

HERITAGE CHRISTIAN SCHOOL

ACADEMY

Independent Study Program

PARENT & STUDENT PACKET

Guidelines • Chapel Exemption Form • Academy Contract

Academic Year

2026–2027

Student Name

Grade Level

Academic excellence • Biblical truth • Individualized discipleship

Welcome to the Academy

The Heritage Christian School Academy provides an individualized educational pathway for students whose needs are best served outside the traditional classroom while they remain Heritage students. Outside providers may deliver instruction, but Heritage Christian School remains the school of record and retains responsibility for academic oversight, curriculum approval, graduation requirements, transcript integrity, and the biblical character of the student's educational program.

A guiding principle

Every Academy student remains a Heritage student. Flexibility in delivery does not reduce Heritage's expectations for academic integrity, accountability, or Christian formation.

Packet Contents

Section	Included in this Packet
1	Academy Program Guidelines
2	Curriculum & Biblical Worldview Requirements
3	Academic Reporting, Attendance & Conferences
4	Chapel, Spiritual Life & Campus Expectations
5	Academic Integrity & Student Responsibility
6	Enrollment / Annual Renewal Checklist
7	Chapel Exemption Form
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1. Academy Program Guidelines

The Academy is a partnership among the student, parent/guardian, Heritage Christian School, and approved instructional providers. The Academy Coordinator serves as the primary Heritage contact for academic planning, course approval, progress monitoring, records, and graduation review.

Program Expectations

- Students must be properly enrolled with Heritage Christian School and complete all Academy enrollment and renewal requirements.
- All courses, providers, and curriculum changes require prior approval from the Academy Coordinator.
- Students are expected to make steady, documented progress in every enrolled course.
- Students and parents must communicate promptly when academic, attendance, technology, or provider concerns arise.
- Academy students remain subject to applicable Heritage Christian School academic, conduct, testing, graduation, and spiritual-life expectations.
- Official records and credits are awarded only after required documentation has been received and reviewed.

Heritage as School of Record

Heritage does not ordinarily serve as the primary instructional provider for Academy coursework. Families may use approved online schools, independent-study vendors, or educational institutions. Heritage nevertheless evaluates the educational plan, determines whether coursework applies toward Heritage requirements, maintains the student record, and determines credit toward graduation.

2. Curriculum & Biblical Worldview Requirements

Families may propose curriculum appropriate to the student's educational plan. Providers may include Christian online programs such as Sevenstar, approved secular online programs such as APEX, approved community-college coursework such as Moorpark College, or other providers approved by the Academy Coordinator.

Prior approval required

Do not enroll in, drop, substitute, or materially change an Academy course without approval from the Academy Coordinator. Approval protects the student's transcript and graduation plan.

Biblical Worldview Integration

Coursework completed through a non-Christian educational provider requires a Biblical Worldview Integration Paper or other Academy-approved integration assignment before Heritage credit is finalized. The purpose is not merely to add a Bible verse to secular coursework, but to demonstrate thoughtful evaluation of the subject through Scripture and the Christian worldview commitments of Heritage Christian School.

3. Academic Reporting, Attendance & Conferences

HomeschoolReporting.com (HSRO)

Academy families use HomeschoolReporting.com (HSRO) as the designated reporting system for Academy attendance, grades, progress, activity, and reports. Parents are responsible for keeping the student's information current and submitting required information by Academy deadlines.

Reporting Requirements

- Academic progress is reported six times during the school year.
- Each reporting period must include current grades for every course.
- Attendance must be complete and accurate for the reporting period.
- Progress/activity documentation must be sufficient to demonstrate continuing participation and course advancement.
- Provider reports, grade printouts, transcripts, or other documentation must be supplied when requested.
- Late, incomplete, or inconsistent reporting may require an Academy conference or corrective plan.

Parent / Student Conferences

Students and parents participate in three scheduled academic conferences during the school year. Conferences are used to review progress, course completion, graduation requirements, concerns, and next steps. Additional conferences may be scheduled when needed.

Attendance

Academy attendance reflects meaningful participation in the student's approved educational program. Parents must maintain accurate attendance records in HSRO. Attendance records should correspond reasonably with documented course activity and progress.

4. Chapel, Spiritual Life & Campus Expectations

Academy students remain connected to the spiritual life of Heritage Christian School. Students fulfill the Academy spiritual-participation expectation by attending Heritage chapel when scheduled or, when approved, through regular participation in a local church service or youth ministry.

