



Heritage Classical Christian Academy

FAMILY HANDBOOK

Heritage Classical Christian Academy does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

Heritage Classical Christian Academy
Established 1999

1694 Smizer Station Road
Fenton, MO 63026
Office 636-394-8063

www.heritageclassical.org

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Motto

Educans Vitae. Vivens Veritati.
Training for Life. Living for truth.

Vision Statement

Heritage Classical Christian Academy envisions a world transformed through celebrating the truth of the Gospel, the beauty of Christ, and the goodness of God.

Mission Statement

Heritage Classical Christian Academy seeks to transform the hearts and minds of our students through a classical Christ-centered education, inspiring them to follow Christ and to embrace their unique callings as they step courageously into the world.

Statement of Faith

- We believe that the Bible is the only infallible authoritative Word of God, verbally and fully inspired in the original text, and that it is the supreme authority in all matters of faith and conduct.
- We believe that there is one God, eternally existent in the three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to earth with power and glory.
- We believe that all men are, by nature and by choice, sinners, destitute of all power to save themselves.
- We believe, therefore, that the only means of salvation is the regenerating work of the Holy Spirit on the basis of the atoning work of and through personal faith in Jesus Christ.
- We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
- We believe in the Church; the spiritual body of which Jesus Christ is the Head and of which all regenerated persons are members.

- We believe that the visible church is the company of believers in Jesus Christ, associated for worship, work, and fellowship.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life.

Primary and Secondary Doctrine Policy

Our statement of faith reflects those doctrines we consider primary and necessary for saving faith.

Secondary doctrines are doctrinal issues which are not addressed in the Heritage Classical Christian Academy statement of faith. Classroom discussion of secondary doctrine will be on a deep, informative, and non-partisan level. Teachers are instructed to speak carefully to the students in a manner that would not cause offense to the parents but that will inform the student of differing points of view regarding theological interpretations. Presentations of all sides of an issue will be encouraged and the teacher will instruct the students to follow up any questions they have with their parents and/or pastor.

Science and Faith Commitments

At Heritage Classical Christian Academy, we believe in the scriptural interpretation of Genesis 1-3 and therefore teach from the perspective of Creationism throughout the curriculum. We seek to teach all origin viewpoints, including evolution, to our students, but hold to the scriptural stance of a creationist perspective. Our curriculum teaches students how to thoughtfully articulate scriptural arguments for creation by God, as found in the first chapters of Genesis.

Honor Code

In all areas of conduct, the school will seek to guide the student in the development of Christian character. The purpose of guidance is sanctification, not punishment. Students are free and expected to make mistakes, but no one in the Lord's household is free to be willful and rebellious. In dealing with issues of conduct, the assumption is that most student transgressions of the Honor Code can be dealt with by a guiding word from the Bible, understanding that students attending HCCA are growing in the grace and the knowledge of Christ.

Attendance at Heritage Classical Christian Academy is a great privilege. And like all privileges, it comes with certain responsibilities. Students therefore personally accept each of the following Christian responsibilities:

To God Almighty:

- I will seek to honor the Lord in all that I think, say, and do. (Deut. 26:17)
- I will submit myself to the authority of His grace and His commands. (2 Tim. 3:16-17)
- I recognize that my appearance and behavior reflect on Him as much as on me, and will exercise wisdom and modesty. (1 Cor. 10:31)

To my parents:

- I will attempt to honor my parents in everything I think, say, and do. (Ex. 20:12)
- I will seek to learn all that I can from them. (Eph. 6:1-3)
- I acknowledge that I cannot receive what I need in life or godliness without them and will manifest diligence, gratitude, and careful stewardship. (Ps. 78:1-8)

To my church:

- I will submit to all the ecclesiastical authorities God has placed over me. (Titus 2:1-15)
- I will make worship, discipleship, and spiritual growth a priority in my life. (Gal. 2:20)
- I will attempt to be an ambassador of Christ and His Church wherever I am. (Matt. 28:19-20)

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers. (Heb. 13:1)
- I will seek to do all the work I have been assigned with diligence and integrity. (Eph. 5:8-17)
- I will do my utmost to learn as much and achieve as much as I possibly can. (Phil. 4:8-9)

To my classmates:

