

'Encouraging
Young People
to Learn,
Experience, Live
and Share
Christ'



Bulletin

Contents

.....	1
<i>Introduction</i>	4
<i>Application Procedure</i>	8
<i>Financial Information</i>	10
<i>Balanced Education</i>	13
<i>Spiritual Education</i>	14
<i>Vocational Education</i>	15
<i>Academic Education</i>	16
<i>Campus Life</i>	30
<i>General Information</i>	51
<i>Dormitory Life</i>	54
<i>School Associations</i>	58
<i>School Structure</i>	59
<i>Directions</i>	61
<i>Index</i>	63



Introduction

History

In March of 1994, **The Layman's Foundation** purchased over 1,100 acres on Clarkrange Highway near Monterey, Tennessee (see the map on inside back cover). Subsequently **Heritage Academy** was organized and incorporated. The school is a self-supporting coeducational boarding academy situated amid rolling and rich farmland to meet the educational needs of young people seeking to hasten the Lord's return. The ground-breaking ceremony took place in April, 1994. The succeeding four months of construction enabled the school to open its doors to the first students in August, 1994.

The school continues to grow having an active academic curriculum, vocational program and spiritual atmosphere. The vocational program, training our youth in useful labor, incorporates technology related areas such as web design, video production, and mission aviation as well as traditional areas including an institutional bakery, field / greenhouse farming, colporteur work, and an Internet cafe to name a few.

Organizational Affiliations

Heritage Academy is a 501(c)3 corporation operated in the state of Tennessee as a category III non-public school in accordance with Tennessee State statute §49-50-801. **Heritage Academy** is an accredited school with the E. A. Sutherland Educational Association (EASEA). **Heritage Academy** is accredited through The Middle States Association of Colleges and Schools as well as the National Council for Private School Accreditation. **Heritage Academy** is a Laymen Foundation school and is a member of Outpost Centers International (OCI), Adventist Laymen Services and Industries (ASI) and the Better Business Bureau.

Mission Statement

Heritage Academy's purpose is to give every student the opportunity to know Jesus Christ as his or her Lord and Savior, and to deliver an education based on a Biblical interpretation and philosophy of education. **Heritage Academy** further encourages every student to dedicate his or her life to Christ in Christian service. **Heritage Academy's** curriculum encourages students academically, physically, and spiritually to excel to their maximum potential. Accordingly, these concepts are summed up in the mission statement: Heritage Academy encourages young people to learn, experience, live and share Christ.

Vision Statement

To provide a faith-based education that instructs young people for the Higher Calling. To shine in this dark world, to shout God's mystery of Holiness, to express God's love, and hasten His coming through academic, vocational and spiritual training. To transform young people into mission-minded adults capable of serving God in any direction He calls.

Educational Philosophy

Man was the crowning act of the creation of God, made in the image of God, and designed to be a counterpart of God. God gave man individuality, the power to think and to do. He could have avoided the whole episode with sin by simply withholding this power, but it is a necessary component in his make-up so that man can properly reflect the image of His maker. Therefore, at infinite cost to himself, God made man in His own image and he, himself chose to be the Lamb slain from the foundation of the world so that man might have the power to think, to choose, and to act.

The Christian teacher must respect this power and not set himself up as one who lords over the students, but as one who appeals to the intellect, to the will and to the creativity of the students. The prime directive of Christian education is to restore what was lost in Eden. Knowledge of sin has brought a transformation of character that has well-nigh effaced the precious image. A new transformation must be worked in each heart through the power of the Holy Spirit to develop within each student the mind of Christ. Apart from the new-birth experience all efforts for improvement are in vain.



The Lord established a model school in the Garden of Eden. In this environment the holy pair learned of God as they tended the garden. Every living thing gave glory to God in its own way, and they studied to find the hidden secrets of each created thing. Jesus also learned from the things of nature, and the hearts of our students will be drawn to God if they learn by discovery in such an environment as well. Adam and Eve were instructed by God and angels, and our students will grow in love if they are instructed by teachers that love them as well. The life of a Christian teacher is a powerful witness for God. As students behold Jesus uplifted in the life of one who loves them so, they are drawn to give their hearts to him. As he transforms their lives, they minister to the needs of each other as well, and the peace of God reigns in their lives.

As Christ grew in wisdom and stature, and in favor with God and man, so students are to develop mentally, physically, spiritually, and socially, through a curriculum that addresses each of these domains in an integrated overlapping fashion.

The Christian teacher teaches as Jesus taught using object lessons from nature, from the subjects under study, the experiences of life as well as the Word of God to weave within ordinary things the golden thread of salvation. In this way lessons of eternal value are brought to remembrance by the things of life. Thus every subject is seen in a relation to the central truth of the love of God as seen through the gift of Jesus and the cross. Students are to see this in music, in art, in vocational training. Jesus is to be all in all.

The school of Christ does not live a cloistered life but lives the life of Christ: between the mountain and the multitude. Students in such a school not only study the Word themselves, but they share it with others through Bible study, evangelism and colporteur work. As did Christ, they meet the needs of others through practical helps and emergency relief. They take an interest in the health and well-being of those around them, and thus grow in grace.

Seventh-Day Adventist Philosophy of Education

Heritage Academy conducts its program of instruction in harmony with the philosophy of education described in the Encyclopedia of the *Seventh-day Adventist Bible* commentary. Following are objectives stated in that document.

- To maintain in each school a spiritual atmosphere in which prayer, worship, and doing the will of God will be, in the eyes of the majority of the students, the ideal and accepted pattern of living.
- To make the Bible and the Biblical world-view the center of all study and teaching.
- To enable each student to achieve a Christian philosophy of life and to have opportunities to acquire the attitudes, knowledge, and skills necessary to express his philosophy in Christian character.
- To promote a high level of scholarship, with emphasis on independent thinking and the highest achievement possible for each individual, and with reference to its practical application to the needs of the world.
- To give students the opportunity to learn habits of healthful living, so that their physical development may be enhanced, not so much by a program of games and competitive sports as by employment in school-related industries or agricultural enterprises in which they may learn a useful trade or skill, gain a sense of achievement, find in physical activity release from the tensions resulting from a heavy study program, learn a respect for the dignity and worth of physical labour, obtain a balanced view that will prevent the development of intellectual snobbery, and, at the same time, continue the educational process by developing habits of industry, promptness, reliability, accuracy, thoroughness, and self-reliance.
- To promote social, cultural, and emotional growth, resulting in stable, balanced citizens who are a credit to their community, who are fitted to bear life's responsibilities, and who have developed insights and outlooks that make life worth living.
- To give instruction in homemaking and in skills necessary to make and maintain happy marriages.
- To encourage the students to make a personal commitment of their capacities and strength to the service of God, mankind, and their church, choosing professions that enable them to serve others and to participate in the promulgation of the Christian faith.

E. G. White Quotes on Education

The following quotes are considered in establishing a plan for Christian education.

"When properly conducted, church schools will be the means of lifting the standard of truth in the places where they are established; for children who are receiving a Christian education will be witnesses for Christ. As Jesus in the temple solved the mysteries which priests and rulers had not discerned, so in the closing work of this earth, children who have been rightly educated will in their simplicity speak words which will be an



astonishment to men who now talk of 'higher education.' As the children sang in the temple courts, 'Hosanna! Blessed is He that cometh in the name of the Lord,' so in these last days, children's voices will be raised to give the last message of warning to a perishing world. When heavenly intelligences see that men are no longer permitted to present the truth, the Spirit of God will come upon the children, and they will do a work in the proclamation of the truth which the older workers cannot do, because their way will be hedged up.

"Our church schools are ordained by God to prepare the children for this great work. Here children are to be instructed in the special truths for this time. . . . By them God's message will be made known, and His saving health to all nations."-- *Test.*, Vol. VI, pp. 202, 203 .

"True education . . . has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.

"In order to understand what is comprehended in the work of education, we need to consider both the nature of man and the purpose of God in creating him. We need to consider also the change in man's condition through the coming in of a knowledge of evil, and God's plan for still fulfilling His glorious purpose in the education of the human race.

"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized was the work of redemption. This is the object of education, the great object of life.

"Higher than the highest human thought can reach is God's ideal for His children. Godliness--godlikeness--is the goal to be reached. Before the student there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. . . .

"This is an education that is as high as heaven and as broad as the universe; an education that cannot be completed in this life, but that will be continued in the life to come; an education that secures to the successful student his passport from the preparatory school of earth to the higher grade, the school above. --*Education pp. 14-18*

Pursuit of Excellence Standards

The following goals have been patterned, after the SDA Education Journey to Excellence, to support the unique philosophy of the E. A. Sutherland Educational Association.

<u>GOALS</u>	<u>EACH STUDENT WILL</u>
1. Acceptance of God	Surrender one's whole life to God, develop a relationship with Jesus Christ, and allow the Holy Spirit to work in one's life.
2. Commitment to the Church	Desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationships	Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship	Develop an understanding of cultural and historical heritages; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.
5. Healthful, Balanced Living	Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. Intellectual Development	Adopt a systematic, logical, and biblically based approach to decision making and problem solving when applied to a developing body of knowledge.
7. Communication Skills	Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management	Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.



- | | |
|---------------------------|--|
| 9. Aesthetic Appreciation | Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts. |
| 10. Career and Service | Develop a Christian work ethic with an appreciation for the dignity of service while faithfully engaging in the daily routines of useful labor and practical training. |
| 11. Character Development | Develop an appreciation for the Character of Christ with emphasis on the daily study of this topic and striving to rightly represent Christ while engaged in the activities of daily living. |

Objectives

The objectives of **Heritage Academy** are as follows:

- Help students to develop and foster a personal relationship with Jesus Christ.
- Teach young people self-sufficiency by exercising Christ-centered habits in academic, vocational and spiritual growth.
- Help students to learn to think and act for themselves while encouraging academic excellence.
- Provide an environment that promotes a Christian experience through daily activity.
- Help students to live by the knowledge gained through reading God's Word.
- Giving students opportunities to share God with others through prayer, evangelism, personal ministry and community service.

Accreditation

The Academy is accredited with the E. A. Sutherland Educational Association (EASEA). EASEA is a recognized member in good standing with National Council for Private School Accreditation (NCPSA). Through EASEA's relationship with NCPSA, EASEA's accredited schools can participate in co-accreditation with Middle States Association—Commission on Elementary and Secondary Schools (MSA—CESS).

The accreditation process includes an extensive self-study. The process includes site evaluation teams of experienced educators verify that the Academy meets EASEA quality standards. Throughout the term of accreditation **Heritage Academy** continues to engage in an improvement process that enhances student performance.



Application Procedure

Non-discrimination Policy

Heritage Academy, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs and other organization-administered programs.

Admission

Students in grades nine through twelve who express and demonstrate a definite interest in receiving a Christian education are eligible for admission. No religious test is applied to those desiring admission; however, only those students who show due respect for the Word of God, maintain a reverent attitude toward that which is spiritual, and are willing to conduct themselves in harmony with standards of Christian education as upheld by the **Seventh-day Adventist Church** may apply for admission at **Heritage Academy**.

Applicants should recognize that students are required to attend dormitory worship, vespers, Sabbath school, church service and to act in harmony with the holiness of the services. Not every student would thrive in the **Heritage Academy** environment. **Heritage Academy** is not equipped to handle young people who have major behavioral, health or scholastic problems, including IEP's.

The admissions committee evaluates each application to determine whether the student would be compatible with the goals and mission of **Heritage Academy**. The decision for acceptance is based on the results of the Student Personal Response, the Character References, and the Student Interview.

Compatibility

The following questions are useful to determine whether **Heritage Academy** will be compatible with the parents and student.

- ☐ Have you accepted **Jesus Christ** as your savior, or are you seeking a relationship with him?
- ☐ Are you willing to abide by the standards as detailed in this **Bulletin** and the book **Heritage Academy Standards**?
- ☐ Are you willing to allow **Jesus** to develop His character in you through self-sacrifice and putting others first?
- ☐ Are you willing to represent **Jesus** to others through speaking on His behalf?
- ☐ Are you willing to represent **Jesus** to others through working to benefit others?

Immunization

Tennessee state law requires all students to be immunized. Proper documentation to this effect must be submitted, and all students must have a completed and signed the **Certificate of Immunization**. This form is to be completed and signed by the student's physician. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in §49-6-5001. Parents who are opposed to immunizations based on philosophical or religious convictions must indicate this by signing the appropriate section of the form. Additionally, the parents must supply a letter from their pastor detailing their conviction in this matter.

Tennessee law requires all students to have the following immunizations up to date:

- Polio - minimum of three, the last after fourth birthday.
- DTP (Diphtheria, Tetanus, Pertussis) - minimum of four, last after fourth birthday.
- MMR (Measles, Mumps, Rubella) – two
- Hepatitis B series – three



- Td (Tetanus) Booster every 10 years.
- Varicella vaccine - two - after first birthday. This may be waived if the student has history of chickenpox disease after 1 (one) year of age. Please indicate the date of the disease and description (mild, moderate, severe).
- Meningococcal
- Tdap

Admission Procedure

- ☐ Read the **Heritage Academy Bulletin** and **Heritage Academy Standards**. The **Heritage Academy** experience is unique and this will help you determine if this is the right choice for you and your child.
- ☐ Schedule an appointment with the student's **personal physician** for a physical.
- ☐ Go to www.heritage tn.org and pull down the Admissions pull-down menu to complete the application. This form is to be completed by the **parent**.

The following items are required to be submitted with the completed application:

- ☐ The **student** is to complete the **Personal Response**.
- ☐ Four references including teacher, principal, pastor, and family friend.
- ☐ Payment for the amount of **\$25.00**.

The following Items are to necessary for the Acceptance Committee to complete the acceptance process.

- ☐ Call the boys' or girls' dean to arrange for an interview.

Boys' Dean—	Josh Haley(931) 510-6718
	School(931) 839-6675
Girls' Dean—	Hannah Rayne(928) 821-4772
	School(931) 839-6675

- ☐ Send the **Transcript Request Form** to the registrar of the applicant's last school.
- ☐ Call to ensure the above listed items have been received and processed.

The following Items are to be brought to registration.

- ☐ The physician is to sign the **Immunization Record** and complete the **Medical Exam Report**.
- ☐ Sign the **Cell-Phone Use Agreement**.
- ☐ Sign the **Computer Use Agreement**.
- ☐ Sign the **Parental Permission Form**.
- ☐ Make a copy of the student's **social security card**.
- ☐ Make a copy of the student's **birth certificate**.
- ☐ Complete the **Health Inventory**.
- ☐ Complete the **Medical Consent Form**.
- ☐ Complete the **Disaster Response Consent Form**.

When the admissions process has been completed, a letter will be sent from the Registrar's office to inform the applicant of the acceptance committee's decision. In order to secure a place on the student roster, a deposit of \$400 must be sent following the receipt of the acceptance petition.



Financial Information

Heritage Academy, Inc., a nonprofit institution, operates the school on a sound financial basis at the highest level of efficiency consistent with the institution's program and mission.

Financial Policies

- The account from a previous year must be settled before a student will be permitted to enroll for the current school year. Delinquent accounts remaining from brothers or sisters who attended **Heritage Academy** should be settled before another member of the family is admitted as a student.
- A student transferring from another school must show that their account has been cleared or satisfactory arrangements made with that school before registering at **Heritage Academy**.
- The entrance fee is to be paid by June 15 and book fee by July 15. First month's tuition is due by registration day.
- Once accepted, your young person's place on the roster must be secured by a \$100 deposit applied toward the entrance fee as soon as possible.
- The tuition payment may be divided into ten equal payments over ten months.
- Students whose accounts are overdue more than sixty days may be withdrawn from classes and/or school. Absences accrued during this time may be unexcused.
- Students may take semester and final exams only when the account is current or satisfactory arrangements have been made with the business office.
- Students may participate in graduation exercises only when their account is paid in full.
- **Heritage Academy** reserves the right to change its fees at any time in order to meet changes in economic conditions. Parents will receive written notification should this occur.

Contractual Agreement

Parents who enroll their students in **Heritage Academy** enter into a contractual agreement with the school and are expected to keep their commitment. If a student is withdrawn from classes before the end of the current semester, the parent is responsible to pay the balance of that semester's tuition, room and board. This is not binding should the student be dismissed. Students must obtain financial clearance from the **Business Office** for:

- registration
- before taking semester/final exams
- to graduate
- extracurricular expenses such as music lessons.

Fees

Expenses include tuition, room and board. Additionally, there is a mission trip fee, a book rental fee, an entrance fee and a room deposit. These costs are detailed on the Heritage Academy website.

Entrance Fee

The yearly entrance fee covers student services such as student accident insurance, student association dues, club/class dues, a school annual, achievement test, locker rental, library use, health services, laundry fee and matriculation. This fee is **NON-REFUNDABLE**. The entrance fee for Freshman and Sophomores is \$400, Juniors is \$425, and Seniors is \$475. The entrance fee for new registrants during second semester is \$225.

Room Deposit

Each student will be charged a \$100 room deposit upon entrance to **Heritage Academy**. This deposit will be refunded in full when the room is left in good repair and clean and a statement signed by the dean is brought to the business office certifying the room is in proper order.



Transportation Fees

Students needing transportation to and from the academy for medical purposes or to meet public transportation schedules will be charged for this service. The charges for school vehicles will be as follows:

	Crossville	Cookeville	Nashville	Knoxville
Car	\$15.00	\$18.00	\$75.00	\$75.00
Van	\$20.00	\$30.00	\$100.00	\$100.00

These charges may be divided among the number of passengers in each vehicle. Medical transportation may be charged to the student account.

