarily in the E or S categories.
- In addition, a student must not have any academic class average below 70.
- The student's academic eligibility is reviewed at the end of each quarter. The Athletic Director monitors grade status of athletes and will contact the appropriate coach concerning a student's lack of academic achievement. If a student has received a progress report at mid-quarter, it will be up to the student, the parents, and the coach to determine if action is merited.
- If a student-athlete receives a failing grade on his/her report card, the student will be ineligible to participate in games for two weeks. The student may practice at the discretion of the parents/guardians. At the end of two weeks, if the student's academic achievement is satisfactory (meets the criteria outlined above), eligibility will be reinstated.
- If at the end of the two-week period the student is still failing, the student will remain ineligible for an additional two-week period, during which time the student is ineligible to practice or participate in games. To regain eligibility, the student must pass all classes for that quarter, and in doing so, the student may rejoin his/her sport/team.
- If at the end of the two-week period the student is still failing, the student will remain ineligible for the rest of the quarter. To regain eligibility, the student must pass all classes for that quarter, and in doing so, the student may rejoin his/her sport/team.
- A student who misses school due to athletic competition is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period, unless alternate arrangements are made with their teachers (see the section on Planned & Unplanned absences).

Under no circumstances should a student fail to talk—at least a day ahead of time—with a teacher whose class he or she will miss.

TUTORING

If a student is encountering difficulty in a particular subject, the following steps should be taken:

- The student should seek extra help from the teacher involved. Teachers have regular office hours each week which are published to parents at the beginning of the school year.
- A student who has questions or needs assistance may make an appointment with any teacher at another mutually convenient time.

- Teachers may tutor students in their classes for a short duration only but may not accept payment for tutoring during regular school hours.
- Students in need of assistance outside normal school hours are responsible for finding their own tutors.

Heritage may keep a list of all approved faculty members who are registered with, and approved by, the Head of School to tutor students on their own time, after regular school hours. The school will make the entire list available to any parents who feel the need for additional tutoring for their student(s).

Parents may make their own personal selection for a tutor from the Heritage list of faculty OR from any other source they so choose. The cost of such tutoring will be mutually agreed upon by the parent and faculty member or external tutor.

STANDARDIZED ACHIEVEMENT TESTING

Standardized testing: Standardized testing will be administered in April each school year for grades 3 - 7. Students in grades 8–11 will take the PSAT (Preliminary Scholastic Aptitude Test) each October. The scores for the PSAT / NMSQT (National Merit Scholarship Qualifying Test) taken in the junior year may place the student in consideration for the National Merit Commendation or for National Merit Scholarship Semifinalist/Finalist. High school juniors and seniors are encouraged to take the SAT and/or ACT in both years.

HONORS LEVEL COURSES

The challenging and rigorous curriculum of Rhetoric School classes at Heritage qualifies most upper level courses as Honors level courses. Honors will be reflected on the transcript for all of those courses that apply.

DUAL CREDIT COLLEGE COURSES

As a result of our challenging curriculum and course work, as well as the quality of our instructors' evaluation of student work, Heritage School has been granted dual college credit by Colorado Christian University (CCU) for the following courses:

- American Literature – Junior class
- British Literature – Senior class
- Rhetoric – Senior class
- American Government – Senior class

Students who wish to receive 3.00 dual college credit hours for each of these courses must first complete a simple, free online application to CCU. Eligible students (and parents) then will be notified of the window for online registration and payment of the \$200 tuition for each course early in the semester of its offering at Heritage School. Timely registration and payment is a student responsibility. No extra class work is required to earn these dual credits. The Heritage College Counselor will report final course grades as reported by the Heritage faculty member to CCU. Requests for CCU transcripts must be made by the student through his/her online CCU portal account.

ADVANCED PLACEMENT

Advanced Placement: Students are encouraged to take various advanced placement tests in their junior and/or senior year in order to receive credit or be placed into a higher college level course upon entering college. Through AP college-level course exams, students may be able to earn college credit and advanced placement in a college or university. Students should consult with their college or university of choice to determine the use of advance placement testing results at that particular college or university. The Guidance Counselor can explain the process and assist with registration requirements and dates.

CLEP

CLEP: Upon graduation, students may also be encouraged to take any of the CLEP (College Level Examination Program) tests. The College-Level Examination Program® (CLEP®) gives students the opportunity to receive college credit for what they already know by earning qualifying scores on any of the examinations. Students should consult with their college or university of choice to determine the acceptance and use of the CLEP testing results at that particular college or university. The Guidance Counselor can explain the process and assist with registration requirements and dates.

COLLEGE PLACEMENT

Heritage School provides college placement assistance. Some of the many services offered are assisting students and parents in understanding standardized test scores, college entrance preparations, and evaluation of transcripts for college application. Contact the College Counselor for more information.

ATTENDANCE AND PUNCTUALITY

General Arrival and Departure Guidelines for all Grades:

- Students should arrive on time and prepared each day.
- For safety reasons, if parents will be picking their student(s) up late, or if a student(s) will not be attending school for any reason, please call the school office.
- Bus students will not be counted tardy if the bus arrives after the appointed time.
- After-school study hall or childcare is not available for any student.
- Students will not be released to anyone other than parents unless the parents make prior arrangements via note or phone call.
- For safety reasons, students will not be allowed to wait before or after school outside on the grounds.

General Drop-off and Pick-up Areas:

- When dropping off or picking up students, please enter the appropriate circular drive or park in the parking lot.
- Please drive safely and maintain speeds under 20 MPH on Smokehouse Rd and 5-10 MPH on the school campus.

- If you would like to visit, please park in main parking lot and check in at the Administrative Office.

Grammar School (Pre-K-5) GENERAL Arrival:

- Each school day begins promptly at 8:00 am and ends at 3:00 pm.
- Students should arrive at school between 7:45 a.m. and 7:55 a.m. Students will deposit backpacks and lunches in designated area on picnic tables.
- Students will wait in the Music room before school begins where they will be supervised and dismissed to class at 7:55 a.m.

Upper School (6-12) Arrival:

- Each school day begins promptly at 8:00 a.m. and ends at 3:00 p.m.
- Students should arrive at school between 7:40 a.m. and 7:55 a.m. This will allow students ample time to put away articles of clothing, back packs, lunches, etc., before school begins.
- Students may go directly to their rooms (unless directed otherwise) to begin preparing for the day.
- Our administrative assistant will notify parents of any student who drives to school if he/she does not arrive at school.

ALL-STUDENT DEPARTURE GENERAL GUIDELINES

In order to ensure the safety and protection of our students, it is imperative that parents inform the school of any individual(s) who are/are not authorized to pick up student(s) both from the school campus and/or from the bus stop.

GENERAL GUIDELINES for Picking-up all Heritage Students

- If a student is to be picked up either from the bus stop or from the school campus by anyone other than the student's parent(s), a release form must be completed in advance and on file in the school office authorizing the appropriate individual(s) (by name) authorized to pick-up the student(s).
- The names of individuals who are absolutely not authorized to pick up the student(s) also need to be clearly stipulated on the authorization form.
- For the safety and protection of our students, the designated Heritage School Authority has the right to require an individual(s) to show an official photo ID as proper identification (Drivers' License, etc.) prior to releasing a Heritage student(s) to any individual other than the student's parent(s), even if parent(s) authorization has been provided.

Grammar School (Pre-K-12) GENERAL DEPARTURE

- All students must be picked up **no later than 15 minutes after their dismissal time**. After that time Grammar School students will wait in Herzog Hall.
- Prior permission must be given from a parent for a student to ride home after school with someone other than the parent(s). Without prior permission from the parent, a student will not be released to anyone else.

Upper School General Departure:

- Unless the student(s) are remaining after school for participation in extra-curricular activities, all students must be picked up by 4:00 p.m.
- After 4:00 pm, students will be required to call their parents.
- Parents must notify the school office or appropriate teacher if their student is authorized to ride home with another student, another parent, walk or ride his/her bicycle home.

EARLY DISMISSAL FOR 11TH AND 12TH GRADE

Guidelines for Early Dismissal for 11th and 12th grade are as follows

- 11th and 12th grade students who are not required to take P.E. may check out at the end of seventh period daily.
- The 11th and 12th grade students must have the Student Early Checkout form signed and on file in the administrative office.
- The students must also sign out at the administrative office, daily.

Guidelines for Picking-up Heritage Bus Riders

For the safety and security of our students, there are guidelines regarding when students who ride the bus need to be picked and who may/may not pick up students from the designated bus stop:

- Bus riders will be returned to the designated bus stop in Lowe's parking lot in Kerrville by 4:00 pm each school day with the exception of early release school days.
- Parents are required to pick students up from the designated bus stop no later than 4:00 p.m. on regular school days and no later than the time designated on early release days.
- Parents who arrive later than 4:00 pm will be invoiced a \$25 late fee for each 15-minute increment the parent is late.
- Parents, who are consistently late, may be required to seek alternative transportation for their Heritage student(s).
- If a student is to be picked up from the bus stop by anyone other than the student's parent, a release form must be completed in advance and on file in the school office authorizing the appropriate individual(s) (by name) who are authorized to pick up the student(s) from the bus stop.
- If there are individuals who are absolutely not authorized to pick up the student(s) from the bus stop that also needs to be stipulated on the authorization form.

- The designated Heritage School Bus Driver has the right to require an individual(s) to show an official photo identification (Drivers' License, etc.) prior to releasing a Heritage student bus rider to any individual other than the student's parent(s).

ATTENDANCE

A student enrolled in Heritage School is expected to be present in school **attending every class every day that school is in session**. Because each class period should contribute significantly to the curriculum objectives of Heritage School, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all classes. The curriculum is not designed to be accomplished easily by taking home worksheets. Students will derive the most from the Heritage education through attendance in all classes and active participation in discussions, demonstrations, language exercises, field trips, etc.

In addition, all-school events such as Grandparents & Friends Day and Spring Fling are considered important for continued growth and community-building. Therefore, all students are expected to be in attendance.

General Guidelines

The actual number of days school is in session will be determined by the yearly school calendar.

If a student must be absent from school for one or two days for any reason, the parent should contact the school office by note or phone as soon as possible.

Teachers will take roll at the beginning of each class and report absences through RenWeb daily.

When a student must leave early (prior to normal school dismissal) he or she must have prior parental permission and be signed out in the school office by the parent. If the student drives his/her own vehicle to school, prior parental permission must be communicated to the school in writing (including email).

