HERITAGE ACADEMY

Scholar & Parent Handbook

2026-2027

"Building America's Heroes, Together"

www.heritageacademyaz.com

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Founder's Message

Dear Scholars and Parents,

Welcome to Heritage Academy! We are dedicated to youth, their growth and development, and believe in building sound character through strong families, strong communities, and a strong nation. While teaching the academic disciplines, Heritage Academy is dedicated to instilling into the minds and hearts of our youth knowledge of and respect for the ideals and values of the great men and women of history, including those who founded the American nation. As they gain an appreciation of these people of accomplishment, they will be ready to provide the selfless service to their fellow citizens and to their country which will be required in the coming years to assist in restoring America's greatness. Heritage Academy exists to this end.

Heritage Academy is a public charter school. It is a school of choice. Because you have chosen to come here, you need to know that more will be expected of you. Generally, our standards are higher, both academically and personally, than that of most other schools. If you have come here thinking school will be academically easier, you may want to rethink your decision. Heritage Academy does not back away in the least from high expectations of our scholars.

Another difference you will find here is our learning environment. As you read this manual, you will notice our dress and behavior standards are higher than most other schools. These guidelines have proven to help create our great atmosphere at Heritage Academy.

Our teachers have also been trained to integrate the teaching of Citizenship into the classroom. This helps to implement the belief in our mission statement that true education includes the development of strong character as exemplified by those who founded the American nation.

An exciting addition to our curriculum is the ability of scholars to receive college credit by registering for dual enrollment classes held here at Heritage. This program will grow each year.

If you are a scholar who likes challenges, I particularly invite you to read and participate in our unique program entitled *Heritage Classic Studies* described in this Handbook.

Heritage Academy provides opportunities for many educational field trips and American heritage tours. These are unique privileges and will be open to all scholars who qualify to participate.

Please do not take this handbook lightly. Review it thoroughly. Talk about its requirements with your parents. Both you and your parents must sign the enrollment agreement, indicating that you agree to abide by the requirements of this handbook.

Let's have a great year together!

Sincerely,

Earl Taylor, Jr. Founder

Mission Statement

Heritage Academy is dedicated to youth, their growth and development. The purpose of education is to build strong character. Strong character is reflected in strong families, strong communities and a strong nation. While teaching the academic disciplines, Heritage Academy is dedicated to instilling into the minds and hearts of today's youth a knowledge of and respect for the ideals and values of the great men and women of history, including those who founded the American nation. As today's rising generation gains an appreciation of these people of accomplishment, they will be ready to provide selfless service to their fellow citizens and to their country which will be required in the coming years to assist in preserving America's greatness. Heritage Academy exists to this end.

Goals

1. Heritage Academy maintains a clean, moral, positive atmosphere where scholars can feel safe in the environment - safe from physical harm, from addicting substances, and from damaging gossip and stereotyping.
2. Heritage Academy teaches the mastery of primary and secondary skills in the fields of history, math, reading, writing and literature, science, music, world language, visual art, performing arts, and physical development.
3. Heritage Academy teaches scholars about the lives, beliefs and accomplishments of the heroes of America - our founding fathers and mothers - and to better understand the values and principles which governed their lives and upon which they built the American nation. Scholars should be able to relate the trials, struggles, accomplishments and setbacks of these great people to their personal lives**,** building hope, desire, and determination.
4. Heritage Academy is known as a school of excellence where all scholars and parents honestly say that the time spent at Heritage has been the best schooling experience of their lives**.**

Accreditation

Heritage Academy is fully accredited by Cognia.

Enrollment

Heritage Academy shall enroll all eligible scholars who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Heritage Academy shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language or athletic ability. Kindergarteners must be at least 5 years of age by September 1st. First graders must be at least 6 years of age by September 1st or provide proof of successful completion of kindergarten.

Heritage Academy shall give enrollment preference to:

1. Scholars returning to the charter school in the second or any subsequent year of its operation.
2. Siblings of scholars already enrolled in the charter school.
3. Siblings of scholars selected through an equitable selection process such as a lottery.
4. Scholars who have attended another public charter school operated by Heritage Academy, Inc. or are the siblings of that scholar.

Heritage Academy may give enrollment preference to and reserve capacity for scholars who are children, grandchildren or legal wards of any of the following:

1. Employees of the school
2. Employees of the charter holder
3. School founder

Heritage Academy may also give enrollment preference to students who attended Liberty Kids Pre-K.

If a current scholar requests a transfer to another Heritage Academy campus, intent must be submitted by February 1st in order to be reviewed and shall be given priority prior to the general lottery.

Lottery

If remaining capacity is insufficient to enroll all eligible scholars who submit a timely application, Heritage Academy shall select scholars through an equitable selection process such as a lottery. All remaining applications received during the open enrollment window, but not offered a seat, shall be placed on a waiting list in the order in which they were drawn in the lottery. Any applications submitted after the open enrollment window will be placed on the waitlist in the order in which they were submitted.

Heritage Academy may limit admission to scholars within a given age group or grade level. Heritage Academy services scholars in grades K-12. Pursuant to A.R.S. 15-184(I), Heritage Academy may refuse to admit any scholar who has been expelled from another educational institution, or who is in the process of being expelled, from another educational institution.

The principal of a Heritage Academy shall determine if scholars will be admitted in accordance with whether the school has the capacity to serve the scholar without adversely impacting the educational opportunities for scholars currently enrolled. Factors to be considered in making this determination include, but are not limited to, the following:

- Physical capacity of the school building and classrooms
- Availability of staff members
- Capacity in relevant classes, classrooms, and special resources
- Availability of other resources
- The scholar's admission does not violate the provisions of a court order

Capacity

Enrollment projections will be made for each school, grade level, and special program on an annual basis. Enrollment projections will include scholars who complete enrollment and re-enrollment forms during open enrollment and re-enrollment periods.

HERITAGE ACADEMY SCHOOLS

Grades K-5

School Days and Hours

Heritage Academy is a four-day per week school, Monday through Thursday. Regular classes at our K-5 campuses begin at 8:00 a.m. and end at 3:15 p.m. This means the scholar is to be accounted for with the teacher by the time the bell rings at 8:00 a.m.

Scholar Drop Off and Pickup

Parents are asked to bring their scholars no earlier than 30 minutes before school begins. Also, scholars must be picked up within 30 minutes after school is out. We do not provide after-school childcare services, and parents who cannot come until after work must make other arrangements to have their child picked up. Heritage is not responsible for scholars who arrive earlier than 30 minutes before school begins or for scholars who are not picked up within 30 minutes after school is out.

Attendance

General Policy

Heritage Academy cannot fulfill its mission when scholars are not in the classroom. A scholar's absence from the classroom causes undue work for the teacher as well as for the scholar who must deal with missed work in addition to current work. Furthermore, many experiences and activities cannot be duplicated or "made up." Heritage Academy's attendance policy reflects our belief that when a scholar is not in class, he or she does not earn the credit that is sought by being enrolled in class. Also, neither the administration nor teachers give permission or say it is OK to miss school. If parents desire to keep a scholar out of school for whatever reason, that is their prerogative. However, the scholar will not be excused from class work or assignments missed.

Absences

An excused absence is an absence due to illness, a doctor's appointment, mental or behavioral health matters, homelessness, bereavement, family emergencies, or the time necessary to process for the armed forces, and out-of-school suspensions not to exceed 10% (14 days) of the instructional days scheduled for the school year. Heritage Academy must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the scholar. If an absence occurs relating to any other term or condition that is not specifically designated above, the absence shall be counted as unexcused. Any scholar who is absent from school on a given day may not participate in any school activity that same day or evening unless scholars are at school at least half the day. Scholars absent for ten (10) consecutive school days, except for excused absences identified above, will be withdrawn from the school.

Appealing Absences

If scholars have excessive absences and are in danger of retention, an appeals process can be followed. Appealing absences can only be submitted for excused absences. Campus registrars have information on how to follow the appeals process.

Makeup Work

In the event of an absence, teachers are not required to provide assignments or class materials in advance. Scholars are given 2 days for every 1 day missed to turn in makeup work from an excused absence. Upon returning to school, teachers will provide makeup work and coordinate with parents for any missed tests.

Tardiness

At Heritage Academy tardiness is defined as not being in class in the assigned seat with all things necessary for class to proceed when the bell rings. Teachers are required to develop and enforce a strong and firm tardy policy that will affect a scholar's grade. There is no such thing as an "excused tardy." When a scholar arrives late, he/she must sign in at the front desk prior to going to class. Scholars in grades K-8 must be signed in by a guardian when tardy. Each local campus will have policies in place to enforce tardy violations. A tardy that exceeds 15 minutes will become an unexcused absence.

Early Release

A parent or guardian must sign out, in person, any scholar leaving school early. No scholar, regardless of age, may leave school early on his/her own. Scholars may not leave campus for lunch or any other reason unless signed out, in person, by parent or guardian. Notes, emails, or phone calls releasing scholars to leave campus are not acceptable.

Out of Classroom

Scholars out of the classroom without a pass will be addressed by staff and may result in a tardy, absence, or log entry.

Habits for Academic Success

Out-of-school behavior patterns and activities have a bearing on performance at school. Overall academic, physical, and emotional health can be improved by adhering to the following:

- Monitor screen time on school days including TV watching, cell phone use, and internet watching.
- Get plenty of rest. Adolescents need 8 to 10 hours of consistent and regular sleep per night.
- Eat healthy, well-balanced meals limiting soda, candy, and fast food.
- Establish a consistent morning routine that allows scholars to eat breakfast, check backpacks, and arrive at school in a timely manner. These habits prepare scholars for their school day and for an orderly lifestyle.
- Arrive at school on time, dressed appropriately, and ready to learn. Punctuality matters.

Academics

One of the foremost scholars in early America, Thomas Jefferson, wisely noted, "If a nation expects to be ignorant and free, it expects what never was and never will be."

Teacher Requests

Heritage Academy will not honor parent requests for specific teachers. Scholars will be evenly distributed based on grade level, academic ability, special needs, and a number of other categories. If there is information that would be helpful in placing your child, please let the office know so that may be taken into consideration. Teacher assignments will be communicated approximately 2 weeks prior to the start of school.

Withdrawals

The parent/guardian of a withdrawing scholar must notify the school office of his/her intent to withdraw 24 hours, or one school day, prior to the last day of attendance. On the last day of attendance, the parent/guardian is asked to participate in an exit interview with a member of the administration, return ALL Heritage Academy property (books, sports uniforms, etc.), and complete required withdrawal paperwork. Heritage Academy has up to 45 days to provide parents with complete official transcripts. Every attempt to collect fees will be made at the

time of withdrawal. However, in the event there is a balance due after withdrawal, Heritage Academy will make every attempt to collect monies owed, including but not limited to invoicing parents/guardians, deducting fees from any balance on file, getting in touch with emergency contacts on file, etc. Parents are encouraged to verify that no fees are outstanding at the time of withdrawal.

Homework

Homework is an important part of a Heritage Academy scholar's journey and mastery. Scholars learn time management, prioritizing, self-discipline, and responsibility for their educational journey through the act of homework. Parents are able to see what is being learned in school. Scholars learn to work independently. Teachers are able to see what scholars have mastered and what they are having difficulty with. Heritage Academy has a balanced approach to homework.

The K-5 program follows the 10-minute rule, which is no more than 10 minutes per grade level. The amount of homework being assigned at each grade level is not expected to take more than the minutes listed below. If your child regularly exceeds those minutes, communication with the teacher is necessary to determine what the difficulties may be. Homework is assigned on Monday, Tuesday, and Wednesday. Long-term projects may require additional work on the weekends.

Kindergarten: no more than 10 minutes of homework per night
1st Grade: no more than 20 minutes of homework per night
2nd Grade: no more than 30 minutes of homework per night
3rd Grade: no more than 40 minutes of homework per night
4th Grade: no more than 50 minutes of homework per night
5th Grade: no more than 60 minutes of homework per night

See teacher packet/syllabus for more information.

End of the Year Recognition

Recognition will be given to those scholars who achieved straight A's during the current year. Each classroom teacher will also select a boy and girl who exhibit mastery of the character attributes focused on that year as their Heroes of the Year.

Citizenship

All K-5 scholars will participate in daily citizenship lessons. Subjects such as good citizenship, study of ideals, and values of America's Founders, and other character-building concepts and activities will be presented. The focus is on learning from others to better themselves, their families, their communities, and our nation.

Code of Conduct

The overriding standard of conduct at Heritage Academy is the Golden Rule. "***Do unto others as you would have them do unto you."***

If scholars would think through this one guideline and act accordingly, no other rules would be necessary. But in the meantime, here are just a few of the most important we must emphasize:

1. Let our communication be uplifting and encouraging. Refrain entirely from note writing and passing, gossiping, name-calling, and/or the use of profane, vulgar, or off-color language. All entries into social media should be uplifting and positive. No social media postings should include demeaning language about

scholars or faculty. Any pictures or graphics, including those in magazines, electronic devices, scholar folders, and lockers must conform to Heritage standards of modesty.

2. Let us be found honoring and obeying the law in every aspect. Possession or use of illegal substances (drugs, tobacco, alcohol, etc.) or dangerous devices on campus or at an off campus, school sponsored activity, whether school is in session or not, are grounds for expulsion. Hookah instruments, electronic cigarettes or related devices are prohibited from our facilities or grounds. Let our actions and demeanor evidence that we really are trying to upgrade and refine our behavior and be examples of friendly, peace-loving people. Experience has shown with teenagers, as with nations, that a "most favored" status creates more problems than it solves. There is to be no physical display of affection. Be friends with everyone without choosing one to the exclusion of others. Bullying is prohibited.
3. Let us be more refined in our eating habits. Food is not allowed in the classroom. Keep food out of the building and eat only in designated places. Leave gum at home. **Clean up after eating on campus**.
4. Let our scholar-body be a self-enforcing one. An important principle of maintaining a wholesome society is that its members identify lawbreakers and help bring them to justice. If a scholar is not in compliance with Heritage standards, often a friendly reminder from their peers will suffice. Scholars must also not feel they are "ratting" or "tattling" when they bring to the attention of school officials those who violate rules of decent behavior.
5. Remember the 4 Bs! Be where you are supposed to be; be there when you are supposed to be there; be doing what you're supposed to be doing; and, be wearing what you're supposed to be wearing.
6. It is each scholar's responsibility to have reading and study material with him or her at all times while on campus during class hours, in order to advance his education. In other words, there is to be no "dead" time. Socializing during class time is "dead" time. In the unusual case where a scholar may not have an assigned class, he or she should be engaged in quiet study or reading.
7. Plagiarism is the use of another person's work without acknowledgment (indicating it is a quote and citing the source) with the intent of claiming it as your own. Not only is this cheating, it is stealing. Any scholar who wants to be honest in all things will avoid the temptation to plagiarize another person's work. Plagiarism can take on several different forms, such as:

    a. Copying and pasting from the internet or some other source. This is very tempting to a scholar because of the vast amount of information available and the ease with which it can be used.

    b. Using another person's work with only minor word changes but still retaining the other person's thoughts and ideas.

    c. Using an assignment submitted by you or another scholar for another class.

    d. Submitting work as your own that has been done by a parent, a tutor, Artificial Intelligence (AI), or another scholar.

8. Academic integrity is a fundamental value of education and of Heritage Academy; therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize or falsify will not be tolerated. Should it be determined that an academic integrity violation has taken place, the teacher reserves the right to assign a zero grade and submit a discipline referral to an administrator. Repeated infractions will result in additional discipline. Both scholars involved in cheating, whether they are copying or allowing their work to be copied, are subject to disciplinary measures. A basic part of research is using ideas from other people. However, when using words and ideas of others it must be clear to the reader that it is from another source (use quotation marks and/or parenthetical references) and the reader should be able to go to the cited source if he wishes to examine the quoted material. The purpose of research is to experience the thrill of bringing various findings together with your own thoughts to form your own ideas and conclusions. In a paper, quotes should be used sparingly for emphasis or to make a specific point. Plagiarism is a serious infraction of the Heritage Code of Conduct and will be reflected in the grade given for the assignment or for the course, as well as may subject the scholar to discipline.

AI Policy

Heritage Academy's AI policy is to guide the responsible, ethical, and mission-aligned use of Artificial Intelligence programs (AI) by all members of the Heritage Academy community, including scholars and families, faculty, staff, and administrators. When used appropriately and with teacher approval, AI can enhance scholars' educational experience. Conversely, if used incorrectly, the use of AI can significantly limit learning potential.

For this policy, AI is considered to be any technology that performs tasks normally requiring human intelligence, such as ChatGPT, Grammarly, image, music, or video generators, or machine learning models.

This policy seeks to:

- Encourage responsible and ethical use of AI tools,
- Prevent misuse and uphold academic integrity,
- Protect scholar data and privacy, and
- Support our mission to build sound character, strong families, and a strong nation.

Heritage Academy will use artificial intelligence to support its Vision and Mission Statement. AI will be used in positive, useful, and uplifting ways that:

- Build good citizens,
- Maintain the integrity, values, quality, and standards of the school,
- Foster social-emotional well-being, civic responsibility, and digital literacy in scholars.

Heritage Academy expects all scholars to adhere to the highest standards of academic honesty. AI programs should be used to facilitate and support learning, not replace it. AI-generated content must not be used to misrepresent any part of a scholar's work as their own. Acts of plagiarism and cheating include, but are not limited to:

- Submitting AI-generated content without disclosure,
- Using AI to complete assignments or exams intended to assess individual understanding,
- Copying and pasting from AI tools without proper attribution,
- Submitting work done by parents, tutors, or AI as if it were the scholar's original work.

Heritage Academy encourages responsible exploration of AI tools in ways that:

- Support learning, creativity, and productivity (e.g., idea generation, language practice, study aids),
- Are transparent and clearly attributed,
- Respect copyright, privacy, and community guidelines,
- Do not circumvent learning or undermine academic integrity.

Scholars are expected to:

- Disclose AI use when submitting assignments,
- Use AI tools age-appropriately and in alignment with teacher guidance,
- Avoid use of AI to create offensive, harmful, or unsafe content.
- Be accountable for assignment content.

With respect to the use of AI in the classroom, each teacher has the authority to determine what is or is not acceptable in their classroom. All usage of AI requires prior approval from the teacher, and before using AI, scholars should discuss their intent with their teacher.

Any assignment that the teacher suspects was created with the use of AI is subject to an in-person, verbal review with the teacher. Scholars need to be able to explain and discuss the content of their work without the contributions or assistance of AI. If a scholar cannot adequately defend their work, it will be assumed that AI was utilized as a replacement for their learning, and the consequences will be subject to the teacher's discretion and the Heritage Handbook.

Consequences for academic dishonesty are outlined in the Heritage Academy Code of Conduct and may include a zero on the assignment, an alternative assignment, a discipline referral, and/or escalating consequences for repeated violations.

This policy will be reviewed annually and revised as needed to reflect changes in AI technology, educational practices, and regulatory guidance. Interim updates may be made as necessary.

Discipline

General Principles

Heritage Academy holds to the principle that a civilization can only remain free if its citizens are self-disciplined. Of course, until individuals are mature enough to be self-disciplined, then some guides and guidelines are necessary. These guides are first and foremost parents. At school, teachers and administrators assist parents in this task. Guidelines for disciplinary measures at Heritage Academy are:

- Scholars know what is basically right and wrong and are expected to use their own reasoning power to determine in advance whether an action is within bounds of proper Heritage conduct.
  Infractions of the Code of Conduct always infringe on the rights of other scholars and of the faculty. Discipline is meted out to restore the victim, to punish the offender, and to protect the rights of others.
- Teachers and administrators have ultimate authority on campus.
- Disciplinary measures are graduated and depend on the severity and/or frequency of the infraction. Many times, teacher intervention is all that is needed. After that, the administration will intercede and parent support may be requested. Suspension and expulsion are the last steps which may be taken.
- If a scholar is suspended for less than 10 days from school, it is the scholar's responsibility to contact the teacher for any school work which he or she may miss during suspension.

Log Entries

Teachers have a classroom discipline plan that integrates the following steps:

- positive reinforcement and teacher redirection
- verbal warning
- teacher-directed consequence
- parent communication
- office referral

A log entry is documentation that an incident escalated above typical classroom discipline and required administrative intervention. Parents will be notified if a log entry is written.

Discipline in the Classroom

Scholars need to experience personal responsibility for their actions and behavior in the classroom. This is of paramount importance in our effort to improve the character and competence of our scholars. Helping scholars to become aware of their behavior choices and how it affects everyone in the class is used by applying a simple teaching model. At the beginning of each year, classroom rules, expectations, consequences, and member relationships are taught and discussed.

When specific behavior merits, the teacher will discuss the scholar's behavior by asking open-ended questions. These questions include such queries as; what exactly happened, what are the consequences for such behavior; what rules are involved and what would have been better. This discussion is to let them know that they are responsible for their choice of behavior and that behavior brings consequences. The bottom line to this process is to let the scholar evaluate whether the behavior is "helpful" or "harmful". Deep character development takes place as scholars learn to appraise their actions by this determining scale.