- I will honor and respect the time, work and feelings of my fellow students. (Rom. 12:9-18)
- I will try to model honesty, integrity, kindness, and modesty in my relationships. (Phil. 2:3-7)
- I realize that disturbances affect everyone at school, and will thus strive for peace. (Eph. 4:1-6)

Sexuality

Based on our deeply held convictions and our understanding and interpretation of God's Word set forth in the Bible, we believe that God has given us sex as a great gift for a man and a woman to engage in within the confines of the marriage covenant. We believe that the Bible is clear that the only appropriate context for sexual acts is between one man and one woman who have entered into the lifelong commitment and covenant of marriage to each other. Therefore, we believe that any sexual act of fornication, adultery, pornography, homosexuality, lesbianism, and/or bisexuality are sinful acts that are outside of God's intent and mandate regarding appropriate sexual acts. We also believe that God made each person with a gender identity that is consistent with one's physical identity, and, therefore, we believe that it is against God's plan and is unbiblical to alter one's gender by surgery, medicine, supplements or appearance. (Gen. 1:27 & 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1Cor. 5:1 & 6:9; 1 Thess. 4:1-8; Heb. 13:4). While all of us are sinners in need of God's grace and redemption, and may be tempted not to follow God's law in the areas above, as well as many other areas of human behavior, God promises to give us a way out of our temptation and the strength to overcome all such temptation if we seek Him. (1 Cor. 10:13).

In order to conform to our deeply held convictions, values, understanding and interpretation of what God's words set forth in the Bible call us to do as educators of God's children, Heritage Classical Christian Academy reserves the right to deny admission to or to part ways with any family and/or student who does not substantially agree (as determined by the Board in its sole discretion) with the Statement of Faith as outlined within this Student Handbook and/or any other provision of this Student Handbook or policy established by the Board.

Tuition Policies

Payment Schedule

Families may select one of the following payment schedules. All payments are due on the first of the month. Families will be sent a reminder invoice before the payment is due.

- Annual Payment – One payment of the entire tuition amount due August 1.
- Biannual Payments – Two equal payments due August 1 and January 1.
- Quarterly Payments – Four equal payments due August 1, November 1, February 1, and May 1.
- Monthly Payments – Ten equal payments due August 1 and each of the following months through May 1.

If you choose a quarterly plan or a ten-installment plan you will be charged a fee at the time you enroll your student(s). If you choose the one or two installment payment plan, there is no charge.

Student Exit and Withdrawal

Graduated Tuition Refund Policy

Understanding that occasionally the unforeseen happens, HCCA has adopted a Graduated Tuition Refund Policy which establishes a graduated refund scale for families who decide, after signing their enrollment covenant and prior to the first day of school, to withdraw from Heritage Classical Christian Academy.

- All families, regardless of when they sign their enrollment covenant, have 10 days to cancel with no penalty.
- Families who enroll during the current family enrollment period (March 1, - April 20) will have until April 30 to withdraw with no penalty.
- Families who withdraw from April 21 - May 31 will incur a 20% penalty of the entire covenant amount.
- Families who withdraw during the month of June will incur a 40% penalty of the entire covenant amount.
- Families who withdraw during the month of July will incur a 60% penalty of the entire covenant amount.
- Families who withdraw on or after August 1- up to the first day of classes will incur a 80% penalty of the entire covenant amount.
- Families who withdraw on or after the first day of class up to the end of the academic year will incur 100% penalty of the entire covenant amount.

Given the significant financial penalties which can arise from withdrawal, the Board of Heritage Classical Christian Academy encourages all families to prayerfully evaluate their enrollment decision prior to signing the Enrollment Covenant.

Financial Aid

Heritage Classical Christian Academy is committed to providing high-quality education at an affordable cost for the working family. Therefore, each year HCCA seeks to work with families to provide limited, needs-based financial aid. The maximum financial aid awarded is 50% of the student's tuition. Heritage uses TADS as an independent third party which processes and evaluates applications for financial aid. Applications should be submitted to TADS by February 1 for re-enrolling families. After receiving the TADS report, the Board will make an anonymous decision based upon the analysis from TADS. Families will be notified by email of the Board's decision.

