



**Heritage Academy**

**2022-2023**

**STUDENT HANDBOOK**

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## **REGISTRATION/WITHDRAWALS**

Registration takes place in the main office. One of the secretaries will be glad to assist you with this matter. In order to assist you in a timely and professional manner, you must bring proper documentation.

The following documentation is needed in order to register your child:

1. Original Birth Certificate
2. Georgia Certificate of Immunization
3. Eye, Ear, and Dental Certificate
4. Social Security Card
5. Proof of Residence
6. Report Card showing grade placement
7. Completed School Registration Forms
8. Guardianships Papers – if the child resides with anyone other than the natural parent(s).

We reserve the right to request a social worker visit for questionable information and/or documents.

Withdrawals must be requested, one working day in advance. Forms may be secured from the secretary in the main office.

## **STUDENT INFORMATION FORM**

All students **must** have a current Student Information Form on file in the main office. Addresses and phone numbers must be updated when changes occur. This information is needed for emergencies.

## **SCHOOL HOURS**

School hours are between 7:45 AM and 2:45 PM. Children should not arrive any earlier than 7:20 AM and should be picked up no later than 3:00 PM.

Students will report directly to their homeroom class upon arriving to the building where they can participate in the breakfast program in their classroom.

- Students reporting to school after 7:45 AM must get a tardy slip before reporting to class.

## **ATTENDANCE**

State law requires students to be in attendance from ages six (6) through sixteen (16), and holds parents responsible for students attending school. Therefore, all students are expected to be punctual and regular in attendance. To be considered “in attendance”, a student must be present in school for at least one-half of the school day. If a written excuse is not presented to the teacher upon returning, the absence will be coded “unexcused”. If a student is absent or tardy, he/she must bring a signed and dated excuse from the parent/guardian. One absence necessitates calling parents. However, **we encourage parents to call before 8:15 AM to inform the school if their child will be absent.** Three (excused or unexcused) absences require a referral to the social worker.

## **UNLAWFUL ABSENCES**

Unlawful (unexcused absences) are defined as the student’s willful absence from school without the knowledge of parents (guardians), or the students’ absences from school without justifiable cause with the knowledge of the parents guardians.

Good attendance is directly related to good performance in the classroom – **No school – No learning.** Therefore, each student is encouraged to come to school daily and on time. Students with perfect attendance will be given monthly incentives. Students with perfect attendance for the semester will be rewarded with an attendance incentive.

A student qualifies for a Perfect Attendance Award when he/she has not been absent or tardy during the school year. See Attendance Policy.

## **VI. PENALTY FOR UNAUTHORIZED ABSENCE AND TARDIES**

- A. Progressive Discipline/Corrective Action Requirement.

**Unexcused absences and unexcused tardiness** must be monitored and appropriate corrective action applied promptly.

- B. Applicable Provision Occurrence in Nine-Month (180 day) cycle

Required Corrective Action Cycle

1. First absence/tardy during one (1) semester	Call home to parents/guardians
2. Second absence/tardy	Call home to parent/guardian
3. Third absence/tardy	Social Worker Referral

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4. Fourth through sixth unlawful absence/tardy	Mandatory meeting with school officials/ Referral to TIPS (Truancy Intervention Program)
5. 7th unlawful absence/tardy	Send a written notice, via first-class mail, warning parents(s)/legal guardians of possible court referral  Continue to counsel student and parents (s)/legal guardians. Convene Student Support Team to assist in addressing attendance problems.
6. Ten or more unlawful absences/tardies	Send a written notice, via first-class mail, warning parents(s)/legal guardians of possible court referral Counsel student; send a notice to student and parent(s)/legal guardians. Refer to social worker. Student and parent(s)/legal guardians shall be notified in writing of intent to file educational neglect charges.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

- The possession of mobile telephones and other personal electronic devices (PEDs) is a privilege extended to **students with the expressed, written consent of their parents/guardians**. The use of mobile telephones or other PEDs for any reason is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a mobile telephone or PED by an APS employee or other official or unless an extreme threat to the health or safety of a student arises and no APS employee or other official is present.
- Any device that is seen or heard by a staff member will be taken from the child and the student's guardian must come to the school to retrieve the device (The device will not be given back to the student).

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- The school will exercise reasonable care of items taken from students, however, no compensation to parents or students will be made if items become lost or stolen before being claimed by a parent.
- Please see appendix for a copy of the Atlanta Public Schools policy regarding student possession of cell phones and electronic devices.