Uniforms

Each student is to obtain school uniforms. Students should have at least 5 school polo shirts with the Heritage Academy logo. Female students may wear any color/pattern of A-line skirt that covers the knee while sitting or standing. Male students may wear any color of slacks that have all pockets and seams inside. They must also wear a belt and wear their shirts tucked in. No flip-flops or slippers are to be worn to class. Any jackets or second layer worn in the classroom must display the school logo, be solid in color with no words or pictures on them and are to be worn over a collared shirt. **Heritage Academy** uniforms may be purchased through the source listed below:

www.frenchtoast.com

Vocational Uniforms

Students assigned to the kitchen or to school cleaning will be issued vocational uniforms and the charges will be applied to their account. Should you purchase your own vocational uniform, the color must be royal blue or grey.

Textbook Rental

Textbooks are rented to students for the school year or semester. If textbooks are not returned, or not returned in good condition, the student will be charged for the amount of the book or the damage to the book. The rental fee for textbooks is \$275. This amount is due by **July 15**.

Exam Permits

Exam permits are issued after financial clearance has been given to take semester exams. The student account must be current and/or specific arrangements made with the **Business Office** in order to receive the permit. Other fines such as re-registration fees, library fines, dormitory fines, and restitution fees must be settled before the permit will be issued.

Graduation Expenses

Graduation Dress/Suit	Varies
Flowers (depending on what is ordered)	\$20

Transcripts & Diplomas

Transcripts and diplomas are issued only when accounts are paid in full. The first transcript is issued without charge. Additional transcripts will be released upon receipt of a \$5 transcript fee. Transcript request forms may be obtained from the Registrar's office or downloaded from the **Heritage Academy** website.

Discounts

Cash Discount

There is a 5% discount for full payment of the yearly tuition at or before registration. There is a 2% discount for full payment of the semester.



Family Discount

There is a \$50 discount for each additional child, on the tuition each month.

Medical Care and Accident Insurance

Medical care included in the entrance fee covers nursing attention by the school nurse while the student is at **Heritage Academy**. This does not include prescription medicines, doctor fees, hospitalization or transportation. Medical treatment requiring the care of a physician, even though arranged by the school nurse, becomes the responsibility of the parent.

The school provides a student accident insurance policy for all students. Coverage under this policy is secondary to the parent's insurance. Any expenses not covered by either policy are the responsibility of the parent or guardian. The school insurance does not include coverage for illness or previous medical problems or medical-related travel expense.

All accidents that result in injury must be reported to the supervisor on duty. It is the student's responsibility to file a claim **within 24 hours** with the school for each accident resulting from vocational or non-vocational activities. Failure to comply with this condition may void coverage for the incident in question.

Student Bank

Students are to deposit personal money in the student bank. **Heritage Academy** cannot be responsible for money left in the student's room. The student bank is located in the **Business Office** and is available for transactions during regular office hours. Parents may send money directly to the business office or students may bring money to the office. Money will be disbursed only upon the signature of the student involved. It is the responsibility of the parent to provide sufficient funds for transportation, clothes, and personal needs. This should be arranged between the parent and student before the time such money is needed. Students may not withdraw cash from their accounts.

Money sent to students by check or through the website requires three business days for processing. Students wishing to cash large checks need to allow three banking days for this service. Checks must be made payable to the student.

Additional Costs

All long-distance telephone calls made by students must be made collect or with a calling card. Telephone charges will not be placed on the student's account. Students found using school phones for personal use without permission will be assessed a fine of \$25.00.

Music Uniform	\$70.00
Private Music Lessons	TBA.
Transcript	\$5.00
Disaster Response Trip	\$300.00
Sophomore Class Trip	\$100.00
Junior Class Trip	\$200.00
Senior Class Trip	\$600.00
Make-up exams	\$50.00
Replacement ID	\$5.00

Scholarships

Literature Evangelism Scholarship

Heritage Academy offers a matching scholarship of up to 20% of the actual amount of colportering earnings applied toward expenses at **Heritage Academy**. This scholarship will be applied to the student's account after colportering earnings have been depleted.

Summer Ministry Scholarship

Heritage Academy offers a matching scholarship of up to 20% of the actual amount of summer earnings from conference ministries such as summer camp applied toward expenses at **Heritage Academy**. This scholarship will be applied to the student's account after summer earnings have been depleted.



Worthy Student Scholarship

Worthy Student Scholarship applications are available upon request. A worthy student application must be completed and submitted no later than registrationst for the coming school year.

Each application must be accompanied by the parent's income tax forms for the previous year.

Students requesting **Worthy Student** funds **MUST** participate in a summer colporteur program, or other ministry. The only exception to this policy will be proof of gainful employment on the part of the student during the summer. The scholarship amount will then be minimal.

The **maximum amount** of the **Worthy Student Scholarship** for any single student is 1/3 of the monthly payment. The other 2/3rds is to be met by 1/3 from the parents and 1/3 from outside sources i.e. church family, family members, and friends. The **Worthy Student Scholarship** will never exceed the parent's monthly commitment.

The **Worthy Student Scholarship** is conditional upon the student's performance while in attendance at **Heritage Academy**. The following are reasons (not all inclusive) for which the scholarship may be forfeited:

- Neglect on the parent's part to pay their portion of the bill,
- Student vocational training grade lower than a C (70) for more than 1 month.,
- Discipline Committee action.

If a student withdraws or is expelled during a semester, any **Worthy Student funds** that **Heritage Academy** has applied to a student's account will be charged back to that account before the final statement is mailed.

Refund

Students withdrawing from school prior to the end of the school year will be charged for the remainder of the current semester. Exception to this policy is only when the student is dismissed for disciplinary action, not because the student or parent chooses to voluntarily withdraw.

Balanced Education

Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.—Education, p. 13

Heritage Academy seeks to fulfill this calling by offering a balanced approach to education. Therefore our program includes a Spiritual Education, a Vocational Education and an Academic Education and time spent in each area is balanced.



Spiritual Education

Worship

We focus on guiding young people in an active walk with God. To encourage such a relationship, students are required to attend all religious services. Regularly scheduled worship times include, morning worships, dorm worships, Friday and Sabbath vespers and church. In addition to these times, the Activities department plans special outings such as a fall spiritual retreat with guest speakers, Agape communion suppers and special speakers planned throughout the school year. Our sincere desire is that students will find Christ and come to know Him as their personal Savior and grow in His knowledge while attending **Heritage Academy**.

Missionary Activities

Mission Trip opportunities in both overseas and domestic regions are an integral part of the **Heritage Academy** educational experience. Students raise funds for mission trips through letter writing and fund-raising activities. Students who are not participating in the school-wide mission trip are to remain on campus on the vocational training program and participate in alternate outreach activities. It is not permissible for a student to take vacation time during the mission trip since this is a fundamental aspect of the **Heritage Academy** educational experience and such an action would undermine the school's ability to conduct a mission trip program. The school-wide mission trip will be disaster response scheduled throughout the school year as disasters occur and we are needed. The total cost for this trip is \$300 and is due no later than September 1st.

Outreach

Opportunities are provided for students to be involved in outreach/service programs on a regular basis as a part of the curriculum. **Heritage Academy** seeks to instill a mind for service in every student and provides an opportunity to exercise this commitment through literature distribution, literature evangelism or community service. Each student participates in these three areas regularly.

The following paragraphs on outreach are taken from *Steps to Christ*.

The effort to bless others will react in blessings upon ourselves. This was the purpose of God in giving us a part to act in the plan of redemption. ... Those who thus become participants in labors of love are brought nearest to their Creator.

If you will go to work as Christ designs that His disciples shall, and win souls for Him, you will feel the need of a deeper experience and a greater knowledge in divine things, and will hunger and thirst after righteousness. You will plead with God, and your faith will be strengthened, and your soul will drink deeper drafts at the well of salvation.

The spirit of unselfish labor for others gives depth, stability, and Christlike loveliness to the character, and brings peace and happiness to its possessor. The aspirations are elevated. There is no room for sloth or selfishness.



Vocational Education

Colossians 3:23-24: *whatsoever ye do, work heartily, as unto the Lord, and not unto men; knowing that from the Lord ye shall receive the recompense of the inheritance: ye serve the Lord Christ.*

Schools should be established for the purpose of obtaining not only knowledge from books, but knowledge of practical industry. Fundamentals of Christian Education, p. 317

Daily, systematic labor should constitute a part of the education of the youth. Much can be gained by connecting labor with schools. In following this plan, students can leave school with strength and courage to serve in any position in which the providence of God may place them. Fundamentals of Christian Education, p. 44

The youth need to be taught that life means earnest work, responsibility, care-taking. They need a training that will make them practical—men and women who can cope with emergencies. They should be taught that the discipline of systematic, well-regulated labor is essential, not only as a safeguard against the vicissitudes of life, but as an aid to all-around development. Education, p 215

The benefit of manual training is needed also by professional men. A man may have a brilliant mind; he may be quick to catch ideas; his knowledge and skill may secure for him admission to his chosen calling; yet he may still be far from possessing a fitness for its duties. An education derived chiefly from books leads to superficial thinking. Practical work encourages close observation and independent thought. Rightly performed, it tends to develop that practical wisdom which we call common sense. It develops ability to plan and execute, strengthens courage and perseverance, and calls for the exercise of tact and skill. Education, p 220

In the schools of the prophets, manual training was a component of each student's training. **Heritage Academy** believes that learning to work, learning to be punctual and learning to faithfully perform assigned duties are a vital part of the total Christian education. The objectives of the **vocational training program** are to:

1. Encourage the student to develop an appreciation for manual labor as an important part of life.
2. Teach the student good work ethics.
3. Help the students obtain specific vocational skills.

For these reasons, **Heritage Academy** has adopted the following **vocational training policy**:

- Each student is required to participate in the vocational training program.
- Each student's performance will be evaluated monthly by their supervisor.
- Poor performance may jeopardize a student's tenure at **Heritage Academy**.
- Students rotate vocational training assignments so that they receive training and experience in several areas.

Vocational Instruction

Students receive instruction in a variety of vocational areas including but not limited to culinary arts, office work, page layout, photography, video production, agriculture, auto mechanics, maintenance.

Vocational Experience

Heritage Academy makes provisions for all students to spend part of each day gaining vocational experience and, for this reason, arranges classes so students have three to four hours in the morning or the afternoon for vocational training. All vocational training assignments and requests for changes are made through the vocational training coordinator. Time spent in the **vocational training program** has no cash value. Since vocational experience is a training area, students are graded on their performance. The student's vocational training performance is evaluated on a monthly basis.

Vocational Grade

Each student receives a monthly vocational grade from his or her vocational supervisor. To assess student performance, the supervisor reviews the student's vocational performance against a continuum of vocational skills and character traits.



Academic Education

Student Teacher Ratio

Heritage Academy maintains an approximate student teacher ratio of 5:1. We believe that students develop best in an environment that includes close attention and small class size. Class sizes are typically about fifteen students and may be less than ten.

Academic Credit

Heritage Academy grants academic credit on the basis of the Carnegie Unit. A Carnegie Unit is equivalent to 180 days of 40-minute class periods.

Courses Offerings

Religion	English	Science	Social Studies	Math	Health	Applied Arts	Fine Arts	Language
Bible I	English I		World History	Technical Algebra	Anatomy & Physiology	Computer Applications	Music I	Spanish I
Bible II	English II	Biology	American History	Algebra I	Health	Page Layout	Art	Spanish II
Bible III	English III	Chemistry	American Government	Algebra II	Outdoor Education	Digital Photography	Strings	
Bible IV	English IV	Physics	Economics	Geometry		Personal Finance	Bells	
				Pre-Calculus		Business Math	Choir	
							Guitar	

Four-Year Curriculum Plan

Year	Freshman	Sophomore	Junior	Senior
English	English I	English II	English III	English IV
Religion	Bible I	Bible II	Bible III	Bible IV
Math	Technical Algebra or Algebra I	Algebra I or Algebra II	Algebra II or Geometry	Geometry, PreCalculus Business Math
Social Science		World History	American History	American Government, Economics
Science		Biology	Chemistry	Physics
Health	Anatomy & Physiology; Health			
Applied Arts	Computer Applications; Gardening	Life Skills; Personal Finance		
Fine Arts	Music I	Art		
Language			Spanish I	Spanish II
Electives	Additional electives may be taken to meet graduation requirements			

School Testing Program

Freshmen are required to take the HSPT (High School Placement Test) test during the first week of classes.

Freshmen and sophomores will take the ASPIRE. The ACT Aspire is designed to measure students' progress toward college and career readiness. It consists of five separate tests in English, Reading, Writing, Math, and Science.



All colleges and universities require students to take at least one (1) admissions test. The most commonly required tests are the American College Test (ACT) and the Scholastic Aptitude Test (SAT). The ACT measures the knowledge and skills that students have acquired throughout their education. Juniors and seniors will take the ACT. Colleges strongly consider the results of SAT and ACT scores. Students should take these tests seriously and prepare for them appropriately.

Heritage Academy administers the ACT annually in the second semester. The ACT assessment includes four (4) curriculum-based tests that measure students' educational development in English, mathematics, reading, and science reasoning. The ACT emphasizes students' capabilities in understanding and interpreting information, solving problems, and applying knowledge and skills. The assessment results are valuable in educational and vocational counseling, career planning, and college planning.

Courses of Study

College Preparatory

Bible	4	credits	
English -	4	credits	
Science	3	credits	(Biology, Chemistry, Physics)
Math -	4	credits	(Alg. I, Alg. II, Geometry)
History -	3	credits	(Must include Am. History and Government)
Computer Applications	1	credit	
Fine Arts	3	credit	
Health	1.5	credit	
Vocational Arts	2	credit	
Electives	1	credits	
Total	26.5	credits	

Vocational

Bible	4	credits	
English -	2	credits	
Science	1	credits	
Math	2	credits	(Tech.-Alg. or Alg I)
History	2	credits	(Must include Am. History)
Computer Applications	1	credit	
Fine Arts	1	credit	
Health	1.5	credit	
Vocational Arts	6	credits	
Electives	2	credits	
Total	22.5	credits	

General High School

Bible	4	credits	
English -	4	credits	
Science	2	credits	(Earth Science & Biology)
Math	3	credits	(Tech.-Alg., Alg I, Business Math)
History	2	credits	(Must include Am. History)
Computer Applications	1	credit	
Fine Arts	3	credit	
Health	1.5	credit	
Vocational Arts	1	credit	
Electives	1	credits	
Total	21.5	credits	

Class Load

Five semester hours is the minimum class load in which a student may be enrolled. Seven semester hours, including music and physical education, should be the maximum credit load for one school year. Students desiring exemptions to this policy must petition the curriculum committee.

Add/Drop

Permission to enter or discontinue classes must be obtained from the registrar and approved by the parents, teacher and the principal. Entrance into any class is contingent upon the completion of specified prerequisites. No student is



considered to be dropped from any class until he presents a properly signed voucher and receives approval from the registrar. No student will be allowed to drop a class after four and one-half weeks of the semester. Students may not drop bells at the second semester as these classes are dependent upon heavy practice and consistent participation. No student can enter a new class after the first two weeks. (Exceptions must be approved by the **Dean's and Principal's Committee**).

Correspondence Courses & Summer School

Students wishing to take any correspondence and/or summer school work to apply toward graduation requirements must submit a request to the **registrar** and the **Curriculum Committee** prior to enrolling in the course. Credits will not be accepted for anyone who has not followed the above procedure. All summer school and correspondence class work taken during the summer should be completed before registration for the fall term. The official transcript of the work completed must be received by the registrar before any credit will be given the student. Seniors may not take part in graduation programs until all correspondence courses needed to complete graduation requirements are finished, and the transcripts received by the registrar no later than April 1st.

Dual Enrollment Courses

Tennessee residents may enroll in classes with Southern Adventist University, as well as Volunteer State Community College. Students wishing to enroll in dual enrollment courses must submit a request to the **registrar** and the **Curriculum Committee** prior to doing so. Students who complete and pass the course(s) earn high school and college credit. Students are responsible for payment of college tuition and must purchase all required textbooks associated with the class. Credits will not be accepted for anyone who has not followed the above procedure.

Course Credit by Examination

A student may, at the discretion of the Curriculum Committee, take a proficiency examination in selected subjects. Academic credit and a grade may be given. An examination fee may be charged.

Home School Credits

Home-schooled students must provide information showing that they have completed the eighth-grade level. Such data should be recorded on a transcript or a Course Verification Sheet (available from the academy registrar) and may also include standardized achievement test scores, report cards, evidence of teacher lesson plans, portfolios, list of textbooks used, correspondence courses, etc.

Grade Reporting

The school year is divided into two semesters of approximately eighteen weeks each. Credits are given on a semester basis. At the end of each semester a grade report indicating the student's progress is sent to his or her parents. Only semester grades are recorded on the student's permanent transcript. Semester grades consist of a weighted average of the two quarter grades and the semester exam. The quarter grades count 40% each of the semester grade and the semester exam counts for 20% of the semester grade.

Engrade

Grade reporting is facilitated through the Engrade website. Parents and students are given login information at registration. Teachers and parents can communicate through this portal, and parents can follow the daily progress of their students.

Grading Scales

Letter Grades

The letter system of grading is used:



A	95	-	100
A-	90	-	94
B+	88	-	89
B	85	-	87
B-	80	-	84
C+	78	-	79
C	75	-	77
C-	70	-	74
D+	68	-	69
D	65	-	67
D-	60	-	64
F	0	-	65

I Incomplete
WF Withdraw failing
WP Withdraw passing
FA Failure due to absences

Grade Point Average

The following scale is used for computing **Grade Point Averages**:

A4.00
A-3.67
B+3.33
B3.00
B-2.67
C+2.33
C2.00
C-1.67
D+1.33
D1.00
D-67
F0

Incomplete

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work to earn a grade, he/she may receive an incomplete upon obtaining the approval of the **registrar**.

