

Hillsboro Christian Academy



Parent/Student Handbook

Adopted 2008 / Last Revised: 2026

849 S. High St. Hillsboro, OH 45133
(937) 393-8422 | FAX (937)393-4963
Email: hca.office@hcaoh.org

This page is intentionally left blank

TABLE OF CONTENTS

ABOUT HILLSBORO CHRISTIAN ACADEMY

Notice of Non-Discrimination	7
Mission Statement	7
Core Values	7
Vision Statement	7
Definition of Administration	7
Statement of Faith	8

PHILOSOPHY

Educational Philosophy	9
Objectives	9
Specific Statements	10

BOARD & STAFF

Board of Education	13
Administrative Staff	13
Office Staff	13

ADMISSIONS

Admissions Policies	14
Admissions Procedures	15

ATTENDANCE POLICIES

Attendance	15
Absence Procedures	16
Make-up Work Policy	17
Pre-arranged Absences	18

Absences & Athletic Events	18
Unexcused Absences & Cutting Class	19
Tardy Policy and Procedures	19
Procedure for Leaving the Classroom	19
HEALTH AND IMMUNIZATION REQUIREMENTS	
Immunization	20
Illness	22
Communicable Diseases & Infections	23
Medication	23
EMERGENCY/DISASTER READINESS	23
DISCIPLINE POLICY	
Student Guidelines	24
Discipline Ladder	26
Discipline and Dismissal	28
Driving	29
Bullying Policy	30
Weapons, Threats, and Dangerous Conduct Policy	31
Drug/Alcohol and Nicotine Policy	32
Cheating	33
Cell Phones & Electronic Equipment	33
SEXUAL HARASSMENT POLICY	34
SOCIAL MEDIA AND DIGITAL CONDUCT	37
DRESS CODE POLICY	
Purpose	38

General Guidelines	38
Additional Guidelines	38
Dress Code Violations	41
ASSIGNMENT POLICY	
Overview	42
Procedures for Classwork and Homework	43
CURRICULUM	
Overview	43
Grade Reports	44
Grading Scale	44
Academic Probation	45
Books and Related Material	45
External Credit / Dual Enrollment	45
Summer School	46
Homeschool Services and Fees	46
AT-RISK STUDENT IDENTIFICATION & SUPPORT POLICY	
Purpose	47
Definition of At-Risk	47
Identification Process	47
Intervention Support & Strategies	48
Parent/Guardian Communication	48
Monitoring & Review	48
Roles & Responsibilities	48
Commitment to Student Success	48

GENERAL POLICIES

Lost and Found	49
Lunch	49
Visitors/ Volunteers	49
Child Abuse Reporting	50
Telephone	50
Mediation Statement	51
Parties & Dances	51
Field Trips	51
Work Permits	51
F.E.R.P.A.	51

GRADUATION

Graduation Requirements	54
Graduation Awards	55
General Information	56

FINANCIAL POLICIES

Tuition Policy	57
Readmission Policy following Withdrawal	58

HOURS OF OPERATION

Regular School Hours	58
Late Starts	58
Early Dismissals	58

THINGS YOU CAN DO TO HELP YOUR CHILD SUCCEED AT HCA	59
--	----

HILLSBORO CHRISTIAN ACADEMY

HCA is an independent Christian school in the area surrounding Hillsboro, Ohio, providing educational opportunities for grades Preschool - 12th.

NON-DISCRIMINATION POLICY

Hillsboro Christian Academy does not discriminate against any student, employee or parent on the basis of color, race, national or ethnic origin. We admit all races and nationalities who can successfully pass our entrance requirements.

MISSION STATEMENT

The mission of Hillsboro Christian Academy is to direct student learning in a Christian-centered Bible-based academic environment, to inspire students to adopt a God-centered worldview, to conform to Christ-like principles, and to impact the world around them for Jesus Christ. Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

VISION STATEMENT

Hillsboro Christian Academy will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

DEFINITION OF ADMINISTRATION

For purposes of this handbook, the term **administration** refers to the Head of School and the Deans of Hillsboro Christian Academy. Depending on the matter involved, administrative responsibilities and decisions may be carried out by one or more of these individuals within the authority of their assigned roles.

