

INTRODUCTION

Welcome to Heritage Academy. We are honored to be a part of your child's educational achievement and spiritual growth. We thank God for this opportunity.

Our Administration and School Board have assembled a staff of teachers who are committed to the Lord Jesus Christ. With the support of the child's home and church, our teachers aspire to foster the development of the whole child: One who is spiritually alert, morally sound, and emotionally and intellectually mature.

Heritage Academy is a Christ-centered alternative to secular education. It is our desire to work with you in obeying God's Word and receiving His promise according to Proverbs 22:6,

**"Train up a child in the way he should go
and when he is old
he will not depart from the faith."**

We look forward to this year and trust God will richly bless you and your family.

OUR MISSION

Heritage Academy is an extension of the ongoing ministry of Heritage Fellowship, whose sole purpose is to establish and enlarge the Kingdom of God in people's hearts and lives. We maintain the Bible is the inspired, inerrant Word of God which contains principles to be used as life's guide.

We are cognizant of the divine mandate issued to parents to educate and train children "in the way they should go." We strive to assist parents in this God-given responsibility by facilitating a child's understanding of:

**Who they are in God.
What they are as a result of God's grace.
What they can do as future Christian leaders.**

We stand in awe and appreciation of God's handiwork in every child.

The purpose of Heritage Academy is threefold: First, to provide an environment that is conducive to the development of Christ-like attitudes, habits, and character in order to balance intellectual pursuits. Second, to maintain a standard of academic excellence. And third, to lead each child into an awareness that God has a plan for his/her life.

**"He who began a good work in you
will perform it until the day of Christ Jesus."
Phillipians 1:6**

HERITAGE ACADEMY

PHILOSOPHY OF EDUCATION

Heritage Academy was founded to provide quality education in a Christian environment. The primary objective and purpose of Heritage Academy is to train the student in the knowledge of God and the Christian way of life and to give the student an excellent education. The teachers of Heritage Academy realize the solemn responsibility before God in molding the lives and character of each of their students in order to give a good foundation for each child's future.

SCHOOL PHILOSOPHY

The underlying philosophy of Heritage Academy includes the realization on the part of every teacher and administrator that:

1. The growth of the child physically, socially, intellectually, emotionally, and spiritually is the major end to be accomplished by our educational program.
2. Growth of a worthwhile and lasting nature results from a variety of experiences. Pupils need the amount of freedom necessary to practice the making of intelligent choices, but the school is obligated to guide these decisions and restrict behavior in keeping with the child's demonstrated ability to choose wisely.
3. Our society has every right to expect that these specific outcomes of education will be evident in our pupils:
 - A. Moral and Spiritual Development
Basic understanding of Biblical principles and the characteristics of God and their application to the individual.
 1. to teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
 2. to teach the basic doctrines of the Bible.
 3. to lead the pupil to a decision of confessing Christ as Savior and Lord.
 4. to develop a desire to know and obey the will of God as revealed in the Scriptures.
 5. to equip the student to carry out the will of God daily.
 6. to impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipling and to stimulate the student's involvement in this task.
 7. to develop the mind of Christ toward godliness and sin and to teach the

students how to overcome sin.

8. to encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
9. to help the student develop for himself a Christian world view by integrating life and studies with the Bible.

B. Growth in Good Social Habits

Self-reliance, dependability, courtesy, respect for the persons and property of others.

C. Growth in Fundamental Skills

Reading, writing, mathematical skills, spelling, oral, and written expression.

D. Orientation to the World of our Times

A knowledge and understanding of our own community, our state, our nation, and the world of nations, as well as the scientific, social, and political implications of life in the twentieth century

E. Acquisition of our American Cultural Heritage

History, music, art, literature.

F. Individual Development

Along the lines of his greatest talent.

HERITAGE ACADEMY STATEMENT OF FAITH

All affiliates of Heritage Academy are asked to read the following Statement of Faith, which is the doctrinal basis for all our religious teaching.

Heritage Academy is a ministry of Heritage Fellowship, it is Assembly of God in Affiliation and Biblical in emphasis. Both the church and the school stand firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity.

1. We Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We Believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. 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 Resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:9); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10, Titus 3:5).
5. We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We Believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We Believe in the soon return of our Lord Jesus Christ to take away the saved.

