



FAMILY HANDBOOK

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VISION AND MISSION

Vision

To glorify God by equipping students with the tools necessary to live and think within a Christian worldview grounded in the Old and New Testament Scriptures.

Mission Statement

To support and enhance the efforts of home schooling families by providing Christ-centered and classical teaching emphasizing the methodology of the tritium.

Christ-Centered

Heritage Study Center seeks to:

1. Teach all subjects as parts 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 staff and Board members.
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ.

Classical

Heritage Study Center seeks to:

1. Emphasize the tritium:
 - **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 stages.
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.

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 Study Center 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.

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).

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 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.

Parents to Board members

If an issue should arise concerning school rules, procedures, school programs, finances, facilities, curriculum, or

teachers, parents are encouraged to present their concerns to the Board members at a regularly scheduled Board Meeting. If a parent wishes to speak with a Board member concerning a non-emergency, please arrange a mutually convenient time to meet in person or by telephone, or communicate by e-mail.

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 HSC Board to handle the disciplinary action.

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 Study Center strongly recommends and encourages close parental involvement. Each family is expected to participate in the following ways:

1. Pray for our children, their teachers, and the direction of their education.
2. Oversee your children's class work, and work with them on any assignments to be completed at home.
3. Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
4. Attend all parent-teacher conferences. Informal conferences may be held if necessary at the request of the parent or teacher.
5. Be aware of and praise your child's progress.
6. Read and respond (when necessary) to all paperwork sent home by Heritage Study Center. This is essential to the efficient running of the Study Center.
7. Serve as Parent of the Day (see next page) on a rotational basis. Please note that students only are permitted at the Study Center at all times. Siblings and other non-student youth are not permitted.
8. Communicate your ideas for improvement to the Board members. We want to hear from you!
9. Parents are welcome to attend a class with their child. A Board member must be contacted so that the administrator and teacher may be notified in advance for planning purposes. Please note that while the Board will attempt to accommodate all such requests, not all visitation dates can be approved.

PARENT OF THE DAY RESPONSIBILITIES

The teachers and the Parent of the Day (POD) are representatives of Heritage Study Center on class days, and as such, are expected to set a godly example in conduct and dress.

1. The POD must arrive at the study center at 8:15 a.m. on his/her scheduled day. The POD is solely responsible for his or her replacement should he/she is unable to participate on the assigned day.
2. The POD is responsible for making sure classes are arranged for the day's activities.
3. The POD is to assist children dropped off preparing for the day (i.e. storing coats, lunches, and settling-in).
4. During class time, the POD shall be available to assist the Administrator or 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.
5. During lunch break, the POD is the responsible adult (teacher is on break). It will be the POD's responsibility to keep order and see that the students complete their assigned duties (clean up, etc.). It will also be the POD's responsibility to see that children return to their classrooms at the appropriate time.
6. At the day's end, the POD will ensure that the children are in lines to await their ride. Again, the teacher is "off" and it is the POD's responsibility to see that children are safely delivered to their parents.

STUDENT RULES OF CONDUCT

This is the basic code of conduct that Heritage Study Center 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 dress code 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 teacher.
6. Students are expected to be aware of and avoid the off-limit areas of the building. Students should not play on or around cars in the parking lot.
7. Running is not allowed in the building.
8. Students are expected to treat all class materials and facilities with respect and care.
9. Students are expected to treat one another with kindness and respect.
10. Students are expected to treat prayer and class discussion with proper reverence.
11. Public displays of affection in the context of boy/girl relationships are not permitted at Heritage Study Center.
12. Any home assignments missed as a result of absence must be completed in timeframe set forth by the teacher.
13. Students accept responsibility to complete all homework assignments in the timeframe set forth by the teacher as outlined in the Heritage Study Center Academic Policy.
14. 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 Study Center.

DISCIPLINE POLICY

We will seek to provide an environment where students are encouraged and challenged to exemplify Christian 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 students and staff must be dealt with firmly and expediently.

At Heritage Study Center, discipline will consist of restitution, apologies (public and private), swift and measured punishment (corporal punishment is left to parental discretion; it will never be administered by the teacher or the POD) and restoration of fellowship. Parents will be made aware of disciplinary action as soon as possible after each incident, as well as any other concerns or warnings given by a teacher or POD.

