

Heritage Academy Family Manual



*...partnering with Christian parents to prepare
college-worthy character witnesses for Jesus Christ.*



Heritage Academy is a University-Model® School, certified by the
University-Model® Schools International (UMSI.org)

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HERITAGE ACADEMY FAMILY MANUAL

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Welcome to Heritage and the University-Model®

Dear Heritage Parent,

Welcome to the Heritage family!

Heritage Academy exists **to partner with Christian parents to prepare College worthy character witnesses for Jesus Christ**. As a University-Model® School we offer unique opportunities to parents as they prepare their students for college and life. The Heritage Advantage combines the best of home with the best of school. Three distinctives set us apart from other k-12 options in the Mid-Missouri area.

Christian Community. As a private, Christian school, Heritage strives to integrate a biblical worldview into every course of study assisting students in the development of a robust Christian faith. Students are encouraged to develop faith and critical thinking skills as they learn to defend their faith without being defensive. Heritage also enjoys a Christian community which supports a shared belief system and provides positive peer pressure for each student to uphold the Honor Code. Above all, the desire of Heritage Academy and each of our families is to bring glory to God in His Son, Jesus Christ. While the school is autonomous, and not affiliated with any denomination, it is the aim of our hearts and the purpose of our programs for Christ to be made manifest in the lives of our faculty, our staff, and our families.

College Preparatory. As a school focused on college preparation, recruiting and retaining qualified and passionate teachers is a top priority. In addition to developing and delivering quality courses of study, our teachers strive to prepare students for the ACT test and success in the college of their choosing. Iowa Achievement Testing in the 2nd, 4th, 6th, and 8th grades help to measure success and prepare students for academic success in the future. Our Academic Advisor provides guidance for High School graduation and entrance into College. Our Academic Coordinator ensures that academic programs are in line with our certification and accreditation. Together, the Academic Advisor, Academic Coordinator and the Head of School form the Academic Committee providing direction for the academic programs at Heritage.

Collaboration and Parent Partnership. The University-Model® provides a unique approach to education that partners teachers and parents to teach students. Students attend classes on campus 1-3 days per week, benefitting from professional instruction and the classroom learning community. On alternate school days, they are at home completing assigned coursework under the guidance and supervision of a parent. Compared to home schooling and traditional schooling options, this model combines the best of both worlds. While the University-Model® requires a high level of parental involvement in each student's academic progress; it also provides the assistance of a professional teacher. For parents eager to walk alongside their students during some of life's most formative years, the University- Model® is a perfect fit.

Community life among students and Heritage families is an important ingredient in the Heritage experience as well. The Director of Community Life plans daily, monthly, and seasonal student and family events to promote community, character development, and servant-leader opportunities. An Honor Code consisting of a Code of Conduct and Dress Code encourages students to honor God in attitudes and actions towards others. Parents and families are encouraged to partner with the Heritage community academically, spiritually, and relationally. Specific volunteer opportunities are available through the Warrior Parent Association.

The Heritage Academy Course Catalog presents a broad selection of course offerings – ranging from core classes to electives. Although most families choose to enroll their student(s) full-time, parents may enroll their student (Grades 4-12) in one to six courses per semester, depending on their needs and goals. Heritage Academy's degreed faculty enter the classroom with a background in education or professional experience that makes them qualified instructors, and the learning in each classroom is directed by a vision to see the glory of God reflected in the activities of learning and growth.

For Christ and Family!

Mr. Ragsdell, Head of School

GENERAL INFORMATION

A Brief Look at Our History

In the summer of 2000, many couples involved in various forms of Christian education began meeting together to discuss the need for an alternative. Soon several of the couples agreed to work together to start a new school. They decided to follow an educational model that included a university schedule and a parent-based philosophy. The result of that process is Heritage Academy, a Christian, parent-based, college preparatory school in Columbia, Missouri, initially serving parents with 3rd – 10th grade students.

Heritage Academy officially incorporated in April 2001 and opened for classes in August 2002. The school started with 52 families, 74 students and 16 part-time faculty members. Students were enrolled in academic and extracurricular courses in grades 3 – 10 and extracurricular classes in K – 2. Forty-four of the students were in grades 7 – 10 with the balance in the lower grades. Grades 11 and 12 were added in succeeding years.

The school combines two proven elements of educational success – professional instruction of a classroom teacher and the one-on-one instruction or guidance of each student’s parent – in a unified college-simulated program. The school’s foundational principles include a strong work ethic for students, low student / teacher ratios, hands-on learning, effective curriculum, and local school operation and management.

Statement of Purpose

Heritage Academy consists of a University-Model® school and the related ministries designed to develop and support it. As an organization subject to the Lord Jesus Christ, it seeks to participate in the Great Commission (Matthew 28:19-20) by helping to build the body of Christ through academic education and related ministries (Ephesians 4:11-13). This model is intended to work in partnership with Christian families (Genesis 2:18-24; Deuteronomy 6:4-7; Matthew 19:4-6; Colossians 3:18; Ephesians 5:33 and 6:1-4; Titus 2:4-5) providing necessary resources to prepare young believers for success as disciples of Christ in and beyond higher education (Proverbs 22:6).

Vision

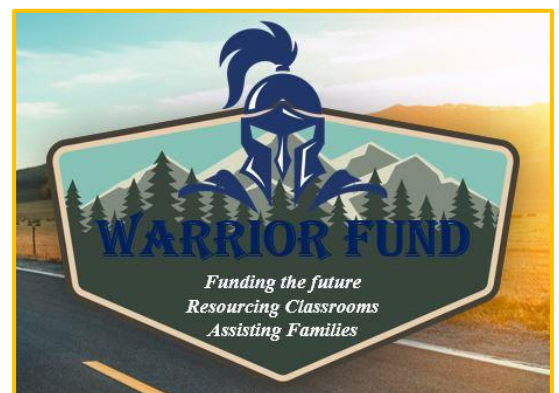
Heritage Academy and its mission are attractive, accessible, and achievable for every Christian family in greater Columbia who aspires to the values of University-Model® schooling.

Mission

The mission of Heritage Academy, a University-Model® School, is to partner with Christian parents to prepare college-worthy character witnesses for Jesus Christ.

WARRIOR FUND

In 2021, the Board of Trustees launched the Warrior Fund to secure a bright future for Heritage Academy. Heritage families are encouraged to learn about the Heritage Fund and participate through giving, volunteering, and spreading the word about school needs and the Warrior Fund.



Summary Statement of Heritage Academy’s Philosophy of Education¹

The goal of Christian education, as defined by John Milton, is “to repair the ruin of our first parents by regaining to know God aright and out of that knowledge to love Him, to imitate Him, to be like Him.”² Toward that end, the mission of Heritage Academy is *to help parents send out educated servants of Jesus Christ by blending the best of home with the best of college-preparatory education.*

The basis for Christian education at Heritage Academy is the Bible, from which come the school’s foundational perspectives of reality, knowledge, and ethics. God alone is ultimate reality, the determiner of reality, and the creator of all that is. As the source of all truth, He knows all things, and man comes to know only by revelation from Him. Because God’s character defines goodness, His character as revealed in His Word is the sole basis for ethical judgments. Education is the God-given responsibility of parents, who invite the Christian school to become partners in the education of their children.

In applying these foundations to education, Heritage Academy presents the universal scope of God’s truth across all disciplines, challenging students to relate what is learned in one class to the information gained in another. In so doing, the school acknowledges biblical assumptions about the nature of the student, teacher, and course content.

The nature of the student: All persons, including students, are made in God’s image, with the capacity for reason, and endowed with dignity. Man is born sinful and his heart darkened; but when Christ has redeemed a person, he becomes a new creation with eternal life. Students are consistently confronted with the fact of man’s sinfulness and the hope-filled truth of the Gospel. As it is God who redeems and sanctifies, educational partners are called to plant, water, and pray for the redemption and growth of students as whole persons. Because students are differently gifted and intellectually endowed, the school requires diligence and industry from students rather than equality of outcome.

The nature of the teacher: Teachers at Heritage Academy are held to a standard of authenticity in teaching. Only mature believers in Jesus Christ can educate students in light of biblical assumptions about reality, knowledge, ethics, and the nature of the student. Classroom teachers are sufficiently trained in their academic specialties; have a demonstrated aptitude for teaching; and openly love their subject matters.

The content to be learned: Course content reflects and directly presents God’s special revelation to man (truth about the ultimate questions of life) and instruction in general revelation (the truth about people in relation to God, themselves, others, and the creation). Instruction is based on the literal truth of God’s word, requires high standards of scholarship, and emphasizes a liberal arts education, rather than a vocational one.

Heritage Academy accentuates the fixed, final and eternal nature of truth embodied in Christ, a solid foundation for the liberal arts education.

¹ For a complete description of the school’s educational philosophy, including Scripture references and source accreditation, see *Heritage Academy Philosophy of Christian Education.*

²John Milton, *Areopagitica and Of Education* (Northbrook, IL: AHM Publishing, 1951), p. 59.

Core Values

1. Partnership

- Pursuing **partnership with parents** according to the **University Model** of education (Deuteronomy 6:4-9 and Proverbs 22:6). As a Christian University-Model® School, Heritage Academy exists to assist parents with the everyday responsibilities of preparing children for college even as the school recognizes and supports parents' unique God-ordained role in communicating their faith and values. Heritage Academy gives time and access back to parents in exchange for their commitment to be academically and relationally invested with their students according to the college-preparatory University-Model schedule. (See UMS Guiding Principles under Vision and Values Naums.net)



2. Academic Excellence

- Expecting **academic excellence** (Matthew 22:37-38). Heritage Academy sets high academic standards in order to produce students who are equipped to succeed in the future, whatever their occupations or fields.
- **Preparing students for college and life** (Ephesians 6:10-20; I Peter 3:15-17). Heritage Academy is a college-preparatory school, but the scope of our preparation does not end once college is finished. We desire to participate in the process of preparing students for success in all aspects of life. We use a college-preparatory curriculum and hire qualified teachers to prepare our students for the demands of college and life, and we implement character education and student activities to shape students into well-rounded individuals.
- Employing **qualified teachers and coaches** (Proverbs 13:20). Qualified teachers and coaches are essential to high-quality education. Heritage Academy employs staff and faculty who love God, enjoy teaching children, and are qualified to teach in their fields.



