



HERITAGE
CLASSICAL ACADEMY

**Heritage Classical Academy
Family Handbook
2025-2026**

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<https://www.heritageed.org>

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Welcome from the Head of School

Dear Parents,

Welcome to the Family Handbook of Heritage Classical Academy and thank you for choosing this place among the many schooling options you have. The mission of Heritage Classical Academy is to develop every child's mind to a state of wisdom, and every child's heart to a state of virtue through a classical education in the Western canon of liberal arts and sciences. The purpose of this Handbook is to give you, the parents, a clear understanding of who we are and the principles we ceaselessly abide by and strive towards.

It is important to remember that, though we are a young school, the pedagogical techniques that we use on a daily basis are tried, true, and enduring. This type of education dates back more than two thousand years to the time of the ancient Greeks and Romans. We challenge our students to engage in a vigorous classical education, one that develops both their hearts and minds. We seek to equip this next generation of students with the accumulated wisdom of Western and world civilization, such that they can learn from shortcomings and aspire towards heroism. Through this process, we forge self-reliant and independent American citizens and leaders.

This Handbook will provide certainty regarding why the school operates in the way that it does. In its pages, you can find the various processes, procedures, and expectations that ultimately allow the very best classical education to proceed unhindered by distractions or uncertainty. Heritage Classical Academy is a partnership between home and school, all of us united with a common goal: to transform the future of our country through nourishing the young souls of our children with good habits, strong character, and a keen sense of duty.

Sincerely,

Mr. Gabriel Michalak
Head of School

I. First Things

The remainder of the Family Handbook goes into detail on the school's policies, including specifics to reference as needed. However, it is often helpful to review our school's guiding principles in a succinct format. This is the purpose of this section.

A. Mission and Markers:

It is the **mission** of Heritage Classical Academy to develop every child's mind to a state of wisdom, and every child's heart to a state of virtue through a classical education in the Western canon of liberal arts and sciences.

Heritage Classical Academy takes its **name** from the tradition and cultural inheritance that we seek to pass on the next generation of students.

The **image** of the tree reflects our commitment to student growth, beginning with strong roots. The tree has seven branches, reflecting the seven liberal arts of a classical education.

Our **motto** is *sapientia et virtus*, "wisdom and virtue." We believe that an education is incomplete if it does not include formation of both the mind and the heart.

The **honor code** is: *A Heritage Classical Academy student is honest in word and deed, dutiful in study and service, and respectful and kind to others. We aspire to excellence in wisdom, justice, courage, self-control, and wisdom.*

B. Core Virtues:

- **Gratitude:** "Gratitude is not only the greatest of the virtues, but the parent of all the others." (Marcus Tullius Cicero, 106-143 B.C.)
- **Wisdom (Prudence):** Wisdom is the first cardinal virtue because it is concerned with the mind. It is the virtue that allows us to judge correctly what is right and what is wrong.
- **Justice:** Justice is the second cardinal virtue because it is concerned with the will. Justice is connected to the idea of legal and natural rights, and our will to protect those rights.
- **Courage (Fortitude):** Courage is the third cardinal virtue. Wisdom and Justice are the virtues through which we decide what needs to be done; Courage gives us the strength to do it.

- **Self-Control (Temperance):** Self-Control is the fourth and final cardinal virtue. Self-Control is the virtue that attempts to keep us from excess and lead us to virtuous living. While Courage is concerned with the restraint of fear so we can do what is right, Self-Control is the restraint of our desires or passions so that we can live well.

“Good moral character is not something that we can achieve on our own. We need a culture that supports the conditions under which one becomes good and friendship flourishes.” – Aristotle

C. Community Standards at a Glance

At Heritage Classical Academy, we believe that it is of critical importance to establish a healthy school community. Here are some of the most important hallmarks of that community that you will find more details on in later pages of this Handbook.

Attendance: Being present, on time, honors the education and improves learning, and so the school encourages parents to plan accordingly and to communicate with the school as early as possible in the event of a planned absence.

On a typical school day, students should be in their classrooms no later than 7:45am. After 7:45am, drivers will need to park and check in their students. Students will be marked tardy at 7:50am.

Dress and Grooming: By coming to Heritage Classical Academy, parents and students agree that students will come to school clean and in uniform, with grooming that does not distract. Where there is an issue, whenever possible, students will be helped to correct the issue.

If a student repeatedly comes to school out of uniform, the student will need to wait at the front office while parents are called to supply the item.

Relentless Goodwill: At Heritage Classical Academy, we seek to treat all with relentless goodwill. This tenet applies to our interactions with students, parents, community partners, and fellow teachers. By joining Heritage Classical Academy,

parents are expected to abide by this same expectation in conversation with their child's teacher, school leadership, and fellow parents.

Cell Phones: Student phones and other internet-enabled devices (e.g. smart watches) are more of a distraction than a help. These devices should not be seen or heard during the school day. If they are, they will be picked up and turned in to the front office for a parent to collect.

II. Governance & Strategic Partnerships

A. Governance

Heritage Classical Academy is governed by its Board of Directors (the "Board"). The Board is the governing body of the school and in this office is responsible for overseeing the effective, faithful execution of the School's mission. To protect fidelity to that mission, it is a self-perpetuating board, meaning that existing board members elect subsequent board members in accordance with the Bylaws.

The Board oversees budgeting and spending, ensures fidelity to the school's founding documents and compliance with applicable laws and regulations, and assists with community outreach and development in support of the mission of the school.

B. Affiliation with Hillsdale College:

The Hillsdale K-12 Education Office is a project of Hillsdale College devoted to the education of young Americans. Through this office and its initiatives, the College supports the launch of K-12 classical schools that will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Reform of American K-12 education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. The work of Hillsdale K-12 Education is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school-founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. When a founding group's interests and abilities are a good match, Hillsdale will assist in creating and implementing the school's academic program, providing the curriculum design and teacher training. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for these new schools to promote a liberal and civic education in America's public schools.

Heritage Classical Academy is a Hillsdale College Member School, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on Hillsdale K-12 Education, visit k12.hillsdale.edu.

III. Academics

A. Introduction

Heritage Classical Academy offers a classical education that is at once time-tested and cutting-edge. The curriculum is built around the classical liberal arts and sciences. From first to last, the curriculum has been designed to cultivate wise and virtuous men and women—individually, as members of their immediate community, and as citizens.

The curriculum is content-rich and academically rigorous, providing the knowledge and skills needed for high levels of academic and professional success. This is accomplished, in part, through a systematic building of cultural literacy. In this, the Western tradition occupies the central place, though not the sole one. Within Western civilization, students engage in a rich and recurring examination of America's literary, moral, philosophical, political, and historical traditions. Mathematics, too, occupies an important place, not for pragmatic reasons alone, but as a source of insight and beauty. Whatever places or times the curriculum draws from, the goal always is to introduce students to what is true and beautiful and good.

From the earliest grades and across the disciplines, students enjoy an integrated sequence that systematically builds the content knowledge necessary for advanced

study and clear communication. In this language-rich curriculum, students learn to read and write through traditional instruction in phonics, grammar, and composition. They study English morphology, including Greek and Latin roots, as well as the Latin language itself.

Students are not introduced to information alone. Students not only learn facts and formulae, but also the historical and philosophical context in which key developments occurred. As students grapple with questions and ideas, the goal is to help them develop habits of curiosity, wonder, and inquiry—in part by introducing them to the great and curious minds that have come before. We want to guide students to a conceptual understanding, to grow in their imagination, and to increase in their own power of articulating or illustrating their ideas.

