

Hello Heritage Gateway High School Family!

We are so excited for the start of the 2023-2024 school year! School hours are 8:00 am to 3:30 pm Monday through Thursday. Our first day of classes will begin on **Tuesday, July 25th**. This day is an All 8 Day, which means your scholars will have all of their classes.

**If you have withdrawn from Heritage over the summer, please disregard this notice.** You may continue to receive emails and notifications until the first day of school on July 25<sup>th</sup>.

This letter is intended to give you most of the information that you will need to get ready for the upcoming school year. It is imperative you read through this email in its entirety and **CLICK ON THE LINKS!!!** Most of your questions will be answered here. We will refer to this **“Very Important Email”** should you reach out to us with questions that are found within!

## **CLASS SCHEDULES**

**Your scholar's schedule will be available to view in PowerSchool on July 24<sup>th</sup>. Powerschool has updated its interface. If your scholar already has a PowerSchool account, they will be prompted to change their password.**

## **PowerSchool LOGINS for New Scholars**

PowerSchool Parent and Student Access Id codes will be emailed Thursday, July 20th. These access codes will also come with instructions on how to set up your account.

## **SCHEDULE CHANGES**

**At this time, most classes are fully scheduled with NO space available. If your scholar did not get a course he or she requested, it is because it did not fit in his or her schedule or the class was full.**

A schedule change will only be considered for the following reasons:

- Medical necessity, as documented by a physician
- Class of 2024 Senior missing a required course
- Missing a course in your schedule (there's a blank spot in your schedule)
- Incorrect class placement (i.e. placed in College Mathematics instead of General Math)
- Inability to pay the class fee (original alternate class choices will be considered as first options for class replacement)

If you feel that your reason for requesting a schedule change meets one of the reasons listed above, please have your scholar come see Mrs. Smith at the beginning of the class period in question or before or after school during the first week of school.

**Please do not send schedule change requests in the form of an email.**

## **ELECTIVE COURSE FEES**

All fees for the fall semester will be due on **August 17th**. Payments are only made online through MySchoolBucks. We DO NOT accept cash or checks. **You will be invoiced for fee bearing classes the week of August 7th**. You can pay school fees with ECA tax credit donations. Any credit currently on your student account will be automatically applied to the invoice by August 17th.

[How to sync PowerSchool with MySchoolBucks for payments](#)

[How to Pay Invoices and ECA tax credit](#)

## **MEET THE TEACHER FOR NEW SCHOLARS**

New Scholar Open House will be held on Monday, July 24<sup>th</sup> from 6:00 – 7:00 PM. **Schedules WILL NOT be handed out that night**, as they are available on PowerSchool.

## **GOOGLE CLASSROOM**

All Heritage scholars have been assigned an email address to use to sign-in to Google Classroom. They will use their Student ID found on their **PowerSchool Login** for their unique email. Follow the step-by-step document guide for instructions. **Accounts will be activated the first day of school. Teachers will send you an invite to their classroom in the first few days of class.**

## HOW TO LOGIN TO GOOGLE CLASSROOM

### ATTENDANCE

1. Call the school the day of or prior to the day of the absence.
2. Leave a message on the attendance line with the excused reason for the absence. (Must be one of the reasons listed below.)
3. Check **Google Classroom** for work they missed in class.

**POLICY:** An excused absence is an absence due to illness, doctor appointment, bereavement, family emergencies and suspensions not to exceed 10% of the instructional days scheduled for the school year. Heritage Academy must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student. If an absence occurs relating to any other term or condition that is not specifically designated above, the absence shall be counted as unexcused.

Any scholar who misses ten percent (10%) or more of classes (usually five or more per semester) in a given subject, may not receive credit for that subject. Each teacher sets his/her own policy for work missed. Furthermore, many experiences and activities by their very nature cannot be duplicated or “made up.” Please see the syllabus for each of your scholar’s classes for more information.

### TARDY POLICY

Scholars are allowed to be dropped off starting at 7:30 am and are considered tardy if they are not in their seats by 8:00 am. Scholars who are repeatedly late to classes will receive a log entry. Continued tardiness will result in further disciplinary action.

### SCHOLAR DROP OFF & PICK-UP

The busiest times in the morning are between 7:45-8:00. Please plan accordingly and ensure your scholar has plenty of time to make it to his or her first-hour class. Feel free to drop your scholars off as early as 7:30.

Scholars can be picked up anytime between 3:30 and 4:00. The busiest times are between 3:30-3:45. Scholars can remain on campus until 4:00.

