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HERITAGE CLASSICAL ACADEMY

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# Family Handbook

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## VISION AND MISSION

### **Vision**

Cultivating life-long learners who think and live for Christ

### **Mission Statement**

In partnership with parents, HCA develops students who impact the Kingdom and their culture by employing a Christ-centered curriculum taught with excellence by gifted educators who embrace the classical model of education. HCA emphasizes the all-surpassing truth, goodness, and beauty of Jesus, striving to make him known, loved and reflected by our students. This is reinforced through purposeful, daily modeling and instruction by teachers and staff both in the classroom and by offering students opportunities to practice Christian values in the areas of service, art, music and sports.

### **Christ-Centered**

Heritage Classical Academy seeks to:

1. Teach all subjects as part of an integrated whole with the Scriptures at the center, helping students to love God with all of their heart, mind and strength.
2. Provide a clear example of Christian living through our faculty, staff, and Board members.
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ.

### **Classical**

Heritage Classical Academy seeks to:

1. Emphasize the trivium:
  - Grammar** – The fundamental facts and rules of each subject and basic data that exhibit those rules.
  - Dialectic** – The ordered relationship of particulars in each subject
  - Rhetoric** – The coherent, articulate expression of truths learned in the grammar and dialectic stage.
2. Encourage every student to develop a love for learning and to live up to his academic potential.
3. Provide an orderly atmosphere conducive to the attainment of the above goals.

### **Non-Discrimination Policy**

HCA 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, scholarship and loan programs, and athletic and other school-administered programs.

## EDUCATIONAL PHILOSOPHY

### **Parent Led**

God enjoins parents, not the Church or State to “bring children up in the training and admonition of the Lord” (Ephesians 6:4). Therefore, we seek to honor and assist, not usurp the role of parents in teaching their children.

### **God-Centered**

We believe that God’s character is revealed in His Word and in every facet of creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.

### **Classical**

God commands us to love Him with all of our mind, heart and strength (Matthew 22:37). Therefore, we seek to individually challenge children and teach them how to learn through the classical method.

## **Character and Conduct**

Believing that all we do should be done “heartily, as unto the Lord” (Colossians 3:23), we seek to encourage quality academic work and maintain high standards of character and conduct.

## **Christian Worldview**

Our highest goal is to provide instruction that challenges our students to live and think within a Christian worldview.

## **STATEMENT OF FAITH**

The following statements are the basic elements of Christianity that will be taught, and which the policies and practices of Heritage Classical Academy shall reflect, at all grade levels.

### **The Bible**

Our chief aim in life and death is to glorify God and to enjoy Him forever. God teaches us how to do this in His written Word, that is, the Bible. He does reveal Himself in His creation, through His providence, and by means of the human conscience (Ps 19:1-6; Rom 1:19-20; 2:14-15), but this revelation is insufficient to give that knowledge of God and His will that is necessary for salvation. It leaves mankind inexcusable for not loving, serving, and worshipping God. Only the Holy Scriptures, which God has given by the infallible inspiration of the Holy Spirit, teach what we are to believe about God and what duty He requires of us. This is the only rule for faith and practice (2Tim 3:16-17; 1Ths 2:13).

### **God**

God is a Spirit, infinite, eternal, and unchangeable in all that He is. He is one God in three persons—the Father, the Son, and the Holy Spirit—our Creator, Lawgiver, Judge, Redeemer, and Sanctifier. He is all knowing, all powerful, and everywhere present, as well as holy, loving, merciful, gracious, and abounding in goodness and truth.

### **Creation**

God created all things in heaven and on earth, visible and invisible (Gen 1:1; Col 1:16), and He preserves and governs every creature and every action (Ps 135:6; Mt 10:29-30; Col 1:17), so that all things serve for His own glory and the good of His people (Rom 8:28; 11:36).

### **Man**

God created man, male and female, after His own image (Gen 1:27) in knowledge, righteousness, and holiness (Col 3:10; Eph 4:24), and entered into a covenant of works with man (Gen 2:16-17; Hos 6:7), promising life upon the fulfilling and threatening death upon the breach of this covenant.