The breadth and richness of the curriculum call for a measure of patience and humility. Virtually every child stands to benefit from this education. Those who apply themselves with steady effort and good cheer will discover what they are capable of, which will look different for different students. Not all students progress at the same rate or to the same degree, and the progress made often is not captured by state assessments or a student's grades. This tends to be especially true in the first year that a student joins Seven Oaks after transferring from another school. A better test of the education is the conversation at the dinner table, or the sense of deep satisfaction that a student feels upon completing a difficult assignment (or semester!) and knowing that he or she has grown and accomplished something significant.

B. Communication of Student Progress

Heritage Classical Academy is a partner with parents in the education of their children. To that end, the school will take the following steps to keep families apprised of student progress:

- Teachers periodically send home student work.
- Teachers assess each student's academic level early in the school year. If a student is found to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate to consider academic support or a change in placement.
- Parent-teacher conferences are offered at the conclusion of each of the first three quarters. Families are invited to schedule additional conferences with their child's teacher(s) as needed.

- Progress reports are sent home midway through each quarter. Report cards are sent home following the conclusion of each quarter. Final report cards are sent approximately two weeks after the end of the school year.
- For specific concerns related to a student's academics or behavior, teachers will typically call or email parents.

C. Homework and Classwork

Homework is an important element of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation, where the capacity for independent work is expected. It also helps develop a strong ethic and habits of personal organization. At Heritage Classical Academy, we gradually increase homework expectations to ensure that our students' assignments are aligned with their personal growth and development.

Typical homework times are as follows:

Kindergarten	Family reading time
Grades 1-2	5-10 minutes plus family reading time
Grades 3-5	15-25 minutes plus reading time
Grades 6-8	20-40 minutes plus reading time

These times serve as guidelines and may vary depending on the given day, the schedule, the student's organizational skills, study habits, and aptitude.

Weekends and breaks are considered one day for the purposes of homework.

Families are encouraged to partner with the school when it comes to homework by providing their child with a quiet, neat, and distraction free area to complete assignments.

D. Grading

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful

tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Heritage Classical Academy will assign grades to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

In Kindergarten and 1st grade, generally, we will use the following marks for quick reference:

E - Excellent Performance (90-100)

This mark is relatively rare and indicates when a student's performance is well above grade level.

S - Satisfactory Performance (70-89)

This mark indicates that a student is right on track with the grade-level expectations.

N - Needs Improvement (60-69)

This mark indicates that a student is working closely with their teacher on a given skill or concept.

U - Unsatisfactory Performance (0-59)

This mark is often used due to failure to complete classwork and/or work that is well below expectations.

These marks are quick indicators of a student's areas of progress and afford parents the opportunity to see what subjects or skills the student excels in or is particularly focused on. For report cards, the child's grade will use the following scale:

A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3

B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

E. Promotion & Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below— school leadership, in conjunction with the homeroom teacher, may recommend that a student be retained.

Kindergarten-5th Grade

A student will be considered for promotion if he or she is competent in the core subjects (English, Math, History, Science). Additionally, students in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the HCA phonics and literacy curriculum.

F. Special Education

Heritage Classical Academy is committed to giving students with disabilities and/or learning challenges the fullest possible access to the education we offer, consistent with applicable federal and state law.

Least Restrictive Environment

Heritage Classical Academy recognizes the importance of educating students with disabilities in the least restrictive environment.

Heritage Classical Academy works to ensure that students with disabilities are educated with general education students to the greatest extent possible and removed from the general education environment only when the nature and severity of the disability demand. Decisions about services are made by an ARD committee and are provided in the least restrictive environment regardless of the identified disability (as documented by the committee).

Procedural Safeguards

Heritage Classical Academy will establish and maintain procedures to provide reasonable safeguards with respect to the provision of special education services.

G. Academic Textbooks & Supplies

Students will receive a variety of books and materials. These books and materials will be marked to indicate which are school property and which are student property. School property must be returned to the school at the end of the year.

Students are expected to show responsibility by being good stewards of their school materials. If materials given to a student are lost or damaged through negligence, families may be required to pay to have them replaced.

H. Classroom Guidelines

Special Events and Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by school leadership a minimum of two weeks in advance. Approval for one academic year does not automatically carry over to the next.

Heritage Classical Academy recognizes that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all of our students. Parents, visitors, staff, and students may not bring food into the school to share with students except for two parties per year - a winter break party and an end-of-the-year party, as organized by the teachers.

Parents are encouraged to schedule a day to eat lunch with their child on his or her birthday and to consider offering to the homeroom teacher to read a book to the child's class in honor of the birthday.

On special occasions, teachers may offer a snack to students, if it meets all applicable health guidelines.

I. Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions tend to run high. Contemporary controversial issues will be avoided in the elementary school, absent approval by school leadership.

J. Video Viewing Policy

From time to time, brief videos or other media may be used to support a lesson. To be used in class, videos or other media should be previewed by the teacher and should serve a specific curricular objective.

Teachers must receive prior approval from the Head of School before showing an extended video (which can be defined as video longer than five minutes in length). Approval for one academic year does not automatically carry over to the next.

IV. Community Standards

A. Attendance

Classical education is highly interactive and requires consistent and punctual attendance. The classical approach hinges on full-fledged participation in lively classroom discussion, meaning that a good deal of the work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students are present and on time for class. This is especially important to keep in mind when scheduling family trips. These trips should be scheduled for the allotted breaks during the school year.

If an absence cannot be avoided, parents must alert their student's teachers and the front office for every day a child is to be away from school. To notify teachers, please email your student's teachers directly. To notify the front office, please email attendance@heritageed.org. Please include your child's name and the reason for his or her absence in your email, as well as any associated documentation. (doctor's note, etc.) Parents must make us aware of the child's absence before 8:00 a.m. on the day of the absence. If a parent fails to notify the office of a student's absence, the absence will be coded as unexcused.

General Guidelines

- Students are expected to arrive in time to be at their desk by 7:45 a.m.

- Excessive absences or tardiness may affect a student's eligibility for promotion.
- Where it is necessary to pick up a student early, parents should email the front office in advance. Early dismissals are not allowed within a half hour of the start of carline (3:00 p.m. when the school is operating on a regular schedule)

B. School Hours

Monday-Friday 7:15 a.m. - 3:55 p.m.

The school will be closed weekends and during school holidays. Please consult our academic calendar for more information on school holidays.

Phone: (346) 253-0380

Email: info@heritageed.org

Attendance email: attendance@heritageed.org

C. Carline Procedures

Students should begin arriving no earlier than 7:15 a.m. Faculty, staff, and volunteers will be staffing our carline to ensure safety for our young scholars from their vehicle to the school. Staff will also be posted inside of the school to ensure that students are supervised on their way to class. Our morning carline ends at 7:45 a.m., at which point students are considered tardy. If a parent should arrive after 7:45 a.m., he or she will need to park in a designated space and walk with their child into the front office of the school.

Procedures for drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

The adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior.

Parking

The school has designated visitor parking spaces. Employees and parents are asked to adhere to the parking plan. Parents and visitors who will remain at school for more than five minutes should park in the designated visitor spots.

Early Drop-Off and Late Pick-Up

Students may not be dropped off before 7:15 a.m. and must be picked up by 4:00 p.m.

Students who are still on campus and not participating in a club or school-sponsored activity at 4:00 p.m. must wait for a parent/guardian in the front office. Recurrent late pickup issues will be addressed through a meeting with school staff.

D. Absences

Planned absence during the school year is highly discouraged. Any such absence must be requested at least one week in advance and in writing. We also discourage doctors' and other appointments during the school day when at all avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in the child's grades. In the elementary school, missing two clock hours equals one half-day absence and missing four clock hours equals one full day absence.

Excused Absences

The following will be considered excused absences:

- Absences for medical reasons
- Absences for documented mental or emotional disabilities, with a note from the doctor or specialist
- Pre-arranged absences of an educational nature
- Important family events
- Bereavement (notify school if absence will extend beyond three days)
- Religious holidays and observances

The school may require suitable proof of excused absences, including written statements from medical sources.