DEVELOPMENTAL OBJECTIVES

SPIRITUAL GOALS

The student should:

1. know God in a personal way through acceptance and confession of Jesus Christ as his/her Savior and Lord. (Romans 10:9-10)
2. understand the basic doctrines of the Bible. (II Timothy 2:15)
3. daily apply the Word of God as a guide for Christian living. (II Timothy 3:16-17, Titus 2:11-14)
4. develop strong Christian character traits that result in the development of the fruit of the Spirit. (Galatians 5:22-23)
5. grow toward maturity in the Lord by diligently seeking His wisdom daily through study of the Scriptures, devotions and prayer. (I Peter 2:2, Psalm 119:97)
6. be receptive to the movement of the Holy Spirit in his/her life. (I Corinthians 12)
7. carry out the will of God in his/her life daily. (I Peter 2:2, Psalm 119:97)
8. develop the character of godliness and the mind of Christ. (Philippians 4: 7-9)
9. recognize and value the role of the church in the edification of the believer and actively seek fellowship within the body of Christ. (Hebrews 10:25)
10. be an overcomer, realizing that moral choices are steadfast: based on the Word of God as discussed in Romans 12:2. (I John 5:4-5).
11. demonstrate a concern to witness and lead others to Christ. (Mark 16:15-16)
12. conceptualize a Christian world view by integrating Biblical principles with life and studies. (II Timothy 2:15)

PHYSICAL GOALS

The student should:

1. value and demonstrate the skills associated with maintaining physical fitness and wise use of the body. (I Corinthians 3:16 - 17, I Timothy 4:8)
2. demonstrate good health and safety habits for the protection of one's self and others. (Leviticus 15)
3. develop an interest in various sports and recreational activities that will continue into adult years (I Corinthians 9:22 - 27)
4. demonstrate an understanding of the basic good health and prevention of disease and other health problems. (Leviticus 11;14)

INTELLECTUAL GOALS

The student should:

1. recognize that the Truth in all knowledge is based on the Word of God and Biblical principles. (John 8:32)
2. master the basic skills of reading, writing, speaking, and listening for effective communication. (Colossians 4:6, Deuteronomy 11:18-20)
3. master the basic mathematical skills of computation, numerical reasoning, concepts, and relationships. (Ezra 40-42, Numbers 1)
4. understand the facts and methods of science and their influence on human life.(John 26:7-14, Job 28)
5. understand the impact of historical information upon the present and future.(II Timothy 3:16-17, I Thessalonians 5:21)
6. cultivate an enjoyment of learning and demonstrate intellectual independence.(Proverbs 3:13-22)
7. efficiently transfer learned knowledge to new and different situations.(Proverbs 23:3-4)
8. demonstrate effective study habits and research techniques. (II Timothy 2:15)
9. recognize the creativity and beauty of the fine arts. (I Corinthians 14:15, Colossians 3:17, Psalm 150, Proverbs 25:11)
10. understand his/her role as a citizen and his/her role in the environment. (Luke 12:42)
11. demonstrate the thought processes involved in logical reasoning, critical analysis, and problem solving. (Proverbs 4:5, Proverbs 14:15)
12. recognize the hand of God and His impact upon the initial creation experience and the continuation of His Biblical principles today and in the future. (Genesis 1,2; Colossians 1:16, Proverbs 3:19)
13. realize his full academic potential and work toward high academic standards. (Philippians 1:9-11)
14. acquire skills and knowledge in the areas of the humanities. (I Corinthians 14: 10-11)
15. acquire skills necessary to obtain a job or pursue further education.(Exodus 31:1-6)

EMOTIONAL GOALS

The student should:

1. discover and accept his/her unique individuality as created in God's image and strengthen his/her personality with Scriptural insights. (Genesis 1:26, Genesis 2)
2. develop skills needed for victorious living through the power of the Holy Spirit. (Philipians 4:8, I John 5:4)
3. know and value what the Scriptures say about how man expresses his emotions and deals with his emotional needs. (Philipians 4:19, Matthew 6:8)
4. recognize that his/her strength is in the Lord. (Philipians 4:13)
5. develop a sound moral character that exemplifies emotional maturity under the guidance of the Holy Spirit. (Titus 2:7 - 8)
6. maintain emotional stability in our changing world by living in Christian hope. (I Corinthians 15:58)

SOCIAL GOALS

The student should:

1. demonstrate a Biblical view of life in today's changing world. (I John 2:15 - 16)
2. cooperatively work with others by following Christ's example (I Cor.12:12 - 27)
3. develop godly character traits that will establish personal self government, dependability, courtesy, and respect for authority figures. (I Peter 2:13)
4. develop individuality along the lines of his/her own greatest God given talents. (Eph. 4:15 - 16, Heb. 10:24 - 25, Gal. 6:2)
5. appreciate and honor those rules developed by society which protect the rights of others. (I Timothy 2:1 - 2, Hebrews 13:17)
6. develop the skills and attitudes necessary to function within a body of believers with Christian love and harmony. (Ephesians 4:15 - 16, Hebrews 10:24 - 25, Galations 6:2)
7. recognize the importance of the family structure as established in the Word of God. (Deuteronomy 6:7 - 9, Proverbs 22:6)
8. recognize freedom including its privileges and responsibilities as part of his/her participation in a democratic society. (John 8:32, 36)
9. develop and demonstrate Christ-like sportsmanship. (I Corinthians 9:24 - 27)
10. function as a successful producer and consumer. (I Timothy 5:8, Proverbs 31:10 - 31.)

FINANCIAL POLICY SUMMARY

In making application for enrollment of your child, you are indicating your intention that he/she complete the school year at Heritage Academy. By enrolling your child, you are responsible for a full year's tuition. If you choose to leave the school for any reason other than loss of a job or a move out of the area, you are still obligated to finish paying a full year's tuition.

