



Student Handbook

“Train up a child in the way he should go...” – Proverbs 22:6

Welcome to Heritage Christian Tutorial!

We are excited to partner with your family in providing Christ-centered, high-quality academic instruction in a supportive, nurturing environment. Heritage Christian Tutorial (HCT) exists to complement the home education of students by offering academic classes, fellowship, and discipleship with a biblical worldview.

Mission Statement

Heritage Christian Tutorial’s mission is to support Christian parents who are seeking an alternative to the traditional school model and value the autonomy and flexibility of homeschool. We do this by offering a supplemental structured classroom experience that aligns with a Biblical worldview.

Core Values

- **Christ-Centered Education**
- **Academic Integrity**
- **Respect for Authority and Peers**

- **Biblical Worldview**
 - **Service and Stewardship**
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Tutorial Schedule

- **Days of Operation:** Tuesdays & Thursdays
 - **Hours:** 8:15 am - 3:30 pm
 - **Location:** SAYSF Bible Church Campus, 46544 Rue Purchase Rd. Lexington Park, MD. 20653
 - **Class Changes & Calendar:** Refer to the HCT Academic Calendar posted online and distributed at orientation.
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Academic Expectations

- **Class Preparedness:** Students must arrive with necessary supplies, completed assignments, and ready to learn.
 - **Homework:** Assigned weekly and must be completed with integrity.
 - **Grading:** Tutors will provide grades and feedback to assist parents in maintaining a portfolio.
 - **Plagiarism:** Will not be tolerated. All work must be the student's own.
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Student Code of Conduct

We expect all students to:

- Show respect to tutors, parents, and fellow students.

- Dress modestly and appropriately.
 - Speak with kindness, avoiding gossip, profanity, or disrespect.
 - Act responsibly and maturely, honoring the tutorial as a shared space.
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Dress Code

Modesty and neatness are expected.

- Tops must cover the midriff and shoulders.
 - Shorts and skirts must reach at least mid-thigh.
 - No offensive graphics or messages on clothing.
 - Tutors or administrators may ask students to change if attire is deemed inappropriate.
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Technology Policy

- Cell phones must remain **off** during class hours.
 - Devices should only be used for academic purposes when permitted by the tutor.
 - HCT is not responsible for lost, stolen, or damaged personal electronics.
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Spiritual Life

- Each day begins with **prayer and/or devotion**.
- Students are encouraged to participate in scripture memory, worship opportunities, and service projects.

- Christ is at the center of all subjects taught.
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Parent Involvement

- Parents are the primary educators.
 - Weekly communication from tutors keeps parents informed.
 - At least one parent must attend the **mandatory orientation** each year.
 - Volunteer opportunities are available and encouraged.
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Discipline Policy

- 1st Offense: Verbal warning
 - 2nd Offense: Parent notification
 - 3rd Offense: Parent conference and possible suspension
 - HCT reserves the right to dismiss a student for repeated or serious misconduct.
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Health & Safety

- Sick students must stay home until symptom-free for 24 hours.
 - Emergency contact info must be kept up-to-date.
 - Fire drills and basic safety procedures will be practiced periodically.
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Fees & Tuition

- Tuition is paid to Heritage Christian Tutorial via cash, check or paypal and is NONREFUNDABLE.
 - Fees are due by June 1st.
 - Missed classes due to illness or absence are not refunded unless otherwise noted.
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Communication

- Updates sent via email and/or messaging platforms (e.g., Google Classroom).
 - Parents and students should check messages regularly for class updates or announcements.
 - Questions or concerns? Contact your tutor or the tutorial director directly.
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Closing Words

We are honored to walk alongside your family in this educational journey. We believe that every student is uniquely created by God with gifts and a purpose. Together, let's build up a generation who knows the truth, walks in love, and serves with humility.

Contact Us

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www.HeritageChristianTutorial.com