Planned Absences

A planned absence is any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family plans, doctor or dentist visits, and/or programs that are not school-related.

Parents must submit a Planned Absence Form at least 3 school days prior to the absence. The form is available in the office or online.

In the event of a planned absence, it is the student's responsibility to coordinate assignments with each teacher and have all work completed upon return to school.

If notification is not given to the appropriate teacher(s) within the specified 3 days in advance, any work submitted will be counted as late work.

Unplanned Absences

Unplanned absences are any absence resulting from unforeseeable circumstances, such as illness or family emergency.

For an absence to be counted as unplanned, the student's parent should notify the school as soon as possible regarding the unforeseen situation.

Upon returning to school, the student should bring a doctor's note or a note from the parent stating the reason for the absence.

If, upon returning to school after an absence a note does not accompany the student, it will be classified as a planned absence. That means all previously assigned work is due upon the student's return.

School-Sponsored Special Events

Absences due to school-sponsored special events, such as academic or athletic competitions, will automatically be treated as a planned absence but will not be counted in the tally of absences for the quarter/semester provided the student is a participant in the event.

If the student is a spectator (including siblings of a participant) at a school-sponsored event, the absence will be considered a planned absence which will count in the tally of absences for the quarter/semester. The student will need parent approval and a note for the school in advance of the event.

College/University Visitation

College/University visitation days are considered planned absences.

Excused absences

Absences will be considered excused for such reasons as an illness, family emergency, planned doctor/dentist appointment, etc.

In order for an absence to be considered excused, the student must present a note from a parent prior to the absence (if planned) or from a parent or doctor upon returning to school explaining the nature of the absence. Make-up work will be allowed for all Excused Absences.

Make-up Work

In general, the guideline for make-up work is that the student will receive as many days to complete the work as the number of days that he/she was absent.

In the case of a planned absence, however, make-up work must be completed and ready to turn in when the student returns to classes.

Any make-up work not completed will be subject to each individual teacher's written policy regarding late work.

Individual classroom teachers may make accommodations, depending upon the nature of the work or assignment and the circumstances of the absence.

Excessive Absences

In the event the total number of absences, whether planned or unplanned, is equal to or exceeds ten days in one semester, the students' parents will meet with the appropriate grade-level Director to determine whether the student will receive credit for that semester.

9th– 12th grade students must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a designation of “I” (incomplete) in the pertinent course until the missed exam is completed. Semester exams and final exams will not be administered early.

How absences affect Senior Exemption from final exams

Seniors who have more than FIVE absences (not counting school events) or more than TEN tardies in any class during the Spring Semester will NOT be exempt from Spring Semester final exams. Seniors who have any absence as a result of the administration of discipline will not be exempt from Spring Semester final exams.

How Punctuality affects Absences

0See PUNCTUALITY, below.

NOTE: Upon review of the Head of School, requirements of the Attendance Policy may be waived on an individual basis by taking into account the student's mastery in all subjects, behavior and attitude toward work and study, disciplinary record at school, and the extenuating circumstances resulting in excessive absences.

PUNCTUALITY

In order to maintain consistency and respect in the classroom, it is essential that students arrive to school and to class on time each day. Students not arriving on time will be counted as tardy, and appropriate action will be taken.

Grammar School (grades Pre-K-5):

- students will incur a one-day absence for every three tardies.

Upper School (grades 6-12)

- Every three tardies in any one quarter will count as a one-day absence on the student's record and will result in a detention.

Bus students will not be counted tardy if the bus arrives after the appointed time.

Signing a Student out of School Early:

A parent must come to the school office to sign a student out before taking the student off-campus prior to the end of the regular school day.

A student who drives must have written permission from the parent to leave early and must sign out at the Main campus administration office.

SEVERE WEATHER CLOSINGS

Generally speaking, Heritage School follows the same severe weather closings as FISD. However, there may be exceptions at the discretion of the Head of School.

Whether or not FISD is closing or announces a delayed start, watch for specific Heritage School information.

Should severe weather force Heritage too close or delay the start of school, such closings will be announced on our website www.heritageschool.org , local radio stations (KNAF – AM 910), as well as the local cable television channel.

Listen for announcements after 6:00 a.m.

KNAF—AM 910 & KFAN – FM 105.7 Fredericksburg – 830-997-2197

YNN – Channel 8 – Austin & Hill Country Weather Channel (512) 531-8800 KSAT – Cable TV San Antonio, TX - (210) 351-1200 KVUE – Cable TV Austin, TX - (512) 459-6521

HOLIDAYS

Heritage School observes the following holidays with time off from school:

Gillespie County Fair Day	President’s Day
Labor Day	Spring Break
Fall Break	Good Friday & Easter Monday
Thanksgiving	Memorial Day
Christmas Break	
Gillespie County Stock Show	

Specific dates for all holidays and school breaks are subject to change, annually, and are published in the annual official school calendar.

CARPOOLS

Carpool arrangements are the responsibility of each family.

Parents must notify the school in writing with a parent/guardian signature and date if their child will be leaving with someone other than parents/guardians.

Parents must inform the party picking up their child of these written arrangements.

If an emergency or a delay occurs which will preclude a parent from picking up their child on time, please call the teacher in Grammar School and/or the school office for Upper School as soon as possible.

STUDENT DRIVERS

Sophomores, juniors or seniors who have their driver’s license may drive to school and park in the designated student parking areas.

Texas Law restricts the driving privileges of individuals who are under 18 years of age.

Drivers under the Age of 18:

Heritage School requires that students who drive a car to school or to school sponsored activities abide by the laws of the State of Texas.

Texas Law restricts the driving privileges of individuals who are under 18 years of age.

Heritage students under 18 years of age **may not drive a motor vehicle under the following conditions:**

- With more than one passenger in the vehicle under the age of 21 who is **not a family member.**
- Between midnight and 5:00 a.m. unless the operation of the vehicle is necessary for the driver to work, to attend or participate in a school-related activity, or due to a medical emergency.

Individuals who are under 18 years of age and obtained their driver's license on or **after September 1, 2009 are restricted from using a wireless communication device, including a hands-free device, until they reach the age of 18, except in the case of an emergency.**

Permission forms and rules for student drivers are available in the office. Permission forms must be filed in the office before the student brings his/her car to campus.

No student drivers will be utilized for school-sponsored events (field trips, sports events).

Violation of rules set forth on the permission form will result in loss of driving privileges.

OFF-CAMPUS LUNCH PRIVILEGES

Seniors who have a signed [parent/guardian] permission slip on file in the school office may go off campus for lunch **every Friday.**

Juniors may **have one day of off campus lunch second semester.** The one day-per-week second semester will be determined by the Head of School.

The Head of School has the authority to suspend the privilege of off campus lunch at any time.

According to the law of the State of Texas, students under the age of 18 are allowed to transport one other student (who is not a sibling) **ONLY** with both the driver's and the passenger's parental permission, as noted on the required form.

Students **MUST** sign out prior to leaving campus so that in the case of emergency, the administration will know where to find the student. Students are expected to return to campus in plenty of time for their next class, without being tardy and without speeding back to campus. They **MUST** also sign back in at the office.

CONDUCT AND DISCIPLINE

General School Rules

Although Heritage is Christian school, and it would seem as if everyone should be aware of and do the right thing at all times, unfortunately that is not always the case. After all, Heritage students, parents, faculty, and staff are all human and occasionally behave in ways that are neither acceptable to others nor pleasing to God. For these reasons, Heritage has developed general school rules to which everyone must adhere. The rules are in accordance with what the Bible teaches us: do unto others as you would have them do unto you, treating others with kindness and consideration, and most importantly, forgiveness. With these guidelines in mind, Heritage school rules include but are not limited to the following:

Jesus instructs His disciples that God is glorified when good works are seen by others. Saved by grace and not by works, we are nevertheless called to exhibit fruit in life with each other. As a Christian community, Heritage seeks to encourage such fruit by living in respectful, honorable and peaceful ways with each other. In doing so, we seek to cultivate a favorable learning environment and to bring God the glory in doing so.

At Heritage, all students are asked to uphold the following principles which constitute the basic “code of conduct” for our entire school community. This “code of conduct” is imperative because it acts as the basis for expectations in the classroom. For these reasons, Heritage has outlined some of the basic school rules outlined below:

Students are expected to follow biblical principles basic to Christian standards of behavior and conversation. In addition, students are expected to treat all fellow students, faculty, and staff with the utmost respect and dignity in support of our school culture based upon the scriptural principals: “love thy neighbor as thy self” and “do unto others as you would have them do unto you.”

- There should be no talking back or arguing with the teachers or staff.
- Prompt and cheerful obedience is expected. Requests by the teacher should not have to be repeated.
- Students should stand as directed by the teachers when guests enter the class room and respond when greeted. When students see staff or other adults in the hall, they should make eye-contact and give an appropriate greeting.
- Students are encouraged use appropriate etiquette at all times.

Disrespect of any kind will NOT be tolerated. This includes, but is not limited to:

- gossip regarding another student, teacher, or staff member or their families,
- disparaging remarks or comments regarding Heritage School,
- bullying, including such behaviors as:
 - teasing that can be hurtful,
 - threats of physical aggression,
 - sarcastic or hurtful remarks,
 - excluding others from the group,
 - name calling and/or spreading nasty rumors about others,
 - breaking confidences,
 - trying to persuade others to dislike a person
 - putting down another person
 - any other behavior that can be construed as disrespectful or hurtful.
- Students will remain in the classroom unless the teacher gives permission to leave.

- Students are not to be in any off-limits areas of the building or grounds. These areas are designated at the beginning of each school year.
- There should be no running in the hallway/board-walk.
- Students are expected to treat all of the school's materials and facilities with respect and proper care.
- In sports and extra-curricular activities, students are expected to compete with honor and treat all opponents with dignity.
- Students are expected to follow all safety rules and report unsafe conditions.
- The Heritage Bus is an extension of the Heritage campus. All school rules apply whenever students are riding the bus.

Public Display of Affection

Although there are many opportunities for social interaction in the encouraging educational environment at Heritage, public displays of affection between a male student and a female student who are dating are clearly not appropriate at school.

On the Upper School Campus Heritage does not permit public displays of affection. If an Upper School boy and girl are dating, they are reminded that they are not on a date at school.

STUDENT LIFESTYLE AND SEXUAL ORIENTATION POLICY

Heritage School believes that God created the family as one man and one woman given to marriage and recognized before God and man as faithful to one another. Furthermore, Heritage School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral. (Hebrews 13:4, NIV).