3. Biblical Worldview

- **Glorifying God** in all things (Psalm 29:1-2 & 72:18-19; Romans 11:36; I Corinthians 10:31; Ephesians 1:11-12). At Heritage Academy, our primary aim is to glorify God. We believe that true delight, joy, and pleasure are byproducts of lives devoted to this purpose.
- Submitting to the **authority of Scripture** (I Corinthians 2:13; II Timothy 3:16-17; Hebrews 4:12; II Peter 1:20-21).
- Cultivating a **Biblical Worldview** (Acts 17:16-31; II Peter 3:15). As a Christian school, Heritage Academy seeks to prepare students to be thoughtful and compassionate leaders capable of presenting a cogent defense for the hope that lies within them. Confident that the Bible provides credible answers to key questions raised in all academic disciplines, we believe Christians should be equipped to engage culture in a loving and intellectually-honest manner.
- Executing responsible **stewardship** (Ecclesiastes 5:10; Matthew 6:24; Romans 13:6-8; I Timothy 6:10; Hebrews 13:5; James 1:17). Acknowledging that everything given to the school is a gift from the Lord, the leadership of Heritage Academy desires to steward all resources in a manner pleasing to the Lord.



4. Christ-like Character

- Fostering **spiritual formation** and **character** development (Psalm 119:9-16; I Timothy 4:6-16; I Peter 4:8-11; II Peter 1:1-8). Because parents are God's single most effective agents for sharing the Gospel with their children and discipling their young believers, Heritage Academy seeks to work alongside parents and the church to develop students spiritually. This is accomplished by giving time and access back to parents through the University-Model schedule, by the school's Scripture-supported Character Education Program, and by various student activities such as athletics, service projects, and social events that encourage overall development.
- Shaping **educated servants of Jesus Christ** (Deuteronomy 10:12-13; Acts 7; Galatians 5:13; I Timothy 4:6-16; II Timothy 3:14-17). Heritage Academy seeks to send out young people who are regenerate believers in Jesus Christ, educated in the academy, and equipped to serve Jesus Christ by serving others around them. Heritage Academy believes that the greatest example of servant leadership is found in the person and work of Jesus Christ.



Statement of Faith

We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21) and we adhere to its orthodox interpretation regarding all matters, including, but not limited to, the sanctity of life beginning at conception, human sexuality and sexual identity, and the sanctity of marriage between a man and a woman. We affirm the Nashville Statement: A Coalition for Biblical Sexuality (<https://cbmw.org/nashville-statement/>).

We believe there is one God, eternally co-existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His imminent, personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature (Romans 3:23; 6:23; Titus 3:5). We believe that men are justified by God's grace and through faith alone in Jesus Christ, who is the only way to eternal life (John 3:16 -19; 5:24; Acts 4:12; Romans 5:8-9; Ephesians 2:8 -10), and our only mediator with God the Father (1 Timothy 2:5-6).

Heritage Academy affirms the Nashville Statement on Human Sexuality (See <https://cbmw.org/nashville-statement/>).

Non-Denominational Position

Neither Heritage Academy nor its ministries, when acting as representatives of Heritage Academy, shall promote or disparage any doctrinal or denominational beliefs, practices, or positions upon which the ministry has assumed no official stance (Philippians 2:1-4).

We maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctives.

Difficult and Controversial Issues

Heritage Academy parents, students and personnel are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, parents, students and Heritage Academy personnel agree that any claim or dispute arising from or related to the functions or activities of Heritage Academy, academic or otherwise, shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries. (The complete text of the Rules of Procedure is available at www.HisPeace.org.) Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of the functions or activities of Heritage Academy and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Spiritual Objective

The spiritual objective of Heritage Academy is to encourage its students, families, and staff to live and work wholeheartedly for the Lord and for the building of His body, the Church (Mark 12:30-31). Parents, faculty, staff and board members, therefore, must be in agreement with the ministry's Purpose, Statement of Faith, Non-Denominational Position, and Mediation/Arbitration Clause.

Non-Discrimination Policy

In recognition that there can be no preferential treatment with God (Romans 2:11), Heritage Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made

available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic or other school-administered programs. Nor does Heritage Academy discriminate in its employment policies and practices on the basis of race, color, or national/ethnic origin.

UNIVERSITY- MODEL FAMILIES

Parent Roles

Within the University-Model® School, parents commit to fulfill a specified role related to each course in which their student is enrolled, as prescribed by the course's description. Each role identifies specific responsibilities that the teacher relies on the parent to perform, thus facilitating effective home/school partnership whereby students are assured of receiving needed support. In general, the assigned role will be one of the following:

Primary Teacher

At the primary level, Heritage Academy offers only enrichment courses for students, which provide an opportunity to integrate a variety of emerging skills, including literacy, reasoning skills, and fine motor skills in a classroom setting. However, for students this age, parents remain fully responsible for providing all core instruction – beginning with letter and number awareness and recognition, building basic literacy skills, reading comprehension, writing, math reasoning, etc.

Private Tutor

Courses involving this role are made successful because each student has a private tutor (the parent) at home, who is willing and ready to assist. Parents will receive instructions from the classroom instructor on a regular basis outlining homework assignments, follow-up study/instruction over covered material, and any preparation or review needed for their child's next class.

Guide for Dependent Study

This role will usually relate to parents with children in grades seven through ten. Many courses at this level will begin to cover subject matter that is unfamiliar to many parents. At the same time, the student is at a dependent age where disciplined study habits must be developed, not by parental force, but through positive encouragement and through the student's growing awareness of personal consequences. In order for these classes to be successful, the teacher is dependent upon the parents to ensure that their son or daughter keeps up with the course material and to communicate to the instructor any difficulties that should arise.

Guide to Independent Study

Academic courses at the eleventh and twelfth grade level will usually involve this role by the parent. The parent has the opportunity to monitor the independent schoolwork performed by the student while it is still possible to provide additional guidance if needed. Courses offered by Heritage Academy at this level will mimic that of a junior college program where independent study skills and disciplined planning for completing homework assignments are necessary.

Course Monitor

Some courses will involve equipment or expertise that necessitate that teaching be done in the classroom and leave little instruction for the parent at home. This role, therefore, will require the least amount of time by the parent, but its importance must not be understated. The primary responsibility of the parents is to track the progress of their son or daughter and to monitor how well he/she is doing. Parents need to show an active interest in their child's studies and should inform the instructor if problems develop.

Project Assistant

Parent involvement is needed, but not on a regular basis. This role is in many respects similar to that of the Course Monitor but will be needed one or more times during the semester for specific projects. Drama courses, for example, might involve additional help for student costuming, working on sets, etc.

Parent Coach

The role of the parent coach is to encourage their son/daughter to pursue personal conditioning and practice. The head coach will organize the sport, direct team practices, and communicate to the parent coaches any information and directions concerning home practice.

School-to-Home Communication

Parents keep the learning on track for their student at Heritage Academy. Therefore, school/home communication is foundational to the student's academic success. School personnel will communicate directly with parents on most school matters.

General Information: Policies, Events, Deadlines

Heritage Academy's Family Manual includes school policies related to academics and finances and information related to parent roles, which parents will want to be familiar with. Announcements of upcoming programs, activities, deadlines, and new or revised policies will typically be communicated by email and/or in a weekly posting entitled, 'The Shield'.

Course-Specific Information: Syllabi, Home Communication Sheets, Gradelink

Correspondence about student's academic and extracurricular assignments and responsibilities will be provided in a variety of ways. Course syllabi, provided to students at the beginning of the semester (also viewable on the school's website), provide information about specific course content and clarify expectations for the course. Weekly home communication sheets provided to students by teachers will also identify the learning objectives in focus for each week and indicate learning assignments to be completed at home.

Teachers will endeavor to correspond in the most appropriate and expeditious manner with a student's parents about that student's performance. Such communication may be by notes, email, Gradelink (the student information system), or telephone. Heritage Academy teachers depend on partnership with parents who are willing to engage with their students, teachers, and administrators in a timely manner for the sake of their student's success.

Home-to-School Communication

Parents should encourage their student to talk with teachers if clarification is needed regarding academic and extracurricular coursework. Parents are encouraged to initiate communication with teachers when questions about course content and/or student performance arise.

ADMISSIONS - Foundations for Partnership

Both parent involvement and student cooperation are critical for Heritage Academy to successfully fulfill its mission, a mission which includes a vital spiritual element. Therefore, as a condition for admission to/continuance at Heritage Academy, the parents of each student applying for admission/continuing enrollment must be in agreement with the school's Statement of Faith. Heritage Academy also regards the following guidelines as basic and essential criteria for family-school partnership.

Parent Affirmation

- Parents are committed to providing a home environment that reflects Biblical morality.
- Parents commit to having a parent in the home during at-home school days to affirm the value of family connectedness and parent-child discipleship, and to provide the structure, accountability, and support essential to effective University-Model® education and as required by Heritage Academy's "Parent Roles" defined in the Family Manual.
- Parents are actively pursuing a relationship with Jesus Christ and attending a Christian church.
- Parents will agree with and support the school's procedures for handling student discipline.
- Parents will affirm that they have reviewed Heritage Academy's Code of Conduct and Dress Code and agree to support enforcement thereof concerning their child/children at Heritage Academy.
- Parents will affirm that their child/children has/have reviewed Heritage Academy's Code of Conduct and Dress Code and agree to abide by the standards contained therein.
- Parents will agree to ensure that the school annually receives, before the first day of school, updated immunization records for their enrolled children.
- Parents agree to inform the school's Administrator if any significant changes occur in relation to topics addressed above.

Student Affirmation

Students will affirm their commitment to community by willingly submitting to Heritage Academy's expectations and standards as exemplified in the academy's **Core Values**.

The Admissions Process

The following steps describe the chronological elements of the admissions process. Please be aware that the full process may involve a time span of at least four to six weeks. [Steps to Admission can also be found at <https://www.heritageacademyofcolumbia.com/steps-to-admission.html>]

1. Attend a Parent Information Presentation

Attending a Parent Information Presentation is the first step of admissions process and allows parents to meet school staff, see the campus, and learn more about the unique partnership that parents and teachers embrace for the sake of a successful University-Model® experience. Admissions Packets are available to families at this meeting. Applications for Admission are also available.

2. Review the application materials, discuss and pray together as a family.

For students to be successful at Heritage, it is of vital importance that both parent and student feel that it is God's best for them to study at Heritage.

3. Submit an Application for Admission with application fee

After reviewing the academy's material and praying over a decision, parents desiring to partner with Heritage Academy may submit an Application for Admission to Heritage Academy's school office. A separate application is required for each child.

The following documents are to accompany the application:

- An up-to-date record of immunizations
- A copy of the student's official birth certificate
- A completed "Request for Release of Records" form (*for student currently enrolled at another school*)
- A copy of student's home school transcript (*for home schooled children*)
- Standardized Achievement Test scores (*if available from within the past year*)

Additional items include: A Pastoral Reference (to be completed by family Pastor and given to Heritage separately from the admission's paperwork) and a Student Essay (9th-12th only).