A strong classroom discipline plan not only results in less administrative referrals but also in improved classroom management by the teachers. There may be a temporary uncomfortable moment for the scholar as the behavior is discussed and modified. Teachers will not single out a scholar by name when it has to do with an individual's work, but often a scholar will be called upon if it is necessary to point out and correct misbehavior. This is a consequence for choosing to misbehave. The attitude of the teacher and fellow scholars is not to be critical but

of learning to make the choices that will bring better behavior and greater personal responsibility in the future.

Heritage Academy Scholar Behavior Guidelines

The following is given to be more specific relative to some offenses. All violations that escalate to administration are noted by log entries in PowerSchool. Incidents that encompass multiple violations will result in increased consequences. Continued violations of offenses may result in long-term suspension or expulsion. A scholar may be long-term suspended or expelled for repeated or egregious violations of the scholar handbook.

OSS – Out of School Suspension
Warning – May be in the form of a log entry, scholar conversation, or parent communication
Academic Misconduct/Cheating
1st offense – loss of credit for assignment/test and/or OSS
2nd offense – OSS and/or loss of credit

Assault
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion

Electronic Devices/Cell Phones
1st offense – pick up from administration
2nd offense – parent must pick up
3rd offense – violation of electronics agreement, scholar may not bring electronic devices on campus for the remainder of the year

Closed campus (leaving campus without permission) or ditching
1st offense – warning and/or 1 day OSS
2nd offense – 1 day OSS if previous offense was a warning, 2 days OSS if previous offense was OSS

Dangerous Weapon/Instrument (explosives, combustibles, etc.)
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion and/or police referral

Deadly Weapon/Firearm
Minimum – expulsion and police referral

Disorderly Conduct
Minimum – parent contact and/or 1 day OSS
Maximum – expulsion

Dress Code Violation
1st offense - warning and parent contact
2nd offense – warning of suspension to scholar and parent contact
3rd offense – parent contact and/or 1 day OSS

Drugs/Alcohol/Tobacco/Vaping
Minimum – 2 school weeks OSS and/or disciplinary hearing and/or police referral
Maximum – expulsion and/or police referral

Fighting (to include attending and/or recording)
Minimum - 2 days OSS for all scholars involved
Maximum – expulsion

Harassment/Bullying/Hazing
Minimum – warning and/or 1 day OSS
Maximum - expulsion and police referral

Improper use of Technology (to include sharing inappropriate content)
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Insubordination/Defiance of Authority
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Lying/False Accusation
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Profanity
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS
Public Display of Affection
1st offense - warning and/or 1 day OSS
2nd offense - multiple days of OSS

Sexual Misconduct
1st offense – 2 school weeks OSS
2nd offense – Expulsion

Theft
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats toward an Educational Institution
Minimum – expulsion and police referral

Truancy
1st offense – 5-day truancy letter
2nd offense – 7-day truancy letter
3rd offense – 10-day truancy letter and parent conference

Vandalism
1st offense – multiple days OSS and restitution
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral and restitution

Violation of Suspension
1st offense – double the initial suspension
2nd offense – 2 school weeks OSS and/or disciplinary hearing

Bullying/Intimidation/Harassment

Heritage Academy's Governing Board is committed to providing all scholars with a safe school environment where everyone is treated with respect. Scholars have a right to be free from any form of bullying. Scholars, parents, and school employees have a right and a responsibility to report incidents of bullying.

Confidential Reporting

Scholars and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all scholars have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Definitions

Bullying: Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing

regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

***Harassment*:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying): or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a scholar's ability to participate in or benefit from the services, activities or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. Cyberbullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination of the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

Intimidation: Intimidation is intentional behavior by a scholar or group of scholars that places another scholar or group of scholars in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Reporting Incidents of Bullying or Harassment

Scholars and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Scholars who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a scholar has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the scholar complete a *scholar Concerns, Complaints, and Grievances Form* obtained from the front office. An adult may assist the scholar in completing the *scholar Concerns, Complaints, and Grievances Form* if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school

administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the Behavior Standards and Expectations section of this scholar handbook and A.R.S. § 15-341(37). Any scholar who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Chief Executive Officer. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Log Entry if the scholar is found to have violated the bullying policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of scholars, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident.

Weapons and Violence Policy

Weapons Prohibited

All scholars are prohibited from possession of any weapon at any time on school property or during any school activity and/or event on or off campus. A weapon may be an item a scholar may use to physically threaten, assault, attack or harm another person such as, guns, knives, razors, explosive devices, and/or any other item a scholar may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon. A scholar who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A scholar who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a scholar with disabilities shall be applied on a case-by-case basis in accordance with School policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school principal. The Principal shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. § 15-515, if the weapon is a deadly weapon or the scholar is a minor in possession of a firearm.

Violence Prohibited

All scholars are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further scholars cannot, through verbal or written expression, threaten to destroy or damage school property, and/or cause injury or death of scholars, staff or visitors. In the event of such an action, law enforcement authorities will be contacted. *Any scholar who commits an act of violence will be immediately*

suspended and may be recommended for expulsion.

Consequences for acts of violence depend upon the scholar's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, scholar's verbal or written threat to destroy school property, and scholar's verbal or written threat to injure and/or kill scholars, staff and/or visitors.

Gang Activity/Involvement

All scholars are prohibited from involvement in gang activities at any time on school grounds or during any school activity and/or event on or off campus. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. *Any scholar that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.*

Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

Search and Seizure Policy

School officials may conduct searches when there is reasonable suspicion that the search will yield evidence of the scholar's wrongdoing or when there is evidence that scholars and/or staff are in imminent danger of injury on school grounds. Items provided by the school for storage (e.g., lockers, desks) or personal items that are provided as a convenience to the scholar but remain the property of the school and are subject to its control and supervision. Scholars have no reasonable expectation of privacy in their lockers, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

School officials conducting a search or seizure will follow these guidelines:

- The search will be restricted to the information that justified the search in the first place.
- General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something violates the law or school rules is on school property. This search of school property may be made without the scholar being present.
- Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
- Items that are used to disrupt or interfere with the educational process may be temporarily removed from a scholar's person.
- A scholar's person and/or effects (e.g., cell phone, backpack, etc.) may be searched by school employees when there is reasonable suspicion to believe that the scholar has on his/her person or in his/her effects illegal items or other items that may interfere with any school purpose.
- School employees may search motor vehicles parked on school property when there is individualized and reasonable suspicion that the search of a scholar's effects will yield evidence of misconduct.

Scholar Interviews

School officials may question and/or interview scholars regarding matters related to the health, safety, and welfare of scholars and staff without limitation. If the school receives a request from local law enforcement authorities to interview a scholar, depending on the circumstances surrounding the request, the parent may not be contacted prior to such interviews. However, the parent will be contacted if a scholar interviewed is then subject to discipline for violation of the school's behavioral standards and expectations.

Drug and Tobacco Free Campus

Heritage Academy is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. **No parent/guardian, scholar, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.**

All scholars are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over the counter), alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event of such an action, law enforcement authorities will be contacted. *Any scholar who possesses, uses, or distributes any drugs, alcohol, or tobacco will be immediately suspended and may be recommended for expulsion.*

Medication

Medication Administration

In cases where medication is required by a doctor to be given during school hours, Heritage Academy officials administer prescription medication in the school setting in accordance with specific regulations that come from state law. All medications must be brought to the school office by an adult and picked up from the school office by an adult. Only medications, which are needed to treat an existing ailment, are stored in a secured (locked) medicine cabinet in the school office. All medications not picked up by the end of the school year or by the date of expiration will be disposed of by school officials.

Medication to be given two (2) and/or three (3) times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

For prescription medication, there must be a written order from the physician stating the name of the medication, the dosage and the time it is to be administered and that it must be administered during school hours. There must be written permission from the parent/guardian for the medication to be administered at school. The medication must be in the original prescription container labeled by the pharmacist. Pharmacies will provide a duplicate container for school use upon request. No medications in envelopes, foil, or baggies will be accepted.

Over-the-Counter Medications (OTC) - all non-prescription medications including acetaminophen, ibuprofen, cough drops, etc.) must be brought to the health office in the original container. Parents must complete a medication form to be kept on file with the medication. Scholars may not carry and self-administer any OTC medications.

Pursuant to A.R.S. §§ 15-341(A)(35), (36), scholars who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school-sponsored

activities. The scholar's name must be on the medication container and annual written documentation, which authorizes the possession and self-administration of the medication from the scholar's parent, is required.

Diabetes Management

In accordance with Arizona Revised Statute 15-344.01, the management of scholars with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Scholars attending Heritage Academy ("The School") with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the scholar to carry appropriate medications and monitoring equipment;
- Acknowledge that the scholar is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the scholar to self-administer and that have been prescribed or authorized for the scholar.

Scholar Self-Administration of Medication

Heritage K-5 scholars are not to self-administer any medication while on school grounds, including all over-the-counter (OTC) medications including but not limited to: Ibuprofen, Tylenol, cough drops/throat lozenges. Scholars are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another scholar. The scholar shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the scholar to disciplinary action.

- Scholars are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.
- If a scholar fails to practice proper safety precautions, the school may withdraw scholar's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

School Administration of Medication

If a scholar is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the scholar's DMMP shall be provided by the school. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member.

Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a scholar's DMMP.

The school, its employees and members of its governing body, are immune from civil liability with respect to

actions taken to adopt this policy and all decisions made and actions taken that are based on good faith compliance with this policy.

Dress Code

One of the most valued objectives at Heritage Academy is to help scholars learn to make responsible choices and thereby be prepared to govern themselves. Our dress code is based on principles of maintaining modesty, cleanliness, and professionalism in your dress. Heritage Academy is not the place to experiment with fads. Hairstyles, clothing, makeup, or jewelry which is distracting by nature is not modest, and therefore violates the dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Our use of the word "uniform" in this handbook is somewhat modified. While we require uniform shirts to be purchased from approved vendors, other articles of clothing can be obtained at other places. Parents and guardians have the responsibility to make sure that their children comply with our dress code before bringing them to school. Scholars not in compliance with the dress code will be asked to change or sent home.

When scholars are on campus during school days, they are to be in full uniform. Full uniform is required for all activities held during or immediately following school hours. The only exception to this rule is when the instructor requires alternate clothing for a class. Clothing changes under such circumstances are to be made during class time. While on campus, scholars are not to change out of their uniform prior to leaving campus for the day. On non-school days, such as Fridays and Saturdays, scholars participating in a school function must conform to the Heritage standards of modesty.

Uniform Clothing

To be in full uniform, scholars must wear the Heritage uniform shirt, shorts, pants, capris, or skirts, and footwear, all of which meets the requirements below. Scholars who are not in uniform will not be allowed in class. Uniform polos must be purchased through our approved uniform distributors and can be purchased at any time. Uniform bottoms can be purchased anywhere uniform style clothes can be found as long as they meet our dress code standards.

- **Heritage Uniform Shirts** must be purchased online from approved vendors, at any time, and must be embroidered with the Heritage logo. Be sure to buy uniform shirts long enough (even after laundering) to prevent the showing of skin from the midriff or back when standing, sitting, moving, stretching, bending, etc. Scholars whose midriff shows will not be allowed in class. Any shirt worn under a Heritage shirt must be solid red, white, or navy with no words or graphics. Uniform shirts should not be extreme in fit: too tight or too baggy.
- **Pants & Capris** must be solid beige khaki or navy blue; the same color as our navy-blue Heritage uniform shirts. No jeans, baggy pants, sweatpants, pants with holes, pants which are frayed, or have cut-leg appearance will be allowed. Also, no pockets, loops, designs or other décor are allowed on the legs. Cargo pants and cargo shorts are not allowed, but outside pockets on the front and rear are allowed. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Skirts & Shorts** are to be solid beige khaki or navy blue and may not be denim or sheer. Skirts and shorts can be no shorter than four inches above the middle of the kneecap. Leggings worn under shorts or skirts are not a substitute for the length. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Shoes** must be closed-toed and must have a back strap. Shoelaces are always to be tied. No slides or flip flops are allowed.
- **Winter Wear:** Heritage branded outerwear can be purchased through a variety of departments on

campus. Approved outerwear bears the Heritage logo and other academic, arts, or athletic icons. Otherwise, any solid red, white, or navy-blue sweater, sweatshirt, coat, or jacket is acceptable (the inside may be a different color than the outside, but the inside must be solid red, white, navy blue). This outerwear may not have any pictures, logos, or any writing on it.

- **Accessories** such as headbands, scarves, ties, etc. must be in the spirit of the Heritage uniform.

Hair

Hair should not distract from the learning environment. It must be a natural color (genetically possible) and should not cover the eyes. Boys' hair length must be worn above the collar and not touching the ears or the collar. Any sideburns are to be no lower than the ear lobe. Boys are to be clean shaven. Girls' hair can be any length, but must not be extreme in style. Hair is to be neat and in good taste; a professional look is the goal. Extreme haircuts are not acceptable.

Extreme hairstyles refer to haircuts, colors, or styles that are unconventional, bold, and often stand out significantly from mainstream or traditional looks. These styles typically involve dramatic changes in hair length, color, or shape, and can push the boundaries of what is considered typical or acceptable. Examples include brightly colored hair, shaved or asymmetrical cuts, spikes, or highly sculpted styles.

Jewelry and Other Items

Makeup and jewelry should be simple, should not attract unreasonable attention, and not be a distraction to the learning environment. A professional look is the goal.

- No extreme or distracting jewelry is permitted.
- Girls' earrings should be worn in the earlobe only. Boys shall not wear earrings.
- No facial or body piercings are permitted.
- No gauges, plugs (clear or otherwise), or bandages are permitted to cover piercings. No clear place holders.
- No visible tattoos, permanent or temporary, and no writing or drawing on the skin.
- K-5 scholars are not permitted to wear makeup.
- No curlers, curling irons, hair dryers, etc., are allowed at school.
- No hats are allowed in the building.
- No dark glasses are allowed in the building.

With respect to any other item in the classroom not mentioned in this handbook, ***each teacher has authority to say what will or will not be allowed in his or her classroom.***

Dress Code for Scholar Activities

Heritage hosts events and activities for scholars during which scholars are not required to wear their uniforms, such as sports, Dollars for Duds Days, Spirit Days, field trips and tours, drama productions, dances, etc., as well as occasional tutoring or other meetings on Fridays or Saturdays. During such events all clothing must meet Heritage standards of modesty. Clothing displaying words and pictures which are degrading to others or which leave questions as to their meaning must be avoided. No scholar will be allowed to participate in any Heritage activity who does not comply with our dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

No Uniform Days, Dollars for Duds Days, and Friday Activities

All clothes worn must still meet our standards of modesty with sleeves, midriffs covered, no torn, shabby or frayed material, and positive, uplifting words or graphics, etc. These rules also apply to activities, including tutoring or field trips. No Uniform Days are not a time to wear costumes, pajamas, leggings, etc. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Spirit Days

Guidelines for Spirit Day attire is left up to each campuses' Principal. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Scholar Activities

School activities held during school hours are for enrolled Heritage scholars only. Activities held outside the classroom, such as field trips, are considered an extension of our school. Therefore, all standards of dress and behavior apply, unless specifically exempted by the faculty in charge. Uniform dress is required for all activities held during or immediately following school hours.

Heritage reserves the right to not allow scholars to participate in school events due to past behaviors. Heritage does not allow scholars to represent the school in any school event such as sports, music, tours, etc., if they have significantly and/or repeatedly violated school policy.

Off-Campus Activities

No scholar will be able to participate in any off-campus activities without a valid permission slip signed by parent or guardian.

Personal Items at School Including Electronics

Scholars should bring to school only those items that directly relate to learning at school. Toys, cards, games, sports equipment, and personal items are to be kept at home. Scholars who bring electronic devices to school do so at the risk of losing them if they are misused. Each teacher will set rules for such use, if they are to be used at all. Smart watches are considered a smart device and follow the same rules as cell phones. Teachers' restrictions must be strictly followed. Heritage Academy is not responsible for the loss of any of these items.

Selling items on campus by scholars is strictly prohibited.

Scholar Use of Cell Phones and Wireless Devices

Arizona House Bill 2484, signed by Governor Hobbs in April 2025, requires the following policies regarding scholar use of cell phones and wireless communication devices during the school day:

- Scholars are not permitted to use cell phones or other personal wireless communication devices during the school day, including during meals, passing periods, and recess, except as allowed below.
- Scholars may use cell phones and wireless devices for educational purposes only when directed by a teacher.
- Scholars may use cell phones and wireless devices during emergencies or for verified medical reasons.
- Access to the internet and social media platforms on school-provided devices is restricted. Teachers may grant access to social media platforms only when necessary for educational activities.
- "Wireless communication devices" include personal cell phones, tablets, and any device provided by the

school.

- Violation of this policy may result in disciplinary action as outlined in the school's code of conduct.

As part of the law, parents and scholars are required to review and acknowledge this policy as part of the annual handbook agreement.

Telephone

A phone near the front desk is designated as the phone to be used by scholars. However, scholars may use the phone only before and after school, during lunch, and between classes. Any other use of the phone is by permission. Permission will be granted only for emergencies as determined by staff. Generally, phone calls to discuss matters which could reasonably have been arranged with better planning before school will not be allowed (such as going home with a friend or other carpool arrangements). A good rule-of-thumb is this: If I would feel good asking a faculty member to make the call for me, then I can feel good about asking to make it myself at the appropriate time.

Internet Use by Scholars

In class, scholars should only use the internet while on school computers and/or when supervised by a teacher. Failure to abide by this policy will jeopardize scholar use of the computers at school.

Building and Classroom Cleanliness

Among other duties, our custodians will ensure the cleanliness of the common areas such as the hallways, the restrooms, the lobby, etc. In keeping with our policy of teaching responsibility and accountability, scholars will ensure the classroom is clean for the next day. Under the leadership of the teacher, the scholars will participate in duties such as vacuuming, cleaning the white boards, cleaning desks, emptying trash, etc.

Lunch

Many scholars bring their own lunch from home. However, a variety of items, both hot and cold, are available to purchase online, at least 24 hours in advance through our lunch service provider, My Hot Lunchbox. Instructions for registering online can be found on our website and at the front office. All food is to be eaten only in designated areas. In keeping with our policy of teaching scholar's responsibility and accountability, scholars are taught to not make more work for anyone else. All scholars must throw away their own trash and clean up after themselves.

Closed Campus and Visitors

Heritage Academy is a closed campus. Once a scholar is on campus, he must stay on campus until leaving school for the day. Only someone on the emergency contact list in PowerSchool may sign a scholar out. No phone calls, emails, or notes will be accepted for sign-outs.

Visitors

Our closed campus policy also includes visitors to our campus during the day and at lunch. All visitors must park and sign in at the front desk. Because of the many requests and out of respect for teachers in the classroom, scholars are not allowed to bring guests with them to school. If a scholar from another school wishes to become more acquainted with Heritage they must come with a parent, and a faculty member will accompany them on a tour of the school.

Birthday Treats

Children are recognized by their teacher on their birthday; however, school policy does not allow for parents to bring birthday treats for the class or any other birthday recognition (flowers, balloons, etc.). Parents can bring a special lunch/birthday treat just for their scholar at lunch time. Parents and/or scholars are asked to refrain from passing out invitations on campus before, after, or during school. A birthday invitation/playdate email list will be provided if there are party invitations that parents would like to send or receive outside of school.

Parent Volunteers

Teachers will send out volunteer sign-ups for parents interested in volunteering in their child's classroom. All volunteers must sign in and out at the front office. Parents are only allowed to volunteer in their own child's classroom and should be where they signed in and said they would be so the office can find them in the event of an emergency. Parents must adhere to the rules of confidentiality while in the classroom. When volunteering, children not enrolled at Heritage Academy are not allowed on campus. Volunteers and chaperones should adhere to the same standards of dress code modesty that is expected of scholars.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of scholar, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the principal, or a person authorized by the principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school. This includes those not following traffic drop off and pick up guidelines.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.
- Visitors/parent volunteers, on campus or for field trips, should adhere to the same standards of dress code modesty that is expected of scholars.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
- Threatening to cause physical injury to any employee or scholar of the school or any person on the property of the school.
- Threatening to cause damage to the school, the property of the school, or the property of any scholar or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public-school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

PowerSchool Access by Parents

Our scholar information system is PowerSchool. All class assignments, grades, and attendance are entered by teachers directly into our PowerSchool system on a weekly basis. Parents who have internet access may receive each scholar's ID and password from the office to access scholar information on a 24-7 basis. We encourage all parents to make use of this feature to keep up on scholar performance.

Heritage Academy K-5 scholars will only receive a report card at the end of semester 1 and semester 2. Parents are expected to check PowerSchool frequently to track their scholar's progress. Apps are available for smartphones. Weekly email updates are available through PowerSchool. If you require a printed copy of the

scholar's progress, please visit the front office and request a copy of their report.