Please note the following guidelines regarding our Financial Policy:

1. Registration fees are payable annually and guarantee placement when admission requirements are met.
2. Registration fees are non-refundable.
3. Activity fees are charged to students participating in Art, music, and Lab classes.
4. Athletic Fees are charged to those students participating in Sports.
5. Additional fees may be charged periodically for field trips, special events and programs.
6. Tuition may be paid in one lump sum, or in 10 equal payments with a monthly service charge of \$5.00.
7. Tuition is due the first day of each month, and is considered late after the fifth day of the month. A \$10.00 late charge is billed to the account if tuition is paid later than the fifth day of the month.
8. If an account becomes more than one month past due, the child may be excluded from school until the balance is paid, or satisfactory arrangements have been made.
9. All accounts must be current in order for report cards and records to be released.

STUDENT ADMISSIONS

Students are admitted to Heritage Academy regardless of race, color, and national origin. All rights, privileges, programs, and activities generally accorded are made available to every student at the school.

The parents of students admitted to Heritage Academy must be able to support the philosophy, objectives, and policies of the school. The School Board reserves the right to withhold acceptance of any student if , after the admissions interview, it is felt the school is not equipped to meet the needs of that student or augment the home.

The following registration procedures must be adhered to before a child may be formally enrolled. Parents must:

1. Agree to support the school's philosophy and objectives.
2. Have a clear understanding that the Bible will be taught as the authoritative Word of God.
3. Schedule a tour of the school and interview with the school's Administrator.
4. Complete the application form for admission.
5. Submit registration fees.

ENROLLMENT

Students are enrolled according to the following procedures:

1. Currently enrolled students are pre-registered for the following school year.
2. Parents of students wishing to enroll children for the first time must schedule an interview with the School Administrator.
3. Subject to the interview with the Administrator, new students may preregister for the following school year starting in January.
4. Pre-enrollment Testing is administered only to students entering the First grade for the purpose of academic level placement

CLASS SIZE

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|-------------------------------|------------------------------|
| - Elementary (Grades K - 6) | 18 - 20 Students per Teacher |
| - High School (Grades 7 - 12) | 22 - 25 Students per Teacher |

PLACEMENT

Enrolling students are placed according to chronological age and emotional and academic readiness. The following chronological guidelines are used:

Kindergarten - 5 years old by October 1st. (A birth certificate must be submitted with Kindergarten applications).

Grade 1 - 6 years of age or promotion from Kindergarten.

Grades 2 - 12 - Promotion or transfer contingent upon admissions review and student records.

The State of Kentucky requires that all students enrolling at Heritage Academy be up to date on all vaccinations (DPT, Poliomyelitis, MMR). Immunization records must be completed and turned in to the office upon enrollment.

WITHDRAWAL PROCEDURES

Parents who wish to withdraw a student from Heritage Academy must notify the office, and complete a WITHDRAWAL FORM. Student records will be released to the parents of withdrawing students upon request. However, it is preferable to sign a RECORDS RELEASE FORM and the office will transfer all records to the new school for you.

SCHOOL-TRANSFER POLICY

Parents who wish to enroll their child in Heritage Academy after the school year is in progress should follow steps 2 and 3 of the ENROLLMENT procedures listed above.

ACCREDITATION / MEMBERSHIPS

Heritage Academy is proud to be a part of the following Associations and Organizations:

KNPSC-Kentucky Non-Public School Commission

NCPSA- National Council for private School Accreditation

Certified School - Department of Education of Kentucky

KSHAA - Kentucky State High School Athletic Association

KCAC - Kentucky Christian Athletic Conference

ACTS – Association of Christian Teacher and Schools

ATTENDANCE POLICY

All students are required to be punctual and regular in attendance. We request that a parent or guardian telephone the office when your child is unable to attend school. Following an absence, students must bring a note of explanation, signed by the parents, upon returning to school. Students arriving after 10:30 a.m. or leaving before 1:00 p.m. will be credited with one-half day absence.

The following reasons are valid for **Excused Absence**:

1. Student illness or injury
2. Emergencies, such as an accident or car trouble
3. Serious illness or death in the immediate family
4. Weather or road conditions making traveling dangerous
- *5. Absence approved in advance by the administration
6. Medical appointments that cannot be scheduled otherwise

*Absences other than those indicated above, should first be approved by the administration in advance. All other reasons will be treated as unexcused.

TARDY POLICY

Excessive tardiness is disruptive to the entire class, and should be avoided. Any child who arrives at school after **7:50 a.m.** is considered tardy. Students attaining a total of more than **7** tardy marks in a quarter, will be required to attend Saturday School for 3 hours, and will be required to pay a \$30.00 fee. Tardy students must first report to the office and procure a Tardy Slip before admission to the classroom.