### **Sexuality**

God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

### **Marriage**

The term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). Marriage between one man and one woman, for life, uniquely reflects Christ’s relationship with His Church (Eph 5:21-33). God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Mt 15:18-20; 1 Cor 6:9-10).

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

Every person must be afforded compassion, love, kindness, respect, and dignity (Mk 12:28-31; Lk 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Classical Academy.

### **Sanctity of Human Life**

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

### **The Fall**

The Covenant of Works was made with Adam as the covenant head of the human race, so that when he broke the covenant and fell into sin, all his descendants fell into sin with him (Rom 5:12). Thus, all human beings are conceived in sin and brought forth in iniquity (Ps 51:5), so that by nature we are children of wrath (Eph 2:3), under the just condemnation of God, totally depraved in both soul and body, and prone to evil and liable to eternal death in hell. We cannot be delivered from this dreadful state of sin and misery apart from the unmerited grace of God (Eph 2:8-9).

### **Grace**

God does not leave all people to perish in their sin and misery, but out of His mere love and mercy delivers His elect by means of the Covenant of Grace (Rom 3:20-22; Heb 8:8-13). It is of grace because God provides the Redeemer, Jesus Christ; accepts the work of the Redeemer on our behalf; and bestows the gift of faith on us that we might believe in and be saved by this Redeemer.

### **Christ**

Jesus Christ is the eternal and only begotten Son of God, God of God, Light of Light, very God of very God, begotten, not made, being of one substance with the Father; by whom all things were made. He was born of a woman, born under the Law (Gal 4:4), that He might redeem all the elect who were chosen from before the foundation of the world (Eph 1:3-14). He rendered perfect obedience to the righteousness of God on behalf of His people, and He bore the penalty due to them in His own body on the cross. He rose from the dead on the third day and ascended into heaven, where He makes continual intercession for us. He has all authority in heaven and on earth, and reigns over all things as Head of His church. He shall come again with glory and in great power to judge the living and the dead in righteousness.

### **Holy Spirit**

The redemption accomplished by the Lord Jesus Christ is effectually applied to all His people by the Holy Spirit, who both regenerates and sanctifies us, working faith in us and uniting us to Christ, so that we are enabled more and more to die unto sin and to live unto righteousness until the day we are received into glory.

### **The Gospel**

God requires that out of the sight and sense of the danger, filthiness, and odiousness of our sins, and upon apprehension of God's mercy in Christ, we grieve for and hate our sins, and turn from them all to God, and receive and rest upon Jesus Christ alone for salvation. Thus being united to Christ, we receive forgiveness of sins and are accepted in God's sight, only for the perfect obedience and full satisfaction of Christ, by God imputed to us, and received by faith alone.

### **Good Works**

All those who have been regenerated and believe in Christ are required by God to show gratitude for their salvation by performing good works (sincere obedience) according to what God has commanded in His Word.

These good works are the fruit and evidence of a true and lively faith, and the ability to render such obedience is not of ourselves, but wholly from the Spirit of Christ, who enables us to walk in those works which God has prepared for us beforehand (Eph 2:10).

### **The Church**

God has instituted His Church in the world and has entrusted it with the ministry of the Word and sacraments (Baptism and the Lord's Supper) in order that through these means, the riches of His grace in the gospel may be made known to the world, and by the blessing of Christ and the working of His Spirit in those who by faith receive them, the benefits of His redemption may be communicated to His people. It is mandatory that all Christians join themselves to the visible body of Christ (Heb 13:17) and participate in these means of grace with diligence, preparation, and prayer so that through them they may be instructed and strengthened in faith, and equipped to live in holiness and love (Proverbs 2:1-5; 8:33-36).

### **The Future**

At the last day, when Jesus Christ comes again in power and glory to judge the world in righteousness, there will be a general resurrection of the dead, both of believers and unbelievers, and the selfsame bodies of the dead will be raised up by the power of Christ (Acts 24:15). Immediately following this resurrection will be the general and final judgment of angels and men, when the wicked will be cast into hell and be punished with unspeakable torments in both soul and body forever, and the righteous will be received into heaven, be forever freed from all sin and misery, and be filled with inconceivable joy in the immediate presence of God the Father, our Lord Jesus Christ, and the Holy Spirit (Jude 1:6-7, 14-15; Mt 25:46).