Parent Teacher Organization

Heritage Academy has a very active PTO. We welcome every parent to belong and to be an active participant in its organization. PTO meetings are held monthly. Parents should view the PTO as the place to voice concerns on many policies and procedures since the administration works closely with PTO officers to gain input and approval of many aspects of the school operation. Information on PTO may be obtained at the front desk.

Parents may review a teacher's resume by a request to the administration.

Sexual Behavior, Harassment and Abuse

Heritage Academy ("the school") complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Such programs and activities may include, but are not limited to, admissions, recruitment, academic programs, counseling and guidance, discipline classroom assignment, grading, vocational education, recreation, physical education, athletics and employment.
The school does not tolerate sex discrimination, harassment or retaliation and will therefore take effective action, including disciplinary action, when appropriate. Any person that believes they have been discriminated based on sex can file a complaint under this procedure by contacting the School's Title IX Coordinators as follows:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

This grievance procedure applies to grievances filed by staff members, parents/guardians, scholars or by someone on their behalf alleging unlawful discrimination, harassment or retaliation carried out by employees, scholars or third parties.

Grievance Procedure

- Grievances should be submitted to the Title IX Coordinator within 30 working (i.e., school) days of the date the person filing the grievance becomes aware of the alleged action.
- All grievances should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaining party ("Complainant") may use the school's grievance form available at the front office of the school to submit his/her complaint but is not required to.
  If the Complainant is unable to put the grievance in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit grievances in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Title IX Coordinator shall initiate and oversee an investigation of the grievance. This investigation may be informal, but it must be adequate, reliable and impartial, affording all interested persons an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses. The Title IX Coordinator will maintain the files and records of the school relating to such grievances.
- The alleged perpetrator in any grievance will be provided with written notice of the allegations against him/her, reference to any School Policies that may be violated by the allegations and shall have the

opportunity to prepare a response to the allegations as part of the investigation before an initial interview is conducted.

- When necessary, the Title IX Coordinator will implement interim measures during the investigation, such as placing scholars in separate classes pending the results of the investigation, allowing scholars to transfer classes, developing a safety plan, etc.
- The Title IX Coordinator will complete the investigation no later than 30-working days after the filing of the grievance, unless extenuating circumstances require an extension of the 30-working day timeline. In such a case, the Title IX Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- Upon completion of the investigation, the Title IX Coordinator shall prepare written findings and conclusions within 10-working days from the completion of the investigation. The Complainant and alleged perpetrator shall be informed of the outcome of the investigation within the 10-working days timeframe outlined above and such communication shall not violate the Family Educational Rights and Privacy Act (FERPA) or the privacy interests of either party.
- The opportunity for either party to appeal the decision of the Title IX Coordinator shall be noted in the written findings and conclusions provided to them. Appeals may be submitted, in writing, to the School's Governing Board, within 15-working days of receiving the Title IX Coordinator's decision and must outline the reason(s) for the appeal. The Board shall issue a written decision in response to the appeal no later than 30-working days after its filing or shall provide an alternative decision date if the 30-day time frame will not be met.
- If it is determined that harassment occurred, the school shall take the appropriate steps to prevent the recurrence of any harassment and to correct the discriminatory effects on the Complainant and others, if appropriate.
- If a Grievance includes a report of alleged criminal conduct (including, but not limited to, sexual assault/violence), the school shall ensure that mandatory reports are made to law enforcement authorities, the Department of Child Safety and the Arizona Department of Education, consistent with the school's reporting policies and state laws. In such situations, the school will ensure that it provides any other appropriate response to the incident.
- The school shall maintain scholar confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination or harassment on the basis of sex with the U. S. Department of Education, Office for Civil Rights (www.ed.gov/ocr). The contact information for the regional office that includes Arizona is:
  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582
  303-844-5695 or ocr.denver@ed.gov

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Title IX Coordinator will be responsible for making such arrangements.

Parent and Scholar Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records.

These rights are:

1. The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to the school administration a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars who wish to ask the school to amend a record should write the administration, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. The school provides a nondiscriminatory learning and work environment ensuring that all scholars and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a scholar experiences discrimination, the scholar should report the incident to the school Principal within ten (10) school days. The inability of a scholar to speak English should not prevent the scholar from reporting a violation. Every reasonable measure to interpret a non-English speaker’s concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school Principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform the school Principal of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school Principal will investigate the incident personally or designate another school employee to conduct the investigation at the principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The principal shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

Investigative Findings

In all cases, regardless of whether a violation of School policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

Non-Discrimination Policy

Heritage Academy will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that scholars are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of Heritage Academy on the basis of race, ethnicity, national origin, religion, gender, age, or disability.

The following person(s) have been designated to handle inquiries regarding complaints of discrimination:

Campus	**Name**	**Address**	**Phone**
Gateway K-8	Shalisa Arnold	8048 E Germann Rd. Mesa, AZ 85212	(480) 461-4440
Maricopa K-5	Tera Nelson	19265 N Porter Road Maricopa, AZ 85138	(520) 359-6250
Pinnacle	Leah Jenks	6753 W. Pinnacle Peak Rd. Glendale, AZ 85310	(623) 537-3535

Section 504: Notice of non-discrimination and grievance procedure under section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

Heritage Academy (the "School") does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups. The following

individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Campus	Name	Address	Email
Gateway K-8	Jessilee Staggie	8048 E. Germann Rd., Bldg. 4 Mesa, AZ 85212	jessilee.staggie@heritageacademyaz.com
Pinnacle	Leah Jenks	6753 W. Pinnacle Peak Rd., Glendale, AZ 85310	l.jenks@heritageacademyaz.com
Maricopa K-5	Tera Nelson	19265 N Porter Road Maricopa, AZ 85138	t.nelson@heritageacademyaz.com

Grievance Procedure

Any person who believes she or he has been subjected to discrimination on the basis of disability by a scholar, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a scholar differently on the basis of disability; denying a scholar with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The school prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Section 504/ADA Coordinator within 30 school days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- If the Complainant is unable to put the complaint in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit complaints in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the school relating to such grievances.
- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Associate Superintendent of School-wide Construction Development and Federal Programs, within 15 working days of receiving the Section 504/ADA Coordinator's decision. The principal, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days

after its filing.

- If it is determined that discrimination occurred, the school shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:
  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier- free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.

Special Education Services

Heritage Academy makes available special education and related services to all eligible scholars. Our teachers are trained to teach to diverse learning styles and ability levels. The school believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the principal.

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the School is required to provide a free and appropriate public education (FAPE) for all scholars who enroll in the school.

The school will identify, locate, and evaluate all children with disabilities within their population served, who are in need of special education and related services.

Child Find must also include children who are suspected of being children with a disability and are in need of special education even though:

1. They are advancing from grade to grade, or
2. They are highly mobile children, including those who are migrant children.

Each public agency will maintain a record of children who are receiving special education and related services.

All new scholars will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the scholar's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, parent/guardian notification will occur and the scholar may be referred for additional help.

Arizona Administrative Code (AAC)

R7-2-401.C Public Awareness

Each public agency shall inform the general public and all parents within its boundaries of responsibility of the

availability of special education services for scholars aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years.

Heritage Academy
Brandon Bernard, Special Education Director
480-461-4424, b.bernard@heritageacademyaz.com

Procedural Safeguards

Parents of a scholar with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and scholar to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

Child Identification and Referral

Each public agency shall establish, implement, and disseminate to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years. If any individual has questions about these procedures they should contact the individual site:

Campus	**Name**	**Address**	**Email**
Gateway K-8	Shalisa Arnold	8048 E. Germann Rd., Bldg 4 Mesa, AZ 85212	shalisa.arnold@heritageacademyaz.com
Maricopa K-5	Tera Nelson	19265 N Porter Road Maricopa, AZ 85138	(520) 359-6250
Pinnacle	Leah Jenks	6753 W. Pinnacle Peak Rd., Glendale, AZ 85310	l.jenks@heritageacademyaz.com

For children not currently enrolled at Heritage Academy, parent/guardians can contact the following resources:

1. Children birth to 36 months – contact the school district where they reside or Arizona Early Intervention Program (AzEIP) at 602-532-9960 or via email AzEIP.Info@raisingspecialkids.org
2. 36 months or older – contact the school district where they reside
3. Parentally placed private school scholars – the district within whose boundaries the nonprofit private school is located is responsible for such evaluation(s)

Evaluation

A special education evaluation will be considered whenever the school suspects that the scholars may have a disability. Before the evaluation can be conducted, informed parental consent is required. The school may contract with private specialists to provide needed services for scholars requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the scholar's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a scholar's eligibility for special education services, but do not automatically qualify a scholar for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a scholar qualifies for special education services. By law, the school must follow these rules and regulations.

Individualized Education Plan (IEP)

If it is determined by the MET that the scholar qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the scholar, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic or trained or untrained, are not considered Service Animals.

The school does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the school's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the school if one or more of the following apply:

- The animal poses a **direct** and **immediate** threat to the health or safety of others.
- The animal fundamentally alters the nature of the school, services or activities provided.
- The animal poses an undue burden. Undue burden does not include others who may have a fear of animals or who may have allergies.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The school shall not be responsible for the training, feeding, grooming. The school must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property. Service dogs must be licensed in the county in which the individual resides. Licensing requires proof of a rabies vaccination. Owners of the service animal are liable for any harm or injury caused by the animal to scholars, staff, visitors, and/or property.

HERITAGE ACADEMY SCHOOLS

Grades 6-8

School Days and Hours

Heritage Academy is a four-day per week school, Monday through Thursday. Regular classes at the Mesa, Gateway, Pinnacle, and Maricopa campuses begin each school day at 8:00 a.m. and end at 3:30 p.m., and at the Laveen campus, classes begin at 7:30 a.m. and end at 3:00 p.m. Scholars are expected to be seated at their desks and ready for instruction before the bell rings.

Scholar Drop Off and Pickup

Parents are asked to bring their scholars no earlier than 30 minutes before school begins unless they are enrolled in an early morning class. Also, scholars must be picked up within 30 minutes after school is out. We do not provide after-school childcare services. Parents who cannot come until after work must make other arrangements to have their child picked up. Heritage is not responsible for scholars who arrive earlier than 30 minutes before school begins and for scholars who are not picked up within 30 minutes after school is out.

Attendance

General Policy

Heritage Academy cannot fulfill its mission when scholars are not in the classroom. A scholar's absence from the classroom causes undue work for the teacher as well as for the scholar who must deal with missed work. Furthermore, many experiences and activities cannot be duplicated or "made up." Heritage Academy's attendance policy reflects our belief that when a scholar is not in class, he or she does not earn the credit that is sought by being enrolled in class. Also, neither the administration nor teachers give permission or say it is OK to miss school. If parents desire to keep a scholar out of school for whatever reason that is their prerogative. However, the scholar may not be excused from class work or assignments missed.

Absences

An excused absence is an absence due to illness, a doctor's appointment, mental or behavioral health matters, homelessness, bereavement, family emergencies, or the time necessary to process for the armed forces, and out-of-school suspensions not to exceed 10% (14 days) of the instructional days scheduled for the school year. Heritage Academy must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the scholar. If an absence occurs relating to any other term or condition that is not specifically designated above, the absence shall be counted as unexcused. Any scholar who is absent from school on a given day may not participate in any school activity that same day or evening unless scholars are at school at least half the day. Scholars absent for ten (10) consecutive school days, except for excused absences identified above, will be withdrawn from the school.

Appealing Absences

If scholars have excessive absences and are in danger of retention, an appeals process can be followed. Appealing absences can only be submitted for excused absences. Campus registrars have information on how to follow the appeals process.

Makeup Work

In the event of an absence, teachers are not required to provide assignments or class materials in advance. Scholars are given 2 days for every 1 day missed to turn in makeup work from an excused absence. Upon returning to school, teachers will provide makeup work and coordinate with parents for any missed tests.

Tardiness

At Heritage Academy tardiness is defined as not being in class in the assigned seat with all things necessary for class to proceed when the bell rings. Teachers are required to develop and enforce a strong and firm tardy policy that will affect a scholar's grade. There is no such thing as an "excused tardy." When a scholar arrives late, he/she must sign in at the front desk prior to going to class. Scholars in grades K-8 must be signed in by a guardian when tardy. Each local campus will have policies in place to enforce tardy violations. A tardy that exceeds 15 minutes will become an unexcused absence.

Early Release

A parent or guardian must sign out, in person, any scholar leaving school early. No scholar, regardless of age, may leave school early on his/her own, nor may a scholar leave campus for lunch or any other reason unless signed out, in person, by a parent or guardian. Notes, emails, or phone calls releasing scholars to leave campus are not acceptable.

Out of Classroom

Scholars out of the classroom without a pass will be addressed by staff and may result in a tardy, absence, or log entry.

Habits for Academic Success

Out-of-school behavior patterns and activities have a bearing on performance at school. Overall academic, physical, and emotional health can be improved by adhering to the following:

- Monitor screen time on school days including TV watching, cell phone use, and internet use.
- Get plenty of rest. Adolescents need 8 to 10 hours of consistent and regular sleep per night.
- Eat healthy, well-balanced meals limiting soda, candy, and fast food.
- Establish a consistent morning routine that allows scholars to eat breakfast, check backpacks, and arrive at school in a timely manner. These habits prepare scholars for their school day and for an orderly lifestyle.
- Arrive at school on time, dressed appropriately, and ready to learn. Punctuality matters.

Academics

One of the foremost scholars in early America, Thomas Jefferson, wisely noted, "If a nation expects to be ignorant and free, it expects what never was and never will be."

Scholars who receive a "D" or an "F" in any class may be required to repeat the class. A scholar who fails a required class must make up the class at a time other than during the regular school year. This will involve a summer school commitment, either at Heritage, if offered, or at another acceptable school. A scholar may not be allowed to register for the same class at Heritage during the regular school year again if there is not room available. If a scholar wishes to take the class from an acceptable online school, it must be done also during the summer months and not during the regular school time.

In the case of 6th through 8th grade scholars, when even a single class or multiple classes are not passed with a "C" or better, there may be no promotion to the next grade, and the scholar may have to repeat the entire year and all the classes, even the ones that were passed. Heritage Academy will not promote a scholar into high school who has not mastered junior high school skills.

Requesting Classes and Completing Registration

All course requests are made online or paper. Registration for both semesters of the new school year occurs during the spring semester of the previous school year. Parents are notified before the start of classes of any fees associated with the requested classes. They are also given an opportunity to purchase other items such as yearbooks, contribute to the support of the PTO, etc. All payments can be paid via our website under "Payments."

To complete the registration, parents must return any requested documents, pay fees, and make any corrections by the communicated deadlines.

Schedules will be available to families in PowerSchool prior to the first day of school for scholars in 6th-8th grades. Schedules will not be changed once they are issued to scholars unless there is an error or other unusual circumstance.

Dropping or Changing Classes

Schedules or teacher assignments will not be changed once they are issued to scholars unless there is an error or other unusual circumstance. Schedule changes are made only for fee concerns, injury, or teacher concerns. Teacher assignments, classrooms, and textbooks are purchased based on the courses scholars have requested. No scholar should request to drop a class because of a failing grade or for eligibility to participate in extracurricular activities.

Withdrawals

The parent/guardian of a withdrawing scholar must notify the school office of his/her intent to withdraw 24 hours, or one school day, prior to the last day of attendance. On the last day of attendance, the parent/guardian is asked to participate in an exit interview with a member of the administration, return ALL Heritage Academy property (books, sports uniforms, etc.), and complete required withdrawal paperwork. Heritage Academy has up to 45 days to provide parents with complete official transcripts. Every attempt to collect fees will be made at the time of withdrawal. However, in the event there is a balance due after withdrawal, Heritage Academy will make every attempt to collect monies owed, including but not limited to invoicing parents/guardians, deducting fees from any balance on file, getting in touch with emergency contacts on file, etc. Parents are encouraged to verify that no fees are outstanding at the time of withdrawal.

Class Fees

Heritage Academy is a public school and therefore the education required for grade level completed at this school is provided without tuition charge to parents. Theoretically, a scholar can complete the junior high requirements from this school without any fees being paid. We do, however, offer optional classes for which we must charge fees. These are elective classes such as dance, sports, art, etc.

Most fees go to offset charges for coaches, uniforms/costumes, some facilities (fields), etc., and for transportation to away games and events. These fees are also used for consumable supplies such as in art. All class fees must be paid in full prior to attending school tours field trips referred to as tours. There are no refunds on class fees.

Regarding sports, the payment of fees is not contingent upon the scholar's playing time on a team, because whether or not a scholar gets to play, money has been expended for the class. Every effort is made to ensure that every scholar will be on a team, whether it is playing another school (interscholastic) or playing another team at the school (intramural).

Homework

Homework is an important part of a Heritage Academy scholar's journey and mastery. Scholars learn time management, prioritizing, self-discipline, and responsibility for their educational journey through the act of homework. Parents are able to see what is being learned in school. Scholars learn to work independently. Teachers are able to see what scholars have mastered and what they are having difficulty with. Heritage Academy has a balanced approach to homework. The 6th-8th grade program can expect at least 30 minutes of homework per class period in each core subject. See teacher packet/syllabus for more information.

End of Year Recognition

Recognition will be given to outstanding scholars who achieved straight A's during the school year at an annual Awards Assembly. The Spirit of Heritage award and classroom awards may also be presented at this event.

Citizenship Classes

All 6th-8th grade scholars will participate in a 20-minute daily Citizenship lesson. Subjects such as good citizenship, service, study of ideals and values of America's Founders, and other character-building concepts and activities will be presented.

Code of Conduct

The overriding standard of conduct at Heritage Academy is the Golden Rule. "***Do unto others as you would have them do unto you."***

If scholars would think through this one guideline and act accordingly, no other rules would be necessary. But in the meantime, here are just a few of the most important we must emphasize:

1. Let our communication be uplifting and encouraging. Refrain entirely from note writing and passing, gossiping, name-calling, and/or the use of profane, vulgar, or off-color language. All entries into social media should be uplifting and positive. No social media postings should include demeaning language about scholars or faculty. Any pictures or graphics, including those in magazines, electronic devices, scholar folders, and lockers must conform to Heritage standards of modesty.
2. Let us be found honoring and obeying the law in every aspect. Possession or use of illegal substances (drugs, tobacco, alcohol, etc.) or dangerous devices on campus or at an off campus, school sponsored activity, whether school is in session or not, are grounds for expulsion. Hookah instruments, electronic cigarettes or related devices are prohibited from our facilities or grounds. Let our actions and demeanor evidence that we really are trying to upgrade and refine our behavior and be examples of friendly, peace-loving people. Experience has shown with teenagers, as with nations, that a "most favored" status creates more problems than it solves. There is to be no physical display of affection. Be friends with everyone without choosing one to the exclusion of others. Bullying is prohibited.
3. Let us be more refined in our eating habits. Food is not allowed in the classroom. Keep food out of the building and eat only in designated places. Leave gum at home. **Clean up after eating on campus**.
4. Let our scholar-body be a self-enforcing one. An important principle of maintaining a wholesome society is that its members identify lawbreakers and help bring them to justice. If a scholar is not in compliance with Heritage standards, often a friendly reminder from their peers will suffice. Scholars must also not feel they are "ratting" or "tattling" when they bring to the attention of school officials those who violate rules of decent behavior.
5. Remember the 4 Bs! Be where you are supposed to be; be there when you are supposed to be there; be doing what you're supposed to be doing; and, be wearing what you're supposed to be wearing.
6. It is each scholar's responsibility to have reading and study material with him or her at all times while on

campus during class hours, in order to advance his education. In other words, there is to be no “dead” time. Socializing during class time is “dead” time. In the unusual case where a scholar may not have an assigned class, he or she should be engaged in quiet study or reading.

7. Plagiarism is the use of another person’s work without acknowledgment (indicating it is a quote and citing the source) with the intent of claiming it as your own. Not only is this cheating, it is stealing. Any scholar who wants to be honest in all things will avoid the temptation to plagiarize another person’s work. Plagiarism can take on several different forms, such as:
    a. Copying and pasting from the internet or some other source. This is very tempting to a scholar because of the vast amount of information available and the ease with which it can be used.
    b. Using another person’s work with only minor word changes but still retaining the other person’s thoughts and ideas.
    c. Using an assignment submitted by you or another scholar for another class.
    d. Submitting work as your own that has been done by a parent, a tutor, Artificial Intelligence (AI), or another scholar.
8. Academic integrity is a fundamental value of education and of Heritage Academy; therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize or falsify will not be tolerated. Should it be determined that an academic integrity violation has taken place, the teacher reserves the right to assign a zero grade and submit a discipline referral to an administrator. Repeated infractions will result in additional discipline. Both scholars involved in cheating, whether they are copying or allowing their work to be copied, are subject to disciplinary measures.
   A basic part of research is using ideas from other people. However, when using words and ideas of others it must be clear to the reader that it is from another source (use quotation marks and/or parenthetical references) and the reader should be able to go to the cited source if he wishes to examine the quoted material.
   The purpose of research is to experience the thrill of bringing various findings together with your own thoughts to form your own ideas and conclusions. In a paper, quotes should be used sparingly for emphasis or to make a specific point.
   Plagiarism is a serious infraction of the Heritage Code of Conduct and will be reflected in the grade given for the assignment or for the course, as well as may subject the scholar to discipline.

