Heronfield Academy

Family Handbook

(updated August 2019)

School Contact Information
Heronfield Academy
356 Exeter Road
Hampton Falls, NH 03844

Phone: (603) 772-9093
Email: frontoffice@heronfield.org
Website: www.heronfieldacademy.org
## Table of Contents

About this Handbook 3  
Heronfield Academy History 3  
School-Home Partnership 4  
Parents’ Association of Heronfield Academy 5  
In the Event of an Emergency 6  
Communication is Critical 6  

**GENERAL STANDARDS OF BEHAVIOR** 6  
Core Values 6  
Honor Code (Written & Adopted by the 2007-2008 Students) 6  
General Expectations 7  
Discipline 7  
Routine Behavior Issues 7  
Prohibited Conduct 7  
Academic Dishonesty/Cheating 8  
Anti-Harassment Policy 8  
Responsibilities to Our Students/Reporting Requirements 12  
Acceptable Use of School Technology 15  

**ACADEMIC POLICIES** 19  
Academic Responsibilities 19  
Homework 19  
Grading, Assessment, & Evaluation 19  
Requirements for Advancement 20  
Advisor Program 20  

**SCHOOL PROCEDURES** 20  
Attendance 20  
Late Arrival 20  
Early Departure 21  
School Closing 21  
Visitors 21  
Morning Drop-off and Afternoon Pick-up 21  
Dress Code 22  
PE Attire 23  

**SCHOOL POLICIES** 23  
Books and Supplies 23  
Birthdays and Other Parties 23  
Gifts 24  
Teacher Appreciation 24  
Personal Items at School 24  
Walking or Riding a Bike To School 24
About this Handbook
Welcome to the Heronfield community! This Handbook is designed to make information readily available to students and families; it is intended to be an easy read and an easy reference. It is the responsibility of both parents and students to read the Handbook. Familiarity and compliance with the policies and expectations by all community members will help Heronfield Academy (the “Academy”) create and maintain a positive, healthy, and safe environment.

Students are held accountable for the rules contained in this Handbook, as well as for following the directions of Heronfield faculty and staff members. If parents or students have any questions concerning the rules contained in this Handbook or other school expectations, policies, or procedures, please address them with the student’s advisor or the Head of School.

Heronfield Academy History
In October 2002, The Rev. Canon Tim Rich, then Rector of St. John’s Episcopal Church in Portsmouth, believing that there was a need for more school choice in the seacoast region and feeling strongly about the value of open, spiritual education, invited others to join him for an exploratory discussion about founding such a school. After spending the next year looking at demographic data, discussing the challenges, and asking others to join, this group decided to transition into a Board of Trustees, to create a 501(c)(3) not-for-profit corporation, and to establish an independent middle school.

The Board of Trustees of Heronfield Academy continued to meet regularly to plan the school. Among the major priorities for the trustees were creating the Mission, Core Values and Foundations, pursuing potential sites for the school, and engaging in fundraising. The Academy also secured the blessing of the Episcopal Diocese of New Hampshire and the help of St. Paul’s School in Concord. In addition, the Trustees invited educators, a development professional, an architect, and a realtor to form a Board of Advisors.

Major milestones in the school’s history were achieved in 2006, with securing Scott Votey as Head of School, identifying Liberty Farm as a potential site, and receiving a six-figure donation to the school. In December 2006, the Town of Hampton Falls approved our request for a variance to operate Heronfield Academy at Liberty Farm. These accomplishments allowed the Board of Trustees to move forward and announce that Heronfield Academy would open its doors to students in September 2007. By May 2007, all teachers and staff had been hired, students were enrolled, and architectural
plans were being developed.
The towns of Hampton Falls and Exeter granted conditional approval to adapt the site for a school to Heronfield Academy on May 22 and May 24, respectively. Meanwhile, additional generous donations from trustees and two anonymous donors allowed the school to move forward and sign a construction contract with DeStefano & Associates. Construction on the renovation of the schoolhouse began on May 31.

On Wednesday, August 29, the Reverend Canon Tim Rich cut the ribbon to our schoolhouse and students, faculty, staff, and trustees gathered for an historic “thumbs up” picture. August 29 and 30 were orientation days for the first students!

On Tuesday, September 4, 2007 our Inaugural Convocation was held in the yard behind the farmhouse under beautiful skies. Between an Invocation by Bishop Gene Robinson and a Benediction and Blessing by Rabbi Larry Karol, Performing Arts teacher, Wendy Dillon, sang “A Song of Celebration,” Head of School, Scott Votey, offered greetings, English teacher Craig Kerrick read, “The Road Not Taken,” Canon Rich gave the homily, students sang, and prayers were offered for the success of Heronfield Academy. Thus began the first year of operation for Heronfield Academy.

Our first year was filled with wonderful memories: Camp Kieve, “A Celebration of Light,” The Music Man, Academic Showcase, Olympics of the Mind and Body, Chapel Programs presented by religious leaders, students, and visitors, and celebrations of Arbor Day and Veterans Day. Most importantly, the academic program, led by excellent teachers, challenged, engaged, and inspired the students and led to their strong advancement.

We thank those who came before us for building the foundation for the school we enjoy today. We welcomed our second Head of School, Martha Shepardson-Killam, in our third year. Under Martha’s leadership the school increased its enrollment, enhanced its facilities, built a strong fundraising program, and in March, 2015 the school purchased its permanent home on twelve acres of Liberty Farm. Martha and her husband, talented music director David Killam, retired in June, 2018. Heronfield’s third and current Head of School, Elizabeth Kelly, began her tenure in July, 2018.

**School-Home Partnership**

Heronfield Academy believes that an excellent educational experience for children requires an active and collaborative partnership between parents and educators. This policy confirms and clarifies this partnership.

*Heronfield Academy and parents agree to these Standards of Communication:*

- Mutually respectful approach.
- Ongoing and effective communication.
- Information gathering prior to forming an opinion.
- Recognition of the power of words and avoidance of harsh language.
- Mutual trust that each party wants what is best for the child.
- Recognition that parental and educator perspectives may reasonably differ.
- Shared commitment to work together toward a solution.
- Mutual trust that the process for problem-solving is fair.