MEDICAL GUIDELINES

All children who are ill must be kept at home. Any child with a fever is considered contagious and will be sent home. If a child becomes too ill to stay at school, the parents or other designated person will be notified. **It is imperative that all parents supply the school office with necessary EMERGENCY INFORMATION, so that the child can be picked up as soon as possible.** The school does not have adequate facilities for convalescing students. Please, for your child's welfare, include the name of a responsible person that can pick up your child in the event that you cannot be reached.

Any medication (including Aspirin and Aspirin-substitutes) to be administered to a student must be brought to the school office.* A written permission note from the parent is required before the school can administer any medication. Teachers are not permitted to administer any medication. All medication must be in its original container with specific instructions. Each student is responsible for coming to the office to receive medication.

* An exception is made for Preschool and Kindergarten students. Medication will be administered by a designated person. Your child's teacher will advise you on this matter.

In the event any student has a communicable disease, the parents are required to keep the child at home and notify the school office. The student will be readmitted only after a doctor has given written permission for the child to return to school.

The State of Kentucky requires that all students enrolled at Heritage Academy be up to date on all vaccinations (DPT, Poliomyelitis, MMR). Immunization records must be completed and turned in to the office upon enrollment.

PARENTAL INQUIRIES AND CONCERNS

In the event that you have a concern and wish to inquire about it, please remember that difficulties are sometimes compounded when we include those who are not directly involved in the situation. We rely on Scripture (Matt. 18:15), as a guide in handling these situations which occasionally arise. Your cooperation in following these steps is appreciated. In so doing, an atmosphere of peace will prevail.

1. For those concerns associated with the classroom (i.e. curriculum, content, or discipline situations):
 - Set up an appointment with your child's teacher.
 - If you feel your concern is not resolved, set up an appointment to meet with the teacher and the Administrator.
2. For concerns related to policy or procedure (i.e. financial policies), please deal directly with the school office.

ARRIVAL AND DISMISSAL POLICY

SCHOOL HOURS

K-4 PRESCHOOL	7:50 A.M. - 2:20 P.M.
½ Day KINDERGARTEN A.M.	7:50 A.M. - 10:45 A.M.
ALL DAY KINDERGARTEN	7:50 A.M. - 2:20 P.M.
GRADES 1 - 12	7:50 A.M. - 2:20 P.M.

Students may arrive at school no earlier than 7:00 a.m., and should go directly to the Gym or Hebrews area. Any student arriving after 7:30 a.m. must go directly to their classroom.

Students are only allowed to remain in a classroom after 2:20, if helping the teacher or doing make-up work. After-school hours are important work-and-preparation times for teachers. Please be considerate and pick your children up promptly at 2:20 p.m. Students may not remain in the building after 3:30 p.m. unless involved in after school programs.

EARLY RELEASE POLICY

Parents wishing to pick their children up before dismissal time, or because of severe weather, must come to the office to receive permission and instructions. The office staff will call your child to the waiting area for you. Please do not go to your child's classroom to pick up your child.

SCHOOL VISITATION

Parents who wish to visit the classroom must first register in the school office. It is recommended that arrangements for visitation be made in advance through the office. Please do not go directly to your child's classroom. For security and the protection of our students, it is important that the office be made aware of the presence of any adults other than staff in the school building.

INCLEMENT WEATHER / EMERGENCY CLOSINGS

In the case of bad weather, Heritage Academy follows Boone County's lead on closing or delaying the start of the school day. Listen for Boone County Schools' status, as are announced on various radio stations (WKRC - AM55, WLW - AM 700, WAKW - FM93.3, or WNLT - FM 104.3) and on local television (ABC, CBS, NBC). Heritage Academy will not be named specifically. In the event of an early closing due to inclement weather or other emergency during regular school hours, please follow the **EARLY RELEASE** procedures listed above.

TRANSPORTATION OF STUDENTS

Parents should observe the following guidelines when picking up students from school:

KINDERGARTEN A.M. & P.M. - Please wait in your car at the rear of the Kindergarten Building

GRADES (1 - 6) - Please pick up students (remaining in your car) at the patio on the lower level. Teachers will be on duty to assist you. Parents arriving before 2:20 should wait in the foyer on the lower level. Please do not stand outside your child's classroom door, as it becomes a distraction to teachers readying their classes for the day's end.

GRADES (7 - 12) - Please pick up students at the gym door on the upper level.

BUS SERVICE

Students living within the boundaries of Boone County may be transported by Boone County school buses. Parents wishing to take advantage of this service should contact the Boone County Schools Bus Garage at the beginning of the school year.

GENERAL PARKING INFORMATION

The city fire code prohibits leaving cars unattended in the fire lanes, and such cars are subject to citation. Please park in designated parking spaces only. As a courtesy to Heritage Fellowship Staff members, please do not park in the spaces immediately next to the building on the upper level parking lot.