Also include payment for the \$50 application fee if this is the first time your family is submitting an application for admission to Heritage Academy. This fee is charged to each family only once. If your family has already paid this fee, with application(s) previously submitted, no repeated payment of this fee is required.

4. Complete Entrance Testing and Evaluation (Academic Enrollment Only)

To ensure that students are placed for success and that Heritage Academy is equipped to meet the student's academic needs, Heritage Academy requires students to complete placement testing. Students who have taken a standardized achievement test such as the Stanford Achievement Test or the Iowa Test of Basic Skills in the past year may submit those test results. If such test results are not available, Heritage Academy will arrange a time for placement testing to occur. If an evaluation test must be administered, a fee may be due at the time of testing. This fee is non-refundable.

5. Participate in a Family Interview

This meeting enables Heritage Academy to explore the student's academic background and the family's goals for their child and family within the context of University-Model® schooling at the academy. Heritage Academy's "Foundations for Partnership" will also be reviewed and discussed. Both parents and the potential student are required to attend this meeting. Heritage Academy will initiate scheduling this meeting.

6. Receive Letter of Decision

Once the interview process has been completed, the family will receive a decision letter from the school. If the student is accepted into Heritage Academy, registration materials will also be provided to the family.

7. Submit your student's registration paperwork with non-refundable registration fee.

You will now receive confirmation of registration from the Heritage office along with course requirements. Required textbooks and other supplies may now be purchased.

The Re-entry Process

The re-entry process will be determined on a case-by-case basis by the school's Administrator.

Generally, students seeking to re-enroll at Heritage Academy, having been un-enrolled from the academy for less than four semesters, will be required to participate once again in steps 3, 4, and 5 of the admissions process before re-enrollment is determined.

Students seeking to re-enroll at Heritage Academy, having been un-enrolled from the Academy for four or more semesters, will participate once again in the entirety of Heritage Academy's admissions process before re-enrollment is determined.

TUITION AND FEES

Tuition, Discounts, and Fees

Semester tuition, discounts, and fees are determined by the school and published to families in Heritage Academy's *Tuition, Discount, and Fees* Document and on the school's website.

Payment of Tuition

A non-refundable tuition deposit is due once, yearly, at the time of initial registration. The remainder of tuition is to be paid in monthly installments, with the number of payments determined by the number of months that remain in the payment cycle. Tuition and fees for the fall semester are to be fully paid by September 5th, and for the Winter-Spring semester, by March 5th.

Payment Cycles	Fall Semester	Spring Semester
Deposit	April	
1st payment	May 1	November 1
2nd payment	June 1	December 1
3rd payment	July 1	January 1
4th payment	August 1	February 1
5th payment	September 1	March 1

Biblical stewardship necessitates that tuition payments be timely. Tuition payments are due by the fifth of each month in which payments are due. If a payment is deemed late (not received or received after the fifth day of the month), a \$25 late fee per-month is assessed until the tuition payment schedule has been met. In the event of any unpaid balance from the current or previous semester, final progress reports and transcripts will not be released until the remaining balance is paid. Enrollment for a subsequent semester will not be accepted until all previous accounts are paid in full

Tuition Refunds

- Fall courses dropped before August 1 will be eligible for a complete net tuition refund. Fall courses dropped after August 1 but before the first day of the semester will be eligible for an 85% refund of net tuition.
- Courses dropped after the start of the Fall or Spring semester but on or before the second Thursday of the semester will be eligible for a 75% refund of net tuition. Courses dropped after the second Thursday of the semester has passed no longer generate a refund.
- Spring courses dropped after the second Friday in December but before the first day of the semester will be eligible for an 85% refund of tuition. Families who decide to drop a Spring course after the second Friday of December because of a failing Fall semester grade will be eligible for a complete refund of net tuition for that course's second semester.
- Any course dropped because of a cancellation or schedule change made by Heritage Academy will qualify to receive a full refund of net tuition.

Fees

Fee	Amount	Due	Refundable
Study Hall Enrollment Fee	\$125.00	Will be included in the summary of tuition charges and figured into monthly tuition payments or paid for up front with tuition that is being paid in full.	Unused portion is refundable
Study Hall Visitor's Fee	\$3.00/visit	Payable at the time of visit	Non-Refundable
Late Payment of Tuition Fee	\$25.00	Will be posted to family's account if monthly tuition payment has not been received by the 5 th of the month	Non-refundable
Graduation Fee	\$50.00	Will be posted to a family's account once <i>Affirmation of Intent Form</i> is submitted, affirming parents' intention for student to participate in Commencement Exercises	Non-refundable
Athletic Participation Fee	Communicated at the start of the season		
Late Registration Fee (Athletics)			
Late Uniform Return Fee			
Uniform Replacement Fee			
Fee for Late Submission of Application for Transfer Credit	\$25/Application	Will be posted to family's account when a senior submits <i>Application for Transfer Credit</i> after the passing of the first Monday of August in the year that the student begins his/her Senior year.	Non-refundable
Transcript Request Fee	\$3.00/request	Payable when the <i>Transcript Request Form</i> is submitted when the student's departure from Heritage Academy occurred more than one semester in the past	Non-refundable
Drop/Add Fee	\$15.00/form	Will be posted to family's account once <i>Drop/Add Form</i> has been submitted.	Non-refundable
Application Fee	\$50/family	When family's first student <i>Application for Admission</i> is submitted; fee is not required for additional students	Non-refundable
Annual Registration Fee	\$100/family	With registrations submitted during early registration period: For Continuing Families: 2nd Monday to 3rd Wednesday of April For New and Returning Families: The month of May	Non-refundable
	\$200/family	With registrations submitted during regular registration period: For Continuing Families: The third Thursday of April through July 31 For New & Returning Families: June and July	
	\$300/family	With registrations submitted during late registration period: August 1 through ten calendar days before school begins	

Purchasing Textbooks

In the Primary Program (K-3), Heritage Academy purchases all required BJU Press textbooks and workbooks and applies the cost to family invoices. This allows parents to receive increased access to BJU Press resources.

In the Elementary and Secondary Programs, Heritage Academy does not sell or provide student textbooks for families. Each year, the school will publish a list of required texts that identifies the textbook(s) related to each course that parents must secure for their students before the start of the semester. This list will include specific titles and ISBNs so that families may purchase required textbooks from their vendor of choice.

ACADEMIC POLICIES

Standard Enrollment

Eligibility to Enroll

Only children whose families have completed Heritage Academy’s admissions process and received a letter of acceptance may register in Heritage Academy courses.

“No Auditing” Policy

Heritage Academy does not allow the auditing of courses. Once the third week in a semester begins, every course a student is enrolled in at that time will become recorded on the student’s transcript, eventually to be accompanied by a final semester grade that reflects his or her level of achievement in that course.

Diploma Planning & Enrollment in High School

Prior to enrolling a student in high school level coursework, at least one of the student’s parents must first attend a diploma-planning meeting and then submit to the school’s Academic Advisor a completed *Declaration of Intent Form* that identifies whether their student will or will not be seeking a Heritage Academy diploma as the student begins his or her high school coursework. An “undecided” option is also allowed, however parents who select this option will have to affirm their acceptance of the possibility that their student’s ability to fulfill diploma requirements without a commitment to following a specified diploma plan may become compromised.

The school will plan two diploma-planning meetings for continuing families in April. Continuing families who do not attend one of these meeting and must later arrange for a private diploma-planning meeting will be assessed a \$15 diploma-planning fee.

Semester-By-Semester Enrollment

Heritage Academy requires semester-by-semester registration. However, since most two-semester courses are designed to be taken as a unit, enrolling a student in only the second semester of a two-semester course requires special permission from the instructor and formal approval from the administration. Enrollment in the second semester of a two-semester course is predicated on successful completion of the first semester of that course.

Adding and Dropping Courses

A *Change of Schedule Form* must be completed and submitted to the office along with a \$15 change-of-schedule fee to add or drop a course. Courses may be added after initial registration is complete, provided they are added before the end of the semester’s first week and space remains in the desired course.

The schedule below shows how tuition paid and grades on transcripts will be handled, depending on the week in which a course is dropped.

Week Number	Grade Awarded	Tuition Refund
Fall: August 1 up through the day before school begins. Spring: 2 nd Friday in Dec. through day before semester begins	course will not appear on student’s transcript	85%
1 – 2	course will not appear on student’s transcript	75% (through second Thursday of semester)
3 – 7	<i>Withdrew (W)</i>	no refund
8 – 13	<i>Withdrew Passing (WP)</i> or <i>Withdrew Failing (WF)</i>	no refund
14 – 18	grade received will reflect the entirety of the semester	no refund

Absences and Tardies

Attendance Requirements

Attendance is imperative as concepts cannot be learned if a student is absent. Students are expected to attend class and contribute positively to the classroom environment.

A passing course grade awarded at the end of the semester assumes for a secondary student that he/she attended that course for at least forty-two class periods during the semester; an elementary student also must have attended core classes for at least forty-two class periods during the semester. Failure to meet these minimum attendance requirements may result in an F being awarded and recorded on the student's transcript; a student in 9th-12th grade will not be awarded high school credit. In most cases, failure to earn a passing grade will prevent the student from being able to register for the next course to follow in Heritage Academy's course sequence.

An exception may be granted by the Attendance Committee* if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has obtained a written letter from his/her teacher(s) indicating that in the judgment of the instructor overseeing his/her work the student has achieved minimum mastery of the course content. Heritage Academy will also need a note from a doctor regarding the absences.

If the student is enrolled in a dual credit class, then Heritage Academy must abide by all guidelines regarding attendance given to us by the college/university overseeing the dual credit class.

* The Academic Attendance Committee will include the Director of Community Life, one board member, one teacher, and the Academic Advisor. The Attendance Committee's decision is final when approved by the Head of School.

Absences and Make-up Work

Desiring to promote both godly character and high academic standards, Heritage Academy has adopted the following policies concerning student assignments turned in after their due date.

In the case of planned absence(s), homework that is due during the student's absence must be completed and submitted to the instructor in advance.

When a student is unexpectedly and unavoidably absent due to ill health, past-due assignments must be submitted within two course periods after the student's return to school in order to avoid penalty.

When an unexpected absence must occur, the parent is asked to notify the school office and the instructor of the students' absence as quickly as possible, preferably before the involved class occurs. This contact may occur by phone or by email.

Tardy Policy

Tardiness is disruptive to other class members. Students are expected to arrive on time and prepared. All tardies are considered unexcused. Please remember that three tardies generate one absence.

Grades

Mid-Semester Progress Reports

One semester will generally span sixteen to eighteen weeks. Every semester will typically include two Progress reports (in weeks 7 and 13) for fourth through twelfth grade students so that parents may see their students' grades to-date, take note of assignments that are missing, receive a tally of absences and tardies to-date, and read teacher-crafted, parent-directed comments that speak to the student's in-class behavior and academic progress.