AI Policy

Heritage Academy’s AI policy is to guide the responsible, ethical, and mission-aligned use of Artificial Intelligence programs (AI) by all members of the Heritage Academy community, including scholars and families, faculty, staff, and administrators. When used appropriately and with teacher approval, AI can enhance scholars’ educational experience. Conversely, if used incorrectly, the use of AI can significantly limit learning potential.

For this policy, AI is considered to be any technology that performs tasks normally requiring human intelligence, such as ChatGPT, Grammarly, image, music, or video generators, or machine learning models.

This policy seeks to:

- Encourage responsible and ethical use of AI tools,
- Prevent misuse and uphold academic integrity,
- Protect scholar data and privacy, and
- Support our mission to build sound character, strong families, and a strong nation.

Heritage Academy will use artificial intelligence to support its Vision and Mission Statement. AI will be used in positive, useful, and uplifting ways that:

- Build good citizens,
- Maintain the integrity, values, quality, and standards of the school,
- Foster social-emotional well-being, civic responsibility, and digital literacy in scholars.

Heritage Academy expects all scholars to adhere to the highest standards of academic honesty. AI programs should be used to facilitate and support learning, not replace it. AI-generated content must not be used to misrepresent any part of a scholar's work as their own. Acts of plagiarism and cheating include, but are not limited to:

- Submitting AI-generated content without disclosure,
- Using AI to complete assignments or exams intended to assess individual understanding,
- Copying and pasting from AI tools without proper attribution,
- Submitting work done by parents, tutors, or AI as if it were the scholar's original work.

Heritage Academy encourages responsible exploration of AI tools in ways that:

- Support learning, creativity, and productivity (e.g., idea generation, language practice, study aids),
- Are transparent and clearly attributed,
- Respect copyright, privacy, and community guidelines,
- Do not circumvent learning or undermine academic integrity.

Scholars are expected to:

- Disclose AI use when submitting assignments,
- Use AI tools age-appropriately and in alignment with teacher guidance,
- Avoid use of AI to create offensive, harmful, or unsafe content.
- Be accountable for assignment content.

With respect to the use of AI in the classroom, each teacher has the authority to determine what is or is not acceptable in their classroom. All usage of AI requires prior approval from the teacher, and before using AI, scholars should discuss their intent with their teacher.

Any assignment that the teacher suspects was created with the use of AI is subject to an in-person, verbal review with the teacher. Scholars need to be able to explain and discuss the content of their work without the contributions or assistance of AI. If a scholar cannot adequately defend their work, it will be assumed that AI was utilized as a replacement for their learning, and the consequences will be subject to the teacher's discretion and the Heritage Handbook.

Consequences for academic dishonesty are outlined in the Heritage Academy Code of Conduct and may include a zero on the assignment, an alternative assignment, a discipline referral, and/or escalating consequences for repeated violations.

This policy will be reviewed annually and revised as needed to reflect changes in AI technology, educational practices, and regulatory guidance. Interim updates may be made as necessary.

Discipline

General Principles

Heritage Academy holds to the principle that a civilization can only remain free if its citizens are self-disciplined. Of course, until individuals are mature enough to be self-disciplined, then some guides and guidelines are necessary. These guides are first and foremost parents. At school, teachers and administrators assist parents in this task. Guidelines for disciplinary measures at Heritage Academy are:

- Scholars know what is basically right and wrong and are expected to use their own reasoning power to determine in advance whether an action is within bounds of proper Heritage conduct.
  Infractions of the Code of Conduct always infringe on the rights of other scholars and of the faculty. Discipline is meted out to restore the victim, to punish the offender, and to protect the rights of others.
- Teachers and administrators have ultimate authority on campus.
- Disciplinary measures are graduated and depend on the severity and/or frequency of the infraction. Many times, teacher intervention is all that is needed. After that the administration will intercede and parent support may be requested. Suspension and expulsion are the last steps which may be taken.
- If a scholar is suspended for less than 10 days from school, it is the scholar's responsibility to contact the teacher for any school work which he or she may miss during suspension.

Log Entries

Log entries are used as a tool to assist with behavior management. A log entry is a way for the school to report inappropriate behavior choices, including not following classroom rules to parents/guardians.

- Log entries can be written by any staff member.
- Log entries are emailed home weekly.
- Multiple log entries or certain scholar handbook violations will result in immediate involvement of administration.
- Scholars will not always receive a warning prior to receiving a log entry.
- Log entries are sent home so parents have an opportunity to discuss their scholars' behavior choices and help them make better choices.
- Teachers may individualize how they choose to use a log entry.
- Teachers inform scholars how log entries will be applied in their classes at the beginning of the school year.

Discipline in the Classroom

In our effort to improve the character and competence of our scholars the necessity of their experiencing personal responsibility for their actions and behavior in the classroom is of paramount importance. Helping scholars to become aware of their behavior choices and how it affects everyone in the class is used by applying a simple teaching model. At the beginning of each year, a class meeting is held where classroom rules, expectations and member relationships are discussed. At that time, they are taught that our desire is to create a climate of confidence where teachers and scholars talk in personal terms about themselves and their participation in the class. These meetings are designed to invite participation from all scholars who, as full partners in the process, learn to appraise themselves and apply many character and achievement concepts to what they see and do. These class meetings are then held as needed and there is open talk between teacher and scholars.

When specific behavior merits, the teacher will stop the class and discuss the scholar's behavior by asking open-ended questions. These questions include such queries as; what exactly happened, what are the consequences for such behavior; what rules are involved and what would have been better. This discussion is not intended to embarrass any scholar but to let them know that they are responsible for their choice of behavior and that behavior brings consequences. The bottom line to this process is to let the scholar evaluate whether the behavior is "helpful" or "harmful." Deep character development takes place as scholars learn to appraise their actions by this determining scale.

We have experienced measurable results not only in less administrative referrals but also in improved classroom management by the teachers. There may be a temporary uncomfortable moment for the scholar as the behavior is discussed. Teachers will not single out a scholar by name when it has to do with an individual's work, but often a scholar will be called upon if it is necessary to point out and correct misbehavior. This is a consequence for choosing to misbehave. The attitude of the teacher and fellow scholars is not to be critical but of learning to make the choices that will bring better behavior and greater personal responsibility in the future.

Heritage Academy Scholar Behavior Guidelines

The following is given to be more specific relative to some offenses. All violations are noted by log entries in PowerSchool. Incidents that encompass multiple violations will result in increased consequences. Continued violations of offenses may result in long-term suspension or expulsion.
A scholar may be long-term suspended or expelled for repeated or egregious violations of the scholar handbook.

OSS – Out of School Suspension
Warning – May be in the form of a log entry, scholar conversation, or parent communication
Academic Misconduct/Cheating
1st offense – loss of credit for assignment/test and/or OSS
2nd offense – OSS and/or loss of credit

Assault
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion

Automobile Violation
1st offense – warning and/or parent contact
2nd offense – loss of driving/parking privileges on campus

Electronic devices/Cell phones
1st offense – scholar may pick up from administration
2nd offense – parent must pick up
3rd offense – violation of electronics agreement, scholar may not bring electronic devices on campus for the remainder of the year

Closed campus (leaving campus without permission) or ditching
1st offense – warning and/or 1 day OSS
2nd offense – 1 day OSS if previous offense was a warning, 2 days OSS if previous offense was OSS

Dangerous Weapon/Instrument (explosives, combustibles, etc.)
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion and/or police referral

Deadly Weapon/Firearm
Minimum – expulsion and police referral

Disorderly Conduct
Minimum – parent contact and/or 1 day OSS
Maximum – expulsion

Dress Code Violation
1st offense – warning and parent contact
2nd offense – warning of suspension to scholar and parent contact
3rd offense – parent contact and/or 1 day OSS

Drugs/Alcohol/Tobacco/Vaping
Minimum – 2 school weeks OSS and/or disciplinary hearing and/or police referral
Maximum – expulsion and/or police referral

Fighting (to include attending and/or recording)
Minimum - 2 days OSS for all scholars involved
Maximum – expulsion

Harassment/Bullying/Hazing
Minimum – warning and/or 1 day OSS
Maximum - expulsion and police referral

Improper use of technology (to include sharing inappropriate content)
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Insubordination/Defiance of Authority
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Lying/False Accusation
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Profanity
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Public Display of Affection
1st offense - warning and/or 1 day OSS
2nd offense - multiple days of OSS

Sexual Misconduct
1st offense- 2 school weeks OSS
2nd offense- Expulsion

Theft
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats toward an Educational Institution
Minimum – expulsion and police referral

Truancy
1st offense – warning of possible loss of credit
2nd offense – loss of credit

Vandalism
1st offense – multiple days OSS and restitution
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral and restitution

Violation of Suspension
1st offense – double the initial suspension
2nd offense – 2 school weeks OSS and/or disciplinary hearing

Bullying/Intimidation/Harassment

Heritage Academy's Governing Board is committed to providing all scholars with a safe school environment where everyone is treated with respect. Scholars have a right to be free from any form of bullying. Scholars, parents, and school employees have a right and a responsibility to report incidents of bullying.

Confidential Reporting

Scholars and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all scholars have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Definitions

Bullying: Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or

strength; or
- may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

***Harassment*:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying): or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a scholar's ability to participate in or benefit from the services, activities or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. Cyberbullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination of the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

Intimidation: Intimidation is intentional behavior by a scholar or group of scholars that places another scholar or group of scholars in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Reporting Incidents of Bullying or Harassment

Scholars and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. scholars who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a scholar has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the scholar complete a *scholar Concerns, Complaints, and Grievances Form* obtained from the front office. An adult may assist the scholar in completing the *scholar Concerns, Complaints, and Grievances Form* if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the Behavior Standards and Expectations section of this scholar handbook and A.R.S. § 15-341(37). Any scholar who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Chief Executive Officer. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Log Entry if the scholar is found to have violated the bullying policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of scholars, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident.

Weapons and Violence Policy

Weapons Prohibited

All scholars are prohibited from possession of any weapon at any time on school property or during any school activity and/or event on or off campus. A weapon may be an item a scholar may use to physically threaten, assault, attack or harm another person such as, guns, knives, razors, explosive devices, and/or any other item a scholar may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon. A scholar who violates this policy by carrying or possessing a firearm may be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A scholar who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a scholar with disabilities shall be applied on a case-by-case basis in accordance with School policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school principal. The Principal shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. § 15-515, if the weapon is a deadly weapon or the scholar is a minor in possession of a firearm.

Violence Prohibited

All scholars are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further scholars cannot, through verbal or written expression, threaten to destroy or damage school property and/or cause injury or death of scholars, staff, or visitors. In the event of such an action, law enforcement authorities will be contacted. *Any scholar who commits an act of violence will be immediately suspended and may be recommended for expulsion.*
Consequences for acts of violence depend upon the scholar's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, scholar's verbal or written threat to destroy school property, and scholar's verbal or written threat to injure and/or kill scholars, staff and/or visitors.

Gang Activity/Involvement

All scholars are prohibited from involvement in gang activities at any time on school grounds or during any school activity and/or event on or off campus. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. *Any scholar that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.*

Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

Search and Seizure Policy

School officials may conduct searches when there is reasonable suspicion that the search will yield evidence of the scholar's wrongdoing or when there is evidence that scholars and/or staff are in imminent danger of injury on school grounds. Items provided by the school for storage (e.g., lockers, desks) or personal items that are provided as a convenience to the scholar but remain the property of the school and are subject to its control and supervision. Scholars have no reasonable expectation of privacy in their lockers, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

School officials conducting a search or seizure will follow these guidelines:

- The search will be restricted to the information that justified the search in the first place.
- General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something

violates the law or school rules is on school property. This search of school property may be made without the scholar being present.

- Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
- Items that are used to disrupt or interfere with the educational process may be temporarily removed from a scholar's person.
- A scholar's person and/or effects (e.g., cell phone, backpack, etc.) may be searched by school employees when there is reasonable suspicion to believe that the scholar has on his/her person or in his/her effects illegal items or other items that may interfere with any school purpose.
- School employees may search motor vehicles parked on school property when there is individualized and reasonable suspicion that the search of a scholar's effects will yield evidence of misconduct.

Scholar Interviews

School officials may question and/or interview scholars regarding matters related to the health, safety, and welfare of scholars and staff without limitation. If the school receives a request from local law enforcement authorities to interview a scholar, depending on the circumstances surrounding the request, the parent may not be contacted prior to such interviews. However, the parent will be contacted if a scholar interviewed is then subject to discipline for violation of the school's behavioral standards and expectations.

Drug and Tobacco Free Campus

Heritage Academy is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. **No parent/guardian, scholar, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.**

All scholars are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over the counter), alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event of such an action, law enforcement authorities will be contacted. Any scholar who possesses, uses, or distributes any drugs, alcohol, or tobacco will be immediately suspended and may be recommended for expulsion.

Medication

Medication Administration

In cases where medication is required by a doctor to be given during school hours, Heritage Academy officials administer prescription medication in the school setting in accordance with specific regulations that come from state law. All medications must be brought to the school office by an adult and picked up from the school office by an adult. Only medications, which are needed to treat an existing ailment, are stored in a secured (locked) medicine cabinet in the school office. All medications not picked up by the end of the school year or by the date of expiration will be disposed of by school officials.

Medication to be given two (2) and/or three (3) times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

For prescription medication, there must be a written order from the physician stating the name of the medication, the dosage and the time it is to be administered and that it must be administered during school

hours. There must be written permission from the parent/guardian for the medication to be administered at school. The medication must be in the original prescription container labeled by the pharmacist. Pharmacies will provide a duplicate container for school use upon request. No medications in envelopes, foil, or baggies will be accepted.

Over-the-Counter Medications (OTC) - all non-prescription medications including acetaminophen, ibuprofen, cough drops, etc.) must be brought to the health office in the original container. Parents must complete a medication form to be kept on file with the medication. Scholars may not carry and self-administer any OTC medications.

Pursuant to A.R.S. §§ 15-341(A)(35), (36), scholars who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school-sponsored activities. The scholar's name must be on the medication container and annual written documentation, which authorizes the possession and self-administration of the medication from the scholar's parent, is required.

Diabetes Management

In accordance with Arizona Revised Statute 15-344.01, the management of scholars with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Scholars attending Heritage Academy ("The School") with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the scholar to carry appropriate medications and monitoring equipment;
- Acknowledge that the scholar is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the scholar to self-administer and that have been prescribed or authorized for the scholar.

Scholar Self-Administration of Medication

Heritage 6-8 scholars are not to self-administer any medication while on school grounds, including all over-the-counter (OTC) medications including but not limited to: Ibuprofen, Tylenol, cough drops/throat lozenges. Scholars are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another scholar. The scholar shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the scholar to disciplinary action.

- Scholars are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.
- If a scholar fails to practice proper safety precautions, the school may withdraw scholar's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

School Administration of Medication

If a scholar is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the scholar's DMMP shall be provided by the school. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member.

Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a scholar's DMMP.

The school, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this policy and all decisions made and actions taken that are based on good faith compliance with this policy.

Dress Code

One of the most valued objectives at Heritage Academy is to help scholars learn to make responsible choices and thereby be prepared to govern themselves. Our dress code is based on principles of maintaining modesty, cleanliness, and professionalism in your dress. Heritage Academy is not the place to experiment with fads. Hairstyles, clothing, makeup, or jewelry which is distracting by nature is not modest, and therefore violates the dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Our use of the word "uniform" in this handbook is somewhat modified. While we require uniform shirts to be purchased from approved vendors, other articles of clothing can be obtained at other places. Parents and guardians have the responsibility to make sure that their children comply with our dress code before bringing them to school. Scholars not in compliance with the dress code will be asked to change or sent home.

When scholars are on campus during school days, they are to be in full uniform. Full uniform is required for all activities held during or immediately following school hours. The only exception to this rule is when the instructor requires alternate clothing for a class. Clothing changes under such circumstances are to be made during class time. While on campus, scholars are not to change out of their uniform prior to leaving campus for the day. On non-school days, such as Fridays and Saturdays, scholars participating in a school function must conform to the Heritage standards of modesty.

Uniform Clothing

To be in full uniform, scholars must wear the Heritage uniform shirt, shorts, pants, capris, or skirts, and footwear, all of which meets the requirements below. Scholars who are not in uniform will not be allowed in class. Uniform polos must be purchased through our approved uniform distributors and can be purchased at any time. Uniform bottoms can be purchased anywhere uniform style clothes can be found as long as they meet our dress code standards.

- **Heritage Uniform Shirts** must be purchased online from approved vendors, at any time, and must be embroidered with the Heritage logo. Be sure to buy uniform shirts long enough (even after laundering) to prevent the showing of skin from the midriff or back when standing, sitting, moving, stretching, bending, etc. Scholars whose midriff shows will not be allowed in class. Any shirt worn under a Heritage shirt must be solid red, white, or navy with no words or graphics. Uniform shirts should not be extreme

in fit: too tight or too baggy.

- **Pants & Capris** must be solid beige khaki or navy blue; the same color as our navy-blue Heritage uniform shirts. No jeans, baggy pants, sweatpants, pants with holes, pants which are frayed, or have cut-leg appearance will be allowed. Also, no pockets, loops, designs or other décor are allowed on the legs. Cargo pants and cargo shorts are not allowed, but outside pockets on the front and rear are allowed. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Skirts & Shorts** are to be solid beige khaki or navy blue and may not be denim or sheer. Skirts and shorts can be no shorter than four inches above the middle of the kneecap. Leggings worn under shorts or skirts are not a substitute for the length. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Shoes** may be open-toed and must have a back strap. Shoelaces are always to be tied. No slides or flip flops are allowed.
- **Winter Wear:** Heritage branded outerwear can be purchased through a variety of departments on campus. Approved outerwear bears the Heritage logo and other academic, arts, or athletic icons. Otherwise, any solid red, white, or navy-blue sweater, sweatshirt, coat, or jacket is acceptable (the inside may be a different color than the outside, but the inside must be solid red, white, navy blue). This outerwear may not have any pictures, logos, or any writing on it.
- **Accessories** such as headbands, scarves, ties, etc. must be in the spirit of the Heritage uniform.

Uniform Clothing for PE and Sports

All scholars in sports or PE classes will wear the Heritage PE uniform, except Pinnacle 6-8 as they do not have facilities available, which can be purchased from one of our vendors. Instructors are required to enforce this rule. Scholars may be required to wear spandex shorts under their PE shorts, depending on instructor preference. A team uniform option may be available.

Hair

Hair should not distract from the learning environment. It must be a natural color (genetically possible) and should not cover the eyes. Boys' hair length must be worn above the collar and not touching the ears or the collar. Any sideburns are to be no lower than the ear lobe. Boys are to be clean shaven. Girls' hair can be any length, but must not be extreme in style. Hair is to be neat and in good taste; a professional look is the goal. Extreme haircuts are not acceptable.

Extreme hairstyles refer to haircuts, colors, or styles that are unconventional, bold, and often stand out significantly from mainstream or traditional looks. These styles typically involve dramatic changes in hair length, color, or shape, and can push the boundaries of what is considered typical or acceptable. Examples include brightly colored hair, shaved or asymmetrical cuts, spikes, or highly sculpted styles.

Jewelry and Other Items

Makeup and jewelry should be simple, should not attract unreasonable attention, and not be a distraction to the learning environment. A professional look is the goal.

- No extreme or distracting jewelry is permitted.
- Girls' earrings should be worn in the earlobe only. Boys shall not wear earrings.
- No facial or body piercings are permitted.
- No gauges, plugs (clear or otherwise), or bandages are permitted to cover piercings. No clear place holders.
- No visible tattoos, permanent or temporary, and no writing or drawing on the skin.
- Makeup should not be applied during class time.

- No curlers, curling irons, hair dryers, etc., are allowed at school.
- No hats are allowed in the building.
- No dark glasses are allowed in the building.

With respect to any other item in the classroom not mentioned in this handbook, ***each teacher has authority to say what will or will not be allowed in his or her classroom.***

Dress Code for Scholar Activities

Heritage hosts events and activities for scholars during which scholars are not required to wear their uniforms, such as sports, Dollars for Duds Days, Spirit Days, field trips and tours, drama productions, dances, etc., as well as occasional tutoring or other meetings on Fridays or Saturdays. During such events all clothing must meet Heritage standards of modesty. Clothing displaying words and pictures which are degrading to others or which leave questions as to their meaning must be avoided. No scholar will be allowed to participate in any Heritage activity who does not comply with our dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

No Uniform Days, Dollars for Duds Days, and Friday Activities

All clothes worn must still meet our standards of modesty with sleeves, midriffs covered, no torn, shabby or frayed material, and positive, uplifting words or graphics, etc. These rules also apply to activities, including tutoring or field trips. No Uniform Days are not a time to wear costumes, pajamas, leggings, etc. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Spirit Days

Guidelines for Spirit Day attire is left up to each campuses' Principal. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Scholar Activities

Activities held outside the classroom are considered an extension of our school. Therefore, all standards of dress and behavior apply, unless specifically exempted by the faculty in charge. Uniform dress is required for all activities held during or immediately following school hours. No scholar will be allowed to attend school activities who does not comply with our dress code.

