



## **HEIDELBERG ACADEMY**

1312 Academy Drive

P.O. Drawer Q

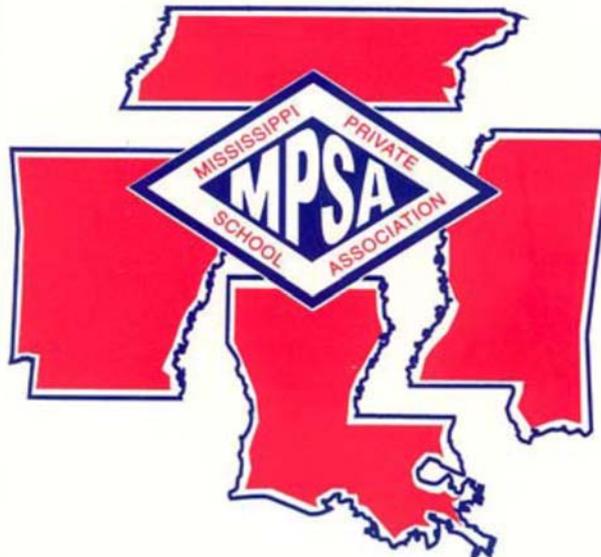
Heidelberg, MS 39439

Office Telephone: 601-787-4589

Fax: 601-787-3371

E-Mail: [harebs@harebs.com](mailto:harebs@harebs.com)

Web Site: [www.heidelbergacademyinc.com](http://www.heidelbergacademyinc.com)



Heidelberg Academy is fully accredited and a member of the  
Mississippi Association of Independent Schools (MAIS)

HEIDELBERG ACADEMY operates under the control and direction of a self-perpetuating Board of Directors. The school is administered by Heidelberg Academy, Inc., a Mississippi non-profit corporation, which is responsible for all decisions as to faculty, programming, admissions and all other decisions necessary to the quality operation of the school.

Heidelberg Academy's Board of Directors, teachers and administrative staff welcome you to this school year. We seek to provide and promote the maximum educational learning experiences that will prepare each student with the value system to meet the challenges of the college or career path chosen. We encourage each student to believe in oneself, prepare for the future and look ahead as that future becomes the present. Move forward with Rebel Pride!

## HEIDELBERG ACADEMY HANDBOOK ACKNOWLEDGEMENT PAGE

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
[Please Print—Last Name, First Name]

Parent/Guardian Name \_\_\_\_\_  
[Please Print]

The philosophy and policies of Heidelberg Academy for the school year 2015-2016 are provided in this HA Student Handbook as public information. Should you have questions concerning the school policies after reading its contents, please contact the school office.

**It is vital that you and your student(s) read your handbook, complete this form and return it to the school.** Each student in your family attending HA should have a completed form returned and on file in the school office.

\_\_\_\_\_ (parent/guardian signature) accepts parental responsibility regarding all rules as described in this Heidelberg Academy handbook.

\_\_\_\_\_ (student signature) has read and agrees to follow all rules as described in the Heidelberg Academy Handbook.

### **IMPORTANT: Please read carefully.**

Under the Family Educational Rights and Privacy Act, schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors, awards and dates of attendance.

Additionally, Heidelberg Academy will use pictures and works of its students on its website and/or in advertising. ***Parents/guardians, or above signed persons, must notify Heidelberg Academy and request that said information not be disclosed or displayed about their child/children [photo/works] on the school website/advertising.***