End-of-Semester Reports Cards

End-of-semester report cards will be mailed to families after completion of each semester. The grades reflected on these reports will also be the grades that appear on a student's transcript; fall semester grades will be permanent and will not be affected by final higher or lower grades received in the spring semester of the same course.

Grading Standard

Heritage Academy awards grades for the following purposes: 1) to help in the ongoing placement of students; 2) to provide a means of holding students accountable for the quality and completion of their work; and 3) to provide an ongoing and widely understood means of communicating a student's relative progress and achievements to his or her parents and to other parties, such as college entrance boards or other schools, which have a legitimate interest in knowing such information.

Grades are assessed by the teacher of each course. Specific criteria for evaluating a student's progress will be defined by the teacher. All such criteria will be consistent with any standards, requirements, or limitations imposed by the curriculum being used in a particular course

Grades awarded to **primary students** in keeping with the following scale:

(+)..... Excellent (V).....Satisfactory (--).....Needs improvement

Students in **grades 3-12** will be awarded letter grades based on a percentage scale intended to represent the amount of content mastered in a given course:

100-95.....A	79-77.....C+
94-90.....A-	76-73.....C
89-87.....B+	72-70.....C-
86-83.....B	69-60.....D
82-80.....B-	59 or less.....F

To receive a passing grade and maintain eligibility for promotion to the next course in Heritage Academy's sequence, the student must achieve a percentage grade of 70% or above, which translates to a letter grade of C- or above, and fulfill attendance requirements.

Other grades issued by Heritage Academy are:

- *Withdrew (W)*: will be awarded for courses dropped within weeks two through seven of the semester.
- *Withdrew Passing (WP) or Withdrew Failing (WF)*: will be awarded for courses dropped within weeks eight through thirteen of the semester. Grades of *WP* or *WF* will appear on the student's transcript but will not affect the student's GPA.
- *Incomplete (I)*: This grade may be temporarily awarded only after a written appeal is made, which must include a written explanation presenting how circumstances beyond the student's control prevented him or her from fulfilling all of a course's requirements before the end of the semester in which it was offered. After reviewing the appeal, the teacher of the course and a school administrator will decide whether an extended deadline which allows the student to submit past-due work is appropriate. If an extension is provided, any required work that remains incomplete after the extended deadline has passed will be awarded a grade of "0". The student's final grade will be calculated after that date, using the grading system employed for all other students in the course. This grade will be placed on the student's transcript as the final grade earned for the course.

Late Work

Late work that is submitted simply "late" will be graded and penalized with a **ten percent grade reduction for each course period that it is late**; homework will not be accepted more than three course periods (1 week) past its due date, unless previous arrangements between the teacher and the student's parent have been agreed to in light of peculiar circumstances that are occurring beyond the family's control.

Learning Disabilities

Because parents are directly involved in the teaching process in the home classroom, many special needs can be addressed at home by the parents. Parents are encouraged to communicate freely and often with their student's teachers. Heritage Academy teachers have been strongly encouraged to employ flexibility in their classroom techniques and to use teaching methods that appeal to a broad spectrum of learning styles. However, Heritage Academy is not currently equipped to significantly modify instructional practices or to modify evaluation procedures in response to a

particular student's learning disability or other special challenges. All students will be graded according to a common standard rather than upon individualized standards developed in response to special needs.

Academic Dishonesty

One of the primary goals of Heritage Academy is to aid parents in making disciples of the students admitted to the Academy so that those students might lead lives that glorify the Lord. We strive to provide a Christian atmosphere where a high quality and academically sound education can be honestly pursued. Academic dishonesty is a serious breach of personal integrity and a crippling hindrance to sound scholarship. The following policy is designed to discourage, and when necessary, correct any incidents of academic dishonesty, so that the academy and its families may carry on in their endeavor to make disciples of students.

Academic dishonesty is any attempt by a student, whether intentional or not, to characterize falsely the student's work, level of achievement, or mastery with regard to any element of a course. Academic dishonesty includes but is not limited to: cheating on an exam; using resources other than those authorized by the teacher for homework, a project, or an exam; lying to a teacher about coursework; or engaging in plagiarism. Plagiarism is broadly defined as the representation of ideas, works, or words of another as one's own. Each teacher should help his or her class more thoroughly and specifically understand plagiarism in the context of the course's academic discipline.

Teachers should provide students with clear instructions about the rules governing homework, exams, quizzes, projects and papers. In the absence of specific guidelines from the teacher, the following rules shall apply:

- *Homework:* Homework should be completed by the student alone, without the assistance of information provided in teacher edition textbooks, unless the teacher otherwise specifies. Parents should provide only the assistance commensurate with the parent role designated for the course and should never complete homework for a student.
- *Exams and Quizzes:* Unless otherwise specified by the teacher, all quizzes, tests and other exams should be completed at a single sitting and without outside assistance of any sort, including, but not limited to: books, notes, other individuals, reference works, and audio and visual material. All quizzes and exams will be completed in the classroom setting unless arrangements have been made with the office for a missed quiz or test to be completed on campus at a specified time in a specified place, under the supervision of a designated staff person.
- *Projects and Papers:* Unless the teacher otherwise directs, projects and papers should be completed only by the student or by the members of a student group assigned by the instructor.

School officials, parents, and students should report any suspected act of academic dishonesty to the appropriate classroom teacher.

1. A teacher who observes or otherwise has knowledge of a suspected act of academic dishonesty shall investigate and make a determination as to whether the student did engage in academic dishonesty. If the conclusion is that academic dishonesty has occurred, the teacher shall report the incident in writing, including a description of the investigation and its results to the Administrator
2. A teacher who directly observes a student engaging in academic dishonesty in the classroom (e.g. cheating on an exam) should notify the Administrator immediately.
3. The teacher shall notify the parents and the affected student(s) of the incident of academic dishonesty and of the academic penalty imposed by the teacher (see Enforcement section below).

The Academic Dishonesty Policy will be enforced according to the following procedures:

1. The teacher shall impose an appropriate academic penalty for the work affected by the dishonesty, which may include an award of zero (no credit). The teacher shall report the academic penalty imposed to the Administrator.
2. The Administrator shall consider the report of academic dishonesty, together with the academic penalty imposed by the teacher, and shall take any further action required beyond that already taken by the teacher.
 - a. The Administrator shall take into account the student's age, any history of academic dishonesty or other Conduct Code violations by the student, the severity and context of the offense, and the student's attitude in regard to the violation.

- b. Corrective measures may include, but are not limited to, one or more of the following: a conference with the student and his or her parents; a writing assignment by the student on biblical instruction as to honesty and integrity; a suspension from school for one or more days; an imposition of academic probation for one or more semesters; the removal of privileges to participate in extracurricular activities; or, in extreme cases, expulsion.

A student or parent may file a written notice of appeal of the determination of the classroom teacher with the Administrator within ten (10) days of the parents' notification of the incident by the classroom teacher. The Administrator shall arrange for a conference/conferences with any or all of the following, at his discretion - the student, his or her parents, and the classroom teacher - with the goal of hearing and assessing all relevant information. The finding of the Administrator shall be final.

High School Credit

Earning High School Credit

In addition to letter grades, high school students (grades 9-12) will be awarded one-half unit of high school credit for each semester-long high school level course the student completes in which the student fulfills the attendance requirement and achieves a percentage grade of 70% or above, which corresponds to letter grade of C- or above. Successful completion of two semesters generates one high school credit.

Measuring the Unit

At the high school level, standard, two-semester courses will meet at least ninety-two times for 55-minute class periods. Courses will generally generate at least three hours of home study per week, with semesters generally spanning 16 to 17 weeks. This schedule generates at least 160 hours of instruction and home study in one school year for a two-semester course. Thus, a student meeting the minimum attendance requirement for a standard Heritage Academy course earns the equivalent Carnegie unit (135 hours in the state of Missouri), the credit unit commonly reported on high school transcripts and widely recognized by college admissions departments.

Cumulative Grade Point Average (GPA)

A high school student's Grade Point Average (GPA) will be calculated using the grades and course credits the student has earned, although credits transferred to Heritage Academy will not be included in the calculation of a student's GPA. Heritage Academy courses, letter grades, credits earned, and cumulative GPA will be recorded on an official transcript for each high school student.

Junior High Students and High School Level Courses

Students may take high school courses during their seventh and eighth grade years provided that their enrollment is approved by both the Administrator and the teachers of those courses. This action is most appropriate when students excel in particular subject areas and want to take advanced courses during high school. When a high school course is taken by a student before entering the ninth grade, these courses do not generate high school credit to be counted toward the total *number* of credits required for graduation, except when math and foreign language are concerned (see below). They may, however, with the approval of the administrator, satisfy sequence requirements so that the student does not have to repeat the same course again after entering high school.

Math and Foreign Language Exception

Courses taken by 7th and 8th grade students in mathematics and foreign language may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses (e.g., foreign language I and algebra I) and if subsequent courses in the subject are shown on the high school transcript (e.g., foreign language II and algebra II).

Heritage Academy will award credit for high school level math and foreign language courses taken prior to 9th grade with the following stipulations:

1. The student must earn a grade of 70% or better in the course in order to receive high school credit.
2. In foreign language, junior high students must complete the entire first level of high school coursework, Level 1 in one year or Level 1A and Level 1B in two years) prior to being awarded one full unit of high school credit. Completion of Level 1A only, will not generate one-half unit of credit.

3. Credit will be recorded on the student's high school transcript as transfer credit with a grade of P (pass). Such transferred-in credits will not be calculated into the student's GPA.

4. Heritage students who seek to transfer in such credit(s) from an outside source must satisfy the Heritage Academy Transfer Credit Guidelines.

Rosetta Stone Courses

While Rosetta Stone courses allow for increased opportunities for language acquisition, these courses are not intended to take the place of traditional Spanish I & II courses with a teacher. Unless a student's schedule demonstrates a significant conflict, it is expected that students will take Spanish I & II with a teacher in order to build a foundation in the language. Spanish 3 & 4 can then be taken at an accelerated rate through the Rosetta Stone Program.

Rosetta Stone Courses are offered as seated and non-seated courses at Heritage Academy. **Seated courses** meet together with a teacher on Monday, Wednesday, and Friday during a specific class period on the semester schedule. The tuition cost for a Rosetta Stone (seated) course is the same as any Secondary Course. Students who elect to take **non-seated courses** meet with a facilitator once per week and must also enroll in a study hall when on campus. The Tuition cost for a non-seated Rosetta Stone course and study hall fees are listed in the Tuition, Fees, and Incentives document for each year.