Heritage reserves the right to not allow scholars to participate in school events due to past behaviors. Heritage does not allow scholars to represent the school in any school event such as sports, music, tours, etc., if they have significantly and/or repeatedly violated school policy.

Off-Campus Activities

No scholar will be able to participate in any off-campus activities without a valid permission slip signed by parent or guardian.

Sports and Extracurricular

Heritage Academy has a no-pass, no-play policy. All scholars involved in after-school sports, scholar council, tours, performances, and field trips must pass a periodic grade check to participate in these activities. Team fees

must also be paid prior to receiving equipment, jerseys, and participating in games. Coaches are responsible to see that these rules are enforced. Playing time is not guaranteed; we do not “pay to play.”

Scholar Council

Scholar leadership is an important part of Heritage Academy. Scholar Council is the governing organization for all school clubs. The scholar council sponsor is a faculty member or parent designated by the school. The positions are listed below; other offices may be created or removed as needed:

Scholar Body President: coordinates all school activities and is responsible to assure that the Scholar Council members complete their assigned duties. (Must have been at Heritage two years before taking office.)
Scholar Body Vice President: is acting president in the president's absence; is responsible for working with all elections and promotes school spirit. (Must have been at Heritage one year before taking office.)
Secretary: is responsible for writing letters, recognizing scholar groups and keeping records and minutes of Scholar Council Meetings. (Must have been at Heritage one year before taking office.)
Historian: keeps record of all scholar activities and maintains a record of school events. (Must have been at Heritage one year before taking office.) Historian also works with administration to produce press releases.

Scholar officers are chosen near the end of school for the next school year. The procedure will follow, with some modifications, the electoral system as outlined in Article II, Section 1 of the
U.S. Constitution as follows:

- Each homeroom will choose one (1) elector.
- Each elector will be responsible to search out, interview, and decide whom he would want for each office.
- Electors will meet as often as necessary, at the call of the current president, to be trained, to confer, and to elect the officers by secret ballot.
- The current Scholar Council, under direction of the advisor, will meet to count ballots and make public the names of those elected to serve in the coming year.

Scholar Council members must be eligible in academics and behavior. Each person who holds a council office must maintain at least a 3.0 grade point average and receive no log entries during the time he or she is in office. Scholar body officers elected for the new year should be available for training during the summer.

Clubs on Campus

At Heritage Academy, all clubs on campus must be approved, align with the mission of the school, and adhere to its rules. Scholars wishing to organize a club are required to first complete a club proposal form. This form must include approval from a teacher in the related subject area, who agrees to serve as the club's advisor. Once the proposal form is filled out and submitted, the administration will review the proposal and make a determination regarding the club's approval. This process ensures that each club supports the academic and community values of Heritage Academy. Clubs or organizations that promote politically divisive agendas, foster exclusivity, or undermine the inclusive and respectful environment of our campus will not be approved or supported by the administration.

Administrative decisions in matters not addressed in these guidelines are final.

Lockers (Mesa Campus)

Scholars who want to use a locker may check one out at the front office.

Lockers are provided for school use only. They should not be defaced or damaged in any way. At the end of the year, lockers will be inspected and should be in good, operating condition. Any damage is the scholar's responsibility.

The Administration reserves the right to inspect lockers at any time without notice.

Personal Items at School Including Electronics

Scholars should bring to school only those items that directly relate to learning at school. Scholars who bring electronic devices to school do so at the risk of losing them if they are misused. Each teacher will set rules for such use, if they are to be used at all. Smart watches are considered a smart device and follow the same rules as cell phones. Teachers' restrictions must be strictly followed. Heritage Academy is not responsible for the loss of any electronic devices.

Personal items used for classes are the responsibility of the scholar who brings them. If items such as calculators, golf clubs, tennis rackets, etc. are brought to school, the scholar must make sure they are secure to his/her satisfaction. Heritage Academy is not responsible for the loss of any of these items.

Selling items on campus by scholars is strictly prohibited.

Scholar Use of Cell Phones and Wireless Devices

Arizona House Bill 2484, signed by Governor Hobbs in April 2025, requires the following policies regarding scholar use of cell phones and wireless communication devices during the school day:

- Scholars are not permitted to use cell phones or other personal wireless communication devices during the school day, including during meals, passing periods, and recess, except as allowed below.
- Scholars may use cell phones and wireless devices for educational purposes only when directed by a teacher.
- Scholars may use cell phones and wireless devices during emergencies or for verified medical reasons.
- Access to the internet and social media platforms on school-provided devices is restricted. Teachers may grant access to social media platforms only when necessary for educational activities.
- "Wireless communication devices" include personal cell phones, tablets, and any device provided by the school.
- Violation of this policy may result in disciplinary action as outlined in the school's code of conduct.

As part of the law, parents and scholars are required to review and acknowledge this policy as part of the annual handbook agreement.

Telephone

A phone near the front desk is designated as the phone to be used by scholars. However, scholars may use the phone only before and after school, during lunch, and between classes. Any other use of the phone is by permission. Permission will be granted only for emergencies as determined by staff. Generally, phone calls to discuss matters which could reasonably have been arranged with better planning before school will not be allowed (such as going home with a friend or other carpool arrangements). A good rule-of-thumb is this: If I would feel good asking a faculty member to make the call for me, then I can feel good about asking to make it myself at the appropriate time.

Internet Use by Scholars

In class, scholars should only use the internet while on school computers and/or when supervised by a teacher.

Failure to abide by this policy will jeopardize scholar use of the computers at school.

Building and Classroom Cleanliness

Among other duties, our custodians will ensure the cleanliness of the common areas such as the hallways, the restrooms, the lobby, etc. In keeping with our policy of teaching responsibility and accountability, scholars in the last period of the day in which the classroom is occupied will ensure the classroom is clean for the next day. Under the leadership of the teacher the scholars will rotate duties of vacuuming, cleaning the white boards, cleaning desks, emptying trash, etc.

Lunch

Many scholars bring their own lunch from home. However, a variety of items, both hot and cold, are available to purchase online, at least 24 hours in advance through our lunch service provider, My Hot Lunchbox. Instructions for registering online can be found on our website and at the front office. Some campuses offer vending machines available during certain hours of the day if scholars need a snack or drink. All food is to be eaten only in designated areas. In keeping with our policy of teaching scholar's responsibility and accountability, cleaning of the lunch areas will be done by scholars as directed by administration. All scholars must throw away their own trash and clean up after themselves.

Closed Campus and Visitors

Heritage Academy is a closed campus. Once a scholar is on campus, he must stay on campus until leaving school for the day. Only someone on the emergency contact list in PowerSchool may sign a scholar out. No phone calls, emails, or notes will be accepted for sign-outs.

Visitors

Our closed campus policy also includes visitors to our campus during the day and at lunch. All visitors must park and sign in at the front desk. Because of the many requests and out of respect for teachers in the classroom, scholars are not allowed to bring guests with them to school. If a scholar from another school wishes to become more acquainted with Heritage they must come with a parent, and a faculty member will accompany them on a tour of the school.

All visitors must sign in and out at the front office. Children not enrolled at Heritage Academy are not allowed on campus or in classrooms at any time unless authorized by campus administration. However, you must sign in and out at the front office prior to reporting for lunch. Children not enrolled at Heritage Academy joining for lunch are under the direct supervision of their parent while on campus and are not permitted to play on the playground or engage in activities reserved for scholars.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of scholar, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized

representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.

- Any member of the general public considered by the principal, or a person authorized by the principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school. This includes those not following traffic drop off and pick up guidelines.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.
- Visitors/parent volunteers, on campus or for field trips, should adhere to the same standards of dress code modesty that is expected of scholars.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
- Threatening to cause physical injury to any employee or scholar of the school or any person on the property of the school.
- Threatening to cause damage to the school, the property of the school, or the property of any scholar or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public-school

educational environment.

- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

PowerSchool Access by Parents

Our scholar information system is PowerSchool. All class assignments, grades, and attendance are entered by teachers directly into our PowerSchool system on a weekly basis. Parents who have internet access may receive each scholar's ID and password from the office to access scholar information on a 24-7 basis. We encourage all parents to make use of this feature to keep up on scholar performance.

Heritage Academy does not send home written progress reports or report cards. Parents are expected to check PowerSchool frequently to track their scholar's progress. Apps are available for smartphones. Weekly email updates are available through PowerSchool. If you require a printed copy of the scholar's progress, please visit the front office and request a copy of their report.

Parent Teacher Organization

Heritage Academy has a very active PTO. We welcome every parent to belong and to be an active participant in its organization. PTO meetings are held monthly. Parents should view the PTO as the place to voice concerns on many policies and procedures since the administration works closely with PTO officers to gain input and approval of many aspects of the school operation. Information on PTO may be obtained at the front desk.

Parents may review a teacher's resume by a request to the administration.

Sexual Behavior, Harassment and Abuse

Heritage Academy ("the school") complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Such programs and activities may include, but are not limited to, admissions, recruitment, academic programs, counseling and guidance, discipline classroom assignment, grading, vocational education, recreation, physical education, athletics and employment.
The school does not tolerate sex discrimination, harassment or retaliation and will therefore take effective action, including disciplinary action, when appropriate. Any person that believes they have been discriminated based on sex can file a complaint under this procedure by contacting the School's Title IX Coordinators as follows:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

This grievance procedure applies to grievances filed by staff members, parents/guardians, scholars or by someone on their behalf alleging unlawful discrimination, harassment or retaliation carried out by employees,

scholars or third parties.

Grievance Procedure

- Grievances should be submitted to the Title IX Coordinator within 30 working (i.e., school) days of the date the person filing the grievance becomes aware of the alleged action.
- All grievances should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaining party ("Complainant") may use the school's grievance form available at the front office of the school to submit his/her complaint but is not required to.
  If the Complainant is unable to put the grievance in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit grievances in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Title IX Coordinator shall initiate and oversee an investigation of the grievance. This investigation may be informal, but it must be adequate, reliable and impartial, affording all interested persons an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses. The Title IX Coordinator will maintain the files and records of the school relating to such grievances.
- The alleged perpetrator in any grievance will be provided with written notice of the allegations against him/her, reference to any School Policies that may be violated by the allegations and shall have the opportunity to prepare a response to the allegations as part of the investigation before an initial interview is conducted.
- When necessary, the Title IX Coordinator will implement interim measures during the investigation, such as placing scholars in separate classes pending the results of the investigation, allowing scholars to transfer classes, developing a safety plan, etc.
- The Title IX Coordinator will complete the investigation no later than 30-working days after the filing of the grievance, unless extenuating circumstances require an extension of the 30-working day timeline. In such a case, the Title IX Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- Upon completion of the investigation, the Title IX Coordinator shall prepare written findings and conclusions within 10-working days from the completion of the investigation. The Complainant and alleged perpetrator shall be informed of the outcome of the investigation within the 10-working days timeframe outlined above and such communication shall not violate the Family Educational Rights and Privacy Act (FERPA) or the privacy interests of either party.
- The opportunity for either party to appeal the decision of the Title IX Coordinator shall be noted in the written findings and conclusions provided to them. Appeals may be submitted, in writing, to the School's Governing Board, within 15-working days of receiving the Title IX Coordinator's decision and must outline the reason(s) for the appeal. The Board shall issue a written decision in response to the appeal no later than 30-working days after its filing or shall provide an alternative decision date if the 30-day time frame will not be met.
- If it is determined that harassment occurred, the school shall take the appropriate steps to prevent the recurrence of any harassment and to correct the discriminatory effects on the Complainant and others, if appropriate.
- If a Grievance includes a report of alleged criminal conduct (including, but not limited to, sexual assault/violence), the school shall ensure that mandatory reports are made to law enforcement authorities, the Department of Child Safety and the Arizona Department of Education, consistent with the school's reporting policies and state laws. In such situations, the school will ensure that it provides any other appropriate response to the incident.

- The school shall maintain scholar confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination or harassment on the basis of sex with the U. S. Department of Education, Office for Civil Rights (www.ed.gov/ocr). The contact information for the regional office that includes Arizona is:

  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582
  303-844-5695 or ocr.denver@ed.gov

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Title IX Coordinator will be responsible for making such arrangements.

Asbestos Management Plan (Mesa Campus)

A Comprehensive Asbestos Survey was completed on our school building in March of 2019 by Adams and Wendt Environmental Consulting. The company obtained and analyzed 114 samples from different areas of the building and identified two (2) of these where the presence of asbestos was detected. These areas were 1) in the window glazing and 2) in the floor tile in the two small rooms adjacent to the stage. The floor tile was removed in June 2007. The trace found in the window glazing was determined to be non-friable and "resinous bound within the matrix of these materials. These materials can be maintained in place without concern of exposure issues." (Comprehensive Asbestos Survey, page 4)

The complete Asbestos Management Plan is available to be viewed at the schools' front office.

Parent and Scholar Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records.
These rights are:

1. The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to the school administration a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars who wish to ask the school to amend a record should write the administration, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. The school provides a nondiscriminatory learning and work environment ensuring that all scholars and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a scholar experiences discrimination, the scholar should report the incident to the school Principal within ten (10) school days. The inability of a scholar to speak English should not prevent the scholar from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school Principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform the school Principal of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school Principal will investigate the incident personally or designate another school employee to conduct the investigation at the principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The principal shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

Investigative Findings

In all cases, regardless of whether a violation of School policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

Non-Discrimination Policy

Heritage Academy will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that scholars are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of Heritage Academy on the basis of race, ethnicity, national origin, religion, gender, age, or disability.

The following person(s) have been designated to handle inquiries regarding complaints of discrimination:

Campus	**Name**	**Address**	**Phone**
Gateway K-8	Shalisa Arnold	8048 E. Germann Rd., Bldg. 4 Mesa, AZ 85212	(480) 461-4440
Laveen	Emily Asanovich	4275 W. Baseline Rd. Laveen, AZ 85339	(602) 290-8546
Maricopa	Jenny Titus	41000 West Heroes Way Maricopa, AZ 85138	(520) 367-3800
Mesa	Eve Seaman	32 S. Center St. Mesa, AZ 85210	(480) 969-5641
Pinnacle	Leah Jenks	6753 W. Pinnacle Peak Rd. Glendale, AZ 85310	(623) 537-3535

Section 504: Notice of non-discrimination and grievance procedure under section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

Heritage Academy (the "School") does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups. The following individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Campus	**Name**	**Address**	**Email**
Gateway K-8	Jessilee Staggie	8048 E. Germann Rd., Bldg 4 Mesa, AZ 85212	jessilee.staggie@heritageacademyaz.com
Laveen	Dawn Schwenkert	4275 W. Baseline Rd Laveen, AZ 85339	monica.luer@heritageacademyaz.com

Maricopa	Melissa Sims	41000 West Heroes Way Maricopa, AZ 85138	dawn.schw@heritageacademyaz.com
Mesa	Lavona Babbitt	32 S. Center Mesa, AZ 85210	lavona.babb@heritageacademyaz.com
Pinnacle	Leah Jenks	6753 W Pinnacle Peak Rd., Glendale, AZ 85310	l.jenks@heritageacademyaz.com

Grievance Procedure

Any person who believes she or he has been subjected to discrimination on the basis of disability by a scholar, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a scholar differently on the basis of disability; denying a scholar with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The school prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Section 504/ADA Coordinator within 30 school days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- If the Complainant is unable to put the complaint in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit complaints in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the school relating to such grievances.
- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Associate Superintendent of School-wide Construction Development and Federal Programs, within 15 working days of receiving the Section 504/ADA Coordinator's decision. The principal, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days after its filing.
- If it is determined that discrimination occurred, the school shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:

  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier- free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.

Special Education Services

Heritage Academy makes available special education and related services to all eligible scholars. Our teachers are trained to teach to diverse learning styles and ability levels. The school believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the principal.

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the School is required to provide a free and appropriate public education (FAPE) for all scholars who enroll in the school.

The school will identify, locate, and evaluate all children with disabilities within their population served, who are in need of special education and related services

Child Find must also include children who are suspected of being children with a disability and are in need of special education even though:

1. They are advancing from grade to grade, or
2. They are highly mobile children, including those who are migrant children.

Each public agency will maintain a record of children who are receiving special education and related services.

All new scholars will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the scholar's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, parent/guardian notification will occur and the scholar will be referred for additional help.

Arizona Administrative Code (AAC)

R7-2-401.C Public Awareness

Each public agency shall inform the general public and all parents within its boundaries of responsibility of the availability of special education services for scholars aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years.

Heritage Academy
Brandon Bernard, Special Education Director
480-461-4424, b.bernard@heritageacademyaz.com

Procedural Safeguards

Parents of a scholar with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and scholar to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

Child Identification and Referral

Each public agency shall establish, implement, and disseminate to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years. If any individual has questions about these procedures they should contact the individual site:

Campus	Name	Address	Email
Gateway K-8	Shalisa Arnold	8048 E. Germann Rd., Bldg 4 Mesa, AZ 85212	shalisa.arnold@heritageacademyaz.com
Laveen	Beth Farris	4275 W. Baseline Rd Laveen, AZ 85339	bfarris@heritageacademyaz.com
Maricopa	Melissa Tinkler	41000 West Heroes Way Maricopa, AZ 85138	m.tinkler@heritageacademyaz.com
Mesa	Heather McKendrick	32 S. Center Mesa, AZ 85210	h.mckendrick@heritageacademyaz.com
Pinnacle	Leah Jenks	6753 W. Pinnacle Peak Rd., Glendale, AZ 85310	l.jenks@heritageacademyaz.com

For children not currently enrolled at Heritage Academy, parent/guardians can contact the following resources:

1. Children birth to 36 months – contact the school district where they reside or Arizona Early Intervention Program (AzEIP), 602-532-9960, AzEIP.Info@raisingspecialkids.org
2. 36 months or older – contact the school district where they reside
3. Parentally placed private school scholars – the district within whose boundaries the nonprofit private school is located is responsible for such evaluation(s).

Evaluation

A special education evaluation will be considered whenever the school suspects that the scholars may have a disability. Before the evaluation can be conducted, informed parental consent is required. The school may contract with private specialists to provide needed services for scholars requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the scholar's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a scholar's eligibility for special education services, but do not automatically qualify a scholar for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a scholar

qualifies for special education services. By law, the school must follow these rules and regulations.

Individualized Education Plan (IEP)

If it is determined by the MET that the scholar qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the scholar, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

Service Animals

A service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic or trained or untrained are not considered Service Animals.

The school does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the school's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the school if one or more of the following apply:

- The animal poses a **direct** and **immediate** threat to the health or safety of others.
- The animal fundamentally alters the nature of the school, services or activities provided.
- The animal poses an undue burden. Undue burden does not include others who may have a fear of animals or who may have allergies.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The school shall not be responsible for the training, feeding, grooming. The school must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property. Service dogs must be licensed in the county in which the individual resides. Licensing requires proof of a rabies vaccination. Owners of the service animal are liable for any harm or injury caused by the animal to scholars, staff, visitors, and/or property.

HERITAGE ACADEMY SCHOOLS

Grades 9-12

School Days and Hours

Heritage Academy is a four-day per week school, Monday through Thursday. Regular classes at the Mesa, Gateway, and Maricopa campuses begin each school day at 8:00 a.m. and end at 3:30 p.m., and at the Laveen campus, classes begin at 7:30 a.m. and end at 3:00 p.m. This means the scholar is to be in the classroom seated at a desk and ready for instruction before the bell rings.

Scholar Drop Off and Pickup

Parents are asked to bring their scholars no earlier than 30 minutes before school begins unless they are enrolled in an early morning class. Also, scholars must be picked up within 30 minutes after school is out. We do not provide after-school childcare services. Parents who cannot come until after work must make other arrangements to have their child picked up. Heritage is not responsible for scholars who arrive earlier than 30 minutes before school begins and for scholars who are not picked up within 30 minutes after school is out.

Attendance

General Policy

Heritage Academy cannot fulfill its mission when scholars are not in the classroom. A scholar's absence from the classroom causes undue work for the teacher as well as for the scholar who must deal with missed work. Furthermore, many experiences and activities cannot be duplicated or "made up." Heritage Academy's attendance policy reflects our belief that when a scholar is not in class, he or she does not earn the credit that is sought by being enrolled in class. Also, neither the administration nor teachers give permission or say it is OK to miss school. If parents desire to keep a scholar out of school for whatever reason that is their prerogative. However, the scholar may not be excused from class work or assignments missed.