### **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Heritage Classical Academy's faith, doctrine, practice, policy, and discipline, our board of directors is Heritage Classical Academy's final interpretive authority on the Bible's meaning and application.

## **COMMUNICATION POLICY**

We consider it a great privilege to assist families in educating their children. We are committed to upholding and supporting parental authority in the lives of students. We also recognize that ours is a learning community where families are working together to fulfill shared goals. These relationships require, and we strongly encourage, prompt and clear communication. In the event of conflict, communication should follow the biblical standards set forth in Matthew 18 and James 3. In all matters, conflict should be handled discreetly and carefully, while believing and speaking the best about each other.

### **Parents to Head of School**

If an issue should arise concerning school rules, procedures, school programs, finances, or facilities, parents are encouraged to present their concerns to the Head of School. If a parent wishes to speak with the Head of School concerning a non-emergency, please arrange a mutually convenient time to meet in person or by telephone, or communicate by e-mail.

### **Parents to Principal**

If an issue should arise concerning academics, curriculum, student discipline, or teachers, parents are encouraged to present their concerns to the Principal. If a parent wishes to speak with the Principal concerning a non-emergency, please arrange a mutually convenient time to meet in person or by telephone, or communicate by e-mail.

### **Parents to Campus Coordinator**

If an issue should arise concerning matters related to the daily school schedule (i.e. illness, late arrival,

early dismissal) parents should communicate directly with the Campus Coordinator.

### **Parents to Teachers**

If an issue should arise regarding individual teacher rules or procedures, the parent should speak to the teacher before discussing the matter with those in authority over the teacher.

### **Teachers to Parents**

If an issue should arise concerning a student's learning or behavior, teachers may speak directly with the student's parents. In a case where a serious misconduct has occurred, a teacher may consult with the Principal to handle the disciplinary action.

### **Teacher to Principal and Head of School**

Teachers are encouraged to discuss any issues with the Principal or Head of School at any point in the school day or after school as needed.

### **Teachers to Campus Coordinator**

Campus Coordinators are here to support teachers, to make the day run smoothly, and to work together with teachers to bring resolution to daily matters. Weighty issues should be brought directly to the Principal or Head of School.

## **PARENTAL INVOLVEMENT**

Although parents of Heritage students have employed teachers to help meet their goals, they retain the primary responsibility for the education and upbringing of their children. Heritage Classical Academy strongly recommends and encourages close parental involvement. Each family is expected to participate in the following ways: Campus

1. Pray for our children, their teachers, and the direction of their education.
2. Oversee and work with your child on any assignments to be completed at home.
3. Attend all parent-teacher conferences. Informal conferences may be held if necessary at the request of the parent or teacher.
4. Be aware of and praise your child's progress.
5. Read and respond (when necessary) to all paperwork sent home by Heritage Classical Academy.
6. Communicate ideas for improvement to the Head of School. We want to hear from you!
7. Although not expected, parents are welcome to attend a class with their child. The Head of School must be contacted so that the administrator and teacher may be notified in advance for planning purposes. Please note that while the Head of School will attempt to accommodate all such requests, not all visitation dates can be approved.

## **PARENT OF THE DAY—STUDY CENTER**

Each Study Center family must participate as Parent of the Day on a rotating basis according to a schedule created by the Campus Coordinator at the beginning of the school year. The role of the Parents of the Day (PODs) is to assist the Campus Coordinator and faculty to ensure that the Study Center operates in a safe and efficient manner. PODs are representatives of Heritage Classical Academy on class days, and as such, are expected to set a godly example in conduct and dress.