Applying for Transfer Credit

The high school student pursuing a diploma from Heritage Academy may apply to have transfer credit awarded for high school credit earned from another institution; this credit can be applied toward fulfilling graduation requirements. Students wishing to have credit considered for transfer must complete Heritage Academy's Application for Transfer Credit (available on-line) and submit it, along with the necessary supporting documentation, to Heritage Academy's Academic Advisor.

Families may ensure course eligibility for transfer credit by discussing curriculum, course content, structure, and assessment methods with the school's academic adviser before the course is embarked upon, and by obtaining affirmation of the course's eligibility from the academic advisor. For courses not pre-approved, families must not presume transferability.

Families are strongly encouraged to submit required paperwork for Transfer Credit consideration as their student progresses through high school rather than waiting until the summer before the student's Senior Year.

The following limitations will apply to transfer credit:

- Courses will be evaluated only when all components required by Heritage Academy have been submitted in the format prescribed by Heritage Academy's *Guide to Applying for Transfer Credit*, viewable online.
- Courses will be evaluated individually. The acceptance of one course from an institution does not mean that other credit from the same institution is necessarily transferable.
- The student must have earned a final letter grade of C- or higher for each course considered, based on the percentage scale established by the sending institution. Credit which has been earned with a non-letter grade (Pass, Satisfactory, a percentage grade alone, etc.) will be evaluated on an individual basis by the Academic Advisor.
- Grades for transfer credit will not be calculated in a student's cumulative grade point average.
- For seniors, applications for Transfer Credit must be submitted for evaluation prior to the first Monday of August when the student is entering his/her senior year. Applications submitted after this date will be assessed a Late Submission Fee of \$25.00 per Application. Late submissions may jeopardize the student's ability to fulfill diploma requirements.
- Courses that have been transferred toward diploma requirements will be listed on the Heritage Academy transcript by department only – e.g. Transfer Credit: English – rather than by specific course name.
- Independent study courses may not exceed more than one third of the total number of credits earned by a high school student. Independent study courses are defined as home schooled courses completed on-line, through MU High School, with a tutor outside of the home, or in other situations that do not follow traditional homeschooling methodology.

Transfer Credit Evaluation Fee

Payment of the appropriate evaluation fee must accompany each *Application for Transfer Credit*. The amount of each evaluation fee may be determined by the source from which the transfer credit is expected to come.

Transfer Credit Sourced in an accredited Public or Private School Setting - Fee: \$25.00

Transfer Credit Sourced in a Home School Setting

Fee #1: \$50 for the first application coming from each discipline (per student)

Fee #2: \$30 for additional applications coming from the same discipline (per student)

Discipline Categories

<i>Mathematics</i>	<i>Science</i>	<i>Fine Arts</i>	<i>Practical Arts</i>	<i>Health</i>
<i>Language Arts</i>	<i>Social Studies</i>	<i>Foreign Language</i>	<i>Physical Education</i>	

Transcript Requests

Semester grades will be recorded on each student's transcript. Up to five copies of the transcript will be made available at no charge to the family and/or other educational institutions upon a written request from the parents – as required by Heritage Academy's *Records Retention, Access, and Protection Policy* – as long as the request is made within one semester of the student's most recent attendance. All other requests will require payment of a \$3.00 transcript fee for each transcript. The fee is payable at the time the *Transcript Request Form* is submitted. Please allow up to three business days.

DIPLOMA REQUIREMENTS

Affirmation of Intent Form

An *Affirmation of Intent Form* signed by a parent, must be completed, and submitted to the school before the passing of the first day of the fall semester in which the student will be a senior.

Residency Standard

To receive a diploma from Heritage Academy, one of two residence requirements must be met.

- Option 1: Two credits must be completed at Heritage Academy during each semester of the student's junior and senior years, for a total of eight credits.
- Option 2: Two and one-half credits must be completed at Heritage Academy each semester of the student's senior year, for a total of five credits.

Minimum Cumulative Grade Point Average

Students must maintain a minimum cumulative grade point average of 2.0 or above (equivalent to the letter grade C).

College Entrance Exams

Scores from either the ACT or SAT College Entrance Exams must be on file.

Federal and State Constitution Exams

As required by Missouri law, the student must have completed one semester of American Government and successfully passed state and federal constitution exams.

Balance Paid in Full

Diplomas will be withheld from students whose tuition has not been paid in full when Commencement Exercises occur. See also page 30 regarding Commencement participation.

Satisfy Course and Credit Requirements (Listed below)

Students must earn twenty-four high school credits and successfully pass specified required courses (as indicated below) to earn a diploma.

Diploma with Honors

Students who fulfill requirements for an advanced diploma and maintain a cumulative GPA of 3.5 will be awarded an Advanced Diploma *with honors* signified at commencement by a gold cord.

Course Requirements -- Total Number of Credits Required: 24				
<p>Note: When a student passes Algebra I and/or their first year of high school-level foreign language in 8th grade, one credit for each completed course is awarded to the student, <u>provided</u> the student shows progression forward in the course sequence by at least one year, after entering high school. When this progression is demonstrated and the credit is awarded, one less high school credit must then be achieved between 9th and 12th grade.</p> <p>Specific Course Requirements by Subject Area</p> <ul style="list-style-type: none"> ➤ All courses in standard print are required to fulfill general diploma requirements. ➤ Two (2) Bible / Worldview credits are required to fulfill general and advanced diploma requirements. ➤ Students who fulfill requirements for an advanced diploma and maintain a cumulative GPA of 3.5 will be awarded a diploma with honors. 				
COMMUNICATION ARTS	SOCIAL STUDIES	MATHEMATICS	SCIENCE	
9th grade English (1) 10th grade English (1) Advanced Literature (1) Advanced Language Arts (1) <i>or Advanced Literature (1)</i> <u>Credits Required</u> Standard diploma: 4 Advanced diploma: 4	World History and Geography (1) U.S. History (1) Government (.5) / Philosophy (.5) <i>Advanced Social Studies (1)</i> Credits Required Standard diploma: 3 Advanced diploma: 4	Algebra 1 (1) Geometry (1) Algebra 2 (1) <i>Advanced Mathematics (1)</i> Credits Required Standard diploma: 3 Advanced diploma: 4	Physical Science (1) Biology (1) Chemistry (1) <i>Advanced Science (1)</i> Credits Required Standard diploma: 3 Advanced diploma: 4	
BIBLE / WORLDVIEW	FOREIGN LANGUAGE	PRACTICAL ARTS & SCIENCES	FINE ARTS	GENERAL ELECTIVES
2 semesters of Worldview (1) 2 Semesters of Bible (1) Credits Required Standard Diploma: 2 <i>Advanced Diploma: 2</i>	1st Year of Language (1) <i>2nd Year, Same Language (1)</i> Credits Required Standard diploma: 1 Advanced diploma: 2	Personal Finance (.5) Health Science (.5) Credits Required Standard diploma: 1 Advanced diploma: 1	Two semesters (1) Credits Required Standard diploma: 1 Advanced diploma: 1	Credits Required Standard Diploma: 6 Advanced Diploma: 2
TOTAL NUMBER OF CREDITS REQUIRED: 24				

Math Track Options

Heritage Academy students progressing from seventh grade to eighth grade are given the option of simply continuing their math education along a standard math track or of exploring the possibility of participating in an accelerated math track, which allows for skipping Pre-Algebra to take Algebra I in eighth grade so that the student receives more opportunity to complete advanced math courses in eleventh and twelfth grade.

The two math tracks compare to each other in the following ways:

Standard Math Track	Advanced Math Track
7 th grade: Junior High Math #1 (pre-algebra) 8 th grade: Junior High Math #2 (pre-algebra) 9 th grade: Algebra I required for graduation 10 th grade: Geometry required for graduation 11 th grade: Algebra II required for graduation 12 th grade: Advanced Math optional but encouraged	7 th grade: Junior High Math #1 (pre-algebra) 8 th grade: Algebra I required for graduation 9 th grade: Geometry required for graduation 10 th grade: Algebra II required for graduation 11 th grade: Advanced Math #1 optional but encouraged 12 th grade: Advanced Math #2 optional
Recommended for: <ul style="list-style-type: none"> • Students who show general competency in math and wish to achieve general high school requirements 	Recommended for: <ul style="list-style-type: none"> • Students who demonstrate exceptional ability in Math • Students who need more than one Advanced Math course in high school to prepare for areas of study in college that require advanced math background

Families who wish to pursue the advanced math track for their student may plan for their student to participate in math track testing, which can be arranged by contacting the school office. The student's parents must notify the school in advance if they plan for their student to take a placement test.

A student's eligibility to participate in Heritage Academy's Advanced Math track is determined by the school in light of the student's performance in the classroom (as communicated by the teacher and grades to-date), the student's performance on the placement test, and the school Administrator's recommendation in light of both of these factors.

COMMENCEMENT EXERCISES

Statement of Purpose

Commencement is an annual ceremony of closure to the academic year when parents, teachers, students, and administrators gather to corporately reaffirm and celebrate fulfillment of mission. One aspect of commencement includes recognizing seniors and awarding diplomas.

Eligibility to Participate

Residency Requirement

Students wishing to participate in Heritage Academy's Commencement Exercises must be enrolled at Heritage Academy in a minimum of one course each semester of their senior year, successfully earning a minimum of one-half unit of high school credit from Heritage Academy both semesters.

Affirmation of Intent Form

An *Affirmation of Intent Form* signed by a parent, must be completed and submitted to the school within the fall semester of the student's senior year.

Graduation Fee

Students who elect to participate in Heritage Academy's annual Commencement Exercises and will be assessed a non-refundable \$50.00 graduation fee.

Balance Paid in Full

Students whose tuition has not been paid in full will not be permitted to participate in Commencement Exercises.

Status of Participants

Non-diploma-seeking students will be recognized as "Attending Seniors" and will each be awarded a Certificate of Recognition in place of a Heritage Academy Diploma.

PREPARING FOR COLLEGE

College Admissions Requirements

As a college-preparatory school, Heritage Academy has established minimum diploma requirements that will prepare students to pursue post-secondary education with success. However, because each college and university establishes its own admissions requirements, it is the responsibility of individual students and their families to investigate and satisfy the admissions standards of the college(s) of their preference.

Documenting Special High School Experiences

Students are strongly encouraged to document all special experiences, community involvement, volunteer work, part-time employment, and additional information that would demonstrate the student's abilities, character, or leadership or other positive aspects of the student's high school years.

College Entrance Exams

The SAT and/or ACT scores are extremely significant for students to gain entry into the colleges of their choice and to obtain scholarships. With this in mind, families should become informed about and take advantage of all forms of preparation for these tests.

Heritage Academy encourages student to consider taking the ACT test at least three times:

1. Toward the end or middle of the fall semester of the student's junior year
2. Toward the end of the spring semester of the student's junior year
3. The fall semester of the student's senior year.

