



# HERITAGE SCHOOL

*We inspire and change lives*

## **The Parents and Student Handbook 2017 – 2018**

Name : .....

Student ID : .....

## Word of Wisdom

The fear of the LORD is the beginning of knowledge,  
but fools despise wisdom and instruction.

***Proverbs 1:7***

The beginning of wisdom is this: Get wisdom.  
Though it cost all you have, get understanding.

***Proverbs 4:7***

The fear of the LORD is the beginning of wisdom:  
and the knowledge of the holy is understanding.

***Proverbs 9:10***

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# **HERITAGE INTERNATIONAL SCHOOL**

## **MISSION STATEMENT**

*“The Heritage School students will respect themselves and others, be responsible for their actions, and have the academic critical thinking and social skills needed for life.”*

Dear Students,

The faculty and staff of Heritage International School are committed to providing the best possible education to help you become successful adults. Our school offers a variety of programs that will prepare you for college and careers when you graduate. We cannot accomplish this without your cooperation and the support of your parents and our community. By working together we will have a learning community committed to excellence.

We offer you the opportunity to learn and grow and encourage you to always do your best. By accepting the challenge, you will improve mentally, socially and physically. If you need help, you only need to ask for it. We wish you the best for a most successful year.

Yours Sincerely,



**Julius Go**

**Principal**

## Lifestyle Expected

### Student Code of Conduct

*Dear Parents, Students, and Members of the Heritage School:*

*Our schools provide a safe, orderly environment for the achievement of our mission-lifelong learning. We are proud of our students and we are committed to working together to make them all that they can be.*

*This Code of Conduct is intended to support the efforts of the entire school family and to keep our school safe. We are grateful for your support and **PRIDE** in HERITAGE.*

*By observing the Code of Conduct, we can together become better students and better citizens.*

*Sincerely,*

***Heritage School***

It is the policies of HERITAGE provide equal opportunity for all students, regardless of race, color, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in this school. Any student who believes that they have been subject to discrimination should contact the Principal's office.

## Declarations

We believe everyone deserves a safe, supportive, and orderly learning environment.

We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

### **I will show Respect for...**

*Myself by:*

- Attending school regularly and being on time.
- Following rules and directions of adults.
- Doing my schoolwork and home - work neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Learning from consequences of my behavior.
- Dressing in a way that is appropriate for the learning environment.

*Others by:*

- Being understanding of other's feelings.
- Using positive words with others (no putdowns).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

## **THE HERITAGE PLEDGE**

### **Honest**

Always acting out and telling the truth in every situation.

### **Empower**

Supporting and encouraging others' skill and talents.

### **Respect**

Give others as they supposed to receive.

### **Integrity**

Know who you really are, your identity in Christ.

### **Tough**

Never willing to quit regardless the circumstances.

### **Attentive**

Giving full attention and caring for others.

### **Generous**

Be kind and extending helping hands to others.

### **Enthusiastic**

Having a thankful heart and influencing happiness to others.

## **Anti-Bullying Policy**

HERITAGE prohibits acts of harassment or bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying (to include electronic, internet or texting), like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstrations of appropriate behavior by treating others with civility and respect, and refusing to tolerate harassment or bullying is expected from all administrators, faculty, staff and volunteers to provide positive examples for student behavior.

Students that are involved in bullying will be disciplined via suspension up to and including a recommendation for expulsion.

## Student Responsibilities

### Responsibility for a Safe and Orderly School Environment

To create an environment, which promotes learning, every member of the school community must work together. The ultimate responsibility for student conduct rests with the students and parents. Parents are responsible for the behavior and attitudes of their children. Teachers, administrators, and counselor's deal with such problem to the extent the student will accept their help and authority.

When their efforts fail or are not accepted by the student, parents must then deal with the children in whatever way is necessary to ensure proper respect for school authority and acceptable behavior on the part of their child.

*“Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of laws as they relate to students and staff. Respect for the rights of others, consideration of their privileges, and cooperatives citizenship shall also be expected off all members of the school community.”*

*“Respect for real and personal property, pride in one’s work, achievement within the range of one’s abilities, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the school.”*

To accomplish these goals, students are expected to work to obtain the highest achievement possible in their studies, contribute to the schools’ safe and orderly environment, and respect the rights and property of others. School staff is expected to encourage and work to

maintain the highest standards of conduct in the school by publishing and enforcing consistent rules of conduct and supervising activities. As partners in the educational process, parents are expected to reinforce the school's standards of conduct and disciplinary procedures at home and encourage their students to attend school regularly.

