

Welcome to Heritage Academy of Science and Technology!

We are so glad you have decided to join the Heritage family and hope to have a successful year full of new learning and enriching experiences. Our number one goal is to help provide a quality education that challenges each individual student to do their best. We choose to focus on technology because as our world continues to develop and utilize more and more technology, it is important our students are equipped to handle what their futures may hold.

We welcome parents/guardians to participate in the school in any way that is possible for them, from helping file papers to chaperoning a field trip. We hope that you feel welcome here.

In order to have an academically successful year, there are some rules and policies our students and their families need to follow to help everything run smoothly. If you have questions about any of the rules or policies included in this handbook, please feel free to contact the school for clarification. We look forward to working with you this year!

Attendance

Attendance matters. If students are not in class, they can't receive the instruction they need to help them continue their educations. Our attendance goal for all students at least 96% is.

To report an absence:

- Parent or guardian should call the main office as early as possible on the day of the absence informing the office of the reason for the absence.
- If unable to call, please send a note with the student when s/he returns to school.
- All students are to check in with the main office when they return to school following an absence.
- If student misses class because of a doctor or dentist appointment, a signed note from the doctor or dentist is required to verify the appointment.
- If student needs to leave school for an appointment, a parent must notify the office in order for the student get a pass. The person picking up the student must have proper ID and **must** appear on the Emergency form.
- Once a student arrives at school, they may not leave the school grounds without permission.

Advanced Absence Request

- If a student knows in advance that he/she will be absent, they must bring a note to the Office prior to the absence.
- If a student is to accompany a parent/guardian on a trip, the parent must sign and submit a "Student-Parent Request for Absence" (available in the office) at least a week in advance. This slip is signed by all of the student's teachers, the student affairs coordinator and the office manager.

Excused absences

- Illness
- Religious holidays when the school is notified in advance
- Recognized cultural observances when the school is notified in advance
- Funeral or other family emergency
- Family activity up to 5 days when arranged in advance
- Transportation problems caused by failure of Heritage Academy transportation system
- Appointments with health care providers or other professionals

****Remember: Always call the Office to report an absence: 612-355-5570****

Unexcused absences

Heritage Academy follows the Hennepin County Truancy policies. A staff member will call home during the second hour of the day if your child is not in school. If your child is absent for three full days, a letter will be mailed out to you informing you of your child's attendance issue. If your child is absent six full days, we will request a family meeting to discuss what is preventing your child from coming to school. After nine days of unexcused absences a report will be filed for educational neglect. If your child is absent from heritage for 15 consecutive days they will automatically be dropped from our enrollment.

Withdrawing from school

We hope that you are happy here, but if you need to leave us for any reason, please report to the office two days in advance of withdrawing from school to obtain a "Student Withdrawal Form." All school books and school owned materials are to be returned and all personal items are to be removed from the student's physical education and school lockers.

Change of address/name

Any change of home address, telephone number or name should be immediately reported to the office. A **new emergency contact** card must be filled out and returned.

Early arrival to school

Doors will not be open before 7:00 am. Students who arrive between 7:00 and 7:50 am must go to the student lunchroom. Students must remain in one of these areas until 7:50 am, at which time they are dismissed to their first hour class. Students may only be in the hallway or classrooms with a pass from a teacher.

Tardiness to school and/or class

Students who are not in class by 8:00 am are tardy. Students who arrive after 8:00 am must report to the office to obtain a pass to class. The time of arrival will be recorded in the student's records as well as on the attendance/tardy sheet.

Tardiness is not acceptable. Three (3) cumulative tardy to school will be regarded as truancy and the student will be referred to the Behavior Specialist.

If a student is tardy to class three (3) times in a week they will receive an after-school detention. If they are tardy more than three times, they will receive an afterschool detention and their parent will be notified. If a student has detention they will not be allowed to participate in afterschool activities.

Truancy

It is imperative that your child attend school on a regular basis. If your child is not attending school on a regular basis, we will be contacting you to assist in improving your child's attendance. Interventions may include parent conferences, court referrals, etc. Excessive tardies will be regarded as truancy and the student will be referred to the Behavior Specialist.