### **BREAKFAST/LUNCH PROGRAMS**

Breakfast is served from 7:20 AM until 7:50 AM daily. All students at Heritage Academy are allowed to participate in the breakfast and lunch programs free of cost.

Good table manners and respect for others in the cafeteria are expected. Throwing food or food fights will not be tolerated and will result in an automatic suspension. Students must clear all of their debris from the table. Any student who continuously fails to follow established cafeteria rules will not be allowed to eat in the cafeteria with their peers.

### **ATLANTA PUBLIC SCHOOL CALENDAR**

School calendars are available for all parents and will be sent home the first week of school. This calendar details events happening system wide during the school year. You should reference this calendar for school closures, events, test dates and reporting periods. You may also visit the APS website to access district calendars.

### **BUS TRANSPORTATION**

Bus transportation is provided for all eligible students to and from school. To be eligible for transportation, elementary students must live more than one mile by the nearest practical route from his/her zoned school. A student in the Program for Exceptional Children (PEC) must have an IEP that stipulates special needs transportation, and/or that he/she resides outside the boundary of the assigned school boundary, and not requiring special needs transportation are eligible under the regular elementary guidelines.

### **SCHOOL BUS SAFETY**

Conduct on the school bus is expected to be the same as that in the classroom. Safety depends on the skills of the drivers and nothing should be done to distract him/her. Students may be denied the privilege of riding the school bus when behavior is inappropriate. **Two bus misconduct reports may result in the student's removal from the school bus for a period of time to be determined by administration. If a student is suspended from the bus because of inappropriate behaviors or actions, the parents/guardians are responsible for making sure their child/children get to school**

**on time and are picked up on time each day of the bus suspension. If a student is not brought to school by the parents/guardians, it will be recorded as an unexcused absence.** While riding the school bus, students are expected to:

- Know that the driver is in charge of the bus and they are to follow instructions and directives the first time they are given
- Promptly board the bus in an orderly manner
- Never crowd or push while getting on or off the bus
- Go directly to their seats and remain seated at all times while the bus is moving
- Use handrails while going up or down the steps
- Never enter or exit the bus from the rear emergency door unless instructed to do so by the driver
- Talk quietly and not make loud noises
- Never play with the equipment of the bus
- Never do anything that could distract the driver or disrupt other students
- Refrain from fighting on the school bus
- Do not chase after, or put hands onto buses because of the possibility of being dragged under the wheels and seriously injured
- Never crawl or reach under the bus wheels to retrieve any items

**If the above rules are not adhered to, it may result in students being suspended from riding the bus (See School Conduct Policy). The official Heritage Academy Bus Policy is located in the Appendix section in the back of the handbook.**

### **EARLY DISMISSAL**

A parent/legal guardian must complete an early dismissal form and sign his/her child out in the office before he/she is dismissed. The office keeps a record of the time missed from the instructional program, which may have an impact on student achievement, grades and promotion. No child will be allowed to leave school early without being accompanied by an **adult** whose name is on the student information form as a person identified to pick up the child. **Picture ID is required when the child is signed out.**

- **No student will be called to the office before a parent arrives.**
- **Parents will not be allowed to go to the classroom to get a child.**
- **Students cannot be called to the office for an early dismissal after 2:00 PM**

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### **AFTERNOON PICKUP**

Students are dismissed at 2:45 PM daily. Parents are required to make arrangements for students to be picked up no later than 3:00 PM. If it becomes necessary for your child to get home in a manner different from usual, **you must notify the teacher, in writing and provide a daytime phone number to verify the change.** Otherwise, your child will be sent home the way that he/she usually goes home.

### **SCHOOL SUPPLIES**

Students are expected to have supplies (pencil, pen notebook paper, appropriate writing tablet) every day to perform tasks assigned. Each teacher will inform parents of additional materials needed.

**No student should report to or leave school without the tools needed to perform given assignments.**

### **CLASSWORK/HOMEWORK**

All classwork and homework assignments are to be completed by students with parents monitoring and assisting. Teachers will make homework assignments that relate to the regular day and that are adapted in length and content to the maturity of the student. All students should have homework assignments 4 nights a week. Some older grades levels may get homework on the weekend. All work sent home should be **signed, dated, and returned to your child's teacher.**

The following is a guide used by teachers in assigning minimum homework, as required by the Atlanta Board of Education

Grades 1-3      15-30 minutes per night

Grades 4-5      30-45 minutes per night

Returned assignments will be check to aid in assessing mastery and classwork/homework progress.