STATEMENT OF FAITH

- A. We believe the Bible to be the infallible, inherent Word of God, inspired and authoritative in its entirety. (II Tim 3:16-18; II Peter 1 :20-21 ; Jude 3)
- B. We believe that there is one God, eternally existent in three persons: Father, son, and Holy spirit* (Deut 6:4; Matt 28:19; Luke 3:21-22)
- C. We believe in the humanity and the divinity of our Lord Jesus Christ, in His virgin birth, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Gen 2:16-17, 3:6, 19; Rom 3:10-23, 6:23, 7:18, 11:32; Gal 3:22)
- D. We believe that man is sinful, that regeneration by the Holy Spirit is essential for his salvation, and that reconciliation of that sinful state is made possible through a faithfully obedient relationship with Jesus Christ. (Rom 3:24-29, 5:8-10; I Tim 2:5-6; I John 2:1-2)
- E. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Jn 17:17; Rom 3:24-28, 8:9-11 ; I Cor 12:13; Eph 4:30, 5:26; Heb 10:14; col 3:1-4; I Jn 3:10)
- F. We believe in the resurrection of both the saved and the lost. Those who are saved are resurrected unto eternal life and those who are lost unto eternal damnation. (Jn 20:1-29; Acts 1:9-11; I Cor 15:1-50; Eph 1 :20-23•, I Thes 4:13-18,• Heb 1:3; Rev 20:11-15, 21 :22)
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Acts 2:1-47; Rom 12:1-8; I Cor 11:23-24, 21:1-31; Eph 1 :22-23)
- H. We believe in the creation of man by the direct act of God. (Gen 1 :26-27, 2:16-17, 3:6, 19; Rom 3:10-23, 6:23, 7:18, 11:32; Gal 3:22)

PHILOSOPHY

EDUCATIONAL PHILOSOPHY

Hillsboro Christian Academy is committed to offering students a source of truth, strength, and vision for living in today's world. We seek to create a rare and special place where students can thrive in a Christ-centered environment designed to help them learn to possess the heart and spirit of Jesus. As a Christian educational institution, we believe that certain Biblical truths are foundational to academic instruction.

1. God is the Creator of everything. - Genesis 1:1
2. God's written revelation about Himself is found in the Bible. - II Timothy 3:16-17
 - It is divinely inspired.
 - It is the complete and final revelation of God.
 - It is the sole authority for faith and practice.
 - It is the only absolute in developing a Christian worldview.
3. God created man in His own image (he did not evolve), and, as a result, has dignity and worth which bring purpose and meaning to his life. Because of personal sin, however, man breaks his relationship with God and is in need of a means of restoration. - Genesis 1:27; Romans 3:23
4. God has ordained that a child's parents are responsible for the spiritual and academic education of their child. As an extension of the family unit, the church and school work together to provide an opportunity for the education of the hearts, souls, and minds of children enrolled by providing a Christ-centered, Bible-based, academic environment such that they will be well-equipped for the ministries for which God calls them. - Ephesians 6:4; Deuteronomy 6:7

OBJECTIVES

Hillsboro Christian Academy exists to supplement the home, seeking to fulfill the Biblical directive to "*train up a child in the way he should go. . .*" (Proverbs 22:6). We believe that each child is unique and is endowed with special talents/gifts and has a God-ordained purpose for his/her life. Developing Christian character in all students and upholding the Bible as the divinely inspired Word of God is the intent of the founders and current Board Members of HCA. In order to become the person God intended, this "training" should involve:

1. Evangelism – Matthew 28:19-20

Hillsboro Christian Academy seeks to teach young people about Christ. Inherent within this purpose is the goal of encouraging young people in the development of spiritual maturity to the point that they allow Christ to be the Lord of their lives.

2. Edification – Romans 14:19; Romans 15:2

The school aims to provide an atmosphere and educational program that will provide spiritual, academic, physical, and social edification for each student.

3. Equipping – Ephesians 4:13

The school offers education to develop, mature, and equip each student for the ministry to which God has called them. The development of skills which will help them function competently and creatively as responsible members of the Church and society; the development, nurture, and discipline of their bodies which are the vehicles for Christ's personality and the temple of the Holy Spirit; the display of Christ-like attitudes and traits in everyday life; and the demonstration of respect for authority, God, peers, community, family, and self are goals which the faculty at HCA hope to accomplish.

SPECIFIC STATEMENTS

In addition to the teaching of Biblical truths, our aim is also to attempt to provide an environment where students can achieve a sense of belonging and self-worth in keeping with the spirit of service and sacrifice of self which is taught in the Scriptures.

1. We realize that the school merely assists the parents in their God-given responsibilities of educating their children. We also view the school as assisting the church in its educational goals. Actually, we view the school as the third entity in the educational process, and it comes into partnership **only** at the invitation of the child's parents.
2. We subscribe to the following definition of Christian education – “the process whereby we learn to see things as God sees them”. To this end, Hillsboro Christian Academy strives, as God leads.
3. We provide an environment for students to be introduced to, taught, and then master foundational skills.