Incomplete grades incurred in any period must be removed before the end of the following four and one-half week period. An incomplete incurred during the last period of the school year must be removed within three weeks after the close of school. Any unresolved incomplete assignments will be counted as zero's.

Academic Probation

If a student's GPA drops below a 2.0 (C-) average he/she will be placed on academic probation. A letter will be sent to the student and parent(s). The student will have one quarter to bring his/her GPA to a satisfactory level. If, after one quarter, the GPA remains unsatisfactory the student is subject to dismissal.

D, F & I

Students who make a D, F or an I on a progress report or on a report card are placed on the D, F & I list. This list is monitored on a weekly basis, and students may be added to the list for poor academic performance at any time. Students on this list lose their privileges for social events and recreation. Teachers may place names on this list at any time. Names may be removed from the list when satisfactory academic progress is demonstrated. Teachers may at their discretion hold a mandatory study hall for students whose progress is unsatisfactory. Students ending a quarter will be placed in a mandatory study hall for the duration of the following quarter.



Promotion and Retention

Class membership is determined through academic achievement. To be a member of the freshman class verification of successful completion of the eight-grade must be supplied. Membership in the sophomore class requires a minimum of five credits. A minimum of ten credits is required for membership in the junior class. Senior class membership requires a minimum of sixteen credits.

Student progress is evaluated at the close of the school year. Parents will be notified if it is necessary for students to take course work to make up for lacking credits.

Acceleration Policy

The general policy of **Heritage Academy** is to require four years of education on the secondary level for graduation. Exception may be made to accommodate outstanding academic ability, as well as social and spiritual maturity.

The following requirements apply for graduation in three years:

- A student who wishes to accelerate and graduate in three years must meet all the four-year graduation requirements.
- Diplomas will be granted to students only when full graduation and curriculum requirements are met, and the last 10 credits are taken in residence.
- A qualifying GPA of 3.5 must be reached.
- Students must have a stanine of at least 7 on standardized testing such as the ITBS, CogAt or ASPIRE.
- The application must be made in writing before the beginning of the student's sophomore year, in order for the school to outline the student's curriculum.
- Any class work taken outside the school must have authorization before the class(es) are taken.
- Initial approval must be made by the **Curriculum Committee** in writing when the program begins, with final approval for graduation to be made in writing at the beginning of the final year.

Record Confidentiality

All student records shall be kept confidential. Records shall be open for inspection only in accordance with the law and such rules adopted by the **Administrative Committee**. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Each student's records shall be available for inspection by their parents or legal guardian upon request.

Student records will be provided to other schools or institutions within ten days of receipt of request. **Heritage Academy** may withhold the grade reports, diploma or student transcripts of students who have an outstanding account.

Heritage Academy will release student academic and contact information (which may include the student's social security number) to Seventh-day Adventist colleges and universities. If parents and/or students do not wish to have this information distributed, they must contact the **Heritage Academy** registrar.

Attendance

Students at **Heritage Academy** are to be present and punctual for all classes, rehearsals and other appointments, vocational training responsibilities and religious meetings. Regular attendance is necessary because missed classes create a stressful and unproductive academic environment. Students with excessive absences risk the loss of credit and may have to repeat courses.



Excused Absences

Absences may be excused for any of the following reasons.

- Illness
- Death in the family
- Pre-approved medical or dental appointments
- Pre-approved absences

Absence Due to Illness

The school nurse will make rounds to the dorms each morning to determine whether any students are ill. The nurse will complete a sick list and give it to the deans, the principal, and the registrar. The Dean will report to the parents of those who are ill. Absences due to illness will be excused.

Students who become ill during the day and need to return to the dormitory must first check with an administrator or school nurse prior to leaving school. Otherwise, any resulting absences may not be excusable.

Excused Absence Procedure

If a student is absent for a reason other than illness, the student is responsible to go to the registrar's office to have it excused. The student must be able to produce a valid reason why they were absent.

Make-up Work

Make-up work for excused absences will be allowed to receive full credit if completed during the time period allotted. The student is allotted one day for each day the student was absent. In the case of pre-arranged absences, the work should be assigned in advance.

Unexcused Absences

Absences may be unexcused for any of the following reasons.

- Returning late from home leave without permission
- Skipping class
- Unapproved appointments

Point System

Heritage Academy reserves the right to impose the following consequences for unexcused attendance points.

Unexcused Tardies

0-5	minutes	1	point
6-10	minutes	2	points
11+	minutes	3	points

Unexcused Absences

Unexcused Absence 3points

Students have an opportunity on a weekly basis to have a tardy or absence excused before they are tallied, and the student is held responsible. These attendance points are cumulative for a $4\frac{1}{2}$ -week period, and for every three attendance points, the student will be required to complete three hours of special service.

If a student received nine attendance points, they will meet with the **Deans' and Principals' committee**. This committee will determine the consequences and a letter will be sent home to the parents.



The student is held responsible to contact teacher(s) regarding any makeup work missed during an absence. If the absence is unexcused, teachers have the option to allow credit for work missed. Students who are suspended from school, either on or off the campus, will have their absences recorded as unexcused. The privilege of making up class work is at the discretion of the administration.

Loss of Credit

If a student accumulates seven **unexcused absences** in any one class during the course of a semester, the student will lose credit for that class. If a student accumulates fourteen **total absences** during the course of one semester, the student will lose credit for that class. A loss of credit is denoted on the report card as an FA.

In the event of a loss of credit, the student may be withdrawn from the class by the registrar or principal. If the student has excessive absences, the student may be withdrawn from school.

Vacations & Leaves

Regularly scheduled home leaves are planned for the entire school year. All home leaves should be taken at these times. Home leaves are the times when medical and dental appointments and all purchasing needs should be planned. Any additional requests will be considered on an individual basis. The **Deans' and Principal's Committee** reserves the right to deny any request outside the regularly scheduled leaves.

Students have been placed in the care of the staff at **Heritage Academy**. Therefore, before leaving the campus, the student is to have the proper leave slips filled out. These may be obtained on the school website and are to be completed by parents.

Students wishing to visit other institutions or private families must present to the dean a written, notarized authorization from the parents or guardian before permission for the visit may be given. Students are not permitted to leave campus with anyone under 25 years of age unless it is a member of the immediate family that is approved by the parents. Parents must complete and notarize the leave form.

Students may leave after their last appointment on the day vacation begins. Students are not allowed to change classes or take examinations early in order to leave before the regularly scheduled vacation begins. In cases of emergency such permission may be granted. All regular home leaves terminate at 9:00 pm. on Sunday. Exceptions to this policy will be granted only by prior arrangements as submitted on the leave request. Exams taken outside of scheduled times incur a fee of \$50 per exam. In the case of emergency, a phone call should be placed to the respective dean before 8:30 p.m. on Sunday evening. If a student returns late from a home leave without notification to the school, all classes missed will be unexcused and a \$25.00/day late fee will be imposed. It is important to remember that students with excessive absences may lose credit and may be withdrawn from school. Students returning from leaves should not arrive on campus prior to 2:00 PM on Sunday. Parents requiring special accommodations may contact the dean prior to the break.

Any student spending a break with another student must have letters from both sets of parents and a leave slip submitted to the **Deans' and Principal's Committee** one week before the leave. Male and female students are not to spend leaves or breaks together.

Students who leave the campus without making satisfactory prior arrangements with their dean or through the **Dean's and Principal's Committee**, will be considered absent without permission. If the student does not return to campus within a reasonable length of time, his parents and police will be notified. To be out of the dormitory after evening worship and without proper authorization from the dean may result in dismissal.



Course Descriptions

BUSINESS EDUCATION

Computer Applications (5891)..... 1 unit

This course emphasizes Microsoft Office for word processing/ desktop publishing, spreadsheets, and presentation projects.

Personal Finance (5901) 5 unit

Personal Finance is a course designed to inform students how individual choices directly influence occupational goals and future earnings potential. Real world topics covered will include income, money management, spending, credit, as well as saving and investing. Students will design personal and household budgets, simulate use of checking and savings accounts, demonstrate knowledge of finance, debt, and credit management, and evaluate and understand insurance and taxes. This course will provide a foundational understanding for making informed personal finance decisions.

ENGLISH

English I (3001)..... 1 unit

This course emphasizes the skills of listening, spelling, vocabulary, grammar and usage, the mechanics of writing, and the writing of the paragraph. A general approach to the study of literature emphasizes the development of reading skills and understanding of man's relationship with others and with God.

English II (3002) 1 unit

This course emphasizes grammar, vocabulary, spelling, and composition. It includes a brief survey of American Literature. This course includes an emphasis on the development of writing skills (narrative, expository, and persuasive). Report writing skills are developed in this course. Prerequisite: English I

English III (3003)..... 1 unit

This course continues a study of vocabulary and spelling skills with in-depth grammar study and diagramming. American Literature is studied as well as New-Testament Epistles, and a term paper is required. Prerequisite: English II

English IV (3005)..... 1 unit

This course is designed to broaden the student's knowledge of writing, grammar, speech, thinking skills and analysis. World Literature is studied as well as Old Testament Prophets, and a research paper is required. Prerequisite: English III

Publications (3008)..... 1 unit

A course that offers experience in layout design, copy writing, word processing, artistic design, editing skills, photography, and production of the school's yearbook and publications.

FINE ARTS

Choir (3531) 1 unit

The choir performs in the Heritage Academy church providing an opportunity to obtain choral experience as well as music appreciation

The Heritage Ringers (3531) 1 unit

The Heritage Ringers are chosen by audition each year and will be taught the rudiments of handbell ringing to be used in practice, performance, and concert tours. Members are asked to commit to uphold the standards of God, the church, and our school as well as maintain a cumulative GPA of 2.0.

Music I (3505)..... 5 unit

This class is given for freshman and teaches note reading, counting, key signatures, scales, and chords. It includes an introduction to conducting, performance and music appreciation.

Private Lessons (3540) 5 unit

Private music lessons are given weekly in voice, piano and instrument. Two hours practice time per week is required. Eight lessons per quarter are required for credit.

Art I (3501)..... 5 unit

A beginning course designed to provide self-expression and to explore artistic interests and capabilities of the student. Emphasis is placed upon basic art concepts, vocabulary, history, and techniques of design in their application to two-dimensional art forms. Includes tempera paint, pencil, pen and ink, pastels, and three-dimensional art forms.



FOREIGN LANGUAGE

Spanish I (3021) 1 unit

This course is the first step to becoming fluent in Spanish. Instruction is given in speaking, hearing, writing and reading Spanish. Using Spanish in daily speech is encouraged both in class and out. Class activities are geared to give students the ability to communicate in Spanish with confidence.

Spanish II (3022)..... 1 unit

This course is a continuation of Spanish I with increased emphasis on listening comprehension, speaking, reading, and writing. There is an in-depth study of Spanish grammar and an emphasis on oral comprehension and composition. Varied learning activities promote communication skills and reinforce basic structures and vocabulary. The class is taught in Spanish and students speak mostly Spanish in class. Prerequisite: Spanish I

MATHEMATICS

Technical Algebra (31023)..... 1 unit

Course content includes the fundamental processes of mathematics with emphasis on problem-solving techniques. Included is a review of arithmetic, introductory algebra, and the rudiments of geometry.

Algebra I (3102) 1 unit

This course is designed to acquaint the student with literal expressions, equations, inequalities, polynomials and factoring and systems of equations and graphs.

Algebra II (3103)..... 1 unit

This course provides an extension of skills learned in Algebra I. Applications of algebra to geometry are covered. Factoring, solving polynomial equations, graphing linear and quadratic equations. Problem solving with applications in chemistry and physics. Vectors and complex numbers and basic trigonometry including vectors is also covered. Prerequisite: Minimum grade of "C" in Algebra I.

Geometry (3108) 1 unit

Geometry emphasizes logic and formal proofs. Plane Euclidean geometry is studied as a system for understanding the created world. Coordinate and solid geometry and trigonometry are included to demonstrate their relationship to plane geometry. Prerequisite: Minimum of grade "C" in Algebra II.

Pre-Calculus (3126) 1 unit

This course teaches quadratic equations, exponential logarithmic functions, trigonometry, polynomial and rational functions, matrices, sequences and series, analytic geometry and vectors. Prerequisite: Algebra I, Geometry, Algebra II.

Calculus (3127)..... 1 unit

A study of functions with applications, and an introduction to differential calculus. Topics include a review of algebra and functions, mathematical modeling with elementary functions, rates of change, inverse functions, logarithms and exponential functions, the derivative, differential equations, and Euler's method.

Precalculus topics are reviewed when they are needed in the development of calculus. Topics include graphical interpretations of the derivative, zeroes of functions, optimization, related rates, antidifferentiation, initial value problems, review of trigonometry, modeling with trigonometric functions, geometric sums and series, and the Fundamental Theorem of Calculus.

Business Mathematics (0)..... 1 unit

Business Mathematics is a two-semester course of which students learn to use mathematics effectively as a tool in their personal and business lives. This course is designed to help students develop mathematical skills through practical applications and activities that emphasize the application of mathematics in many types of real-world endeavors. Business topics that will be covered include interest rates, job costing, merchandising, payroll, credit, taxes, insurance, and global business. After students have completed this course, they will be able to apply mathematical concepts in various personal and business situations. This course may be used to meet the mathematics requirements for graduation.

PHYSICAL EDUCATION AND HEALTH

Anatomy and Physiology (5991-1) 5 unit

Health Science Education Anatomy and Physiology is a health course in which students will examine human anatomy and physical functions. A workable knowledge of medical terminology is demonstrated.

Health (3303) 1 unit

This class includes principles of wellness necessary to achieve optimum health; scientific counsel in the writings of Ellen G. White and health practices specific to Seventh-day Adventists will be covered.



Physical Education (3301) **5 unit**
This program consists of the rules, fundamental skills and participating in non-competitive team sports and promotion of physical fitness.

Outdoor Education (3301-1) **5 unit**
Introduces the unique skills of wilderness living and travel including camp craft, equipment care and maintenance, rope handling, and Leave No Trace techniques. Often includes a weekend backpacking trip.

RELIGION

Bible I (3452-1) **1 unit**
This course emphasizes the study of biblical history in the light of God's relationship to His church. Students will find in God's leading of Israel how God has dealt with His people in the past, with illustrations of how God desires to lead in their lives.

Bible II (3452-2) **1 unit**
This course emphasizes a study of God's relationship to individuals as revealed in the book The Desire of Ages. It is the aim of this course to introduce Christ as the student's personal Savior. Particular emphasis is placed upon the plan of salvation and the rebirth experience.

Bible III (3452-3) **1 unit**
This course emphasizes principles of life revealed in the great Bible doctrines. Discussions center on topics such as: Daniel and Revelation, Romans, Friendship and Dating, and Worldviews.

Bible IV (3452-4) **1 unit**
This course is a study of the prophecies of Daniel and Revelation and the prophetic writings of Ellen G. White.

SCIENCE

Agriscience (5957) **1 unit**
Agriscience is an introductory laboratory science course that prepares students for biology, subsequent science and agriculture courses, and postsecondary study. It serves as the first course for all programs of study in the Agriculture, Food and Natural Resources Cluster. This course helps students understand the important role science serves as the agricultural industry advances to meet the challenges of the 21st century.

Biology (3210) **1 unit**
This course is designed to teach biology from the creationist viewpoint. It includes a study of the cell, microbiology, plants, animals, and human biology.

Chemistry (3221) **1 unit**
This course is designed to acquaint the student with the basic laws and theories concerning the atomic and molecular structure and nature of matter. Prerequisite: Minimum grade of "C" in Algebra I

Physics (3231) **1 unit**
This is a course emphasizing basic concepts of physics. Topics are generally selected from the areas of mechanics, optics, electricity and magnetism, heat and modern physics. Prerequisite: Minimum grade of "C" in Algebra II and Geometry

SOCIAL STUDIES

American History (3405) **1 unit**
This course is designed to cover principle events, personalities and ideas from the days of discovery to the present time. Special emphasis is given to the correlation of American history and bible prophecy.

Economics (3431) **1 unit**
This course emphasizes the basic economic principles and factors affecting production, distribution, money and banking, business cycles, inflation, and other topics of economic importance. Economic systems other than capitalism are briefly surveyed.

United States Government (3417) **1 unit**
This course emphasizes the establishment and workings of the government of the United States and its relationships with other governments of the world.

World History (3401) **1 unit**
We follow the text (World History, Patterns of Civilization) along with Patriarchs and Prophets and other sources dealing with the origin of man and life on earth. Wherever possible we correlate events with biblical prophecy and archeology so that students can see God's hand in the history of the world.



Computers

Computers can work to either greatly advance or greatly retard the development of Christian character. Because of their potential for misuse, **Heritage Academy** has made the following provisions for the use of personal computers. It is necessary that the student comply with the conditions listed below. Should the student fail to comply with these conditions, **Heritage Academy** reserves the right to suspend computer privileges.

Students are assigned computers, which are the sole property of **Heritage Academy**. Student use of technology and the Internet on **Heritage Academy** premises or at a school sponsored-event is a privilege that may be revoked at any time. If a student defaces a computer in any way (this includes, by way of illustration and not limitation, writing on the computer, or putting stickers on the computer), the student will be fined the full value of the replacement cost of the computer, and their computer privileges may be revoked. All personal technology resources (this includes, by way of illustration and not limitation, MP3 players, iPods, tablets, and computers) are disallowed on the **Heritage Academy** campus. Computers are to be returned to the dean at 9:15 PM each evening. On Fridays, computers are collected at 4:00 PM and remain with the dean until Sunday morning.