The teacher will carry out the majority of day-to-day discipline. 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 POD.
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 the Lord's name in vain or any unkind, obscene, vulgar, or profane language.

If any of the above actions occur, the student may be immediately suspended for the remainder of the day and face the prospect of further suspension. Restitution, parental attendance of classes with the child, 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 for the remainder of the academic year.

Suspension

The Board will normally follow the protocol below. In cases where change is evident and the student appears

repentant, exceptions are possible. The 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.

1st Offense

This may include any or all of the following: warning, restitution/apologies, or suspension for remainder of the day. (Missed work must be turned in within one day of suspension or a grade of zero will be recorded).

2nd Offense

This may include any or all of the following: restitution/apologies, suspension for two class days. (Work must be turned in within two days of returning to class or a grade of zero will be recorded).

3rd Offense

This may include any or all of the following: restitution/apologies, suspension for four class days, (Work must be turned in within two days of returning to class or a grade of zero will be recorded).

4th Offense

The student will be expelled for the remainder of the academic year.

Expulsion

We realize that expelling a student is a very 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 before a fourth offense occurs, the student will be expelled.

Serious Misconduct

Should a student commit an act with such serious consequences, at the sole discretion of the 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 Study Center 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.

DRESS CODE

The Student Dress Code is implemented to reflect the spiritual, social and academic environment at Heritage Study Center. 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 HSC staff to supervise.

We have selected apparel that we believe will enhance the atmosphere of the classroom by eliminating distractions and promote learning. Deviations from the dress code will be addressed in the following manner: 1) If the violation is easily corrected the student will be permitted to leave the classroom and make the correction or 2) The student will be held out of class until the parent can bring the proper clothing.

The administration will make the final decision concerning dress code compliance should specific issues arise.

Young Men

- Uniform style tan khaki or navy blue pants – all cotton or cotton/poly blend
- Pleated or flat front
- Slit or welt pockets with one or two rear welt pockets
- Worn with a business-attire belt
- White, navy or light blue polo shirts
- White or blue Oxford shirts –short or long sleeved
- White or navy turtlenecks may be worn in cold months
- White, navy, black, gray or tan socks
- Shoes must be leather, leather-looking or suede
- Solid black or solid brown in color

Young Ladies

- Uniform style tan khaki or navy blue skirts, solid in color
- Must come to the top of the knee
- Uniform style tan khaki or navy blue pants – all cotton or cotton/poly blend
- Choose a business-attire rise – avoid low rise
- Pleated or flat front
- Slit or welt pockets with one or two rear welt pockets
- White, navy or light blue polo shirts
- White or blue Oxford shirts –short or long sleeved
- White or navy uniform sweaters may be worn in cold months
- White or navy turtlenecks may be worn in cold months
- Shoes must be leather, leather-looking or suede
- Solid black or solid brown in color

Further guidelines:

- No rivets
- No corduroy pants
- No external pockets or carpenter loops
- Must not be ripped, split or frayed
- Cotton or cotton blend short sleeved crew neck white t-shirts may be worn under uniform shirts: no stretch t-shirts
- No wheeled shoes, sneakers or tennis shoes
- Boys shirts should be tucked in at all times
- Girls should choose shirt lengths that overlap slacks and skirts or be tucked in.
- No part of midriff can ever be exposed.
- No visible tattoos or body piercing (boys and girls) with exception of one pair of earrings (girls only)
- Hair should be kept neat clean and out of the face
- Boy's hair should be no longer than collar length
- Light, natural-looking make-up and nail polish may be worn with parental permission
- Coats may not be worn during class time.
- Heritage sportswear (with HSC logo) may be worn during class

ATTENDANCE POLICY

A student enrolled at Heritage Study Center 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 classes promptly at 8:30 a.m. (7th-9th Grace Church Campus) and 8:40 (ECCOH Campus) The Study Centers will open by 8:15 a.m. to allow students to arrive and complete any necessary activities to be ready on time.