**Heronfield Academy strives to:**
- Prepare students for academically challenging high school programs.
- Keep parents informed of academic progress, school-wide events, and class events.
- Handle sensitive information about children and families professionally.
- Recognize that parents have a depth of experience with the student.
- Take parental concerns seriously and investigate thoroughly when appropriate.
- Establish positive, supportive, professional relationships with all students.
- Work daily to fulfill the Mission of Heronfield Academy.

**Educators should expect that parents will:**
- Provide the Academy with all important insights into the child.
- Be frank in all dealings with the school.
- Direct academic concerns to the Head of School only after giving the classroom teacher an opportunity to address them.
- Recognize that educators are trained professionals.
- Take teacher concerns seriously.
- Help your child establish a positive, respectful relationship with all educators.
- Remember that comprehensive solutions require time and patience.
- Support the Mission of Heronfield Academy.

**Resolving Differences:**
At all times, the Heronfield Academy community expects adults (both parents and faculty) to abide by the tenets of the School-Home Partnership to resolve any disagreements and concerns. In particular, parents with a concern involving a teacher should begin the resolution process with that teacher. In the unlikely event that the issue cannot be successfully resolved at the classroom level, the teacher and parents are encouraged to meet with the Head of School.

**Heronfield Academy Parent Partnership for the Year (HAPPY)**
HAPPY was established to support the school’s philosophy, programs, and activities for the benefit of all students. Working in concert with the Head of School, parents help to coordinate volunteers that supports school programs. HAPPY is intended to foster a spirit of inclusion, partnership, community, and cooperation. Members of HAPPY work with the Head of School in setting yearly goals for fundraising and support for school programs. Officers of HAPPY are appointed by the Head of School in the spring of each year for the following academic year. All parents are welcome to
attend Parents’ Association meetings.

In the Event of an Emergency
Call the Academy’s main number (603) 772-9093, during business hours.

Communication is Critical
Please keep the Academy updated as to any changes in address, telephone number, or email address. If your student will be attending school while you are away (on vacation, business trip, etc.), please inform the Front Office in writing as to who is authorized to act in your absence.

GENERAL STANDARDS OF BEHAVIOR
Heronfield Academy expects all members of our community to behave in a manner consistent with our Core Values of Honesty, Respect, Diligence, Celebration, and Caring.

Honesty
Trust is an essential element to a healthy community, to academic integrity, and to personal morals. Therefore, the Academy will treat all forms of lying, cheating, and stealing as serious matters.

Respect
Members of our community show respect for each other, for themselves, for Heronfield Academy, for country, and for the earth.

Diligence
Members of our community work hard to make the best use of God-given talents. In everything we do we try our best, understanding that effort is an end unto itself.

Celebration
At Heronfield Academy, we celebrate differences, risk-taking, effort, and achievement. We celebrate all of our blessings, while we also celebrate life’s challenges, understanding that they help us grow as people.

Caring
Members of the Heronfield Academy community support each other, our school, and the greater community. Caring and kindness mark the close relationships that make up the fabric of our school. We also reach out to help those less capable of helping themselves and give back to our community.

Honor Code (Written & Adopted by the 2007–2008 Students)
We the students of Heronfield Academy hereby declare that we will adhere to this Honor Code:
• We will use kind language.
• We will respect others.
• We will celebrate others and ourselves.
• We will remain trustworthy to all.
• We will be welcoming to all.
• We will always be honest.
• We will represent our school respectfully at all times.

*Please note: Some behaviors, although not in direct violation of the Academy’s Honor Code, may still be considered improper. It is the offended person’s responsibility to respectfully voice his or her concern, and to work with the offending individual and the Academy to reconcile issues. It is everyone’s responsibility to endeavor to resolve differences. If at any time an individual feels threatened by another individual, the behavior should be reported to a teacher AND to the Head of School.

General Expectations
Heronfield Academy is a private school. Unlike public schools, we do not provide special education pursuant to 504 or IEP plans. We are able to accommodate some disabilities that may be listed in such plans. If your child has such a plan, it is important that the Academy be advised of your child’s plan as part of the admissions application so you and the Academy can jointly discuss the required accommodations and a determination can be made as to whether we can accommodate your child.

Heronfield Academy students need to be able to interact in our classrooms and community in a positive way that contributes to the life of the school.

Discipline
The word “disciplina” is Latin for teaching or learning. Properly understood and implemented, a system of discipline in school teaches students appropriate behavior. As with other forms of teaching at Heronfield Academy, this process provides support, individuality, accountability, and communication with parents. Although more specific disciplinary measures are described below, please note that the Head of School has ultimate jurisdiction over the discipline of students and may, in her discretion, determine the means most appropriate to promote and maintain such discipline. This includes all disciplinary actions up to and including expulsion from the Academy.

Routine Behavior Issues
This refers to discipline most often handled by teachers as they observe inappropriate behavior. An email will be sent home to parents informing them of the event and the discipline.

Should the pattern of minor misbehavior continue, the student may be referred to the Head of School who will contact the parents and discuss other consequences.

There may be occasions, however, when teachers feel the need to refer students directly to the Head of School. This situation may arise because there has been a pattern of minor behavioral problems or because the problem is considered significant.

Prohibited Conduct
As described above, Heronfield expects that all students will conduct themselves as
kind, respectful, and responsible members of the school community. While no list could possibly include all circumstances where disciplinary action will be taken, in general, any act that infringes upon the rights of others or that adversely impacts the academic or administrative activities or the reputation of the school is prohibited. This policy applies to all students, regardless of whether such offense is committed at school, off campus, or on social media. Such prohibited conduct includes (but is not limited to):

- Violations of any federal, state, or local law, or other conduct which, in the judgment of the Academy, endangers or threatens the personal health, safety, welfare, or property of any member of the academic community.

- Engaging in discrimination, harassment, bullying, or hazing in violation of law or Academy policy.

- Violations of any other Academy policies and regulations as stated in this Handbook and any other rule or regulation that may be enacted.

- Fraudulent or dishonest conduct, including but not limited to, cheating (described in more detail below), fabrication or providing false information to the Academy, and the aiding or abetting of a dishonest act.

- Failure to comply with instructions of the school faculty and staff.