STUDENT DRIVERS

Heritage Academy students who wish to drive to school must first register with the office, by filling out a STUDENT DRIVER form. Students are expected to use caution on school property, observing the 5 miles per hour driving speed. Also, no loud music

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EMERGENCY AND ACCIDENT PROCEDURES

According to our Christian faith, we look to Almighty God to offer shelter and protection from all adversities which we sometimes face (Psalm 57:1). While we rely upon the power of God and the grace of the blood of Jesus, we are cognizant of the fact that preparedness is also part of God's provision for us (Ezek. 38:7). We pray that this plan never has to be put into effect, but if it becomes necessary, we want to be as prepared as possible.

School staff are well-informed as to emergency procedures in the event of severe weather and other emergency situations. We strive to remain abreast of weather advisories and other critical information, and adhere to all emergency-notification preparations and procedures.

Please be aware of the following information, so that you understand the procedures that will be initiated in case of a Disaster situation. In the event of any disaster:

1. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him or her.
2. No child will be allowed to leave with another person unless we have written permission to that effect, or that particular person is listed on the EMERGENCY INFORMATION section of your child's ENROLLMENT FORM.
3. All parents, or designated parties, who come for your children must have them signed out at the designated Student Release Station.
4. If parents are not able to reach the school in times of critical situations, children will be cared for by school staff, who will be in communication with various local emergency services. Parents are requested to assist in the following ways:
 - Please do not call the school - we must have the lines open for emergency calls. An unanswered phone is not an indication of a need for alarm. The school staff will be busy maintaining order and supervision for your children.
 - It is not our policy to prohibit parents from picking their children up from the school in a threatening or emergency situation. However, we ask that you keep the following issues in mind: Streets and access to our school may be cluttered with debris. The school route and street entrance must remain clear for emergency vehicles. Please approach with caution.
 - Listen to your radio. As soon as we can communicate with the media, we will release information and directions.

**HERITAGE ACADEMY
DRESS CODE
BOYS AND GIRLS**

SLACKS: Poly\Cotton navy, khaki, black (solid color only), boys and girls.
Slacks must not have colored stitching, decoration, gold studs, etc.
Slacks must be worn on the waist with a belt.
Slacks may not be form fitting or oversized.
Girls in grades 7 thru 12 – no skirts or dresses
Grades K thru 3 may wear shorts during hot weather only (August, September, April and May).

SHIRTS/

BLOUSES: Plain solid white, navy, lt. blue, and lt. yellow perm a-press, oxford shirts or blouses with tailored collars. Knit shirts – with collars, plain and solid white, navy, lt. blue, royal blue, and lt. yellow long or short sleeves.
Shirts and blouses must be tucked in at all times.
Waistband should be visible.

SWEATERS: Vests, pullovers or cardigans in solid colors of navy, white, lt. yellow, black and royal blue.
Turtlenecks may be worn under dress code sweaters, sweat shirts, or shirts and blouses.

SWEAT/

SHIRTS: Official school sweatshirt only

SOCKS/

Socks must be worn at all times.

SHOES/

Casual shoes/gym shoes may be worn. No open toed or open heeled shoes.

BELTS/

Belts must be worn at all times. No chains or rope belts.

JEWELRY: No jewelry or accessories are permitted with the exception of the following:

One watch

One necklace, choker length (16" maximum)

No spiked, doggy chains.

No occult, new age jewelry

HAIRSTYLES:

BOYS/GIRLS Hair must look natural. If color is used, it must look as close to the natural hair as possible with minimum highlighting only. Haircuts and styles are to be conservative in nature and meet the standards of good grooming. No exotic hairstyles. Hair dyed during the summer must be dyed as close to its original color as possible. No skinhead look. Hair length should be of a #1 attachment.
Facial hair – Boys must be clean-shaven each day – no goatees. No sideburns below the bottom of the ear lobe.

COATS/CAP: Coats may not be worn in the classroom or in the hallways. All coats are to be placed in the lockers. The only exception is to and from buildings.
All caps are to be removed when entering the school building.

STUDENT BEHAVIOR POLICY

Students are expected to behave in a manner that brings glory to God rather than draw attention to themselves. They are expected to treat their teachers, coaches and school staff with respect, to show kindness and respect to their fellow students as well as themselves, and to show appreciation and respect for their books, the building and the rest of the school facility and property.

The School upholds these standards, in regard to the character and welfare of students and staff, as set forth in Scripture, and according to law:

- No running, pushing, rowdiness or horseplay of any sort.
- No leaving school grounds during school hours without permission.
- No loud talking in halls while classes are in session.
- Passes are required from a teacher for students to be out of the classroom.
- No one is permitted in the hallways before 7:30 a.m. or after 3:30 p.m.
- No gum chewing during school hours.
- No food or drinks during school hours, with the exception of Elementary Snack times, and during class breaks for grades 7-12.
- No incorrigible bad conduct, or immoral conduct on school property, as well as off school property.
- No outward display of affection other than holding hands.
- No assault, battery or abuse of other students or school personnel (including threats of force or violence.)
- No destruction of school property, vandalism, theft, or littering.
- No possession of the following: any form of tobacco, alcohol, drugs (see Medical Guidelines for nonprescription drug information), dangerous instruments or weapons.