The purpose for which **Heritage Academy** makes computers and Internet access available to students is to permit students to perform research and to allow them to learn how to use computer technology. These computers are the property of **Heritage Academy**. In the event that the computer is lost or stolen, the parent agrees that the computer will be replaced according to Fair Market Value of a similarly equipped machine. The parent shall be responsible for all related charges that are not covered by the manufacturer's warranty and shall pay for such charges within 30 days of invoicing for such. Use of school computers is for educational and/or instructional purposes only. It is the policy of **Heritage Academy** to equip each computer with monitoring software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian is on file.

Students should expect no privacy in any aspect of their computer use, including email. Monitoring of student computer use is continuous. Students who misuse **Heritage Academy** computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, to violate the law or any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement, and the computer will be confiscated for the remainder of the school year.

As with all software on the computer, e-mail messages are not deemed to be either private or the possession of the student. All e-mails are subject to monitoring and become the property of **Heritage Academy** upon authorship.

Students are responsible for all work assigned, even if the technology resource they use is unavailable. Students shall use **Heritage Academy** technology and the Internet in a safe, responsible, and appropriate manner. Students are not to use their computers after 9:15 PM without explicit permission from the dean. Students' use of the Internet will be managed and controlled through the school's firewall. Students are to comply with the school's Internet use policy.

Movies, games and music are not to be stored on student computers. Students shall not install software onto **Heritage Academy** laptops or desktop computers. Students shall not interfere with, delete, or disable any **Heritage Academy**-installed program(s) or application(s) on school computers. Students shall not damage **Heritage Academy** technology and shall be financially responsible for any repair or replacement required, as determined by the principal or his/her designee. Students shall not access networks, servers, drives, folders, or files to which the student has not been granted access or authorization from someone with the right to make such a grant. Students shall not make unauthorized copies of school files or other school data. Students shall not destroy, delete, erase, or conceal school files or other school data, or otherwise make such files or data unavailable or inaccessible to the school or to other authorized users of **Heritage Academy** systems. Students shall not deliberately propagate any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the school's networks or systems or those of any other individual or entity. Students shall not cause congestion, disruption, disablement, alteration, or impairment of **Heritage Academy** networks or systems. Students shall not defeat or attempt to defeat security restrictions on school systems and applications, including the use encryption software or key logging software.

Vandalism will result in major disciplinary action that may include suspension or withdrawal from school and/or immediate cancellation of all computer related privileges. Vandalism is defined as any malicious attempt to harm or



destroy hardware, data of another user, Internet, or includes, but is not limited to, the uploading or creation of computer viruses.

Internet Use Policy

The student agrees not to post contact information (e.g., address, phone number) about themselves or any other person. The use of chat rooms is expressly off limits! The student agrees not to spend an undue amount of time surfing the Web, to the detriment of their spiritual, academic or social life. Interpretation of the clause undue amount of time is left solely to the staff of **Heritage Academy**. The school has the right and duty to monitor and restrict both the amount of time on line and the sites visited. These responsibilities extend to any communication to or from a site.

The use of the Internet may be revoked for inappropriate use, which includes but is not limited to the following:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate school purposes;
- Engaging in use of instant messaging, video conferencing (Skype) and chat rooms;
- Misrepresenting oneself or **Heritage Academy**;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- using the Internet for other than educational purposes;
- gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Tennessee law;
- using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- making unauthorized copies of computer software;
- accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- sending or accessing sexually oriented pictures or video;
- using the system to harass, insult, or verbally attack others;
- posting anonymous messages on the system;
- wasteful use of limited resources provided by the school including copy paper;
- causing congestion of the network through streaming video or excessive downloads;
- vandalizing data of another user;
- obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- gaining or attempting to gain unauthorized access to resources or files;
- identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- invading the privacy of individuals;
- divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, or phone number.
- using the network for financial or commercial gain without the school's permission;
- theft or vandalism of data, equipment, or intellectual property;
- attempting to gain access or gaining access to student records, grades, or files;
- introducing a virus to, or otherwise improperly tampering with the system;
- degrading or disrupting equipment or system performance;
- creating a web page or associating a web page with the school without proper authorization;
- providing access to the **Heritage Academy's** Internet to unauthorized individuals;
- failing to obey school or classroom Internet use rules; or
- taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the school.



Using **Heritage Academy** computers to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the **Heritage Academy's** anti-harassment policies and subjects the responsible student to disciplinary action. **Heritage Academy's** electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of school resources for illegal activity can lead to disciplinary action, up to and including expulsion and criminal prosecution. The school will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

After careful review of incidences of misuse or violations, the discipline committee will impose appropriate consequences that may include, but are not limited to, the following:

- Student will be reprimanded followed by counseling.
- Student computer privileges, including access to the Internet, may be temporarily or permanently suspended.
- 1st offense — one-month suspension of computer privileges
- 2nd offense — one-month suspension of computer privileges and no Internet for one month
- 3rd offense — one-month suspension of computer privileges and no Internet for the remainder of the school year
- Illegal activities or violations of school rules associated with the use of the Internet will result in appropriate disciplinary action, or legal action, that may include suspension or expulsion from school.
- In all cases where technology equipment is damaged or destroyed by abuse or misuse, the user will make full restitution for replacement and/or repair of damaged equipment.

Cheating

Cheating is a form of dishonesty that will not be tolerated. Cheating may include, but is not limited to:

- Copying homework.
- Using notes of any kind during quizzes or exams.
- Communicating with another student through any means during quizzes and tests.
- Claiming papers from another student are your own.
- Plagiarizing

Cheating will result in the following:

First Offense—

The teacher will discuss the offence with the student. The student will receive a zero for the assignment. The principal will discuss the issue with the student. A letter of notification will be sent to the parents.

Second Offense—

The teacher will discuss the offence with the student. The student will receive a zero for the assignment. The principal will discuss the issue with the student. A letter of notification will be sent to the parents. The discipline committee will meet to discuss a possible term of suspension.

Third Offense—

The discipline committee will meet to discuss a term of suspension, or expulsion from **Heritage Academy**.

Plagiarism

Plagiarism is using or stealing someone else's ideas or words and claiming them as your own.

- "Using or stealing" is taking the intellectual property of another and passing it off as one's own by failing to cite the source.
- "Someone else's ideas or words" refers to the intellectual property of another that has been turned in to a teacher as a previously written or oral assignment, and /or the intellectual property of another that has been



published in a book, periodical or electronic resource including but not limited to those found on the World Wide Web.

- “Ideas or words” can refer to written or spoken material including but not limited to lab results, computer programs, video clips, or images.
- “Claiming them as your own” is using the intellectual property of another without giving them credit.

Unintentional Plagiarism

Part of the process of education is to teach and then demonstrate how to properly cite quotations or references within a written document or presentation. As this education takes place, there may be times when the plagiarism that occurs is unintentional, which means that it arises from improperly citing material within a document because of lack of education. Some examples of unintentional plagiarism are as follows:

- using quotes from material written by someone else or rephrasing the ideas of another without giving the source
- placing a direct quote in a paper without using quotation marks
- putting images, videos, and/or music into a presentation without citing the source

As students progress through their years at **Heritage Academy**, they will properly cite materials used in papers or presentations across multiple disciplines.

Intentional Plagiarism

Standing in stark contrast to what is mentioned above as unintentional plagiarism, is intentional plagiarism.

Intentional plagiarism steals the work of someone else. It is intended to actively deceive the teacher. Some examples of intentional plagiarism are as follows:

- -taking or copying papers, projects, or presentations or portions of the same and submitting them as one's own
- -presenting the work of parents, siblings, or others as one's own
- -submitting purchased papers as one's own
- -submitting papers, or portions of papers, from the Internet as one's own
- -allowing others to use or borrow one's own work without accountability for proper citation -developing materials for others

Consequences of Plagiarism

All students will be made aware of the definition of plagiarism, how to avoid plagiarism, and its consequences. All instances of plagiarism will be documented.

Consequences for Intentional Plagiarism

These consequences are cumulative across the curriculum. Plagiarism is a form of cheating and the consequences will be those outlined in the cheating policy.



Campus Life

Standards

Principles of Respect

- Respect yourself: Jesus paid an infinite price that you might have life. Have respect for your health by refraining from unhealthful practices.
- Respect others: The second great commandment is to love your neighbor as yourself. Don't harass or annoy those around. Don't be self-seeking but be considerate.
- Respect and obey Staff and students in authority: Hebrews 13:17 Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.
- Respect the personal space of others: Don't touch or hit or annoy others.
- Respect the property of others: Don't take, touch or deface the property of others.

Personal Conduct

When a student enrolls at **Heritage Academy**, he/she and their parent(s), voluntarily agree to abide by the rules and regulations of the school. A student continually makes choices in regard to the school's requirements and standards. Therefore, it is expected that a student will demonstrate responsible behavior in harmony with **Christian principles** both on and off campus. Students are entrusted with the responsibility to serve God and honor Jesus Christ. It is important for a student to know the requirements and standards they are expected to follow and the consequences when wrong choices are made. **Heritage Academy** will not knowingly admit students who follow lifestyles or practices that undermine in any way the fundamental beliefs of the **Seventh-day Adventist Church**. When a student signs their application for admission, they pledge themselves to observe willingly **Heritage Academy's** guidelines both printed and announced and to live in harmony with its ideals and purposes.

A Christian boarding school is not like other schools. Because of its unique environment, rules and regulations are necessary which differ greatly from those of other schools. Each of these is established for definite reasons of organizational expediency and because of the nature of the responsibility assumed by the staff and administration in seeking to mold the characters of young lives.

Students may not completely understand the reasons underlying each rule. However, an attitude of cheerful obedience is a valuable asset. Each student is expected to contribute to the spirit of Christian unity at **Heritage Academy**. Christ is the center of our educational program, and the purpose of these rules is to maintain a Christian learning environment.

Upon Christian youth depend in a great measure the preservation and perpetuity of the institutions which God has devised as a means by which to advance His work. Never was there a period when results so important depended upon a generation of men. Then how important that the young should be qualified for this great work, that God may use them as His instruments! Their Maker has claims upon them which are paramount to all others. Testimonies for the Church, vol. 3, p. 455

The liberties taken in this age of corruption should be no criterion for Christ's followers. These fashionable exhibitions of familiarity should not exist among Christians fitting for immortality. If lasciviousness, pollution, adultery, crime, and murder are the order of the day among those who know not the truth, and who refuse to be controlled by the principles of God's word, how important that the class professing to be followers of Christ, closely allied to God and angels, should show them a better and nobler way. How important that by their chastity and virtue they stand in marked contrast to that class who are controlled by brute passions. Testimonies for the Church, vol. 2, p. 459

While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost. Let all students take



as broad a view as possible of their obligations to God. Let them study earnestly how they can do practical work for the Master during their student life. Let them refuse to burden the souls of their teachers by showing a spirit of levity and a careless disregard of rules. Counsels to Teachers, p. 100

I was shown that the youth must take a higher stand and make the word of God the man of their counsel and their guide. Solemn responsibilities rest upon the young, which they lightly regard. The introduction of music into their homes, instead of inciting to holiness and spirituality, has been the means of diverting their minds from the truth. Frivolous songs and the popular sheet music of the day seem congenial to their taste. The instruments of music have taken time which should have been devoted to prayer. Music, when not abused, is a great blessing; but when put to a wrong use, it is a terrible curse. It excites, but does not impart that strength and courage which the Christian can find only at the throne of grace while humbly making known his wants and with strong cries and tears pleading for heavenly strength to be fortified against the powerful temptations of the evil one. Satan is leading the young captive. Oh, what can I say to lead them to break his power of infatuation! Testimonies for the Church, vol. 1, p. 497

Students can do much to make the school a success by working with their teachers to help other students, and by zealously endeavoring to lift themselves above cheap, low standards. Those who co-operate with Christ will become refined in speech and in temper. They will not be unruly and self-caring, studying their own selfish pleasure and gratification. They will bend all their efforts to work with Christ as messengers of His mercy and love. They are one with Him in spirit and in action. They seek to store the mind with the precious treasures of God's word, that each may do his appointed work. Counsels to Teachers, p. 225

The following infractions may result in the student's withdrawal or expulsion from the Academy on the first offense:

- Using, possessing, handling, or furnishing narcotics, alcohol, illegal drugs/ misusing prescription drugs, or any of the paraphernalia associated with the above. Students are to refrain from using any substance to "get high."
- Being in an area that is off limits without permission.
- Threatening to commit an egregious act of violence; such as, detonating a bomb or shooting students or teachers.
- Involvement in sexual relationships.
- Advocating or professing a homosexual lifestyle or engaging in homosexual activities.

Depending upon the severity of the infraction, the following violations may result in suspension, withdrawal or expulsion:

- Stealing, shoplifting or possessing stolen goods (stealing may result in dismissal on the first offense).
- Being in the dormitory of the opposite sex without proper permission.
- Being disrespectful and insubordinate to faculty.
- Using, or having in your possession, tobacco in any form.
- Gambling and/or betting.
- Using profane language, indulging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures, visiting inappropriate websites, sending or receiving inappropriate email.
- Engaging in dishonesty or deception, protecting violators of school rules, cheating on an examination, or in any other phase of school life.
- Destroying any school property, vandalism, or defacement of any kind.
- Improper social conduct, or meeting in a deliberately planned, secretive manner, or being in an unsupervised building or area of the campus.



- Disseminating or promoting atheistic ideas, undermining Seventh-day Adventist beliefs and values, or school regulations, by continuous criticism.
- Engaging in anything dealing with the occult; including, but not limited to, music, literature, games, fortune telling, role-playing games, symbols, paraphernalia.
- Conspiring to, or participating in, hazing or initiations; fighting, committing any act that endangers, injures, degrades, or discriminates against a fellow student.
- Entering or leaving any school building by means other than the regular entrances. Making or possessing keys for school buildings or equipment, breaking locks, doors, or windows to enter/exit locked places; tampering with school lights, computer equipment, wiring, or telephone lines.
- Leaving campus or school functions without proper permission or riding in unauthorized transportation.
- Possessing or using firearms, weapons (including knives), BB guns, firecrackers, or incendiaries of any kind, including matches, candles, and lighters.
- Computer misuse, including having a personal computer, or personal electronics including but not limited to iPads, tablets or Kindles on campus.
- Emotional instability leading to harming or threatening to harm oneself or others.

Fines

Sometimes a student may make a wrong choice and consequences are necessary. Students should be aware of the following misdemeanors that will result in a fine.

Students are required to pay all fines in cash. Any further arrangements must be made at the parent's request to the business office for consideration. Students who do not pay their fines or make satisfactory arrangements choose to not participate in campus activities.

Schedule of Fines

Misdemeanor	Fine
Possession and/or use of matches, lighters, incense, fireworks, candles, etc.	\$25
Possession and/or use of unauthorized keys, picks, etc.	\$100
Possession and/or use of a master key.	\$150
Tampering with electrical equipment, wiring, unauthorized entry onto roofs, into houses, barns and other buildings or rooms. Vandalism and/or defacing of school property.	\$100
Possession and/or use of personal electronics including but not limited to computers, radios, tape recorders, tape players, televisions, walkie-talkies, etc.	\$25
Possession and/or use of firearms including B-B or pellet guns, sling shots and live ammunition, or any other weapon.	\$200
Stealing	\$50
Tampering with safety equipment such as alarm systems or fire-fighting equipment.	\$200
Unauthorized long-distance or toll calls.	\$25 + cost of call
Inappropriate CDs, DVDs, and music.	\$10 each
Chewing gum in the school building.	\$5
Eating or drinking (anything but water) in the school building.	\$5
Being in an area without a supervisor.	\$10
Being out of dress code.	\$5
Fighting.	\$50
Hazing or pranks	\$50



Discipline Definitions

SPECIAL SERVICE	one special service hour usually equals one hour of work done on campus during the student's free time.
FINES	assessments activated for offenses.
DORM RESTRICTION	restricted to dorm for a determinate amount of time.
SOCIAL RESTRICTION	may have no communication in any way with the "social" friend. This includes phone calls, letters, email, chat rooms or notes. Furthermore, the two are not to be in the same vicinity.
GENERAL RESTRICTION	may have no communication in any way with the student body.
IN-SCHOOL SUSPENSION	temporary removal from classes for a specific number of days. (student remains on campus)
SUSPENSION	temporary removal from school for a specific number of days.
EXPULSION	permanent removal from school. If a student is expelled from Heritage Academy, he/ she will not be allowed to return to the campus for any reason without special permission from the Executive Committee for a period of one year.

Language

Students of **Heritage Academy** are expected to represent Christ in word as well as action. Language on this campus is to be of a pure nature. Off-color jokes and stories are inappropriate for a follower of Christ. Slang such as 'shut up', and 'stupid' will not be tolerated. Violations of the Language Standard are fined at the rate of \$5 per word.

Let all communication be of such a nature as would uplift Jesus Christ.

Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. Ephesians 4:29

Sexual Misconduct

Heritage Academy prohibits students from engaging in sexual conduct/activity. Sexual conduct/activity includes any consensual sexual behavior that occurs outside of marriage. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptation, regret and immoral conduct.