**THIS PAGE INTENTIONALLY LEFT BLANK**

# HEIDELBERG ACADEMY STUDENT HANDBOOK

## TABLE OF CONTENTS

### 2015-2016

<b>PART 1 –GENERAL INFORMATION</b>	<b>7</b>	<b>Enrollment Priorities</b>	<b>17</b>
Mission Statement	7	Additional Admissions Circumstances and Continued Enrollment	17
Philosophy	7	Rebel Reading (New Student Admissions)	17
Vision	7	<b>PART 4 – STUDENT/FACULTY /BOARD DRUG AND ALCOHOL PREVENTION POLICY</b>	<b>19</b>
Accreditation	7	<b>PART 5 – GENERAL POLICY AND INFORMATION</b>	<b>20</b>
Notice of Non-Discrimination	7	<b>Age for Admission</b>	<b>20</b>
Asbestos Management Plan	7	Visitors and Messages	20
Communication/Parent Conference	8	Child Custody	21
Webpage	8	Attendance for Grades Pre-K – 12	21
Pony Express	8	School Sponsored Absences	22
Student Communication Envelope	8	Excused Absences	22
Parent and Teacher/Administration	8	Medication Distribution by Office	22
School Policy	8	Family Vacations/Parental Planned Absences	23
<b>PART 2 – FINANCIAL POLICY/INFORMATION</b>	<b>9</b>	Elementary School (PK-6) Parent Procedure for Notifying of or Verifying a Student's Absence	<b>23</b>
Mandatory School Operations Fundraising Fee	9	High School (7-12) Parent Procedure for Notifying of or Verifying a Student's Absence	23
2015-2016 Tuition and Fees	10	School Hours and Arrival/Dismissal	23
Registration Fees	11	Checking-In School During the School Day	25
Tuition/Fees Payment Options	11	Dismissals from School (Checking Out)/Leaving the Campus	25
Tuition/Fees Payment Policy	11	Make-Up Work – Class Lecture and Notes	25
Additional Fees	11	Make-Up Work – Test, Quiz, Homework and Class Work	26
Educational Contract	12	Request for Assignments	27
Contract Cancellation and Withdrawal	12	Homework	27
Termination of Educational Contract	12	Perfect Attendance	27
Returned Check or Denied Bank Drafts	13	Severe Weather	27
Student Indebtedness at the Conclusion of a School Year	13	School Closing Procedures	28
<b>PART 3 – ADMISSIONS and RE-ADMISSIONS POLICY</b>	<b>14</b>	Permanent Records	<b>28</b>
New Student Admissions Process	14	Medications	28
New Student Admissions Criteria	14	Injuries	29
New Student Class Attendance Requirements	15	Special Testing	29
Home-Schooled Students	15	Lunch Period	29
Students Applying for Re-Admissions	16	Snacks/Break	29
Enrollment Waiting List Information	16	Use of Office Telephones	29
Enrollment Waiting List Information	16	Cell Phone Use	29

Tobacco-Free Campus Policy	30	Plagiarism	46
Lost and Found	30	MAIS Honor Society Membership	47
Sexual Harassment Policy	30	Student Council	48
Programs and Assemblies	30	Extracurricular Activity Eligibility	49
Gym Usage	30	Technology Usage	49
Fundraising	31	Technology Acceptance Use Policy	49
Yearbook and School Pictures	31	Assertive Discipline Information	52
Use of School Facilities	31	High School General Rules of Conduct	53
Athletic Booster Club	31	Student Driving/Parking	54
Patron Volunteer Requirement	31	Tardiness	54
<b>PART 6 – STUDENT CONDUCT AND DRESS CODE</b>	32	Tardiness to Class	55
Heidelberg Academy Rationale of Discipline	32	<b>PART 9 – ADDITIONAL INFORMATION</b>	56
Heidelberg Academy Philosophy of Discipline	32	College and University Visits	56
Students Responsibility at Heidelberg Academy	33	Lockers	56
General Rules of Conduct	34		
Guiding Principles in Administering Discipline at Heidelberg Academy	34		
Resolution of Delinquent Acts	34		
Student Harassment Policy	35		
Drugs/Controlled Substance Abuse Policy	35		
Alcohol Abuse Policy	36		
Searches	36		
Physical Contact	36		
Gum Chewing	36		
Dress Code	36		
Consequences for Failure to Follow Dress Code Policy	38		
<b>PART 7 – SCHOOL FUNCTIONS</b>	39		
Field Trips	39		
Recess	39		
Holiday Celebrations	39		
Birthdays and Party Invitations	39		
Extracurricular Participation/Attendance	39		
<b>PART 8 – ACADEMICS</b>	40		
Academic Recognition	40		
Grading System	40		
Student Classification	41		
Nine Weeks Honors	41		
Promotion and Retention Policy	41		
Student Grade Progress Reports and Report Cards	42		
Grade Point Average Calculation	42		
Senior Class Ranking	42		
Schedule Changes and Drop/Add	42		
Correspondence/Online Courses	43		
End of Semester Examinations	43		
First Semester End of Course Exam Exemptions	43		
Second Semester Exam Exemptions	43		
Graduation Requirements	44		
Graduation Honors	45		
Transcripts	46		
Cheating	46		

# PART 1 – GENERAL INFORMATION

## **Our Mission**

The mission of Heidelberg Academy is to provide a safe, faith-based, exemplary academic learning environment conducive to preparing our students to be effective citizens in our ever changing, global society.