- A student seeking to fulfill the requirement through a local church must submit the Chapel Exemption Form in this packet.
- The form requires affirmation and signature from a pastor, youth pastor, or church ministry leader.
- A chapel exemption is an alternate means of documenting spiritual participation; it is not an exemption from the spiritual expectations of Heritage Christian School.
- When Academy students attend Heritage campus events, meetings, testing, or chapel, they must follow applicable school conduct and dress/uniform standards.

5. Academic Integrity & Student Responsibility

Academic work submitted for Heritage credit must represent the student's own learning and effort. Parents may teach, coach, supervise, and encourage, but may not complete graded work for the student.

- Follow the academic-integrity rules of both Heritage Christian School and the instructional provider.
- Cite sources and acknowledge assistance when required.
- Use artificial-intelligence tools only when permitted by the course/provider and in a manner consistent with Heritage expectations.
- Complete tests, quizzes, papers, projects, and other assessments honestly.
- Protect account credentials and do not permit another person to complete work under the student's identity.
- Respond promptly to requests for verification of authorship, progress, or course activity.

Student authenticity

By signing the Academy Contract, the student affirms that work submitted for Heritage credit will be the student's own work except where collaboration or assistance is expressly authorized.

6. Enrollment / Annual Renewal Checklist

- ☐ Heritage enrollment / registration completed
- ☐ Academy educational plan reviewed with the Academy Coordinator
- ☐ Approved course and provider list on file
- ☐ HSRO reporting account established or updated
- ☐ Parent and Student Academy Contract signed
- ☐ Chapel Exemption Form submitted, if applicable
- ☐ Required provider enrollments completed
- ☐ Required digital accounts and access confirmed
- ☐ Applicable testing / graduation requirements reviewed
- ☐ Biblical Worldview Integration requirement identified for non-Christian coursework

7. Chapel Exemption Form

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Use this form when the student will fulfill the Academy spiritual-participation expectation through regular involvement in a local church service or youth ministry rather than Heritage chapel attendance.

Student Name	_____
Grade	_____
Church Name	_____
Pastor / Youth Leader	_____
Church Phone	_____
Church Email	_____

Church Leader Affirmation

I affirm that the student named above regularly participates in our church, youth ministry, or comparable weekly ministry and is known to our church leadership.

Church Leader Signature _____	Date _____
Printed Name _____	Title / Role _____
Parent Signature _____	Date _____

For Academy use

Approved: ☐ Yes ☐ No Academy Coordinator: _____ Date: _____

8. Academy Parent & Student Contract

2026–2027 ACADEMIC YEAR

This contract summarizes the responsibilities accepted by the parent/guardian and student as participants in the Heritage Christian School Academy. It should be signed after the family has reviewed this packet.

Student Information

Student Name _____	Grade _____
Parent / Guardian _____	Primary Email _____
Primary Phone _____	Approved Provider(s) _____

We understand and agree that:

- ☐ Heritage Christian School remains the school of record and has final authority regarding Academy course approval, credit, transcript application, and graduation requirements.
- ☐ All Academy courses and curriculum changes must receive prior approval from the Academy Coordinator.
- ☐ We will maintain accurate attendance, grades, progress, and activity information in HomeschoolReporting.com (HSRO) and submit required reports on time.
- ☐ We will participate in the Academy's scheduled academic conferences and respond to Heritage communications in a timely manner.
- ☐ We will provide provider reports, transcripts, course records, or other documentation requested to verify progress and credit.
- ☐ Coursework completed through a non-Christian provider will include the required Biblical Worldview Integration Paper or other approved integration assignment before Heritage credit is finalized.
- ☐ The student will fulfill the Academy spiritual-participation expectation through Heritage chapel or an approved local-church option documented by the Chapel Exemption Form.
- ☐ The student will follow applicable Heritage conduct, dress/uniform, testing, technology, and campus expectations when participating in school activities.
- ☐ All work submitted for Heritage credit will reflect the student's own work and will comply with Heritage and provider academic-integrity requirements.
- ☐ We will notify the Academy Coordinator promptly of significant academic concerns, provider changes, course withdrawals, or circumstances that may affect completion of the educational plan.
- ☐ Failure to maintain satisfactory progress, reporting, attendance documentation, academic integrity, or communication may result in an academic intervention plan and may affect continued participation in the Academy.

Acknowledgment & Signatures

By signing below, we acknowledge that we have received, read, and understand the Heritage Christian School Academy Parent & Student Packet and agree to fulfill the responsibilities described above.

Parent / Guardian Signature _____	Date _____
Student Signature _____	Date _____
Academy Coordinator _____	Date _____

Keep a copy

Families should retain a copy of the completed contract and Chapel Exemption Form for their records.

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