PODs shall:

1. Arrive at the Study Center at 8:10 a.m. to assist with welcoming students and to supervise drop-off. PODs should plan to be on campus until approximately 3:30 p.m. Couples are welcome to split the school day into two shifts.
2. Siblings who are not enrolled at the Study Center are not permitted to accompany the POD.
3. During class time, the POD shall be available to assist the Campus Coordinator and teachers as

- necessary (e.g., helping students, making copies, assisting in discipline, relaying messages, gathering supplies, etc.). In general, the POD's responsibility is to facilitate and maximize the teacher's instruction time.
4. During lunch and recess periods, the POD assists the Campus Coordinator in supervising students, monitoring student behavior, facilitating clean-up, and other functions assigned by the Campus Coordinator. Because there is not time to leave campus and return during the school day, PODs should pack a lunch. PODs are welcome to sit with their children during lunch.
  5. At the end of the school day, PODs are primarily responsible to help clean. This may include cleaning the lunch area, vacuuming all carpeted areas, cleaning all restrooms, wiping down desks/tables and whiteboards in classrooms, and removing all garbage to the dumpster.
  6. PODs must obtain a replacement in the event that he or she is unable to fulfill the POD obligation on the assigned date. A list of parent contact information is available in Renweb. The Campus Coordinator should be notified of all changes to the POD schedule.
  7. Parents who fail to arrive for their POD responsibilities and do not find a substitute POD to replace them will be charged a \$75 fee through FACTS.

### **STUDENT RULES OF CONDUCT**

This is the basic code of conduct that Heritage Classical Academy requires all students to obey.

1. Students are expected to observe Christian standards of behavior and conversation. For example, students must speak honestly, respect their peers, and submit to authority.
2. Prompt and cheerful obedience is expected.
3. Students must comply with the Student Appearance Standards in all respects.
4. In order to avoid litter and distraction, chewing gum, candy, etc. are not permitted.
5. Students are not permitted to use non-academic electronic devices such as cell phones, music players, game systems, cameras and other similar devices. All such devices must be kept in the student's school bag until after the school day is complete. Academic electronic devices such as calculators, electronic dictionaries, etc. are permitted for use when approved by the teacher.
6. Students are expected to be aware of and avoid the off-limit areas in and around the buildings. Students should not play on or around cars in the parking lot.
7. Running is not allowed in the buildings.
8. During transition times, students are to be mindful and considerate of other classes by quietly preparing for their next class.
9. Students are expected to treat all class materials and facilities with respect and care.
10. Students are expected to treat one another with kindness and respect.
11. Students are expected to treat prayer and class discussion with proper reverence.
12. Public displays of affection in the context of boy/girl relationships are not permitted at HCA.
13. Any homework and/or home assignments missed as a result of absence must be completed in timeframe set forth by the teacher.
14. Students accept responsibility to complete all homework assignments in the timeframe set forth by the teacher.
15. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, teachers, and those in authority at Heritage Classical Academy.
16. Students at HCA are expected to uphold high standards of integrity not only in their relationships with others, but in their academic conduct.



## DISCIPLINE POLICY

We seek to provide an environment where students are encouraged and challenged to exemplify Christ-like behavior. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of our students and staff must be dealt with firmly and expediently.

At Heritage Classical Academy, discipline consists of restitution, apologies (public and private), swift and measured punishment (corporal punishment is left to parental discretion; it will never be administered by the Head of School, administrator, or teacher), and restoration of fellowship.

Teachers will contact parents to work to resolve in-class issues. Parents will be made aware of disciplinary action within 24 hours after each incident, as well as any other concerns or warnings given by the Head of School, campus administrator, teacher, or POD.

The teacher will carry out the majority of day-to-day discipline within the framework of each class. Teachers will implement appropriate class consequences for behavior violations in such ways as he/she deems best. Examples of such behavior violations include, but are not limited to, disobedience of school rules, lack of courtesy, general disturbance, and other such misdemeanors. There are instances, however, where a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to teacher or administrators
2. Dishonesty in any situation while in class, including lying, cheating, or stealing
3. Rebellion, i.e., outright disobedience in response to instructions
4. Fighting, i.e., striking in anger with the intention to harm another
5. Using any unkind, obscene, vulgar, or profane language
6. Chronic, flagrant, or otherwise inappropriate behavior worthy of special handling

If any of the above actions occur, the student may be immediately referred to the Head of School or suspended for the remainder of the day and face the prospect of further suspension. Restitution, parental attendance of classes with the student, or other measures deemed appropriate may be requested. In severe cases, where there is no change in the student's actions or assistance from the parents, the child will be expelled from Heritage.