Students will be assigned Science and Social Science projects that will require the assistance of parents with research and layout of projects. Projects should be returned to the classroom teacher for reviewing and recommendations

### **PROGRESS REPORTS**

In an effort to better communicate progress, teachers will be sending home student progress reports. Work samples will also be sent home sometimes. These samples will not need to be returned.



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### Notice of Deficient Work

It is the school's desire that every student work to the best of his/her ability at all times. However, it is the school's policy to inform parents or guardians of any student's unsatisfactory progress (below 70 in any content area) in time for the student to improve his/her work before the report card is issued.

CLASS PERFORMANCE			CRITERIA
GRADES			
A	Excellent Achievement	90% – 100%	<ul style="list-style-type: none"><li>• Masters all assigned work</li><li>• Completes work on time</li><li>• Makes major contributions to class discussions</li><li>• Does all written work normally</li><li>• Shows a high level of interest in work</li><li>• Evaluates and improves his/her work</li><li>• Does more than the assigned work</li><li>• Applies knowledge to daily experiences</li><li>• Works independently of teacher and fellow students</li></ul>
B	Above Average Achievement	80% – 89%	<ul style="list-style-type: none"><li>• Masters a major portion of assigned work</li><li>• Completes most work on time</li><li>• Makes significant contributions to class discussions</li><li>• Does all written work neatly</li><li>• Shows a decided interest in work</li><li>• Evaluates and improves most work</li><li>• Does more than the assigned work</li><li>• Shows evidence of ability to apply knowledge</li><li>• Works with little assistance from others</li></ul>
C	Average Achievement	70% – 79%	<ul style="list-style-type: none"><li>• Completes all assigned work</li><li>• Completes most work on time</li><li>• Makes limited contributions to class discussions</li><li>• Shows interest in work</li><li>• Evaluates and improves with direction</li><li>• Makes an effort to do work</li></ul>
F	Failure to Achieve	69% – 0%	<ul style="list-style-type: none"><li>• Work is inferior to accepted standard for passing. This may be due to indifference, irregular attendance, or incomplete work</li></ul>
NE	No Evaluation		<ul style="list-style-type: none"><li>• Insufficient time was available for evaluation due to late entry into class</li></ul>

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### SYSTEM-WIDE TESTING

The following tests will be administered to the students this school year:

- **Georgia Kindergarten Assessment Program (GKIDS-R)** administered to all kindergarten students throughout the school year.
- **Georgia Milestones** will be administered in May to students in grades 3-5 to determine students' Reading, Language Arts, Math, & Science (5<sup>th</sup> Grade Only) mastery of grade level Georgia Standards of Excellence and Georgia Performance Standards. This test is required by the state of Georgia.
- **MAP Universal Screener** is administered to students grades K – 5, in the areas of Reading and Math, 3 times a year to determine levels of academic growth throughout the school year.

### Chromebooks, I Pads, AND LIBRARY BOOKS

The State of Georgia and the Atlanta Public School System provides free use of all textbooks for all students. In addition to textbooks, all students in Kdg will be issued an I-Pad and all students in 1<sup>st</sup> – 5<sup>th</sup> grades will be issued a Chromebook for use in class and occasionally for homework purposes. Students are expected to take reasonable care of technology and books. All parents must read and sign a technology consent form in order for their student(s) to receive the technology.

The media center is available to all students. Students will have periods for study skills, free reading and other special activities. **Please encourage your child to check out books and READ!** Our goal is to encourage our students to read for pleasure, fact finding, and creativity. We solicit your help in reaching our goal by listening to your child read each night to support our Accelerated Reader program. We also encourage you to visit the public library with your child to help meet our goal of each child reading 60 minutes every night and (30) library books each school year.

**Lost or damaged textbooks, iPads, Chromebooks, and library books must be paid for before another book can be assigned or before the end of the school year.** Parents will be notified for payments. We encourage you to discuss the above points with your children, thus assisting with their responsibility for text and library books.