The school regards homosexuality, bisexuality, and sexual orientation issues other than that as defined in the first sentence of this policy as in direct conflict with the biblical and moral teachings upon which the very foundation of the school is based.

Moral misconduct violates the code of conduct for Heritage students to be Christian role models. Behaviors which are in direct conflict with the requirement of a student Christian role model include, but are not limited to behaviors such as the following:

- sexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex),
- homosexual activity,
- dressing in non-conformance with one's biological sex;
- using the restrooms, locker rooms, and changing facilities in non-conformance with one's biological sex;
- sexual harassment,
- use of (including the viewing of) pornographic material or websites,
- sexual abuse or improprieties toward minors as defined by Scripture and federal or state law
- any other violation of the unique roles of male and female (Rom. 1:21-27, 1Cor. 6:9-20).

Because Heritage School is a classical Christian school, Heritage does not support the gay or lesbian lifestyle, sexual activity outside of marriage, or any immoral or illegal behaviors, or other behaviors

listed above. Heritage School takes a “zero tolerance” approach to this issue. If Heritage School becomes aware of any student who openly participates in any such behavior or solicits another (other) individual(s) to participate in that behavior, the school will take immediate disciplinary action up to and including immediate dismissal from Heritage School.

Alcohol, illegal substances, and or tobacco products on Campus

Heritage School takes a zero tolerance approach regarding possession of alcohol, illegal substances, and/or tobacco products on campus including in lockers or in vehicles. Heritage reserves the right to search lockers and personal vehicles on Heritage property for reasonable cause. If alcohol, illegal substances, and/or tobacco products are discovered, disciplinary action up to and including immediate discharge may result.

Personal use of alcohol, illegal substances, and/or tobacco products off campus

As a Heritage student, you are always a representative of the school, and you are expected to abide by the law. If it is discovered that a student who is a minor has participated in the illegal use of alcohol, illegal substances, and/or tobacco products off campus, disciplinary action up to and including expulsion may result.

Guns, knives, weapons on campus

Heritage school strictly prohibits students from bringing guns, knives, incendiary devices, or weapons of any kind on campus. If it is discovered that a student is in possession of any such devices, disciplinary action up to and including discharge may result.

CONDUCT OUTSIDE OF SCHOOL

Because every Heritage student is a representative of the school, it is very important for Heritage students to conduct themselves with the same moral integrity and character outside of school as they do while at school. This includes students’ actions, profanity, and behaviors in public and/or while using the internet or other public domains or electronic devices. If it is discovered that a student has committed illegal or immoral acts, actions that would be considered harassment, or has displayed behavior that is in direct conflict with the biblical and moral teachings upon which the foundation of the school is based, disciplinary action may be taken up to and including dismissal from the school. This includes but is certainly not limited to actions in person or through the use of any electronic devices or the use of any means of social media.

Expulsion of a current student

Heritage School reserves the right to expel any student who does not meet the academic, behavior, or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

PERSONAL ELECTRONIC DEVICES - CELL PHONES

In an effort to reinforce the culture upon which Heritage was founded, based upon the belief that a sense of community and learning thrive when student discussion, interaction, and inclusion is

imperative, Heritage School limits the use of technology to that which is required by a teacher in a specific classroom situation.

CELL PHONE USE OF ANY KIND IS NOT PERMITTED DURING REGULAR SCHOOL HOURS ON CAMPUS. Cell phones should stay in lockers and remain off from 7:30AM – 3:20PM. Parents should relay messages to students through the front office.

Laptop Computers and Tablets

Computers, laptops and/or tablets (i.e. iPads) may be used with appropriate teacher permission.

No other electronic equipment may be brought on campus unless permission is granted by the appropriate Administrator in advance.

The following general guidelines apply:

- Laptop computers and tablets may only be used in **grades 6-12 with appropriate teacher permission**
- **Any other use may result** in the loss of on-campus laptop computers and/or tablet privileges.
- **If a cell phone is seen or heard it will be collected and turned into office and must be picked up by the student's parent.**
- Laptop computers and/or tablets may not be used during lunch.
- If there is a need for a student to do school work on a computer or tablet during lunch, designated classrooms with faculty supervision will be available as “quiet rooms” for purposes of studying or doing homework.
- Students are not allowed to take photos at school unless prior authorization has been granted by a faculty or administrator.

If a student is using an electronic device in the classroom, Heritage School **reserves the right to check the device for content at any time it may be deemed necessary.**

Student noncompliance regarding this policy may result in disciplinary action up to and including discharge.

Personal Electronic & Social Media Use: -

The following actions may result in disciplinary action up to and including discharge:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials or using the network for political activity, financial gain, or commercial activity
- Cyber-bullying of any kind
- Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another individual or group
- Sharing and/or posting information, photos, articles, and/or opinions on any form of social media that reflect negatively or disparagingly on any Heritage student or on Heritage School.

- Sharing and/or posting inappropriate photos of yourself, or of any Heritage student, that may reflect negatively or disparagingly on you as a Heritage student, any other Heritage student, and/or Heritage School in general.

Students Calling Parents

Students who need to get a message to their parents during the school day must go to the school office to place the call before school begins, after school ends, or during the lunch period. Unless it is an emergency, students may not leave class to place a personal phone call.

During regular school hours parents should use the main school phone line: 830-997-6597.

Use of Electronic Devices on the Heritage Bus

Heritage students who ride the bus daily may use laptop computers, tablets (i.e. iPads) and/or smartphones (i.e. iPhones, Droids) devices during the trip to and from school. The following guidelines apply:

- While on the bus, sound on the device must be turned off so that other students are not distracted by it.
- If the device requires sound (example: ipod), earbuds must be used.
- If the device has a photo capability, students may not take photos while on the bus.
- Use of the device must not be distracting in anyway either to other students or to the bus driver.
- The bus driver has the right to remove any electronic device from any student who does not comply with these rules.
- If an electronic device is removed from a student, that student may lose the privilege of using any electronic device on the bus for an appropriate period of time as determined the Administrator.
- Misuse of an electronic device by a bus riding student for any purpose that is illegal, immoral, or inappropriate will not be tolerated and may result in disciplinary action up to and including dismissal from Heritage School.
- All electronic devices must be turned off prior to exiting the bus.
- Upon arrival on campus at Heritage School the on-campus policies regarding use of electronic devises apply.

All school policies regarding use of electronic devices on campus or while in the classroom must be followed or disciplinary action may result. Student noncompliance regarding this policy may result in disciplinary action up to and including discharge.

USE OF TECHNOLOGY RESOURCES

Heritage School provides technology resources to its parents, students, and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the school by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of school activities. All users are expected to use technology resources in a legal,

responsible, ethical, and polite manner.

Definition of Technology Resources

Heritage School's computer systems and networks are defined as any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files including, but not limited to, electronic mail, local databases, and externally accessed databases such as the Internet, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

Heritage School reserves the right to monitor all technology resource activity on both Heritage owned and individual/student owned technology resources used at school.

Use of Public Domains

The use of social media, personal blogs, and other current wikis on public domains and future technologies on public domains are subject to discovery by the public. Any information posted on a public domain by a Heritage employee, student, and/or parent is discoverable.

If it is determined that any posting on a public domain contains information that is immoral, illegal, racist, profane, pornographic, sexually oriented, or obscene in language or use of materials, or is threatening and/or defaming either to another individual or to Heritage School, appropriate disciplinary action may be taken up to and including suspension or expulsion in the case of a student or parent.

Education, Supervision, and Monitoring: It is the responsibility of all members of school staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with these guidelines.

Ownership of Electronic Files: Electronic files created, sent, received, or stored on school technology resources owned, leased, administered, or otherwise under the custody and control of Heritage School are the property of Heritage School.

Privacy: Electronic files created, sent, received, or stored on school technology resources owned, leased, administered, or otherwise under the custody and control of Heritage School are not private and may be accessed or monitored by Heritage School or its designee at any time without knowledge of the user or owner.

Inappropriate Use of Technology Resources

The following are considered to be inappropriate use of the technology resources while on campus, whether using personal electronic devices or those owned of Heritage School, and will be subject to disciplinary action up to and including dismissal:

- Attempting to log on or logging on to a computer or email system by using another's password.
- Assisting others in violating this rule by sharing information or passwords.
- Intentionally accessing, creating, storing or transmitting material, which Heritage School may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of Heritage School official processes for dealing with academic ethical issues).
- Knowingly placing a computer virus on a computer or on the network.

- Knowingly bringing prohibited materials into the school's electronic environment.
- Accessing personal online communication tools such as, but not limited to, social networking sites such as at school. Exceptions will be made for lessons containing specific educational objectives and technology designee approval.
- Participation in any electronic chat room accessed on the Internet.
- Accessing non-educational online communication tools such as but not limited to social media and/ or personal blogs, and wikis, etc. (Educational online communication tools may be accessed with permission of a faculty member.)
- Using racist, profane, pornographic, sexually oriented, or obscene language or materials or using the network for political activity, financial gain, or commercial activity.
- Cyber-bullying of any kind. Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another individual or group.
- Using a school computer or the network to provide addresses or other personal information about an individual without the permission of that individual.
- Attempting to harm or harming equipment, materials or data.
- Attempting to send or sending anonymous messages of any kind.
- Using the network to access inappropriate and / or harmful materials
- Streaming media, such as radio, games, video, etc., for non-educational purposes.
- Proxy sites - Attempting to bypass or bypassing, the filtering device by using sites such as but not limited to proxy sites on Heritage School's electronic communications system.
- Encrypting communications so as to avoid security review or monitoring by the system administrator.
- Wasting school electronic communication system resources for non-educational purposes. (Distribution of video or photos, listening to web radio, etc.)
- Sending, forwarding or posting chain letters.
- Sending, forwarding or posting unsolicited messages to large groups of 10 or more except as required to conduct school business or class assigned activities.
- Sending, forwarding or posting excessively large messages/attachments.
- Sending, forwarding or posting email that is likely to contain computer viruses.
- The use of unauthorized communication software such as but not limited to instant messaging and other non-educational online communication tools.
- Forgery or attempted forgery of electronic messages.
- Attempting to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail.
- Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by law or school policy or guidelines.

Personal Electronic & Social Media Use

Whether you are at school, at home or in the community, you are a representative of Heritage School.