Absences

An excused absence is an absence due to illness, a doctor's appointment, mental or behavioral health matters, homelessness, bereavement, family emergencies, or the time necessary to process for the armed forces, and out-of-school suspensions not to exceed 10% (14 days) of the instructional days scheduled for the school year. Heritage Academy must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the scholar. If an absence occurs relating to any other term or condition that is not specifically designated above, the absence shall be counted as unexcused. Any scholar who is absent from school on a given day may not participate in any school activity that same day or evening unless scholars are at school at least half the day. Scholars absent for ten (10) consecutive school days, except for excused absences identified above, will be withdrawn from the school.

Appealing Absences

If scholars have excessive absences and are in danger of retention, an appeals process can be followed. Appealing absences can only be submitted for excused absences. Campus registrars have information on how to follow the appeals process.

Makeup Work

In the event of an absence, teachers are not required to provide assignments or class materials in advance. Scholars are given 2 days for every 1 day missed to turn in makeup work from an excused absence. Upon returning to school, teachers will provide makeup work and coordinate with parents for any missed tests.

Tardiness

At Heritage Academy tardiness is defined as not being in class in the assigned seat with all things necessary for class to proceed when the bell rings. Teachers are required to develop and enforce a strong and firm tardy policy that will affect a scholar's grade. There is no such thing as an "excused tardy." When a scholar arrives late, he/she must sign in at the front desk prior to going to class. Each local campus will have policies in place to enforce tardy violations. A tardy that exceeds 15 minutes will become an unexcused absence.

Early Release

A parent or guardian must sign out, in person, any scholar leaving school early. No scholar, regardless of age, may leave school early on his/her own, nor may a scholar leave campus for lunch or any other reason unless signed out, in person, by parent or guardian. Notes or phone calls releasing scholars to leave campus are not acceptable.

Out of Classroom

Scholars out of the classroom without a pass will be addressed by staff and may result in a tardy, absence, or log entry.

Habits for Academic Success

Out-of-school behavior patterns and activities have a bearing on performance at school. Overall academic, physical, and emotional health can be improved by adhering to the following:

- Monitor screen time on school days including TV watching, cell phone use, and internet use.
- Get plenty of rest. Adolescents need 8 to 10 hours of consistent and regular sleep per night.
- Eat healthy, well-balanced meals limiting soda, candy, and fast food.
- Establish a consistent morning routine that allows scholars to eat breakfast, check backpacks, and arrive at school in a timely manner. These habits prepare scholars for their school day and for an orderly lifestyle.
- Arrive at school on time, dressed appropriately, and ready to learn. Punctuality matters.

Academics

One of the foremost scholars in early America, Thomas Jefferson, wisely noted, "If a nation expects to be ignorant and free, it expects what never was and never will be."

Heritage Academy Graduation Requirements

A scholar receives a graduation diploma from Heritage Academy when requirements of both the school and of the Arizona State Board of Education have been met. Some honors and dual enrollment classes may be offered for scholars wishing to accelerate learning.

Graduation Requirements

Subjects	Credits
English	4
Math	4
Science	4
History	4

World Language	2
Fine Arts	1
Physical Education	1
Electives	6
Total Credits	26

All Heritage Academy High School classes receive .5 credit per semester. No credit is given for math lab or study hall. Teacher Assistants may earn a maximum of 2 credits.

Scholars who receive a “D” or an "F" in a required class receive no credit and will be required to repeat the class. A scholar who fails a required class must make up the class. This may involve a summer school commitment, either at Heritage, if offered, or at another acceptable school. If a scholar wishes to take the class from an acceptable online school, it must be done during the summer months and not during the regular school time with prior permission.

Transfer Credits

Transfer scholars who have earned credit from a previous school for a required class wherein the scholar received a “D” will receive credit for the class as an elective until the scholar shows competency in the subject of the class. Some credits may not transfer because the courses they represent fall far below Heritage standards.

Part Time Attendance

Heritage Academy expects that all scholars will maintain full time status. Freshmen, Sophomores, and Juniors are required to have 8 classes on their schedules (one course may be Release Time Seminary). Seniors are required to have at least 6 classes on their schedule, and Work Release may be part of their schedule. For EVIT Scholars, 4 classes must be taken on campus.

Credit for Activities Outside of School

Occasionally, a scholar may be granted credit for learning accomplished outside of school. The criteria for granting credit are as follows:

1. The activity is scheduled for a specific timeframe
2. Significant new learning must take place
3. Scholars must have approval of the school

Dual and Concurrent Enrollment with College Classes

Heritage Academy offers many classes that scholars can receive college credit. These classes are referred to as Dual Enrollment. Many of our scholars enroll in enough classes to earn an Associate’s degree. Heritage Academy recommends that scholars work directly with our college coaches to create and progress in their college plan.

Requesting Classes and Completing Registration

All course requests are made online or paper. Registration for both semesters of the new school year occurs during the spring semester of the previous school year. Parents are notified before the start of classes of any fees associated with the requested classes. They are also given an opportunity to purchase other items such as yearbooks, contribute to the PTO, etc. All payments can be paid via our website under “Payments.”
To complete the registration, parents must return any requested documents, pay fees, and make any

corrections by the communicated deadlines.

Schedules will be sent electronically to scholars prior to the first day of school via parent and/or scholar emails on file for scholars in 9th-12th grades. Schedules will not be changed once they are issued to scholars unless there is an error or other unusual circumstance.

Dropping or Changing Classes

Schedules or teacher assignments will not be changed once they are issued to scholars unless there is an error or other unusual circumstance. Schedule changes are made only for fee concerns, injury, or teacher concerns. Teacher assignments, classrooms, and textbooks are purchased based on the courses scholars have requested. No scholar should request to drop a class because of a failing grade or for eligibility to participate in extracurricular activities.

Permission to Substitute a Class

Scholars may not take a class in order to avoid taking a required class at Heritage except under exigent circumstances. To take a class offered at another school, including an online school, as a substitute for a required class at Heritage, a scholar must seek the administration's approval by completing a "Permission to Substitute a Class" form. Only one core class per subject area can be taken elsewhere to receive a Heritage diploma if that course is not available on campus. Core classes for Heritage are defined as classes needed for graduation such as English, history, science, math, and world languages. Approval must be obtained prior to registering for any class outside of Heritage.

Withdrawals

The parent/guardian of a withdrawing scholar must notify the school office of his/her intent to withdraw 24 hours, or one school day, prior to the last day of attendance. On the last day of attendance, the parent/guardian is asked to participate in an exit interview with a member of the administration, return ALL Heritage Academy property (books, sports uniforms, etc.), and complete required withdrawal paperwork. Heritage Academy has up to 45 days to provide parents with complete official transcripts. Every attempt to collect fees will be made at the time of withdrawal. However, in the event there is a balance due after withdrawal, Heritage Academy will make every attempt to collect monies owed, including but not limited to invoicing parents/guardians, deducting fees from any balance on file, getting in touch with emergency contacts on file, etc. Parents are encouraged to verify that no fees are outstanding at the time of withdrawal.

Class Fees

Heritage Academy is a public school and therefore the education required for graduation at this school is provided without tuition charge to parents. Theoretically, a scholar can graduate from this school without any fees being paid. We do, however, offer optional classes for which we must charge fees. These are elective classes such as dance, sports, art, etc.

Most fees go to offset charges for coaches, uniforms/costumes, some facilities (fields), etc., and for transportation to away games and events. These fees are also used for consumable supplies such as in art. All class fees must be paid in full prior to attending school tours field trips referred to as tours. There are no refunds on class fees.

Regarding sports, the payment of fees is not contingent upon the scholar's playing time on a team, because whether or not a scholar gets to play, money has been expended for the class. Every effort is made to ensure that every scholar will be on a team, whether it is playing another school (interscholastic) or playing another

team at the school (intramural).

Explanation of Grades

Dual enrollment (DE), AP, and honors academic high school courses (9th - 12th grade only) will receive weighted grade point values. Weighted grade point values are possible because of higher expectations and greater rigor required in the work. The grade point values for these courses are outlined below.

Grade point average (GPA) for transferring high school scholars is computed according to courses earning weighted grades at the receiving Heritage high school. This ensures that each scholar's GPA at any Heritage high school is computed in the same way.

PERCENTAGE	LETTER GRADE	5.0 SCALE FOR DE, AP, AND HONORS ACADEMIC HIGH SCHOOL CLASSES	4.0 GRADING SCALE FOR ALL OTHER CLASSES
90% and above	A	5.0	4.0
80 - 89%	B	4.0	3.0
70 - 79%	C	3.0	2.0
60 - 69%	D	No credit	No credit
59% and below	F	No credit	No credit

Homework

Homework is an important part of a Heritage Academy scholar's journey and mastery. Scholars learn time management, prioritizing, self-discipline, and responsibility for their educational journey through the act of homework. Parents are able to see what is being learned in school. Scholars learn to work independently. Teachers are able to see what scholars have mastered and what they are having difficulty with. Heritage Academy has a balanced approach to homework.

The 9th-12th grade program can expect at least 45 minutes of homework per class period in each core subject. Additional expectations for homework may be present for honors or Dual Enrollment classes. See teacher packet/syllabus for more information.

Scholastic Recognition and Awards

Honors

Any high school scholar who wishes to distinguish himself or herself as an advanced scholar and be eligible for scholarships from Heritage Academy may participate in Heritage Academy honors or Dual Enrollment courses offered in English, math, science, history, world languages, and some elective classes. These are either separate classes or are additional elements of regular classes. Honors and scholarship credit may also be achieved through a unique educational experience similar to that by which America's Founders were educated. This is called "Heritage Classic Studies" and is described in detail below. This is another experience that makes Heritage

Academy unique in its effort at "Building America's Heroes, Together."

Scholastic Awards and Scholarships

Recognition will be given to those scholars who achieved straight A's during the current year. The designation of Valedictorian and Salutatorian will be determined by the highest and second highest grade point average respectively and courses taken for scholars who have been at Heritage all four of their high school years. In the event of a tie, classes taken by the scholars will be used to determine the valedictorian and salutatorian.

Scholars are encouraged to search out numerous places where scholarships are available and to apply for them. Heritage Academy has its own Scholarship Fund containing the donations of parents and others who would like to help further the education of scholars who have shown outstanding abilities in academics and service. Only those scholars who have completed all graduation requirements by the time of actual graduation will be eligible for scholarships awarded by Heritage Academy.

Heritage Academy will present scholarship awards, to the extent of the funds, according to GPA and in conjunction with the high achievement and service to the school as outlined above under the following categories:

HERO AWARDS

- ***George Washington Award* for *Achievement, Character and Service*** – scholar voted by faculty (must be at least four years at Heritage Academy)
- ***Abraham Lincoln Award*** – to the outstanding male scholar voted by faculty (must be at least four years at Heritage Academy)
- ***Dolley Madison Award*** – to the outstanding female scholar voted by faculty (must be at least four years at Heritage Academy)
- ***Benjamin Franklin Award*** – given to scholar(s) exhibiting extraordinary persistence (must be at least four years at Heritage Academy)

HERITAGE SIGNATURE AWARDS

- ***Straight A Award*** – to the scholars who earn straight A's for one or both semesters
- ***Distinctions*** – an award will be given to those earning a distinction

Diploma Seals

The Arizona State Diploma Seals are official recognitions awarded to high school scholars who demonstrate proficiency in specific areas of study. These seals enhance scholars' diplomas and transcripts, showcasing their achievements and skills to colleges and employers.

Heritage provides opportunities for scholars to earn 4 different Diploma Seals.

1. Seal of Biliteracy
    - Recognizes proficiency in English and one or more additional languages.
    - Encourages bilingualism and cultural competency.

2. Seal of Civics Literacy
    - Acknowledges students' understanding of civic knowledge and engagement.
    - Requires completion of civics education components and community involvement.
3. Seal of Personal Finance
    - Highlights students' financial literacy skills.
    - Involves completion of a personal finance program and related activities.
4. Seal of Arts Proficiency
    - Celebrates mastery in arts education standards.
    - Requires completion of an arts pathway and a capstone project.

Scholars who are interested in earning a Diploma Seal should contact the College Coach on their campus.

College Entrance Requirements and Scholarship Opportunities

Information for High School scholars

1. The 4-year state universities in Arizona require new freshmen scholars to have met the following competency requirements:
    a. Four years of high school English
    b. Four years of high school courses: one year each of Algebra I, Geometry, Algebra II, and an advanced math class
    c. Three years of high school laboratory science
    d. Two units of the same high school world language.
    e. Other requirements and/or exceptions should be studied at: https://admission.asu.edu/apply/first-year/competency-requirements
2. Nearly anyone may apply and gain admission to the 2-year community colleges. You must take the appropriate placement test which assesses skill level for proper placement. Information on admission applications, financial aid, scholarships, etc., can be found at www.maricopa.edu/students.
3. Some 4-year universities require ACT or SAT scores. Check each school's website for requirements. These college entrance tests can be taken beginning early in high school and be taken as many times as you want. Registration should be made at least 6 weeks prior to the test date. Check websites for dates and registration.
    SAT = http://www.collegeboard.com ACT = http://www.act.org
4. Scholarships:
    a. Any school's website will list scholarship opportunities. There are also many websites about scholarships other than college sites.
    b. From time to time, Heritage Academy receives scholarship information for scholars which we make available as they are received. For example, the Maricopa Community Colleges offer Presidential Scholarships to scholars who enroll in Honors courses and score well on the placement tests. The Arizona Board of Regents and the Maricopa Community Colleges send a request each year for the names of our top 11th and 12th grade scholars so scholarship information can be sent directly to the scholar.
    c. Heritage Academy presents scholarships each year to graduating scholars based on GPA.

Citizenship Classes

All 9-12 scholars will participate in a 20-minute daily Citizenship lesson. Subjects such as good citizenship, study of ideals and values of America's Founders, and other character-building concepts and activities will be presented.

Heritage Classical Studies

Heritage Academy's Program for Honors Recognition

The Idea

Great people of the past have always studied the classics. Classics are defined as having two characteristics. First, classics give glaring insight into human nature. They bring one face to face with questions and actions of humanity. Second, a classic is a work that is worth studying over and over wherein the scholar learns more each time it is read. The best way to mine the nuggets of knowledge from a classic is to have a mentor. A mentor is a person who has gone before in his/her studies, is well versed in the classic, and can lead scholars in a discussion which will help them discover for themselves the rich wisdom contained in the classic.

The Heritage Classic Studies at Heritage Academy is scholar driven. On his or her own initiative a scholar will develop a program to study the classics during the years at Heritage. There is no separate class for the classics. Reading the classics is done on the scholar's own schedule. This is an excellent program for summer and other "off school" times. The scholar will work with a mentor as they read classic novels and will be evaluated to assure understanding of its contents.

The Rewards

Reading the classics will develop in the scholar a greater degree of maturity, judgment, understanding of human nature, and the ability to think independently than perhaps any other educational activity. It will teach them to think while building the characteristics of heroes in young people and prepare them for greater service in the future.

As our Heritage Classic Studies develops, we will dedicate scholarship funds to those who have studied the classics. Imagine scholars graduating from Heritage Academy, each of whom have mastered 20, 30, 40, or 50 of the greatest classics ever written. This educational experience would be unmatched and unique to Heritage Academy. We want to recognize scholar accomplishments in the classics, not solely by GPA.

The Classics

A list of the current classics that are recognized at Heritage Academy for distinctions can be obtained from the English Department.

Code of Conduct

The overriding standard of conduct at Heritage Academy is the Golden Rule. "***Do unto others as you would have them do unto you.***"

If scholars would think through this one guideline and act accordingly, no other rules would be necessary. But in the meantime, here are just a few of the most important we must emphasize:

1. Let our communication be uplifting and encouraging. Refrain entirely from note writing and passing, gossiping, name-calling, and/or the use of profane, vulgar, or off-color language. All entries into social media should be uplifting and positive. No social media postings should include demeaning language about scholars or faculty. Any pictures or graphics, including those in magazines, electronic devices, scholar folders, and lockers must conform to Heritage standards of modesty.
2. Let us be found honoring and obeying the law in every aspect. Possession or use of illegal substances (drugs, tobacco, alcohol, etc.) or dangerous devices on campus or at an off campus, school sponsored activity, whether school is in session or not, are grounds for expulsion. Hookah instruments, electronic

cigarettes or related devices are prohibited from our facilities or grounds. Let our actions and demeanor evidence that we really are trying to upgrade and refine our behavior and be examples of friendly, peace-loving people. Experience has shown with teenagers, as with nations, that a "most favored" status creates more problems than it solves. There is to be no physical display of affection. Be friends with everyone without choosing one to the exclusion of others. Bullying is prohibited.

3. Let us be more refined in our eating habits. Food is not allowed in the classroom. Keep food out of the building and eat only in designated places. Leave gum at home. **Clean up after eating on campus**.
4. Let our scholar-body be a self-enforcing one. An important principle of maintaining a wholesome society is that its members identify lawbreakers and help bring them to justice. If a scholar is not in compliance with Heritage standards, often a friendly reminder from their peers will suffice. Scholars must also not feel they are "ratting" or "tattling" when they bring to the attention of school officials those who violate rules of decent behavior.
5. Remember the 4 Bs! Be where you are supposed to be; be there when you are supposed to be there; be doing what you're supposed to be doing; and, be wearing what you're supposed to be wearing.
6. It is each scholar's responsibility to have reading and study material with him or her at all times while on campus during class hours, in order to advance his education. In other words, there is to be no "dead" time. Socializing during class time is "dead" time. In the unusual case where a scholar may not have an assigned class, he or she should be engaged in quiet study or reading.
7. Plagiarism is the use of another person's work without acknowledgment (indicating it is a quote and citing the source) with the intent of claiming it as your own. Not only is this cheating, it is stealing. Any scholar who wants to be honest in all things will avoid the temptation to plagiarize another person's work. Plagiarism can take on several different forms, such as:
    a. Copying and pasting from the Internet or some other source. This is very tempting to a scholar because of the vast amount of information available and the ease with which it can be used.
    b. Using another person's work with only minor word changes but still retaining the other person's thoughts and ideas.
    c. Using an assignment submitted by you or another scholar for another class.
    d. Submitting work as your own that has been done by a parent, a tutor, Artificial Intelligence (AI), or another scholar.
8. Academic integrity is a fundamental value of education and of Heritage Academy; therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize or falsify will not be tolerated. Should it be determined that an academic integrity violation has taken place, the teacher reserves the right to assign a zero grade and submit a discipline referral to an administrator. Repeated infractions will result in additional discipline. Both scholars involved in cheating, whether they are copying or allowing their work to be copied, are subject to disciplinary measures.

    A basic part of research is using ideas from other people. However, when using words and ideas of others it must be clear to the reader that it is from another source (use quotation marks and/or parenthetical references) and the reader should be able to go to the cited source if he wishes to examine the quoted material.

    The purpose of research is to experience the thrill of bringing various findings together with your own thoughts to form your own ideas and conclusions. In a paper, quotes should be used sparingly for emphasis or to make a specific point.

    Plagiarism is a serious infraction of the Heritage Code of Conduct and will be reflected in the grade given for the assignment or for the course, as well as may subject the Scholar to discipline.

AI Policy

Heritage Academy's AI policy is to guide the responsible, ethical, and mission-aligned use of Artificial Intelligence programs (AI) by all members of the Heritage Academy community, including scholars and families, faculty, staff,

and administrators. When used appropriately and with teacher approval, AI can enhance scholars' educational experience. Conversely, if used incorrectly, the use of AI can significantly limit learning potential.

For this policy, AI is considered to be any technology that performs tasks normally requiring human intelligence, such as ChatGPT, Grammarly, image, music, or video generators, or machine learning models.

This policy seeks to:

- Encourage responsible and ethical use of AI tools,
- Prevent misuse and uphold academic integrity,
- Protect scholar data and privacy, and
- Support our mission to build sound character, strong families, and a strong nation.

Heritage Academy will use artificial intelligence to support its Vision and Mission Statement. AI will be used in positive, useful, and uplifting ways that:

- Build good citizens,
- Maintain the integrity, values, quality, and standards of the school,
- Foster social-emotional well-being, civic responsibility, and digital literacy in scholars.

Heritage Academy expects all scholars to adhere to the highest standards of academic honesty. AI programs should be used to facilitate and support learning, not replace it. AI-generated content must not be used to misrepresent any part of a scholar's work as their own. Acts of plagiarism and cheating include, but are not limited to:

- Submitting AI-generated content without disclosure,
- Using AI to complete assignments or exams intended to assess individual understanding,
- Copying and pasting from AI tools without proper attribution,
- Submitting work done by parents, tutors, or AI as if it were the scholar's original work.

Heritage Academy encourages responsible exploration of AI tools in ways that:

- Support learning, creativity, and productivity (e.g., idea generation, language practice, study aids),
- Are transparent and clearly attributed,
- Respect copyright, privacy, and community guidelines,
- Do not circumvent learning or undermine academic integrity.