Homosexual Behavior: **Heritage Academy** will respond to homosexual behavior rather than to feelings or attractions and welcomes as members of the student body, all whose behaviors meet the standards of the Seventh-day Adventist Church. Students are expected to conduct their lives in a manner that is consistent with teachings of the church relating to sexual orientation and behavior. The school requires all students to abstain from sexual conduct/activity. Homosexual behavior is inappropriate and violates the teachings of our faith and includes not only sexual relations between members of the same sex, but all forms of physical intimacy that give expression to homosexual feelings.



Harassment, Discipline and Child Abuse

But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking which are out of place. Ephesians 5:3-4

Staff as well as students are prohibited from participating in any act that degrades, injures or disgraces a student or staff member. Harassment includes racial or derogatory jokes, intimidation or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that by design or innuendo is sexual in nature.

Incidents of harassment are to be reported to the administration. These incidents will be dealt with in confidentiality and discretion as appropriate. Administrative response may range from the assignment of written reports to suspension, expulsion or termination.

The following Policy and Procedures have been adopted by the **Heritage Academy** to give guidance on the subjects of harassment, discipline and child abuse. The primary goal of **Heritage Academy** in this regard is to prevent child abuse, and harassment. The primary method of prevention is education. In addition to education, care in the hiring and evaluation of employees and volunteers is an important element in prevention of child abuse. Since the possibility of child abuse has to be recognized, the Policy and Procedures also cover the investigation and reporting of incidents of child abuse, and assistance to those affected by instances of abuse.

Policy

Heritage Academy is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. **Heritage Academy** is also committed to complying with legal requirements for reporting child abuse.

In accordance with Tennessee Code TCA § 37-1-403(b), **Heritage Academy** has developed policy and procedures for reporting suspected cases of abuse or neglect.

Heritage Academy requires any staff member who suspects abuse that is not severe physical or sexual abuse to report that suspicion to the Principal or the deans who will notify the appropriate law enforcement agency.

In all cases where the suspected abuser is a **Heritage Academy** staff member, volunteer, or contracted services provider, staff members will report their suspicions directly to the DCS and to the Heritage Academy President.

Persons making a report of child sexual abuse or reporting harm or physical abuse of a child are presumed to be acting in good faith and are immune from any liability, civil or criminal, that may be brought in a state court action. Such person's identity will remain confidential unless otherwise required by law or court order. Their name will not be released to any person other than DCS and school administrators on a need to know basis as required by state law and that may be needed to "protect the health and safety of the student or other individuals."

Student Rights

Students have the right to equal educational opportunity. Students have the right to be treated fairly and with respect and dignity. Students have the right to be safe at school; free from threats, harassment or intimidation. Students have the right to express their personal opinions appropriately.

In 1974, Congress passed the Family Educational Rights and Privacy Act as part of a larger piece of education legislation. FERPA applies to any school that receives any type of funding from the U. S. Department of Education. Because **Heritage Academy** does not receive federal funding, FERPA does not apply.

However, **Heritage Academy** by choice follows the FERPA law as guidelines. Therefore

- in most circumstances, **Heritage Academy** does not release private information from a student's educational record to anyone outside the school system unless the school has permission from the student (if the student is 18) or from the student's parent or guardian (if the student is under 18).
- and under FERPA guidelines, **Heritage Academy** releases information about students to other institutions that have a reasonable need for student records.
 - thus Heritage Academy releases student information to Southern Adventist University and other Adventist Universities as it deems appropriate.



Insubordination

Insubordination is defined as refusal to obey a school rule, a school regulation, or an order of any school employee or any individual acting in a supervising capacity.

- 1st Offense - Handled by school employee on individual basis.
- 2nd Offense - Principal, teacher, parent, and child conference with a suspension either in or out of school.
- Repeated offenses will be referred to the Discipline Committee for disciplinary action.

Corporal punishment

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. In compliance with TCA § 49-6-4104 **Heritage Academy** has adopted the following regulations with respect to corporal punishment.

- **Heritage Academy** does not practice corporal punishment as a form of discipline.
 - **Heritage Academy** staff members are not authorized to use corporal punishment.
- However, no staff member is prohibited from:
 - Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others.
 - For the protection of property.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
 - Using incidental, minor, or reasonable physical contact to maintain order and control.
- Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:
 - The size and physical, mental, and psychological condition of the student;
 - The nature of the student's behavior or misconduct provoking the use of physical force;
 - The instrumentality used in applying the physical force;
 - The extent and nature of resulting injury to the student, if any;
 - The motivation of the school employee using physical force.
- Upon request, the student's parents shall be given an explanation of the reasons for physical force.

Fighting

Fighting is prohibited at **Heritage Academy**. Injuries incurred as a result of fighting are not covered by student accident insurance and will be paid by the students involved.

- Students who become involved in fighting incur a mandatory \$50 dollar fine and will be referred to the Dean's and Principal's Committee who will consider fighting as insubordination and will discipline accordingly.
- Punishment can include a suspension of up to five days.



- Injuries incurred as a result of fighting are not covered by student accident insurance and will be paid by the students involved.
- Repeat offenders will be referred to the Discipline Committee for disciplinary action.

Weapons

Weapons are prohibited at **Heritage Academy**.

- Under Tennessee law, with certain exceptions, it is a criminal offense to possess or carry a weapon, whether openly or concealed, “in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution.” Tenn. Code Ann. §§ 39-17-1309(b)(1) & (c)(1). If the person acts with intent to go armed, the conduct is a Class E felony; otherwise, it is a Class B misdemeanor. Tenn. Code Ann. §§ 39-17-1309(b)(2) & (c)(2).
- Any student who knowingly possesses any dangerous weapon on any school grounds or while engaged in school-sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action.
- The term “weapons” shall include, by the way of illustration, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, cross-bow); spent or unspent shot, bomb, grenade, mine; any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stungun); any martial arts device (including but not limited to Chinese stars, nunchauu) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, night stick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun).
- 1st Offense and all subsequent offenses—the student will be referred to the Discipline Committee.
 - The discipline may include suspension or expulsion.
- Possession of a Look-Alike Weapon
 - Any student who knowingly possesses or uses any look-alike weapon on school grounds or while engaged in school-sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action.
 - "Look-alike weapon" means any item, which resembles or appears to be a weapon, including but not limited to slingshots, toy guns, toy grenades, fireworks and other similar items.
 - 1st Offense —The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action, which may be imposed may include, but not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; referral to the Discipline Committee for disciplinary action including long-term suspension and expulsion.
 - 2nd and all Subsequent Offenses—Referral to the Discipline Committee for disciplinary action.

Language

Students of Heritage Academy are expected to represent Christ in word as well as action. Language on this campus is to be of a pure nature. Off-color jokes and stories are inappropriate for a follower of Christ. Slang such as ‘shut up’, and ‘stupid’ will not be tolerated. Violations of the Language Standard are fined at the rate of \$5 per word. Let all communication be of such a nature as would uplift Jesus Christ.

Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. Ephesians 4:29

Hazing / Pranks

According to Tennessee Code TCA § 49-2-120 **Heritage Academy** has adopted the following code on hazing:



- No form of hazing will be tolerated at **Heritage Academy**.
- No harassment of any kind will be allowed.
- This includes rough play and pranks.
- Such behavior is inconsistent with a Christian life-style.
- Students will be fined \$50 per incident and the matter will be referred to the Discipline Committee.

Harassment

Students and Staff are protected under both state and federal law against workplace sexual harassment. Federal law remedies for workplace discrimination are based upon Title VII of the Civil Rights Act of 1964, which applies to employers with fifteen or more employees. The federal law prohibiting sexual harassment in schools is Title IX of the Education Amendments of 1972 (Title IX), which prohibits any person, on the basis of sex, to be subjected to discrimination in an educational program or activity receiving federal financial assistance. Under Title IX, a school is required to have and distribute a policy against sex discrimination, particularly one that addresses sexual harassment. Tennessee Code TCA § 49-6-1016 stipulates that schools adopt an anti-bullying policy.

- Staff as well as students are prohibited from participating in any act that degrades, injures or disgraces a student or staff member.
- Students who participate in bullying/harassment will be subject to disciplinary action by the Discipline Committee, which may include suspension or expulsion.
- Harassment includes racial or derogatory jokes, intimidation or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features.
 - "Harassment" is conduct that meets all of the following criteria:
 - is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 - is directed at one or more pupils;
 - is conveyed through physical, verbal, technological or emotional means;
 - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
 - adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
 - is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
 - There are two kinds of sexual harassment: "quid pro quo" and "hostile environment."
 - sexual "*Quid pro quo*" (in Latin it means "this for that") sexual harassment occurs when a teacher or school employee offers a better grade or treats someone better if they do something sexual. It could also be a threat to lower a student's grade or treat them worse than other students if they refuse to go along with a request for a sexual favor.
 - "*Hostile environment*" sexual harassment occurs when unwanted sexual touching, comments, and/or gestures are so bad or occur so often that it interferes with the student's schoolwork, makes the student feel uncomfortable or unsafe at school, or prevents the student from participating in or benefiting from a school program or activity. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor. The harassment can be from a teacher, school officials, or other students.
 - Incidents of harassment are to be reported to the administration.
 - These incidents will be dealt with in confidentiality and discretion as appropriate.
 - Administrative response may range from the assignment of written reports to suspension, expulsion or termination.



But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking which are out of place. Ephesians 5:3-4

Bullying

The Heritage Academy Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, the Heritage Academy Board of Education prohibits acts of harassment, bullying, cyber-bullying, intimidation, or any other victimization of students, based on any actual or perceived traits or characteristics. To that end, the Heritage Academy Board of Education has in place processes and procedures to address incidents of bullying and harassment.

- “Bullying” is conduct that meets all of the following criteria:
 - is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 - is directed at one or more pupils;
 - is conveyed through physical, verbal, technological or emotional means;
 - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
 - adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress.
- Since bystander support of bullying and harassment can encourage these behaviors, **Heritage Academy** prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.
- Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or over-all well-being may be at issue.
- The **Heritage Academy** Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with school policies, procedures, and agreements.
- This policy will be annually disseminated to all school staff, students, and parents and may be publicized in student handbooks and school web sites. This policy is in effect while students are on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Cyber Bullying

- Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying as listed above.



Disciplinary Process for Harassment or Bullying

The Heritage Academy Board of Education requires its school administrators to ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

- Factors for Determining Consequences
 - Age, development, and maturity levels of the parties involved
 - Degree of harm (physical and/or emotional distress)
 - Surrounding circumstances
 - Nature and severity of the behavior(s)
 - Incidences of past or continuing pattern(s) of behavior
 - Relationship between the parties involved
 - Context in which the alleged incident(s) occurred
- Factors for Determining Remedial Measures
 - Personal
 - Life skill competencies, Experiential deficiencies, Social relationships, Strengths, Talents, Traits, Interests, Hobbies, Extra-curricular activities, Classroom participation, and Academic performance
 - Environmental
 - School climate and lack of connectedness
 - Student-staff relationships and staff behavior toward the student
 - Level of consistency in staff responses to bullying or harassing behaviors
 - Level of consistency in application or severity of consequences given to students
 - Staff-staff relationships witnessed by students
 - General staff management of classrooms and other educational environments
 - Staff ability to prevent and de-escalate difficult or inflammatory situations
 - Social-emotional and behavioral supports
 - Social relationships
 - Community activities
 - Neighborhood culture
 - Family situation
 - Consequences
 - Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Heritage Academy School Bulletin or Staff Manual.
 - School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.
 - Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the



problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- In-school suspension
- Out-of-school suspension
- Expulsion or termination
- Legal action
- Examples of Remedial Measures
 - Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
 - Restitution and restoration
 - Transformative conferencing
 - Supervised peer support group
 - Corrective instruction or other relevant learning or service experience
 - Supportive discipline to increase accountability for the bullying offense
 - Supportive interventions, including participation of an Intervention team, peer mediation, etc.
 - Behavioral management plan, with benchmarks that are closely monitored

Drug Testing

By enrolling at **Heritage Academy**, students and their parents agree to drug and/or alcohol screening and testing. **Heritage Academy** may randomly test students for the presence of common illegal drugs at any time of the year. Possession and/or use of illegal substances will be reported to the Putnam County Sheriff.

Testing for drugs may be conducted through the use of hair sample analysis and may occur at any time. Students can also be tested when use of drugs is suspected or alleged. In these cases, the school will cover the cost, unless the test results indicate drug use. If a student tests positive for illegal substance(s), he or she may be expelled from school.

Withdrawal

Attitude is an important factor in the relationship between student and school. When a student's connection with the school is no longer profitable to himself, or his influence is detrimental to others and previous attempts to help the student have not brought the necessary results, parents will be requested to withdraw the student from school. The school reserves the right to question a student about his/her behavior or program at any time without parental consent. **Heritage Academy** also reserves the right to require a student to administer a drug test and to search a student's personal belongings.

A Spiritual Campus

Heritage Academy trains young people who are seeking a higher walk with God and a higher calling in life. Spiritual growth is attained through the maintenance of a spiritual atmosphere. Elements of this atmosphere include daily worship, vespers, Bible study, Sabbath worship, outreach and colporteur ministry. Students are encouraged to have daily personal devotions and to pray one for another.

Students are encouraged to stand for principle and to share their faith with each other. Students are given opportunities to share their testimonies publicly as well as to preach the Word.



Let it be your aim to glorify God and attain His moral likeness. Invite the Spirit of God to mold your characters. Now is your golden opportunity to wash your robes of character and make them white in the blood of the Lamb. ... Which will you choose, says Christ, Me or the world? God calls for an unconditional surrender of the heart and affections to Him. If you love friends, brothers or sisters, father or mother, houses or lands, more than Me, says Christ, you are not worthy of Me. Religion lays the soul under the greatest obligation to her claims, to walk by her principles. As the mysterious magnet points to the north, so do the claims of religion point to the glory of God. You are bound by your baptismal vows to honor your Creator and to resolutely deny self and crucify your affections and lusts, and bring even your thoughts into obedience to the will of Christ. Testimonies for the Church, vol. 3, p. 45

The Sabbath

Sabbath is observed from sundown Friday to sundown Saturday. The Sabbath was ordained by God to be a blessing for man and a time to commune with Him. Activities are planned to bring students closer to God through worship and spending time in nature.

Friday is the day of preparation. Students are expected to do cleaning and laundry during the week and be prepared for Sabbath. Church attire should be made ready during the week and not on Sabbath. Students are not to use the washer or dryer during the Sabbath hours.

Students are expected to conduct themselves in a manner that is consistent with the holiness of that day. The Sabbath is not to be used for worldly conversation or worldly activities. Rather it is to be used to advance one's relationship with their Creator.

Social Standards

The formation of true Christian friendship is an important part of Christian education. A friendly intermingling of young men and women in group association is encouraged. We believe that social relationships are very important and that there is no better place than a Christian campus for developing friendships. Students are involved with staff in the planning of both religious and social activities.

However, experience has shown that those friendships should have certain defined limits. **Heritage Academy** believes that students of academy age are not ready for the development of exclusive relationships. Therefore, **Heritage Academy** makes abundant opportunity for supervised group association but makes no provision for exclusive friendships, dating, going steady, etc. in our school program.

The young affections should be restrained until the period arrives when sufficient age and experience will make it honorable and safe to unfetter them. Those who will not be restrained will be in danger of dragging out an unhappy existence. A youth not yet out of his teens is a poor judge of the fitness of a person as young as himself to be his companion for life. Messages to Young People, p. 452

Those students who profess to love God and obey the truth should possess that degree of self-control and strength of religious principle that will enable them to remain unmoved amid temptations and to stand up for Jesus in the college, at their boarding houses, or wherever they may be. Religion is not to be worn merely as a cloak in the house of God; religious principles should characterize the entire life. Counsels to Parents, Teachers and Students, p. 98

The chief purpose of dating is to find a suitable marriage partner. Therefore, dating should wait until the youth are mature enough to seriously and properly consider marriage, which generally is not during the teenage years. For further study on this issue read the sections in *Messages to Young People* entitled, "Social Relations" and "Courtship and Marriage" pp. 403 - 464

"Do not love the world or the things in the world. If anyone loves the world, the love of the Father is not in him. For all that is in the world - the lust of the flesh, the lust of the eyes, and the pride of life - is not of the Father but is of the world. And the world is passing away, and the lusts of it; but he who does the will of God abides forever." 1 John 2:15-17

Mixed Group Guidelines

All mixed groups must be faculty chaperoned. At no time should two students of the opposite sex be together without supervision.



- In mixed activities students must associate with the rest of the group.
- The dorm of the opposite sex is off-limits.
- No mixed seating unless specifically stated.
- On daytime bus trips, girls sit behind the driver while the guys sit on the other side. At night girls sit in the front and guys sit in the back.
- Exchanging tokens of endearment is not permitted. Examples are bracelets, watches, bands, expensive gifts, etc.
- Physical space should be maintained between the sexes (Hands-off policy)
- Students are not permitted to write notes or letters to the opposite sex.

Physical space is defined as: No touching. Specific examples include but are not limited to the following: pinching, rubbing up against each other, writing on each other, caressing, patting, shoving, slapping, hitting, kicking, grabbing, holding hands, hugging, kissing and/or anything that violates another person's personal space or self-respect. This policy applies to both genders equally.

It is hoped that with these clarifications all students will conduct themselves in an appropriate manner. However, should one choose to disregard these social standards, the student will be subject to social restriction.

Dress Standards

Students are to wear school uniforms to all class appointments and be in their vocational uniform appropriate for the area to which they are assigned. Uniforms may be obtained from FrenchToast.com – see the Financial section of this Bulletin.

Heritage Academy encourages students to observe principles of modesty, neatness, appropriateness and cleanliness, while avoiding fads, when choosing their clothes.