4. We provide a sequence-based curriculum which progresses from one level to the next.
5. We evaluate student achievement by grading on a percentage basis. Conduct and character are also monitored.
6. We practice discipline as scripturally taught.
7. We teach from a Christian worldview.
8. We accept the Bible as God's written Word and as His final and complete revelation.
9. We accept the Bible as the authority for faith and practice and the only absolute for developing a Christian worldview and living a Christian life.

Hillsboro Christian Academy endeavors to educate, train, and develop each aspect of the human character; spiritual, mental, physical, and social. In order to stimulate development in these areas, we strive to instill within each student:

1. A love and knowledge of God and a desire for a personal relationship with Him.
2. A sincere concern for the well-being of others.
3. Self-respect
4. A desire for academic excellence and continuous learning.
5. Qualities of good citizenship.

In order to accomplish these goals, we seek to:

1. Evaluate growth in terms of the personal development of the child as well as in terms of achievement in the academic areas.
2. Utilize the findings of child development research in the construction of curriculum and the guidance of children.
3. Individualize teaching according to the special interests and identified needs of students by providing opportunity for many successful accomplishments.
4. Adapt learning methods and materials to the constant, dynamic flow of knowledge appropriate for the present and the future.
5. Encourage intellectual curiosity and provide stimulation for high-level thinking.
6. Prepare girls and boys for their future roles; help them identify and nurture their God-given abilities as they learn to seek God's plan for their lives.

In conclusion, HCA aggressively desires to give students the quality of education that develops the "whole" person. This is an education which stresses academic excellence, strong moral values, the recognition of the importance of personal integrity, the desire to assume the responsibility of citizenship.

It also attempts to inspire the students to personally come to know, love, and serve God and others. By instilling the value that Jesus places on the individual person, HCA lays the groundwork for a successful and fulfilling life. Students are presented with opportunities which enable them to achieve success and which provide positive reinforcement for their accomplishments. As students grow in their own individuality, they are encouraged to appreciate the uniqueness of others. These bonds are strengthened by a variety of activities within the academic setting which promote the sharing of common interests.

Because HCA actively seeks the best academic setting for each student, the Board hires teachers who are qualified, well-educated, professional, and caring Christians. All instructional staff hold current licenses from the Department of Education in the state of Ohio. HCA strives to be a special place for learning, growing, and preparing for the future where Christian values set the standard for excellence, and children are our only priority. Current test scores reveal that the majority of students completing the course of instruction at HCA function at above to high average competency levels. HCA does have on its staff a teacher who is trained to assist students who have special needs. However, our ability to service students with special needs is limited due to financial and physical space. Due to small class sizes and teacher to student ratio, many students with special needs, as long as they are high functioning, are able to be very successful in our program.

BOARD & STAFF

BOARD OF EDUCATION

Mr. Kimble Zornes, President

Mr. John Moenster, Vice-President

Mr. Brian Cassner - Treasurer

Mr. Chuck Brown

Mr. Josh Courtney

ADMINISTRATIVE STAFF

Mrs. Rebecca Sanderson - Head of School

Mrs. Lori Cassner - Dean of Students

Mrs. Emily Schelling - Dean of Academic Affairs

Mr. Tyler Rhodes - Director of Athletics and Operations

Mrs. Kristy Rhodes - Early Learning Director

Mrs. Rachel Karnes - Assistant Early Learning Director/Director of Summer Programs

OFFICE STAFF

Mrs. Jackie Hopkins - Finance

Mrs. Buffy Wyckoff - Secretary

Mrs. Brenda Putnam - Secretary

Miss Lillian Hainline - Social Media Coordinator/Athletics Secretary

ADMISSIONS

ADMISSIONS POLICIES

Hillsboro Christian Academy admits students of any race, color, and national and ethnic origin. HCA offers all rights, privileges and programs generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school programs, nor does it discriminate in the hiring of faculty or administrative staff.

The school retains the right to discriminate on the basis of religious or spiritual principles including the sexual preference of its students or staff. All new applicants are screened by the Administration, and, if financial assistance is needed, by members of the Scholarship Committee. Families must meet with the Administration before final admittance.

The school, by policy, does limit the enrollment in each classroom to a maximum number depending on the grade level. After maximum enrollment has been reached, remaining applications are placed on a waiting list until openings become available.

Each application is reviewed individually. As part of the application process, parents and students will be asked to provide information regarding the student's academic performance, attendance history, discipline history, special services, and any other information pertinent to the student's educational success. Applicants are expected to provide complete and accurate information throughout the admissions process.