- Intentional disruption or obstruction of teaching or administrative activities.

- Theft or damage relating to the Academy, school-affiliated property, fellow students, or visitors to the Academy.

- Abuse or violence, verbal or physical, or threats of the same upon any member of the academic community.

- Any behavior that is socially or morally unacceptable and unbecoming of a Heronfield student, including actions that reflect serious disregard for the school or the academic or personal rights or safety of others in the community.

- Use, possession, storage, or sale of any illegal drugs (including alcohol, vaping, or tobacco products) and related paraphernalia, or unauthorized use or possession of prescription or over the counter drugs.

- Use, possession, or storage of any weapon, explosive device or material, including but not limited to firearms, knives, fireworks, or ammunition.

- Tampering with fire-warning devices, safety/protection equipment, and other related devices designed to protect the safety of the academic community.

- Repeated offenses, which, by themselves, would not warrant suspension or
expulsion, but collectively indicate that further attendance by the student is not in the best interests of the student or of the school.

**Academic Dishonesty/Cheating**
Cheating undermines the academic integrity of any school and, therefore, deserves serious attention. A student receiving help not authorized by the teacher from another student constitutes cheating. Cheating is most commonly associated with tests, but it can also include homework unless the teacher permits students to work together on assignments.

Plagiarism is a particular type of cheating that involves using the words or ideas of someone else and making them appear to be your own by not giving credit to the originator of them. This most often occurs with research papers. Plagiarism constitutes unacceptable academic behavior.

We take all forms of cheating seriously and the Academy will take disciplinary action against any student found to be in violation of this policy.

**Anti-Harassment / Anti-Discrimination Policy**
The Academy believes it is in the best interest of each individual and the Academy that we dedicate ourselves to creating an educational and working environment that promotes respect, dignity, and equality, and that is free from all forms of harassment, exploitation, intimidation, illegal discrimination, and retaliation. These behaviors are demeaning to all persons involved. They are unacceptable conduct and will not be tolerated.

The Academy expects all employees, students, and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow employees, students, and visitors. It is the responsibility of each member of our school community to demonstrate a basic generosity of spirit devoid of any expression of bigotry. Employees, students, and visitors come to Heronfield Academy from many different backgrounds and cultures including different races, religions, and ethnic ancestries. The Academy encourages its members to seek to understand the differences and similarities among us and to celebrate the richness that such diversity provides to an educational community. All members of our Academy community are entitled to be treated with dignity and respect. Harassment and discrimination will not be tolerated, whether intended or not.

Outlined below is the procedure by which the Academy will deal with inappropriate conduct. Where inappropriate conduct is found, Heronfield will act promptly to eliminate the conduct and impose such corrective actions as are necessary, including disciplinary action or termination where the school deems appropriate.

**Harassment**
Heronfield Academy expressly prohibits any form of harassment including that based on race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status, genetic information, or physical or mental disability.
It is the policy of Heronfield Academy to maintain a learning and working environment that is free from all forms of harassment, including sexual harassment. Heronfield Academy will not tolerate harassment of any kind, whether it is of a general or sexual nature, or whether it is based on specific characteristics such as a person's race, national origin, ethnicity, sex, religion, disability or perceived orientation. The Academy will not tolerate sexual or other harassment of employees or students by anyone, whether on Academy property, at school or work-related assignments, off Academy property, or at Academy-sponsored social functions or activities. Where inappropriate conduct is found, Heronfield Academy will act promptly to eliminate the harassing conduct and take other appropriate corrective action with the likelihood that the offender will be separated from the Academy.

Any form of harassment, including written or verbal harassment in the form of voice mail, electronic messaging systems, electronic mail, or use of the Academy's internet or intranet sites will not be tolerated. Harassment may include easily identifiable acts of verbal, written, or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti, epithets, and remarks or "humor" that stereotype individuals. No matter what form it takes, harassment of any member of this community is strictly prohibited.

It shall be a violation of this policy for any student of Heronfield Academy to harass another student, or employee, or other visitors or members of Heronfield Academy community through conduct or communications of a harassing or sexual nature as further defined in this policy. Violations of this policy will be cause for disciplinary action, including possible dismissal from the Academy.

Heronfield Academy also condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. All sexual advances (overt or otherwise) between adults and students are prohibited, on or off school grounds, even if a student encourages or appears to encourage such advances. Sexual behavior between adults and students is considered a severe breach of trust, may also include criminal ramifications, and mandatory reporting pursuant to state laws.

Any form of retaliation directed toward someone making a complaint about harassment or for participating in a harassment investigation is also prohibited.

What is Harassment?

Harassment refers to unreasonable conduct or behavior which is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of employees or students. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items, or pictures degrading to any gender, racial, ethnic, religious, age, handicap, or other group listed above; and verbal abuse or insults about or directed at any employee or student, or group of employees or students because of their relationship in any of the groups listed above.
Any of the following acts may be viewed as harassment:
- Conduct or comments that threaten physical violence.
- Offensive, unsolicited comments.
- Unwelcome gestures or physical contact.
- Threatening phone calls or text messages.
- Display or circulation of degrading printed materials or pictures.
- Any action that is threatening or implies a threat.

**What is Sexual Harassment?**

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual;
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance, or of creating an intimidating, hostile, or demeaning employment or educational environment;
4. Such conduct has the purpose or effect of interfering with an individual's acceptance in the school community.

The following behaviors are examples of sexually harassing behaviors. The list is not exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

**Some examples of sexual harassment are:**
- Physical assault, including rape or any coerced or non-consensual sexual relations.
- Sexual advances, whether they involve physical touching or not.
- Sexual physical contact.
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments.
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities.
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied.
- Sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community.
- The use of technology to transmit sexually suggestive, offensive, and/or degrading material, whether received at the school or elsewhere.
- The open display of sexually offensive objects, pictures, and messages.

Each student should exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment.
Harassment can come from superiors, school employees, fellow students, visitors, or vendors. Men as well as women, or boys as well as girls, can be victims of sexual harassment. Heronfield Academy will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted.

**Harassment and Complaint Procedure**
A student who feels that he or she is a victim of harassment or has been treated in a discriminatory manner, should promptly report the incident to his or her advisor or the Head of School.