For common or non-egregious behavioral issues, **the first three times** a student receives a Parent-Teacher Communication Form in a semester, the teacher will handle the issue himself/herself. If a student receives a **fourth** Parent-Teacher Communication Form in a semester, the child will be referred to the Head of School and will receive a lunch/recess detention. If a student receives a **fifth** Parent-Teacher Communication Form in a semester, the student will be referred to the Head of School or Principal and receive two lunch/recess detentions. If a student receives a **sixth** Parent-Teacher Communication Form in a semester, the parents/guardians of the student, the student, and the Head of School or Principal will have a joint meeting to discuss the appropriate next steps.

The count for Parent-Teacher Communication Forms returns to zero for each student at the close of each semester.

### **Suspension**

The Head of School or Principal may suspend a child once the child receives a sixth Parent-Teacher Communication Form in a semester or for flagrant or egregious behavior. In cases where change is evident and the student appears repentant, exceptions are possible. The Head of School, Principal and Board will determine in its sole discretion (in consultation with the teacher(s)), if an exception is to be made. Appeals for exceptions will not be recognized.

## **Expulsion**

We recognize that expelling a student is a serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are fundamental to our discipline policy. However, should a student and his parents fail to eliminate behavioral problems, the child may be expelled.

## **Serious Misconduct**

Should a student commit an act with such serious consequences, at the sole discretion of the Head of School and Board, the protocol defined above may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct may include, without limitation: acts that seriously endanger the safety of other students or staff members; gross violence/vandalism to the facilities; violations of law; or other deliberate acts in clear contradiction of Scriptural commands that threaten serious harm to others. Students may also be subject to discipline for serious misconduct occurring after school hours.

## **Re-admission**

Should an expelled student desire to be re-admitted at a later date, the Board will make its decision based upon the student's attitude and circumstances at the time of re-application.

## **STUDENT APPEARANCE STANDARDS**

The Student Appearance Standards are implemented to reflect the spiritual, social and academic environment at Heritage Classical Academy. We believe that "children are a heritage from the Lord" (Psalm 127:3) and strive to provide student appearance standards that are practical and reflect the principles of modesty, neatness and unity. Uniform clothing should be easy for students to wear, easy for parents to purchase and easy for the HCA staff to supervise. We have selected apparel that we believe will enhance the atmosphere of the classroom by eliminating distractions and promote learning.

Parents and students must consider the Student Appearance Standards as they plan the academic day at HCA. Because students purchase their uniform clothing with parents and dress for school at home, the primary responsibility of Student Appearance Standards lies with each student's parents. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with HCA standards. If a student or parent has a question of whether a specific article of clothing or shoe style is appropriate, please contact the appropriate Campus Coordinator before wearing the attire.

While we have taken care to set precise standards, no list of standards can cover every possibility. We realize that whenever appearance standards are implemented, there will be unforeseen circumstances. In light of this, the administration will make the final decision concerning student appearance compliance should specific issues arise.

Families may purchase uniform items from any retailer of their choice. Examples of appropriate uniform items, however, may be found on the Lands End website by entering Preferred School Number 900096967. HCA will receive a contribution from Lands End from the proceeds of all uniform items purchased through the Preferred School Program.

## **ACADEMY/STUDY CENTER (Kindergarten through 8th Grade)**

### **Young Men**

- Uniform style tan khaki or navy blue pants – all cotton or cotton/poly blend
- Uniform style tan khaki or navy Bermuda shorts (until November 1st in the fall semester and after April 1st in the spring semester) – all cotton or cotton/poly blend
- Uniform pants may have a pleated or flat front
- Pants should have slit or welt pockets
- Pants must be worn with a business-attire belt
- White, navy, burgundy or light blue polo shirts, long or short sleeved
- White or light blue Oxford shirts –short or long sleeved
- White or navy turtlenecks may be worn in cold months
- Navy or burgundy v-neck sweaters or sweater vests in uniform styles may be worn over uniform shirts.
- White, navy, black, gray or tan socks
- Shoes must be leather, leather-looking, or suede and brown or black in color. Gym shoes are not permitted.
- Facial masks/coverings – solid in color or very small pattern. NO reflective materials, tie-dye, words, or logos (except the HCA logo). Shields are an acceptable alternative to a mask.
- Only approved HCA outerwear may be worn during class. Pullover hoodies and all other spirit wear may only be worn on Fridays.