## **Student Attendance**

Attendance, participation and school activities are necessary for academic achievement. An attendance policy is an essential element in improving and maintaining regular attendance. Improved attendance will result in greater student classroom success, more efficient use of time, and more efficient use of teacher time. Students are expected to attend ALL SCHOOL ACTIVITIES AND CLASSES REGULARLY. Students may sign out with prior parent/ guardian permission.

## **Tardiness**

The following action will be taken upon a student's tardy arrival to school:

- 1<sup>st</sup> Tardy = Teacher warns student
- 2<sup>nd</sup> Tardy = Teacher notifies parent by phone or mail
- 3<sup>rd</sup> Tardy = Teacher notifies parent by phone or mail and  
For the Grade 1 to Grade 6, after the 3<sup>rd</sup> time, the next day parents will be called.
- For the Grade 7 to Grade 12, after the 3<sup>rd</sup> time, the next day is a school suspension (1 day).

Subsequent tardiness will receive the same consequences as the 3<sup>rd</sup> tardy.

## **Lockers**

Each student is responsible for his/her lockers. The school will not be responsible for student property lost or stolen from lockers due to student negligence. **DO NOT SHARE LOCKERS.** As students lockers are the property of the school, they may be searched anytime for any reason if believed that student safety or school rules is being violated. Any form of school insurance does not cover personal property that is lost or stolen on school grounds. Lockers are subject to search and seizure without prior notifications.

## **Clearing Day**

The students need to clear their classroom and lockers. Before they returned the locker key to the Homeroom teacher, they need to empty and clean their lockers. There is a consequence if they are not able to return the key.

## **Nail Polish**

Nail polish should not be necessary when attending school and so the school does not expected to see students with nail polish. Certain events may mean nail polish is acceptable – such as performances or role-playing activities. But in typical school day nail polish is not needed and students may be asked to remove it.

## **Make-up**

Unless a specific requirement can be identified, students should not wear make-up to school. A limited amount of powder and clear lipstick or lip gloss is acceptable. Again, certain events may mean the make-up is acceptable; but generally make-up can be defined as distracting and unnecessary.

## **Shoes**

Shoes must be kept clean and in good repair at all times. In the interest of safety – high heeled shoes, sandals or any shoes with wheels are not allowed at school. **Socks must be higher than an ankle high.**

## **Tattoos**

No students should have any tattoos-whether temporary or permanent.

## **Hair Color and Length / Cleanliness**

In the interest of general presentation and conformity Heritage School discourages the use of hair coloring by students. School is not a fashion show and natural hair is reasonable and appropriate. However, should a students wish or need to us hair-coloring products the school encourages students to keep to natural hair color. An extreme hair-coloring cannot be accepted.

## **Cell Phone / Gadgets and Electronics Communications Devices Policy**

Cell phone, I-Pods type devices and electronic communications devices must be turned off and left at security booth at all times during school hours.

### ***Students Caught Using or in possession of a Cell Phone***

Since use of such devices can contribute to disruptions and student misbehavior, students whose cell phones go off in school or who use cell phones or electronic communication devices with or without a

camera or video capability during the school day will be subject to the following consequences:

1<sup>st</sup> Offense = First Warning

2<sup>nd</sup> Offense = Confiscation 1 month

3<sup>rd</sup> Offense = Confiscation 3 months and pick up by a parent or guardian.

Subsequent offenses will receive the same consequences as the 3<sup>rd</sup> Offenses.

The administration reserves the right to accelerate consequences as necessary. Student caught using the video or camera capability of the phone during the school day without prior approval of the building management will be subject to suspension from school.

Students, who refuse to surrender their cell phone, I-Pod or electronic communication device to the requesting school personnel, are considered insubordinate. This is a major infraction and the consequences for major infractions subject to progressive discipline will apply.

## **Student Debt**

Damage to school property and the security of all textbooks is the responsibility of the student. All debts are to be paid in full prior to the end of the school year. Debt amounts are determined by the main office staff.