The Bible teaches modesty in dress. "In like manner also, that women adorn themselves in modest apparel." 1 Timothy 2:9. This forbids display in dress, gaudy colors, profuse ornamentation. Any device designed to attract attention to the wearer or to excite admiration, is excluded from the modest apparel which God's word enjoins. Our dress is to be inexpensive—not with "gold, or pearls, or costly array." The Ministry of Healing, p. 287

The dean reserves the right to look over clothing and should an inappropriate article of clothing be worn, it will be sent home with a letter regarding our dress standards. If the article of clothing is returned to campus at a later time, it will be confiscated and not returned to the student or parents.

"Do not let your beauty be that outward adorning of arranging the hair, of wearing gold, or of putting on fine apparel; but let it be the hidden person of the heart, with the incorruptible ornament of a gentle and quiet spirit, which is very precious in the sight of God." 1 Pet. 3:3,4

GUIDELINES

- The wearing of faded, ill-kept, bleached, baggy or tight-fitting clothes (no hip huggers) is inappropriate for campus wear. Pants should be of proper size and fitting at the waist and hem line.
- Clothes must be free from rips, tears and holes.
- Sleeveless shirts and shirts with pictures or writing that are not in keeping with our standards are not to be worn.
- Students must wear shoes at all times when outside the dormitory.
- Boys may wear shorts for recreation.
- Shorts should extend to the knee and should only be worn in the dorm or for swimming.
- Students are expected to wear school attire or better when on town trips.
- Only natural-looking cosmetics are to be worn, no colored nail polish.
- Jewelry, including strings, leather bands, studded belts, bracelets, necklaces, earrings, posts, friendship bracelets and rings are not to be brought on campus.
- Dresses and skirts should cover the knee while both sitting and standing.
- Slits in dresses and skirts should be no higher than the crease of the knee in a sitting position.
- Pencil skirts are not allowed.
- Necklines should be modest when standing or bending over.



- A full-length slip or a camisole and half-slip should be worn under sheer or loosely knitted clothing.
- Blouses are to be worn underneath V-necked, scoop-necked, or loosely knitted sweaters.
- Tops should not reveal the midriff when arms are raised above the head.
- Sliders and slippers are not to be worn in the school building.
- Shoes should have soles no larger than one inch in the front and no more than a two inch rise.
- Boys are not permitted to wear an unbuttoned shirt over a tee-shirt.
- Rubber bands and hair ties are not to be worn on the wrist.

CHURCH ATTIRE

Ladies: Dresses, and dress shoes. Dresses should cover the knee when sitting, be of modest cut, fit and style. Low-cut or sleeveless attire is not permitted. Dress coats or nice sweaters are permitted during the cooler months. This excludes all sports jackets or casual coats of any kind including hoodies or sweatshirt jackets.

Men: Suits, dress shirt and tie with dress slacks, socks, and dress shoes. Casual pants are not permitted. Dress coats, trench coats. Sweaters or leather jackets are permitted in church. This excludes all sports jackets or casual coats of any kind including hoodies or sweatshirt jackets.

Inappropriate Attire: Denim of any kind, athletic shoes, casual shoes, ties with cartoons or other inappropriate depictions, casual clothes worn for everyday, string ties and pants with exterior pockets or loops, baggy pants.

VESPERS ATTIRE

Same as church attire but men may wear sweaters with dress slacks. Ladies may wear skirts with a blouse.

DINING ROOM ATTIRE

Friday Supper..... Vespers Attire
Sabbath Breakfast..... Church Attire
Sabbath Lunch..... Church Attire
Sabbath Supper..... Vespers Attire

SCHOOL ATTIRE

Heritage Academy has adopted a school uniform for classroom attire. Students must wear a **Heritage Academy** polo shirt or a **Heritage Academy** oxford shirt. Ladies wear an A-line skirt. Men wear casual Docker style pants with no external pockets. Students may only wear **Heritage Academy** sweaters and **Heritage Academy** hoodies if necessary.

VOCATIONAL TRAINING ATTIRE

Each vocational area has a uniform for its area or a dress code specific to that area. See your vocational supervisor for the attire for your area.

RECREATIONAL ATTIRE

Tee-shirt and blue jeans. Jeans must not be baggy or too tight and comply with the dress standards. Boys may wear shorts at the knee.

SWIM ATTIRE

Students are to wear shorts to the knee and dark T-shirts when swimming.



Hair and facial hair should be neat and clean. Extreme hairstyles are not appropriate. Mohawks, blowouts, frohawks or any other unnatural cuts or excessive attachments are forbidden. Hair is to be its natural color. The length of boys' hair is not to extend past the top of the shirt collar. Beards, mustache and sideburns are allowed if they are neatly maintained.

MAKE UP

Following standards of modesty, girls should use careful discretion when applying makeup. Any makeup should be natural in appearance. Foundation when blended well can be appropriate. Only clear nail polish is to be worn on both fingers and toes.

Dress Guidelines for Vocational Areas

Due to the influences attire has on how student conduct, we have established a vocational dress code. To determine proper dress for students in specific program areas, as nearly aligned with business and industrial dress requirements as practical. To eliminate clothing which can be a safety hazard in shop areas. To establish student dress which will aid in fostering self-respect.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it

- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.
- Any clothing that has words, terms, or pictures that may be offensive and a poor example to students is unacceptable.
- Sports team, university, and fashion brand names as displayed on clothing are generally acceptable.
- Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.
- Flashy athletic shoes, flip-flops, and slippers are not acceptable school wear.

Food Service, School Cleaning

- Scrubs and sneakers.

Shop, Firewood, Grounds, Farm, Gardens and Greenhouse

- Blue jeans, Dickey style pants, work boots

Video Production, Office, Teacher's aid

- School attire or professional attire

Jewelry, Makeup, Perfume, Cologne, and Hair

- Jewelry, including a wedding band, is not to be worn. Make-up should be used with good taste and not applied to draw attention to one's self.
- Since some people are allergic to the chemicals in perfumes and make-up, wear these substances with restraint.
- Hair should be kept clean, neat and well-groomed with no radical hair length, style or color.

Church Standards (As found in Testimonies for the Church, vol. 5, pp. 491-500)

To the humble, believing soul, the house of God on earth is the gate of heaven. The song of praise, the prayer, the words spoken by Christ's representatives, are God's appointed agencies to prepare a people for the church above, for that loftier worship into which there can enter nothing that defileth.

From the sacredness which was attached to the earthly sanctuary, Christians may learn how they should regard the place where the Lord meets with His people. There has been a great change, not for the better, but for the worse, in the habits and customs of the people in reference to religious worship. The precious, the sacred, things which connect us with God are fast losing their hold upon our minds and hearts, and are being brought down to the level of common things. The reverence which the people had anciently for the sanctuary where they met with God in sacred service has largely passed away. Nevertheless, God Himself gave the order of His service, exalting it high above everything of a temporal nature.



The house is the sanctuary for the family, and the closet or the grove the most retired place for individual worship; but the church is the sanctuary for the congregation. There should be rules in regard to the time, the place, and the manner of worshiping. Nothing that is sacred, nothing that pertains to the worship of God, should be treated with carelessness or indifference. In order that men may do their best work in showing forth the praises of God, their associations must be such as will keep the sacred distinct from the common, in their minds. Those who have broad ideas, noble thoughts and aspirations, are those who have associations that strengthen all thoughts of divine things. Happy are those who have a sanctuary, be it high or low, in the city or among the rugged mountain caves, in the lowly cabin or in the wilderness. If it is the best they can secure for the Master, He will hallow the place with His presence, and it will be holy unto the Lord of hosts.

When the worshipers enter the place of meeting, they should do so with decorum, passing quietly to their seats. If there is a stove in the room, it is not proper to crowd about it in an indolent, careless attitude. Common talking, whispering, and laughing should not be permitted in the house of worship, either before or after the service. Ardent, active piety should characterize the worshipers.

If some have to wait a few minutes before the meeting begins, let them maintain a true spirit of devotion by silent meditation, keeping the heart uplifted to God in prayer that the service may be of special benefit to their own hearts and lead to the conviction and conversion of other souls. They should remember that heavenly messengers are in the house. We all lose much sweet communion with God by our restlessness, by not encouraging moments of reflection and prayer. The spiritual condition needs to be often reviewed and the mind and heart drawn toward the Sun of Righteousness. If when the people come into the house of worship, they have genuine reverence for the Lord and bear in mind that they are in His presence, there will be a sweet eloquence in silence. The whispering and laughing and talking which might be without sin in a common business place should find no sanction in the house where God is worshiped. The mind should be prepared to hear the word of God, that it may have due weight and suitably impress the heart.

When the minister enters, it should be with dignified, solemn mien. He should bow down in silent prayer as soon as he steps into the pulpit, and earnestly ask help of God. What an impression this will make! There will be solemnity and awe upon the people. Their minister is communing with God; he is committing himself to God before he dares to stand before the people. Solemnity rests upon all, and angels of God are brought very near. Every one of the congregation, also, who fears God should with bowed head unite in silent prayer with him that God may grace the meeting with His presence and give power to His truth proclaimed from human lips. When the meeting is opened by prayer, every knee should bow in the presence of the Holy One, and every heart should ascend to God in silent devotion. The prayers of faithful worshipers will be heard, and the ministry of the word will prove effectual. The lifeless attitude of the worshipers in the house of God is one great reason why the ministry is not more productive of good. The melody of song, poured forth from many hearts in clear, distinct utterance, is one of God's instrumentalities in the work of saving souls. All the service should be conducted with solemnity and awe, as if in the visible presence of the Master of assemblies.

When the word is spoken, you should remember, brethren, that you are listening to the voice of God through His delegated servant. Listen attentively. Sleep not for one instant, because by this slumber you may lose the very words that you need most—the very words which, if heeded, would save your feet from straying into wrong paths. Satan and his angels are busy creating a paralyzed condition of the senses so that cautions, warnings, and reproofs shall not be heard; or if heard, that they shall not take effect upon the heart and reform the life. Sometimes a little child may so attract the attention of the hearers that the precious seed does not fall into good ground and bring forth fruit. Sometimes young men and women have so little reverence for the house and worship of God that they keep up a continual communication with each other during the sermon. Could these see the angels of God looking upon them and marking their doings, they would be filled with shame, with abhorrence of themselves. God wants attentive hearers. It was while men slept that Satan sowed his tares.

When the benediction is pronounced, all should still be quiet, as if fearful of losing the peace of Christ. Let all pass out without jostling or loud talking, feeling that they are in the presence of God, that His eye is resting upon them, and that they must act as in His visible presence. Let there be no stopping in the aisles to visit or gossip, thus blocking them up so that others cannot pass out. The precincts of the church should be invested with a sacred reverence. It should not be made a place to meet old friends and visit and introduce common thoughts and worldly business transactions. These should be left outside the church. God and angels have been dishonored by the careless, noisy laughing and shuffling of feet heard in some places.

Parents, elevate the standard of Christianity in the minds of your children; help them to weave Jesus into their experience; teach them to have the highest reverence for the house of God and to understand that when they enter the Lord's house it should be with hearts that are softened and subdued by such thoughts as these: "God is here; this is His house. I must have pure thoughts and the holiest motives. I must have no pride, envy, jealousy, evil surmising, hatred, or deception in my heart, for I am coming into the presence of the holy God. This is the place where God meets with and blesses His people. The high and holy One who inhabiteth eternity looks upon me, searches my heart, and reads the most secret thoughts and acts of my life."

Brethren, will you not devote a little thought to this subject and notice how you conduct yourselves in the house of God and what efforts you are making by precept and example to cultivate reverence in your children? You roll vast responsibilities upon the preacher and hold him accountable for the souls of your children; but you do not sense your own responsibility as parents and as instructors

and, like Abraham, command your household after you, that they may keep the statutes of the Lord. Your sons and daughters are corrupted by your own example and lax precepts; and, notwithstanding this lack of domestic training, you expect the minister to counteract your daily work and accomplish the wonderful achievement of training their hearts and lives to virtue and piety. After the minister has done all he can do for the church by faithful, affectionate admonition, patient discipline, and fervent prayer to reclaim and save the soul, yet is not successful, the fathers and mothers often blame him because their children are not converted, when it may be because of their own neglect. The burden rests with the parents; and will they take up the work that God has entrusted to them, and with fidelity perform it? Will they move onward and upward, working in a humble, patient, persevering way to reach the exalted standard themselves and to bring their children up with them? No wonder our churches are feeble and do not have that deep, earnest piety in their borders that they should have. Our present habits and customs, which dishonor God and bring the sacred and heavenly down to the level of the common, are against us. We have a sacred, testing, sanctifying truth; and if our habits and practices are not in accordance with the truth, we are sinners against great light, and are proportionately guilty. It will be far more tolerable for the heathen in the day of God's retributive justice than for us.

A much greater work might be done than we are now doing in reflecting the light of truth. God expects us to bear much fruit. He expects greater zeal and faithfulness, more affectionate and earnest efforts, by the individual members of the church for their neighbors and for those who are out of Christ. Parents must begin their work on a high plane of action. All who name the name of Christ must put on the whole armor and entreat, warn, and seek to win souls from sin. Lead all you can to listen to the truth in the house of God. We must do much more than we are doing to snatch souls from the burning.

It is too true that reverence for the house of God has become almost extinct. Sacred things and places are not discerned; the holy and exalted are not appreciated. Is there not a cause for the want of fervent piety in our families? Is it not because the high standard of religion is left to trail in the dust? God gave rules of order, perfect and exact, to His ancient people. Has His character changed? Is He not the great and mighty God who rules in the heaven of heavens? Would it not be well for us often to read the directions given by God Himself to the Hebrews, that we who have the light of the glorious truth shining upon us may imitate their reverence for the house of God? We have abundant reason to maintain a fervent, devoted spirit in the worship of God. We have reason even to be more thoughtful and reverential in our worship than had the Jews. But an enemy has been at work to destroy our faith in the sacredness of Christian worship.

The place dedicated to God should not be a room where worldly business is transacted. If the children assemble to worship God in a room that is used during the week for a school or a storeroom, they will be more than human if, mingled with their devotional thoughts, they do not also have thoughts of their studies or of things that have happened during the week. The education and training of the youth should be of a character that would exalt sacred things and encourage pure devotion for God in His house. Many who profess to be children of the heavenly King have no true appreciation of the sacredness of eternal things. Nearly all need to be taught how to conduct themselves in the house of God. Parents should not only teach, but command, their children to enter the sanctuary with sobriety and reverence.

The moral taste of the worshipers in God's holy sanctuary must be elevated, refined, sanctified. This matter has been sadly neglected. Its importance has been overlooked, and as the result, disorder and irreverence have become prevalent, and God has been dishonored. When the leaders in the church, ministers and people, father and mothers, have not had elevated views of this matter, what could be expected of the inexperienced children? They are too often found in groups, away from the parents, who should have charge of them. Notwithstanding they are in the presence of God, and His eye is looking upon them, they are light and trifling, they whisper and laugh, are careless, irreverent, and inattentive. They are seldom instructed that the minister is God's ambassador, that the message he brings is one of God's appointed agencies in the salvation of souls, and that to all who have the privilege brought within their reach it will be a savor of life unto life or of death unto death.

The delicate and susceptible minds of the youth obtain their estimate of the labors of God's servants by the way their parents treat the matter. Many heads of families make the service a subject of criticism at home, approving a few things and condemning others. Thus the message of God to men is criticized and questioned, and made a subject of levity. What impressions are thus made upon the young by these careless, irreverent remarks the books of heaven alone will reveal. The children see and understand these things very much quicker than parents are apt to think. Their moral senses receive a wrong bias that time will never fully change. The parents mourn over the hardness of heart in their children and the difficulty in arousing their moral sensibility to answer to the claims of God. But the books of heavenly record trace with unerring pen the true cause. The parents were unconverted. They were not in harmony with heaven or with heaven's work. Their low, common ideas of the sacredness of the ministry and of the sanctuary of God were woven into the education of their children. It is a question whether anyone who has for years been under this blighting influence of home instruction will ever have a sensitive reverence and high regard for God's ministry and the agencies He has appointed for the salvation of souls. These things should be spoken of with reverence, with propriety of language, and with fine susceptibility, that you may reveal to all you associate with that you regard the message from God's servants as a message to you from God Himself.

Parents, be careful what example and what ideas you give your children. Their minds are plastic, and impressions are easily made. In regard to the service of the sanctuary, if the speaker has a blemish, be afraid to mention it. Talk only of the good work he is doing, of



the good ideas he presented, which you should heed as coming through God's agent. It may be readily seen why children are so little impressed with the ministry of the word and why they have so little reverence for the house of God. Their education has been defective in this respect. Their parents need daily communion with God. Their own ideas need to be refined and ennobled; their lips need to be touched with a live coal from off the altar; then their habits, their practices at home, will make a good impression on the minds and characters of their children. The standard of religion will be greatly elevated. Such parents will do a great work for God. They will have less earthliness, less sensuality, and more refinement and fidelity at home. Life will be invested with a solemnity of which they have scarcely conceived. Nothing will be made common that pertains to the service and worship of God.

I am often pained as I enter the house where God is worshiped, to see the untidy dress of both men and women. If the heart and character were indicated by the outward apparel, then certainly nothing could be heavenly about them. They have no true idea of the order, the neatness, and the refined deportment that God requires of all who come into His presence to worship Him. What impressions do these things give to unbelievers and to the youth, who are keen to discern and to draw their conclusions?

In the minds of many there are no more sacred thoughts connected with the house of God than with the most common place. Some will enter the place of worship with their hats on, in soiled, dirty clothes. Such do not realize that they are to meet with God and holy angels. There should be a radical change in this matter all through our churches. Ministers themselves need to elevate their ideas, to have finer susceptibilities in regard to it. It is a feature of the work that has been sadly neglected. Because of the irreverence in attitude, dress, and deportment, and lack of a worshipful frame of mind, God has often turned His face away from those assembled for His worship.