Bus Policies/Procedures

These bus safety rules are in addition to the "contract" parents sign during the first week of school. The following rules apply anytime a student is on the bus. This includes, but is not limited to, field trips, athletics, etc. Please see the office for questions regarding bus transportation.

As a passenger and student of Heritage Academy of Science and Technology, I understand that I'm expected to meet the following bus behavior guidelines:

- Obey the driver's safety instructions.
- Be on time. Keep the bus on schedule.
- Keep your head, arms, and hands inside the bus. Windows may be open only one-third of the way down.
- For your own safety, remain seated, facing forward when the bus is moving.
- Keep the bus clean and not bring any food or pop on the bus.
- Be courteous! No profane language. Be respectful. Do not swear, fight, throw objects, make loud noises, smoke, harass, or personally offend fellow students or the bus driver.
- Work together to keep your bus clean and safe.
- Animals or hazardous objects are not allowed on the bus.
- If a student is responsible for any vandalism, that student will pay for any damage and/or lose his/her bus privileges.
- Students need parental permission to ride another bus other than their assigned bus and they need to obtain a bus pass from the Behavior Specialist **prior** to boarding the bus.

All offenses will be the responsibility of the Behavior Specialist.

Violation of these rules will result in the following disciplinary action:

- **First offense:** Discussion between Behavior Specialist and student, and parent notification/may receive 1-5 day(s) suspension from the bus.
- **Second offense:** Notification to parents and/or 1-5 day(s) suspension from the bus.
- **Third offense:** Loss of bus privileges for 5 days.
- **Fourth offense:** Loss of bus privileges for 5 to 10 days.
- **Fifth offense:** Loss of bus privileges for 10 to 90 days.

Building Policies/Procedures

Auditorium conduct

From time to time during the school year, students will assemble in the auditorium for a presentation or production. The following practices will govern conduct:

- Students will report to their classrooms before the program.
- Students will go to the auditorium with their teacher and sit in assigned seats.
- Students are to respond in an orderly manner; no booing or hissing.
- Students are to sit quietly and attentively.

Classroom Expectations

- Be in class and seated on time.
- Students must bring all of their learning materials with them including pencils, books, binders, planners, etc.
- Backpacks are not allowed in the classrooms.
- Students must follow the five Golden Classroom Rules:
 - Be Respectful
 - Be responsible
 - Listen Quietly
 - Stay Seated
 - Have Integrity
- Teachers will provide information regarding their grading policy, homework policy, class expectations, materials needed and an outline of the curriculum to be covered. Parents should file this outline information away and review it periodically throughout the school year.
- Food and drinks other than water are not allowed in the classroom or hallways.
- Any work more than 10 days late will not receive credit. Teachers reserve the right to create more stringent rules about decreasing value of late work.

Hallway Conduct

- Students are not allowed in the hallways without a pass or written authorization from a staff person or a staff escort.
- Students are allowed three planner passes per week.
- Students must have their student planner in order to be allowed to use the restroom. Passes to the office and other places are to be written out by the teachers during class time.
- No running or play fighting in the hallways.
- If students choose to pray, they must do so with the teacher's permission in the classroom during advisory.
- Always keep the volume of your voice low during passing times.
- Only the North and South staircases are allowed for student use.
- No sharing lockers (one locker is assigned per student).
- Using unauthorized stairwells will result in a behavior referral.

Media Center:

Students will have access to the computers in the media center with their teacher or with a pass from their teacher. Student will be able to check books out of the library during their advisory class.

We have great books! Most of the fiction books are included in the Accelerated Reader Program. Students can check out two books at a time for a period of about three weeks. Students must use their Student ID card to check out a book.

We encourage students to select books at their reading level (known as ZPD) and to take Accelerated Reader tests as soon as they finish the books. These tests can be taken during advisory/AR class. Please call your child's advisory teacher if you would like to know your student's level.

Dress Code:

- No sagging pants.
- No tank tops. (spaghetti straps)
- No gang colors, signs, or symbols.
- No offensive language or inappropriate slogans (beer, tobacco, etc)
- No hats, scarves, or bandanas (unless it is a religious artifact).
- Shorts or skirts must be longer than the fingertips when arms are down.
- No clothing that is immodest or worn inappropriately.
- No hoods, coats, or jackets.