## **Boys and Girls Relationship**

Students having boyfriends or girlfriends in school is allowed, But!!! HERITAGE does not encourage this, since this is an educational environment.

These relationships are allowed with these rules:

- No open mouth kisses at any time on campus
- No French kissing
- No hugging or caressing
- No sexual contact of any kind is allowed or tolerated on campus

**Discipline for the breaking of said rules will include detentions to possible expulsion!**

As stated before hope does not encourage this but it is a normal part of growing up and with proper guidance and advisement these relationships can be a positive one for child development. The rules of governing relationships are a responsibility of the parents and our guardian.

We hope we will not have any difficulties in this area and we will not have to discipline any students for these actions.

Please keep your private life private!

## **Search and Seizure**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, purses and athletic bags under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers and desk at any time

without notice, without student consent and without a search warrant. The school reserves the right to use the police department and its canine unit to search the premises for illegal substances at any time. A student's failure to permit searches and seizure as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag or athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The Board of Education recognizes that student publications enable students to learn the rights and responsibilities of the press in a free society. The Board is mindful that publication sponsored by the school must be available to all students who attend and, therefore, must be suitable for all students. Issues, which reflect opposing points of view, may be included in school publication, providing that equal opportunity has been provided to present alternatives views.

The Board reserves the right to prevent distribution of student publication which:

- Are prejudicial to any group
- Libel any persons or persons
- Seek to establish any religious denomination or sect,
- Advocate any substance which may be reasonably believed to endanger the health of students,
- Contain obscenity or material which violates the standards of the community, or
- Incite violence, advocate use of force, or urge violation of law or school regulations.

The Board also prohibits publication which:

- Fail to identify the student or organization responsible for their publication,
- Solicit funds for non-school organization without Board approval, or
- Promote, favor, or oppose any candidate for election or issue placed on the ballot in an election.

## Academics Integrity

### Schedules of Classes

Activity	Classes	Period
Assembly	All	7.30 – 8.15
<b>Class Time</b>		
	Nursery	8.30 – 11.30
	Kindergarten 1	8.30 – 12.10
	Kindergarten 2	8.30 – 13.15
	Grade 1 – Grade 2	8.15 – 13.15
	Grade 3 – Grade 6	8.15 – 13.15
	Grade 7 – Grade 12	8.15 – 15.15
<b>Break time</b>		
	Nursery – K 2	9.50 – 10.10
	Grade 1 – Grade 6	9.35 – 9.55
	Grade 7 – Grade 12	11.55 – 12.35
<b>Lunch time</b>		
	Kindergarten 2	12.10 – 12.30
	Grade 1 – Grade 6	11.40 – 12.20
	Grade 7 – Grade 12	12.55 – 13.35
<b>Picked up time</b>		
	All Classes	30 minutes after their dismissed time <b>(the latest)</b>

\*) Students should be picked up on time. If by any circumstances students cannot be picked up at assigned time, **school administration should be informed.**

## **Marks**

Academic marks intended to reflect as nearly as possible the performance of students related to the approved outcomes of instruction for a given course. Marks may be averaged from recorded performance on tests, homework assignments, classroom works, class activities (such as performance, labs, and discussions), and other activities directly related to curriculum outcomes. Academic marks should not be awarded for attendance or behavior. Marks may reflect a program that has been modified for a student with special needs providing the program has been approved in advance by students, teacher(s) and the appropriate administrator.

## **Remedial**

Remedial is a mandatory learning activity designated to assist students to learn. Remedial class is scheduled at least once in a week by subject teacher. Attendance list will be taken in every remedial session. Student who fails to show up in the Remedial Class will be attached in notice list. Whenever necessary, subject teacher may invite parents to discuss the students progress in the Remedial Class.

## **Tuition Course**

Tuition is an external learning activity designated to assist students to catch up with the knowledge gap. Tuition course is provided after school period and taught either by internal or external teacher. Tuition course is neither a mandatory session nor part of school's activity.

## **Homework**

Definition:

***Heritage School – The Parents and Student Handbook***

Home work is any activity related to class room curriculum and school learning which is completed outside of the class room and regular school hours without the immediate and direct supervision of the teacher, but presumable under the supervision of the home.