Extended Excused Absences

Heritage Classical Academy recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Head of School or his designee of the general expectation regarding makeup work and, as applicable, promotion to the next grade.

Unexcused Absences

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time. Such absences may lead to disciplinary action, up to and including suspension. Students will not receive credit for any work that they miss due to unexcused absences.

Texas Education Code 25.085

Texas requires a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his/her 19th birthday to attend school for the entire period the program is offered unless exempt by TEC 25.086. While students are not required to enroll in pre-kindergarten or kindergarten, once enrolled the students are required to attend school.

The parent/guardian commits an offense of criminal negligence under TEC 25.093 if, after having received the above warning in writing, a child has unexcused, voluntary absences for ten or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period from school. An offense under this section is a misdemeanor punishable by a fine not to exceed \$500. TEC 25.093, Family Code 51.03(b)(2), and Penal Code 12.233

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If

a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will automatically be considered unexcused.

Tardiness/Early Release

Each tardy or early release negatively impacts a student's participation and learning. In order to learn the most from class, students must begin and end on time. Tardiness refers to any occasion in which a student arrives after 7:45 a.m. Early release refers to any occasion in which a student leaves before 3:30 p.m.

Three (3) tardies or early releases make one absence. These may be excused, but the total number does count against the 90% attendance record necessary for receiving credit in a class.

For a tardy or early release to be excused, it must follow the guidelines for an excused absence. For an excused tardy, the front office must be notified prior to 8:00 a.m. on the day of the tardy, except in cases of extreme extenuating circumstances.

An unexcused tardy or early release is subject to the same provisions as an unexcused absence, and students will not be offered make-up opportunities for schoolwork missed during this time. Students who are habitually tardy will be referred to the administration for potential disciplinary action.

Releasing a Student from School

Heritage Classical Academy's campus remains secure and closed during the school day to encourage friendship and camaraderie among all our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission from a parent or legal guardian to release the student to another adult. Students may not, under any circumstances, be taken from the school or play areas.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent if prior written authorization was given to and approved by the teacher or sponsor.

E. Student Uniform and Dress Code

Heritage Classical Academy has a primary objective of developing a community of learners dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group. Our school is also committed to the development of individual personality and character—not through external expressions of dress and appearance, which can easily be purchased, affected, or quickly divide students through the power of snap judgments and prejudices, but through personal qualities, virtues, and traits. It seems countercultural to assert this in our age, but Heritage Classical Academy holds that the school uniform is an essential condition for cultivating genuine individuality in the school community. It is not one element of the uniform that matters more than any of the others; rather, the uniform as a whole is what matters.

While students are responsible for their clothing and appearance, it is the parents who are responsible for providing the conditions required for meeting the standards set by the school, e.g. proper shoes, shirts, skirts and pants that fit properly, etc. Parents are expected to be familiar with the uniform requirements below and to ensure that their children come to school each day in the appropriate attire, from head to toe. It is an uncomfortable experience for a child to be corrected for a uniform violation, and repeated uniform issues can become an enormous distraction for students.

The uniform is the basis of a dress code with a “professional,” business-like standard. Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, and in properly-fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified, and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the front desk or administration before purchasing.

Decisions about the appropriateness of apparel may be referred to the Head of School, whose judgment, in consultation with the Director of Campus Operations, will be final. The school will make specific exceptions to the dress code as required

by religious customs; parents should address specific concerns to the Head of School.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

Parents must provide their students with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Heritage Classical Academy may provide a uniform for such students. A request for school assistance for purchasing uniforms must be made in writing to the Head of School and include evidence of financial hardship. Please contact the Director of Campus Operations at: grant.beardslee@heritageed.org for more information.

Dress and Grooming

Boys' and girls' pants must reach to the shoe but should not drag on the ground. Pants should not be excessively tight or loose-fitting. No jeggings or pants with elastic at the ankles. The pants must have belt loops and a solid black or solid brown belt at least 3/4" wide must be used (except in Kindergarten). No jeans (including navy-colored denim) or pants with external sewn pockets, rivets, or other jean-like characteristics are permitted. No Dickies, cargo pants, oversized pants, super-baggy pants, dungarees, extra pockets, extra zippers, or extra seams will be permitted. Slacks should be worn at the waist.

Shorts should reach to just above the knee but not below and should not be excessively tight or loose fitting. Shorts should be worn at the waist. Shorts must have belt loops and a solid black or solid brown belt at least 3/4" wide must be used (except in Kindergarten). No jean shorts (including navy-colored denim) or shorts with external sewn pockets, rivets, or other jean-like characteristics are permitted. No Dickies, cargo shorts, oversized shorts, super-baggy shorts, extra pockets, extra zippers, or extra seams will be permitted.

White undershirts may be worn but should not be visible (except for a small triangle underneath the collar). Long-sleeve undershirts must be worn with long-sleeve uniform shirts that cover them completely.

Students may wear one pair of small, inconspicuous stud or short earrings only on the ear lobes. “Short” means that the earrings should hug the ear lobe and be no more than 1cm in diameter. Large hoops or other dangling or distracting earrings are not permitted. No body piercing jewelry except traditionally located earrings will be permitted. One simple ring on each hand is permitted. One wrist bracelet, one watch (smartwatch prohibited), and one small necklace are permissible. Only simple, fine-gauged, 16 to 20-inch, silver or gold chain necklaces (with or without a pendant) are permitted. The following will not be permitted: chokers, beaded necklaces (colored or otherwise), leather necklaces, shells, large or elaborate chain-link, and large or elaborate pendants (larger than an inch in length, width or diameter).

Hats and caps free of messages or conspicuous logos may be worn at recess, P.E., carline, or other outdoor activities, but must be removed when entering the school building or at a teacher’s request. Accommodations for religious reasons are permitted.

Knit uniform sweaters and uniform fleece pullovers with the Heritage Classical Academy logo available from Land’s End may be worn throughout the school day all year long. Other jackets, coats, and sweatshirts may be worn to school for warmth but must be free of messages or conspicuous logos. Appropriate outerwear may be worn during recess, P.E., carline, and other outdoor activities, but students must store outerwear in their cubbies or on hooks while they are inside the school building.

Plain sunglasses free of messages or conspicuous logos may be worn at recess, P.E., carline, or other outdoor activities, but must be removed when entering the school building or at a teacher’s request.

No tattoos are permitted—either temporary or permanent. This prohibition includes pen and ink drawings on the skin. Accommodations for religious reasons are permitted.

No oversized or baggy clothing will be permitted. All clothing should be labeled in case of loss.

Backpacks, Lunchboxes, and Water Bottles

Students may bring backpacks, lunchboxes, water bottles to and from school. These items must be stored inside cubbies or on hooks during the school day and should not be accessed without permission or left on the floor/ground.

Heritage Classical Academy administration may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

Kindergarten–5th Grade Boys' Uniform Requirements

Required Items

- White or light blue short-sleeve polo shirt with logo (available from Land's End)
- Navy blue pants or shorts (available from a vendor of your choice)
- Solid black or brown belt. (Kindergarteners do not need to wear belts.)

Optional Items

- White or light blue long-sleeve polo shirt with logo (available from Land's End)
- Navy blue V-neck or cardigan sweater with logo (available from Land's End)

Acceptable Footwear

- White or black athletic shoes
- Shoes should be without conspicuous brand markings.
- K–2nd graders' shoes may have Velcro closures; 3rd–5th graders must have laces. Students must have their shoes always fastened correctly.
- Socks must be solid white, solid black, or solid navy, free of logos, crew-length or ankle high. "No-show" socks are not permitted.