All should be taught to be neat, clean, and orderly in their dress, but not to indulge in that external adorning which is wholly inappropriate for the sanctuary. There should be no display of the apparel; for this encourages irreverence. The attention of the people is often called to this or that fine article of dress, and thus thoughts are intruded that should have no place in the hearts of the worshipers. God is to be the subject of thought, the object of worship; and anything that attracts the mind from the solemn, sacred service is an offense to Him. The parading of bows and ribbons, ruffles and feathers, and gold and silver ornaments is a species of idolatry and is wholly inappropriate for the sacred service of God, where the eye of every worshiper should be single to His glory. All matters of dress should be strictly guarded, following closely the Bible rule. Fashion has been the goddess who has ruled the outside world, and she often insinuates herself into the church. The church should make the word of God her standard, and parents should think intelligently upon this subject. When they see their children inclined to follow worldly fashions, they should, like Abraham, resolutely command their households after them. Instead of uniting them with the world, connect them with God. Let none dishonor God's sanctuary by their showy apparel. God and angels are there. The Holy One of Israel has spoken through His apostle: "Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price."

When a church has been raised up and left uninstructed on these points, the minister has neglected his duty and will have to give an account to God for the impressions he allowed to prevail. Unless correct ideas of true worship and true reverence are impressed upon the people, there will be a growing tendency to place the sacred and eternal on a level with common things, and those professing the truth will be an offense to God and a disgrace to religion. They can never, with their uncultivated ideas, appreciate a pure and holy heaven, and be prepared to join with the worshipers in the heavenly courts above, where all is purity and perfection, where every being has perfect reverence for God and His holiness.

Paul describes the work of God's ambassadors as that by which every man shall be presented perfect in Christ Jesus. Those who embrace the truth of heavenly origin should be refined, ennobled, sanctified through it. It will require much painstaking effort to reach God's standard of true manhood. The irregular stones hewed from the quarry must be chiseled, their rough sides must be polished. This is an age famous for surface work, for easy methods, for boasted holiness aside from the standard of character that God has erected. All short routes, all cutoff tracks, all teaching which fails to exalt the law of God as the standard of religious character, is spurious. Perfection of character is a lifelong work, unattainable by those who are not willing to strive for it in God's appointed way, by slow and toilsome steps. We cannot afford to make any mistake in this matter, but we want day by day to be growing up into Christ, our living Head.

Music Standards

The Music committee determines music standards. Students are not to have CD's of any kind in their possession. Dorm music is approved through the music committee and is held in the possession of the dean. Students are to listen only to approved music on trips in the vans or the bus. Students are not to have in their possession CD players, MP3 players or any music on their computers.

Music played and performed on the campus of **Heritage Academy** shall meet the following guidelines.



- The music is not to be rhythm dominated. Melody, harmony and rhythm are to be in proper balance.
- The lyrics should be consistent with Christian principles and Adventist doctrine.
- There should not be a dominant syncopated beat.
- There should not be a repetitious melody such as employed in New Age music.
- Students singing in the school bus or school vans are not to sing secular music.

Dietary Standards

Not only the church but the individual Christian is a temple for the indwelling of the Holy Spirit: “Do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own?” (1Cor. 6:19)

Christians practice good health habits to protect the command center of their body temples, the mind, the dwelling place of the Spirit of Christ. For this reason, Heritage Academy stresses the importance of proper health habits.

Grains, fruits, nuts, and vegetables constitute the diet chosen for us by our Creator. These foods, prepared in as simple and natural a manner as possible are the most healthful and nourishing. They impart a strength, a power and endurance, and a vigor of intellect, that are not afforded by a more complex and stimulating diet. Ministry of Healing p. 236

“In the study of hygiene, students should be taught the nutrient value of different foods. The effect of a concentrated and stimulating diet, also of foods deficient in the elements of nutrition, should be made plain. Tea and coffee, fine-flour breads, pickles...candies, condiments, and pastries fail of supplying proper nutriment. Many a student has broken down as a result of using such foods. Many a puny child, incapable of vigorous effort of mind or body, is the victim of an impoverished diet. Grains, fruits, nuts, and vegetables, in proper combination, contain all the elements of nutrition; and when properly prepared, they constitute the diet that best promotes both physical and mental strength.” Education pp. 204, 205

In order to educate toward proper health habits we encourage our students to:

- Eat at proper times (Eccl. 10:7, Ed. 206). Three meals a day are served at regular times. Generally, students should eat at meal times, however, students with special dietary needs will be accommodated.
- Avoid “junk food”. (Junk food is any food that is heavy in fat and sugar i.e. candy, ice cream, soda pop).
- Dine in the cafeteria or where meals are served.

We encourage parents who desire to send food from home to send nutritious foods. Flesh foods, meat-flavored foods (ramen noodles, etc.), coffee, tea and caffeinated drinks are not served in the cafeteria and are not permitted to be brought into the dormitory.

Student Services

Guidance Services

To be able to meet the physical, spiritual and mental needs of our students, **Heritage Academy** recognizes the necessity of having various personnel designed to guide each one.

- Should a student need direction regarding their academic standing or class work, the registrar is available in the school office.
- The role of a **dean** is designed to counsel the student in the areas of dormitory life and are available for such a need on a daily basis.
- The **Principal** has an open-door policy should any student have a concern regarding any aspect of their program and invites student and parent input.

Health Services

A **registered nurse** is available to assist students who are injured or who become ill while at school. Routine medical examinations should be scheduled while the student is at home if possible. In case of an emergency, notify the dean or whatever staff member is in charge of the activity where you are. In order to take advantage of the school's



insurance plan, when you are injured you must report as quickly as possible to the school nurse or the dean so that proper procedures and paperwork can be done at the time of the incident. (An incident report must be filled out within 24 hours of the incident)

All students must have on file in the office a **Consent for Treatment** form signed by the parent or guardian.

Medical Care

Heritage Academy utilizes **Cookeville Regional Medical Center** as it's medical facility. Their policy is to bill the parents for any services rendered for injury or illness not covered by school insurance. Parents, in turn, can then submit claims to their health insurance company. If parents belong to a health maintenance organization or have a strong preference for a specific physician, please notify the nurse at the time of registration. The school accident insurance is secondary to the health plan the parents may have.

Parents must notify the deans and school nurse of all prescription medications necessary for the student. All medications must be given to the dean or school nurse for proper dissemination. All over-the-counter medications should be kept by the dean where the student may be given access to the medication as needed.

Student Grievance Policy

The success of the school depends to a great extent upon the fullest cooperation between parents and teachers. Sometimes students complain to their parents concerning school matters in which they feel they have been wronged. Parents are asked to notify the administration in matters of this kind and to withhold judgment until proper investigation can be made.

Please use the following Complaint Procedure:

1. Complainant is to meet with the teacher/staff member alone or as a family to deal with the issue/complaint. Under no circumstance is the issue/complaint to be discussed with any other party.
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal for the purpose of securing assistance in finding resolution. A meeting among the three parties (principal, complainant and teacher/staff member) is to be held with the principal chairing the meeting. The principal is to keep minutes of the meeting including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties prior to the completion of the meeting. Should the grievance involve the school principal, the school board chairman would serve as the facilitator and keep minutes.
3. At each instance in which a complaint is registered, the teacher/staff member should have the right to address the complaint directly. If the complaint remains unresolved then the complaint will be referred to the **Executive Committee** of the Institution.
4. If, after the aforementioned steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the **Board of Trustees**. In order to insure fairness, the teacher/staff member is to be present at this meeting. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the Board's decision.

Student Offices

1. Candidates for any school office must be approved by the administrative committee on the basis of GPA, citizenship, attendance and Christian lifestyle.
2. To qualify for a major office (Student Association officers, class president and vice president and club officers) a student must meet the following requirements:
 - a. Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Heritage Academy.
 - b. Have attended Heritage Academy for nine weeks prior to elections.
 - c. Have a 2.5 GPA or above for the preceding nine weeks.
 - d. Have an attendance grade of "C" or above for the preceding nine weeks.



- e. Have a satisfactory citizenship record for the preceding nine weeks. (Anyone who has received discipline is not eligible to hold office)
 - f. Hold no other major or more than one minor office.
3. Once elected the student must maintain all of the above requirements.
4. To qualify for a minor office (Pastor, treasurer, secretary, Sergeant-at-arms, etc.) a student must meet the same requirements as above but need to maintain a 2.00 GPA.

Each class will also elect officers. Class offices are: president, vice president, secretary, treasurer, pastor.

Extra-curricular activities are an integral and indispensable part of a student's life and aid in the development of the total individual. These activities, however, must not take the place of study or vocational training and since one's time is limited, students are urged to choose their activities wisely. Participation in extra-curricular activities assists in developing leadership, talent, personality, and genuine Christian friendships. If students are to be involved in activities during study hall, sponsors must arrange in advance for such involvement through the **Deans' and Principal's Committee**.

Organizations

Student Association:

The **Student Association** (SA) represents all the students of **Heritage Academy**. The President of the SA represents the students on the **Education Committee** of the school. In addition to the SA program, all student leaders (Officers of the SA and Dormitory Clubs) meet as a **Student Advisory Committee** with the administration of the school once a semester. The **Student Association's** purpose is the fostering of positive school activities, promoting harmonious relationships between students and faculty, and developing leadership among the students of the school. The SA sponsors a number of annual activities throughout the year, which include a vespers program once a semester, Fall Festival and a banquet. These activities are all under the guidance of the **Activities Director**.

Dorm Clubs:

The boys and girls clubs meet for the purpose of promoting friendliness, culture, spiritual development, social enrichment and entertainment. Every dorm student is a member of his or her respective club. All club funds must be withdrawn by the respective dormitory dean.

Classes:

Freshmen, sophomore, junior and senior classes are organized during the school year. These classes meet periodically to plan various activities and projects, and to conduct class business. All students join their respective classes, pay dues as indicated and participate in class activities. A sponsor's signature is required for any expenditure of class funds.

Music:

Membership in music ensembles is by audition based on skill, experience, and potential. Students belonging to these organizations will tour and must maintain at least a 2.0 GPA and satisfactory attendance records. Students under discipline are prohibited from touring and may be dropped from the class.



General Information

Lockers

Each student is assigned a locker. Lockers are not to be defaced with permanent stickers, ink or other materials of this type. Students are to use their locker for textbooks and other learning materials and not for food items or clothing or other inappropriate items. **Heritage Academy** reserves the right to search a student's locker, dormitory room or other storage space with or without his presence.

The student is responsible for all property kept in their locker, dormitory rooms or any storage space. Students are expected to take good care of their assigned lockers. No pictures or decorations are allowed on the outside of lockers. All interior decorations must be in harmony with the school's educational philosophy and Christian principles.

Lockers are to be closed and locked when unattended. Students are not to leave items on top or beneath their lockers. Such items will be removed and placed in the lost and found. Unclaimed items will be donated to charity.

Hall Decorum

During classes, the halls are to be quiet and free from student traffic. Students leaving class to go to the restroom, office or library should have permission from their teacher. Students on the vocational program are not to enter the hallway.

Classrooms

- Students are to arrive on time prepared with textbooks, a notebook and other class materials.
- Students sit as directed by their teacher. Students are expected to be in their seats when the tardy bell rings.
- Students are not to be in a classroom without a supervisor.
- Food and drinks are not permitted in the classroom. The only exception to this is a water bottle.

Cafeteria Rules

- **Health department regulations** require that the exterior cafeteria doors be used only during meal times. Staff and students are to use the gym doors or the office doors outside of meal times.
- **Health department regulations** require that no one but authorized personnel are permitted in the kitchen. Please do not go behind the counter unless on duty.
- For Sabbath meals, students must be in dress code to enter the cafeteria.
- When finished eating, students will deposit their trays and dishes in the clean- up area.
- Consideration for others should be evident by keeping noise, talking, and laughter to a 'table-level'.
- Food, dishes, silverware, etc. are not to be removed from the cafeteria.
- All students should be in the cafeteria only during authorized times.

Study Hall

- Students are to be quiet. No talking in study hall except with permission from the supervisor and then only in a low voice or whisper.
- Students are allowed to check email for no longer than fifteen minutes each day.
- No food or drinks are ever permitted in the study hall.

Library

- Students are to be quiet. No talking in the library except with permission from the supervisor and then only in a low voice or whisper.



- No library books are to leave the library without first being checked out.
- Reference materials are not to be removed from the library.
- No writing in or disfiguring of library books, magazines or furniture. A fine of \$25 will be assessed per incident plus replacement cost of the book.
- Students are not to be in the library without a supervisor.

Magazines and Books

Philippians 4:8 Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

Our purpose is to restore the mind of Christ in each student. What we put into our minds should be chosen with care. Literature which does not meet the Biblical standards of our school and church is prohibited. Specific examples include but are not limited to: novels, comic books, and works of fiction. Non-fiction materials should also uphold the Biblical standard.

Gymnasium Rules

- Students participating in recreational activities must wear athletic shoes.
- Students may be in the gym only in the presence of a supervising staff member.
- Students are expected to display good sportsmanship during games.
- Inappropriate behavior may result in the loss of recreation privileges.

Bus and Van Rules

- Students are not to move around in the bus or van while it is moving.
- Noise level must remain at a minimum as to not distract the driver.
- Students are not to have any part of themselves or their possessions hanging out of the windows of the bus or van.
- The driver is in authority any time the bus or van is being used and must be obeyed immediately. Failure to comply will result in disciplinary action.
- The driver has the authority to assign seats if they deem it necessary for any bus or van trip.
- Students may not climb/ lean over or under seats in the van or bus.
- The students are not allowed to throw objects on the bus or van or out of the windows at any time.
- Students may have drinks with screw top containers only.
- Wilful misbehavior on the bus or van will result in the withdrawal of the privilege of riding the bus or van and can result in the exclusion from many student activities.
- **Vans:** Girls ride in front; Boys ride in the back.
- **Bus Daytime:** Girls sit on the left; Boys sit on the right.
- **Bus Night:** Girls ride in front; Boys ride in the back (This arrangement can be changed by the chaperones at their discretion).

Lost and Found

The Lost and Found is located in the gym. Articles deposited in the Lost and Found will be donated to charity or discarded after a reasonable period of time.

Vehicles

Students are permitted to bring a vehicle to school for the purpose of transportation to and from home. The car must be parked next to the school office and any keys and the license tags must be turned into the school office upon arrival. Parents must sign a liability form releasing the school from any responsibility relating to the student and the vehicle. Students may not drive personal vehicles on campus unless accompanied by a parent (except to park it until leaving for home). Absolutely no transporting of students on campus at any time unless satisfactory arrangements have been made with the school administration in advance. Students are not permitted to drive school vehicles on campus without the approval of the **Administrative Committee**.



Safety Drills

Fire drills are held on a monthly basis. All students are expected to exit the building in an orderly fashion. The first student to exit should hold the door open for others until the last person has passed. The door should then be closed. Students are to proceed at least 60 feet from the building and remain there until the signal is given to return. Students should acquaint themselves with the posted exit route in the various buildings.

Tornado drills are conducted every other month. The signal for a tornado emergency is a continuously sounding class bell. Students are to assemble in the video production room and stay with their assigned teacher.

Lock-down drills are also conducted periodically. Lock-down is a safety procedure used when there is eminent danger.

Photography

Parents and students should understand that photographs of students will be used in the yearbook as well as in promotional materials.

Guests

Heritage Academy is happy to have parents and friends visit the campus. Friends who visit students at the school are expected to honor the same social behavior governing the relationships of **Heritage Academy** students, including seating arrangements for religious services. Students desiring to share their room with guests must obtain prior permission from the dean. Guests are expected to make satisfactory arrangements with the dean regarding plans, which would interfere with regular assigned vocational training or study of any student. Overnight or weekend guests are required to check in with the dean upon arrival. Those visiting during the day are required to check in with the principal's secretary and sign the visitor's log. Parents are always welcome to come and visit; however, they are requested to confine their visits, if possible, to hours when students are not engaged in classes, vocational training or study periods. Family members over the age of 12, other than parents, are not permitted to visit a member of the opposite sex in their residence. Friends of the opposite sex may not visit in a student's room unless accompanied by a parent and with the resident dean's permission. Any guest visiting must be 18 years old or accompanied by an adult.

Necessities

Since students will be living at **Heritage Academy** for a period of nine months, they will want to make their rooms as comfortable and attractive as possible. The essential furnishings for each student should include bed linens, comforter, towels, alarm clock, study lamp, waste basket, umbrella, rain coat, heavy winter school/church coat, warm winter clothes for outdoor use, durable work boots, toiletries and clothes detergent. Books such as the following are helpful for reference work: A good study Bible, *Conflict of the Ages Series* and a dictionary.

Contraband

The following items are not to be brought on campus: radios (including shortwave sets), televisions, CD players, CD's, iPods, MP3 players, hand-held computers or PDA's, tape recorders, walkie-talkies, walk-mans, toasters, hot plates, microwave oven, popcorn popper, wax melters, electric heaters, coffee makers, rice cookers or any other electrical appliance which would be a potential fire hazard. Irons are not permitted unless they have an automatic shut off. Firearms, B-B guns, sling-shots, firecrackers, numchuks, knives more than three inches long, metal stars, oil lamps, incense, matches, cigarette lighters, any harmful substance or paraphernalia (tobacco, alcohol, drugs, etc.), playing cards, gambling devices, questionable games, questionable reading materials (including comic books, science fiction, romance novels, etc.), questionable posters etc., are not permitted. When any of these items are confiscated they will not be returned to the student. Students are not to bring snowmobiles, motorcycles, motorbikes, ripsticks, or skateboards to the school.