The following are considered to be inappropriate and may be subject to disciplinary action up to and including dismissal:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials or using the network for political activity, financial gain, or commercial activity
- Cyber-bullying of any kind
- Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another individual or group

- Sharing and/or posting information, photos, articles, and/or opinions on any form of social media that reflect negatively or disparagingly on any Heritage student or on Heritage School.
- Sharing and/or posting inappropriate photos of yourself, or of any Heritage student, that may reflect negatively or disparagingly on you as a Heritage student, any other Heritage student, and/or Heritage School in general.

Copyright and Technology Resources

Copyright is a form of protection provided by the government to the authors of original works of authorship, including literary, dramatic, musical, artistic, and certain other intellectual works. This protection makes it unlawful for anyone to violate the rights provided to the owner of the copyright. All students are expected to follow existing copyright laws.

- Students must not make unauthorized copies of copyrighted software or materials.
- Software applications may not be placed on any computer, whether stand-alone or networked to Heritage School's system, without permission from the technology systems designee.
- Students must not use non-standard shareware or freeware software without the Heritage School technology designee's approval.
- Students may not download any type of file sharing software without Heritage School technology designee approval.
- Students must not degrade the performance of school technology resources (i.e. streaming video, streaming audio, and Internet radio); deprive an authorized school user access to a school resource; obtain extra resources beyond those allocated; circumvent school computer security measures.
- Students must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, students must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on school technology resources.
- Students must not plug unauthorized hardware into Heritage School network such as but not limited to wireless access points, personal laptop computers, or any non-school issued computer hardware without permission from the school technology designee.

User Backup

Students are responsible for backing up data stored on their individual user computer and/or network drive.

Vandalism

Any malicious attempt to harm or destroy Heritage School's equipment or materials, data of another user of Heritage School's system, or any of the agencies or other networks to which Heritage School has access, is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violation of school guidelines and possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33.

This includes, but is not limited to the uploading or creating of computer viruses. Vandalism as defined herein will result in the cancellation of system use privileges and possible prosecution. Restitution of costs associated with cleanup, system restoration, hardware, or software costs will be the responsibility of the individual attempting to degrade, disrupt, harm or destroy the equipment, systems, and/or data of Heritage School.

Personal online communication tool awareness:

- Manage your privacy settings such as directory information, invites, etc.
- Limit use of personal identifiable information on such sites.
- Be aware of your connections, people may not be whom they seem.
- Be aware of your cyberspace surroundings, you don't know who else may be on that site.
- Once information is posted, it can live forever.
- Online choices can have offline consequences.
- Report any unlawful or inappropriate actions to authorities.

Disciplinary Actions:

Access to Heritage School's electronic communications system is a privilege, not a right. Noncompliance may result in loss of school technology resources, access privileges, and other disciplinary action consistent with school policies.

Violation of this policy may result in disciplinary action up to and including dismissal for employees; a termination of employment relations in the case of contractors or consultants; or suspension or expulsion in the case of a student.

Violations of the law may result in criminal prosecution as well as disciplinary action by Heritage School.

STUDENT DISCIPLINE

It is vital for parents and students to understand that maintaining an orderly atmosphere in the school and classroom is critical to the learning process; therefore, these policies must be followed. As in all other areas of education at Heritage School, love and forgiveness will be of utmost importance in the discipline of a child. It is because we love that we discipline; our desire is to create an atmosphere of freedom within the bounds of firmness. Prayer will be an integral part of any disciplinary discussion with a student.

The kind and amount of discipline will be determined by the teacher, and if necessary, the appropriate Administrator. The discipline will be administered in light of the type of disobedience, and the individual student's attitude. Corporal punishment will not be administered.

All discipline will be based on, and consistent with, biblical principles such as restitution, apologies (both private and public), swift punishment, restoration of fellowship, forgiveness, etc. The vast majority of real and potential discipline problems are to be dealt with at the classroom level.

Grammar School (Grades Pre-K-5)

It is important for Heritage students to develop good habits to help them succeed in school. We desire for our students to become life-long learners, and the students will need good habits as "tools" to facilitate learning. Heritage has set the following guidelines for good behavior:

- Students are following the classroom and school rules. This includes, but is not limited to:
 - The general school rules listed in the Parent & Student Handbook
 - The Big Five rules listed in this handbook.

- Classroom rules such as working without talking, walking in the room, and keeping a neat desk
- Students are adhering to the uniform code.
- Students are at school.
 - Sometimes a student misses part of a day. They may be tardy, leave early or miss part of the middle of the day. We know that many times these short absences can't be avoided, but they do disrupt the class day.
- Students are prepared for class. This includes, but is not limited to:
 - Homework is complete.
 - Appropriate materials are brought to class – books, pencils, etc.
 - Blue folder is signed by parent.

Discipline for students in grades Pre-K-5 may be unique by teacher. However, all discipline will be based upon biblical principle with the intention that each disciplinary situation presents itself as a “teaching moment” with an opportunity to show grace and forgiveness. The intent is to help the child understand the situation and to learn why the behavior or action(s) are not appropriate.

Upper School

Upper School discipline will be addressed using a demerit system. Demerits may be given by teachers and administrators for minor infractions or inappropriate behaviors that interfere with the learning process and/or are considered disruptive in nature.

Demerits issued by teachers will be submitted recorded in the student's record in RenWeb and are cumulative throughout the year. Parents will be notified of the issuance of demerits by email; parents may also access their student(s) behavioral records using ParentsWeb.

Logic School:

- If a student accumulates 3 demerits will earn a lunch detention as a disciplinary measure.
- If a student accumulates 3 additional demerits an afterschool detention will be assigned.
- If a student accumulates 3 additional demerits, the student will receive a Saturday detention, and will pay \$50 for the inconvenience of having a faculty member work on Saturday.
- Students who accumulate 3 additional demerits will receive a second Saturday detention.
- Students who continue to accumulate demerits will be subject to a school suspension.

Rhetoric School:

- If a student accumulates 3 demerits will earn a lunch detention as a disciplinary measure.
- If a student accumulates 2 additional demerits an afterschool detention will be assigned.
- If a student accumulates 1 additional demerit, the student will receive a Saturday detention, and will pay \$50 for the inconvenience of having a faculty member work on Saturday.
- Students who accumulate 1 additional demerit will receive a second Saturday detention.
- Students who continue to accumulate demerits will be subject to a school suspension.

Automatic Office Visit with division head or Head of School:

There are five behaviors that may necessitate an office visit with, and discipline from, a division head or the Head of School.

BIG FIVE BEHAVIORS

1. DISRESPECT shown to anyone - the staff member will be the judge of whether or not disrespect has been shown to anyone.
2. DISHONESTY in any situation while at school (lying, cheating, plagiarism, and stealing).
3. REBELLION or outright disobedience in response to instructions.
4. FIGHTING or striking in anger with the intention to harm a student or staff member.
5. OBSCENE LANGUAGE used or taking the name of the Lord in vain.

During the office visit, the division head or Head of School will determine the nature of the discipline the infraction. The administrator may require restitution, janitorial work, parental attendance during the school day with the child, or any other measures consistent with biblical guidelines which may be appropriate.

If, for any reason, within a school year, a student's actions require a visit with a division head or the head of School, disciplinary action may be administered, up to and including suspension and or expulsion.

If a student commits an act with such serious consequences that the Head of School deems it necessary, suspension or expulsion may be immediately imposed.

Grounds for Immediate Suspension or Expulsion

Occasionally, it is necessary for the Head of School to take immediate actions such as suspension or expulsion even if the student has had no prior disciplinary issues. Examples of behavior that may require immediate suspension or expulsion include but are not limited to the following:

- LIFE THREATENING ACTS, OR GROSS VIOLENCE
- VANDALISM OF SCHOOL PROPERTY
- VIOLATIONS OF CIVIL LAW
- IMMORAL, INDECENT, OR UNETHICAL CONDUCT
- ANY ACT IN CLEAR CONTRADICTION TO SCRIPTURAL COMMANDS

Serious misconduct after school hours

Students may also be subject to school discipline for serious misconduct which occurs after school hours. Time spent riding the bus to and from school is considered "during school hours."

Application for re-admission

Should an expelled student desire to be readmitted to Heritage School at a later date, the Head of School together with the Board or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication. The decision of the group will be final.

Alternative Placement

Heritage School reserves the right to suspend, dismiss, or request alternative placement when the professional staff and Head of School determine the school can no longer meet a child's emotional, social, behavioral, and/or academic needs.

CONDUCT AT SCHOOL-SANCTIONED EVENTS

All school-sanctioned events must meet the same standards of conduct as are required during school hours. School-sanctioned events are those events which are organized by a faculty or staff member acting in his or her official capacity, approved by the Head of School, encouraged in school communications, or receive financial support from the school. School-sanctioned events should be consistent with the mission and philosophy of the school.

- School-sanctioned events require the attendance of a faculty or staff member or designated parent.
- No alcohol may be served or consumed by employees, parents, or students at any school-sanctioned event at which students are present.
- School-sanctioned activities are generally limited to students who are currently enrolled at the school. The Head of School may grant exceptions.
- School-sanctioned activities should be publicized to students and families in a timely manner.
- School-sanctioned activities held off campus must have a signed written waiver by the parents releasing the school from any liability.
- Only school-sanctioned events are placed on the school calendar and receive support from the school.
- The Head of School/designee must approve all proposed activities and dates for the event.

FIELD TRIPS

In light of our desire to awaken and nurture in our students a life-long love of learning, Heritage School includes in its curriculum frequent field trips with both the lower and Upper School students in an effort to extend the educational experience beyond the bounds of the classroom.

Field trips will be offered to expand and enrich each student's learning experiences. We will take advantage of many opportunities in and around Fredericksburg. Most of our field trips will be related to the current unit of study. Parents will receive advanced notice of each field trip and will be asked to sign a permission slip for their student(s).

If parents volunteer as a field trip driver, please abide by this guideline:

- Complete the Parent Driver/Volunteer application available in the front office.
- For the safety of our students, each student must wear a seatbelt at all times while in transit.
- Students under 12 years old are not permitted in seats with air bags.
- Admission and parking costs for drivers and chaperones are generally not covered by the school. Grammar School rules may differ. Gas is not reimbursed for mileage.
- Students are not allowed to take any electronic music/video/game devices on field trips.
- Parents who own televisions for their cars are asked to not use them with the students.
- Travel time should be utilized to build relationships through worthwhile conversations and verbal games.
- Parents may play classical or Christian music on field trips at their discretion.

PARENT VOLUNTEER DRIVERS FOR FIELD TRIPS

Each parent desiring to be considered to be a driver for a class field trip must fill out a Parent Driver/Volunteer application and undergo a background check.