Additional Kindergarten–5th Grade Boys' Uniform Requirements

Hair should be neatly combed or styled. Hair must be above the top of the shirt collar. Hair should be styled so that it does not fall below the eyebrows or past the midpoint of the ear. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

Kindergarten–5th Grade Girls' Uniform Requirements

Choice 1

- White or light blue short-sleeve polo shirt with logo (interlock or peter pan collar, available from Land's End)
- Navy blue pants or shorts (available from a vendor of your choice)
- Solid black or brown leather belt, not woven. (Kindergarteners do not need to wear belts.)

Choice 2

- White or light blue short-sleeve polo shirt with logo (interlock or peter pan collar, available from Land's End)
- Heritage Classical Academy plaid skort (available from Land's End)

Choice 3

- White or light blue short-sleeve polo shirt with logo (interlock or peter pan collar, available from Land's End)
- Heritage Classical Academy plaid jumper (available from Land's End)
- Modesty shorts (available from a vendor of your choice.)
-

Optional Items

- White or light blue long-sleeve polo shirt with logo (available from Land's End)
- Navy blue v-neck or cardigan sweater with logo (available from Land's End)

Acceptable Footwear

- Keds® "School Days II" shoes
- White or black athletic shoes
- Shoes should be without conspicuous brand markings.
- K–2nd graders' shoes may have Velcro closures; 3rd–5th graders must have laces. Students must have their shoes always fastened correctly.
- Socks must be solid white, solid black, or solid navy, free of logos, crew-length, ankle high, or knee-high. "No-show" socks are not permitted.

- Tights must be solid white or solid navy. Solid white or solid navy footless tights or leggings are permitted, but socks must be worn. Knit tights for colder weather are also acceptable.
- All socks, tights, and leggings must be plain and free of logos or designs (no polka dots, fishnets, etc.). Plain cable-knit texture is acceptable.

Additional Kindergarten-5th Grade Girls' Uniform Requirements

The skort hem may be no higher than just above the knee, both in front and in back. To measure a correct skort/jumper length, properly adjust the skort at the waist, kneel on a level surface, and measure at most two inches between skort's hem and the floor. Skorts must be worn at the waist. The Land's End plaid skort comes with built-in, black modesty shorts.

K-5th Girls may not wear makeup. Fingernails should not be excessively long or painted garishly. Fingernails may only be painted in light pink or beige. Tasteful French manicures are acceptable. No shades of red, blue, green, yellow, purple or black are permissible, nor are glittered, speckled, or patterned nail polish.

Hair should be neatly combed or styled. Neat, small bows, barrettes, headbands, and hair ties are permissible so long as they coordinate with the uniform. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

Purchasing Note

Branded and patterned components of the uniform: branded polos, sweaters, skorts, and jumpers must be purchased from Land's End, whereas essential items can be purchased from other vendors. Please see the note beside each item.

School Concert Dress Code

Boys: Black (or dark) dress pants, white button-up dress shirt with black (or dark) necktie. Neckties are required for all boys. Black (or dark) dress shoes or all-black athletic shoes.

Girls: Black (or dark) modest-length dress or black (or dark) modest-length skirt with a white blouse/top. No "spaghetti strap" or strapless dresses. Dresses and skirts should be no shorter than knee-length since students will be on stage. Black

(or dark) dress shoes, black (or dark) dress sandals, black (or dark) ballet flats, or all-black athletic shoes. All clothing must be modest and not form-fitting.

Dress Code for Special Events

All shirts worn for special events should be modest, loose fitting, in good repair (no holes, torn pant legs, etc.) and should be worn either tucked in or well over the waist of the pants/shorts if not tucked in. No midriffs may be shown. T-shirts are preferred—no tank tops, camisoles, or sports bras may be worn as outer garments. Sleeveless shirts may be worn if modest. Pants/Shorts should be modest and in good repair (no holes, torn sleeves, etc.). Pants/Shorts should be worn at the waist. Shorts should be no shorter than mid-thigh, and no-longer than just below the knee. No short-shorts or long baggy shorts may be worn. No boxers or undergarments may be visible.

Uniforms and Financial Assistance

Heritage Classical Academy will not allow financial need to limit access to the School, and this includes access to uniforms. At minimum, the School will fund two uniform polos for children whose families qualify for financial assistance. Please reach out to our Director of Campus Operations with further inquiries on financial assistance at: grant.beardslee@heritageed.org.

Lost and Found

The student lost and found is near the front office. Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform store on the 30th of each month.

F. Parents & Volunteers

Responsibilities of Parents

Heritage Classical Academy believes parents bear the primary responsibility for their children's education and the school's role is a supportive one. The school depends on parents to cultivate good character in their students, in part by modeling it themselves; promoting focus, hard work, and study; reading to their children; and supporting the school, including its mission, faculty, and guidelines, as well as by ensuring consistent, punctual attendance. The school seeks to maintain healthy and robust partnerships with the parents.

Parent Communications to Administration, Faculty, and Staff

Heritage Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with school leadership, faculty, and staff.

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (given to the front office)
- Voice Mail
- Email

Heritage Classical Academy employees will not use social media to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

HCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or staff member within forty-eight hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the head of school may require an extra day to respond to correspondence.

Requirements for Volunteering

There is no right to volunteer at the school. School leadership will maintain accurate records to confirm that the following requirements are met.

1. Background Checks: Volunteers who assist with students will be required to have a current and clear background check on file with the school prior to serving.
2. Training: Classroom-based volunteers are required to complete a training organized by school administration prior to serving.

Need for Discretion

Care is to be taken to protect student privacy. Any information about students, grades, faculty, and the like is to remain confidential. Volunteers may observe situations of a sensitive nature. These too are to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, Head of School, or the President of the Board of Directors (in that order). Volunteers should not confront a teacher when students are present.

If a volunteer disregards any of these policies, or otherwise fails to show sufficient discretion, the privilege of volunteering may be revoked.

G. Communication

General Communication with the School Community

The head of school must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website,
2. The official monthly newsletter
3. The official Facebook page,
<https://www.facebook.com/HeritageClassicalAcademyHouston>
4. Correspondence from school administration, including emails and postal correspondence
5. Notices sent home with students and/or distributed by the school office

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

Social Media

Heritage Classical Academy recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook page at <https://www.facebook.com/HeritageClassicalAcademyHouston> . This page is intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to “like” or “follow” our page to receive updates. Any important notifications from Heritage Classical Academy that are posted on our Facebook page will also be provided to parents by some other timely means of communication.

In the interest of privacy, Heritage Classical Academy will limit the sharing of personal information about students on our Facebook page, and Heritage Classical Academy staff and faculty will not discuss a student’s personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, Heritage Classical Academy will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of Heritage Classical Academy to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. Heritage Classical Academy reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While Heritage Classical Academy is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein.

Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for fomenting a culture of dissent. Heritage Classical Academy administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

Heritage Classical Academy retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

Communicating with Parents with Joint Custody

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

V. Student Discipline

A. Virtues and General Expectations for Behavior

At Heritage Classical Academy we seek virtue in all its forms, and we focus specifically on the classical virtues of courage, wisdom, justice, self-control, and gratitude.

We hope that regular recurrence to these virtues in our learning, social interactions, and discipline will help students learn self-governance and strive toward excellence in all areas of life.

The emphasis on virtue at Heritage Classical Academy is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. Friendship, as extolled by Aristotle and Cicero, is a cornerstone of a virtuous life, fostering mutual respect and goodwill between individuals. At Heritage Classical Academy, we encourage students to cultivate friendships rooted in kindness which nurtures the soul and strengthens our community. By embracing the classical ideal of friendship as a bond of trust and support, our students learn to act with empathy and integrity, creating a harmonious environment where all can thrive. We have bound our commitment to virtue into an Honor Code that we ask our families to discuss with their child before and during the school year.