If applications exceed financial aid availability, financial aid will be awarded on a first-come, first-awarded basis. That is, the qualifying applications received first will be

awarded until the available financial aid runs out. Financial Aid Application information may be obtained from the school office.

Grievance Guidelines

Students/parents to teachers:

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- If the problem is not resolved, the parents or student may bring the concern to the head of school. If the student brings the concern, he must have permission from his parents to do so.
- If the problem is still not resolved, the parents should appeal the decision to the school board.

Parents/patrons to administrator:

- If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the head of school.
- If the situation is not resolved, they should present their concerns to the school board.

Staff to Administration:

- All concerns about the standards of the school must first be presented to the head of school.
- A respectful demeanor is required at all times.
- If the problem is not resolved, the staff member may appeal the decision in writing to the school board, followed by a meeting to discuss the matter.

Volunteers to Staff/Administration:

- If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, head of school, director, etc.).
- If the problem is not resolved, then the concern should be presented in writing to the head of school, followed by a meeting with her to discuss the concern.
- If the problem is still not resolved, the volunteer may request a hearing from the school board in writing. The request will be passed through the head of school. The head of school is required to pass the request on to the school board.

It is understood that if any disputes arise which are not covered by this policy, the school board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

Procedures, Policies and Guidelines

In all matters of discipline, the faculty and staff of Heritage Classical Christian Academy seek to address the heart issues of students. During the disciplinary process, teachers and administrators seek opportunities to address the real issues that a student is dealing with in life. Our discipline is firm and occurs in the context of a relationship with the student. Our expectation is an orderly and respectful culture inside and outside the classroom, and this flows from a heart that is ready to learn.

Discipline Policy

There are seven basic offenses that will automatically necessitate disciplinary action. They are:

- Disrespect shown to a faculty/staff member
- Dishonesty in any situation related to school, including plagiarism, lying, cheating, and/or stealing
- Rebellion or overt disobedience to a faculty/staff member, including failure to complete an assigned task
- Fighting or other aggressive behavior
- Inappropriate or coarse language
- Use of tobacco, nicotine products, alcohol or illegal substances
- Sexually suggestive or explicit behavior

The head of school will determine disciplinary measures according to the nature of the offense.

Expulsion

We realize that expelling a student from school is a serious matter and should always be carefully dealt with on a case by case basis. Forgiveness and restitution are fundamental to our total disciplinary policy. However, should a student and his parent not be able to eliminate behavioral problems, the student may be expelled. Serious misconduct that may result in expulsion could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Expectation for Educational Instruction

Students should expect clear guidelines to be provided by the teacher for the completion of their courses. Whenever a student is struggling with the academic load of classes and needs assistance, we encourage him/her to seek out the teacher for guidance. Our teachers are committed to helping students who are eagerly trying to accomplish the work that is set out before them. The best way to communicate with teachers is to approach them before or after class. If the teacher is not able to address

the concern or need during this time, they will seek to schedule a convenient time to meet with the student.

Cheating/Plagiarism (Academic Integrity)

Cheating and plagiarism are prohibited. Cheating and plagiarism can be identified by, but are not limited to, the following behaviors:

- A student copies another's paper completely or in part.
- A student knowingly provides his/her work or answers to another student.
- A student copies information from the Internet and claims it as his/her own work.
- A student copies passages, ideas, statistics, etc., from a book, periodical, website, or other source and claims it as his/her own without providing an appropriate citation
- A student takes a picture of a quiz, test, another student's work, etc.

HCCA faculty and staff members will thoroughly communicate the various forms of cheating and plagiarism to all students. If a student chooses to take part in cheating or plagiarism, the following consequences will be applied:

- **First Occurrence:** A conference will take place between the Heritage teacher and the student. The student will be informed of the infraction. The meeting will be used as an opportunity to clarify, guide, and build the student's understanding of plagiarism.
Consequences: Conference between the student and faculty member, parent and head of school notification; the student will redo the assignment for a maximum of 70% credit.
- **Successive Occurrences:** The student will be informed of the infraction by the faculty member. A conference will take place among the student and the faculty member and parent(s), and head of school.
Consequences: Conference between the student and faculty member, parent and head of school notification; the student will redo the assignment but will receive no credit. The student will receive a zero for the assignment.