Parents will be regarded by students as an authority figure on field trips, and parents should exercise that authority when needed to enforce school rules. However, the teacher has both the chief responsibility and the final authority for the field trips and parents should strive to assist in keeping this clear.

The *Field Trip Release Form* will be sent home the first week of school along with all other important papers requiring parent signatures. Signed parent-permission slips will be required in order for any student to participate in a field trip.

The teacher in charge will take emergency medical forms and a first aid kit on all trips.

IMPORTANT NOTE:

- Siblings are NOT allowed to go on school field trips. Trips are designed as educational opportunities for the students of a particular class. The presence of siblings tends to be a distraction for parents and students alike and changes the “atmosphere” for the class going on the trip.
- Parents accompanying students on field trips should plan to arrange for child care rather than request that the sibling be permitted to go on the trip.
- In addition, single parents are not allowed to bring boyfriends/girlfriends or fiancé/fiancées along as drivers or trip participants. The presence of a “significant other” can also be a distraction for the dating parent and is a violation of our “closed campus” policy: field trips are not social occasions. Parents should not appeal to teachers to make exceptions to this school policy.

The school van is the property of Heritage School and will only be used for official school events. The first priority for the use of the van is the SAFETY of our students and faculty. Driving a van is different from driving a car. A van’s increased height, length, and weight require the driver to be aware of different handling characteristics when performing even routine vehicle maneuvers. Please read and follow the guidelines in this policy.

Misuse of the school van or failure to follow the policy and procedures for driving and operating the van may result in disciplinary action up to and including discharge.

DRIVING AND THE OPERATION OF THE SCHOOL VAN

The school van is the property of Heritage School and will only be used for official school events. The first priority for the use of the van is the SAFETY of our students and faculty.

- Only trained-qualified drivers may operate the school van.

- A background check which includes a motor vehicle record (MVR) will be run on all drivers.
 - Drivers who have a minor traffic infraction (speeding ticket) in the last 2 years will not be eligible to drive the van.
 - Drivers who have had any major driving infraction such as a DUI or reckless driving offense within the last 10 years will not be eligible to drive the van.
- All qualified drivers must have a valid Texas Driver’s License (TDL).
- All drivers must complete the required training for driving a fully loaded van.
- Training will be documented and logged into the official “Van Driver Training Log.
- Training must be repeated if there is an update applied to the required van driver training.
- Drivers must sign the van out on the “Use of Van Log” BEFORE taking the van for any reason including school events. The log will be located in the office of the Administrative Assistant to the Head of School.

See the complete policy in the addendum of this Handbook.

CLASS TRIPS FOR LOGIC AND RHETORIC SCHOOL

In addition to field trips, Heritage School sponsors class trips (which are normally overnight and more than one day) each year for students in grades 6-11. Rather than being “free days” or frivolous vacations, the class trip experience is an attempt to experience in a fuller way the wealth of knowledge and beauty found outside our immediate Hill Country environment.

Class trips are like **extended field trips**; they complement our curriculum and build camaraderie within classes.

If a student does not go on a class trip, **both student and parents need to understand that the student will REPORT TO SCHOOL and will BE ASSIGNED ALTERNATIVE WORK** for the number of days of the class trip. Class trip days are part of the required attendance days for the academic year as a requirement of accreditation.

GUIDELINES FOR OVERNIGHT CLASS TRIPS

Guidelines for overnight class trips are as follows:

- Heritage staff members are the official leaders of all overnight trips, and thus, all volunteer chaperones are expected to respect the authority of the staff.
- Heritage parents (serving as chaperones) are responsible for the students in their hotel rooms or vehicles.
- The class trip fee for Heritage parents who are chaperones may be less than that paid by a student.
- Regarding sleeping arrangements in hotel rooms, the following apply:
 - Staff and chaperones must restrict students of the opposite sex from entering each other’s rooms.
 - Unless the student is his or her child, no adult chaperone is to sleep in the same bed with a student.
 - No member of the Heritage staff is to room with a student or students, unless the student is the staff member’s own child.

- Specific chaperone duties for each overnight event are to be conveyed by the Heritage staff person in charge.

Destinations of Class Trips

The curriculum committee will determine the destination of class trips. Such trips will reflect the committee's thoughtful consideration of the curricular objectives for the class and the potential of the trip to enhance the curriculum goals. The approval of the Head of School must be obtained prior to making a change to any class trip destination.

The curriculum committee, with the approval of the Head of School, has established the following as approved Heritage class trips:

- 6th grade - Camp Eagle
- 8th grade - West Texas
- 10th grade – the Grand Canyon
- 11th grade – Washington, D.C. and significant surrounding historical areas and towns in Virginia.

Qualifications for class trip

If payment of tuition, including fines, and/or fees, is not current, the Head of School will determine eligibility of a student to participate in the class trip. The discipline/character record will also determine eligibility to participate in the class trip.

Teacher chaperone-sponsor:

The Head of School will determine which teachers will go on which trips. The teacher sponsor will have full authority and be the primary decision-maker for the class trip. Trip agendas must be approved by the Head of Upper School and Head of School.

Parent chaperones (required)

The total number of required chaperones [in addition to teacher sponsors] will be determined by the number of drivers needed for the number of students going on the trip AND the necessary chaperones per motel room.

The Teacher Sponsor and Head of School will select the drivers/chaperones. Each parent desiring to be considered for selection must fill out a Parent Driver/Volunteer application and undergo a background check. Required chaperones/drivers will pay for their own meals, but may receive a discount on the cost of the trip. Parent chaperones will be reimbursed for fuel for class trips. Receipts must be produced.

Parent participants (non-required)

All parents/guardians who desire to go with their child on a class trip must pay full price (if not selected as a required chaperone/driver). These participants will also act as informal chaperones, assisting and cooperating with the teacher in student supervision.

SCHOOL DANCES

When students attend a school dance, they must remain at the dance until they are ready to go home. No student will be allowed to leave a dance for any period of time and return to the dance. Once a student has left the dance, he/she will not be permitted to return to the event. Parents should inform their own children whether they expect them to stay for the duration or not. Heritage will only be responsible for students while they are actually AT the dance.

Rhetoric School (9-12th) dances and social functions are only open to current Heritage Rhetoric School (9-12th) students.

INVITING GUESTS TO SCHOOL DANCES

The guest of a Heritage Student is only permitted to attend after a signed form from the Heritage student's parent has been submitted and approved by the appropriate administrator PRIOR to the event.

The Heritage parent accepts full responsibility for the conduct of the guest.

All guests must be former students in good standing with Heritage School and/or students in good standing at their current school.

The number of guests per Heritage student may be limited at the discretion of the appropriate administrator. Exceptions to this policy must be approved by the Head of School.

Forms may be obtained on the Heritage website or in the Admin Office.

NON-SOLICITATION & DISTRIBUTION OF NON-HERITAGE AFFILIATED LITERATURE

Literature distribution at Heritage School is limited to that which directly pertains to activities and/or events affiliated with the school. Non-school affiliated literature may not be distributed on campus, no flyers will be posted, and no business ads will be placed in any Heritage publication without prior authorization from the Head of School.

Exceptions to this policy normally consist of non-profit, community activities that are not in conflict with the mission and values of Heritage School and do not conflict with any Heritage school activities. Examples are:

- Community non-profit notices such as Little League Baseball, or soccer registration, or information regarding vacation bible schools are permitted.
- Notices of free Art Exhibits or art gallery shows in which Heritage students exhibit works are also permitted.
- Notices of scholarship applications available to our students are permitted.

FOR PROFIT organization literature or notices are NOT permitted even if it is a Heritage family's business. Any items for sale for profit (Tupperware, Avon, Pampered Chef, etc.) by an individual or company are not permitted.

No solicitations of any kind may be on campus without prior authorization from the Head of School.

COMMUNICATION

Communication with Parents

Heritage School provides several methods of staying in touch with activities and programs as well as each student's progress on a regular basis.

The Website: www.heritageschool.org, our official school website, is the primary means of communication for all updates, event schedules, announcements, field trips, school activities, fundraiser events, and other features important to Heritage.

Heritage Herald: Normally, each family will receive an email copy of the Heritage Herald weekly. This school newsletter will update parents on current events, announcements, field trips, school activities, fundraisers, and feature articles about classical education. If a family does not have access to email, a few copies will be available from the Front Office.

Blue Folders (Grammar School only Pre-K-5): Grammar School students will also receive daily and/or weekly communication* from the teacher with important information pertaining specifically to the child's class. (*Homework Assignment Sheet [HAS] and the Parent Letter) Please check each child's blue folder or backpack for information, daily.

RenWeb: Grammar, Logic, and Rhetoric School faculty communicate regularly with parents through this web-based platform. This program can be accessed through the Heritage website (www.heritageschool.org) or at www.renweb.com. Through the Parents Web Login, Heritage parents are able to access basic information about the school as well as their student's schedule, lesson plans, and homework assignments.

NOTE: The email address and password that parents enter must match the ones entered by the school office. A random password is assigned to all first-time users. After signing in the first time, parents may change the password to be more personalized.

Heritage also maintains a presence on **Facebook and Instagram**.

Progress Reports / Parent Conferences / Report Cards

Grading and reports are based on a quarter/semester system, with four equal grading periods.

Grammar School (grades Pre-K-5): Parent/teacher conferences will be conducted at the end of the first and third quarter grading periods for parents of students in grades Pre-K–5 (refer to school calendar for exact dates). It is most beneficial to all involved to have both parents attend the conference together when possible.

Upper School students (grades 6-12): When appropriate, parents of Upper School students may receive comments with each quarter's grade reports. Parents may also go to RenWeb to get a snapshot of how their students are doing. (no formal parent conferences are scheduled regularly as for Grammar School students' parents).

If a student in any grade level is in danger of failing or if a student has not turned in a major assignment, the teacher will post this information on RenWeb, send an email, or send home a progress report indicating the student's urgent need for improvement.

Parents may request a conference with the teacher by contacting the teacher directly.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

Heritage School does NOT receive funds from the federal government, and, therefore is not required to comply with FERPA in its current interpretation.

However, Heritage considers that all records of the school are the sole property of Heritage School. Heritage will require written permission from a parent or court appointed legal guardian before sharing any academic or financial records of a former or current student with any individual or entity outside of Heritage School.