The school will do everything in its power to respect the confidentiality of the complaint without jeopardizing a complete investigation of the situation and to implement corrective action to end the harassment and prevent its recurrence.

If, after investigating a complaint of harassment or discrimination, Heronfield determines that the complaint is not bona fide or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or gave the false information.

**Responsibilities to Our Students/Reporting Requirements**
At Heronfield Academy, the emotional and physical safety of our students is one of our utmost priorities. We strive to teach by what we do, how we do it, and by what we say. We also comply with all applicable New Hampshire reporting laws such as those relating to reporting of crimes, hazing, abuse, and neglect. The following policies describe some special responsibilities we have towards the students in our care.

**Child and Sexual Abuse Reporting (RSA 169-C)**
Academy employees are required under New Hampshire law to report any case of suspected abuse or neglect to the Division of Children, Youth, and Families (DCYF). Any employee with any knowledge whatsoever of suspected abuse or neglect is required to report it immediately to the Head of School or his or her designee so that appropriate reporting and necessary responsive actions can be taken.

"Abuse" is defined to include sexual abuse, intentional physical injury, psychological injury and the exhibiting of emotional symptoms resulting from consistent mistreatment or neglect, or physical injury caused by non-accidental means.

"Neglect" includes abandonment (without proper parental care, control, subsistence, education, etc. necessary for physical or emotional health when health has or is likely to suffer serious impairment) and deprivation not primarily due to parent’s lack of financial means.

"Sexual abuse" includes activities indicating a student's health or welfare is harmed or threatened, such as by the employment, use, persuasion, inducement, enticement, or coercion of any student at any point in their lives to engage in any explicit sexual
conduct or any simulation, for the purpose of producing any visual depiction, or the rape, molestation, prostitution, or other sexual exploitation or incest.

Please note that the threshold for reporting abuse and neglect is triggered by having merely "reason to suspect." Failure to report is a misdemeanor, but good faith reports are protected under the law. Please contact the Head of School if you have any questions about Child Abuse reporting requirements. THE HEAD OF SCHOOL MUST BE INVOLVED IN SUCH REPORTING.

Hazing (RSA 631:7)
Hazing or related behavior will not be tolerated at Heronfield Academy.

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when:
- such act is likely or would be perceived by a reasonable person to be likely to cause physical or psychological injury to any person; and such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

Hazing, knowing submission to hazing, and the failure to report hazing to law enforcement or Academy authorities are violations of New Hampshire law. Every member of the Heronfield Academy community must report hazing to school authorities so that appropriate action and necessary police reporting can be made.

Students and/or parents should immediately report an incident or act of hazing to a Heronfield faculty member or the Head of School.

Although this list is not all-inclusive, examples of behavior that could be considered hazing include being forced to:
- Destroy or steal property
- Be hit, paddled, whipped, kicked, or beaten up
- Be tied up, taped, or confined to a small space
- Consume spicy or disgusting concoctions
- Be deprived of sleep, food, or hygiene
- Engage in or simulate sexual acts.

Any student found to be involved in any hazing or related activity will be subject to disciplinary action.

Bullying
Heronfield Academy strives to have an educational setting that is safe, secure, and free from harassment, including conduct also known as bullying. The school will not tolerate unlawful harassment of any type, including conduct that constitutes bullying. To help you to recognize behavior that may amount to bullying, we provide the following:

Bullying among children, also referred to as "peer harassment," is commonly
defined as aggressive acts made with harmful intent, repeatedly inflicted by one or more students against another. Acts may be physical, verbal, or indirect, such as social exclusion, or electronic, such as sending threatening messages. What distinguishes bullying from mere aggression is that bullying is repetitive and involves a real or perceived power imbalance between the perpetrator and the victim.

Appropriate methods of discussing the meaning, substance, and application of this policy with staff and students shall be developed by the Head of School and staff in order to effectively prevent bullying, minimize the occurrence of bullying, and respond to any such incidents.

Any student or parent who has witnessed or has reliable information that a student has been subjected to bullying, including insults, taunts, or challenges, should promptly report this behavior to a faculty member AND the Head of School.

The Head of School shall investigate alleged acts of bullying. Our goal is to educate students so that such behavior stops and does not recur.

The Head of School may take such disciplinary action as he/she deems appropriate including, but not limited to, reprimand, detention, in-school suspension, out-of-school suspension, long-term suspension, or expulsion in order to end bullying and prevent its recurrence.

Note: Although New Hampshire’s bullying law, RSA 193-F, applies only to public schools, Heronfield Academy believes that prevention of bullying at our school will benefit the Academy community and hereby adopts this policy even though it is not mandated by law to do so.

Safe School Zone Law (RSA 193-D)
Heronfield Academy aspires to fully comply with the reporting requirements of the New Hampshire Safe School Zone Law (RSA 193–D). All Academy employees, whether full or part-time, who have witnessed or who have information from the victim of an act of "theft, destruction or violence" on Academy property, including buses, must report that information to the Head of School immediately. Similarly, any student or parent that observes such acts should report the same to a school official immediately.

The Head of School is required to make a report of the incident immediately to the Hampton Falls Police Department and then to follow up with a written report within 48 hours, unless otherwise instructed by the police. Reportable acts of "theft, destruction or violence" are defined as:

- Homicide
- First or second degree assault
- Simple assault*
- Felonious or aggravated sexual assault
- Criminal mischief
- Unlawful possession or sale of a firearm or other dangerous weapon
- Arson
- Burglary
- Robbery
Theft
Illegal possession or sale of a controlled drug
Criminal threatening

Visit HYPERLINKS:
"http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
"http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
"http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
"www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
"http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
"http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII.htm"
to find definitions of the acts listed above. Any person found guilty of committing any acts covered in the Safe School Zone Act may be subject to extended sentencing under New Hampshire law.

*Pursuant to a Memorandum of Understanding with the Hampton Falls Police Department, simple assaults may be addressed by the Academy with parents without making report of such incidents to public authorities.

Memorandum of Understanding
Heronfield Academy has a Memorandum of Understanding with the Chief of Police of Hampton Falls. This Memorandum clarifies situations in which the Academy is required by New Hampshire law to report incidents to the police and those incidents that are kept within the purview of the Academy. The Hampton Falls Police Department will investigate any incident that must be reported. In such a situation, the Academy may or may not impose its own disciplinary consequences.