## **Our Philosophy**

It is the intention of Heidelberg Academy to promote a strong academic program, provide a safe, faith-based, learning environment and to recognize each student as a valued individual with unique needs. Our goal at Heidelberg Academy is to encourage all students to realize their God-given potential by enabling them to become self-confident, self-reliant, and self-directed. We encourage our students to take active roles as members of the school community and our communities at large.

## **Our Vision**

The vision of Heidelberg Academy is to see all students thrive, grow, and prosper as a result of strong faith-based educational efforts in combined actions of school, home and community.

## **Accreditation**

Heidelberg Academy is fully accredited by the Mississippi Association of Independent Schools (MAIS).

## **Notice of Non-Discrimination**

Heidelberg Academy does not discriminate on the basis of race, religion, ethnic origin, disability or sex in administration of its educational policies, admissions policies, athletics and other school administered programs.

## **Asbestos Management Plan**

Heidelberg Academy is an asbestos free school as has been revealed through a documented inspection process. Parents are advised that records regarding the same are maintained and are available for viewing or inspection by any parent during regular business hours provided arrangements are made in advance of said request.

## **COMMUNICATION / PARENT CONFERENCE**

### **Webpage**

Information about the school is listed and updated on the school's website [www.heidelbergacademyinc.com](http://www.heidelbergacademyinc.com)

### **Pony Express (grades Pre-K - 6)**

Each Friday, a 'Pony-Express' brown, signature envelope will be sent home by the teacher with class and school communications. It is to be signed by the parent/guardian and returned to the teacher by the student each Monday.

### **Student Communication Envelope (grades Pre-K – 6)**

Each week, a 'Student Communication' brown, signature envelope will be sent home by the teacher with class and school communications. It is to be signed by the parent/guardian and returned to the teacher by the student.

### **Parent and Teacher/Administration**

Teachers may be contacted via email. Email addresses may be obtained from the school's website. It is recognized that email is a very convenient means for communicating data and information. However, it is recommended that email not be used in the place of a parent-teacher conference to discuss a student. Any questions concerning *classroom work, conduct, athletics or any other student concerns* should be handled in the following hierarchical manner:

1. First through the appropriate classroom teacher or coach by contacting the school office for an appointment.
2. After meeting with the classroom teacher or coach if further communication is desired, the parent should make an appointment to meet with the Headmaster of School.
3. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.
4. The Headmaster and/or teachers will not be available for a conference without an appointment.

### **School Policy**

Any and all policies of the Board of Directors and Headmaster of Heidelberg Academy, Inc. are subject to ongoing revision and discretionary interpretations as the Board of Directors may deem necessary or in the best interest of the school.

# PART 2 – FINANCIAL POLICY AND INFORMATION

***All information and policies addressed below, unless stated specifically for tuition/fees only, are intended for all student monies owed at Heidelberg Academy. Monies owed include, but are not limited to, tuition/fees, co-curricular activities and field trips and extra-curricular expenses.***

Heidelberg Academy operates on a cash flow basis. It is imperative that we collect monthly tuition/fees payments in a timely manner in order to pay our bills, including payroll, on time and maintain our reputation of fiscal responsibility. Failure on the part of our patrons to stay current with tuition/fees payments places the entire school in financial jeopardy. The educational well-being of each student, both academically and fiscally, is the primary responsibility of Heidelberg Academy. Therefore, if payment is received for a non-tuition/fees expense for a student and the student's tuition/fees payments are past due, the funds may be applied to the delinquent tuition/fees account without prior notification to the payer, the student or any person contractually responsible for the tuition/fees. Notification that the redirecting of funds has occurred will be mailed to the contractually responsible party.

## **Mandatory School Operations Fundraising Fee:**

The Heidelberg Academy Board of Directors may deem it necessary to approve mandatory fundraising activities in order to raise additional money for school operations. Whenever the need arises and such fundraisers are approved, all patrons will be required to participate. Mandatory fundraising fees are strictly for school operations and parents may opt to pay the fundraising fee, participate in the mandatory fundraising activity or an amount equal to the set fundraising activity will be added on to the following months' tuition.