CLASSROOM BEHAVIOR

All teachers expect students to :

- stay in their seats unless given permission.
- only speak when called upon (raise hand to get teacher's attention).
- bring needed materials to class every day.
- be in their seat and ready for class when the bell rings.
- leave sports equipment brought to school for recess or after school activities in lockers (7-12) or a designated area in the room (K-6).

OFF-CAMPUS BEHAVIOR

Students should exemplify Christ-like behavior away from campus as well as at school and must comply with the law. The following inappropriate behavior is prohibited:

- Smoking
- Assault and battery
- Abuse of other students or school personnel
- The threat of force or violence
- Use or possession of alcohol or drugs
- Stealing
- Destruction or defacing of school or personal property
- The carrying or use of weapons or dangerous instruments
- Other incorrigible bad conduct, or immoral conduct

STUDENT DISCIPLINE POLICY

Discipline is training that corrects and leads to a spirit-controlled life. The word discipline comes from the word disciple. It is our goal to assist parents in disciplining their children that they may become Christ-like.

Rules are required to develop proper habits which will enable the student to become self-disciplined. Those who choose to obey the rules experience peace coupled with blessing. Those who choose to disobey receive steps of correction taken to reinforce the training process.

The following steps are taken in dealing with non-acceptable behaviors:

- Verbal warning
- Punishment administered by teacher or administrator
- Parent contacted
- Administration involvement

Administration involvement may result in Detention, Saturday School, Suspension, or Expulsion. Offenses deemed in the opinion or judgement of the School Administration worthy of Dismissal or Expulsion shall be presented to and reviewed by the present governing School Board. The decision regarding disciplinary action agreed upon by the School Board shall be implemented upon notification. The offender may request a review in the presence of the School Board and Administration. The offender must be accompanied by the parent of guardian during any such interview. The decision reached by the School Board after said interview shall be final.

SATURDAY SCHOOL

Saturday School is scheduled for the last Saturday of each month (subject to change). A fee of \$10.00 per hour is charged (3 hour minimum). Saturday School is used to motivate those repeatedly disregarding the rules or exhibiting extreme inappropriate behaviors.

DETENTION

Detention is a designated time after school and may be assigned by the teacher or administrator as a disciplinary action. Parents are notified the day before the detention is to be served so that arrangements may be made for the student to attend. (6)Detention will result in Sat. School.

Hebrews 12:6 states that "...the Lord disciplines those he loves." When we discipline children in love we teach self-control and acceptance of the Lord's discipline.

CURRICULUM

Much time and thought has been expended in choosing the curriculum of Heritage Academy. We feel we have chosen material that best meets the needs of our students.

Biblical principles are the foundation of a traditional, yet academically accelerated core group of studies. Many hands-on activities are provided to define concepts and distinguish principles in the students' study. Our goal is to make a stronger connection between course of study and everyday experiences.

EXTRACURRICULAR ACTIVITIES (GRADES 1-8)

Extracurricular studies include Art, Art Appreciation, Computer, Foreign Language, Music, Music Appreciation, Chime Choir, Library Study Skills, and Physical Education.

CHAPEL

All students attend Chapel Services, held in the auditorium once a week. There are separate Chapel sessions for grades (K - 3), (4 - 6), and (7 - 12). Chapel Services provide an opportunity for worship, prayer, teaching, and guest speakers.

HOMEWORK POLICY

Homework is an important part of the student's learning experience. It reinforces the student's learning in the classroom, assists in his progression in material, and requires that he learn to discipline his time and energy in a positive, productive manner. Generally, students in grades 1-6 should be expected to do no more than 1 hour of homework per night, while grades 7-12 should have approximately 75 minutes. Unfinished classwork is not considered homework. Students who fail to complete the assignments of the day are expected to do so at home along with the assigned homework.

The policy for homework submitted late may vary by teacher, grade level, and academic subject. Each teacher will announce his/her late homework policy at the beginning of the school year, and students and parents will be made fully aware of it. In the case of late-homework due to an absence, it is always the responsibility of the student or parent to find out what material and assignments were missed.

Assignments on Wednesdays will be avoided so as not to conflict with a student's Wednesday night church activities.

MAKE-UP WORK POLICY

A reasonable amount of time to complete missed classwork and homework is given to any student who has an **excused** absence from school. Depending on the reason for absence, one to five days may be given to complete work and to take missed tests. Arrangements must be made with your child's teacher. It is always the responsibility of the student or parent to find out what work has been missed. If there is a question regarding turn-in due dates, it is best if a parent speak directly to the teacher, to avoid any misunderstanding.

GRADING SYSTEM

GRADING SCALE

A+ = 100	C+ = 79
A = 99-94	C = 78-74
A- = 93-90	C- = 73-70
B+ = 89	D+ = 69
B = 88-84	D = 68-64
B- = 83-80	D- = 63-60
F = 59 and below	

SEMESTER EXAMS = 1/5 OF THE SEMESTER AVERAGE.

GRADE POINT AVERAGE

The Grade Point Average is the average of all grades (except Conduct) for grades 7 - 12.