Students will be told to turn their shirt inside out if it is offensive or they will be required to change into their gym clothes for the duration of the school day.

Contraband items

Any items that are deemed by the Heritage Academy staff to be disruptive to the learning environment or potentially dangerous will be confiscated. Common items are:

Cell phones, electronic gadgets, music players, electronic games, laser pointers, etc., are not to be seen or used in the building during school hours.

If these items are seen at any time during the school day, the following will happen:

- **First time** it is seen or heard, it will be confiscated by Heritage Academy staff or personnel to be handed over to the Behavior Specialist at their earliest convenience or the end of the day. The Behavior Specialist will return the item to the student at the end of the day.
- **The second time** it will be confiscated by Heritage Academy staff or personnel to be handed over to the Behavior Specialist and returned only to Parent/Guardians at the end of one week. It will not be returned to the student.
- **The third time** the item is seen or heard; it will be confiscated and held until the end of the semester, when it will be released to a parent or guardian.

****The school is not responsible for their loss should the item get lost or stolen.****

Please note: if you need to reach your child due to an emergency at any time during the school day, please contact the main office at (612) 355-5570, and we will relay a message to your child.

- Weapons, fireworks, stink bombs, mace, drugs, alcohol, and tobacco are strictly prohibited (see the Citywide Discipline Policy).

Student Planners

All students will be issued a student planner in which they will keep track of assignments, tasks and due dates. Student planners also contain student passes, which students must have to leave class. If your child misplaces their planner, you may purchase an additional one from the main office at a cost of \$2.00.

ID badges

Everyone must carry badges at all times (staff and students). If you lose your badge it will cost \$5.00 to replace.

Lockers

All high school students will be issued a locker. They will be assigned a lock at the beginning of the school year free of charge. If the lock is misplaced the student must pay \$5.00 to replace the lock. Students are NOT allowed to use their own locks on school lockers.

All middle school students will be provided a space in their advisory teacher's room to store their belongings.

All students are allowed to visit their lockers at the following times only: before first period, before lunch, after lunch, after the school day is over.

****No bags, purses or coats are allowed in the classrooms.****

Internet Guidelines

Students' use of the Internet is only permitted if the student has a signed Internet Agreement form on file in the Media center, and if that student is with their supervising staff member.

Student Responsibilities:

- Be polite, use appropriate language, the use of the Internet is a privilege
- Use sites that are connected to what is being studied in class
- It is forbidden to visit any inappropriate site (sexual or violent content)
- Do not violate any laws, regulations, copyrights
- Never use someone else's name or password or open or change their files
- Never use your whole name, address, or phone number
- Send email only with the teacher's permission and his/her email address
- Loss of privilege could result with a violation of any of the above.

After-School Activities:

Here at Heritage we try to provide for a varied enrichment program after our regular school day. We hope to provide an after school program with academic tutoring, additional classes for credit, sports, student interest clubs and homework help. Activities will begin towards the end of September at the latest. At that time buses will take students home.

If a student has been assigned an after-school detention or has been suspended, they will not be allowed to attend after-school activities on that day.

Homework:

Teachers will assign homework every Monday, Tuesday, Wednesday, and Friday. They may choose to assign additional homework as well. We greatly appreciate parents/guardians cooperation in helping to ensure their child does their homework. Providing a quiet place and time to study can help. If you do not see homework for your child, please feel free to contact your child's teacher or the main office to inquire about what homework was assigned.

At Heritage Academy, we know the best way to improve reading ability is to actually READ. We expect reading will be done at home EVERY NIGHT. Your student will have a book that they can be reading for homework every night.

Textbooks: From time to time students will be expected to take textbooks home with them and/or keep them in their possession for longer than the class period. When this happens, they are expected to take good care of the books. If the book is damaged or lost, students and their parents will be responsible for replacement costs. A student having any kind of book out from the past year (textbook or library book) is not issued a new book of either kind, until their old book is returned or paid for. Students who want to pay for a lost book should report to the main office. Receipts will be issued to the student.

Student use of telephones/ messages for students/ no cell phones

All school phones are for business purposes only. Students need permission to use the telephone and the call must be of an *emergency* nature, such as illness. Telephone messages are restricted to *emergencies only*. Parents should arrange for communication prior to the school day.