The most common types of homework assignments include:

1. Completion of assignments not finished during class time
2. Independent practice assignments not finished during class time
3. Preparation assignments which normally refer to reading assignments given prior to class meetings so that class time may be spent in discussion or some other form of applicant of the information read
4. Extension assignments which attempt to take the students beyond the work done in class and to join what is learned in school to multitude of other concepts outside in the classroom.

Purpose:

Instructional staff holds high levels of expectations with regard to the educational accomplishment of their student that are reflected in the kind of assignments made. Homework assignment is intended to accomplish the following:

1. To stimulate student effort initiative the development of independent student habits and responsibility for self-direction
2. To reinforce school learning by providing necessary and meaningful practice in some skills where mastery is needed
3. To supplement and support the school experience through related home activities providing for integration and application of concepts and skills
4. To encourage a carryover of worthwhile school activities into permanent leisure interests

5. To acquaint parents with what their students is learning in school and to invite their help when desirable.

## **Conditions to be Promoted**

### **Attendance**

A one hundred percent (100%) attendance record is desirable but realistically it has to be accepted that from time-to-time illness or other factors may prevent students from coming to school. However, Heritage School recommends that the students attain at least an eighty percent (80%) attendance record. Absence for more than twenty percent (20%) of the school time is surely to detrimentally affect the student's performance and **ability to gain promotion** to the next level study.

### **Marks**

The requirements for students to be promoted to the next level are:

<b>Grades</b>	<b>Marks</b>	<b>ECA</b>	<b>Attitude</b>
1 – 3	Max. 4 D	Min. C	Good
4 – 6	Max. 4 D	Min. C	Good
7 – 9	Max. 4 D	Min. C	Good
10 – 12	Max. 3 D	Min. C	Good

Get the clearance from Librarian (regarding books and the fine), Locker's Handler (for Grade 7 – Grade 12) and the Finance Department.

Student who fails to fulfill any of the requirements above **WILL NOT BE PROMOTED** to the next level.

## Make Up Test / Assignment

Students are allowed one day to makeup each day's work missed for each regular absence. Work is due before leaving or immediately upon return for all school related and/ or prearranged absences. Work missed due to administrative time out should be made up as arranged with the teacher. Students will receipt failing marks on work missed due to skipping class. Students suspended will not receive credit for their make-up work unless credit is authorized by an administrator. Attendance and tardiness are recorded on a term basis. Teachers will not be obligated to provide student who have more than 20 percent days of excused and unexcused absences with the work missed during that time unless the student/parents medical documentation on the administration.

Student is allowed to take Make-up tests/assignments ONLY under conditions below:

<b>Conditions</b>	<b>Actions</b>	<b>Treatments</b>
<b>Sick</b>	Bring Medical Certification	Make-up Test/Assignment given
<b>Permission</b>	Letter from parents <b>before</b> the event	Make-up Test/Assignment given – the highest mark 80%
<b>Permission</b>	Letter from parents <b>after</b> the event	<b>No</b> Make-up Test/Assignment given
<b>Absent</b>	No notification	<b>No</b> Make-up Test/Assignment given

## **Parents Involvement**

Parents should understand the purpose of homework. They can contribute to their child's success in school by providing conditions conducive to student and helping their student work out a good study schedule. Freedom from interruptions and good lighting are probably the most important factors in establishing a favorable environment for home study.

## General Information

### School Information

The Bellezza Shopping Arcade, 3<sup>rd</sup> floor  
Arteri Permata Hijau 34, Jakarta 12210  
Tel. +62 21 3006 6858, Fax. +62 21 3006 6857  
Website: [www.heritage.sch.id](http://www.heritage.sch.id)  
Email: [info@heritage.sch.id](mailto:info@heritage.sch.id)

### Student Portal (E-Learning)

<http://moodle.hislearn.org>

### Parents Teachers Meeting

Parents Teacher Meeting is a special meeting between the parents and teachers of students to discuss children's progress at school and find solutions to academic or behavioral problems. This meeting supplements the information conveyed by report cards by focusing on students' specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.

Due to the importance of this meeting makes the Parents Teachers Meeting is a **mandatory** for parents to come.