Admission decisions are based upon the information provided in the application, entrance assessments, interviews, and any records received from previous schools. If information provided during the admissions process is found to be inaccurate, incomplete, or intentionally misleading, Hillsboro Christian Academy reserves the right to deny admission or immediately withdraw enrollment.

Students will be required to complete an entrance assessment to assist in determining academic readiness, placement, and admission. Students who demonstrate academic deficiencies of more than two grade levels in any core academic area may not be accepted. In some circumstances, students who are academically behind but capable of success may be considered for placement in a lower grade level.

Students with significant attendance concerns, chronic absenteeism, serious disciplinary issues, or a pattern of behavior inconsistent with the mission and expectations of Hillsboro Christian Academy may not be accepted. Admission exceptions may be considered only under unusual circumstances and at the discretion of the administration and/or Board.

Formal admission to Hillsboro Christian Academy is granted to students who demonstrate the ability to benefit from our Christian educational program and whose academic, behavioral, and

attendance records indicate a reasonable likelihood of success within our school environment.

All newly enrolled students will be placed on academic and/or behavioral probation during their first nine weeks of attendance. Secondary students receiving a "D" in any subject may be required to retake that course before credit is awarded.

Age and health requirements established by the Ohio Department of Education are followed for Preschool through 12th grade.

ADMISSIONS PROCEDURES

- We encourage all families to schedule a tour of the school and meet with the administration. This will help provide you with greater insight and give you the ability to make a sound decision.
- Complete the application process on FinalForms with the admission and enrollment requirements. (Please read these over and complete them carefully as incomplete applications will slow down the application process.)
- Return letters of reference, latest grade report, etc. with the application fee to the school office.
- K – 12 students will need to set up an appointment to take the entrance assessment.
- Families will be contacted once the admissions review is completed and an enrollment decision has been made.

PLEASE NOTE: As stated above, all new students will be on a 9-week probationary period upon enrollment. While it is our desire to offer Christian education to all students, we realize our limitations in facilities, staff, finances, equipment, and educational resources. We may not be able to offer an effective educational program for everyone. This probationary period is both for parents and the school to determine if the school's program is acceptable or if acceptable modifications can be made to ensure success.

ATTENDANCE POLICIES

ATTENDANCE

Regular school attendance is required by law and is necessary for a good scholarship. One of the lessons to be learned at school is the importance of regular attendance. Each day, in each class, learning is taking place, some of which cannot be duplicated. When a student is not in attendance, he/she is missing some aspect of his/her education. Parents or guardians have a responsibility for attendance and are encouraged to schedule medical and dental appointments outside of school hours, if at all possible.

In order to provide an environment that is conducive to learning, students are encouraged to be present and ready to study when each class begins.

- **All students are to be on campus by 8:30 AM** (unless using public school transportation). All students arriving after 8:30 AM will need to check in at the school office. All students need to bring a note from the parent stating the reason for being tardy / absent so that it can be determined if they are excused or unexcused.
- All students arriving after 8:15am will go immediately to their classrooms. Pre-school students will go directly to their classroom. All students will be considered tardy if they are not in class at 8:35 and will need to get passes from the school office. The only exceptions are bus riders and days when the weather is inclement and/or when school experiences a delayed start.

ABSENCE PROCEDURES

Attendance is expected unless a legitimate reason can be provided such as:

- 1) Illness, when his/her attendance would impact the health of others, or when hazardous conditions make the roads unsafe on which to drive. **(Please see illness policy)**
- 2) Serious illness in the immediate family
- 3) Death of a relative (check with the office if you will miss more than two days)
- 4) Personal emergencies (medical & dental appointments should try to be scheduled after school hours).
- 5) Absences arranged in advance with the office and approved by the Administration.
- 6) Absences for employment purposes will not be excused.

It is the parent's responsibility to report absences. Please observe the following procedures if you are absent or tardy:

- 1) If a student is absent, the parent needs to **call the school office by 8:45 AM** on the day of the absence and state the specific reason for the absence for it to be excused.
- 2) If a student is absent due to illness for three (3) or more consecutive school days, a physician's excuse must be submitted upon the student's return to school. Failure to provide the required physician's excuse may result in the absences being recorded as unexcused.
- 3) Students are permitted five absences per quarter. Days do not carry over quarter to quarter if unused.
- 4) Students may be put on Attendance Probation if they exceed five unexcused absences in a quarter and/or excessive excused absences. This may result in retention or loss of enrollment.
- 5) The school reserves the right to consider an absence unexcused if the parent does not call the office or submit a note of explanation.
- 6) **Students may not excuse their own absences.**
- 7) If a student needs to leave during the school day, the student must submit a note from the parent stating the time of early dismissal. The parent may also call the school office and make such a request. Students must be signed out by an authorized adult when leaving campus. It would be very helpful if appointments could be made for after school rather than during school.
- 8) If a student leaves school during the school day and then returns to school they need to

check in at the school office.