Ultimately, the Academy reserves the right to dismiss a student from our community due to unacceptable behavior. Unless the incident is egregious, the Academy will provide warning so the student, teachers, and parents have time to work together to correct the behavior.

Out–of–School Behavior
Heronfield relies on the willingness and good faith of parents to help us ensure that our school is a safe and welcoming environment for all students. If Heronfield becomes aware that students have engaged in inappropriate behavior toward each other outside of school, it believes that the parents of the students involved should inform each other and to institute logical consequences at home. If this does not happen, the school will usually inform the parents. Unless the conduct is prohibited in this Handbook or other Academy directives, all disciplinary consequences remain the responsibility of the parents. Too often, middle school students use email and instant messaging inappropriately and, for this reason, the Academy encourages parents to closely supervise their child’s use of this technology, especially group texts.

Acceptable Use of School Technology Policy
Heronfield Academy is committed to ensuring the legal, ethical, and appropriate use of technology resources at the school including, but not limited to: computer
equipment, software, networks, and voice systems. The Academy recognizes that technology is utilized in nearly every facet of instruction, activity, service, research, and operation of the institution. This policy defines and describes the Academy’s expectations for the use of technology as it affects the school and educational community.

The technology resources at Heronfield are provided to support the school’s educational and business operations. Heronfield Academy technology resources are the property of the school; use of these resources is a privilege and not a right. Individuals who are provided access to school technology resources assume responsibility for their appropriate use; Heronfield expects individuals to be careful, honest, responsible, and civil and to at all times comply with the school policies and state and federal law.

Scope
This policy applies to all users of Heronfield Academy’s technology resources. It applies to all software and hardware owned, leased, or subscribed to by the school. It also applies to all personally-owned equipment that connects to the school’s network.

Authorized Use
An authorized user is any person who has been granted authority by the school to access its computing, network, and voice systems. Unauthorized use is strictly prohibited. By accessing Heronfield’s network using school-owned or personally-owned equipment, individuals consent to the school’s exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

When a user ceases being a member of the school, this authorization terminates immediately. If a user is assigned a new position and/or responsibilities, authorization to use technology resources not necessary for his or her new position will also terminate. Incidental use for personal, non-business purposes is acceptable, but must not negatively impact system performance, classes, or school business.

Responsible Use
Individuals who are assigned data and voice network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others. Users may not access the personal or confidential accounts and files of others without permission. These guidelines for responsible use should be followed:

- Users must maintain the confidentiality of Heronfield’s sensitive information and comply with school information security, privacy policies, and federal and state laws.
- Any communication, internal and external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity. Altering electronic communications to hide your identity or impersonate another person is prohibited.
- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activities include, but are not limited to
creating or propagating viruses, materials in any form (text, sounds, images, video) that reflect negatively on the school, chain letters, inappropriate messages (including discriminatory or harassing material), and billable services.

- Users must abide by all copyright and other laws governing intellectual property use. Users are prohibited from using Heronfield networks or equipment for the acquisition, storage, or distribution of any digital content that they do not have legal right to use including, but not limited to copying and sharing software, images, music, and movies.
- Users must adhere to all software license provisions. No software will be installed, copied, or used on Heronfield equipment except as permitted by law. Users are required to have updated virus protection software on their computers when connecting to the school network.
- Users should use caution when opening email attachments or other Internet files that may contain malicious software. Any computer found to be infected with viruses or malware to the extent that may negatively affect Academy resources will have access to networks services revoked until such viruses and/or malware have been removed, and updated antivirus software has been installed. If a user knows or suspects that their machine has contracted a virus, user must notify the IT Director immediately.

Prohibited Activities
The following activities are prohibited through the use of school technology:

- Attempts to exploit, test, or probe for security holes or weaknesses on school computers or networks.
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer.
- Using a network address other than the one assigned by the school. Execution or compilation of programs that have the potential to break or interfere with system security.
- Use of Heronfield’s technology resources or data for commercial purposes without prior authorization.
- Connecting any secondary physical network including but not limited to modems, bridges, routers, wireless access points, or other network devices to the school network without prior authorization from the Director of Information Technology.
- Use that is inconsistent with the Academy’s non-profit status: The Academy is a non-profit, tax-exempt organization and is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property and similar matters.
- Using school technology in any way that suggests Heronfield’s endorsement of any political candidate or ballot initiative.
- Physical theft, rearrangement, or damage to any and all Heronfield technology equipment, facilities, or property.
- Undisclosed and unauthorized recording, streaming, or taking still photographs of other individuals within the school community: Individuals are not permitted to make or attempt to make an audio or video recording or take
photos of private, nonpublic conversations and/or meetings on the premises, without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the Head of School. The use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings or pictures.

- Accessing Heronfield’s network or equipment to create, access, download, edit, view, store, send, or print materials that are illegal, harassing, intimidating, discriminatory, pornographic, or otherwise inconsistent with the school’s stated rules and policies as defined in any student, faculty, or staff handbook.
- Use of Heronfield’s technology resources for any type of illegal activity.

Security
Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. The Academy reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing the Academy’s systems, you have consented to the Academy’s right to do so.

Users may not attempt to circumvent or subvert the security provisions of any system.

Privacy Expectations
Heronfield’s network, voice, and computing resources are the property of the school. Heronfield will, to the extent possible, respect the privacy of all account holders on the network. However, the school reserves the right to access, view, or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access Heronfield’s network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. The Director of Information Technology will participate as required in any investigation as directed by the Head of School.

The Academy places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the school may determine that certain broad concerns outweigh the value of an individual’s expectation of privacy and warrant school access to relevant IT systems without the consent of the individual. Heronfield reserves the right to protect systems, software, individuals, and the contents of the network from potential or actual harm. Users should exercise caution when storing, processing and/or transmitting personal and sensitive data.

Enforcement and Sanctions
All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions that may include the loss of computer, telephone, or network access privileges, or dismissal of students. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the school may initiate or assist in the prosecution of any such violations to the fullest extent of the law.
Any suspected violation of this policy should be reported immediately to the Director of Information Technology as well as to the Head of School.