Technology

Heritage Classical Christian Academy is committed to training digital citizens who are using technology in a safe, responsible, and respectful way with the ultimate goal of improving their lives. See below the guidelines and procedures for appropriate and responsible use of technology as a Heritage student.

Internet usage at HCCA will be filtered (blocking inappropriate websites). However, the school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to refrain from accessing any site not utilized for educational purposes and from any site which would bring dishonor to God, oneself, or others.

All HCCA students must demonstrate the ability and willingness to be responsible digital citizens whether on a school or personal device. We address the Internet as followers of Christ. Immoral, illegal, and inappropriate content in any form is to be avoided. It is understandable that there could be occasional inadvertent or accidental exposure to something inappropriate. When this happens, it should be brought to the attention of the teacher immediately for review and prevention of recurrence.

Cell Phone Policy

- Students may use cell phones during the following times: before and after school, during passing periods, and during times when teachers expressly allow them to be used for a class assignment. Phones must be left in lockers at all other times.
- Phones are prohibited in the classroom, outside of exceptions allowed by a teacher.
- Violation of the policy will result in the collection of the device. It will be taken to the front desk for safekeeping and may be picked up by the student at the end of the day.

Illness and Medication

Students should not attend school until they have been fever free (free of fever without fever reducing medication) or symptom free (no rash, no vomiting) for 24 hours. Parents will sign a medical treatment authorization upon enrollment. Appropriate first aid measures will be taken for students who become ill or injured at school and parents will be immediately notified. Students who become ill at school (such as with vomiting or fever) must be picked up by the parent to avoid spreading the illness to other students.

Rather than collecting immunization records every year, we are allowing families to submit updates as students receive vaccinations. If your child has an update, be sure to submit a copy to the office. Exemptions must be signed every year. See the office for a form.

During enrollment, each family gave permissions for various medications to be administered here at school. The school keeps these medications on hand for students as needed:

- Acetaminophen
- Ibuprofen
- Tums
- Cough Drops
- Claritin
- Benadryl

Permissions are checked each time a student comes to the front desk. If you have other medications you would like to have at school for your student, we can keep them labeled and locked behind the front desk.

If your child has a prescription for an EpiPen, parents need to provide an EpiPen for the school to keep here in case of emergencies. Since Heritage does not have a nurse, we are unable to purchase and provide EpiPens. Pharmacies require the prescription to be for a particular patient.

Progress Reports

Progress reports provide students and parents with an assessment of achievements prior to mid-term exams and are provided to parents approximately halfway through each semester at Parent-Teacher Conferences. Students and parents have access to Educate, an online gradebook, to monitor the student's progress.

Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall and spring of each school year. Heritage teachers are committed to our families and are open to meeting with them at other times as well. Due to teachers' schedule demands, we ask that an appointment be made, or a message left with the school office to arrange a meeting.

Attendance

Students' regular and punctual attendance is essential for satisfactory progress at Heritage Classical Christian Academy. Being absent unnecessarily from school places a handicap on students' opportunities to succeed in their studies and encourages the development of poor attitudes toward work and obligations. Students are expected to be present at least 85% of the school days. Students who fall below that will need to meet with administration and parents to develop a plan to increase attendance.

If a student has to miss class, parents should let the office know. An email can be sent to attendance@heritageclassical.org or a call can be placed to the front desk at 636-394-8063. It is the responsibility of the student to let his or her teachers know, to get class notes from a friend, and to make up the work quickly.

The school day begins at 8:00. If a student arrives later than this time, he/she will need to get a late slip at the front desk. The student will not be admitted to class without meeting this requirement. Exceptions will be made only in inclement weather or unusual traffic conditions that have impacted multiple students.

It is imperative that students arrive on time as teachers begin to teach promptly at the beginning of class, so this policy will be enforced in classes throughout the day. Being on time to class demonstrates respect to one's teacher and classmates. As we at Heritage truly value our community, we seek to show respect to each other in this way.

Each student will be permitted three unexcused tardies during each quarter of school. Each successive tardy will result in a thirty-minute detention, to be served after school on the day following the tardy. The student will be asked to complete some type of community service, to be determined by the head of school. Should a student be tardy after serving three detentions during a quarter, an out-of-school suspension will result and will be served on the day following each successive tardy. The student will receive no credit for work missed on the day of a suspension.