Resolving Problems and Grievances:

From time to time parents may face difficulties or confusion about various school issues. These may range from the simple, such as questions about an assignment, a student's struggles with a course, or a small student/student or student/teacher misunderstanding, to more complex issues of conflict or grievance. The most appropriate handling of any issue is the biblical approach which is direct and has as its goal loving confrontation and restoration of loving relationships. It is understood that, especially during the attempted resolution of concerns, principles of Matthew 18 and James 3 will be followed. That is, gossip and slander will be avoided.

It is the objective of Heritage to establish biblical guidelines for the resolution of disputes and grievances in the operation of Heritage School.

If any disputes arise which are not covered by this policy, the board will have the authority make the final determination.

The following is the process by which Heritage School delineates the approach we expect families to follow. This includes students, parents, and volunteers.

Definitions:

Dispute - Any disagreement that results in broken fellowship or trust between the parties, or that disrupt the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Heritage School objectives and goals.

Grievances - Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns - The substance and details of the dispute and/or grievance.

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Heritage School operations, between any two parties connected in a direct way to the school.

Students/parents to teachers:

All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.

If the problem is not resolved, the parents or student may bring the concern to the appropriate Upper School or Grammar School head.

If there is still no resolution, the individual may appeal to the HOS. The HOS will request that all of the facts, names of individuals, and details be put into a signed written document in order that follow-up may proceed. Upon necessary review, the HOS may request a meeting.

The appeal process ends with the HOS decision.

Parents to administrator:

If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should submit their concerns to the grade-level Director. The grade-level Director will request that all of the facts, names of individuals, and details be put into a signed written document in order that follow-up may proceed. Upon necessary review, the grade-level Director may request a meeting with the parent(s).

If there is no resolution, the parent(s) may appeal by requesting that the grade-level Director present the information as submitted by the parent(s) in writing to the Head of School.

Volunteers to Staff/Administration:

If any volunteer has a concern about the volunteer work, the concern should be presented to the staff member responsible for the volunteer's oversight (teacher, Head of School, etc.).

If the problem is not resolved, the volunteer(s) may bring the concern to the Head of School. The Head of School will request that all of the facts, names of individuals, and details be put into a signed written document in order that follow-up may proceed. Upon necessary review, the HOS may request a meeting. The HOS decision is final.

Getting a Message to a Student:

When it is necessary for parents to contact their child(ren) at school the following procedure should be followed:

1. Call the general school phone number. 830-997-6597
2. Leave the message with the school office (either with an individual or on voice mail).
 - a. If it is an emergency, let the school know immediately.
 - b. Do NOT call the student's cell phone during regular school hours.**
3. The office will take the note to the student ASAP.

Receiving a Message from the School:

If a staff member or teacher from Heritage calls a parent at home, the individual calling the parent will leave a message containing their name, how and when they can be reached, and the purpose for the call. On occasion, a parent will notice that the school phone number appeared on their caller ID feature meaning that they may have missed a call. If a message was not left for the parent, there is no way for the school secretary to know who may have called the parent.

EXPECTATIONS FOR PARENTS

Parental Involvement

Because the family unit is the most important human institution ordained by God, parental involvement is of utmost importance to Heritage School. We will continually seek constructive ways to involve the parents, grandparents, and siblings of our students in the activities of the school.

Below are just a few of the more common ways to be involved. (Parents should feel free to ask if they would like to try additional ideas.)

- Visit the school/class at any time. (Parents should simply call our secretary ahead of time for an appointment out of courtesy to the teacher and check in at the office upon arrival.)
- Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
- Act as a chaperone on field trips, library visits, and special events.
- Serve as a story-reader, musician, guest artist; parents may offer their special talent.
- Upon the request of the teacher, a parent may present his/her vocation to the class or invite the class to his/her place of business.
- Volunteer to speak at chapel.
- Share experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer to help in the many tasks related to the annual fundraising events.
- Help host class parties, at home or in the classroom.
- Parents should closely monitor and praise their child's progress by reading all teachers' notes and student papers sent home. This form of communication and teamwork between teacher, parent, and student will be vital to the child's progress and success. Parent volunteerism is extremely important to Heritage School. Heritage expects that all families/parents commit to volunteering in some capacity each quarter of the school year.

Eisbahn (Community Ice-skating Rink Fundraiser):

Eisbahn is the primary fundraising event for Heritage School.

Every student benefits from the revenue from Eisbahn, because Eisbahn revenue subsidizes total tuition costs.

Participation is mandatory for every Heritage family.

Every family must volunteer **2 people to work a 4-hour shift for each of their students attending Heritage**. For example: if you have 3 Heritage students, you must provide 2 workers to work 3 4-hour shifts. If a family cannot provide 4 individuals to work a 4-hour shift for each of their Heritage students, the family will be required to pay the Eisbahn student fee per student in advance (in lieu of working) so that the Eisbahn manager can make arrangements for those shifts to be covered.

SCRIP:

Heritage families are also encouraged to participate in SCRIP. The national SHOP WITH SCRIP program allows major companies of every kind to invest in education. Through purchases of pre-paid cards from major companies, including gas stations, grocery stores, department and clothing stores, as well as specialty stores in every category through SCRIP, Heritage receives a percentage of the total purchase. The major companies who participate pay the designated percentage to the school at no extra cost to the buyer.

Visit <https://www.shopwithscrip.com> for more information or talk with the Senior Class Room Mom for assistance signing up. Heritage has a school code to ensure that we receive our appropriate share of the sales. The Senior Class Room Mom can give you that information and assist you in getting set up on SCRIP.

Amazon Smile:

Heritage School is approved as a non-profit organization eligible to receive a percentage of the total of the purchases of Heritage families who place orders through Amazon. Nothing about your Amazon experience should change, and going forward every single everyday purchase that you make on Amazon will benefit Heritage School. Instructions are available on our website:

www.heritageschool.org

Without parent volunteers, and participation in SCRIP, Eisbahn, and Amazon Smile, the number of paid staff would have to be increased resulting in additional tuition for every student.

VISITING THE SCHOOL

Whenever visiting classrooms or volunteering during regular school hours, all parents and visitors must first check-in at the main office and obtain a visitor's name tag to wear while on campus. Those who do not check in and/or are without a nametag will be directed to the school office.

THE RESPONSIBILITIES OF PARENTS

By enrolling their students at Heritage, parents commit to support the school and its mission. Parental commitment to the school and its mission includes but is not limited to the following:

- Supporting the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students classically and in accordance with the Statement of Belief.
- Praying for God's wisdom for the leaders of Heritage and His blessings on the school.
- Modeling appropriate conflict resolution in accordance with Matthew 18 and the school policy published in this handbook.
- Demonstrating a love of learning and a desire to apply biblical principles to all areas of their lives.
- Accepting their biblical responsibility for the education of their students by:
 - Ensuring that their students have the time, place, and parental support needed to complete their homework and studies.
 - Ensuring that their students arrive and are picked up on time.
 - Ensuring that when their students arrive they are properly prepared for the day with:

- Appropriate meal(s)
 - Proper attire
 - Necessary supplies
- Encouraging students to comply with the spirit and the letter of all Heritage rules and policies with appropriately respectful attitudes in accordance with biblical teaching.
- Demonstrating acceptance of personal responsibility by fulfilling their volunteer commitment including but not limited to parent orientation and parent-teacher conferences.
- If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the Heritage administration.
- Setting an appropriate example to their student(s) and all other students when on campus or at Heritage related events by:
 - Always refraining from inappropriate language;
 - Observing all school rules and policies with an appropriately respectful attitude;
 - Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises;
 - Demonstrating courtesy and respect to all other adults, including referees, coaches, and parents of opposing players during sporting events;
 - Refraining from spreading gossip regarding individuals and/or making derogatory comments regarding Heritage School, which are behaviors that are unbiblical and destructive to any Christian community;
 - Refraining from illegal, unethical or immoral behavior which may reflect poorly on, or is potentially disruptive to, the Heritage School community;
 - Refraining from all alcohol, illegal substances, and tobacco products on campus or at any off-campus Heritage related event involving students;
 - Refraining from attending any Heritage event under the influence of illegal substances or alcohol;
 - Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events.

Heritage reserves the right to deny reenrollment or terminate enrollment of students based on parental behavior on and off campus.

GRAMMAR SCHOOL ROOM MOMS

Every Grammar School class has a Room Mom. Volunteers are asked to serve in this capacity by the Heritage School Parent Association (HSPA) Room Mom coordinator at the beginning of each school year. The Room Moms strive to assist the classroom teacher in order to make the class run more smoothly and efficiently.

Some of the Room Moms' responsibilities include:

- Attending monthly HSPA meetings.
- Encouraging HSPA meeting attendance by other parents.
- Coordinating and maintaining regular helpers for the teacher. (Helpers perform such duties as copying, occasional grading, typing, cutting, reading, etc. as the teacher needs. Helpers are required on a regular basis.)
- Instructing parents regarding the activities of in-class parties
- Ensuring the teacher appreciation luncheon coordinator for the class organizes one luncheon

- Overseeing class parties

For more complete information regarding Room Moms attend the HSPA meetings or contact the HSPA President.

Class Celebrations and Parties

Birthday Parties

On their child's birthday, parents should feel free to provide special treats for the child's class during their lunch or recess period. Students with summer birthdays may celebrate "half-birthdays" during the school year.

A good way to honor a student's birthday is to donate a book to the Heritage library. Parents should check with the Head of School or Librarian before making a selection. Parents may bring a drink and cookie or cupcake for everyone in the class.

Birthday celebrations are to be kept low-key. (Balloons, flower arrangements, decorations, etc.) should be saved for home.

Invitations handed out in school to personal off-campus parties of any kind must include every student in the classroom.

Holiday Parties:

Grammar School students may participate in three holiday parties during the school year at times and dates to be announced by the teacher. Those holiday parties are:

- Thanksgiving
- Christmas
- Valentine's Day

NOTE: Heritage does not celebrate Halloween.

At the teacher's discretion, room mothers will coordinate volunteers and meet with the teacher to plan the parties.

Although Upper School students will have no official parties in class, teachers may occasionally provide opportunities for celebrations at the close of a unit or encourage a cultural feast to coordinate with curriculum or some historical/literary event (e.g. Shakespeare's birthday).

Celebrations:

In addition, Heritage school celebrates Veteran's Day, Christmas, and Grandparents Day, and Graduation with special programs.

BUILDING USE FOR NON-SCHOOL SANCTIONED ACTIVITIES

It is the intent of Heritage School to reserve the use of the grounds and all buildings on our campus for official Heritage School sanctioned activities. Official Heritage School activities are those school related activities that have the approval and endorsement of the Head of School and/or the Board of Trustees.