### **Young Ladies**

- Uniform style tan khaki or navy blue skirts or jumpers, solid in color
- White, navy, light blue, or burgundy polo-style uniform dresses, long or short sleeved, may be worn by young ladies in kindergarten through grade five.
- Skirts and dresses must come to the top of the knee.
- Uniform style tan khaki or navy blue pants – all cotton or cotton/poly blend.
- Uniform style tan khaki or navy Bermuda shorts – all cotton or cotton/poly blend
- Pants and shorts should have a business attire rise and fit and should fall to the top of the shoe: low-rise, form fitting (“skinny”), and capri pants are not acceptable
- Pants may have a pleated or flat front
- Pants may have slit or welt pockets
- White, navy, burgundy or light blue polo shirts—short or long sleeved, traditional or “Peter Pan” collars
- White or light blue Oxford shirts—short or long sleeved
- White, navy, or burgundy uniform sweaters that fall to the top of the hip may be worn over uniform shirts. Long sweaters that fall past the hip are not acceptable.
- Navy or burgundy v-neck sweaters or sweater vests in uniform styles may be worn over uniform shirts.
- White or navy turtlenecks may be worn in cold months
- White, navy, black, gray or tan ankle socks, knee socks, or tights. White, navy, black, gray, or tan leggings may be worn underneath uniform skirts and dresses in lieu of tights.
- Shoes must be leather, leather-looking, or suede and brown or black in color. Gym shoes are not permitted.
- Girls in kindergarten through grade 2 should wear uniform color bike shorts (also called “playground

- pants” or “cartwheel shorts”) underneath dresses and skirts when not wearing tights or leggings.
- Leggings or tights (white, navy, black, gray, or tan) must be worn with skirts or dresses November 1<sup>st</sup> to April 1st
- Facial masks/coverings – solid in color or very small pattern. NO sparkles, reflective materials, tie-dye, words, or logos (except the HCA logo). Shields are an acceptable alternative to a mask.
- Only approved HCA outerwear may be worn during class. Pullover hoodies and all other spirit wear may only be worn on Fridays.

#### **Further guidelines:**

- No rivets
- No corduroy pants
- No cargo pants
- Uniform pants, shorts, and skirts must not be ripped, split or frayed.
- Cotton or cotton blend short sleeved crew neck white or gray t-shirts may be worn under uniform shirts: no stretch t-shirts
- No wheeled shoes, light-up shoes, sneakers, or tennis shoes
- Girls should choose shirt lengths that overlap slacks when untucked. No part of midriff may ever be exposed.
- Boys’ shirts must be tucked in. Girls are not required to tuck in shirts. If they choose to do so, a business- attire belt should be worn.
- No visible tattoos or body piercing (boys and girls) with exception of one pair of earrings (girls only)
- Boys’ hair should be no longer than collar length.
- Hair should be kept neat clean and out of the face. Extreme hair fashions, including but not limited to extreme grooving and unnatural coloring, are not permitted.
- Light, natural-looking make-up and nail polish may be worn with parental permission.
- Coats may not be worn during class time.
- Example of uniform sweaters may be found on the Land’s End uniform website.
- Heritage sportswear (with HCA logo) may be worn during class. Approved items may be found on the Land’s End uniform website.

#### **Physical Education Classes**

Students in Third Grade and higher participating in physical education classes must wear HCA sportswear purchased through HCA at the beginning of the school year.

#### **Dress Down Days**

At various points during the school year, the administration may permit a partial or complete dress down day. Parents will be notified in advance via email. On dress down days, students should dress in a manner that is respectful, modest, glorifying to God, and in compliance with the spirit of the Student Appearance Standards. Shorts and Skirts must be at least as long as the student’s fingertips when the arm is extended straight down the side of the body.