ACADEMIC POLICIES
Academic Responsibilities
Students are expected to attend all scheduled classes, lectures, assemblies, or other Academy functions as part of their academic commitment. Proper dress and behavior are expected at all times while at the Academy. Students are also expected to complete all work missed during an excused absence and to take responsibility and initiative for arranging a make-up schedule with class teachers.

Homework
Heronfield Academy prepares students for challenging high school programs. Homework is one ingredient in this preparation. Homework allows for greater depth and breadth of curriculum and also helps students internalize self-discipline, time management, and responsibility.

Heronfield Academy values family time and student participation in extracurricular activities. After discussion with the Parent Advisory Committee (the forerunner to the Parents Association of Heronfield Academy), the following guidelines were established for homework:

• Homework in the fall of the sixth grade will start at an average of 60 minutes per day, increasing to 75 minutes.

• In the seventh grade, homework will average 75 minutes per day in the fall, increasing to 90 minutes.

• In the eighth grade, homework will average 90 minutes per day in the fall, increasing to two hours.

• Whenever possible, teachers will provide students with homework assignments for the week.

Homework will be purposeful in promoting the goals of the curriculum and will either provide important review of learned concepts or practice with relatively new material. Emphasis will be on assignments that promote active learning and thinking skills. If students encounter unusual and persistent frustration with homework, Heronfield urges students and parents to speak with the student’s advisor and teachers.

Grading, Assessment, & Evaluation
Student academic progress is assessed and evaluated on a continuing basis throughout the school year. Report cards are issued each quarter. Heronfield Academy places great value on teacher descriptions of student progress. Two times per year, these explanations are provided in student-led conferences, and two times per year, teachers write formal comments.
Requirements for Advancement
In general, students will advance to the next grade level each academic year. Class absences and failures in one or more courses may jeopardize a student’s advancement from one grade to the next.

Advisor Program
The Heronfield Academy Advising Program takes place three times a week, first thing in the morning. There are two or more advisor groups at each grade level, with about 10 students per group. Faculty and staff serve as advisors to each group for the duration of the academic year. Advisory groups work on study skills, discuss social issues and current events, plan community service, and enjoy games and community-building activities in this structured program. Advisory groups also use the beginning of each school day to check in, share personal news, and prepare for the day ahead.

Term 1: Study Skills and Learning Strengths
Term 2: Core Values
Term 3: Civics and Current Events
Term 4: Transitions and Finishing Strong

Community Service Projects are planned in Advising.

Sixth graders focus on supporting our school community.
Seventh graders support our local community.
Eighth graders focus on a more global project.

ACADEMY PROCEDURES

Attendance
Attendance at school is important and Heronfield expects students will make every effort to be at school every day. That said, the school understands that students may need to be absent occasionally.

If your child is sick, please notify the Front Office by 8:30 a.m. Please advise us if the illness is likely to keep your child out of school for several days. Remember, there is no reward for perfect attendance and ill students should remain at home.

If you know in advance that your child will be absent, please have your child meet with each of your child’s teachers and let them know the dates of the upcoming absences. To the extent possible, teachers will make every effort to provide students with homework in advance so that they will not fall behind.

Late Arrival
Promptness is valued at Heronfield Academy both because school time is cherished and because time management is an important life-long skill. The first activity of the
day begins at 7:55 a.m. Students need time to organize themselves so please plan on an arrival by 7:50 a.m. The doors open at 7:35 a.m.

Students who arrive at school after 7:55 a.m. must sign in at the Front Office and present a parental note explaining the tardiness before proceeding to their first commitment of the day.

Students who are more than two hours late are considered absent for one-half day in accordance with Department of Education regulations.

**Early Departure**
In the event that it is necessary to take your child out of school before the end of the day, please inform the Front Office in advance. Then, when you arrive at school to pick up your child, please sign out at the Front Office.

**School Closing**
During inclement weather, Heronfield Academy follows New Hampshire School Administrative Unit “SAU 16.” In addition, a special message will be sent through our automated voice notification system to parents’ home and cell phones. In the unlikely event that an unusual, non-weather event forces us to close school, or if we must close school for a weather-related event at a time when the public schools are not in session, a special message will be sent through our automated voice notification system to parents’ home and cell phones.

If you would like to receive text messages or emails about SAU 16 school closings, you can register with WMUR at [https://www.wmur.com/weather/closings](https://www.wmur.com/weather/closings)

**Visitors**
All visitors, including parents, must report to the Front Office and sign in. Parents are always welcome to attend chapel and community meetings. They are also invited to other special events throughout the year. Usually, those events are highlighted in Heads Up. We ask, however, that parents refrain from going beyond the Lobby and Main Office during normal school hours unless special arrangements (an appointment with a teacher; a guest appearance in a class, etc.) have been made in advance. In particular, we ask parents to avoid unannounced meetings. Please make an appointment ahead of time so that our personnel can be prepared to give your meeting their full attention.

**Morning Drop-Off and Afternoon Pick-Up**
For safety reasons, Heronfield Academy must prevent backups onto the roadway at the base of the driveway. In fact, the school has made this firm commitment to both the Exeter and Hampton Falls Planning Boards: “Heronfield Academy will never allow cars to backup onto Route 88.”

We are confident that we can avoid any backups as long as parents adhere to the rules and directions of the faculty who monitor arrivals and dismissals. However, please remember this failsafe rule: **If cars are stacked up to the end of the driveway, do not attempt to enter the driveway. Instead, please drive on, find a safe place to turn**
Environmentally Conscious
In keeping with our commitment to be good stewards of the environment, we encourage families to coordinate carpools. This will reduce the number of cars and provide a convenience for families. Heronfield Academy is a “No Idling” zone. As you wait in line for students, please turn off your ignition.

Safety During Drop-Off & Pick-Up
Student safety is our highest priority. The posted speed limit is 5 mph and we ask that you adhere to this speed. DO NOT TEXT WHILE DRIVING ON HERONFIELD PROPERTY.

Morning Drop-Off
All students must use the front door of the schoolhouse when arriving. Drivers should come up the driveway, follow around the circle, and come to a complete stop outside the front door. Several cars may drop-off students simultaneously, but students should not get out of cars that are still in the circle.