### Where To Go

Absences – Administration office  
Career and Vocational information – Principal and Academic Dean  
School Information – Marketing and Admission  
Graduation – the Principal's office  
Locker problems – Locker's Handler

*Heritage School – The Parents and Student Handbook*

Lost and Found – Security  
 Personnel problems – Counselor  
 Sign in/out – Disciplinary Master  
 Visitor passes – Security

## **School Uniforms Regulations**

<b>Grades</b>	<b>Uniform</b>	<b>PE</b>
Nursery	Free	
Kindergarten	White and Blue Tie (Mon – Thu)	PE Uniform
Grade 1 – Grade 6	White and Grey Tie Vest (Mon – Wed) Pullover (Thu)	PE Uniform
Grade 7 – Grade 9	White and Grey Tie Vest (Mon – Wed) Pullover (Thu)	PE Uniform
Grade 10 – Grade 12	White and Grey Tie	Free

**Every Friday** students can wear **casual clothes**

No short pants, No tank top and No sandals/slippers

Girl's skirts **SHOULD BE KNEE LENGTH**

Boy students from Grade 7 to Grade 12 must wear a belt.

There will be consequences for students that not comply with the rules above.

## **Canteen**

**We have a closed campus**, at Heritage School, which means that students **may not leave** school during break/lunch hour.

Students wishing to bring a lunch from home may do so.

Some basic rules concerning conduct in the canteen include:

1. Clean all papers, napkins, milk cartons and food from your table. Do not leave trash on the floor or on the tables.
2. Do not sit on the tables.
3. No throwing food.
4. If you drop something, pick it up. Clean up after yourself!
5. Students who break canteen rules may be assigned detentions or suspensions.

## **Food and Beverages**

Water is not allowed in the library or computer labs at any time. Lunches and beverages brought from home must remain in lockers. Non-compliance can result in disciplinary consequences.

Any special events where food is to be consumed, such as pre-holiday parties, etc., must be cleared with the administration and held in the commons area. No glass bottles are permitted on school grounds; they will be confiscated.

## **Lost and Found**

LOST or FOUND articles may be reported to, or claimed, in the admin office. Since the school has no liability for student property, common sense should be used with bringing valuables to school.

## **Messages**

The office will not accept phone messages for student except from parents in an extreme emergency.

### **School Telephones**

Office telephones in the school are for the purpose of conducting school business. Passes should not be given during class time to use the phone except in emergency. Only one person should be able at the phone at a time.

### **Transferring Students**

Students transferring from Heritage School to another school are to make all, library books, locker key and materials are turned in to the proper teacher or place and that all fees and/or fines are paid before they leave. It is important that a parent contact the office to formally release the student.

### **Visitors**

Students are not permitted to bring visitors to school. The only exception is a student may be transferring to Heritage School, and then a parent should attend with them.

All other visitors must check in at the office and receive an identification tag before proceeding through the building. Any persons in the building without authorization will be directed to leave.

### **School Functions**

Students are reminded that school rules apply at all school functions. As an example, this means there is NO SMOKING at any athletic event, dance, regardless of where they are held.

## Activities

### Extra Curricular Activity

Extra-curricular activity is an after school activity that designated to all students. Extra-curricular is designated to prepare students with particular skill that might be useful for student future career. All students may choose at least one activity. **Extra-curricular is a mandatory for all students of Heritage School.**

### School Camp, Field Trip and Study Tour

School Camp, Field Trip and Study Tour are NOT holidays from school. All of these activities are designed and implemented to increase the students' understanding and learning experience; and also to promote balancing skills between academic and non-academic. Students are expected not only excel in academic, but also in social relationships. This non-academic is implemented through leadership programs, social care activity and environmental care activity. Students are trained to live independently far from their parents. They expected to be able to interact and cooperate with their colleagues, and to live with different types of people. **School Camp, Field Trip and Study Tour are mandatory for all students of Heritage School.**

### School Sponsored Activity

Any activity under the jurisdiction of the school such as tournament, competition, class party, field trips, school plays, practices, buses, etc., are school events with all school rules enforced.

## Health and Safety

### Ill and Injured Students

Students ill or injured are to report to the office. Student will not leave school without the proper permission of an administrator. Should a student choose to leave school without permissions he/she is subject to the appropriate disciplines of an unexcused absence.