School sanctioned activities will always have priority over outside requests. No meeting or activity may be scheduled by any faculty or staff member or group that will conflict with regular class schedules or other scheduled school events, such as sports team practices, sports competitions, fine arts presentations, etc.

Permission to use any Heritage facility for purposes other than school sanctioned events must be obtained by submitting the proper form and documentation in writing to the Head of School and must be in compliance with our Facility Use Policy. A building use fee will be charged according to the Facility Use Policy.

Determination as to which activities will/will not be approved to take place on our campus or in our buildings is completely at the discretion of Heritage School.

A *Facility Use Request* form is available from the school office or School website.

PARENT AND FACULTY SUMMER WEIGHT TRAINING AND EQUIPMENT USE

Heritage School gives permission for parents and/or faculty to use the strength and conditioning equipment (including the weight room) before and after school hours and/or during the designated Summer Weight Equipment Usage days and times. Strength and conditioning and weight room usage should not coincide or conflict with scheduled student activities utilizing the equipment. Parents and faculty must agree to abide by the rules and guidelines for using the equipment responsibly.

Parents and/or faculty that use the strength and conditioning equipment (including the weight room) understand that they are waiving any responsibility of Heritage School and any of its full-time or part-time employees or coaches contracted by Heritage School in the event of personal injury.

Heritage School will not provide adult supervision and will not be responsible for any use or misuse of the equipment. Parents and/or faculty understand that they will be personally responsible for any personal injury and/or damage to the weight training equipment.

Parents and/or faculty must agree to be treated by a physician if injured and unable to give verbal permission. See the Athletic Director to complete the proper permission forms.

STUDENT WEIGHT TRAINING AND EQUIPMENT USE

Parents and/or faculty may give permission for their student(s) to use the strengthening equipment in the weight room during the designated Summer Weight Equipment Usage days and times, provided they agree that their student(s) will abide by the rules and guidelines for using the weight equipment responsibly.

Parents and/or faculty that allow their student(s) to use the strength and conditioning equipment (including the weight room) understand that they are waiving any responsibility of Heritage School and any of its full-time or part-time employees or coaches contracted by Heritage School in the event of personal injury to their student(s).

Heritage School will not provide adult supervision and will not be responsible for any use or misuse of the equipment by unsupervised students. Parents and/or faculty understand that they will be

personally responsible for any personal injury to their student and/or damage to the weight training equipment.

Parents and/or faculty must also agree to allow their student(s) to be treated by a physician if injured and unable to give verbal permission. See the Athletic Director to complete the proper permission form.

SUMMER CAMPS

Heritage School offers summer camp opportunities for both Heritage students and students who are not enrolled at Heritage School. Heritage School reserves the right to charge a fee in addition to the cost of the summer camp for the use of the building or equipment on campus. Any "use fee" charged by Heritage will be built into the total cost of the summer camp.

Students who participate in summer camps will pay Heritage School for the cost of each camp. Heritage School will pay the coach(es) from the total proceeds of the summer camp. The "use fee" will remain with the school to offset the cost of building or equipment use by the summer camp participants.

HERITAGE STANDARDS OF PRESENTATION

Any/all departments, clubs or organizations wishing to use or print any materials with a Heritage logo(s) must abide by the policy and the approval process:

Heritage Name, Initials, and Formal Logo and Heritage Eagle:

- Use the name "Heritage School" or "Heritage." Do not use "HS".
- Use the formal Heritage School or Eagle logo rather than typing out "Heritage School" on a program cover, report, t-shirt, etc.
- Do NOT edit the formal Heritage School logo or Eagle logo in any way, including adding anything to it or removing or substituting words.
- Seek approval from department head (Athletic Director, Upper School Head, etc.) prior to printing logos.
- Have the design proof created by an authorized vendor.
- Provide guidelines to the authorized vendor to ensure all official parameters are being followed.
- Gain approval from the Head of School regarding vendor's proof PRIOR to printing.
- Hand drawing of designs will not meet final approval.
- An official proof from the vendor must be approved by the HOS.

All approved logos are available upon request.

Direct questions regarding these standards to the Head of School, Heritage School, heritageinfo@heritage-school.net.

See the entire *Heritage Standards of Presentation policy* in the Addenda of this handbook.

FUNDRAISING

Annual Fund for Excellence

Every year Heritage School promotes the Annual Fund for Excellence. As is true for most private schools and colleges, the Annual Fund is something that supplements the operations budget of the school, closing the gap between tuition and operations needs and providing funds for items that enhance the programs of the school. When the school seeks donations from outside donor organizations or sends out grant requests, it is important that the potential donor sees that financial support *inside* the organization is at a very high level. Thus, we ask that 100% of the Board, the faculty and staff, and a high percentage of parents donate money to the Annual Fund. The amount is not the issue here. The level of participation is key: ideally, the school should be able to show that 100% of the stakeholders in the school support the school.

Capital Fundraising:

Capital assets are those items that are typically considered permanent structures or items that are to be purchased with funds that are not within the approved annual operations budget of the school. Some examples of items for which Capital Fundraising would be necessary include, but are not limited to: signage, bleachers, landscaping, playground equipment, light fixtures, buildings, drive-ways, walk-ways, etc.

All capital fundraising ideas need to be taken to the **Director of Advancement & Marketing** to review. The **Director of Development** will provide the process for further discussion and implementation if appropriate.

Non-Capital Fundraising:

Any fundraising for items other than those that are typically considered under Capital Fundraising will be defined as Non-Capital Fundraising. Non-Capital items are those things that are not “permanent structures” or assets normally carried on a balance sheet. Some examples of items for which Non-Capital Fundraising would be necessary include, but are not limited to: uniforms, trips, events, supplies, etc.

Non-Capital Fundraising is divided into two sub-categories:

A. Athletic Fundraising:

Any organization and/or events that are considered to be a sport or a sub-set of a sport are “athletics” and would be included in the definition of “Athletic Fundraising”. Examples of Athletic Fundraising organizations include, but are not limited to: Cheer, Spirit, all sports teams, all sports concessions, and all sports affiliated events and activities, etc.

Any suggestions for fundraising for spirit and/or athletic causes or organizations must first be taken to the Athletic Booster Club for review. The Athletic Booster Club will review the idea(s) and provide the process for further discussion and implementation if appropriate.

B. Non-Athletic Fundraising:

On occasion, organizations that do not fall within the category of “athletics,” want, or need to raise funds for various activities and/or events. Examples of Non-Athletic Fundraising opportunities include, but are not limited to: fine arts events, school academic clubs and/or organizations such as Latin Club, Debate Team, etc.

Any ideas for raising funds for Heritage School for any capital expenditures, or any cause, organization, or club that is non-athletic in nature must first be taken to the Director of Development for review.

HEALTH AND SAFETY AT SCHOOL

Medical Responsibility of Parents:

All medical expenses incurred while the child is at Heritage School or on school trips are the responsibility of the parents.

Immunizations:

The school recognizes that immunizations are not without risk for an extremely low percentage of children. The requirements of Heritage School are those which are determined by the State of Texas and are applicable to students in public as well as private schools.

Parents are encouraged to discuss immunizations with their child's physician to determine the need for each of the indicated immunizations. Exemptions from these requirements are permitted when:

1. the request is received in writing from a physician stating the vaccine is medically contraindicated for the student,
2. the request is received in writing from parents indicating their decision not to immunize for reasons of conscience.

The parent's form must be notarized.

Each student must have a copy of his/her immunization record on file in the school office showing that he/she is up-to-date with all required immunizations. Immunization records are required at the time of original enrollment and should be REVISED for each annual reenrollment if immunizations were REVISED.

Each new student's Immunization Record, and every student's Medical Profile Form and Student Emergency Form must be received by the school office prior to the beginning of the school year. Students without complete immunizations records or a notarized exemption form on file are not permitted to attend class.

Vision and Hearing Screening Requirements:

The state of Texas requires that all students enrolled for **the first time and students who meet certain grade criteria** in any school including private/parochial schools must undergo vision and hearing screening under the Vision and Hearing Screening program, Chapter 36 of the Health and Safety Code.

Those students who must be screened:

- Pre-Kindergarteners, Kindergarteners, and any other first time entrants into school grades Pre-K-12.
- 1st, 3rd, 5th, and 7th graders.

Heritage School will make arrangements for Vision and Hearing screening to be administered according to the requirements of the laws of the state of Texas.

Sports Physicals: (see the Athletic Student Parent Handbook)

An annual sports physical must be conducted by a physician and documented before a student may participate in any school sport in Logic or Rhetoric School (6-12th). Please visit the school website for links to completed forms and for further details. The Sports Physical Examination form may also be obtained on the TAPPS website: www.TAPPS.net See Athletic Handbook for specific requirements for student athletes.

Illness:

Parents are asked to notify the school if their child has a serious illness or communicable disease. If the child has symptoms of illness, please keep him/her at home.

No student with a fever of 100 degrees or more should be at school. The student cannot return to school unless they have been free of a fever for 24 hours.

If a child should become ill at school, (i.e., 100-degree temp., vomiting, swelling, rash, or other startling symptoms), parents will be notified and asked to pick him/her up as soon as possible.

For all other communicable diseases Heritage School will follow the recommended CDC guidelines.

Medications:

Teachers will not give a student over-the-counter or prescription medication without written authorization from the parents. NO STUDENT should be in possession of any medications in class. All medications (prescriptions or over-the-counter) must be dispensed from the office or by the proper authority (with written parent authorization) and only by the individual designated to do so.

Accidents:

Simple first aid (cleansing, bandages, and ice packs) will be applied at school. Parents will be notified about serious incidents and whether more complicated treatment seems necessary. All head injury will be recorded and the parents contacted immediately.

CONDUCTING INSPECTIONS OF SCHOOL PROPERTY

To maintain an atmosphere of order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Heritage has the right to perform unannounced inspections and to confiscate illegal and unsafe items that may pose a danger to an individual student and/or to the entire student body and school personnel.

Illegal or unsafe items include but are not limited to:

- all substances or materials prohibited by school policy or state or federal law
- controlled substances
- illegal drugs
- alcoholic beverages
- tobacco
- guns, knives, weapons, or incendiary devices

A student's locker and desk are the property of Heritage School and are under the authority of the school at all times. Authorized school faculty/staff may perform random and general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

In addition, students may be asked to empty pockets, purses, backpacks, gym bags, or other personal property.