As previously mentioned, cell phones are not allowed to be used during the school day. This includes phone calls from parents, jobs, text messaging, and music playing capabilities. Therefore, the only calls which will be taken *in case of an emergency* must come from a parent or guardian through the Main Office. Please see the section on contraband items for more details on our electronics policy.

Retention policy:

Middle School- Students who struggle academically during the school year will be recommended for summer school at the discretion of Heritage teachers and administration. Any 8th grade student who fails more than 2 classes the entire school year will be expected to successfully attend summer school before they will be enrolled as a 9th grader at Heritage Academy.

High School- High school students who fail required courses must make-up those courses in the form of summer school, Saturday ALC, or online courses.

Lunch and Breakfast Programs

Menu and Nutrition Information

Our catering service, Done Right Foods, provides nutritious, well prepared foods. Menus and nutrition information are available on our website, and are posted in the school.

Breakfast includes an entrée, milk, and a fruit serving. Lunch includes an entrée, milk, and up to three fruit or vegetable servings. The full student lunch price is \$2.50. Free or reduced lunch prices are available to students who qualify.

Free and Reduced Price Meals

Free and reduced price lunches are available to students that qualify based on household income or participation in the MFIP or Food Stamp programs. Many students are directly certified by the MN Department of Education and do not need to submit an application. Students that are eligible for free meals based on direct certification will receive an eligibility notification letter from the Minneapolis Public Schools' Nutrition Center. Applications are mailed to households in August and are also available at school or the Nutrition Center. Only one application should be completed per household, regardless of the number of Minneapolis Schools attended by students in the household. Eligibility notification letters are mailed to households once an application is processed.

Cafeteria Conduct:

All students eat in the school lunchroom. To maintain an orderly lunchroom, we must have the cooperation of everyone in following these simple rules:

- When buses drop off students in the morning, students are expected to go to the cafeteria directly and are not allowed to go to classes without permission.
- Students must ask for a pass if they want to see a teacher the following morning to receive help.
- Students may go to their lockers before or after lunch and should then proceed directly to the lunchroom or their assigned classes.
- Students are expected to come to the cafeteria walking quietly, to get in line, receive their breakfast/lunch, find a convenient seat, and eat their lunch.
- When finished eating, students are to discard their garbage into the disposal basket and make sure that their table and area around it are clean.
- Following lunch, students are to remain seated in the lunchroom where they may talk until it is time to return to class.
- Students will return to class on time in a quiet and respectful manner after they are dismissed.

Emergency Procedures: Fire, Tornado, Civil Defense, Lock Down

Emergency procedures are posted in each classroom.

Fire: The fire alarm (continuous horn blast) signals students to proceed promptly and orderly from the building following the specified route. Students must move away from the building and remain at a safe distance at the direction of teachers. The signal for students to return to the building will be the sounding of the outside bell. During the course of the school year we will have a number of fire drills.

Tornado: There will be at least one tornado drill per year. The tornado alarm will be 6 short rings. Students will quickly and quietly go to their designated areas.

Civil Defense: Six long blasts of the fire horn, an unscheduled air raid horn, or an announcement on the public address system are signals that a civil defense emergency may occur. Students must listen to their teacher and proceed promptly and quietly to the designated shelter area. Civil defense drills will be held each year.

Lockdown drills: Procedures are posted in each classroom. A code yellow indicates that there is a threat outside the building. In this case the outside and classroom doors are locked, but students are able to change classes as regularly scheduled. A code red indicates there is a threat inside the building. In this case all of the doors are locked, no one is allowed in or out of the building or classrooms, and students are to stay away from windows.

Evacuation Policy

In the event of an evacuation students and staff will convene at the parking lot on the corner of Como Ave and 19th Street.

Lost and Found

Found items of immediate need, such as glasses, key or valuable such as watches and purses, should be turned in to the office. Lost and found items will be donated at the end of every quarter, so please be sure to pick up any items you may have lost.

Students are responsible for the cost of replacing lost/damaged school items (textbooks, library materials, etc), even if the item was in their locker they are still responsible for it. Items of value (cell phones, MP3s, iPods, games, etc) should be left at home. The school is not responsible for lost/stolen items.