B. Honor Code

"A Heritage Classical Academy student is honest in word and deed, dutiful in study and service, and respectful and kind to others. We aspire to excellence in wisdom, justice, self-control, courage, and gratitude."

C. The Purpose of Discipline

The main purpose of discipline is to teach moral and intellectual virtue. Self-discipline arises from a desire for virtue, and without that desire, a student will falter when laws and rules are silent.

A secondary purpose is to foster an orderly and disciplined environment in which all students can learn and develop friendships. Order and discipline are the foundation for a thriving school culture.

Any departure from proper decorum is liable to disciplinary action. Because not all students respond to the same conversations, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied and fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs.

D. Code of Conduct

This code of conduct does not define all types and aspects of student behavior; however, the Board has the responsibility to set forth policies, rules, and regulations to help each student conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this handbook, the state law will supersede the local policy. The Board and the Head of School may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, the Head of School, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board and the Head of School. Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the Head of School's office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:

1. who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or

2. whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

The board has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students. The board has also given authority to the Head of School or his designee to use any other disciplinary actions which, in his or her judgment, is appropriate for the violation.

Responsibilities of Staff, Parents, and Students

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parent, and student requires that:

School Staff:

1. maintain an atmosphere conducive to good behavior;
2. are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials;
3. exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
4. plan and implement curriculum effectively;
5. promote effective training and discipline based upon fair and impartial treatment of all students;
6. encourage parents to keep in regular communication with the school and encourage parental participation in school affairs;
7. develop a cooperative working relationship among staff and students; and
8. obey school policies and regulations.

Parents:

1. ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
2. assist their child in being properly attired;
3. take an active interest in the overall school program;
4. communicate regularly with the school concerning their student's conduct and progress;
5. bring to the attention of school authorities any problem or condition that affects their student;

6. maintain up-to-date home, work, and emergency telephone numbers at the school;
7. cooperate with the Head of School and teachers in their efforts to achieve and maintain a quality school system.

Students:

1. attend all classes daily and on time;
2. prepare for each class, taking appropriate materials and assignments to class;
3. meet school standards of grooming and dress;
4. exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-governance;
5. refrain from making profane, insulting, threatening, or inflammatory remarks;
6. refrain from engaging in disruptive conduct or cheating;
7. obey all school and classroom rules;
8. respect the rights and privileges of students, teachers, and other staff and volunteers;
9. cooperate with and assist the school staff in maintaining safety, order, and discipline; and
10. adhere to the requirements of the Code of Conduct.

Jurisdiction

The school may discipline a student for any violation of the Student Code of Conduct committed while a student is:

1. on school property;
2. within 300 feet of school property as measured from any point on the real property boundary line;
3. attending any school-related or school-sponsored activity no matter when or where it takes place;
4. on the property of another school;
5. attending another school's school-sponsored or school-related activity; or
6. off school property, including online activity off school property including any online and social media activity if:
 1. the violation causes a material and/or substantial disruption at school,or

2. the violation will cause material and/or substantial disruption at school.

Definitions of Code of Conduct Violations

Abuse

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the school by a student or any other individual will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the school, including expulsion.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic Offenses

Students found to have academic offenses shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic offenses may include, but are not limited to: missing assignments, late assignments, and failure to return signed papers.

Bomb Threats

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

Disruptive Activity

To protect student safety and sustain an educational program free from disruption, state law permits the school to act against any person—student or non-student—who:

1. interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from the Head of School;
2. interferes with an authorized activity by seizing control of all or part of a building;
3. uses force, violence, or threats to prevent participation in an authorized assembly;
4. uses force, violence, or threats to cause disruption during an assembly;
5. interferes with the movement of people at an exit or an entrance to school property;
6. uses force, violence, or threats to prevent people from entering or leaving school property without authorization from the Head of School;
7. disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property (disruption includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Head of School or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities); or
8. interferes with the transportation of students in school vehicles.

Electronic Devices

Students are not permitted to possess electronic devices (e.g., cell phones, electronic games, iPod and mp3 players, radios, cameras, smart watches etc.) at school, unless prior permission has been obtained from the Head of School. Without such permission, teachers will collect the items and turn them in to the Head of School's office. The Head of School will contact parents to pick up the items.

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to disciplinary action.

Harassment on the Basis of Race, Color, Religion, National Origin, Sex, Gender or Disability

Students must not engage in harassing behavior directed toward another student. Harassment is chronically annoying, aggressive or intimidating behavior towards another individual.

Students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and student support in its efforts to address and prevent harassment in any form in schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their Head of School.

A student who believes he or she has been harassed by another student or by school staff is encouraged to report verbally or in writing the incident to the Head of School. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the Head of School in accordance with the school grievance procedure.

Hazing/Bullying

Texas Laws prohibit students from engaging in, encouraging, aiding, or assisting in hazing or bullying. Hazing is defined as harassment, humiliation, and/or embarrassment of other students, which may or may not include some physical abuse. Bullying is defined as written, verbal, or physical conduct that, in the judgment of the Head of School, is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the student and is harmful to a student or a student's property. A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to discipline.

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature.

Interference with School Activities or Discipline

Any student whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property), or school discipline, or invades the rights of school staff or other students, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the student body in general. Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Students found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. the student provokes, invites, or encourages the use of physical force by another person;
2. the student has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. the student uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. the student does not attempt to walk away from a confrontation; or
5. the student does not attempt to get help from school staff.

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by school staff. To the greatest extent possible, concerns will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by school staff may be presented in writing by a student and/or parent in a conference with the Campus Head of School or designee or with the school Head of School. Students who believe they are the subjects of sexual harassment by other students or school staff should report the incident immediately to a teacher, the Campus Head of School, or the Head of School. School staff members who receive complaints of sexual harassment are to report the matter as soon as practically possible to the Campus Head of School, or staff with the authority to undertake investigations of sexual harassment complaints. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with Board Policy.

Threats

Oral or written threats to cause harm or bodily injury to another student, an employee, or school property, including threats made using the Internet or other computer resources at school will not be tolerated.

Offenses and Consequences

Level I: Offenses:

1. Being in an unauthorized area
2. Disrespect of school staff and persons in authority
3. Failure to complete assignments including homework

4. Late assignments
5. Failure to return signed papers
6. Failure to comply with directives of school staff (insubordination)
7. Failure to comply with school dress code policies
8. Hazing, harassment, or bullying of students (verbal)
9. Inappropriate behavior (not abusive, threatening, violent)
10. Inappropriate physical contact not defined as a Level II or Level III offense
11. Insensitivity to others
12. Possessing any electronic devices without permission
13. Possessing matches, lighters, etc.
14. Using any telecommunications or other electronic devices, without permission, during school hours

Appropriate Disciplinary Actions:

1. Classroom management techniques
2. Community service (e.g. cleaning school during non-academic time)
3. Cooling-off time or "time-out"
4. In-school suspension up to 3 days
5. Parent contracts to restrict home privileges
6. Parent conference with teacher or Head of School
7. Placement in another appropriate classroom
8. Seating changes within the classroom
9. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
10. Loss of privileges, such as class parties, school activities, as well as isolated lunch/recess, or participation in extracurricular activities
11. Daily behavior record

Disciplinary actions may be used individually or in combination for any offense.

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or consequently for unacceptable conduct.

