



Heritage Christian Academy Guidelines

Things to know:

1. You and your student will be meeting with the Academy Coordinator 3 times during the school year. Once at the beginning of the year to turn in forms and make sure curriculum is ordered, once at mid-term to review progress, and once at the end of the year to finalize progress.
2. During the 2 semester progress meetings, each parent must present a portfolio for each student enrolled that includes graded tests, any major written works or projects such as reports, projects, creative writing assignments, and samples of daily work. Students must be present.
3. Grades and verification of grades will be turned in 6 times during the year. Those will be recorded on the HomeSchool Reporting Website: www.homeschoolreporting.com
4. All curriculum is subject to Coordinator approval. Each course requires a Course Description which will be filled out with Academy Coordinator in first meeting of the year on the Home School Reporting Website. **Any changes in courses made during the year need approval.**
5. Chapel is a weekly school requirement for all Heritage students. Some exemptions are made for Academy families who cannot be on campus every week and regularly attend youth group or church service. A Pastor's signature on the Chapel Exemption form will be required to qualify for the exception. (Bible grade will be dropped 1 full grade per semester for more than 3 absences.)
6. While Chapel is usually held Monday mornings, Chapel schedule can change from week to week. It is important to check the Heritage Calendar every week to verify the time and day.
7. Uniforms are required for all campus events during school including standardized testing, AP testing, and Chapel (khaki pants/shorts and a school polo). Please see Heritage Parent/Student Handbook (p.14) for more specifics. Ordering information is on our website.
8. 2 years of PE are required for graduation from Heritage. Please see separate instructional sheet for qualifying coursework. A personal PE log may be required.
9. Daily record keeping of attendance is required by parent and will be recorded on Home School Reporting Online and turned in at the end of the school year.



Heritage Christian Academy Academy Contract

I have read the Academy Guidelines and understand:

- There will be 3 Coordinator/student/parent meetings during the year. I will provide a portfolio of sample tests, daily work, and projects for review at the end of both semesters.
- I am responsible for turning in grades and grade verification 6 times during the year on specific dates. I will input those in the Home School Reporting Website.
- All curriculum choices/changes are subject to approval by Academy Coordinator.
- Chapel attendance is required on campus 1/week unless I have filled out a Chapel Exemption form and have had it signed by my Pastor. I understand the Absence Policy for chapel that students are allowed 3 Excused Absences from chapel per semester and I must let coordinator know reason for absence. I also understand that after 3 absences, student's Bible grade will be dropped 1 full grade per semester.
- A school uniform is required for all on-campus events held during regular school hours including testing, Chapel, and class attendance.
- It is my responsibility to check the Heritage Calendar weekly for any schedule changes.
- Heritage Academy PE requirements and am willing to keep/submit a PE log to be turned in with grades on assigned due dates.
- I am responsible for keeping a daily attendance record that will be turned in at the end of the school year.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____