### Medication

Heritage shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, “medication” shall include all medicines prescribed by a physician and any patent drug. The total responsibility for dispensing or administering any non-prescribed (over the counter) drugs, preparations, and/or remedies shall rest solely with the parent (s) or legal guardians, and that student. Before any medication may be administered to any student during school hours, shall require the written request of the parent. This document shall be kept on file in the office of the home school

Only medications in their original prescription bottle and labeled with the date of prescription and student’s name and exact dosage will be administered and only in the presence of another adult. Parents, or student authorized in writing by the parents and a physician, may also administer medication but only in the presence of another adult.

Heritage may permit the administration of medication requiring intravenous or intramuscular injection or the insertion of a device into the body. Students who may require administration of an emergency medication may have such medication, identified as fore-noted, stored in the school's office and administered in accordance with this policy.

### **Isolation at School in the Event of Health Risk**

The school will take action to isolate in the Clinic, send home or to send to the nearest hospital any student that is considered to have symptoms of the following:

- Conjunctivitis
- Diarrhea
- Difficulties or rapidly in the breathing
- Infections of the skin
- Lice, scabies or other parasites
- Severe and continuing coughing (whooping or red/blue in the face)
- Sore throat and difficulty breathing/swallowing
- Spots or rashes on the skin
- Stiff and painful neck preventing mobility
- Urine and/or stool of unusual nature
- Vomiting with severity and consistency
- Yellowing of the skin or eyes
- High Fever

Isolation of students is done solely in the interests of protecting health and avoiding spread of illness. Isolated students will be taken

care of and parents will be informed immediately of any such isolation.

# Discipline

## Absence and Tardiness

Regular attendance at required school activities and classes is essential to successful achievement of the goals of education. It is the student's responsibility to attend all activities and class regularly. Reasons for excused absence include:

- a. Illness, hospitalized.
- b. Required medical or dental treatment that cannot be scheduled at another time - a medical note from the doctor is required in order to receive an excused absence.
- c. Required court attendance - documentation required
- d. Death in the immediate family or a family friend - documentation required
- e. Observation or celebration of a bona fide religious holiday - documentation required

Parents or guardians must provide documentation of reasons for all absences to the school immediately following the absence. Students may be required to make-up missed work at alternative times (1 day make-up for each day excused) or to demonstrate their competence through examination for repeated absences; failure to do so may result in reduction of mark, denial of mark or failure to achieve promotion. Absences, which are not explained by parents within 24 hours, are unexcused. Students with greater than the number of unexcused absences specified in the student handbook may be denied a passing mark for the class in which they have exceeded the allowable. Detentions, and out of school suspensions will be assigned for multiple tardiest.

## **Harassment**

Any form of harassment to include bullying and hazing is in unacceptable and will result in disciplinary action. Harassment includes but is not limited to the following.

1. Racial, ethnic, religious or gender-related slurs name-calling, derogatory slang term, etc.
2. Racial, ethnic, religious or gender-related innuendoes, epitaphs or gestures.
3. Racial, ethnic, religious or gender-related term or messages written on lockers or displayed on papers, signs, T-shirt, or any other materials or apparel.
4. Any discriminatory words, acts, suggestions or sayings, spoken or written anywhere on school property.

Students involved in harassing activities will be disciplined via suspension up to and including a recommendation for expulsion. Local authorities will be notified and charges filed for severe and/or repeat offenses. Distribution of materials that violate these standards shall be considered an infraction of school rules under the guidelines defined above.

## **Student Sexual Harassment**

HERITAGE is committed to providing all students with a safe and supportive school environment. Staff and students expected to treat each other with mutual respect and to accept the rich diversity that makes up the school community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and behavior that will not be tolerated. HERITAGE is opposed to and prohibits without qualification sexual harassment in our school.

Definition: Sexual harassment in any unwanted or unwelcome sexual behavior that makes a person feel uncomfortable, put down, demoralized or interferes with a person's school days. In order for any specific action to be considered sexual harassment, it must be offensive to the recipient or create an offensive educational (working or learning) environment. (Sexual harassment includes both intentional conduct and action that was not intended to offend a reasonable and prudent individual).

### **Categories of Misconduct**

The Board of Education has established standards of behavior in school or on school property, and at school activities. These standards of behavior also apply when a student's conduct any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff. Misconduct is defined as any action which

- Does not conform to reasonable standards of socially-acceptable behavior
- Does not respect the person or property of others
- Does not preserve the order necessary to the educational program of the school
- Does not respect the rights of others, or involves disobedience to a duly constituted authority or disrespect for those who hold that authority.