- 9) High School students who have driving privileges with a vehicle on campus may sign themselves in and out for medical appointments and other pre-approved reasons **ONLY** if they have verbal or written permission from parents for each occasion.

MAKE-UP WORK POLICY

- 1) The student will have one day for each day absent up to five (5) days.
- 2) For longer periods of absenteeism, the administration along with the teacher can allow for more time. This does not include any days used for vacation during the school year.
- 3) Classwork: All missed work is the student's responsibility.
 - The period in which work may be made up is equal to the duration of the absence - up to one week, unless prior arrangements are made with the teacher. (For example: one day of absence - one day to make up work; two days of absence - two days to make up work)
 - Due dates will not be adjusted for unexcused absences.
 - Parents should not call the school for assignments. Parents ***should be able to check digital platforms such as ProgressBook to see what lessons will be done that day.***
 - To minimize interruptions to classroom instruction, parents should not contact teachers directly during the school day regarding missed work.
 - The office will coordinate with teachers and communicate an appropriate timeline for obtaining assignments. Depending on the nature and length of the absence, some assignments may not be immediately available and may be provided upon the student's return to school.
 - Parents wishing to pick up assignments during an extended absence should make arrangements through the school office or administration. Our goal is to support student learning while also protecting valuable instructional time for all students.
- 4) Tests: Students absent from quizzes or tests are expected to make them up based on the following:
 - When students are absent on a test day, they are expected to make up the test the day they return, unless they have authorization from the teacher to take the test at a later date.
 - Make-up tests will be given at the discretion of the teacher before, during, or after school.
 - Students may not miss a class to make up quizzes, tests, or other work required for another class or classes.
 - Academic work is to have priority over athletic practices and outside work

commitments.

- Making up work may require that the student make advance arrangements with coaches or employers.
- Keeping absences to a minimum will lessen any inconvenience.

In all cases, it is the student's responsibility to make arrangements with the teacher for make-up assignments, tests, or exams.

PREARRANGED ABSENCES

Parents should avoid taking children out of school for reasons other than personal or family illness or bereavement. Families are asked to plan their vacations around the school calendar. Occasionally, this is impossible. HCA wants to be reasonable; however, we are charged with an educational responsibility. For families that must be gone during school time, the following will apply:

- 1) Requests for pre-approved absences must be submitted in writing by a parent or guardian to the school office at least seven (7) days in advance for administrative review and approval.
- 2) Students will be responsible for turning in completed makeup work **upon return to school.**
- 3) Failure to follow this procedure or complete assigned make-up work within the established timeline may result in the absence being recorded as unexcused and the loss of the opportunity to receive credit for missed assignments.
- 4) As part of the administrative review process, factors such as the student's academic standing, attendance record, and ability to successfully complete missed coursework will be considered. Families should understand that extended absences may have a significant impact on academic performance. In some cases, students may struggle to make up missed assignments, assessments, and classroom instruction, which could negatively affect grades and may result in course failure.
- 5) Administration reserves the right to deny a request for a prearranged absence based on factors including, but not limited to, the student's attendance record, disciplinary history, academic performance, current grades, and ability to make up missed instruction and assignments successfully.

ABSENCES AND ATHLETIC EVENTS

Students may not participate in athletic events if they are not at school by 11:45 am. **Athletes must be in school by 11:45 a.m. the day of a practice or a game to participate.** If an athlete has a medical appointment that requires him to be late for school, you MUST have a note from the medical facility. If the athlete does not have a note from the medical facility, he/she will not be allowed to participate. We also understand that emergencies do happen, notify the coach as soon as possible if there is an emergency and a decision will be made, if the student will be able to participate. **Athletes that come to school after 11:45 a.m. for reasons involving being ill will not be allowed to participate in a game or practice.** If a student knows they are going to miss a day for a good reason, the athletic department may approve that student's permission to practice or play but must be approved prior to the absence. If a student is ill a portion of the day, please do not come to school later in the day. If a student is ill, we would hope that the parents

would encourage the student to rest at home for the day. If you're not well enough to come to school, you are not well enough to play in a game or practice. We also hope the parents would take into consideration the health of the other students. Excused absences must be made in advance through the athletic department directly.

For early athletic dismissals, students are responsible to check in with teachers regarding any missed work.