#### **Standard Dress Violation:**

If necessary, parents will be called to bring in what is needed for the student to comply with the dress code.

#### **Enforcement of Student Appearance Standards:**

First office referral:

- An email is sent to parents informing them of the nature of the SAS violation.
- Documentation of the violation is recorded in Renweb.

Subsequent office referrals:

- An email is sent to parents informing them of the nature of the SAS violation.
- The student receives a lunch detention.
- Documentation of the violation is recorded in Renweb.

### **ATTENDANCE POLICY**

A student enrolled at Heritage Classical Academy is expected to be present and on time every day class is in session.

1. Students and their parents are solely responsible for all make-up work in the event of absence.
2. Make-up work: Students may take make-up tests and submit any other make-up work before or after class. Students or their parents should discuss these arrangements with the teacher and take the initiative in completing the missed work.
3. Lateness: Students are required to arrive and be ready to begin when classes commence. Students should arrive early enough to complete any necessary activities.

Families should make every effort to schedule planned vacations when class is not in session. HCA may, however, grant extended excused absence with advance notice. Parents should contact the Campus Coordinator and teacher no less than two weeks prior to the anticipated absence to make arrangements for make-up work.

### **ILLNESS AND RETURN TO SCHOOL**

Many common childhood illnesses do not require your child to stay home from school provided the child is able to comfortably participate in the day's activities and does not require healthcare by the school staff. In questionable cases, parents should consult their child's pediatrician.

Children who exhibit the following symptoms should stay home from school:

- Fever above 100°F (by any method), accompanied by other symptoms (e.g., sore throat, rash, vomiting, diarrhea, or behavior change), within the previous 24 hours
- Vomiting or diarrhea more than two times in the previous 24 hours
- Untreated lice or nits
- Serious illness such as chickenpox, measles, rubella, pertussis, mumps, or hepatitis A

Students may return to school 24 hours after these symptoms disappear or, in the case of lice or nits, the day after treatment begins. In the event that a child is diagnosed with a serious illness, the child may return to school when directed by a physician.

### **CLASS WITHDRAWAL POLICY**

We recommend that students complete the classes for which they have enrolled during an academic year. However, if a parent decides to withdraw their child from a class, the following procedure must be followed:

1. Heritage Classical Academy must be provided with written notification 7 days in advance of the withdrawal. The notification should be delivered to the Heritage Classical Academy Head of School and include reasons for the class withdrawal.
2. The Head of School will present the Heritage Classical Academy Board and the student's teacher with a copy of the withdrawal notification.
3. The Heritage Classical Academy Head of School or Administrator will contact you to discuss your reason for withdrawal, as we seek to support and enhance your efforts as a parent.
4. There will be **NO REFUND** of tuition for class withdrawals. Heritage Classical Academy relies upon your financial commitments in the planning, staffing, and expenditures of funds for the academic year.

### **ACADEMIC POLICY**

The mission of Heritage Classical Academy (HCA) is to cultivate lifelong learners who live and think for Christ. This is done in partnership with the families at HCA. It is the expectation of HCA that parents maintain standards of academic conduct that are consistent with the mission of HCA. All students accept responsibility to complete all assignments in the timeframe set forth by the teacher (Student Rules of Conduct, #14). Before being promoted to the next grade, the student must demonstrate a satisfactory level of mastery of the subjects. It is also expected that all 3rd-8th graders will maintain an average of at least 60 in order to receive credit for that course.

#### **Warning**

1. A student will be given an Academic Warning during a quarter, if his/her grade average falls below 70%.
2. Parents will receive a letter from the Principal notifying them that their child has been given a warning with regard to academic conduct and will be required to provide return acknowledgement of such notification.

#### **Probation**

1. A student will be placed on academic probation at the end of a grading period, if their grade average is 60% or lower in an academic course.
2. Parents will receive a letter from the Principal notifying them that their child is on academic probation, and will be required to provide return acknowledgement of such notification. The Principal will schedule a conference with the parents and teacher to discuss a plan for improvement.
3. A student will be removed from academic probation at the end of a quarter, if he/she has made the necessary progress as set forth by the teacher and Principal.