Level II: Major Offenses:

1. Persistent Level I offenses (two Level I offenses within a period of 45 rolling school days)
2. Causing an individual to act through the use of or threat of force (coercion)

3. Engaging in conduct that constitutes sexual harassment (verbal and/or physical)
4. Engaging in offensive conduct of a sexual nature (verbal or physical)
5. Extortion/blackmail
6. Academic dishonesty
7. Failure to comply with conditions of in-school suspension placement
8. Failure to comply with school medication policies
9. Fighting/mutual combat
10. Hazing, harassment, or bullying of students (physical)
11. Inappropriate behavior
12. Interference with school activities or discipline
13. Leaving classroom, school property, or school-sponsored events without permission
14. Making an obscene gesture
15. Possessing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug
16. Sexual harassment/sexual abuse not defined as a Level III offense
17. Theft
18. Threats (nonviolent/verbal or written) including those initiated through social media, or other electronic forms, made outside of the campus setting for action or threat of action to be taken while on campus
19. Throwing object that can cause bodily injury or property damage
20. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class
21. Use of profanity or vulgar/offensive language (orally or in writing)
22. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.)
23. Willful destruction of school or personal property and/or vandalism

Appropriate Disciplinary Actions:

1. Any level I disciplinary actions
2. In-school suspension for up to ten days
3. Out-of-school suspension for up to three days

Disciplinary actions may be used individually or in combination for any offense.

Level III: Egregious Offenses:

1. Persistent Level 2 Offenses (two Level II offenses within a period of 45 rolling school days)
2. Criminal mischief against school, student, or school staff
3. Disruptive activity (see "Disruptive Activity,")
4. Inappropriate exposure of body parts
5. Inappropriate sexual conduct
6. Possessing a knife, razor, box cutter, or chain
7. Possessing a look-alike weapon, including without limitation, BB guns, CO2guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon
8. Possessing a stun gun, mace, or pepper spray
9. Possessing ammunition
10. Possessing any object used in a way that threatens or inflicts bodily injury to another person
11. Setting or attempting to set a fire on school property
12. Targeting someone for bodily harm
13. Threats (violent/verbal or written)

Appropriate Disciplinary Actions:

1. Any Level 1 or Level 2 disciplinary action
2. Out-of-school suspension for up to ten days
3. Expulsion

Disciplinary actions may be used individually or in combination for any offense.

Suspension Process

In addition to the above list of Student Code of Conduct violations, an Administrator has the authority to suspend a student for any of the following additional reasons:

1. the need to further investigate an incident,
2. a recommendation to expel the student, or
3. an emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, an Administrator, or appointee, must attempt to hold an informal conference with the student to:

1. notify the student of the accusations against him or her,
2. allow the student to relate his or her version of the incident, and
3. determine whether the student's conduct warrants suspension.

Notification to Parents

If an Administrator determines the student's conduct warrants suspension during the school day, the Administrator will make reasonable effort to notify the student's parents that the student has been suspended before the student is sent home. The Administrator, or appointee, will notify a suspended student's parents of the period of suspension and the grounds for the suspension. Should parent/guardian require further discussion, a meeting should be scheduled with administration through the school office.

Credit during Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Expulsion Process

Hearing

Students alleged to have committed an expellable offense will receive a hearing before the Head of School within a reasonable time following the alleged misconduct. Prior to the hearing, the school will send a written notice to the student and the student's parents, including:

1. the basis for the proposed expulsion;
2. the date, time, and location of the hearing; and
3. the right of the student, at the hearing, to:
 - a. be present;
 - b. be accompanied by his or her parents;

- c. be represented by any adult representative, including legal counsel;
- d. present evidence, call witnesses, and testify; and
- e. be informed of the school's evidence.

After making a good faith effort to inform the student and the student's parents of the time and place of the hearing, the school shall hold the hearing regardless of whether the student, the student's parents, or another adult representing the student attends. The Head of School shall audio record the hearing.

Expulsion Order

Within seven days following the hearing on expulsion, the Head of School will notify the student and the student's parents in writing of his or her decision. If the outcome of the expulsion hearing is that the student will be expelled, the Head of School will enter an expulsion order and provide a copy to the student and the student's parents specifying:

1. the length of the expulsion;
2. the procedures for re-admittance at the end of the expulsion period, if applicable;
3. the right to appeal the Head of School's decision. The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter. The expulsion process may include a notification to the ISD of the student's residence.

Appeals

The student or a parent may appeal the decision of the Head of School in accordance with the school grievance procedure. Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion.

Effect of Student Withdrawal

If a student withdraws from the school before the expulsion hearing is conducted or an expulsion order is entered, the school may continue with the proceedings and enter an order. If the school fails to enter an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Suspension/Expulsion Requirements for Special Education

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Trustees for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the school and parents agree otherwise, a student with a disability shall remain in the present education setting.

Emergency Removal

If an Administrator reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Administrator may order immediate removal of the student. Immediate suspension may be imposed by an Administrator or designee if they reasonably believe such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

Bullying

Heritage Classical Academy prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

Cyberbullying means bullying that is done using any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The school's bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school related activity if the cyberbullying:
 - Interferes with a student's educational opportunities; or
 - Substantially disrupts the orderly operation of a classroom, school, or school sponsored or school-related activity.

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the head of school, a teacher, or other school employee. A report may be made orally or in writing and may be submitted anonymously. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the head of school. The head of school will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options. The head of school shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and

- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The head of school shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under that policy instead. The head of school shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during an investigation, if appropriate.

The head of school shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Heritage Classical Academy may act based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for bullying of a student with disabilities shall comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). Heritage Classical Academy may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The head of school may make a report to the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located if, after an investigation is completed, the head of school has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

VI. Student Health & Safety

A. Immunizations

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the current Texas Minimum State Vaccine Requirements for Students. The current annual document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("TDSHS") Immunization Branch website: www.ImmunizeTexas.com (click on the "School & Childcare" link).

Immunizations can be received from the Dallas County Health Department at 2377 N Stemmons Fwy, Dallas, TX 75207. Students must take immunization records to determine immunizations required for school attendance. Otherwise, please take your child to the physician of your choice.

Immunization certificates must have the vaccine name, the day, month, and year administered. Acceptable documentation can be the signature stamp of physician or public health personnel, an official immunization record generated from a state or local health authority such as a registry or a record received from school officials including a record from another state.

B. Provisional Enrollment

In accordance with Texas law, students who are not up to date on all the required immunizations are not allowed to enroll and attend school. The only exceptions are if the student either meets the qualifications allowing for provisional enrollment or if the student has a current medical exemption or conscientious exemption form on file. The following students may be enrolled in school provisionally:

- Students who are homeless or in foster care;
- Students who are transferring from another Texas public or private school;
- Students who are military dependents of an individual who is on active duty with the armed forces of the United States

- Students who are in-progress receiving the required immunizations series. To remain enrolled, the student must receive the following doses in the vaccine series on schedule and as medically feasible.

C. Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

Medical Reasons

If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Reasons of Conscience

To claim an exclusion for reasons of conscience, including a religious belief, a signed TDSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the Head of School within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

D. Immunization Records Reporting

Heritage Classical Academy's record of your student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and the TDSHS and transferred to other schools associated with the transfer of your student to those schools.

E. Food Allergy Information

The parent of each student enrolled at the Academy must complete a form provided by the school that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the Academy to enable the school to take any necessary precautions regarding the child's safety, and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Parents or Guardians of any child with a severe food allergy will be required to provide an Allergy Action Plan. The Allergy Action Plan can be obtained from the Food Allergy Research and Education (FARE) website linked here: <https://www.foodallergy.org/file/emergency-careplan.pdf>. This form must be signed by the child's physician and submitted to the school nurse prior to the first day of class. Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

F. Prescription and Over-the-Counter Medication Policy

- Administration of over-the-counter medications during the school day REQUIRE a medical provider AND parent/guardian signature. This includes but is not limited to : Ibuprofen or acetaminophen, oral or topical allergy medication, insect bite or burn-gel.