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

ACADEMIC CONDUCT POLICY

The mission of Heritage Study Center (HSC) is to "support and enhance the efforts of home schooling families" in the education of their children. It is the expectation of HSC that parents maintain standards of academic conduct that are consistent with the mission of HSC. All HSC students accept responsibility to complete all homework assignments in the timeframe set forth by the teacher. (Student Rules of Conduct, #12). Parents are expected to provide oversight and accountability of their children's class work. Failure to complete assignments primarily hinders that student, but also hinders the teacher and fellow students as they seek to advance in their studies.

The Academic Conduct policy addresses the expectations and consequences of failing to maintain good academic conduct. The teachers provide homework assignments and it is expected that these assignments will be completed in the timeframe defined by the teacher. Please note that this policy is focused on academic conduct only, and is not focused on academic achievement.

ACADEMIC CONDUCT WILL BE TAKEN INTO CONSIDERATION WITH REGARD TO ADMISSIONS FOR SUBSEQUENT ACADEMIC YEARS.

Warning

1. A student will be given an Academic Conduct Warning after having two (2) incomplete and/or unexcused homework assignments in a semester.
2. An unexcused homework assignment occurs when a teacher receives no notification from parents of extenuating circumstances (illness, family travel, death in the family, etc...). The teacher is the sole party in determining whether or not the assignment is unexcused.
3. Parents will receive a letter from the HSC Board 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 Conduct Probation after having four (4) incomplete and/or unexcused homework assignments in a semester.
2. The incomplete and/or unexcused home assignments are cumulative across all the student's classes. (i.e. 2 missed literature assignments plus 2 missed science assignments would place a student on probation)
3. Parents will receive a letter from the HSC Board notifying them that their child is on Probation with regard to Academic Conduct, and will be required to provide return acknowledgement of such notification.

Dismissal

1. A student may be dismissed from Heritage Study Center after having six (6) incomplete and/or unexcused homework assignments in a semester.
2. The incomplete and/or unexcused home assignments are cumulative across all the student's classes.
3. No refunds will be provided for students dismissed as a result of poor academic conduct. In addition, parents are required to fulfill their financial obligations for the full year in such cases.

Removal from Academic Conduct Probation

A student will be removed from Academic Conduct Warning and/ or Probation at the end of a semester.

HOME ASSIGNMENTS

Heritage Study Center teachers will give home assignments to their students to reinforce concepts taught in the classroom. The principal reasons for home assignments are as follows:

1. Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the teacher may assign homework to allow for necessary practice.
2. Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
3. Home assignments enable parents to provide accountability and to assist in the current topics of study in class.

A LA CARTE CLASSES

We strongly recommend that students enroll for all classes offered by Heritage Study Center for the following reasons:

1. As students progress through the learning stages, they will benefit from having been exposed to the full range of classes in previous years.
2. Instruction will be more "seamless" and interactive from year to year if all or most students have taken the full range of classes in previous years.
3. It fosters the development of a learning community consisting of entire families who are pursuing classical and Christian education.
4. It reduces the administrative burden on Heritage Study Center.

However, Heritage Study Center exists in the first instance to serve home schooling families, and we presume that parents are able to make the best decisions concerning their children's education. Accordingly, in the event that parents wish to enroll their student(s) in less than all classes offered by Heritage Study Center, our offerings are available on an a la carte basis.

For tuition costs for classes taken on an a la carte basis see Tuition and Fees.

For all subjects, students who are enrolled in the full range of Heritage Study Center's classes will be given priority over students who wish to take a class on an a la carte basis.

SNOW CANCELLATION POLICY

With respect to cancellations due to snow and inclement weather, Heritage Study Center will follow the decision of Hudson School District. If the Hudson School District delays their classes, Heritage Study Center will be closed on that day. Listen to WTAM (1100 AM) for information. The Heritage Study Center Administrator will send an e-mail by 7:15 am when the Center is closed due to inclement weather.

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

I _____ (the parent(s) or guardian(s)) of _____ (the student) hereby acknowledge and agree to all the information contained in the Heritage Study Center Family Handbook.

This must be signed and dated by the appropriate party.

Parent(s) or Guardian(s) Signature

Date

Student Signature

Date