Dormitory Life

Responsibility and self-control are developed as a result of life in a dormitory. Students learn to cooperate with a variety of personalities and temperaments. Students should keep in mind the principle of putting others first.

Students are expected to live in the dormitories. Students who wish to live in staff homes of relatives must obtain permission from the executive committee.

Male students are not allowed in the girl's dorm nor are female students allowed in the boy's dorm at any time, including the period before school officially opens, during vacations, or after school closes at the end of the year without permission from the dean. Doing so may lead to dismissal.

Dorm Lobby

The dorm lobby is a formal environment. It is used for worships and meeting with parents and family. Students are to be appropriately attired when in the lobby.

Visitors

Parents and visitors must check in with the dean before entering the students' rooms. Both parents may visit their son/daughter's room. However other family members over the age of twelve are not permitted to visit the opposite gender in their dorm rooms. Young men are not permitted to visit the girls' dorm. Young ladies are not permitted to visit the boy's dorm.

Rooms

Roommates

Deans are responsible for assignment of roommates. Deans rotate roommates and room assignments through the course of the school year. The deans reserve the right to change roommates if they deem it necessary for the good of all concerned. Students are to sleep in the room assigned to them by the Dean. Room changes are permissible only with the Dean's approval. Deans are autonomous in the assignment of rooms and roommates.

Dormitory Rooms

Dormitory rooms are to be kept in an order that represents the life of a Christian. Order is the first law of heaven. Decorations are to be consistent with the philosophy of **Heritage Academy** and with Christian principles. Decorations should not reflect the beliefs or ideals of the world. No nails or other objects are to be driven into the wall without the dean's permission.

Students are directly responsible for any damage they do to school property, including their rooms. Parents will be billed for costs to cover damages. Students will also be responsible for damage to other students' property. Rooms must be left in the same condition in which they were found upon your arrival at school or a cleaning fee will be charged.

Dormitory rooms are to reflect Christian standards. No posters promoting alcohol or tobacco. No bizarre, lewd, or suggestive pictures. Nothing is to be hung on the outside of dorm room doors. Hooks with adhesive (or anything with adhesive) are not permitted on walls, cabinets, desks, or doors. Bumper stickers are not permitted on doors, walls, mirrors, windows or furniture. Nothing may be suspended from the ceiling, including flags, Christmas lights, posters, sheets, etc. Nothing may be displayed on or covering windows, including flags.

Students are not permitted to cook food in their rooms. Hot plates, microwaves, coffee makers and other appliances constitute a fire hazard, and are not allowed in students' rooms.



Room Grades

Student rooms will be graded on a daily basis. Rooms are to be maintained in a neat and orderly fashion at all times. Students are not to keep food in their rooms. Food kept in student rooms must be kept in an air-tight container.

The following items are graded in the room check:

- Beds are to be neatly made.
- The carpet is to be vacuumed.
- Drawers and closet doors are to be shut.
- Lights are to be off when no one is present.
- Furniture is to be dusted.
- The wastebasket is to be emptied when needed.
- Mirrors and windows are to be kept clean.
- Clean clothes are to be put away. Dirty clothes are to be kept in a hamper.
- The dressers are to be kept neat.
- Rooms are to be properly ventilated.

Lights Out

The designated time for 'lights out' in the dorms is at 9:30 P.M. Upperclassmen may study with a small light until 10:00 P.M. with permission from the dean.

Sleeping Arrangements

Each student is assigned a room and a bed. Students are expected to sleep in their assigned beds. Students are not to sleep in other rooms, in other students' beds, or with other students. Such arrangements are expressly forbidden.

When students participate in events such as camping or purity weekend, every individual must always have their own bed, sleeping bag, or hammock (unless in a motel room with Queen bed on a school trip and then two maximum in the bed.) Consequences - 1st offense: they miss sleepovers for four weeks in their room or in someone else's room, 2nd offense: parent conference with this committee, 3rd offense: suspension, 4th offense: possible expulsion.

Illness

Students who awake feeling sick will be seen by the school nurse. The school nurse will evaluate the student's condition. The school nurse will make a sick list which will be kept in the registrar's office.

Students on the sick list are not to participate in class or any activities and must remain in their rooms until their names are removed from the sick list.

Laundry

Washers and dryers are provided for student use in the dormitory.

Mail

Students who receive packages in the mail are to open them in the presence of the dean and display the contents. Students are not to receive packages that are not in compliance with **Heritage Academy** standards. The dean will confiscate such contraband.

Phones

Telephones

Telephones are provided in the dormitory. The use of the dormitory phone is limited to fifteen-minute intervals. Students are not to be on the phone after 9:30 PM.



Cell Phones

Parents of students with cell phones must complete the cell phone form.

Acceptable cell phones are those that are limited to use as a phone only. Student cell phones are not to have features such as computer apps, the ability to play music or display videos. Cell phones are not to have features such as Internet access, or a data plan. Students should not be able to store data on their cell phones. Cell phone use must be limited to phone calls.

Heritage Academy has made the following provisions for the use of cell phones so that parents may have easy access to their children who are away at school. It is necessary that the student comply with the conditions listed below. Should the student fail to comply with these conditions, **Heritage Academy** reserves the right to confiscate the cell phone.

If you desire for your child to be able to use a cell phone at **Heritage Academy**, this form must be completed and returned to the registrar's office. The completion of this form is necessary for the student to use a cell phone at **Heritage Academy**.

Only a limited type of cellular phone is allowed for student use at **Heritage Academy**. The phone will not have a SIM card. The phone will not have a removable memory card. The phone will not be a 'smart' phone.

Students are required to give the password to the dean. Students may expect that the dean will check the phone for inappropriate content or usage. The use of cell phones will be limited to the after-school hours. On weekdays, the student will be able to obtain their cell phone from the dean at supper, 6:00 PM. The student must return their cell phone to the dean by 9:15 PM. On weekends, the student will be able to obtain their cell phone during the day but must return it to the dean by 9:15 PM.

Cell phones are not to be used during church services or other worship meetings. If a student's cell phone rings during these times, or is used, the phone will be confiscated. Cell phones are not to be used during study hall. Students are not to use the cell phone to call students of the opposite gender. Students must relinquish their cell phone upon demand. Students may lose their cell phone privilege if they have or use an unauthorized cell phone.

Video, music and games are prohibited. Sexting and cyber-bullying are prohibited. Students are not to lend their cell phone to any other student. If it is determined that a cell phone has been used inappropriately, the phone will be confiscated.

We will monitor each student's use of their cell phone as closely as possible. However, it is not possible for us to monitor every conversation nor the length of every phone call. If it is determined that the use of the cell phone is interfering with the student's ability to function as a student of Heritage Academy, the cell phone will be confiscated for a period of time determined by the dean.

Leaves

Students must obtain permission from the dean on duty when leaving campus and then sign a sign-out-sheet at the monitor's desk. Upon return the student must sign back in.

Any individual taking a student off campus must be at least twenty-four years of age and have written notarized permission from the parents or guardian to transport the student.

Home Leaves

Parents must complete leave forms that are found on the school web site. This allows the deans to arrange for transportation needs and dorm coverage.

Home leaves are listed on the school calendar and parents should plan accordingly. Home leaves begin at 2:00 pm on Tuesday or Thursday and flights are not to leave any earlier than 5:30 pm from any airport. Students returning from home leave by plane need to arrive at the airport no later than 6:00 pm. Home leaves end at 9:00 PM Sunday. Should an emergency arise that delays a students' arrival, parents must notify the dean as soon as possible.



If a student desires to go to the home of another student during a home leave, the host parents must send a written invitation to the dean requesting permission for the student to visit their home. The student's parents must send permission for the student to visit the host parent's home in the form of a date specific notarized letter. These documents along with a leave slip are then submitted to the Deans' and Principal's committee. **Heritage Academy** reserves the right to deny leave requests based on discipline and/or other factors as deemed in the best interest of the students involved.

Appointments

Routine medical and dental appointments should be scheduled during home leaves. A fee will be charged when it is necessary to transport students to non-emergency appointments. (See Financial Section)

Town Trips

Upon the dean's discretion, students may go to town with a staff member. These arrangements must be made in advance and must not be on a school night. Town trips are not permitted to students on academic probation.



School Associations

Heritage Academy is a Laymen's Foundation school. **Heritage Academy** is a member of the following organizations:

Adventist-Laymen's Services and Industries (ASI).

E.A. Sutherland Educational Association (EASEA).

Outpost Centers International (OCI)



School Structure

Members of the Board of Trustees

Chairman - Henry Farr

Mark Anderson
Miriam Bailey
Denise Bailey
Debbie Baker
Doug Baker
Lee Dimick
Frank Fournier

Daniel Graham
Warren Jenzen
Henry Farr
Joshua Haley
Faith Lyons
Louisa Manestar

Eddie McHenry
Junefel Nalzarro
Larry Owens
Wanda Sarr
Brian Traxler
Roger Wilmoth

Officers of the Corporation

President: Debbie Baker
Treasurer: Junefel Nalzarro
Secretary: Miriam Bailey

Staff Members

Miriam Bailey Business Dept., Teacher
Debbie Baker President, Teacher
Doug Baker Principal, Teacher
..... Teacher
..... Outdoor Education, Teacher
Del Dimick Retired Shop
Ellen Dimick Retired Nurse
Lee Dimick Maintenance
Nilda Granados Head Cook
Wendy Granados Outreach, Teacher
Josh Haley Boys' Dean, Disaster Response
Michael Harriss Outdoor Education, Teacher, Asst. Boys
Dean

Tricia Hicks Registrar, Teacher
Robert Hicks Music, Wood
..... Asst. Principal, Teacher,
..... Video Production, Teacher,
Mario Manzo Agriculture
Jovan Plavsic Gardens, Wood
Terezia Plavsic Gardens
Hannah Rayne Girls Dean, Teacher
Cameron Sanders Maintenance
Stephanie Sanders Vocational Coordinator
Charles Sarr Information Technology, Teacher



Committees

Administrative Committee

This committee's purpose is to administrate the daily workings of the institution, to act on new member applications and to answer to the **Board of Trustees** as to the implementation of the objectives of the school. The committee is composed of the **President** (chair), **Corporate officers** and the **division heads** and **Business Manager**.

Deans' and Principal's Committee

This committee's purpose is to make decisions for the school that pertain to the students and the school program, act on new student applications and is answerable to the **Administrative committee**. The committee is composed of the **Principal** (chair), **registrar**, **dean of girls** and **dean of boys**, **vocational director**, and **business manager**.

Education Committee

This committee's purpose is to make decisions regarding the education program which requires the input of the entire teaching staff, to act on student re-applications and is answerable to the Administrative committee. The committee is composed of the **Principal** (chair) and all **teaching staff**.

Discipline Committee

This committee's purpose is to make decisions regarding disciplinary action for students when the situation is beyond the scope of either the dormitory or the Dean's and Principal's committee. The committee is composed of the **Principal** (chair) and the **Deans**. Two other representative staff members may be asked to serve on this committee on a rotating basis.

Curriculum Committee

This committee's purpose is to make decisions regarding curriculum and course requirements for the school program and its students. The committee is composed of the **Principal** (chair), **Registrar**, and the various **Department Chairs**.



Directions

Heritage Academy is located at mile marker 9 on Highway 62 just east of Monterey, Tennessee. Directions provided by MapQuest.com, Inc.



From Knoxville

Take **I-40 West** for about 70 miles.

Take the US-127 exit- exit number **317**- toward Crossville/Jamestown.

Take the ramp toward Jamestown.

Turn slight right onto **US-127 N**. 6.7 miles.

Turn left onto Clear Creek Road/Keyes Road.

(There is a sign for a hunting lodge at the turn)

Continue to follow Clear Creek Road 2.6 miles

At the Y in the road, turn left onto Clear Creek Road /Elmore Road continue to follow Elmore Road 1.8 miles.

Turn left onto **TN-62**/ Clarkrange Highway. 1.3 miles

Turn right at the **Heritage Academy Sign** onto Heritage Farm Road.



From Nashville

Take I-40 East toward Knoxville. (90 miles)

Take the US-70N exit- exit number 301- toward Monterey /Jamestown.

Turn left onto US-70N/ Crossville Highway. 0.1 mile

Turn right onto East Stratton Avenue. (At the Burger King) 0.2 miles

Turn left onto Crossville Street. (at the stop sign) 0.3 mile

Turn right onto East Commercial Avenue / TN-62.

Continue to follow Highway 62 to mile marker 9.

Turn left at the **Heritage Academy** Sign onto Heritage Farm Road.

From Chattanooga

Take the US-27 N exit toward Dayton.

Turn onto TN-68/ Wassom Memorial Highway.

Continue to follow TN-68. 21.1 miles

TN-68 becomes US-127 N

Continue on 127 through Crossville and cross over I-40.

Continue on 127 to Clear Creek Road.

Turn LEFT onto Clear Creek Road / Keyes Road.

(There is a sign for a hunting lodge at the turn)

Continue to follow Clear Creek Road. 2.6 miles

At the Y in the road, turn left onto Clear Creek Road / Elmore Road continue to follow Elmore Road 1.8 miles.

Turn left onto **TN-62**/ Clarkrange Highway. 1.3 miles

Turn right at the **Heritage Academy** Sign onto Heritage Farm Road.



Index

Absences		
Excused.....	22	
Unexcused	22	
Academic Probation	20	
Acceleration Policy	21	
Accident policy	12	
Accreditation	7	
Adding a Class	18	
Administrative Committee	61	
Admission.....	8, 9	
Appointments	58	
Attendance.....	21	
Attire		
Church	44	
Recreation	44	
School	44	
Swimwear	44	
Vespers	44	
Vocational Training	44	
Book Deposit.....	11	
BUSINESS EDUCATION.....	24	
Cafeteria Rules	52	
Cell Phones.....	56	
Changes in rates	10	
Cheating	29	
Class Load	18	
Class Membership	21	
Classroom Rules.....	52	
College Preparatory Curriculum	18	
Committees		
Administrative	61	
Curriculum.....	61	
Deans' and Principal's	61	
Discipline.....	61	
Education	61	
Compatibility.....	8	
Computers	27	
Contraband	54	
Contractual Agreement	10	
Correspondence Courses	19	
Course Credit by Examination	19	
Course Descriptions	24	
Curriculum Committee.....	61	
Dating	42	
Deans' and Principal's Committee.....	61	
Developing Christlike Character	15	
Discipline Committee.....	61	
Discipline Definitions	34	
Discounts	12	
Dorm Lobby	55	
Dorm Rooms	55	
Dress Standards	43	
Dropping a Class	18	
Drug Testing	41	
Dual Enrollment Courses	19	
Education Committee.....	61	
Educational Philosophy	4	
ENGLISH	24	
Engrade	19	
Entrance Fee.....	11	
Exam Permits	12	
EXPULSION	34	
Fee		
Entrance	11	
Fees	11	
Transportation	11	
financial clearance	10	
Financial Policies	10	
FINE ARTS	24	
Fines	33	
Fire Drills	54	
FOREIGN LANGUAGE	25	
General High School Curriculum	18	
Grades		
Grade Scale.....	19	
Reports.....	19	
Grading Scales	19	
Graduation Expenses	12	
Grievance Policy	50	
Guests.....	54	
Guidance	49	
Gymnasium	53	
HEALTH.....	25	
Health Services	49	
History.....	4	
Home School Credits	19	
Illness	56	
Immunization	8	
Incidental Charges	13	
Incomplete.....	20	
Insurance	12	
Internet Use Policy	28	
Language	34	
Leaves	23, 57	
Library Rules	52	
Lights Out	56	
Lockers.....	52	
Loss of Credit.....	23	
Lost and Found	53	
Mail	56	
Make up	45	
Make-up Work	22	
MATHEMATICS	25	
Medical Care	50	
Members of the Board of Trustees.....	60	
Mission Statement.....	4	



Mission Trip	15	Health	49
Music	24	Health	49
Necessities	54	Medical CarE	50
Non-discrimination Policy	8	Seventh-Day Adventist Philosophy of Education	5
Objectives	7	Sexual Misconduct	34
Officers of the Corporation	60	Social Standards	42
Organizational Affiliations	4	SOCIAL STUDIES	26
Organizations	51	SPECIAL SERVICE	34
Outreach	15	Spiritual Campus	41
Personal Conduct	31	Staff Members	60
Phones	56	Standards	31
Photographs	54	Diet	49
Physical Space	43	Dress	43
Plagiarism	29	Hair	45
Point System	22	Music	48
Policies		Music	45
Financial	10	Student Bank	12
Principles of Respect	31	Student Offices	50
Record Confidentiality	21	Student Services	49
RELIGION	26	Study Hall	52
Restriction		Summer School	19
Dorm	34	Suspension	
General	34	Home	34
Social	34	In-School	34
Room Deposit	11	Tardies	22
Room Grades	56	Textbook Rental	12
Roommates	55	Town Trips	58
Rules		Transcripts & Diplomas	12
Bus and Van	53	Transportation Fees	11
Cafeteria	52	Tuition	11
Classroom	52	Uniforms	11
Gymnasium	53	Vacations	23
Hall	52	Vehicles	53
Library	52	Vision Statement	4
Study Hall	52	Visitors	55
Sabbath	42	Vocational Curriculum	18
Scholarships	13	Withdrawal	41
SCIENCE	26	Worship	15
Services		Worthy Student Scholarship	13
Guidance	49		