Scholars are expected to:

- Disclose AI use when submitting assignments,
- Use AI tools age-appropriately and in alignment with teacher guidance,
- Avoid use of AI to create offensive, harmful, or unsafe content.
- Be accountable for assignment content.

With respect to the use of AI in the classroom, each teacher has the authority to determine what is or is not acceptable in their classroom. All usage of AI requires prior approval from the teacher, and before using AI, scholars should discuss their intent with their teacher.

Any assignment that the teacher suspects was created with the use of AI is subject to an in-person, verbal review with the teacher. Scholars need to be able to explain and discuss the content of their work without the contributions or assistance of AI. If a scholar cannot adequately defend their work, it will be assumed that AI was utilized as a replacement for their learning, and the consequences will be subject to the teacher's discretion and the Heritage Handbook.

Consequences for academic dishonesty are outlined in the Heritage Academy Code of Conduct and may include a zero on the assignment, an alternative assignment, a discipline referral, and/or escalating consequences for repeated violations.

This policy will be reviewed annually and revised as needed to reflect changes in AI technology, educational practices, and regulatory guidance. Interim updates may be made as necessary.

Discipline

General Principles

Heritage Academy holds to the principle that a civilization can only remain free if its citizens are self-disciplined. Of course, until individuals are mature enough to be self-disciplined, then some guides and guidelines are necessary. These guides are first and foremost parents. At school, teachers and administrators assist parents in this task. Guidelines for disciplinary measures at Heritage Academy are:

- Scholars know what is basically right and wrong and are expected to use their own reasoning power to determine in advance whether an action is within bounds of proper Heritage conduct.
  Infractions of the Code of Conduct always infringe on the rights of other scholars and of the faculty. Discipline is meted out to restore the victim, to punish the offender, and to protect the rights of others.
- Teachers and administrators have ultimate authority on campus.
- Disciplinary measures are graduated and depend on the severity and/or frequency of the infraction. Many times, teacher intervention is all that is needed. After that the administration will intercede and parent support may be requested. Suspension and expulsion are the last steps which may be taken.
- If a scholar is suspended for less than 10 days from school, it is the scholar's responsibility to contact the teacher for any school work which he or she may miss during suspension.

Log Entries

Log entries are used as a tool to assist with behavior management. A log entry is a way for the school to report inappropriate behavior choices, including not following classroom rules to parents/guardians.

- Log entries can be written by any staff member.
- Log entries are emailed home weekly.
- Multiple log entries or certain scholar handbook violations will result in immediate involvement of administration.
- Scholars will not always receive a warning prior to receiving a log entry.
- Log entries are sent home so parents have an opportunity to discuss their scholars' behavior choices and help them make better choices.

- Teachers may individualize how they choose to use a log entry.
- Teachers inform scholars how log entries will be applied in their classes at the beginning of the school year.

Discipline in the Classroom

In our effort to improve the character and competence of our scholars the necessity of their experiencing personal responsibility for their actions and behavior in the classroom is of paramount importance. Helping scholars to become aware of their behavior choices and how it affects everyone in the class is used by applying a simple teaching model. At the beginning of each year, a class meeting is held where classroom rules, expectations and member relationships are discussed. At that time, they are taught that our desire is to create a climate of confidence where teachers and scholars talk in personal terms about themselves and their participation in the class. These meetings are designed to invite participation from all scholars who, as full partners in the process, learn to appraise themselves and apply many character and achievement concepts to what they see and do. These class meetings are then held as needed and there is open talk between teacher and scholars.

When specific behavior merits, the teacher will stop the class and discuss the scholar's behavior by asking open-ended questions. These questions include such queries as; what exactly happened, what are the consequences for such behavior; what rules are involved and what would have been better. This discussion is not intended to embarrass any scholar but to let them know that they are responsible for their choice of behavior and that behavior brings consequences. The bottom line to this process is to let the scholar evaluate whether the behavior is "helpful" or "harmful." Deep character development takes place as scholars learn to appraise their actions by this determining scale.

We have experienced measurable results not only in less administrative referrals but also in improved classroom management by the teachers. There may be a temporary uncomfortable moment for the scholar as the behavior is discussed. Teachers will not single out a scholar by name when it has to do with an individual's work, but often a scholar will be called upon if it is necessary to point out and correct misbehavior. This is a consequence for choosing to misbehave. The attitude of the teacher and fellow scholars is not to be critical but of learning to make the choices that will bring better behavior and greater personal responsibility in the future.

Heritage Academy Scholar Behavior Guidelines

The following is given to be more specific relative to some offenses. All violations are noted by log entries in PowerSchool. Incidents that encompass multiple violations will result in increased consequences. Continued violations of offenses may result in long-term suspension or expulsion. A scholar may be long-term suspended or expelled for repeated or egregious violations of the scholar handbook.

OSS – Out of School Suspension
Warning – May be in the form of a log entry, scholar conversation, or parent communication

Academic Misconduct/Cheating
1st offense – loss of credit for assignment/test and/or OSS
2nd offense – OSS and/or loss of credit

Assault
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion

Automobile Violation
1st offense – warning and/or parent contact
2nd offense – loss of driving/parking privileges on campus

Electronic devices/Cell phones
1st offense – pick up from administration
2nd offense – parent must pick up
3rd offense – violation of electronics agreement, scholar may not bring electronic devices on campus for the remainder of the year

Closed campus (leaving campus without permission) or ditching
1st offense – warning and/or 1 day OSS
2nd offense – 1 day OSS if previous offense was a warning, 2 days OSS if previous offense was OSS

Dangerous Weapon/Instrument (explosives, combustibles, etc.)
Minimum – 1 school week OSS and/or police referral
Maximum – expulsion and/or police referral

Deadly Weapon/Firearm
Minimum – expulsion and police referral

Disorderly Conduct
Minimum – parent contact and/or 1 day OSS
Maximum – expulsion

Dress Code Violation
1st offense - warning and parent contact
2nd offense – warning of suspension to scholar and parent contact
3rd offense – parent contact and/or 1 day OSS

Drugs/Alcohol/Tobacco/Vaping
Minimum – 2 school weeks OSS and/or disciplinary hearing and/or police referral
Maximum – expulsion and/or police referral

Fighting (to include attending and/or recording)
Minimum - 2 days OSS for all scholars involved
Maximum – expulsion

Harassment/Bullying/Hazing
Minimum – warning and/or 1 day OSS
Maximum - expulsion and police referral

Improper use of technology (to include sharing inappropriate content)
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Insubordination/Defiance of Authority
1st offense – warning and/or 1 day OSS

2nd offense – multiple days of OSS

Lying/False Accusation
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Profanity
1st offense – warning and/or 1 day OSS
2nd offense – multiple days of OSS

Public Display of Affection
1st offense - warning and/or 1 day OSS
2nd offense - multiple days of OSS

Sexual Misconduct
1st offense- 8 days OSS
2nd offense- Expulsion

Theft
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats
1st offense – warning and/or multiple days of OSS and/or police referral
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral

Threats toward an Educational Institution
Minimum – expulsion and police referral

Truancy
1st offense – warning of possible loss of credit
2nd offense – loss of credit

Vandalism
1st offense – multiple days OSS and restitution
2nd offense – 2 school weeks OSS and/or disciplinary hearing and/or police referral and restitution

Violation of Suspension
1st offense – double the initial suspension
2nd offense – 2 school weeks OSS and/or disciplinary hearing

Bullying/Intimidation/Harassment

Heritage Academy's Governing Board is committed to providing all scholars with a safe school environment where everyone is treated with respect. Scholars have a right to be free from any form of bullying. Scholars, parents, and school employees have a right and a responsibility to report incidents of bullying.

Confidential Reporting

Scholars and parents/guardians have the right to confidentially report in writing to school administrators,

teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all scholars have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Definitions

Bullying: Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

Harassment**:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying): or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a scholar's ability to participate in or benefit from the services, activities or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology

or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. Cyberbullying may also be in violation of Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination of the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

Intimidation: Intimidation is intentional behavior by a scholar or group of scholars that places another scholar or group of scholars in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Reporting Incidents of Bullying or Harassment

scholars and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. scholars who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a scholar has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the scholar complete a *scholar Concerns, Complaints, and Grievances Form* obtained from the front office. An adult may assist the scholar in completing the *scholar Concerns, Complaints, and Grievances Form* if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the Behavior Standards and Expectations section of this scholar handbook and A.R.S. § 15-341(37). Any scholar who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Chief Executive Officer. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Log Entry if the scholar is found to have violated the bullying policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of scholars, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be

re-filed within 30 calendar days of the original incident.

Weapons and Violence Policy

Weapons Prohibited

All scholars are prohibited from possession of any weapon at any time on school property or during any school activity and/or event on or off campus. A weapon may be an item a scholar may use to physically threaten, assault, attack or harm another person such as, guns, knives, razors, explosive devices, and/or any other item a scholar may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon. A scholar who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A scholar who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a scholar with disabilities shall be applied on a case-by-case basis in accordance with School policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school principal. The Principal shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. § 15-515, if the weapon is a deadly weapon or the scholar is a minor in possession of a firearm.

Violence Prohibited

All scholars are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further scholars cannot, through verbal or written expression, threaten to destroy or damage school property, and/or cause injury or death of scholars, staff or visitors. In the event of such an action, law enforcement authorities will be contacted. *Any scholar who commits an act of violence will be immediately suspended and may be recommended for expulsion.*

Consequences for acts of violence depend upon the scholar's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, scholar's verbal or written threat to destroy school property, and scholar's verbal or written threat to injure and/or kill scholars, staff and/or visitors.

Gang Activity/Involvement

All scholars are prohibited from involvement in gang activities at any time on school grounds or during any school activity and/or event on or off campus. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. *Any scholar that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.*

Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or

materials.

Search and Seizure Policy

School officials may conduct searches when there is reasonable suspicion that the search will yield evidence of the scholar's wrongdoing or when there is evidence that scholars and/or staff are in imminent danger of injury on school grounds. Items provided by the school for storage (e.g., lockers, desks) or personal items that are provided as a convenience to the scholar but remain the property of the school and are subject to its control and supervision. Scholars have no reasonable expectation of privacy in their lockers, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

School officials conducting a search or seizure will follow these guidelines:

- The search will be restricted to the information that justified the search in the first place.
- General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something violates the law or school rules is on school property. This search of school property may be made without the scholar being present.
- Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
- Items that are used to disrupt or interfere with the educational process may be temporarily removed from a scholar's person.
- A scholar's person and/or effects (e.g., cell phone, backpack, etc.) may be searched by school employees when there is reasonable suspicion to believe that the scholar has on his/her person or in his/her effects illegal items or other items that may interfere with any school purpose.
- School employees may search motor vehicles parked on school property when there is individualized and reasonable suspicion that the search of a scholar's effects will yield evidence of misconduct.

Scholar Interviews

School officials may question and/or interview scholars regarding matters related to the health, safety, and welfare of scholars and staff without limitation. If the school receives a request from local law enforcement authorities to interview a scholar, depending on the circumstances surrounding the request, the parent may not be contacted prior to such interviews. However, the parent will be contacted if a scholar interviewed is then subject to discipline for violation of the school's behavioral standards and expectations.

Drug and Tobacco Free Campus

Heritage Academy is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. **No parent/guardian, scholar, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.**

All scholars are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over the counter), alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event of such an action, law enforcement authorities will be contacted. Any scholar who possesses, uses, or distributes any drugs, alcohol, or tobacco will be immediately suspended and may be recommended for expulsion.

Medication

Medication Administration

In cases where medication is required by a doctor to be given during school hours, Heritage Academy officials administer prescription medication in the school setting in accordance with specific regulations that come from state law. All medications must be brought to the school office by an adult and picked up from the school office by an adult. Only medications, which are needed to treat an existing ailment, are stored in a secured (locked) medicine cabinet in the school office. All medications not picked up by the end of the school year or by the date of expiration will be disposed of by school officials.

Medication to be given two (2) and/or three (3) times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

For prescription medication, there must be a written order from the physician stating the name of the medication, the dosage and the time it is to be administered and that it must be administered during school hours. There must be written permission from the parent/guardian for the medication to be administered at school. The medication must be in the original prescription container labeled by the pharmacist. Pharmacies will provide a duplicate container for school use upon request. No medications in envelopes, foil, or baggies will be accepted.

Over-the-Counter Medications (OTC) - all non-prescription medications including acetaminophen, ibuprofen, cough drops, etc.) must be brought to the office in the original container. Parents must complete a medication form to be kept on file with the medication. Scholars may not carry and self-administer any OTC medications.

Pursuant to A.R.S. §§ 15-341(A)(35), (36), scholars who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school-sponsored activities. The scholar's name must be on the medication container and annual written documentation, which authorizes the possession and self-administration of the medication from the scholar's parent, is required.

Diabetes Management

In accordance with Arizona Revised Statute 15-344.01, the management of scholars with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Scholars attending Heritage Academy ("The School") with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the scholar to carry appropriate medications and monitoring equipment;
- Acknowledge that the scholar is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the scholar to self-administer and that have been prescribed or authorized for the scholar.

Scholar Self-Administration of Medication

Heritage 9-12 scholars are not to self-administer any medication while on school grounds, including all over-the-counter (OTC) medications including but not limited to: Ibuprofen, Tylenol, cough drops/throat lozenges. Scholars are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another scholar. The scholar shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the scholar to disciplinary action.

- Scholars are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.
- If a scholar fails to practice proper safety precautions, the school may withdraw scholar's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

School Administration of Medication

If a scholar is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the scholar's DMMP shall be provided by the school. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member.

Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a scholar's DMMP.

The school, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this policy and all decisions made and actions taken that are based on good faith compliance with this policy.

Dress Code

One of the most valued objectives at Heritage Academy is to help scholars learn to make responsible choices and thereby be prepared to govern themselves. Our dress code is based on principles of maintaining modesty, cleanliness, and professionalism in your dress. Heritage Academy is not the place to experiment with fads. Hairstyles, clothing, makeup, or jewelry which is distracting by nature is not modest, and therefore violates the dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Our use of the word "uniform" in this handbook is somewhat modified. While we require uniform shirts to be purchased from approved vendors, other articles of clothing can be obtained at other places. Parents and guardians have the responsibility to make sure that their children comply with our dress code before bringing them to school. Scholars not in compliance with the dress code will be asked to change or sent home.

When scholars are on campus during school days, they are to be in full uniform. Full uniform is required for all activities held during or immediately following school hours. The only exception to this rule is when the instructor requires alternate clothing for a class. Clothing changes under such circumstances are to be made during class time. While on campus, scholars are not to change out of their uniform prior to leaving campus for

the day. On non-school days, such as Fridays and Saturdays, scholars participating in a school function must conform to the Heritage standards of modesty.

Uniform Clothing

To be in full uniform, scholars must wear the Heritage uniform shirt, shorts, pants, capris, or skirts, and footwear, all of which meets the requirements below. Scholars who are not in uniform will not be allowed in class. Uniform polos must be purchased through our approved uniform distributors and can be purchased at any time. Uniform bottoms can be purchased anywhere uniform style clothes can be found as long as they meet our dress code standards.

- **Heritage Uniform Shirts** must be purchased online from approved vendors, at any time, and must be embroidered with the Heritage logo. Be sure to buy uniform shirts long enough (even after laundering) to prevent the showing of skin from the midriff or back when standing, sitting, moving, stretching, bending, etc. Scholars whose midriff shows will not be allowed in class. Any shirt worn under a Heritage shirt must be solid red, white, or navy with no words or graphics. Uniform shirts should not be extreme in fit: too tight or too baggy.
- **Pants & Capris** must be solid beige khaki or navy blue; the same color as our navy-blue Heritage uniform shirts. No jeans, baggy pants, sweatpants, pants with holes, pants which are frayed, or have cut-leg appearance will be allowed. Also, no pockets, loops, designs or other décor are allowed on the legs. Cargo pants and cargo shorts are not allowed, but outside pockets on the front and rear are allowed. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Skirts & Shorts** are to be solid beige khaki or navy blue and may not be denim or sheer. Skirts and shorts can be no shorter than four inches above the middle of the kneecap. Leggings worn under shorts or skirts are not a substitute for the length. Uniform bottoms should not be extreme in fit: too tight or too baggy.
- **Shoes** may be open-toed and must have a back strap. Shoelaces are always to be tied. No slides or flip flops are allowed.
- **Winter Wear:** Heritage branded outerwear can be purchased through a variety of departments on campus. Approved outerwear bears the Heritage logo and other academic, arts, or athletic icons. Otherwise, any solid red, white, or navy-blue sweater, sweatshirt, coat, or jacket is acceptable (the inside may be a different color than the outside, but the inside must be solid red, white, navy blue). This outerwear may not have any pictures, logos, or any writing on it.
- **Accessories** such as headbands, scarves, ties, etc. must be in the spirit of the Heritage uniform.

Uniform Clothing for PE and Sports

All scholars in sports or PE classes will wear the Heritage PE uniform which can be purchased from one of our vendors. Instructors are required to enforce this rule. Scholars may be required to wear spandex shorts under their PE shorts, depending on instructor preference. A team uniform option may be available.

Hair

Hair should not distract from the learning environment. It must be a natural color (genetically possible) and should not cover the eyes. Boys' hair length must be worn above the collar and not touching the ears or the collar. Any sideburns are to be no lower than the ear lobe. Boys are to be clean shaven. Girls' hair can be any length, but must not be extreme in style. Hair is to be neat and in good taste; a professional look is the goal. Extreme haircuts are not acceptable.

Extreme hairstyles refer to haircuts, colors, or styles that are unconventional, bold, and often stand out significantly from mainstream or traditional looks. These styles typically involve dramatic changes in hair length,

color, or shape, and can push the boundaries of what is considered typical or acceptable. Examples include brightly colored hair, shaved or asymmetrical cuts, spikes, or highly sculpted styles.

Jewelry and Other Items

Makeup and jewelry should be simple, should not attract unreasonable attention, and not be a distraction to the learning environment. A professional look is the goal.

- No extreme or distracting jewelry is permitted.
- Girls' earrings should be worn in the earlobe only. Boys shall not wear earrings.
- No facial or body piercings are permitted.
- No gauges, plugs (clear or otherwise), or bandages are permitted to cover piercings. No clear place holders.
- No visible tattoos, permanent or temporary, and no writing or drawing on the skin.
- No makeup is permitted at school.
- No curlers, curling irons, hair dryers, etc., are allowed at school.
- No hats are allowed in the building.
- No dark glasses are allowed in the building.

With respect to any other item in the classroom not mentioned in this handbook, ***each teacher has authority to say what will or will not be allowed in his or her classroom.***

Dress Code for Scholar Activities

Heritage hosts events and activities for scholars during which scholars are not required to wear their uniforms, such as sports, Dollars for Duds Days, Spirit Days, field trips and tours, drama productions, dances, etc., as well as occasional tutoring or other meetings on Fridays or Saturdays. During such events all clothing must meet Heritage standards of modesty. Clothing displaying words and pictures which are degrading to others or which leave questions as to their meaning must be avoided. No scholar will be allowed to participate in any Heritage activity who does not comply with our dress code. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

No Uniform Days, Dollars for Duds Days, and Friday Activities

All clothes worn must still meet our standards of modesty with sleeves, midriffs covered, no torn, shabby or frayed material, and positive, uplifting words or graphics, etc. These rules also apply to activities, including tutoring or field trips. No Uniform Days are not a time to wear costumes, pajamas, leggings, etc. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Spirit Days

Guidelines for Spirit Day attire is left up to each campuses' Principal. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative decisions in matters not addressed in these guidelines are final.***

Dances

Heritage hosts a variety of traditional high school dances throughout the year. Chaperones will strictly ensure that these guidelines are followed and will ask participants to conform before being admitted to the dance. ***Due to the changing nature of dress and grooming which is particularly popular among youth, administrative***

decisions in matters not addressed in these guidelines are final.

Formal Dance Dress Code

- Dresses are to have sleeves that cover the shoulder. Shawls may not be used in place of sleeves, and any bolero or shrug-type jacket should not be removed during the dance, including for pictures.
- Necklines must not reveal cleavage.
- The backs of dresses should be above mid-back.
- Midriffs should not be revealed.
- All dresses must come to the knee, in the front and the back, when sitting or standing.
- No jeans.
- Young men should wear suits, tuxedos, or collared shirts, ties and slacks.

Informal Dance Dress Code

- All clothing must meet Dollars for Duds standards throughout the entire event.
- Shorts, skirts and dresses must be an appropriate length.
- Young men and young women must have tops with sleeves and that are long enough to cover their midriffs.

Scholar Activities

Activities held outside the classroom are considered an extension of our school. Therefore, all standards of dress and behavior apply, unless specifically exempted by the faculty in charge. Uniform dress is required for all activities held during or immediately following school hours. No scholar will be allowed in dances and other activities, including formal dances, who does not comply with our dress code.