Some students may want to take the ACT for practice at the end of their sophomore year. Don't forget that most college's early application deadlines require student to submit applications during the fall of their senior year. This is one reason the student will have wanted to take the ACT during their junior year, in order to improve upon their score and pursue the highest scoring potential possible before these deadlines occur.

Academic Programs

Enrichment Program (K-3)

The Enrichment Program runs from 12:45pm-2:45pm on Monday, Wednesday, and Friday. Parents can elect for their student(s) to participate one or all three days. Parents must enroll their student(s) for the entirety of the semester. Students who are enrolled in the morning academic program are welcome to eat lunch from 12:15pm-12:45pm on campus. The Enrichment program focuses on hands-on-learning in three areas: STEM, Fine Arts, and Cultures of the world. Each part of the program will allow students explore new concepts and subjects.

Full, University-Model® Academic Program

Kindergarten-5 Program

Kindergarten at Heritage Academy will include three half-days of classroom instruction (Monday, Wednesday, and Friday mornings) that emphasize focused instruction in Language Arts, Mathematics, Science, and Social Studies and include hands-on elective experiences designed to promote your student's wonder and delight while learning.

Home assignments for at-home days (Tuesdays and Thursdays) will be one-and-a-half to two hours in length, with half of this time intended to involve pencil and paper tasks and the other half designated to facilities curriculum-related, interactive parent/child activities that nurture enthusiasm for learning.

1-3 Grades Primary

Primary at Heritage Academy will include three half-days of classroom instruction (Monday, Wednesday, and Friday mornings) that emphasize focused instruction in Math, Language Arts, Social Studies, Science, and Bible. Parents can opt to include their student in the afternoon Enrichment Program.

Grades 4 – 6 Elementary Program

Elementary students receive formal classroom instruction on campus each Monday and Wednesday and Friday that classes are in session. Assigned coursework is then completed at home Tuesday, Thursday, with oversight and ready support provided by a parent who is committed to performing the designated parent role specified for each course. Parents can expect that coursework assigned to the home classroom will generally fill the same length of time their student has spent in the campus classroom.

➤ The course schedule for Heritage Academy's Elementary Program and the course descriptions for these courses may be viewed on Heritage Academy's website at www.heritageacademyofcolumbia.com/Academics

Grades 7-12 Secondary Program

Secondary students receive formal classroom instruction on campus each Monday, Wednesday, and Friday that courses are in session. Assigned coursework is then completed at home on Tuesdays and Thursdays under the guidance and supervision of a parent. Students should expect to make a weekly investment of four hours at home for each course they are enrolled in.

➤ The course schedule for Heritage Academy's Secondary Program and the course descriptions for these courses may be viewed on Heritage Academy's website at www.heritageacademyofcolumbia.com/Academics

Study Halls

Study Halls are provided for students who remain on campus during any hour when classes are occurring yet the student is not enrolled in a course. Study halls provide a specified, adult-supervised location that is quiet and focused, intended for students' private and individual study or progress on coursework. Every student present on campus while course periods are occurring is expected to be in attendance in either the class in which he/she is enrolled or in a study hall in which he/she is enrolled or visiting.

COMMUNITY LIFE

Character Development

Heritage Academy recognizes that the family and church are the primary mechanisms of discipleship in the life of a child (Deuteronomy 6:4-7; I Thessalonians 2:11-12). In order to support families and churches in that responsibility, Heritage Academy uses several avenues to foster spiritual growth and character development including chapel, classes, and the House System. Weekly chapel times that feature student-led worship, guest speakers, and Bible reading are organized around the annual theme determined each year by the academy's Director of Community Life.

A Code of Conduct and Dress Code promote a positive learning environment and the development of constructive habits and Christian relationships. These policies, along with the Student Discipline Procedures are designed to communicate the school's expectations regarding appearance, attitude, and behavior while at school and school-sponsored events. Heritage Academy recognizes that codes and policies are merely external standards and cannot act alone to effect character development. However, such standards are necessary to provide an orderly learning environment, remind us to respect others, and encourage us to value and strive for godliness.

Honor Code

As character witnesses for Jesus Christ, it is our responsibility to be a person of integrity, striving to honor God in our academic pursuits and relationships with others. Heritage Academy strives to encourage a healthy Christian community in which students can thrive. At the beginning of each Academic year, students, staff, and faculty recite a biblically-based Honor Code together.

Code of Conduct

The purpose of the Code of Conduct is to promote a Christ-like attitude among members of the Heritage Academy community. While conduct on campus and at school-sponsored activities is the primary concern, actions off campus can be just as constructive or harmful to the educational setting as can any behavior in the classroom or at school functions.

Recognizing that these general expectations for conduct reach beyond our campus, the school expects that members of the Heritage Academy community will:

- Express love for God and for others through acts of kindness, wholesome and uplifting speech, redemptive expressions of confrontation and forgiveness, merciful acts to those in need, and loving proclamation of the gospel.
- Practice integrity and self-control, truthfulness in speech, honesty in conduct, and moral purity in thought and action.
- Pursue excellence in everything as an expression of gratitude to God and desire to be good stewards of God's gifts.
- Respectfully honor federal, state and local laws and regulations.

These additional elements of the Code of Conduct apply to students on campus and during events sponsored by Heritage Academy, and to those supporting Heritage Academy during extracurricular activities:

- An appropriate title (Mr., Mrs., Coach, etc.) should be used when a student is addressing an adult.
- The school facility and grounds will be kept clean, orderly, and in a condition that shows an attitude of gratefulness.
- There will be no running or rough play during or between classes.
- Use of profanity or crude joking is prohibited.
- Public displays of affection between sexes, such as hand holding, kissing, etc., are prohibited.

- The possession or use of tobacco products, illicit drugs, alcohol, or weapons is prohibited.

Cell Phone Policy

While we understand that cell phones are often provided by parents to students as tools for safety and easy communication, cell phones can be a distraction, create hiddenness in our students, or limit face-to-face interaction among our students. With that being said, there will be a strict no cell phone policy during class time (including study hall), community life period, lunch, and hallways. This includes listening to music with ear buds. We prefer that cell phones remain off campus. If students do bring cell phones with them to school, they must remain stowed in their backpack. Cell phones should not be utilized as calculators and are not allowed for quizzes, tests, or exams.

If a student needs to contact parents by phone, they are encouraged to use one of the office phones. If they are going to use their cell phone to contact parents, we will ask the student to step in the main office or the community life office.

If a student is breaking the cell phone policy, the student will be asked to put their phone away. Any faculty or staff may confiscate the phone as needed if a student is out of compliance. If they are told a second time, the student will be directed to leave their phone in the community life office. If there is any disrespect or resistance from a student regarding their cell phone, a parent will be notified.

Student Discipline Procedures

The school recognizes at least three possible reasons for a student to be in non-compliance with the Code of Conduct or other expressed policies: 1) Incomplete information, 2) neglect or carelessness, and 3) intentional defiance. Each of these will be dealt with in a manner appropriate to the need; warning some, encouraging others, but being patient and kind to all and vengeful toward none (I Thessalonians 5:14). In Christ, our goal is that discipline be redemptive rather than punitive, extending forgiveness and comfort to those who repent, and reaffirming our love for them (Luke 17:3; II Corinthians 2:7).

Parents bear the responsibility for their child's compliance with the school's standards for conduct and appearance. The faculty and staff will endeavor to practice preventive discipline through good teaching techniques and modeling positive relationships. However, because Heritage Academy is a University-Model® school, parents are responsible for dealing comprehensively with ongoing or serious discipline problems (Hebrews 12:7). If necessary, school officials will also employ mild forms of reproof, rebuke and correction in order to encourage cooperation. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. Under no circumstances will Heritage Academy practice corporal punishment.

General Discipline Policy Guidelines

- Teachers are given the authority to handle in the classroom any offense of a non-serious nature (hereafter "**Routine Offense**"). Classroom teachers may administer corrective action appropriate to the Routine Offense.
- The Head of School has the authority to suspend or expel a student for repeated **Routine Offenses** or for repeated violation of the Code of Conduct.
- 1st referral to the office: Following any **Routine Offense** for which a student is referred to the office, the student shall be given an opportunity to correct his or her behavior. The student's parents shall not be notified, unless the student or school official involved specifically requests that they be notified.
- 2nd referral to the office: When a student is referred to the office for a second time (per semester) for a violation of Code of Conduct, the student's parents shall be notified. A Disciplinary Referral Form may be sent to them for this purpose and the parents will be asked to sign and return the form, evidencing that they have read, understood, and acted upon it. The administrator shall have the authority to administer appropriate corrective action, which may include, but is not limited to, assigning a writing assignment to the student on biblical instruction as to the appropriate character trait(s). The student may return to class when and if the staff or faculty member deems appropriate.
- 3rd referral to the office: When a student is referred to the office for a third time (per semester) for a violation of the Code of Conduct, parents will be called to come and pick up their student.

- 4th referral to the office: When a student is referred to the office for a fourth time (per semester) for a violation of the code of conduct, the student will be expelled from school for the remainder of the semester (without financial refund).
- Any offense deemed to be of an urgent or potentially dangerous nature (hereafter, “**Serious Offense**”) shall be brought immediately to the attention of the appropriate administrative staff member. Among these behaviors and attitudes are drunkenness, sexual immorality, divisiveness, greed, laziness, lack of gratitude, lack of love, and refusal to forgive (Romans 16:17; II Thessalonians 3:6, 14-15; I Corinthians 5: 11; II Timothy 3:1-5; Titus 1:10-13). When possible, the offending student shall be sent to the office with a Disciplinary Referral Form. The administrative staff member shall administer appropriate corrective action, which may include, but is not limited to, assigning a writing assignment to the student on biblical instruction as to the appropriate character trait(s). The parents shall be notified. A report of all Serious Offenses shall be forwarded to the Head of School, who may administer further and appropriate corrective action, including, but not limited to: suspension of the student from school for one or more days, suspension of the student from extra-curricular school activities, or expulsion.

Dress Code

Our honor code states, “As Character witnesses for Jesus Christ it is our responsibility to be a person of integrity, striving to honor God in our academic pursuits and relationships with others. Heritage Academy strives to encourage a healthy Christian community in which students can thrive.”

The purpose of the dress code at our school is to affirm that all things can be done to the glory of God. Accordingly, even our personal clothing choices should direct subtle attention to the inner redeemed person, not merely to the physical body, and should take into consideration how we might love and serve one another.

To Parents: We understand that not everyone will agree with every aspect of any dress code, but we ask that you defer to this Dress Code, agree to instruct your student to abide by it, and speak respectfully of these matters in your home. We ask this for the sake of the biblical ideals that the Dress Code represents and for the peace and order of the learning environment. If you are in doubt about an item, you are always welcome to have the student bring that item in, prior to wearing it, for evaluation by an administrator.