Students are permitted to park on Heritage School property as a matter of privilege, not of right. School authorities may perform periodic inspections of student parking lots and conduct exterior inspections of student automobiles on school property. Interior inspections of student vehicles may also occur to determine if illegal or unsafe items are contained inside.

Any illegal, immoral, or unsafe items found will be confiscated by the school authority, and disciplinary action up to and including dismissal may occur. Return or destruction of such items will be at the discretion of the Head of School, subject to legal impoundment. Any illegal or controlled substances found will be immediately reported to the local authorities.

CAMPUS VISITORS

The Board of Trustees has designated Heritage School as a “closed campus.” That means that, generally, campus visits are limited to family members, alumni who are in good standing or are graduates of Heritage School, and prospective students and their parents.

VISITOR PARKING

All visitors, including parents are required to park in Visitor Parking across from Herzog Hall. Parking in front of Grammar School Village is reserved for Grammar Faculty. Please do not park in front of Grammar School Village or in any area designated by red curbing as “fire lanes”.

VISITOR CHECK-IN

For the safety and security of our campus, all campus visitors, (including parents of current students) are required to check in at the main Administration office in Herzog Hall prior to entering any school building. The exceptions are:

- Parents dropping off or picking up current students before and after school.
- Parents dropping off lunch or forgotten items during the regular school day. Those items may be placed on the designated table in the school entrance at both Herzog Hall and Grammar Village. Upper School students will know to look for those items on the designated table. A Grammar School faculty or staff member will make sure the student receives the item.
- Parents who enter school for the purpose of signing a student out early. Those parents will simply sign the student out in the sign-in/out log in the school entrance. A staff member will go to the classroom and send the student to meet the parent by the sign-in/out log.
- A name tag will be available to all visitors at the sign-in desk. This will allow staff, and students to identify visitors at-a-glance and greet them appropriately. It also allows us to identify strangers on our campus who are not wearing a name tag and take the appropriate action by immediately reporting that to a faculty or staff member.

All visitors including those listed above (other than parents of current students) must request approval in advance from the Head of School to visit on campus at Heritage School during the regular school

day. If approval has been granted, visitors will need to sign in at the Administrative Offices in Herzog Hall.

FIRE DRILLS - TORNADO DRILLS - DISASTER DRILLS

In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, and disaster drills on a regular basis during the school year. Those in school buildings when the emergency alarm sounds must exit the buildings and follow the evacuation routes indicated in each classroom.

Emergency procedures including EXITING the building are posted in each classroom and are to be followed precisely.

GLOSSARY

For purposes of this manual the following definitions will apply:

- Grammar School:** Grades Pre-Kindergarten through 5th
- Logic School:** Grades 6th through 8th
- Rhetoric School:** Grades 9th through 12th
- Upper School:** The combination of Logic School and Rhetoric School grades 6th through 12th
- Field Trip:** A one-day trip to an event or activity off campus
- Class Trip:** An overnight trip taken by grade level to another city or place extending more than one or two days.

CLASS SIZE POLICY

Objective: To provide the administration with approved guidelines on preferred class sizes.

Scope: This policy would affect all students, Pre-K-12, and staff members.

Definitions:

"Continuing students" -- Those students who are continuing, uninterrupted, to attend classes at Heritage School.

Guidelines:

- 1. Grammar School:**
From the beginning, Heritage School has planned for, and seen the benefits of a relatively small student/teacher ratio in the Grammar classrooms. Due to the critical developmental skills

young students need to acquire and practice, more personal attention is desirable. Therefore, in the Grammar School, class sizes will normally be limited to 16:1.

2. Upper School:

Due to the maturity and relative independence of the Upper School students, slightly larger classes are appropriate. However, even here, in order to facilitate personal attention and small group work, class sizes in the Upper will normally be limited to 20:1.

3. Priority Placement: In order to facilitate student placement in classes, the following priority listing will be adhered to:

- a. School-age children of staff.
- b. Continuing students properly reregistered.
- c. New students from continuing families (e.g. younger siblings).
- d. New students from the general public.

4. Contingency Accommodations: The administration is permitted to exceed the above class sizes under circumstances similar in nature to the following:

- a. When students of staff members or continuing families would be excluded from a class.
- b. When there would not be an inordinate burden placed on the classroom teacher or facilities.
- c. When restoration of the approved ratio is possible in the foreseeable future.

CONFLICT RESOLUTION POLICY

In Matthew 18, Christ provides instruction concerning the manner in which Christians should settle disagreement. As Christian school, this biblical principle will guide what we do and how we do it, when a disagreement, conflict or grievance occurs at Heritage School.

The goal of this conflict resolution process is the reconciliation of the relationship between Christians in a direct, gracious, confidential and healthy manner. In most cases, issues can be resolved in a confidential one-on-one manner. As imperfect people at an imperfect school, it is not a matter of if, but when a disagreement will occur. The healthiest process is simple, yet takes courage. If one has a problem with another – whether it is a student, parent, teacher, administrator or board member – you should go directly to that person. If parents have an issue with a student, they should contact the student's parents.

Sometimes, a problem cannot be solved at this level. So, following the principle outlined in Matthew 18, the Heritage community will abide by the following process to resolve conflict.

- 1) Meet with the teacher/coach first. They are the appropriate and best qualified to address your concern. Students in grades 6-12 may be involved as appropriate. If the issue cannot be resolved at their level, then
- 2) The parent will schedule a meeting with the appropriate grade-level Director (Grammar, Logic, Rhetoric, Athletics). At this meeting, parents (student as appropriate), and the teacher/coach will discuss the issue with the Director. If there still is no resolution,
- 3) The parent will schedule a meeting with the Head of School. At this meeting, parents (students as appropriate), teacher/coach, Director and Head of School will discuss the matter at hand. The

purpose of this meeting is to bring about appropriate resolution and restoration. If not, then in very rare circumstances,

- 4) A final meeting will be scheduled for all involved parties with the Board Chair. Prior meeting, the Head of School will provide the Chair a written summary of the issue and prior meetings. This meeting will be the final step in the conflict resolution process.

Regardless of the disagreement, conflict or grievance, respecting and walking through these steps with humility, trust and integrity will seek to resolve problems at the appropriate level and contribute to a healthy Heritage community.

NO TUITION REFUND POLICY

Heritage School's operational budget is funded almost entirely by tuition income. Heritage School enters into binding contracts with its teachers and staff based upon enrollment and tuition contracts signed by parents. The school makes annual commitments to hire teachers, rent facilities, and purchase curriculum, supplies, and equipment. Since Heritage School's operating costs are fixed and its operational budget is funded almost entirely by tuition income, the school must rely on families to honor their financial obligation to the school, regardless of the attendance or withdrawal of the student.

Therefore, students are accepted and enrolled only for the entire year or for the remainder of a school year if enrolled after the opening date.

- Once a tuition contract is signed, parents are obligated to pay the full year's tuition and no reduction or credit will be granted if a student is withdrawn (before or after the school year begins).
- Student absences, failure of a student to matriculate, suspension of a student, or dismissal of a student shall not affect the parents' or guardians' responsibility to pay the entire tuition amount.
- No refund of previously paid tuition and fees and no waivers of future FACTS payments will be given. Payment of the entire year's tuition is due without exception.

All tuition and related fees are due on or before the payment deadline or according to the FACTS tuition payment plan. Invoices overdue 15 days or more will be assessed an additional fee of \$25.00.

Also, students will not be allowed to reenroll for the following school year unless their family's balance from the previous year has been paid in full. Also, no student can start the spring semester if their family has a past due balance (unless a special payment plan has been established with the Financial Administrator and payment terms are being adhered to by the family).

Transcripts and/or school records will not be released for any student until all tuition, fines and fees are paid in full and all books and materials belonging to Heritage School have been returned.

This is a legally binding document and your signature indicates your understanding of this policy and your agreement to pay the entire 2018-2019 school year's tuition in full.

Signature of Parent or Legal Guardian Date

Signature of Parent or Legal Guardian Date

HERITAGE SCHOOL COLLECTION POLICY

If payments are not received by the due date, a reminder invoice will be mailed 15 days after the due date and the family will be assessed an additional fee of \$25.00. (Annual payments are due on May 31st. Monthly payments are due on either the 5th or 20th of each month.)

If payment is not received by 30 days after the due date, the Financial Administrator will contact the family and remind the family that payment is due. If the family is having a temporary hardship, they may qualify for tuition assistance, if available, or they may express interest in setting up a payment plan to bring their account current. The Financial Administrator shall attempt to work out a plan to solve the delinquency. If tuition assistance is available and approved or payments are made in a manner that brings the account current, no further action will be necessary.

If attempts by the Financial Administrator to bring an account current are unsuccessful and payment is not received by 45 days after the due date, the Financial Administrator shall work with the HOS to send a Pending Expulsion Notice by certified mail.

If attempts by the Financial Administrator to bring an account current are unsuccessful and payment is not received by 60 days after the due date the HOS shall work with the Finance Committee to take further action. Such action may include:

- Sending the delinquent account to a collection agency or an attorney.
- Expelling the student due to non-payment.

Also, students will not be allowed to reenroll for the following school year unless their family's balance from the previous year has been paid in full. Also, no student can start the spring semester if their family has a past due balance (unless a special payment plan has been established with the Financial Administrator and payment terms are being adhered to by the family).

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or sent by next-business-day delivery by a nationally recognized overnight carrier to Heritage School, 310 Smokehouse Rd., Fredericksburg, TX 78624 and the address on file of the parent/guardian/responsible third party.

Note: Transcripts and/or school records will not be released for any student until all tuition, fines and fees are paid in full and all books and materials belonging to Heritage School have been returned.

Signature (Parent/Guardian/Responsible third party) Date

Signature (Parent/Guardian/Responsible third party) Date

**ACKNOWLEDGEMENT OF RECEIPT & Statement of Acceptance of Heritage School's
2018-2019 Parent / Student Handbook**

I _____ and _____
[print parent's name(s)] [print student's name(s)]

acknowledge that we have received the 2018-2019 Parent Student Handbook.

By signing this acknowledgement form I agree:

- that I and my age appropriate child(ren) have read and understand all of the material contained in the 2018-2019 Parent Student Handbook,
- that I and my child(ren) agree to comply with all of the policies and guidelines as outlined in this handbook,
- and that I and my child(ren) understand that there are disciplinary consequences for non-compliance up to and including dismissal from Heritage School.

Parent(s) signature

Date

Please return this form to the School Office.