There are 2 lanes available for parents to use when dropping off or picking up their

children. Please use the inside lane (closest to the curb) while waiting for your scholars and the outside lane to quickly leave the parking lot. Please make sure to pull up as soon as there is space so as many cars can get through the line as possible.

There is to be no drop off or pick up on Germann Rd. Please DO NOT stop, wait or let your scholars out anywhere on Germann Rd. Any cars stopped or waiting on Germann are likely to be ticketed.

### [MAP OF CAMPUS SHOWING DROP OFF/PICK UP LANES](#)

### DROPPING FORGOTTEN ITEMS OFF AT SCHOOL

If your scholar forgets items for school, we ask that you bring them to the front office. Your scholar will be notified that the item is at the front office. As much as possible, we would ask for your cooperation to limit the items you drop off unless absolutely necessary.

### CLOSED CAMPUS DURING LUNCH

**Our campus is closed during lunch times as a security precaution.** Please avoid coming on campus during lunch time (11:20-12:15). If you must do so, you will need to enter through the gate on the EAST side of our building and check in with the staff member there. Please come to the front office to get a pass from Mrs. DeSpain if you need to be on campus during that time.

Scholars who attend EVIT and need to return to or leave campus will also be required to enter and exit through the EAST side gate and check in with the staff member there.

**Outside lunch deliveries (Gruhub, etc.) are not permitted.**

### LUNCH INFO

Our lunches will be provided by My Hot Lunchbox again this year. You may visit [myhotlunchbox.com](http://myhotlunchbox.com) to learn more. You will need to create an account if you haven't already. If you do have an account, please visit the profile section to update your scholar's grade level and/or campus to the correct one. The calendar should be open to orders a week before school starts. Vendors are subject to change at the start of each semester. **No outside food (fast food or delivery) is allowed.** The school does not provide lunch if your scholar forgets; however, we do have granola bars available for free and there are snacks available for purchase.

## [How to Create a Lunch Account](#)

### **UNIFORMS**

Uniforms will be required starting the first day of school. Please see the [uniforms page](#) on our website for more information. Please review the dress code before you purchase uniforms for the upcoming year.

### **SCHOLAR BEHAVIOR**

Please take a moment to review our [SCHOLAR HANDBOOK HIGHLIGHTS](#) to ensure that your scholar understands the expectations at Heritage Academy. Teachers will be following the policy below for handling scholar behavior.

- Infractions such as not following classroom rules will result in the following consequences.
  1. Verbal warning to scholar directly
  2. Verbal warning to scholar and email to parent
  3. Log entry is written and email sent to parent
  4. Administration will reach out to parents & scholars when a scholar accumulates 3 log entries.
- Dress Code Violators should be sent to the office for a change of clothes. The office will track these instances and issue log entries to scholars. Administration will reach out to parents & scholars when a scholar accumulates 3 log entries for dress code violations.
- More severe behaviors (cursing, defiance of authority, plagiarism, cheating) should result in an immediate log entry, email to parents and office referral.

#### **What is a log entry?**

- Log entries are used as a tool to assist with behavior management.
- Log entries can be written by any staff member.
- Log entries are emailed home weekly.
- Multiple log entries or certain scholar handbook violations will result in immediate involvement of administration.
- Scholars will not always receive a warning prior to receiving a log entry.
- Log entries are sent home so parents have an opportunity to discuss their scholars' behavior choices and help them make better choices.
- Teachers may individualize how they choose to use a log entry.
- Teachers inform scholars how log entries will be applied in their classes at the beginning of the school year.

## **MEDICATION**

In cases where medication is required by a doctor to be given during school hours, Heritage Academy officials administer prescription medication in the school setting in accordance with specific regulations that come from state law. Please request an “Administering Meds” form from Mrs DeSpain. This form needs to be completed EVERY YEAR by the doctor and delivered to the school by an adult with the medication.

## **ATHLETICS**

Athlete physical forms and the athletic packet can be found on our [HEROES ATHLETICS](#) page on our website. Most healthcare providers will complete the physical form as part of the yearly well check at no cost. For questions, please reach out to Coach Leavitt, our Athletic Director, at [dleavitt@heritatageacademyaz.com](mailto:dleavitt@heritatageacademyaz.com)

## **SOME HELPFUL LINKS**

[2023-2024 School Calendar](#)

[2023-2024 Bell Schedule](#)

[Scholar Handbook](#)

[Heritage Academy Supply List](#)

[High School And College Planning](#)

We are so grateful for our amazing scholars and their families! We really do have the best parents and scholars in the East Valley. Thank you, thank you, thank you for being part of our Heritage Gateway High School Family. We can't wait to see what the 2023-2024 school year will bring!

Kind Regards,

Heritage Academy Gateway High School Administration