## 2015-2016 TUITION AND FEES

Tuition for Heidelberg Academy is charged for a nine month school year with payment pro-rated over twelve months. The cost scale is as follows:

STUDENTS	½ BASIC FEES + Registration/Technology	TUITION + ½ BASIC FEES [remaining]	TOTAL
One Student	\$275.00 + \$160.00	\$3,745.00 + \$275.00	\$4,455.00
Two Students	\$440.00 + \$320.00	\$5,500.00 + \$440.00	\$6,700.00
Three Students	\$605.00 + \$480.00	\$6,775.00 + \$605.00	\$8,465.00
Above Three		Arranged based on number of students	

FEES by TYPE	CHARGES
Registration [RenWeb services and instructional supplies]	\$100.00/student
Technology [Equipment maintenance and software]	\$60.00/student
Basic Fees [used for building maintenance, overhead expenses and staffing]	\$550.00/student \$880.00/two students \$1,210.00/three students

STUDENTS	Monthly Tuition Payment if <u>ALL FEES</u> have been paid.
One Student	12 Months: \$335.00 June – May
	10 Months: \$402.00 August – May
Two Students	12 Months: \$495.00 June – May
	10 Months: \$594.00 August – May
Three Students	12 Months: \$615.00 June – May
	10 Months: \$738.00 August – May

\*\* Any other fees which may be required will be extra [i.e. Spanish fee, lab fees, workbook fees, etc.] and differ from year to year based on need.

## REGISTRATION FEE

A non-refundable registration fee shall be paid by each patron family upon enrollment/re-enrollment in Heidelberg Academy. The Board of Directors will determine the amount annually. This fee must be paid when the educational contract is signed prior to acceptance of a student in Heidelberg Academy.

## TUITION/FEEES PAYMENT OPTIONS

1. 2 payments by semester, due August 5th and January 5<sup>th</sup>
2. 1 payment, in full, due by June 5<sup>th</sup> prior to the upcoming school year opening
3. 12 monthly **Cash/Check** payments, June - May (occurring on the 10th of each month)
4. 10 monthly **Cash/Check** payments, Aug – May (occurring on the 10th of each month)

## TUITION/FEEES PAYMENT POLICY

1. Each patron family is assessed an operations fee per child when contracts are signed. Half of the fees are paid on signing. The remaining fees are paid monthly with tuition. Each patron family is assessed a tech/computer fee per child and is to be paid upon signing.
2. **LATE / NSF FEES:** A \$30 fee shall be charged per educational contract for payments not received by their due date. Also, a \$30 fee shall be charged for any returned bank draft and/or check.
3. **DELINQUENT ACCOUNTS:** If two consecutive monthly educational contract payments are missed or returned or if the monthly installments due under this contract become 30 days or more past due on three separate occasions the child covered by this contract shall not be allowed to attend school until such time as the entire balance due for tuition and fees under this contract have been paid in full. Report cards, transcripts, school records and diplomas shall not be released on any child whose educational contract is in default.
4. Full or semester tuition/fees payments made by check may be mailed or personally delivered to the school office. The school will not be responsible for unaccounted tuition/fees brought in by students.
5. Students may not take exams at the end of each nine weeks or first or second semester or participate in field day, school sponsored camps, etc., until all tuition/fees have been paid.

## ADDITIONAL FEES

Additional fees for specific classes such as labs, special classes, classroom fees, etc. will be paid **separately** at the beginning of school (NOT WITH TUITION). Textbooks will be issued to students at the beginning of the school year. A fine will be assessed for any abuse and charged to the student at the end of the year. If a student loses a book, he/she must pay full replacement cost for it. If a lost book is found, a refund will be given based on the condition of the book. Books left in the lockers, gym, cafeteria or other areas will be picked up and students will be assessed a fine for their return.

## EDUCATIONAL CONTRACT

At the time of enrollment or re-enrollment, an Educational Contract is signed for the coming year. The individual signing the contract shall be considered contractually responsible for the tuition/fees account.

### Enrollment during the Year

1. **Prior to Labor Day:** Any student who enrolls in Heidelberg Academy after the beginning of the school term and before Labor Day will be required to pay a non-refundable registration fee and will be assessed all fees and tuition as previously stated.
2. **After Labor Day:** Any student who enrolls in Heidelberg Academy after the beginning of the school term and following Labor Day will be required to pay a non-refundable registration fee and will be assessed full fees (see table above), and tuition will be assessed for all days attended on a pro rata basis.