### DISCIPLINE

In order to provide the best possible learning environment for each child, appropriate disciplinary action that follows board policy and the official **Student Handbook on Conduct and Discipline** will be enforced. Your child's teacher will share the classroom management plan with you. It is imperative that you familiarize yourself with the rules, offenses and actions outlined in the Atlanta Public Schools (APS) Manual along with your child's classroom rules. Furthermore, we ask that you assist us by encouraging acceptable behavior from your child. Learning requires

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a safe and comfortable school. **We will not allow any student to behave in a disruptive manner that hinders that teacher from teaching and the other students from learning.**

- Bullying and other forms of intimidation will not be tolerated in any form and is strictly prohibited. If a student has committed the offense of bullying for a third time in a school year, it shall result in a referral to the Student Disciplinary Tribunal with recommendation for assignment to an alternative school. Age appropriate disciplinary action shall be taken against students in grades K-5, who have violated this prohibited against bullying. The term “bullying” means:
  1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
  2. Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.

**(See bullying policy in the Appendix section of the handbook)**

- Students should be courteous and quiet in the halls when moving to and from rooms, as other classes may be in session. Students are expected to walk on the right hand side of the hallway. Hitting, pushing, shoving, and kicking of others in the hallway will not be tolerated; this is very dangerous, especially when conditions are crowded. Littering with papers or trash will not be permitted.
- If a student feels threatened in any way they are to let the teacher or any adult in the vicinity know immediately. If a student fails to follow this policy and handles a dispute themselves, both students will be subject to disciplinary actions.
- The parents of any student guilty of fighting will be called to the school for an immediate conference that day. Please talk to your children about nonviolent ways of settling disputes.
- **STUDENTS ARE EXPECTED TO BE COURTEOUS AND RESPECTFUL TO ALL ADULTS AND PEERS AT ALL TIMES. DISRESPECTFUL BEHAVIOR WILL NOT BE TOLERATED.**

### **GENERAL SCHOOL GUIDELINES ON DISCIPLINE**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for our discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting.

The Atlanta Public School System takes seriously its responsibility to educate its students in a safe and drug free school, where they are free from fear of harm or intimidation by a few.

**Weapons, drugs, and gang activity** will not be tolerated in Atlanta Public Schools. Students who violate Board of Education rules or state laws related to these offenses will be arrested. These rules apply to all students at school-sponsored activities, including field trips, on school buses, official school bus stops, and any other sites used for school-sponsored activities.

### **SEXUAL HARASSEMENT**

We strictly enforce the sexual harassment policy as outlined by the Atlanta Public School Board's policy. Harassment in any form is unacceptable behavior. Written, verbal, and/or physical harassment of a sexual nature or intolerant of the beliefs of others (bigotry) will result in the offending students (s) being disciplined or suspended from school. Students are to keep hands and feet to themselves at all times

### **UNAUTHORIZED DEVICES**

- Toys of any kind, including toy guns (of any kind), radios, computer games, MP3 players may not be brought to school by students. These items will be taken from students and sent to the school office to be reclaimed by a parent. Consequences may include disciplinary action of various types and may result in suspension. **The school will exercise reasonable care of items taken from students, however, no compensation to parents or students will be made if the items become lost or stolen before being claimed by a parent.**

### **WEAPONS AND DANGEROUS INSTRUMENTS/OBJECTS**

A student shall not possess, handle, or transport any weapon, dangerous objects or objects that can reasonably be considered a weapon.

- No guns, knives, and other weapons may be brought onto school property in the State of Georgia. Violation of these policies will result in a suspension by the Atlanta Public Schools Tribunal, and arrest by law enforcement officers.

### **HEALTH CODE**

School personnel (School Nurse) can give medicines only to students with completed Administration of Medication/Medicine forms. This form must be completed annually by the student's physician and signed by the parent. If the medication or dosage changes during the school year, a new Administration of Medication/Medicine form must be completed again. The form should be brought to school with the medicine (in original container) when students require daily medication. **A student should never bring medicine to school. No over-the counter drugs will be given to any student.**

A clinic card should be completed by the parent and returned to the school annually. **Clinic cards are used to locate a parent when a child has a medical emergency.** Clinic cards should be updated whenever the information is no longer current.

Students with chronic health care conditions should be brought to the attention of the school nurse, even if they do not require medication during the school day. Students with injuries and illnesses such as car accidents, surgeries, or other health concerns that happen after the school

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year starts should also be brought to the attention of the school nurse. Do not rely on your child's classroom teacher to pass along this important information.

A social worker referral will be made if an emergency number is not available to locate a parent/guardian during a medical emergency.