- All medication must be brought to the Nurse's Clinic where it will be kept in a locked container or cabinet.
- Students may not possess any form of medication while at school other than while bringing it to the clinic.
- Medication will be refrigerated only if refrigeration is required by the medication's labeling.
- At the end of the school year, all medication left at school will be returned to the parent or destroyed. Over the counter medications will be returned after 5 days.
- It is the parent's responsibility to administer medications, both prescription and over the counter, to their children. The school nurse will only administer medications to students that MUST be taken during clinic hours (8:00-2:00).
- It is the parent's responsibility to notify the school nurse if your child has taken any over the counter medication at home if your child has ANY medication also kept at the school.
- All medications given by the school nurse must be FDA approved. No cough drops, teas or supplements can be administered by the nurse and may not be brought to school.

G. Prescription Medications

A designated Heritage Classical Academy employee may administer medication to a student provided:

The Academy has received a written request to administer the medication from a parent/legal guardian of the student. You may obtain a request form from the school nurse or the front desk.

- Prescription medications must be written in English. Medication must be provided in its original container, bearing a prescription label that includes the student's name, the name of the medicine, directions concerning dosage, the name of the prescribing physician, the name of the pharmacy filling the prescription, and the date the prescription was filled.
- All physician's sample medication must be accompanied by a written authorization from the physician.
- No Academy employee will be required to give medication above the daily recommended dosage by the Federal Drug Administration (FDA).
- No medication will be dispensed for a missed dose unless written authorization is received from the parent or legal guardian for each dose missed.

H. Over the Counter Medications

Administration of over-the-counter medications during the school day REQUIRE a medical provider AND parent/guardian signature. This includes but is not limited to : Ibuprofen or acetaminophen, oral or topical allergy medication, insect bite or burn-gel.

All medication must be delivered to the Nurse or designee who will store the medication in a locked container or cabinet in the Nurse's Clinic. Students may not possess any form of medication on their person while at school. Medication will be refrigerated only if refrigeration is required by the medication's labeling. At the end of the school year, all medication left at school will be returned to the parent or destroyed.

I. Exemption from Recess or P.E. for Health Reasons

Both recess and Physical Education are state-mandated elements of our curriculum, and participation is required of all students. To excuse a student from P.E. or recess, a signed doctor's note with medical diagnosis, a list of medically-necessary restrictions, and the duration of those restrictions must be sent directly to the school nurse at nurse@heritageed.org . We are unable to excuse students from required classes on parent request.

J. Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department and may be transferred to another school without parental consent.

K. Exemption

A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Head of School on or before the day of admission an affidavit stating the objections to screening.

L. 'Acanthosis nigricans' Screening

All 1st, 3rd, and 5th grade students must be screened for Acanthosis nigricans (AN) as mandated by the State of Texas. Acanthosis nigricans is a skin condition that signals high insulin levels in the body. Screening for this condition can help identify students who run the risk of developing Diabetes Type II in the future. Once these students are identified, measures can be taken to help them lower their insulin levels and reduce risk.

M. Exemption

A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Head of School on or before the day of the screening procedure an affidavit stating the objections to screening.

N. Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan has been created for the Academy in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Head of School. Copies of the management plan are also available at a reasonable charge.

O. Bacterial Meningitis

State law requires the Academy to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over two years of age) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness or joint pains. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both students and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing and sharing drinking containers, utensils, or cigarettes, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

Maintaining healthy habits, including getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. Students should limit activities involving the exchange of saliva.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.

What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?

Students should seek prompt medical attention.

Where Can You Get More Information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov> ; and the Texas Department of State Health Services ("TDSHS"), <http://www.dshs.state.tx.us> .

P. Illnesses and Communicable Diseases

To protect other students from contagious illnesses, the Academy encourages the practice of common-sense health habits which will reduce exposure to various contagious illnesses. All employees and students are encouraged to:

- Remain at home when ill;
- Remain at home until fever free for 24 hours;
- Cover the mouth and nose when coughing or sneezing;

- Avoid sharing eating and drinking utensils;
- Avoid sharing hairbrushes and articles of clothing, including headwear; and
- Wash hands frequently and well with soap and water.

To further protect employees and students are to be excluded from school if any of these symptoms are present within the previous 24 hours:

- Elevated temperature of 100.0 degrees Fahrenheit or greater. Students shall remain fever free for 24 hours without the use of fever-reducing medications before returning to school.
- Quick onset of cold, sore throat, or persistent cough. Persistent cough interrupts the child's ability to concentrate and is disruptive to the classroom learning environment.
- Vomiting, nausea, or severe abdominal pain.
- Repeated diarrhea the day or night before school.
- Pus-like discharge from the nose or eyes.
- Red or inflamed eyes or discharge from the eyes (conjunctivitis).
- Scaly patches on the scalp which could indicate ringworm.
- Suspected scabies, impetigo, acute skin rashes or skin lesion or draining wound not contained with use of a band aid.
- Signs of jaundice such as yellowing of the skin or eyes.
- Unknown rash.
- Lethargic behavior.

Students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Head of School for reporting to the health department. Common conditions for which students will be excluded from school attendance include but are not limited to:

- Fever
- Conjunctivitis
- Fifth Disease
- COVID-19
- Influenza
- Bacterial Meningitis
- Hepatitis A
- Impetigo
- Ringworm of the scalp (tinea capitis), and
- Scabies

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

If your child becomes ill while at school, we respectfully ask that you or your designee pick your child up as soon as possible or within **one hour** of being notified. Repeated failure to pick up your child for medical reasons will result in a meeting with school leadership.

Students will NOT be excluded for Ringworm of the skin if covered and is being properly treated; Hepatitis B; bed bugs; or head lice (pediculosis capitis) once parents confirm their student has been treated.

The Academy position on head lice is following the current positions of the State of Texas Department of Health Services and the Centers for Disease Control and Prevention. In accordance with Texas SB 1566, if lice/nits are found, a notification will be sent to the parents/guardians of the students assigned to the same classroom as the child with lice.

In addition to the above, Heritage Classical Academy's position on the novel coronavirus (COVID-19) follows the current positions of the State of Texas Department of Health Services and the Centers for Disease Control and Prevention.

Q. Attendance Guidelines for COVID-19

If your child tests positive for COVID-19, please notify the school nurse as soon as possible. Your child may return to school when all three of the following criteria are met:

- At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications).
- The individual has improvement in symptoms (e.g., cough, shortness of breath).

- At least five days have passed since symptoms first appeared, or in the case of an asymptomatic individual, five days since a positive test.

We no longer routinely quarantine close contacts or notify parents when students or faculty test positive for COVID-19.

R. Toileting

All students of Heritage Classical Academy must be independent in toileting. On occasion, students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and provide clean clothing. If there are repeated accidents, a meeting with the parents will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

VII. General Policies & Procedures

A. Confidentiality

To the greatest extent possible, Heritage Classical Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. Appeal: A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Heritage Classical Academy grievance procedure.

B. Public Displays of Affection

Public displays of affection are not allowed on campus and during school-related activities and are liable to disciplinary consequences.

C. Electronic Devices

Electronic devices must be powered off and may not be used during the academic day, including drop-off and pick-up, without express staff permission and supervision. Students may not keep electronic devices, including smart watches, on

their person during the school day. Such devices includes but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the principal's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated and brought to the front desk. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule will be subject to disciplinary action. Heritage Classical Academy is not responsible for the damage, loss, or theft of these items.

D. School Meals and Lunchtime

Applications for free or reduced meals are available by reaching out to our Director of Campus Operations at: grant.beardslee@heritageed.org.

In the middle of the day, lunchtime provides an opportunity to relax and restore the body and mind. Students must talk quietly and behave calmly during lunch.

E. Snacks

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-2 will set aside a time in the morning during which students can enjoy a quick bite to eat. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be eaten without utensils and without creating a mess.

Apart from water bottles and K-2 snacks, food and drink are not permitted outside of the cafeteria. Students may not chew gum.