#### **Retention and Promotion**

If the cumulative grade average (the average of the first and second semesters) for a course is at least 60, HCA awards full credit for the academic course to the student. HCA awards no credit for academic courses students fail (a cumulative grade average below 60).

If a student fails two or more courses, the student will not advance in standing to the next grade. If a student cannot advance with his/her class and needs to take classes designed for lower grades, HCA does not guarantee that it can or will offer the classes the student needs at a time that will not conflict with other classes the student needs. The HCA administration, however, will work with the parents and the student to accommodate the student whenever possible.

If, at any point, the teacher and administration do not believe the student has achieved a sufficient level of mastery in the subject matters and grade level courses, regardless of the course grade, HCA may require a conference with the parents to recommend that either the student not be promoted to the next grade, or that he/she requires remedial work in the subject matter.

### **Athletic Eligibility Policy**

Logic School (6th-8th grades) students will be ineligible for competition for one week if failing one course at the middle of the quarter grading period. The student will become eligible at the end of the school day the following Friday, if the student is passing all classes. At any point, after the initial Friday check, the student will regain eligibility once his/her grades are passing. Any student placed on Academic Probation will be ineligible to participate in athletics.

## **ACADEMIC PROGRESS AND HOME ASSIGNMENTS – STUDY CENTER**

The Study Center model is founded on the principle that parents who choose to homeschool are primarily responsible for the instruction of their children. HCA provides curriculum and instruction two days per week to assist homeschooling families in these efforts. "Home assignments" at the Study Center are not the equivalent of "homework" in a full-time school setting: they require active instruction, participation, and supervision by parents. In order for the Study Center model to function effectively, a commitment to homeschooling by parents is essential.

Therefore, Study Center parents agree:

1. That they are responsible for instructing their children on non-Study Center days, covering all material outlined by the teacher; for supervising independent assignments; and for ensuring that students have completed all assigned work on Study Center days.
2. To provide consistent instruction in all subject areas required by Ohio law, but not covered by the curriculum scope at the Study Center. Currently, the Study Center does not provide instruction or curriculum for K-5 students in history of the United States and Ohio and national, state, and local government; science; health, physical education; and fine arts.
3. To comply with all requirements of the State of Ohio regarding homeschooling.
4. To ensure that students attend Study Center days regularly and are prepared for full participation.
5. To maintain open communication with Study Center faculty.

Because the consistent participation of students and parents in the Study Center is crucial, a pattern of uncompleted home assignments or lack of preparation for Study Center days will be addressed by the faculty and staff at HCA, beginning with communication between teacher and parents. Persistent patterns will be addressed by the Head of School and may result in consequences including, but not limited to, probation or expulsion.

## **SCHOOL CANCELLATION POLICY**

In the event of inclement weather or other emergency circumstances, the Head of School will make an independent determination of whether any or all of the campuses will close or operate on a delay. HCA does not automatically delay or cancel classes when one of the school districts in which we operate does so. HCA will notify WKYC School Closings. HCA will also send an e-mail by 7:00 am when classes are delayed or closed due to inclement weather or other emergency circumstances.

**PARENT(S)/GUARDIAN AND STUDENT ACKNOWLEDGMENT / CONSENT FORM**

I/We \_\_\_\_\_ (the parent(s) or guardian(s)) of \_\_\_\_\_ (the student) hereby acknowledge and agree to all the information contained in the Heritage Classical Academy Family Handbook. We acknowledge and agree that all classes offered by Heritage Classical Academy will be taught in a manner consistent with Heritage Classical Academy's Statement of Faith. Furthermore, we also acknowledge and agree that the policies and practices of Heritage Classical Academy flow from these statements (at least one parent must sign).

This must be signed and dated by the appropriate parties and returned to HCA on or before the first day of school.

\_\_\_\_\_

\_\_\_\_\_

Parent(s) or Guardian(s) Signature

Date

Student Signature

Date



**HERITAGE CLASSICAL ACADEMY**

*Cultivating life-long learners who think and live for Christ*