The school nurse's office is located in the main office.

### **PARENT INVOLVEMENT/VOLUNTEERS**

Another role that will introduce you to involvement in your child's education outside the home is that of the school volunteer.

**We need a new definition of what it means to volunteer that doesn't necessary involve coming to the school building. Volunteering mostly deals with parents supporting school goals and children learning any place and any time**

***Dr. Joyce L. Epstein***

Participation by parents is vital in reaching education goals. Parent involvement is essential to a child's success. This is supported by research. Parent involvement takes many varied forms:

- **At home:** With the child, the parent creates a home learning environment that is as important as anything a teacher can build in the classroom
- **In the classroom:** The parent, working alongside the teacher, helps to build a stimulating environment.
- **In the world:** The parent and child share experiences and education, perceptions and learning\*

**McLaughlin, C.K., Parent Involvement, 1993, pg.12**

**When parents are involved in the learning process, whole schools get better, children learn more**

**As children learn more, they value education more.**

**As they value it more, they learn even more and pass it on to their kids.**

***Missouri Governor John Ashcroft***

### **INVOLVED PARENTS PROVIDE A STRONG LINK FOR CHANGE**

When parents teach and help their children, the teacher experiences tangible results. The child of an involved parent is more receptive to information conveyed in a school setting, is better adapted to work with other children, and creates fewer fights and more solutions that the child whose parents are not involved.

Parents can be a vital and stimulating resource in the classroom. They can give new insights into cultural diversity, and can be positive role models. Some ways your volunteering is needed are as follows:

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*Storytelling, reading aloud one-on-one, tutoring in math and reading, vocational training, speakers, class parents, library assistants, plan and organize activities, sponsor groups, design flyers, publicize events, sponsor events, cafeteria monitors, special projects and many more.*

There are many more ways that you can help in making your child's school one of the best in the country. Volunteering a minimum of one hour per week in the school will make a tremendous difference. Call your child's teacher or the school to volunteer at (404) 802-8650. Help to make a difference in your child's school today.

### **VISITING THE SCHOOL**

Parents are always welcome in the school as we consider you partners in the learning and teaching process. However, we ask that you follow the Board Policy of stopping by the office to sign in and secure a permit before visiting anyone in the building. Upon the completion of your visit, return the permit and sign out. This rule will be strictly enforced to ensure the safety of our staff and children. **Anyone deemed to be inappropriately dressed will not be allowed beyond the main office. This includes but is not limited to wearing pajamas, see through clothing, extremely tight, short, or revealing clothing.**

### **Respect**

Parental Involvement is an essential element to the success of all of our students. While we encourage as much parental participation as possible, we also want to establish an environment where parents and visitors feel welcomed at all times. Please refrain from yelling, cursing, making threats, etc. to any Atlanta Public Schools personnel upon your visit to Heritage Academy. Any visitor who curses, yells at, or makes threatening remarks while on school property will be asked to leave and a restraining order will be put in place barring that visitor from coming onto the school campus. If need be, charges will be filed against the individual with the City Court of Atlanta. All visitors are due a high level of respect from all staff members of Heritage Academy at all times. Our goal is to ensure that your child has the opportunity to be successful in a safe environment.

### **PARTIES**

Because of current COVID 19 protocols, no birthday parties will be permitted during the school day. Once COVID 19 protocols are lifted this policy will be revisited.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are useful for the evaluation of a child's school performance and will allow for an exchange of information. Teachers will be prepared to show you samples of your child's work and tell you how your child's homework and classwork are progressing. At the end of the conference, remember to ask the teacher for home strategies to help provide assistance for your child.

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Conferences will be held whenever the need arises, at a time that is convenient for both you and the teacher (3:00-3:45PM). Conferences must be arranged in advance with the teacher. Please include a phone number for confirmations when requesting conferences. While observing COVID 19 protocols, conferences may occur via Zoom link. When conferences are needed with the Principal, Assistant Principal, counselor or social worker, a conference should have been held with the teacher prior to requesting this conference. All parties expected to attend should also confirm this conference.

**Parent/Teacher Conferences are not conducted during instructional time!**

### **SCHOOL SAFETY PLAN**

It is our desire to provide a safe environment for our students at all times. Therefore, students participate in monthly safety drills. Each teacher is provided detailed information on school safety and fire prevention.