Visitors/ volunteers

- All parents and visitors are to report to the main office, sign in and they will be given a badge which must be worn. Unless you have an approved visitor's pass, your presence in the building or on the school grounds will be considered trespassing. Students who are on out-of-school suspension will be considered trespassing if they are on school grounds. Based on the district policy, trespassers are subject to immediate arrest.
- Student visitors and former students are not allowed to visit during school hours, on field trip days, during auditorium presentations/programs or on their days off from school.
- Volunteers need to check in with the office and receive a badge to wear during their time volunteering.

Parent Communication

Teachers will contact the parents/guardians of the students in their advisories within the first two weeks of school to introduce themselves. They will also contact parents/guardians at least once a quarter by telephone. Teachers will call parents/guardians to inform them about their child's achievement, attendance, behavior, and to involve them in intervention-type program planning. We strongly encourage parents to communicate with the teaching staff by sending a note, email, or telephoning before or after school. If parents want to set up a team conference (with all teachers and administrators in attendance) please contact the office to set it up.

The school will also call home starting second hour if a student is absent from school to notify the parent. The school will also mail out mid-term and final grades in addition to other important announcements as needed.

We hope to be a welcoming place for parents and encourage parents to schedule appointments with teachers if they wish to discuss their student's grades. Parents are allowed to observe classes while they are in session without an appointment, however teachers will most likely not be able to discuss individual grades at that time.

Health Needs

If a student becomes ill during the school day, s/he should obtain a pass from a teacher before going to the main office. Students will not be sent home without permission from a parent or guardian.

It is the parent or guardian's responsibility to provide transportation home from school in cases of illness or emergency. The school can only release a student to a person noted on their emergency information sheet, so it is important that the school has an up-to-date Emergency Information Sheet on file.

Medical conditions should be communicated to the main office so that the information can be recorded, shared with appropriate staff and made available in case of an emergency.

Medication:

Medication taken at school must have a written consent form from the licensed health care provider and with the written consent of the parent. Medication must be in a prescription bottle, labeled by the pharmacy with the child's name, name of medication, dosage, and the time(s) to be given. Medication must be stored in the main office and dispensed by school staff. It is illegal for students to keep medication on them or stored in their lockers.

A record of the number of visits a student makes to the office for health needs will be kept. If this number becomes excessive, parents will be contacted.

By law, students that do not have up-to-date immunizations cannot attend school.

****If your child is ill, please keep him or her at home and notify the office.****

Emergency Care Information Form

Parents must complete this form and return it to school immediately. This information is absolutely necessary when dealing with medical emergencies. It is critical that we have updated information on file where we can contact you in the event of an emergency.

****In case of change of address or telephone number, please update this information as well.****

Behavior Procedures:

In order for all students in a classroom to learn, we must enforce certain behavior expectations. Each teacher will go over expectations with their students. If a student is not following a classroom expectation, the teacher will remind the student of what they should be doing. If the behavior doesn't change, the teacher will warn the student. If it still continues, the teacher will issue a behavior referral slip. If the student's behavior is defiant or distracting from the learning process, they will be escorted to the ISS room. The teacher will call you if this has occurred. Students who have repeated behavior referrals will be placed on a behavior Monitoring Sheet that will help remind them of the behaviors we expect to see in school. The Behavior Specialist will call you if this occurs. Hopefully this will help a student learn the behavior we expect to see, however continued behavioral issues will result in a meeting with the administration and the parents/guardians to put the student on an Administrative Contract. This is a last support for a student to change their behavior before the team may decide the student is not a good fit for our program. We hope this will never happen this year, and we appreciate any support from a parent/guardian can give.

Heritage Academy employs the Honor Level System in managing student behaviors. The Honor Level System has been described as "one of the most refreshing, proactive" approaches to dealing with student discipline. It is a perfect blend of assertive and empathetic discipline that shows respect for the child. The Honor Level System is coordinated by the Behavior Specialist, Director, and Student Support Committee. They are responsible for keeping track of our students' behavior through a computerized system, and follow-up with students, teachers, and parents accordingly.