School activities, including dances, are for enrolled Heritage scholars only. Evening dances sponsored by the Scholar Council are for high school scholars only. Prom is only for 11th and 12th grade scholars. Allowance is made for certain specifically announced activities for scholars to invite individuals other than Heritage scholars to attend. However, these scholars must secure a guest pass in advance from the administration during regular school hours for each non-Heritage scholar. Such a pass must be presented at the door with a photo ID. No guest is to be over the age of 19.

Heritage reserves the right to not allow scholars to participate in school events due to past behaviors. Heritage does not allow scholars to represent the school in any school event such as sports, music, tours, etc., if they have significantly and/or repeatedly violated school policy.

Off-Campus Activities

No scholar will be able to participate in any off-campus activities without a valid permission slip signed by parent or guardian, unless the scholar is 18 years old.

Sports and Extracurricular

Heritage Academy has a no-pass, no-play policy. All scholars involved in after-school sports, scholar council, tours, performances, and field trips must pass a periodic grade check to participate in these activities. Team fees must also be paid prior to receiving equipment, jerseys, and participating in games. Coaches are responsible to see that these rules are enforced. Playing time is not guaranteed; we do not “pay to play.”

Scholar Council

Scholar leadership is an important part of Heritage Academy. *Scholar Council* is the governing organization for all school clubs. The *Scholar Council* sponsor is a faculty member or parent designated by the school. The positions are listed below; and other offices may be created or removed as needed:

Scholar Body President: coordinates all school activities and is responsible to assure that the Scholar Council members complete their assigned duties. (Must have been at Heritage two years before taking office.)
Scholar Body Vice President: is acting president in the president's absence; is responsible for working with all elections and promotes school spirit. (Must have been at Heritage one year before taking office.)
Secretary: is responsible for writing letters, recognizing scholar groups and keeping records and minutes of Scholar Council Meetings. (Must have been at Heritage one year before taking office.)
Historian: keeps record of all scholar activities and maintains a record of school events. (Must have been at Heritage one year before taking office.) Historian also works with administration to produce press releases.

Scholar officers are chosen near the end of school for the next school year. The procedure will follow, with some modifications, the electoral system as outlined in Article II, Section 1 of the
U.S. Constitution as follows:

- Each homeroom will choose one (1) elector.
- Each elector will be responsible to search out, interview, and decide whom he would want for each office.
- Electors will meet as often as necessary, at the call of the current president, to be trained, to confer, and to elect the officers by secret ballot.
- The current Scholar Council, under direction of the advisor, will meet to count ballots and make public the names of those elected to serve in the coming year.

Scholar Council members must be eligible in academics and behavior. Each person who holds a council office must maintain at least a 3.0 grade point average and receive no log entries during the time he or she is in office. Scholar body officers elected for the new year should be available for training during the summer.

Clubs on Campus

At Heritage Academy, all clubs on campus must be approved, align with the mission of the school, and adhere to its rules. Scholars wishing to organize a club are required to first complete a club proposal form. This form must include approval from a teacher in the related subject area, who agrees to serve as the club's advisor. Once the proposal form is filled out and submitted, the administration will review the proposal and make a determination regarding the club's approval. This process ensures that each club supports the academic and community values of Heritage Academy. Clubs or organizations that promote politically divisive agendas, foster exclusivity, or undermine the inclusive and respectful environment of our campus will not be approved or supported by the administration.

Administrative decisions in matters not addressed in these guidelines are final.

Lockers (Mesa Campus)

Scholars who want to use a locker may check one out at the front office.

Lockers are provided for school use only. They should not be defaced or damaged in any way. At the end of the year, lockers will be inspected and should be in good, operating condition. Any damage is the scholar's responsibility.

The Administration reserves the right to inspect lockers at any time without notice.

Personal Items at School Including Electronics

Scholars should bring to school only those items that directly relate to learning at school. Scholars who bring electronic devices to school do so at the risk of losing them if they are misused. Each teacher will set rules for such use, if they are to be used at all. Smart watches are considered a smart device and follow the same rules as cell phones. Teachers' restrictions must be strictly followed.

Personal items used for classes are the responsibility of the scholar who brings them. If items such as calculators, golf clubs, tennis rackets, etc. are brought to school, the scholar must make sure they are secure to his/her satisfaction. Heritage Academy is not responsible for the loss of any of these items.

Selling items on campus by scholars is strictly prohibited.

Scholar Use of Cell Phones and Wireless Devices

Arizona House Bill 2484, signed by Governor Hobbs in April 2025, requires the following policies regarding scholar use of cell phones and wireless communication devices during the school day:

- Scholars are not permitted to use cell phones or other personal wireless communication devices during the school day, including during meals, passing periods, and recess, except as allowed below.
- Scholars may use cell phones and wireless devices for educational purposes only when directed by a teacher.
- Scholars may use cell phones and wireless devices during emergencies or for verified medical reasons.
- Access to the internet and social media platforms on school-provided devices is restricted. Teachers may grant access to social media platforms only when necessary for educational activities.
- "Wireless communication devices" include personal cell phones, tablets, and any device provided by the school.
- Violation of this policy may result in disciplinary action as outlined in the school's code of conduct.

As part of the law, parents and scholars are required to review and acknowledge this policy as part of the annual handbook agreement.

Telephone

A phone near the front desk is designated as the phone to be used by scholars. However, scholars may use the phone only before and after school, during lunch, and between classes. Any other use of the phone is by permission. Permission will be granted only for emergencies as determined by staff. Generally, phone calls to discuss matters which could reasonably have been arranged with better planning before school will not be allowed (such as going home with a friend or other carpool arrangements). A good rule-of-thumb is this: If I would feel good asking a faculty member to make the call for me, then I can feel good about asking to make it myself at the appropriate time.

Internet Use by Scholars

In class, scholars should only use the internet while on school computers and/or when supervised by a teacher. Failure to abide by this policy will jeopardize scholar use of the computers at school.

Building and Classroom Cleanliness

Among other duties, our custodians will ensure the cleanliness of the common areas such as the hallways, the

restrooms, the lobby, etc. In keeping with our policy of teaching responsibility and accountability, scholars in the last period of the day in which the classroom is occupied will ensure the classroom is clean for the next day. Under the leadership of the teacher the scholars will rotate duties of vacuuming, cleaning the white boards, cleaning desks, emptying trash, etc.

Lunch

Many scholars bring their own lunch from home. However, a variety of items, both hot and cold, are available to purchase online, at least 24 hours in advance through our lunch service provider, My Hot Lunchbox. Instructions for registering online can be found on our website and at the front office. Some campuses offer vending machines available during certain hours of the day if scholars need a snack or drink. All food is to be eaten only in designated areas. In keeping with our policy of teaching scholar's responsibility and accountability, cleaning of the lunch areas will be done by scholars as directed by administration. All scholars must throw away their own trash and clean up after themselves.

Parking

Use of our parking lot is by permit only. Permits will be issued to full-time faculty and scholars by availability. See administration for details. Heritage Academy is not responsible for any parking tickets or violations.

Closed Campus and Visitors

Heritage Academy is a closed campus. Once a scholar is on campus, he must stay on campus until leaving school for the day. Only someone on the emergency contact list in PowerSchool may sign a scholar out. No phone calls, emails, or notes will be accepted for sign-outs. There is to be no leaving campus for lunch or loitering around vehicles in the parking lot during lunch.

Scholars in the Mesa campus in the 12th grade may leave campus for lunch at the beginning of the first lunch. If they choose to stay on campus, they must be in a Citizenship Class. There is to be no intermingling with 7th and 8th grade scholars during lunch. Naturally, our campus includes areas where classes might be held away from the building for music, sports, and other scheduled classes. The only exception to the closed campus is for scholars to attend released time activities only during their scheduled class period. Scholars are not to drive to and from released time classes without pre-approval.

Visitors

Our closed campus policy also includes visitors to our campus during the day and at lunch. All visitors must park and sign in at the front desk. They then must strictly follow our procedures for visitors. Visitors, even with a pass, are not permitted past the front desk without being accompanied by school personnel. Because of the many requests and out of respect for teachers in the classroom, scholars are not allowed to bring guests with them to school. If a scholar from another school wishes to become more acquainted with Heritage they must come with a parent, and a faculty member will accompany them on a tour of the school.

All visitors must sign in and out at the front office. Children not enrolled at Heritage Academy are not allowed on campus or in classrooms at any time unless authorized by campus administration. However, you must sign in and out at the front office prior to reporting for lunch.

During school hours, the only persons allowed in the lunch area and the parking lot, etc., are school faculty and Heritage Academy scholars wearing the school uniform. Drivers who drop off and pick up in those areas are to remain in their cars while doing so. No visitors are allowed during lunch times.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of scholar, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the principal, or a person authorized by the principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school. This includes those not following traffic drop off and pick up guidelines.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.
- Visitors/parent volunteers, on campus or for field trips, should adhere to the same standards of dress code modesty that is expected of scholars.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
- Threatening to cause physical injury to any employee or scholar of the school or any person on the property of the school.
- Threatening to cause damage to the school, the property of the school, or the property of any scholar or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public-school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

PowerSchool Access by Parents

Our scholar information system is PowerSchool. All class assignments, grades, and attendance are entered by teachers directly into our PowerSchool system on a weekly basis. Parents who have internet access may receive each scholar's ID and password from the office to access scholar information on a 24-7 basis. We encourage all parents to make use of this feature to keep up on scholar performance.

Heritage Academy does not send home written progress reports or report cards. Parents are expected to check PowerSchool frequently to track their scholar's progress. Apps are available for smartphones. Weekly email updates are available through PowerSchool. If you require a printed copy of the scholar's progress, please visit the front office and request a copy of their report.

Parent Teacher Organization

Heritage Academy has a very active PTO. We welcome every parent to belong and to be an active participant in its organization. PTO meetings are held monthly. Parents should view the PTO as the place to voice concerns on many policies and procedures since the administration works closely with PTO officers to gain input and approval of many aspects of the school operation. Information on PTO may be obtained at the front desk.

Parents may review a teacher's resume by a request to the administration.

Booster Club Guidelines and Policies

Booster Clubs are formed by parents for a particular sport or activity. Booster Clubs are not necessarily a part of the PTO but may be coordinated at PTO meetings. Booster Clubs are supported for the school whereby parents coordinate incidentals for sports activities such as water, refreshments, transportation, entry fees, and other items. Because of the varied nature of activities, it is impossible to create one Booster Club to cover the many different activities.

At the beginning of each sport or activity's season, parents should meet to organize, collect Booster funds and direct their use.

Funds will be deposited into the school general account and will be used, in coordination with Booster leadership, to defray expenses incurred for that sport or activity. These funds will be subject to the same controls as other funds and will require:

- A purchase requisition filled out by authorized person and
- Approval of principal
- Enough time given for check to be printed

Any excess funds available after a sport's season concludes, may be used in another sport season that school year. Any excess funds at the end of the school year revert to the school for its use in any activity it deems necessary.

Sexual Behavior, Harassment and Abuse

Heritage Academy ("the school") complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Such programs and activities may include, but are not limited to, admissions, recruitment, academic programs, counseling and guidance, discipline classroom assignment, grading, vocational education, recreation, physical education, athletics and employment.
The school does not tolerate sex discrimination, harassment or retaliation and will therefore take effective action, including disciplinary action, when appropriate. Any person that believes they have been discriminated based on sex can file a complaint under this procedure by contacting the School's Title IX Coordinators as follows:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

This grievance procedure applies to grievances filed by staff members, parents/guardians, scholars or by someone on their behalf alleging unlawful discrimination, harassment or retaliation carried out by employees, scholars or third parties.

Grievance Procedure

- Grievances should be submitted to the Title IX Coordinator within 30 working (i.e., school) days of the date the person filing the grievance becomes aware of the alleged action.
- All grievances should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaining party ("Complainant") may use the school's grievance form available at the front office of the school to submit his/her complaint but is not required to.
  If the Complainant is unable to put the grievance in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit grievances in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Title IX Coordinator shall initiate and oversee an investigation of the grievance. This investigation may be informal, but it must be adequate, reliable and impartial, affording all interested persons an

opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses. The Title IX Coordinator will maintain the files and records of the school relating to such grievances.

- The alleged perpetrator in any grievance will be provided with written notice of the allegations against him/her, reference to any School Policies that may be violated by the allegations and shall have the opportunity to prepare a response to the allegations as part of the investigation before an initial interview is conducted.
- When necessary, the Title IX Coordinator will implement interim measures during the investigation, such as placing scholars in separate classes pending the results of the investigation, allowing scholars to transfer classes, developing a safety plan, etc.
- The Title IX Coordinator will complete the investigation no later than 30-working days after the filing of the grievance, unless extenuating circumstances require an extension of the 30-working day timeline. In such a case, the Title IX Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- Upon completion of the investigation, the Title IX Coordinator shall prepare written findings and conclusions within 10-working days from the completion of the investigation. The Complainant and alleged perpetrator shall be informed of the outcome of the investigation within the 10-working days timeframe outlined above and such communication shall not violate the Family Educational Rights and Privacy Act (FERPA) or the privacy interests of either party.
- The opportunity for either party to appeal the decision of the Title IX Coordinator shall be noted in the written findings and conclusions provided to them. Appeals may be submitted, in writing, to the School's Governing Board, within 15-working days of receiving the Title IX Coordinator's decision and must outline the reason(s) for the appeal. The Board shall issue a written decision in response to the appeal no later than 30-working days after its filing or shall provide an alternative decision date if the 30-day time frame will not be met.
- If it is determined that harassment occurred, the school shall take the appropriate steps to prevent the recurrence of any harassment and to correct the discriminatory effects on the Complainant and others, if appropriate.
- If a Grievance includes a report of alleged criminal conduct (including, but not limited to, sexual assault/violence), the school shall ensure that mandatory reports are made to law enforcement authorities, the Department of Child Safety and the Arizona Department of Education, consistent with the school's reporting policies and state laws. In such situations, the school will ensure that it provides any other appropriate response to the incident.
- The school shall maintain scholar confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination or harassment on the basis of sex with the U. S. Department of Education, Office for Civil Rights (www.ed.gov/ocr). The contact information for the regional office that includes Arizona is:

  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582
  303-844-5695 or ocr.denver@ed.gov

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Title IX

Coordinator will be responsible for making such arrangements.

Asbestos Management Plan (Mesa Campus)

A Comprehensive Asbestos Survey was completed on our school building in March of 2019 by Adams and Wendt Environmental Consulting. The company obtained and analyzed 114 samples from different areas of the building and identified two (2) of these where the presence of asbestos was detected. These areas were 1) in the window glazing and 2) in the floor tile in the two small rooms adjacent to the stage. The floor tile was removed in June 2007. The trace found in the window glazing was determined to be non-friable and “resinous bound within the matrix of these materials. These materials can be maintained in place without concern of exposure issues.” (Comprehensive Asbestos Survey, page 4)

The complete Asbestos Management Plan is available to be viewed at the schools’ front office.

Parent and Scholar Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records.
These rights are:

1. The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to the school administration a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars who wish to ask the school to amend a record should write the administration, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. The school provides a nondiscriminatory learning and work environment ensuring that all scholars and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a scholar experiences discrimination, the scholar should report the incident to the school Principal within ten (10) school days. The inability of a scholar to speak English should not prevent the scholar from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Kim Decker, Human Resources Director/Title IX Coordinator
44 W. 1st Ave., Mesa, Arizona, 85210
480-461-4405, k.decker@heritageacademyaz.com

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school Principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform the school Principal of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school Principal will investigate the incident personally or designate another school employee to conduct the investigation at the principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The principal shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

Investigative Findings

In all cases, regardless of whether a violation of School policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

Non-Discrimination Policy

Heritage Academy will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that scholars are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of Heritage Academy on the basis of race, ethnicity, national origin, religion, gender, age, or disability.

The following person(s) have been designated to handle inquiries regarding complaints of discrimination:

Campus	Name	Address	Email
Gateway High School	Tyler Bergeron	19705 E. Germann Rd. Queen Creek, AZ 85142	tyler.berg@heritageacademyaz.com
Laveen	Emily Asanovich	4275 W. Baseline Rd Laveen, AZ 85339	easanovich@heritageacademyaz.com
Maricopa	Jenny Titus	41000 West Heroes Way Maricopa, AZ 85138	jennifer.titu@heritageacademyaz.com
Mesa	Eve Seaman	32 S. Center Mesa, AZ 85210	eseaman@heritageacademyaz.com

Section 504: Notice of non-discrimination and grievance procedure under section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

Heritage Academy (the "School") does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups. The following individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Campus	Name	Address	Email
Gateway High School	Heidi Phelps	19705 E. Germann Rd. Queen Creek, AZ 85142	heidi.phel@heritageacademyaz.com
Laveen	Dawn Schwenckert	4275 W. Baseline Rd Laveen, AZ 85339	dawn.schw@heritageacademyaz.com
Maricopa	Melissa Sims	41000 West Heroes Way Maricopa, AZ 85138	melissa.sims@heritageacademyaz.com
Mesa	Lavona Babbitt	32 S. Center Mesa, AZ 85210	lavona.babb@heritageacademyaz.com

Grievance Procedure

Any person who believes she or he has been subjected to discrimination on the basis of disability by a scholar, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a scholar differently on the basis of disability; denying a scholar with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The school prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Section 504/ADA Coordinator within 30 school days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- If the Complainant is unable to put the complaint in writing, the school shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the School encourages individuals to submit complaints in writing, the school will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the school relating to such grievances.
- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Associate Superintendent of School-wide Construction Development and Federal Programs, within 15 working days of receiving the Section 504/ADA Coordinator's decision. The principal, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days after its filing.
- If it is determined that discrimination occurred, the school shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:

  Office for Civil Rights
  1244 Speer Blvd., Suite 300
  Denver, CO 80204-3582

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier- free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.

Special Education Services

Heritage Academy makes available special education and related services to all eligible scholars. Our teachers are trained to teach to diverse learning styles and ability levels. The school believes in close collaboration

between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the principal.

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the School is required to provide a free and appropriate public education (FAPE) for all scholars who enroll in the school.

The school will identify, locate, and evaluate all children with disabilities within their population served, who are in need of special education and related services

Child Find must also include children who are suspected of being children with a disability and are in need of special education even though:

1. They are advancing from grade to grade, or
2. They are highly mobile children, including those who are migrant children.

Each public agency will maintain a record of children who are receiving special education and related services. All new scholars will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the scholar's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, parent/guardian notification will occur and the scholar will be referred for additional help.

Arizona Administrative Code (AAC)

R7-2-401.C Public Awareness

Each public agency shall inform the general public and all parents within its boundaries of responsibility of the availability of special education services for scholars aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years.

Heritage Academy
Brandon Bernard, Special Education Director
480-461-4424, b.bernard@heritageacademyaz.com

Procedural Safeguards

Parents of a scholar with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and scholar to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

Child Identification and Referral

Each public agency shall establish, implement, and disseminate to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years. If any individual has questions about these procedures they should contact the individual site:

Campus	Name	Address	Email
Gateway High School	Heidi Phelps	19705 E. Germann Rd. Queen Creek, AZ 85142	heidi.phel@heritageacademyaz.com
Laveen	Beth Farris	4275 W. Baseline Rd Laveen, AZ 85339	bfarris@heritageacademyaz.com
Maricopa	Melissa Tinkler	41000 West Heroes Way Maricopa, AZ 85138	m.tinkler@heritageacademyaz.com
Mesa	Heather McKendrick	32 S. Center Mesa, AZ 85210	h.mckendrick@heritageacademyaz.com

For children not currently enrolled at Heritage Academy, parent/guardians can contact the following resources:

1. Children birth to 36 months – contact the school district where they reside or Arizona Early Intervention Program (AzEIP), 602-532-9960, AzEIP.Info@raisingspecialkids.org
2. 36 months or older – contact the school district where they reside
3. Parentally placed private school scholars – the district within whose boundaries the nonprofit private school is located is responsible for such evaluation(s).

Evaluation

A special education evaluation will be considered whenever the school suspects that the scholars may have a disability. Before the evaluation can be conducted, informed parental consent is required. The school may contract with private specialists to provide needed services for scholars requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the scholar's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a scholar's eligibility for special education services, but do not automatically qualify a scholar for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a scholar qualifies for special education services. By law, the school must follow these rules and regulations.

Individualized Education Plan (IEP)

If it is determined by the MET that the scholar qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the scholar, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic or trained or untrained are not considered Service Animals.

The school does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or

hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the school's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the school if one or more of the following apply:

- The animal poses a **direct** and **immediate** threat to the health or safety of others.
- The animal fundamentally alters the nature of the school, services or activities provided.
- The animal poses an undue burden. Undue burden does not include others who may have a fear of animals or who may have allergies.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The school shall not be responsible for the training, feeding, grooming. The school must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property. Service dogs must be licensed in the county in which the individual resides. Licensing requires proof of a rabies vaccination. Owners of the service animal are liable for any harm or injury caused by the animal to scholars, staff, visitors, and/or property.