### CONTRACT CANCELLATION and WITHDRAWAL

Any request for cancellation of the educational contract must specifically set forth in writing the reasons for said requests and be submitted to the Board of Directors at least five (5) days prior to any regularly scheduled meeting.

Cancellation of this contract shall be governed by the following provisions:

- (a) Educational contracts on students enrolled for the forthcoming year that are submitted for cancellation **prior to the last day of May of the preceding school year** shall be granted with the tuition and fees are all waived.
- (b) Educational contracts on students enrolled for the forthcoming year that are submitted for cancellation **from June 1 through the day before school begins in August** shall be granted upon payment of 50% of the summer tuition fee if the student transfers to a school outside of the service area of Heidelberg Academy. The other fees are waived.
- (c) Educational contracts that are submitted for cancellation **from day one of the contracted school year through the last day of school in May** shall be granted upon payment of 100% of the tuition fee plus 100% of the fees. Parents of students who withdraw during the school year must request from the office a withdrawal form to be completed for the student to be cleared for release. This form must also be signed by the parent.
- (d) Educational contracts that are submitted for cancellation from day one of the contracted school year through the last day of school in May shall be granted upon payment of 50% of the remaining school year tuition for students transferring outside the service area of Heidelberg Academy.

\*Heidelberg Academy considers its service area to be the following counties in Mississippi: Clarke, Jasper, Jones, Smith, Wayne

### TERMINATION OF EDUCATIONAL CONTRACT

The Board of Directors of Heidelberg Academy, Inc. reserves the right to terminate any educational contract and to dismiss any student if said student violates school rules or standards.

## **RETURNED CHECKS OR DENIED BANK DRAFTS**

Any payment (tuition/fees or other) that is returned to the school or denied by the bank will be assessed a service charge of \$30.00. Checks returned or bank drafts denied may be resubmitted without notifying the drawer. Should any family have two payments returned unpaid or denied by their bank, the school may opt to no longer accept personal checks or bank drafts for any reason from that family for the remainder of the school year. At that point cash, money orders or cashiers' checks must be used to pay all accounts.

## **STUDENT INDEBTEDNESS AT THE CONCLUSION OF A SCHOOL YEAR**

The following action will be taken for any student that is indebted to the school for **any** reason.

1. For students in grades Pre-K – 6, final grades will not be given.
2. For students in grades 7 – 12, the school reserves the right to not administer second semester exams and/or hold final grades.
3. Seniors will not be allowed to participate in graduation ceremonies.

## **STUDENT INDEBTEDNESS AT THE COMMENCEMENT OF A SCHOOL YEAR**

A student will not be allowed to begin classes in August if his/her Tuition/Fees account is delinquent for any month of the current school year or if any money is owed for previous school years. If a Student is transferring out of Heidelberg Academy and the account is in question, Heidelberg Academy will not release records for transfer until the account is cleared.

# PART 3 – ADMISSIONS AND RE-ADMISSIONS INFORMATION

## **NEW STUDENT ADMISSIONS PROCESS**

The admission process is as follows:

1. A tour of the school with School Official;
2. Completed application and a meeting with School Administrator with parent/guardian and student;
3. Pay non-refundable registration fee to the Business Office;
4. Schedule a time for entrance testing, grades K – 12; on the day of entrance test, the school administrator will need the following:
  - a. Check/cash for testing fee (\$35.00 – check made to Heidelberg Academy)
  - b. Completed application (previous school address/phone number required)
  - c. Official copy of transcripts;
  - d. Official Copy of birth certificate;
  - e. Copy of Social Security card;
  - f. Original Mississippi Certificate of Immunization Compliance;
  - g. Signature from parent/guardian on a release document allowing Heidelberg Academy to request the student's discipline file/history from the previous school;
  - h. Official copy of the most recent report card;
  - i. Official copy of achievement test scores.

*(It is the responsibility of the parent/guardian to obtain and deliver the above information)*

5. Student must receive approval of the Admissions Committee; the parent/guardian will be notified of the decision on admission by a school official in a prompt manner.

## **NEW STUDENT ADMISSIONS CRITERIA**

1. Students in grades 1 – 12 shall pass the admissions test administered by assigned school official;
2. Incoming high school students must be able to fulfill Heidelberg Academy's graduation requirements;