### **SCHOOL CLOSINGS DUE TO SNOW AND ICE**

Accurate information on school closing due to snow and ice conditions may be obtained by watching television (Channel 2) or listening to the radio (WSB and WGST). Information can also be obtained by visiting the Atlanta Public Schools website ([www.atlantapublicschools.us](http://www.atlantapublicschools.us)). Remember to listen for information regarding Atlanta City or Atlanta Public Schools only.

### **Heritage Academy**

#### **Student Dress Code Policy**

**2018-2019 School Year**

**Heritage Academy is a uniform school (daily).**

**Boys: Khaki Pants or Shorts; Burgundy or White Polo or Button Up Shirt**

**Girls: Khaki or Burgundy Pants, Shorts, Skirt or Jumper; Burgundy or White Polo or Blouse.**

### **Student Appearance & Dress Code Policy:**

Students are required to wear the school uniform on a daily basis. Inappropriate clothing and appearance are disruptive to the school program and administration will enforce adherence to this policy. School administrators have final authority to decide if clothing complies with the dress code policy.

### **Violations of this Policy**

Violations of this policy shall be treated as a violation of the Student Code of Conduct. This policy shall apply to students at all times when they attend school or any school sponsored event. Administration may exercise discretion and permit exceptions to this policy for extracurricular activities.

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### **General Dress Code Policy Requirements**

**Appropriate Sizes:** Students shall wear clothing of the appropriate size as determined by administration exercising his/her judgment. The size of shirts and pants shall be appropriate to the students' body size and shall not be unduly oversized or undersized.

**Shirts:** Shirts for all students shall be tucked into the waistband of the pants or skirt. Exceptions will be allowed in individual cases based upon the discretion of the principal or designee. All shirts must have sleeves.

**Pants:** Pants shall be worn so that the waistband is worn at the waist and not below the waist.

**Belt:** All boys must wear a belt with pants to ensure that they do not sag below the waist.

**Skirts and Dresses:** The hem of girls' skirts or dresses shall be no shorter than mid-thigh as determined by administration in the exercise of his/her judgment.

**Shoes/ Footwear:** All students must wear shoes. We encourage athletic shoes. Covered toes and heel shoes are acceptable. No flip flops. Platforms high heels, and shoes with wheels may not be worn.

**Hoodies –** No jackets with hoodies can be worn inside of the school building. If students wear jackets with hoodies to school, they must be taken off and placed in book bags upon entering the building.

### **Unacceptable Attire**

Students are not allowed to wear clothing, jewelry, buttons, haircuts, tattoos, or other attire or markings which are offensive, suggestive, disruptive, or indecent such as:

- 1) Clothing associated with gangs
- 2) Clothing encouraging the use of tobacco, drugs, alcohol, or violence

### **Violation of Dress Code Not Clothes**

The following items are not to be worn in school:

- 1) Hats, caps, or stocking caps, or any head covering worn inside the building except when approved by administration.
- 2) Hoods – No jackets with hoodies can be worn inside of the school building. If students wear jackets with hoodies to school, they must be taken off and placed in book bags upon entering the building.
- 3) Clothing associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
- 4) Clothing exposing the upper torso or upper thighs such as see-through garments, mini-skirts, or mini dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts tied at the midriff.
- 5) Clothing not properly fastened or with tears and holes.



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- 6) Clothing traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, and sleepwear should not be worn as outer garments.
- 7) Students may not display inappropriate markings (i.e., signs, graffiti symbols, etc.) on themselves or any items they have at school.

**Exceptions:** Exceptions to the school uniform code will be:

- 1) A student wears a costume or special clothing necessary for a school play or other school sponsored activity as permitted by administration.
- 2) A student's parent requested a reasonable accommodation to address a student disability. These requests must be in writing and submitted to the principal for approval.

### **For Violation of School Dress Code**

The parent/guardian will be contacted and required to bring appropriate attire to school for the student, or the student may be required to change into appropriate clothing or remove inappropriate accessory for the school day. (1st offense)

- A letter or referral from an administrator may be sent home requiring a parent/guardian to report to school with the student. (2nd Offense)

- Students who follow the uniform & dress code every day will be eligible to receive rewards and incentives on a monthly basis.

Student uniforms can be purchased at any store that sells uniforms. Some of the stores that Heritage Academy parents traditionally purchase uniforms include:

Wal-Mart, Rainbow, JC Penny's, Children's World (Jonesboro Rd.) and Family Dollar.