### **Fraternalities, Sororities, Gangs and Secrets**

#### **Organizations**

Students attending HERITAGE are prohibited from holding membership in gangs and secret organizations.

Belonging to a gang or wearing gang-related clothing and gang items that pose a problem. It creates the possibility that people other than HERITAGE students will purposefully come to one of the schools to encounter a potential rival gang or member of a gang. This creates a potentially dangerous situation for all HERITAGE students. It also creates an intimidating and stressful situation for non-gang members. The potential for internal conflict is also increased when “gangs” exist.

To provide a safe environment for all students in HERITAGE, all gang identifying clothing, items, and activities are strictly prohibited in school, on school property and at all school related events. Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to police. Non-student will be refused entry to school and school events or asked to leave.

## **Illegal Actions and Major Infractions**

The following actions are considered major violations of the order of the school:

### **MAJOR INFRACTIONS**

1. Plagiarism
2. Computer crimes and/or compromising the school network/hacking.
3. Racial or sexual harassment/intimidation.
4. Bullying or harassment. (including all forms of electronic and internet abuse)
5. Insubordination/BOLD resistance to authority.
6. Giving false identification or information.
7. Profanity and/or obscene gesture directed at staff.

8. Use, sale or possession of tobacco on school property or during school sponsored events.
9. Larceny/theft/possession of stolen property.
10. Gambling
11. Malicious mischief
12. Trespassing/Being present in a locked or posted location without permission.
13. Unlawful interference with school authorities or programs.
14. Fighting (Five day suspensions for both parties on the first offense unless one party attempted to walk away and was physically unable).
15. Possession or distribution of materials which are libelous, pornographic or which advocate illegal acts.
16. Gaining access, altering or forging (on paper or electronically) school documents or school databases, or possession of a “virus” disk.
17. Improper touching of another student, lewd and promiscuous behavior.
18. Cell phone /Electronic Communication Device – refusal to surrender to requesting staff member as directed.
19. Throwing items over the balcony railing (\* 10 day suspension due to risk of injury to those below).
20. Hazing/Performing acts of initiation into a group, class or organization that causes physical, mental or emotional harm.
21. Extortion
22. Gross negligence/Violation of rules for safe and orderly conduct, - Disorderly conduct/Substantial interference with the operation of the district by unlawful student assemblage or group/individual acts of violence, disruption, vandalism or building seizure.
23. Possessing or distributing non-commercial and/or pirated software (computer disks, CD’s).

24. Indecent exposure.
25. Possession of laser devices on school property or during school activities.
26. Use, sale or possession of illegal drugs/drug paraphernalia or look-alike substances or alcohol on school property or during school-sponsored event.
27. Arson
28. Battery/Harmful striking of another person.
29. Assault/An offer or threat to do physical harm, with force or violence, and the apparent present means to carry out that threat.
30. Burglary/Breaking and entering a building with intent to steal.
31. Possession or use explosives, flammable or dangerous materials.
32. Possession of firearms or items that could be used as weapons on school premises.
33. Setting false alarms.
34. Bomb threats made to school or school personnel.
35. Gang related activity.

## CONSEQUENCES FOR MAJOR INFRACTIONS

1<sup>st</sup> Offense = up to 3 day Suspension

2<sup>nd</sup> Offense = up to 5 day Suspension

3<sup>rd</sup> Offense = up to 10 day Suspension

Subsequent Offenses = 10 day Suspension

The severity of the infraction may allow for an accelerated/reduced consequence.

### **Special Case**

Time out may be used until a parent conference is held.

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Restitution will be made for damages.  
Bogus phone calls will result in a 1-day suspension.