The front door will be unlocked at 7:35 a.m. Students must be under the supervision of an adult until the door is unlocked. Please do not leave students to wait at the front door alone.

Afternoon Pick-Up
Afternoon pickup begins at 3:10 pm. The first car in line should pull forward enough to be even with the front door of the school house. Designated Heronfield employees serve as traffic managers. Their goals are 1) student safety and 2) avoiding back-ups at the end of the driveway. Each driver should place a name placard on their car’s dashboard. This allows for students to be called promptly when cars arrive. Four to five vehicles are loaded simultaneously, and we ask students to always use the passenger sides of cars. Drivers must be aware. They should wait until it is clear to drive forward. Drivers should never “thread the needle” by weaving between cars.

Dress Code
The goal of the Heronfield Academy Dress Code is to create an atmosphere that is comfortable and that supports vigorous movement throughout the day, both indoors and outdoors. The code also reflects the importance of school, so clothing should never distract from the learning environment. Clothes should be neat, clean, and appropriate. Parents will be notified of dress code violations and may be called to bring their child a change of clothing. Teachers are the final arbiters of “appropriate.”

All students are expected to comply with the dress code. They, along with their families, are asked to follow the dress code in spirit and not find ways to challenge it.

A simplified version of the Dress Code:
Students wear: a dress shirt, collared shirt, or turtle-neck. Shirts must be buttoned. Shorts, skirts, and dresses must be fingertip length. Leggings or shorts must always be worn under skirts and dresses. Clothing is clean with no holes or rips.
A list of clothing that is not acceptable: Clothing that promotes inappropriate behavior, contains unsuitable graphics or insignia, or is revealing in nature (this includes exposed undergarments). Any shirt that reveals the midriff, the entire shoulder, or undergarments. Halter tops, shirts with spaghetti straps, tank tops, and singlets are not acceptable. Any top that has holes, rips or tears. Skirts or dresses without shorts or leggings underneath. Leggings are not considered pants and if worn, they must be accompanied by a long skirt or shirt (see above). Sweatpants, gym shorts, or shorts above the mid-thigh.

Special notes: Shorts – but not gym shorts – are only allowed only between April 15 and Thanksgiving. These shorts should be an appropriate length, such as “Bermuda” shorts. “Short shorts” are not allowed. Hoods, hats, and sunglasses are not allowed indoors. Sneakers should be worn daily in Physical Education.

School Dance Attire: No tank tops, spaghetti straps, or strapless garments are allowed at after school dances, performances, or graduation.

Free-dress days:
Allowed: Tasteful logos, sweatpants, t-shirts.
Not allowed: Anything that is not acceptable section above.

PE Attire:
T-shirt
Gym shorts/sweatpants
Socks
Sneakers
Weather-appropriate sweats or coat.

Jewelry/Body Piercing: Students, both male and female, should be conservative in their jewelry selection. Excessive, unconventional and/or large earrings, bracelets, necklaces are not to be worn. Visible body piercing is restricted to small studs. Rings through the nose, eyebrow, tongue, or body parts (other than the ear lobe) visible to the public may not be worn while on school premises.

SCHOOL POLICIES

Books and Supplies
Books and supplies are purchased by parents. A detailed list of necessary materials will be provided to parents over the summer before school starts.

Birthdays and Other Parties
As a school we have created guidelines for gatherings before and after school events, particularly in terms of Game Night and Dances. Here are the guidelines that we developed to ensure that feelings are not hurt by excluding some students.
If you wish to have a gathering before or after a dance or game night and invite more than just a couple of students to your home, we ask that you follow these guidelines of kindness:

a. invite all students in the grade  OR  b. invite all the boys in the grade OR c. or invite all the girls in the grade.

Please do not exclude anyone!

If you are having a sleepover after a school event, the same guidelines apply.

We are hoping that you will help us avoid situations when all the girls except a few or all the boys except a few are invited. From our students, “We want to make sure that nobody feels that they are being excluded.” Thank you to our students for being so thoughtful.

Invitations may not be distributed at school.

Gifts
Unless the entire class is participating, gifts should not be exchanged at school.

Teacher Appreciation
All Heronfield Academy teachers are professionals who work hard to help all of our students. They deserve equal appreciation. All Heronfield Academy parents appreciate high quality teachers, but do not always have the financial resources to show this appreciation with gifts. Therefore, the Parents Association of Heronfield Academy will give gifts to the teachers on behalf of the parents.

Hand-made items, poems, letters, and artwork, especially by students, are always appropriate.

Candy and gum
Heronfield wants to support each child's physical health and development. Therefore, gum is never permitted at school, and candy is reserved for special occasions like class or grade level celebrations. Students should ask permission from their advisor before bringing bags of candy to share with others.

Personal Items at School
As a general rule, personal items not related to schoolwork must be left at home. In particular, any items that could cause danger or perceived danger – either to oneself or to others – are forbidden. A few examples include flashlights, laser lights, skateboards, snowboards, and athletic equipment not used in physical education. Bicycles may be ridden to and from school but not during school. The Head of School must approve any exceptions.

Walking or Riding a Bike To School
We need parental written permission for your child to walk to and/or from school or ride a bike to and/or from school. Sending an email with such permission is fine.
Electronic Devices
Students are not allowed to have cell phones on school grounds or during school-sponsored trips or events.

Personal listening devices such as ipods and gaming devices are not allowed at school unless specifically requested by a teacher.

Laptops are used at school on a regular basis. Students are permitted to bring personal laptops to school, with the understanding that they must adhere to the Acceptable Use of Technology Policy.

Heronfield Academy suggests that parents set up a specific time for their child’s use of technology at home. We further suggest that parents be in the same room with the child when technology is used and that the adults monitor that use by actually looking at the screen of the computer, ipad, etc. In addition, studies have shown that it is important for children’s use of technology to be limited. Being off technology, including email, chats, etc. is important for students’ health and well-being.

For Parent Drivers: New Hampshire Law
A New Hampshire law bans the use of electronic devices while driving. Individuals violating that law may be held liable for accidents resulting from texting, talking on the phone, or using any hand-held electronic device behind the wheel. We expect parents to adhere to this law especially when transporting children and during pick up and drop off.