- Discipline by Design considers "each day" as a "new day."
- Honor Level System is designed to help students self discipline.
- The Honor Level System is an extension of the classroom discipline system, not a replacement for it. This concept is very important as educators are expected to build mutual respect and relationships with the student and not to solve the behavior issues by avoidance, The HLS system is designed to track student behavior that requires more attention beyond the classroom.
- Every teacher is responsible for supporting and following through on behavior interventions. In implementing the four steps classroom discipline system, teachers should maintain a cool and unemotional manner. There is no need for shouting or anger.
- Teachers will have and enforce seating charts in their classrooms.
- Teachers will review classroom expectations periodically throughout the school year.
- The four steps discipline should be posted in four places in the classroom along with the school wide five classroom rules.
- Verbal warnings should be delivered in close proximity.
- Teachers are expected to use multiple in-class interventions that may include, but are not limited to: proximity, reminding the student of the behavior expected, issuing a warning, issuing a warning of behavior referral, moving the student to an isolated space in the classroom, offering choices

- If a student is not following a classroom expectation, the teacher will remind the student of what they should be doing.
- Only in special, extreme cases should a referral be used as the first step.
- If the behavior doesn't change, the teacher will warn the student.
- If it still continues, the teacher will issue a behavior referral slip. These must be turned into the Behavior Specialist by the end of the day. Preferably, these can be issued while the student remains in class.
- If the student's behavior is defiant or distracting from the learning process, they will be escorted to the Behavior Specialist's room for the duration of the class or longer. The teacher must hold the student in class until a hallway monitor or EA is available to escort the student to the Behavior Specialist's room. Students will not be left alone in this room.
- The teacher is responsible for completing a behavior referral and calling the student's parent/guardian EVERY TIME a student is sent out of the room.
- Each teacher must maintain a contact logs that documents when they have called a parent and the result of that contact (wrong number, left message etc) and submit these logs twice a month to the director.
- Students who receive 3 behavior referrals in two weeks will be placed on a behavior Monitoring Sheet that will help remind them of the behaviors we expect to see in school. The Behavior Specialist will call home if this occurs.
- Teachers will be e-mailed a list of students who are on a behavior monitoring sheet and help students remember to have them signed.
- The Student Support Committee can make additional recommendations for interventions with students, such as talking circles, mediation, or other referrals to outside agencies.
- If a student has been removed from school for the day, has detention, or is suspended, they may not participate in extracurricular activities that day.
- Continued behavioral issues will result in a meeting with the administration and the parents/guardians to put the student on an Administrative Contract. This is a last support for a student to change their behavior before the team may decide the student is not a good fit for our program.
- Remember: we are doing discipline for the children, not to them.
- Please see the flow chart for more specifics.

4 Steps of Discipline:

- 1. Reminder**
- 2. Warning of Referral**
- 3. Referral written**
- 4. Time-out**

As indicated by the system, time out only occurs in extreme cases where student would need to take class material with him/her and sent to the behavior specialist. This is different than students who need to serve consequence (lunch detention, afterschool detention, etc.) due to misbehavior. Referrals should be issued to deserving students without asking them to leave the classroom and miss learning time.

Cause for Suspension:

Students may be suspended from school for any reason (but not limited to) on the following list: Weapons; assault; fighting; alcohol or other drugs; bombs/ terroristic threats; sale of alcohol or other drugs; threats; physical aggression; defiance; verbal abuse/ disrespect; harassment; tobacco; property offenses; trespassing; fire alarms; other safety violations; bus discipline; disruptive classroom behavior; failure to follow classroom or school policy; others as deemed appropriate by the administration of Heritage Academy.

Heritage Grievance Procedure

Students have the right to appeal decisions or unfair treatment by Heritage Academy staff or processes. The student should first attempt to mediate the incident directly with the staff member in question, using another staff as a mediator.

- 1) Following the incident, the student should immediately write a report detailing their view of the incident. Any witness should be asked to also submit their description of the incident.
- 2) Should that mediation prove unsuccessful, the student should set up an appointment immediately to speak to the Director about the incident. At this meeting, a MPS incident Form will be completed regarding the incident.
 - If the incident involves any Program Administrative personnel, the student should take this grievance to the Director and process the request accordingly.
- 3) Following this initial meeting, the Director will schedule a meeting with the staff in question immediately and follow the same process covered with the student.
- 4) The Director will then schedule and set up a meeting with the student, parent, staff member in question, parent liaison, and student support/behavior personnel. Depending on the nature of the grievance, MPS personnel may also be invited to this meeting, including but not limited to the MPS social Worker, Special Education Representative, and the Alternative Programs Coordinator.
 - An alternative meeting may present itself in specific situations where the student will be asked to make their case before the entire Program staff, depending on the situation.
- 5) This meeting will seek to create a restorative plan for the redress of the situation, depending fully on the facts of the case. This corrective plan will be put in writing and placed in the student's main file and the staff's employee file.
- 6) Should this meeting fail to come to consensus on a solution, the student has the right to use the MPS grievance Policy. Copies of this policy are available upon request.