F. Fees

From time to time the school may charge fees to its families for the purpose of funding expenses related to transportation, classroom supplies, elective courses,

activities, field trips, etc. All charges and fees must be authorized by the Head of School. All financial obligations must be rectified prior to registration for the upcoming school year. Students with outstanding balances will not be issued report cards or be permitted to register for the next school year. In cases of financial hardship, parents should inquire with the School office about receiving a fee waiver.

G. Clubs

The school may sponsor several student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are open to only part of the student body, including clubs for students with religious or political views. All clubs must be approved by the Head of School and have an active faculty sponsor.

H. Visitors

Sign-In

HCA has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:15am and 4:00pm must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the front office and provide identification each time they visit the school, not just the first. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at HCA, that person will be always supervised by school staff during a school visit and will not have access to children without direct supervision.

I. Inclement Weather

When weather threatens a school closing, you may tune into one of the local news stations to find out if HCA will be closing. We will follow the decisions of HISD when making our decision. If you see that the district schools are closed, then so are we. If the local district has a delayed opening, then so do we. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus. As possible, HCA will also notify parents of school closures by email and other electronic methods.

J. Withdrawals

We are always sorry to have a student move from Heritage Classical Academy. To facilitate withdrawal of students from School, we ask that parents advise the School office of an intended withdrawal three days prior to leaving. A parent is required to meet with staff to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

K. Academic Honesty

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the principal of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the principal will inform the student's parent of the plagiarism.
- The student will receive an automatic on the assignment if it is the first offense.
- For a second offense, the student may face further disciplinary action, including suspension or expulsion.
- Instances of plagiarism may be placed in the student's permanent record.

L. Student Services

In furtherance of our mission and in order to meet federal guidelines, Heritage Classical Academy admits all students, based on available seats, without knowing the special needs of any student before a seat is offered.

Heritage Classical Academy will offer a continuum of special education services and placements for the special needs of students. Heritage Classical Academy provides in-class accommodations, pull-out tutoring, and resource time for students with special needs. We also contract with providers for therapeutic services (occupational therapy, speech and language therapy, counseling) that the school cannot offer on its own.

When a child with special needs is accepted into Heritage Classical Academy, the family will be informed of the services and staffing levels provided by the school. If a child has special needs that the Heritage Classical Academy staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

Heritage Classical Academy's Student Services program rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, Student Services will create and lead resource class time for students who need extra help. The goal

is to reinforce what is learned in the classroom and to help the student develop independence.

M. Admissions and Enrollment

For current enrollment information, including grades offered, admissions deadlines, and enrollment lotteries, please visit the school's website at Heritageed.org.

Admissions Eligibility

Heritage Classical Academy is an open enrollment charter school, and, as such, is open to all students, subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate proof of residency. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws.

Heritage Classical Academy will not discriminate based on race, color, ethnic background, sexuality, national origin, gender, or disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Students expelled from another school will be admitted at the discretion of the head of school. The head of school will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

Admission forms and deadlines will be available in the school office and at Heritageed.org.

Limited Availability

Heritage Classical Academy will determine the number of seats to be offered in each grade on an annual basis. While it is our expectation that such numbers will be determined prior to the Open Enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year.

Open Enrollment will be held each year; exact dates will be posted at Heritageed.org and available in the school office. Families of enrolled students who

wish to re-enroll will be required to submit a re-enrollment form for each student prior to or during the open enrollment period to secure each seat.

At the end of the Open Enrollment period, the school will admit students in the following order:

1. Current students who have submitted re-enrollment forms.
2. Applicants who are next-of-kin to any teachers, staff, or board members.
3. Applicants who have siblings already admitted to the school.
4. All other applicants.

If the number of applicants exceeds the number of available seats in any grade, a random lottery process will be used to select admitted students from the pool of applicants. The lottery will also establish the order of the waitlist.

The school may, by direction of the head of school, establish more seats in any grade in order to accommodate applicants who are next-of-kin to any teachers, staff, or board members.

Once students are admitted at the end of the open enrollment period, families will receive notice via email and, if possible, via phone and/or electronic communication. Families will then have a window of time to submit enrollment paperwork. If families do not submit enrollment paperwork, then they forfeit the offered seat. Seats that become available after the enrollment period will go first to waitlisted students—in the order established by the lottery— and will then become available on a first-come, first-served basis.

The school will allow enrollment for open seats after the start of each school year, but only until such date as is determined by the Board of Directors.

N. Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

O. Emergency Policy

The Administration shall maintain a stand-alone Emergency Operations Plan, which shall be available for reference in the School office.

P. Facility Use

The head of school will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who can execute the school's emergency and security procedures.

Q. Parent Service Organization

Heritage Classical Academy will establish the Parent Service Organization (PSO) to support the school's mission. PSO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PSO consists of a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PSO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PSO may serve as a fundraising arm of the school, but it will not be a stand-alone, tax exempt, non-profit organization. HCA is itself a non-profit organization with 501(c)3 status.

The head of school reserves the right to create, remove, or dissolve PSO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

R. Board Meetings

In compliance with Texas' Open Meetings Laws, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location, including the School website (date, time, location);
- Post agendas not more than 2 weeks in advance but at least three days before a meeting;
- Post and place 24-hour notice for emergency called meetings and state the reason for the emergency meeting in the notice;

- Provide specific agendas for meetings to advise the public of the matters expected to come before the Board.
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and a record of votes.

The Board welcomes public comments at each regular Board meeting. Community comments are limited to 3 minutes. To ensure the accurate representation of the comments in the Board's meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing. Grievances or discussions involving specific personnel will not be entertained at a public meeting.

S. Communication to the Board

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the head of school to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board Chair and the Board Secretary. Such communication can be addressed accordingly and delivered to the School or sent via email to stuart.saunders@heritageed.org and kathryn.vanderpol@heritageed.org. Communication can also be provided verbally during the public comment period at a regular meeting of the Board (see above).

The Board kindly requests that members of the Heritage Classical Academy community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the head of school, or the whole Board.

Any communication to the Board should follow the Grievance Policy detailed below.

T. Role of the Head of School

The Head of School will implement a traditional, classical, liberal-arts curriculum. The head of school makes final decisions on curriculum, subject to the approval of the Board of Directors. The head of school, while chiefly the academic leader, is also

responsible for the discipline, moral culture, operations, and financial priorities of the school.

U. Chain of Command

The Board has established a chain of command whereby all authority for the management of the school rests with the head of school, and he has the sole responsibility of reporting to the Board and managing the operations of the School. It is the expectation of the Board that the head of school will establish a chain of command within the School to assist him with its operations.

In all communication to the School, the Board expects the HCA community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. HCA understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the head of school, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the Administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or board member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the head of school initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the head of school first. In these cases, however, it is always better for the parent to have as

much specific information as possible so the head of school can act on that information.

V. Grievance Policy

Grievance Related to the Classroom

HCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

- The Teacher: Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
- The Head of School: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the head of school.
- The Board: If the grievance cannot be resolved with the head of school, the parent should refer the matter to the Board, preferably in writing.

Grievance Related to Administration

For grievances regarding an administrator who reports to the head of school, the grievance should be directed to the individual first, then the head of school. If necessary, grievances left unresolved by the head of school should be submitted in writing to the Board. Grievances regarding the head of school should be directed to the individual first, then in writing to the Board.

W. Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to a student's education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school head of school or appropriate school

official a written request that identifies the record(s) they wish to inspect. The school official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school head of school or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student 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 student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student'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 is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure 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 20202-4605

X. Student Information

Classroom activities and events sponsored by the school occasionally are photographed or video-taped for use by the school, by the media, or by other organizations operating with approval from the head of school. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the Heritage Classical Academy photo/video release waiver included with Heritage Classical Academy enrollment paperwork but respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed alongside their pictures on the school website, social media, or in Heritage Classical Academy advertising publications without the direct consent of the student's parents/guardians.