Prescription Medication Policy
All prescription or over the counter medications for students must be checked into the Front Office and administered under the supervision of the Front Office or a designated member of the faculty or staff. The Front Office is responsible for storing and dispensing all prescription and over the counter medications for students. No medications other than emergency medications (such as inhalers or EpiPens) for which special permission has been obtained are to be kept by a student.

A student possessing medication in any amount without special permission is a violation of school rules and may result in serious disciplinary consequences.

All prescriptions MUST be accompanied by written doctor’s orders. Any changes in prescriptions (including dosage change) will require new orders.

All medications must be provided in the original packaging with physician’s orders and directions for storage clearly visible.

Prescription medication will not be administered without appropriate written, signed doctor’s orders, and written parental permission. Over the counter medication will not be dispensed without clear written instructions and permission from the parent.

Any student who shares any medications with another student will be subject to serious disciplinary measures and their student status at Heronfield Academy may be
Heronfield Academy expects that students on medication will be responsible and obtain the medication from the Front Office or designated faculty or staff member as the doctor has ordered.

Students are expected to come to the Front Office at the designated time, to establish a regular routine with the staff, and to follow through consistently with picking up medications.

Any and all changes in dosage or prescription must immediately be communicated in writing to the Front Office.

In the event students have medications that are used on an emergency basis (inhalers, epipens), it is the responsibility of the parent/guardian to notify the Front Office of any change in protocol or discontinuance of medication use pursuant to doctor’s orders. Students may be allowed to keep these emergency medications on their persons with written permission of the parent and agreement of the Academy.

Immunization Policy
Heronfield takes the health and welfare of students seriously. Our Immunization Policy follows the laws of the State of New Hampshire, which requires that all students be fully immunized and that parents submit their child’s immunization records to the school. When students are not immunized, the school is placed in the difficult position to protect the children and adults in the community against illness while respecting the personal choice of parents who file a formal religious or medical exemption for their minor children. Should an outbreak of a disease occur for which a required immunization exists, Heronfield students who are not immunized are not allowed to attend school during the outbreak.

Medical Leave and Medical Withdrawal
At Heronfield we seek to foster the emotional and physical well-being of students and support our students with a high quality standard of care. While the school will work to support students whose medical needs may require special considerations, safety must be our first priority. As well, a student’s ability to participate in academic and athletic programs needs to be at a level that serves the student’s learning and growth, and at a level that faculty and staff can reasonably manage and support. In instances when there are concerns about supporting a student who needs special consideration for medical reasons, the circumstances are reviewed by the Head of School and the School Counselor.

The Head of School may also request to consult with the student’s treating physician. When medical recommendations call for an adjustment in the student’s scheduled commitments, the Head of School in collaboration with the faculty will evaluate
whether recommended adjustments in academic expectations can be supported. In matters regarding medical leaves and withdrawals, the Head of School is responsible for assessing the school’s preparedness to support the student well without compromising other students or faculty and staff.

**Medical Leave**

Absences necessitated by medical or health needs which involve an absence of more than five days require the approval of medical leave. Conditions for granting a medical leave are as follows:

- The review of faculty to evaluate any impact on academics. The academic component of the plan for a leave is determined by the Head of School and is grounded in assessing whether the student will be able to complete courses for academic credit with full integrity. Generally, a leave of more than two weeks cannot be supported. Although the school will do its best to serve a student on leave, most students face significant setbacks when they miss classes and an extended absence can mean the student is unable to successfully complete some or all courses. Before the student can return from a leave, the Head of School and School Counselor must review and approve a return. Reviews for approval to return must include:
  
  - Report and recommendations from the medical/health professionals who have worked with the student. That report must include a plan from the physician for re-entry into the Heronfield Community.
  
  - Review by appropriate faculty to evaluate any academic standing, or the delivery of the academic program presented by the medical/health recommendations.

**Medical Withdrawal**

Students who need to be absent from school extending beyond two weeks will likely be provided a medical withdrawal. A student who is granted a medical withdrawal can complete course work for the semester provided the withdrawal is no more than two weeks before the end of the semester. Students granted a medical withdrawal are eligible to apply for readmission to Heronfield at a later date, usually in the following academic year, although readmission may be possible in the same year provided the school has room and the student has been able to keep current with course work, and provided that medical recommendations support readmission. The application process will include a review of information and recommendations from health care professionals who have treated the student during his or her absence. Although the school requires the input of health professionals, the decision to allow a return is in the sole discretion of the Head of School, based on the assessment of the school’s preparedness to support all recommendations for support, and the school’s preparedness to serve the student well.
Field Trips
The school uses a comprehensive permission slip that provides parental permission whenever students are taken off campus for school activities. Students are never allowed beyond the limits of the schoolhouse and the schoolyard without being accompanied by a teacher. However, teachers and coaches are allowed to accompany groups of students to other parts of the property.

Anyone transporting students on school-sponsored activities must show proof of car liability insurance. A copy of this proof will be kept on file in the Front Office. In very rare instances, teachers are allowed to drive students in their own vehicles.

CONCLUSION

If you have any questions about the information, policies, or procedures in this Handbook, please speak to the Head of School.

Thank you for your commitment to, and support of, Heronfield Academy. Working together as a community, we will achieve our dreams.

Please sign the following acknowledgement page and return to the Front Office by the first day of school.
Heronfield Academy: RECEIPT OF FAMILY HANDBOOK

(Please keep one copy of this Receipt for your records, and return the other to the Front Office by the first day of school.)

This Family Handbook is an important document intended to help you become acquainted with Heronfield Academy (the "Academy"). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention within the discretion of the Academy.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Family Handbook and understanding of these statements.

I have received a copy of the Family Handbook and understand that it is my obligation to read the Handbook and comply with its terms. I understand that the policies, rules, and benefits described in the Handbook are subject to change at the sole discretion of the Academy at any time. I understand that this Handbook replaces all other previous handbooks of the Academy.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Family Handbook.

Parents' Names:

__________________________________________________

_________              (Please Print)

Date: ____________________

Parents' Signatures:

__________________________________________________

__________________________________________________