UNEXCUSED ABSENCES AND “CUTTING CLASS”

If a student cuts class and remains on campus, he/she will receive two detentions per class cut and will be unexcused for any work missed. Cutting class AND leaving campus will receive a one day school suspension.. **Don't cut class for any reason, and don't fail to report to class without FIRST informing either the classroom teacher or the Administration why you were not in class.**

TARDY POLICY & PROCEDURES

- 1) Beginning of the day - Students not in class by 8:35 AM are tardy.
- 2) Students arriving after 8:30 A.M. must sign in at the school office
- 3) Excused tardies may include: doctor/dental appointments, car trouble, accidents, emergency, legal, prearrangement made with the school office, or other administratively approved reasons.
- 4) Students arriving or leaving after 11:30 A.M. are recorded as being present for ½ day. Students missing less than an hour will be given an am or pm tardy with administrative approval.
- 5) The administration may waive the tardy at the beginning of the day due to weather and/or traffic problems.
- 6) Three tardies to school will result in ONE absence.
- 7) Students are expected to arrive on time and prepared for all classes. Teachers will record class period tardies in ProgressBook. Repeated tardiness may result in disciplinary action. (See School Discipline Ladder).

LEAVING THE CLASSROOM

Students are expected to remain in class and actively participate in instruction. Classroom time is valuable and should not be interrupted except for legitimate needs.

Students should not leave class:

- To fill water bottles except during designated times or with teacher permission.
- During direct instruction unless there is an emergency.
- To call from the office for non-emergency reasons.
- To go to their car.

- For reasons that can reasonably wait until a class change, lunch period, or the end of the school day.

Students in grades 3–12 must use SmartPass to obtain permission and sign out of the classroom for approved purposes, including restroom use, visits to the office, school health aide, guidance, or other authorized destinations. Students who leave class without permission or misuse SmartPass privileges may be subject to disciplinary action.

Teachers and administrators reserve the right to limit classroom departures when they become excessive or interfere with a student's academic success.

HEALTH AND IMMUNIZATION REQUIREMENTS

IMMUNIZATION

All students are required by the state of Ohio to have polio, measles, diphtheria, pertussis, tetanus, hepatitis B, TB Mantoux, and other immunizations as required by the state and health department. A certificate of immunization must be filed prior to admittance to HCA by all new students. An updated certificate must be filed by all continuing students. Students have fifteen days from the time of enrollment at HCA to supply these records, no later than the first day of school. Failure to have the necessary immunization and/or other required forms will delay your student's admittance. Immunization forms are used for Health Department reporting which is required by the state. Teacher assignments and/or class schedules will not be issued unless immunizations are complete and submitted to the school's secretary or the Head of School. Should you abstain from immunizations for religious or other reasons, a letter stating such must be submitted to be placed in the student's file. Religion cannot be used as an excuse unless your denomination specifically states in its doctrine that you are prohibited.

Immunization Summary for School Attendance in the State of Ohio

Vaccines	Immunizations Recommended For School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.* <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**
POLIO	<u>K-6</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** <u>Grades 7-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-6</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. Grades 7-10 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****

ILLNESS

Students who do not feel well should receive permission from the teacher to go to the school office. Once it is determined that a student is ill, the student's parents will be called to pick up the child. **Only the office staff should be contacting parents about illness and if the child needs to leave school. If we have no response from the custodial parent within one half-hour of contacting, we will begin to call the emergency contacts listed on the child's enrollment form. In cases of emergency the calling timeline may be accelerated.**

Illness Procedure:

- 1) Students who have a temperature of 100 or above, are vomiting, or have diarrhea will not be allowed to remain in school.
- 2) If both parents work, please have a plan in place for a student who is ill.
- 3) If the school suspects that a student is ill or has any communicable/infectious condition, you will be notified to pick up your child immediately.
- 4) If a student has a fever, is vomiting, or experiencing diarrhea during the night, he/she should remain at home for a full 24 hours after his/her temperature has returned to normal OR if your child is sent home from school with these symptoms, he/she cannot return for a full 24 hours. The symptoms must be gone WITHOUT any form of medication.
- 5) Parents will be called for students who are suspected of having a broken bone, a need for stitches, etc. It will be up to the parents to take them to the emergency room for treatment.
- 6) Emergency transportation will only be used if the situation is life endangering or required to maintain student safety (suspected spinal injury or other need to immobilize student).
- 7) Students with illness will be kept in isolation in the office as needed until parents arrive.
- 8) Parents are expected to keep students home when they exhibit symptoms of illness that may be contagious or interfere with their ability to participate in school activities. A child will not be permitted to attend school if he or she exhibits any of the following symptoms or a combination of symptoms: acute cold, sore throat, severe earache, head lice, migraine, red or discharging eyes, swollen glands, diarrhea, skin eruptions or rashes, vomiting, a temperature of 100°F or higher, flushed skin or chills, or signs of listlessness, weakness, or drowsiness. If a student arrives at school with these symptoms, develops these symptoms during the school day, or if school personnel observe symptoms that may indicate illness, the school office may contact a parent or guardian and require the student to be picked up. Students should remain home until symptoms have improved and any applicable return-to-school requirements have been met.