We trust that you will find the following Scriptures helpful for understanding the foundational principles upon which the school’s dress code was determined.

Matthew 6:28-33 NASB

²⁸ And why are you worried about clothing? Observe how the lilies of the field grow; they do not toil nor do they spin, ²⁹ yet I say to you that not even Solomon in all his glory clothed himself like one of these. ³⁰ But if God so clothes the grass of the field, which is *alive* today and tomorrow is thrown into the furnace, *will He* not much more *clothe* you? You of little faith! ³¹ Do not worry then, saying, ‘What will we eat?’ or ‘What will we drink?’ or ‘What will we wear for clothing?’ ³² For the Gentiles eagerly seek all these things; for your heavenly Father knows that you need all these things. ³³ But seek first His kingdom and His righteousness, and all these things will be added to you.

1 Samuel 16:7 NASB

7 But the Lord said to Samuel, “Do not look at his appearance or at the height of his stature, because I have rejected him; for God sees not as man sees, for man looks at the outward appearance, but the Lord looks at the heart.”

1 Peter 3:3-4 NASB

³ Your adornment must not be *merely* external—braiding the hair, and wearing gold jewelry, or putting on dresses; ⁴ but *let it be* the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God.

Additionally, from I Timothy 2:6-8 and 4:12 and Titus 2:6-8, we find three general life principles which also summarize key elements of Dress Code - Appropriateness: “in harmony with the situation,” Modesty: “moral sensibility within the bounds of propriety”, and Humility: “not proud or self-assertive.”

General Requirements

All clothes must be neat and clean at the beginning of the day and may not be torn or have frayed edges. Please keep clothing from being excessively tight and form fitting, excessively loose, or short at waist which allows skin to be seen.

Lower Body	Boys/Men	Girls/Women
	<p><u>Pants</u>: Slacks, cargo pants or denim. No distressed, tattered, bleached or holes, no sweatpants, or athletic pants.</p> <p><u>Shorts</u>: Nice dress shorts, denim, or Cargo shorts. No more than 4 inches above knee.</p>	<p><u>Pants</u>: Slacks, cargo pants, or denim. No distressed, tattered, bleached or holes, no sweatpants, yoga pants or athletic pants. Leggings are categorized as undergarments and should be only worn under dresses or skirts which meet length guidelines.</p> <p><u>Shorts</u>: Nice dress shorts, denim, or cargo shorts. No more than 4 inches above the knee.</p> <p><u>Skirts or dresses</u>: No more than 4 inches above knee (Students are encouraged to wear shorts or leggings underneath skirts and dresses)</p>
Upper Body	<p><u>Shirts</u>: Collared shirts with sleeves, only small logos permitted (3"x3" or less). Dressy long-sleeved shirts or sweaters are permitted.</p>	<p><u>Shirts</u>: Collared shirts with sleeves, only small logos permitted (3"x3" or less). Dressy shirts with sleeves and with modest necklines (cold shoulder shirts allowed). No sheer fabrics or bra/bra straps visible at any time.</p>
<p style="text-align: center;">Heritage spirit wear (t-shirts, polos, pull overs) is allowed every day for all grades. *All students may wear completely solid, blank t-shirts in school colors: navy, maroon, or gray. (Shirts must be clean and presentable)</p>		
Shoes	<p style="text-align: center;">Clean shoes or boots. No flip-flops, crocs, or athletic "slides". Dressy sandals permitted (including Berkenstock style). Please note: Appropriate footwear required per course syllabus (For example: PE, sports, or science lab)</p>	
Outer Wear	<p style="text-align: center;">Sweatshirts, sweaters, hoodies, jackets, fleece, and coats must meet above logo requirements for upper body attire. Clothing worn under the outerwear must also meet above guidelines so that if students choose to remove outerwear, they are still complying with dress code.</p>	
Other	<p style="text-align: center;">Females only may have nail polish and ear piercings. No other piercings may be worn. No extreme or unnatural make-up.</p>	
<p style="text-align: center;">No visible tattoos No hats, sunglasses, or head coverings inside building Natural hair colors only</p>		
Special Wear Days	<p>To encourage community and school spirit, students are encouraged to participate in special wear days which will include themed days.</p>	

Relaxed Dress Code

For after-school athletic events, picnics, field days, and other events as designated by the school office, a modest relaxed dress code will apply. Heritage Academy's **Relaxed Dress Code** allows for: modest-fitting pants and shorts (no frays, rips, or holes, MUST be no more than 4 inches above the knee), t-shirts (with appropriate graphics permitted), athletic shorts; hats, and flip-flops. Leggings not permitted.

Immediate Resolution of Dress Code Violations

When a student is observed to be in violation of dress code, the Director of Community Life will be notified so that the issue of non-compliance can be resolved. Non-compliance forms will be sent home to inform parents as needed.

In extreme cases, parents may be contacted immediately in order to facilitate dress code compliance. Matters of understanding and/or of the heart may also be explored so that the student is less likely to repeat the same violation and the student is invited to consider the deeper attitudes of the heart if this seems appropriate.

Family-School Partnership

When on campus or when participating in extracurricular activities or events sponsored by Heritage Academy, students are expected to dress with regard to the Dress Code or Relaxed Dress Code standards appropriate to the location and the event.

While the community of Heritage Academy will depend upon students and parents to consistently and thoughtfully evaluate students' school clothing choices in light of Heritage Academy's Dress Code, all school staff and teachers under the authority of the school's Chief Administrator will also possess the authority and responsibility to address clothing appropriateness when a student's appearance would seem to neglect the community expectations for dress set forth in the Dress Code.

The school Administrator (or those granted specific authority by the Administrator to do so) may also exercise authority to grant a limited variance to dress code standards for special events that are part of Heritage Academy's programs and calendar provided that standards for modesty and honoring one another are always upheld.

As parents please understand your role as primary influence on your children's attitudes toward Dress Code and many other matters in life. Parents accept the task of modeling for their children submission to authority, honoring standards set for the benefit of others as well as ourselves, and participating fully in the building up of the Heritage Academy community. As brethren in Christ, we ask all members of the Heritage Academy community to join us in preventing Dress Code from becoming a major issue at Heritage Academy.

EXTRA-CURRICULAR ACTIVITIES

Heritage Academy Philosophy for Extra-Curricular Activities

In keeping with the Lord's command to love Him with all our heart, soul, mind, and strength, Heritage Academy recognizes that extra-curricular and co-curricular activities are a valuable component of a Christian education. Heritage Academy's philosophy for extracurricular activities flows out of its general philosophy of Christian education. The primary goal is to bring glory to God by encouraging students to perform to the best of the abilities the Lord has given them. In that process, students will also have fun as they learn new things, meet and interact with new people, and participate in healthy competitions

Believing that competitive and cooperative individual and team experiences can contribute to the development of godly character, mutual support, and school spirit, Heritage Academy offers a limited program of activities that includes student service and interest clubs, student government, musical and drama activities, athletics, and publications.

Student Clubs

A Community-Life period for secondary students, scheduled between the third and fourth hour of the day, provides a variety of club opportunities for students to participate in. Students who are on campus during this period are expected to participate in one of these club opportunities.

Athletic Opportunities

Heritage Academy anticipates offering the following athletic opportunities for 6th-12th grade students during each academic year.

Team Sport		Season for Play	Participation Fee	Minimum number of participants to carry
Varsity Volleyball	Girls	August – October	See website	7
Junior Varsity Volleyball	Girls	August – October	See website	7
Varsity Soccer	Boys	August – October	See website	13
Varsity Basketball	Boys	November – February	See website	8
Junior Varsity Basketball	Boys	November – February	See website	8
Junior High Basketball	Boys/Girls	November – February	See Website	8
Varsity Soccer	Girls	March – May	See website	13

Practice Times

Athletic teams generally practice three times each week, with specific times to be announced before the start of each season. Wednesday nights are protected from practiced schedules and games, so that students who are involved in Wednesday evening church activities will not have to choose between involvement in sports and church.

Practice Location

Locations for practice are announced when competitive schedules and registration forms are given to families, in advance of registration deadlines. Parents are responsible for providing or arranging their student's transportation to practice facilities and away games.

Registration to Participate

Families may indicate registration for participation in athletics on Heritage Academy's regular registration form or wait until a later date when the schedule is provided and a registration form for athletics is included.

Eligibility to Participate

→ Sports Physical

Students must provide a copy of a current sports physical that is dated to remain valid throughout the entirety of the season. This form must be provided to the school's office before the first day of practice.

→ Enrollment Requirement

1. Participation in extra-curricular activities is open to both part-time and full-time students enrolled at Heritage Academy.
2. Based on the level of student interest, spaces on athletic teams may sometimes be opened to students not enrolled at Heritage Academy who meet all three of the following criteria:
 - (a) The student is of 7th – 12th grade age and is achieving passing grades (see Grade Requirement below) in 7th – 12th grade level coursework appropriate to his/her age and/or dual credit coursework with the intention of receiving an independent high school diploma;
 - (b) The student is not concurrently playing for a team against which we compete.
 - (c) the student and family have successfully completed all parts of the school's standard admissions process and received a formal letter of acceptance.

*All athlete-only students are encouraged to participate in the House System and chapel at least 1x per month. Additional requirements may be necessary for athlete-only students to attend the spring formal.

→ Grade Requirement

To be eligible to participate in Heritage Academy interscholastic competition, the student must maintain a minimum grade of 70% in each course taken at Heritage Academy or at other academic institutions or in a home school setting in which the student is enrolled within the same academic year. Grades of Heritage Academy students may be reviewed at the start, mid-point, and end of each semester. Student athletes taking courses outside of Heritage Academy may be requested at both the start and mid-point of the competitive season or at any other point, if necessary.

Expectations and Goals

The goal of Heritage Academy extracurricular programs is to teach young men and women how to bring honor and glory to God in all they do, in the classroom and in extracurricular participation and competitions (I Corinthians 10:31). By teaching and by living as examples, our coaches and activity sponsors will reinforce Biblical perspectives on personal and corporate stewardship and excellence.

As in academics, so also in extracurricular activities, it is important that high standards be set to encourage the development and maintenance of a strong work ethic among students as they are being prepared for the college environment. Whether the context be drama, athletics, choir, or other activities, character development will be emphasized, and students will be encouraged to continually strive to do their best, both inside and outside the academic classroom.