### **Use if Breath-Test Instruments**

The Principal or their designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **Disciplinary Action for Major Infractions**

While minor infractions may warrant progressive consequences, major violations of school conduct may be followed by imposition of more severe consequences on the first offense. Violation of the major infractions above may result in immediate suspension for up to ten days, and may be followed by long-term suspension or expulsion from the school program by the Board of Education (as a result of a formal hearing). HERITAGE will also pursue criminal prosecution of violation of applicable laws on school property. Suspensions from school for major offenses require notification to parents by phone or in person, followed by notification by mail (with copy to student record). Conditions for readmission of students may include restitution for property damage and/or acceptance of outside

professional help for behavioral difficulties. The building administrator may also require a parent, guardian, or designee to accompany a student to class in lieu of suspension in some cases. Documentation of satisfactory completion of conditions for readmission will be provided. Work missed during suspension from school will not count toward credit or graduation.

Major offenses committed on school transportation will be considered major school offenses.

### **Mandatory Expulsion for Serious Offenses**

Law requires the expulsion of students who bring a weapon onto school premises. A weapon is defined as a firearm, an explosive device, a knife greater than 3 inches (measured from the hinge), brass knuckles, or object which can be used as a weapon. In addition, law requires expulsion of students who communicate threats of bombing, commit arson, commit criminal sexual conduct or commit verbal or physical assaults on schools employees, volunteers or contractors.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against employee, volunteer, or contractor. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

### **Weapons**

If a dangerous weapon is found in the possession of a student while the student is in attendance at school, the Principal of the school will immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. A dangerous weapon means a firearm including air and gas/powered guns (whether loaded

or unloaded), a dagger, a dirk, a stiletto, a knife with a blade more than three inches in length (measured from the hinge), a pocket knife opened by a mechanical device, iron bar, or brass knuckle martial arts weapons or any other object used to threaten or harm another student. Weapons may also include any toy that is presented as a real weapon or reacted to as a real weapon; Criminal charges may be filed for this violation. If a student possesses a dangerous weapon, the Board or its designee will expel the student permanently from the school, subject to possible reinstatement, unless the student establishes in a clear and convincing manner, at least one of the following:

1. The object or instrument possessed by the student was not intended for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not know or have reason to know the object or instrument possessed constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, with the express permission of the school or police authorities.

Students may also be subject to disciplinary action if misconduct occurs out of school and has a direct adverse impact either on school discipline or on the general safety and welfare of staff or students.

### **Acts of Misconduct may Fall into the Following Categories**

Minor infraction may include but are not limited to:

1. Lack of cooperation.
2. Violation of school/cafeteria rules.
3. Shoving, tripping, or other actions that endanger the safety of others.
4. Indirect, improper language (profane, indecent or immoral).
5. Failure to provide required information to school authorities (example: emergency card).
6. Unauthorized sale of products on school property.
7. Unauthorized distribution or posting of communicative materials.
8. Unused number violations at this time.
9. Use of another student's planner.
10. Outside building during school hours.
11. Leaving campus during school hours.
12. Disrespectful behavior. (to include electronic harassment, face book bullying and/or texting and passing on any such harassment)
13. Violation of the Computer Use Policy.
14. Students found in unauthorized hallway where they have no immediate class.

## **Long Term Suspension and Expulsion**

Decisions on long term suspension (more than 10 days) or expulsion from the school are made by the Board of Director. The student and his/her parents will be provided with written notice of the intention to suspend or expel their child, the timetable for such action, and the reason for this action. A board hearing will be convened within ten (10) school days following the suspension. They will be provided with an opportunity to appear before the Board and to answer the charges. A summary of the procedures that will be used, the witness that will be called, and the student's rights in these procedures will

be provided. The decision of the Board will be made available within five (5) days after such hearing. The Director may assign students to an alternative educational setting. Both the student and the Board may be represented by an advisor or legal counsel at this hearing. The hearing may be held in public or in closed session at the discretion of the student and his/her parents.

### **Possible Disciplinary Action for Minor Offenses**

Since parents and school personnel share the responsibility for supervising student behavior, every effort will be made to keep parents informed of the nature and frequency of minor offenses. Disciplinary action for minor offenses will be progressive, relate in kind and degree to the infraction, help the student learn to take responsibility for actions, and be directed, whenever possible, to minimizing the harm that may have been done by the infraction. (Time-outs will allow make-up work; suspensions will not.) Actions may include all or part of the following:

1. 1<sup>st</sup> Offense Detention
2. 2<sup>nd</sup> Offense 2 Detention (after school detention)
3. 3<sup>rd</sup> Offense 1 day suspension
4. 4<sup>th</sup> Offense 2 day suspension