Please remember that these rules are in place in order to provide the best learning environment for your child as well as the other children in the school. The only way to prevent the spread of illness is to stop the exposure of others to the illness.

If the child has a doctor's note that indicates they have the flu, it will be a mandatory out of school for three (3) days unless doctor's orders indicate they should be out longer.

COMMUNICABLE DISEASES & INFECTIONS

HCA has a NIT FREE POLICY. If your child is ill with things such as ringworm, pinkeye, skin breakouts, chicken pox, lice – please keep them home until they are symptom free. If it is suspected during the school day that your child has one of these conditions, you will be notified to pick up your child immediately. As with other illnesses, if there is no response when you are contacted after 1 hour, other persons on your emergency list will be contacted.

MEDICATION

No medicine (including aspirin, cough drops) is to be kept by the student during the school day. All medication to be taken by a student during the school day must be brought to the office. **No prescription and/or non-prescription medication (including aspirin, cough syrup, etc.) will be administered by school personnel without a parent's authorization.** Prescription medications brought to the school office must be accompanied by written authorization from a physician explaining dosage and time to be taken. **Forms are available in the school office for the physician to complete.** The student should come to the office at the time the medication is needed.

Non-prescription/Prescription Medication Guidelines:

1. Take medication to the school office upon arrival to school. All medication must be in the original container with the printed directions on the container.
2. Provide the **Authorization to Administer Medication Release Form** (available in the office or FinalForms) which will be kept in the student's file.
3. Provide written instructions from the doctor, if medication is a prescription or if the doctor has ordered non-prescription medication to be administered.

Please impress upon your young person that medicine **MUST BE ADMINISTERED IN THE OFFICE ONLY.**

EMERGENCY/DISASTER READINESS

An **Emergency/Disaster Relief Form (Emergency Medical Release Form)**, which is required annually should be completed in full and returned **ON or BEFORE the second day of school.** In the event of an area disaster, the school is prepared to keep your child for as long as 48 hours. **If at any time your emergency information changes, PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**

For bad weather days, we will use our phone notification system. If for some chance you don't get a call, school information on closings and late starts can be on the website and Facebook.

All of our policies for emergency conditions are stated in our Emergency Safety Manual

In the event of a pandemic or if advised by the state or federal government to have schools closed for an extended period of time greater than one week, the following plan will be implemented as stated here in the handbook:

- Staff and school board will be notified by the administration of the expected length of closure. Parents will then be notified of the closure via notification systems.
- Lessons will be posted on Progress Book and/or Google Classroom within five (5) days after closure – a week at a time. Students will become familiar with the programs the teacher chooses to use during the school day.
- Students who cannot access the Internet will have the opportunity to go to the Library, SSCC, or HCA parking lot in order to access it or make arrangements with their teachers to pick up what is needed at a specified time at the school.
- Work will be due one week after it is posted and can be returned to the school, via email, and/or FAX. Students and teacher's names should be placed on all returned work.
- The time of the closing will not count against the student as absences as long as work is completed.

DISCIPLINE POLICY

STUDENT GUIDELINES

Yearly re-enrollment is conditional, not automatic. Attendance at HCA is a privilege. Any student, whose conduct or attitude **in or out of school** shows opposition to the basic principles and purpose of the school, may be placed on probation (immediate improvement must be seen) or terminated. Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted whether or not such behavior is expressly outlined in this handbook or the Student Contract, which must be signed by students and parents in FinalForms. Students are to be respectful to ALL adults and peers. There will be zero tolerance for disrespect (especially toward adults).

The Biblical term suggests that discipline is a process of turning someone toward a better way. At HCA, we believe that God is most pleased when all matters of discipline result in one being subject to discipline growing closer to God, parents, friends, and school staff as a result of the problem. While no discipline seems pleasant at the time, but painful, all desire that it would “produce a harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:11 NIV).

See Proverbs 12:17; 15:10, 32. For moral training to be effective, the school and the home must have similar philosophies.

In all matters of discipline, the faculty and administration must treat those who have erred with grace, kindness, and firmness that look toward restoration. HCA must comply with local, state,

and federal law. In some cases, the school is required by law to inform local law enforcement agencies of certain illegal activities. Yet even in such situations, the HCA community still values restoration and will work toward it. When necessary, students, faculty, and administration will partner with parents, leaders of the student's local church, and law enforcement agencies in those situations where the severity of the problem would require that those parties be involved in order to facilitate the best healing and restoration.