The Grade Point Average is the average of all grades (except Conduct and Handwriting) in grades K - 6.

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

REPORT CARDS

Report Cards indicate academic progress in the areas of Ability, Conduct, and Attendance. Report Cards are issued every quarter (approximately 9 weeks). Cards are sent home with Kindergarten and Elementary students, and are mailed to the parents of 6th - 12th grade students. Parents of Kindergarten and Elementary students must sign the card on the back and return it to the school within 5 school days.

PROGRESS REPORTS

Progress reports are issued the 4th week of the first quarter for all students. Additional reports are sent home at the teacher's discretion.

PARENT-TEACHER CONFERENCES

Parent-teacher Conferences are the most effective method of reporting on each child's achievement, growth, and recommendations for improvement. Every parent will be scheduled for a conference at the conclusion of the first quarter. Parents or teachers may request other conferences if necessary.

SCHOOL AWARDS SYSTEM

As a Christian School, Heritage Academy is committed to acknowledging success in Academics and Godly Character Development, by recognizing students with the following awards:

ACADEMIC AWARDS

1. **PRINCIPAL'S HIGH HONOR ROLL** - 4.0 G.P.A.
2. **HIGH HONOR ROLL** - 3.9 - 3.5 G.P.A.
3. **HONOR ROLL** - 3.4 - 3.0 G.P.A.
4. **GOLD MEDAL OF CONDUCT** - (Grades K-6) Given to students who have exhibited outstanding conduct in the classroom.

CHARACTER AWARDS

- **FRUIT OF THE SPIRIT AWARD** - Given to Elementary students who exhibit the spiritual gifts listed in the Bible (Galatians 5:22)

CITIZENSHIP AWARD - Given to a boy and a girl in both 7th and 8th grade who meet the following requirements:

1. Attitude of determination and discretion
2. Personal responsibility as demonstrated in initiative and diligence
3. Respect of authority
4. Consideration of others

DAVID AWARD - Given to High School students in recognition of behavior which exhibits a consistent desire to do that which would please God.

JONATHAN AWARD - Given to High School students in recognition of genuine friendship and concern for classmates.

DANIEL AWARD - Given to High School students who demonstrate willingness to "stand alone."

GRADUATION REQUIREMENTS

Graduation requires a student to accumulate a total of 26 units, plus 2 Bible units in grades nine through twelve, in the following areas:

English:	4 credit units
Math:	4 credit units: Algebra I, Algebra II, Geometry
Social Sciences:	4 credit units: American History and World Civics
Science:	3 credit units: Biology, Chemistry, Physics, Adv. Science
Health and P.E.:	1 total credit
Foreign Languages:	2 credit units: Spanish I, II, and III
Electives:	8 credit units

TOTAL:	26 credit units
Bible:	2 credit units

GRAND TOTAL: 28 CREDIT UNITS

STANDARDIZED TESTING

Heritage Academy administers a comprehensive program of testing at all levels. The Stanford tests are given to grades K-9 each spring, and evaluated with other Christian schools on a national standard. The Otis Lennon test will be given to grades 3, 5, and 8 that same week. The 10th and grades will take the PSAT in the fall. The 11th and 12th grades will take the ACT and/or SAT.

SCHOOL PARTIES

Parties for Elementary students are held in the classroom during the last hour of school. Teachers may ask the assistance of parents to help with class parties. Class parties are held each year for the following occasions:

1. Thanksgiving
2. Christmas (Heritage Academy does not promote or demote Santa Claus; rather, our main emphasis is on the birth of our Lord Jesus Christ.)
3. Valentine's Day
4. Easter (The school does not promote or demote the Easter Bunny; rather, our main emphasis is on the death and resurrection of our Lord Jesus Christ).

Parties celebrating the holidays in Grades 7 - 12 are not customary. Reward parties may be held if the teacher chooses.

FIELD TRIPS

As part of their curriculum, individual teachers may plan field trips for their students. Permission slips with all pertinent information will be sent home with the students several days before the event. and need to be returned with the parent's signature before the day of the trip. If the office does not have written permission before the trip, the student cannot go. Depending on the destination, the teacher may specify a certain type of dress, fees to cover admission and transportation, or a sack lunch from home.

Participation in a field trip is a privilege. Misbehavior during the field trip will not be tolerated, and students not conducting themselves in a manner expected of a Heritage Academy student may lose their field trip privileges for the remainder of the year. Parents acting as chaperones for a field trip are also expected to set a Godly example for their charges.

SPORTS PROGRAMS

Heritage Academy presently offers its students an opportunity to participate in the following sports:

BOYS

Basketball - Grades 7 - 12, Youth League Grades 1 - 6
Baseball, Soccer, Golf - Grades 7 - 12,

GIRLS

Basketball - Grades 7 - 12, Youth League Grades 4 - 6
Volleyball, Softball, Golf - Grades 7 -12

ATHLETIC ELIGIBILITY

Heritage Academy follows the Kentucky State Guidelines for eligibility (4-9-13 Rule) -

To play as a Sophomore, the student must have 4 academic credits

- To play as a Junior, the student must have 9 academic credits

- To play as a Senior, the student must have 13 academic credits

To remain eligible, the athlete must average a passing grade (60% or more) in his/her core courses.