Parents will be notified by email prior to any disciplinary action which results from tardiness.

Textbooks

Most textbooks, lab supplies, and other classroom equipment are covered in Tuition and Fees. Humanities and Literature supplemental texts will be purchased by the school, and families will be charged for them through their TADS account. The school is able to purchase these books in bulk, thus at a discounted price, but students will keep them for their personal libraries. Many textbooks are assigned to students, to be returned at the end of the year. If the student loses his textbook during the course of the year, the family may be required to purchase a new one. All textbooks are to be returned to the school (no later than the last day of school). Textbooks not returned will be billed to the family. Report cards and transcripts will be withheld until all fees are paid.

Transcript Requests

Transcripts are available upon written request. All requests should be turned in to the school office. Allow five working days for transcript requests to be processed. Only letter grades will be used on transcripts. Grade point averages (GPA) will be calculated for high school course work completed. Any outstanding unpaid fees will result in transcripts being withheld.

Learning Differences

Heritage Academy believes every student is created *imago Dei* (*in the image of God*) and we, therefore, desire diversity among the student body, including diversity of gifting, learning styles, and learning needs. Due to limited staff and resources, however, we do not create Individualized Education Plans (IEP's) or modify curriculum, either for gifted students or for students with learning challenges. We will, however, provide accommodations supported by medical documentation when deemed appropriate and possible by the head of school. Our faculty goes above and beyond for every student, but some needs cannot be met by even the most dedicated of teachers. Therefore, any gap between the learning needs of the student and the school's resources to provide for those needs falls within the jurisdiction of the parents to fulfill.

Dress Code

Basic guidelines:

- All clothing must be modest.
- Shorts and skirts must not be higher than the bottom $\frac{1}{3}$ of the thigh. Any rips or tears in jeans must not expose the top $\frac{2}{3}$ of the thigh.
- No cleavage or chests may be shown.
- All shorts, tops or blouses may not reveal the midriff in the front or back while the individual is standing, reaching or sitting.
- No underclothing may be purposely exposed, and pajamas may not be worn to school.
- Footwear shall be worn at all times.
- Athletic pants, athletic shorts or leggings/yoga pants may not be worn during the school day.
- Hats must be removed during class and chapel time.

Following the school dress code exhibits respect for the Heritage community. As we value our community, we expect students to demonstrate such respect by adhering to the dress code. Should a student choose to wear clothing that does not meet the requirements of the dress code, he/she will serve a thirty-minute detention, to be completed after school on the day following the infraction. The student will be asked to complete some type of community service, to be determined by the head of school. Should a student violate the dress code after serving three detentions during a quarter, an out-of-school suspension will result and will be served on the day following each successive dress code violation. The student will receive no credit for work missed on the day of a suspension.

Parents will be notified by email prior to any disciplinary action which results from a dress code violation.

Leaving Campus

Heritage Classical Christian Academy is considered a closed campus to all students except seniors. Heritage recognizes that from time to time, students may need to leave campus for doctor appointments, family emergencies, etc. In these situations, students are permitted to leave campus with parental permission.

Senior students have the privilege of an open campus and can leave campus for the lunch period or when they have finished their classes for the day.

All students leaving campus before the end of the school day must sign out in the office with the front desk monitor. All students returning to school or arriving after the start of school must sign in with the front desk monitor.

Winter Weather

School closings due to winter weather will be announced via text, phone call and an email to the contact information on file.

Snow Schedule

The following Snow Schedule is used if the winter weather is poor but not severe in order to allow extra time for families to get to school.

Period 1	9:30-10:05
Period 2	10:10-10:45
Period 3	10:50-11:25
Period 4	11:30-12:05
Lunch	
Period 5	12:45-1:20
Period 6	1:25-2:00
Period 7	2:05-2:40
Period 8	2:45-3:20

Parents are the final authority on the question of driving in inclement weather. If school remains open, students who stay home are responsible for material missed during that day.

School Board, Administration and Faculty

Heritage Classical Christian Academy has a School Board which oversees the school's operations. The Board is composed of a President, Secretary, Treasurer, and Members and meets once per month to review the educational, enrollment, administrative, and financial status of the school. Board meetings consist of an open session where parents can come to share ideas or concerns followed by a business meeting and a closed executive session. A list of board members and their contact information may be obtained from the office. Parents can communicate with the board through their email, board@heritageclassical.org.