Non-Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

Heritage Academy Behavioral Matrix

<p><u>Expected Behavior:</u></p> <ul style="list-style-type: none"> • Listening, following directions, focusing on/completing work • Being punctual and prepared, having integrity, using positive words, respect for others, staying seated • Treating property with respect • Apologizing to others when needed 	<p><u>Incentives and Rewards:</u></p> <ul style="list-style-type: none"> • Praise, smile, positive reinforcement • Special privileges such as: happy notes home, extra free time, treats, special field trips, recommendations for leadership opportunities
<p><u>Intensity 1 offenses:</u></p> <ul style="list-style-type: none"> • Passive off-task behavior, not listening or following directions, not cooperating, leaving seat or area, noises that disrupt the class 	<p><u>Corrective Responses:</u></p> <ul style="list-style-type: none"> • the “look,” non-verbal redirect or prompt, proximity or touch prompt, verbal redirect or warning, loss of classroom participation points move student to another seat, loss of privileges.
<p><u>Intensity 2 offenses:</u></p> <ul style="list-style-type: none"> • Continuing intensity 1 behaviors, arguing, passive or active defiance, teasing, bullying/threatening, pushing/poking, inappropriate physical contact (no injury), horseplay, swearing, insubordination, rude or unacceptable language/tone. 	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> • Teach skill gap, loss of privileges or recess, ending the activity, parent notification by the teacher, level 1 or level 2 time-out, student remains in class.
<p><u>Intensity 3 offenses:</u></p> <ul style="list-style-type: none"> • Continuing intensity 2 behaviors, significant defiance, swearing, safety issues, throwing objects, fighting to hurt someone, stealing, cheating, spreading rumors/gossip. 	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> • School service, parent notification/conference, out of class time-out, afterschool detention or suspension.
<p><u>Intensity 4 offenses:</u></p> <ul style="list-style-type: none"> • Repeated violations of intensity 2 and intensity 3 	<p><u>Administrative Responses:</u></p> <ul style="list-style-type: none"> - • Functional Analysis of student behavior • Out of school suspension • Administrative transfer

Heritage Academy Core Values: “In ourselves our future lies.”

Winning Behavior at Heritage Academy of Science and Technology

Come to School Prepared to learn!

- Dress for success.
- Bring books and supplies to school. Leave entertainment items at home.
- Get your rest and come to school willing to learn.
- Make school work a priority.
- Maintain personal habits that allow for a healthy lifestyle.

Be responsible and accountable for yourself.

- If absent, find out what you missed and make it up in a timely manner.
- Be present and on time with homework in hand.
- Maintain self control and make good choices.
- Learn all rules and apply them.
- No excuses!

Maintain an environment conducive to learning.

- Be quiet in the halls when classes are in session.
- Respect school property
- Tell someone if there is a threat to you, to others, or to the school.
- Place food, drink, and all trash into the proper receptacle.
- Remain in class to optimize learning.

Model Respect.

- Treat others as you would like to be treated.
- Speak courteously.
- Value diversity.
- Be attentive in class.
- Think before you speak.
- Choose to be positive.

Exhibit character and integrity.

- Show compassion for others around you.
- Be honest and courteous.
- Do not tolerate lying and stealing.
- Be a good role model.

These Heritage Academy School Core Values are well summarized in the Heritage Academy Student/Parent Handbook of:

“ Integrity first, excellence in all we do, and service before self.”

I have received the Student/Parent Handbook for Heritage Academy of Science and Technology with my child/student and understand it is our responsibility to read and understand the information within. We are both aware of the expectations that govern my child's conduct at Heritage Academy.

Parent's signature

Student's signature

Date