If a student receives an F in a core course in a grading period, that student is placed on probation for 2 weeks. At the end of the probationary period, the student must have a passing grade, or he/she will be suspended from participation in sports for the remainder of the grading period.

If a student receives two F's in core courses in a grading period, the student will be suspended from participation in sports for the following grading period.

Athletes wishing to participate in the Fall, must have passed the required number of courses the previous Spring.

Athletes must pass at least 4 credit hours per semester to continue playing.

Core courses include: Math, English/Language Arts, Science, and Social Studies.

CHEERLEADING

Cheerleaders serve 3 purposes at Heritage Academy:

- Increase school spirit at school sporting events
- Show God's love through their actions
- Support the student body by increasing school spirit and developing school pride

Cheerleading try-outs are held in the Spring. A Summer Camp is conducted to prepare the new Squad for the upcoming School year. Cheerleaders must maintain a 2.0 G.P.A. to remain on the Squad.

COLORGUARD

Colorguard is called "the sport of the arts". This sport requires technical skill, agility and strong body form movement. Colorguard performs with flags, rifles, and other complementary equipment to music that expresses our love of the Lord during half-time of basketball games. Students have the opportunity to compete during Winter/Spring months with other high schools in the Tri-State area. Colorguard competition provides an important opportunity to witness to other participating schools. This sport is for girls and boys, and presently consists of 7th-12th grade Senior Flags, and a 5th-6th grade Flag Line. A Colorguard member must maintain a godly manner, and a 2.0 G.P.A. in order to perform.

SCHOOL FACILITIES AND SERVICES

LUNCH SERVICE

The Cafeteria is located in the Kindergarten Building. Hot Lunches are offered Monday through Thursday. Pizza is served every Friday, or the last day of the school week. Students may pack a lunch if they desire. Prices for lunches and drinks are listed below:

Grades 1-3	Lunch, including drink	2.00
Grades 4 - 12	Lunch, including drink	2.25
	Drinks (orange drink, lemonade, milk, or chocolate milk)	.25 per carton
Grades 1 -12	Pizza	1.00 per slice

Grades 1 - 6 must turn in all lunch money to their teachers in the morning. Please see that your child has correct change. Students in Grades 7 - 12 are responsible for paying for their lunches in the Cafeteria.

LIBRARY

Our library is an ever-growing center of learning available to all of our students. In order to continue maintaining excellence in the library, new books are added on a regular basis. Two book fairs per year help maintain the influx of new, quality books. Your support of these fairs is requested.

Students may check out books on a weekly basis. There is a ten cents per book/per day late fee for overdue books in grades 2-12. The students will be charged replacement value for any lost or damaged books. (grades K-12.)

EAGLE BOOKSTORE

As a service to Heritage Academy students, the bookstore will sell pencils, paper, notebooks, erasers, and similar school supplies. The bookstore is located in the Library, and will be open each day from (7:30-7:50), (2:20-2:45), and during the student's lunch time.

TEXTBOOKS

Hardbound textbooks are the property of the school, and use of these books is provided by the ENROLLMENT FEE, paid upon registration for the school year. Such books are assigned to each student, and must be returned in good condition at the end of the school year. Rental textbooks which are destroyed or lost will be charged to the student at replacement cost. The cost of softback textbooks and workbooks are also covered by the ENROLLMENT FEE, and remain the property of the student.

PARENT ORGANIZATIONS

PARENT-TEACHER FELLOWSHIP

An essential element of Heritage Academy is the Parent-Teacher Fellowship. The objective of the PTF is to develop a closer relationship between the home and school so that both contribute to the total development of the students and the continuing growth of the school. The PTF actively secures monies through activities, projects, and donations for financial support to enrich the classes, programs, media center, and facilities.

ATHLETIC BOOSTERS

Athletic Boosters was formed to provide physical and financial support for school athletic teams and related activities for all grade levels. The group conducts fundraisers, and organizes concessions and sales. Proceeds go toward purchasing uniforms and sports equipment, and for maintaining and improving sports facilities.

SCHOOL FUNDRAISERS

MAGAZINE DRIVE

The school conducts the annual Magazine Drive each Fall. This is the only school-wide fundraiser that is sponsored by the PTF. The drive is operated through QSP/Reader's Digest, and is specifically designed for Christian Schools. Profits from the drive are used to purchase new equipment and supplies, and to make improvements at the school which directly affect your child's classroom and education experience.

WALK-A-THON

Sponsored by the PTF and held in the spring of the year.

**SCHOOL POLICY
AGREEMENT FORM**

As a Parent or Guardian of a student (or students) at Heritage Academy, I have read the Parent/Student Handbook, and I understand and agree to adhere to all policies stated herein.

Signature

Date

HERITAGE ACADEMY
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