The school administration is set up with a head of school who oversees the general school operations and oversees curriculum and instruction. In addition to the head of school, the school also has an office manager. A financial director oversees the accounts receivables and financial policies of Heritage.

Faculty members at Heritage are chosen for their commitment to the Lordship of Christ in their academic life, the body of knowledge in their particular field, and their commitment to discipleship. All are degreed in their field of interest and, in many cases, possess post-graduate degrees.

All board members, staff and faculty have strong Christian convictions and a heart for the students and families of the school. Parents are encouraged to visit the school on a regular basis to observe the education in action.

Chapel and House Meetings

Chapel is held twice each week. Short house meetings are also held two times each week, and students meet for devotions and prayer once each week with house members of the same gender.

The House System at Heritage Classical Christian Academy is created for the express purpose of fostering school spirit and enriching the school culture. The House system is intended to facilitate relationships among students and between students and faculty, forming the school fellowship. This system is also intended to provide an appreciation for community, emphasizing the fellowship and service to people in our community. It encourages the growth and development of leadership skills in the following areas: chapel leadership, media and technology, school spirit, and service to others. Teacher guidance and enthusiasm, coupled with student initiative, leadership, and responsibility, are the operating principles of the system.

Parent Teacher Fellowship

All teachers and parents are integral members of the Heritage community. HCCA operates on the talent and passion of our teachers as well as the service and collaboration of our families. As we strive to keep your tuition bill as low as we can, we often have a need for your contributions of time and talent. Opportunities for volunteers are communicated at the Back to School Night and throughout the year in the weekly newsletter.

Ditto

Ditto is a nonprofit resale store run by eight local Christian schools. Profits go directly to these member schools to provide scholarships, help offset rising tuition costs, and provide best practice educational programs for students. Heritage families are required to work volunteer shifts twice a year. The timing of these shifts is determined by Ditto. The profits we receive are essential to the health of our yearly budget.

Graduation Requirements

The graduation requirements for a Heritage Classical Christian School diploma are those which fulfill the expectations of a Christian Classical education, are approved by the Board, and are preparatory for a life of learning, and entrance to college. Current

graduation requirements are on the school website. The following requirements must be met during the four years of high school.

Literature courses: 4 credits required

Rhetoric courses: 2 credits required *

History courses: 4 credits required

Bible courses: 3 credits required

Science courses: 3 credits required **

Mathematics courses: 3 credits required **

Foreign Language: 2 credits required

Fine Arts courses: 4 credits required

Electives: 2 credits required

PE or sports participation: 1 credit required

Total Credits for graduation: 28

* These are classes related to classical education such as Expository Writing, Logic, and Senior Thesis.

** Check the requirements for the college your student is interested in attending. Many of them may require 4 years of Math or Science.

Educational Plan

When a student enrolls at Heritage Classical Christian Academy, he will receive an educational plan. This plan schedules the required courses over the years he will be attending Heritage. All courses require the student to demonstrate a minimum of 60% proficiency before he will be permitted to advance to the next level.

Dual Enrollment

Diploma candidates, in good academic standing, who are sixteen (16) years of age or older and are in their junior year at Heritage are permitted to enroll in one (1) college level course per semester. Seniors in good academic standing are permitted to enroll in no more than two (2) college level courses per semester. Approval for Dual Enrollment will be granted only for courses not offered at Heritage or for required courses which

present a scheduling conflict. Grades received from approved dual enrolled classes will be calculated into the Heritage Transcript after an official transcript has been received from the dual enrolled school.

Elective courses taken at the college level are not granted credit at Heritage, but are placed on the transcript.

Grading Scale

97-100% (A+) – Excellent understanding of the course material

93-96% (A)

90-92% (A-)

87-89% (B+) – Good comprehension of the material presented

83-86% (B)

80-82% (B-)

77-79% (C+) – Average comprehension for the grade level of the student

73-76% (C)

70-72% (C-)

67-69% (D+) – Poor comprehension for the grade level of the student

63-66% (D)

60-62% (D-)

Below 60% (F) – Student does not understand course material at an acceptable level and will be required to repeat the class