Goals for Students Participating in Extracurricular Activities

- Comply with Heritage Academy's Student Code of Conduct and Dress Code
- Through consistent effort and hard work, strive to do their personal best in all situations: during games, on the practice field and in their home work-outs
- Learn such character traits as diligence, responsibility, respect for others, and obedience to authority (I Peter 2:17 and 5:5, Proverbs 22:29, Hebrews 13:17)
- Learn the value of team effort and team attitude. (I Peter 1:2, John 13:35)
- Always make the effort to win.
- Learn to win and lose with grace and humility. (Romans 12, Proverbs 29:23)
- Continue seeking to improve physically and mentally.
- Be a witness. (Matthew 5:16)
- Seek to encourage others at all times. (Philippians 2:3)
- Learn the value of placing God *first* in their lives, others *second*, and themselves . . . *third*.

Responsibilities of Activity Leader or Coach

In keeping with the University-Model®, Heritage Academy Activity Leaders and Coaches will strive to model Christ in all that they say and do and carry forth their responsibilities in keeping with the following guidelines:

- honoring the values of the University Model in the extracurricular arena;
- planning, preparing, and conducting safe, purposeful, and effective practices, rehearsals, meetings, activities, designed toward achieving the activity's intended purpose;
- clearly conveying standards and expectations to students;
- providing meaningful communication to parents that summarizes content in focus and supportive actions parents can take to encourage and assist students;
- evaluating students based on their attitude, effort, and participation in accordance with Heritage Academy's guidelines;
- coordinating practices, activities, performances, etc., with Heritage Academy's Dean of Students and Families or Athletic Director in order to minimize scheduling conflicts;
- recognizing responsibility for equipment and storage;
- requesting necessary supplies;
- seeing that the gym, field, meeting room, etc. is in proper condition before and after practice;
- effectively engaging with parents as partners;
- helping to develop the *Positive Only* principle for Heritage Academy;
- demonstrating skill in their area of leadership and modeling life-long learning by continuing to build continue on their knowledge and skills;

- protecting the unity of the extracurricular program by: seeking peace with others (Ephesians 4:3); acting in love toward others (Peter 1:22); taming their tongues (Ephesians 4:29); dealing with problems in private (Matthew 18:15); and following the leaders (Hebrews 13:17).

Positive-Only Principle

Heritage Academy athletes, spectators, parents, coaches and sponsors will strive to exhibit only encouraging behavior and make only positive comments during practices, athletic events and all extracurricular activities. All spectators and participants will forgo negative comments, actions and attitudes, including negative signs, cheers, and other communication directed at opposing teams. This principle leaves plenty of room for enthusiastic support of Heritage Academy competitors and simultaneously builds good character. The *Positive- Only* Principle must be modeled to the students by teachers, coaches and parents alike (Philippians 4:8).

Parent Responsibilities

In keeping with the University-Model®, Heritage Academy Parents are counted on to partner with coaches, other student leaders, and their student, in keeping with the following expectations:

- honoring the values of the University-Model® in the extracurricular arena;
- providing their student with unconditional love, an attentive ear, and appropriate feedback, direction, and accountability to promote the student toward growth and success;
- holding the student accountable in their academics, conduct, and priorities;
- helping the student meet or exceed the expectations set in place by the extra-curricular program/activity the student is participating in;
- maintaining communication with activity leaders and coaches;
- assisting activity leaders and coaches if asked to and when possible;
- supporting activity leaders and coaches in their decisions;
- complying with all Heritage Academy guidelines;
- protecting the unity of the extracurricular program by: seeking peace with others (Ephesians 4:3); acting in love toward others (Peter 1:22); taming their tongues (Ephesians 4:29); dealing with problems in private (Matthew 18:15); and following the leaders (Hebrews 13:17); and;
- helping to develop the *Positive Only* principle for Heritage Academy.

GENERAL POLICIES

Heritage and Non-Heritage Academy Events

An *official Heritage Academy event* is any event approved and supported by the Administrative Team. Official Heritage events are also planned and conducted with the expressed permission and oversight of an Administrator of Heritage Academy. These events must abide by the guidelines set forth in the Family Manual or mandated by the administrator overseeing the event.

An *unofficial Heritage Academy event* is any event that is approved and supported by the Administrative Team, but is not necessarily overseen by a member of the Administrative Team of Heritage Academy. Examples of these type of events would be class social gatherings, a parent organized class event, or a faculty initiated event. These events may be led by a parent, group of parents, or faculty member, but not by a student or group of students. Heritage Academy will not be responsible for any injuries, loss of property, or damage to property during these events. These events may not necessarily follow all of the same guidelines as an official Heritage Academy event, but still must uphold the mission, character, and goals of Heritage Academy. For these events to be advertised at Heritage Academy they need to be approved by the Director of Community Life or another member of the Administrative team.

Prescription Medication Policy

Students are encouraged to administer any necessary prescription medication at home, before or after school, whenever possible. If it is necessary for a student to receive prescription medication during school hours, parents should deliver the prescription medication, along with clearly printed dosage instructions, to the Administrative Assistant and make arrangements for the medication to be administered at the proper time(s).

Visitors' Policy

Parent involvement at Heritage Academy is vital, and parents are strongly encouraged to visit the school. However, a policy governing such visits is imperative for the safety and security of both students and visitors and for the efficient operation of the school. The following guidelines apply to visitors, including lunchtime visitors, on the school campus during regular school hours (8:00 a.m. to 5:00 p.m. on school days). For purposes of this policy, “visitors” are defined as all individuals other than students (on their scheduled class days) or staff present on campus, other than in the office reception area or outdoor student loading areas.

- When possible, visitors should schedule their visit by telephoning the office prior to their arrival.
- Visitors must check in with the office staff upon arriving at campus. Visitors may be required to identify themselves, explain their purpose for visiting and indicate the expected duration of their visit. An escort may be required for unfamiliar or non-parent visitors.
- Visitors must comply with the rules and regulations governing student conduct, including the Heritage Academy Dress Code.
- Student visitors must be accompanied by an adult unless prior arrangements have been made.

Individuals not abiding by these rules may be required to leave the campus.

Transportation Policy

This transportation policy governs all Heritage Academy students while they are under the custody, care or control of Heritage Academy, its employees or agents:

All Heritage Academy students must be transported to and from school and all school-related activities by an adult, 21 years of age or older, with a valid operator’s license, duly insured under the laws of the state of Missouri. The exception to this rule is that a student with a valid operator’s license, duly insured under the laws of the state of Missouri, may, with parental consent, drive himself or herself and his or her sibling(s) to and from school or a school-related activity.

A parent who wishes for his or her student to be transported to school or to any school-related activity in a manner not permitted by the Transportation Policy must complete the Heritage Academy Transportation Permission, Waiver, Release and Indemnity Agreement and receive signed permission on the form by the school administrator. A Transportation Permission, Waiver, Release and Indemnity Agreement must be completed before the event by a parent of each potential driver and passenger.

Records, Retention, Access, and Protection Policy

In order for Heritage Academy to fulfill its educational responsibilities, it is necessary that Heritage Academy collect personal information for each student which is not publicly accessible. The rights pertaining to the review and release of this information will be given to either parent as long as a student is enrolled at Heritage Academy. When a student reaches 18 years of age or enrolls at an institution of postsecondary education, the student and parent(s) share these rights until the student leaves Heritage Academy (by graduation, withdrawal or transfer), at which point the rights previously accorded to parents transfer to the student.

Contents of Files and Directories

“Directory information” consists of the following: student name, address, telephone number, email address, photograph, dates of attendance, grade level, participation in sanctioned activities and athletics, weight and height of athletes, diplomas and honors awarded, and names of the student’s parents or guardians. This information for current and past students of Heritage Academy may be released without prior consent. Families will be advised of this policy via Heritage Academy’s annual Catalog. The parent or student who has concern about the availability of directory information may file a written request for directory information to be withheld except for disclosure by written consent. Such a request must be submitted to the Chief Administrative Officer prior to registration for the semester in which the request will take effect. Directory information will be withheld indefinitely unless the request to withhold disclosure is revoked in writing to the Chief Administrative Officer.

“Educational records” means those records directly relating to a student that are maintained by Heritage Academy or a party acting on behalf of Heritage Academy. “Permanent records” are defined as those kept in perpetuity by Heritage Academy. The permanent records include the original application for admission, attendance records, and the academic transcript. All educational records maintained by Heritage Academy are the sole property of Heritage Academy.

Review of Records

Upon written request to the Chief Administrative Officer, a parent, guardian, or eligible student may inspect and review those educational records maintained by Heritage Academy for that student. The requested records will be made available to the requesting party within three business days of the request. Records must be reviewed in the office of Heritage Academy within normal office hours. A parent, legal guardian, or eligible student may make a written request for photocopies of the student's educational record, including test-score results. A photocopying fee may be charged according to the current fee schedule.

Exclusions: Records of recommendations (references) made on a family's behalf for the purpose of admission to Heritage Academy may not be reviewed under this policy. Eligible students may not have access to financial records of their parents which may be included in the student's file.

Protection and Disclosure of Records

Heritage Academy will not permit access to or the release of educational records of a student, including grades and transcripts, other than directory information without the written consent of the parent or eligible student to any party except:

- a. Heritage Academy Board of Trustees, staff (including paid or volunteer staff employed to coordinate student information), and legal counsel who have legitimate educational interest.
- b. Educational accrediting agencies,
- c. In compliance with a civil judicial order or lawfully issued subpoena. Heritage Academy must comply with the order even if the parent, legal guardian, or student cannot be reached, although every reasonable effort will be made to notify the parent, legal guardian or student prior to the disclosure; and
- d. To persons in an emergency situation to protect the health or safety of students or other persons.

Written consent to disclosure must include a signature and date, must specify the records to be disclosed, the purpose of disclosure, and the party to whom the disclosure may be made. Written consent will, unless otherwise specified, authorize only a single disclosure.

Retention of Records

All educational records maintained by Heritage Academy are the sole property of Heritage Academy.

Although Heritage Academy is a private educational institution and not required to adopt the Public School Records Retention Schedule prepared by the Missouri Secretary of State's Office, Heritage Academy has adopted the most recent Public School Records Retention Schedule as its retention schedule for all educational records maintained by Heritage Academy.

When particular records may be destroyed by this retention schedule, all records containing confidential information will be destroyed in a manner designed to protect that confidentiality.

Family Manual Policy: Heritage Academy reserves the right to change any statement in this manual concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses without advance notice or obligation.

Treatment of Heritage Academy Families: The purpose of the Family Manual is to clearly communicate essential administrative policies related to attending Heritage Academy. The Head of School, along with the administrative team, strives to serve Heritage families and potential families applying to the school with dignity and excellence. Policies and procedures are in place to serve families in a timely and trustworthy manner while protecting academic and family information. If you have concerns that your family has experienced a violation of this policy (i.e. Board Policy Governance Manual, EL.2 Revision 0), you are encouraged to reach out to a member of the administrative team or a Board of Trustee listed in the front of this manual.