Acceptable behavior is based on the developmental standard appropriate for each age level. Normal childhood behavior includes some noise and activity. Some fundamental rules for character development and for the well-being of our school family are listed below:

- Students are expected to maintain respect for the property and person of classmates and staff.
- Students are expected to assist in maintaining a positive learning environment and to ensure that their own actions do not interfere with the ability of any student to learn and to achieve.
- Students are expected to comply with school policies and with rules of the school and to be in their assigned location throughout the day.
- Students are expected to demonstrate fairness and honesty in all situations.
- Students are expected to leave lighters, matches, knives, laser pens, or other dangerous objects at home. Should a student bring such an item to school, the item will be confiscated and the parent notified.

Suspensions at HCA

Students serving a suspension will be permitted to make up assignments, quizzes, tests, and other graded work missed during the suspension period. However, any work assigned during the suspension and completed for credit will be subject to a maximum score of 65%. In other words, a 35% grade reduction will be applied, and the highest score a student may earn on any make-up assignment, quiz, or test completed as a result of a suspension is 65%.

Teachers are not obligated to provide personal instruction for material missed during the suspension period. Assignments that were given prior to the suspension and due during the suspension may be submitted for full credit. Likewise, assignments that were assigned during the suspension but are not due until after the student returns to school may be completed for full credit if submitted by the established deadline.

Hillsboro Christian Academy | School Discipline Ladder

LEVEL 1 - REPEATED OFFENSES (WARNING / WRITE UP)

The following is not an exhaustive list. These behaviors are those that interfere with an individual's learning process and are to be handled within the classroom.

- *Minor Classroom Disruptions
- *Minor Violations of Classroom Rules
- *Misbehavior in Restroom, Hallways, and/or Cafeteria
- *Missing Homework/Incomplete Homework/Not Prepared for Class
- *Dress Code Violations
- *Rough Play on Playground or During P.E. Causing Unintentional Injury
- *Verbal Arguments with Other Students/Staff
- *Off-Task Behaviors
- *Work Refusal
- *No PDA (Public Displays of Affections) Between Friends AND/OR Dating Couples

LEVEL 2 - (BEHAVIOR WRITE UP)

The following is not an exhaustive list. These behaviors are those that interfere with the learning of other students. (Student will be put on a 9-Week Probation)

- *Use of Profanity or Inappropriate Gestures
- *Verbal or Written Aggression Towards a Student or Staff Member
- *Cheating/Lying
- *Rough Play on Playground or During P.E. Causing Intentional Injury
- *Physical Aggression Without Causing Serious Injury
- *Extreme Non-Compliance
- * Violation of the mobile device agreement or inappropriate use of technology;
- *Persistent Misbehavior in the Classroom (prohibiting instruction)
- *Persistent Misbehavior in the Restrooms, Hallways, and/or Cafeteria
- *Excessive Tardies (4 or more)

*Property Damage

*No PDA (Public Displays of Affections) Between Friends AND/OR Dating Couples

LEVEL 3 - REMOVAL FROM CLASSROOM

The following list is not an exhaustive list. A student creating a hostile environment for a student/staff member or themselves must be removed from the classroom to the office.

Chronic is defined as 3 or more documented write-ups

*Physical Aggression Causing Serious Injury

*Chronic Classroom Disruptions and/or Violations Of Classroom Rules

*Chronic Cheating/Lying

*Chronic Dress Code Violations

*Chronic Misbehavior in the Restroom, Hallways, and/or Cafeteria

*Chronic Use of Profanity/Inappropriate Gestures

*Chronic Stealing

*Extreme Property Damage

*Bullying/Sexual Harassment

*Chronic Tardies (7 or more)

*False Fire Alarm

*Chronic PDA (Public Displays of Affections)

LEVEL 1 CONSEQUENCES	LEVEL 2 CONSEQUENCES	LEVEL 3 CONSEQUENCES
Warning	Saturday Detention (2-HR) (\$25 Charge)	In-School Suspension (ISS)
Parent Contact	Parent Conference	Suspension from School
Before/After School Detention (1-HR) (\$10 Charge)	In-School Suspension (ISS) Suspension from School	Removal from School

*****The severity of some misbehaviors may result in the escalation of the level of consequence, at the discretion of the administration.**

DISCIPLINE AND DISMISSAL

As teachers and administrators, we have been given the responsibility of training and nurturing children. It is with this responsibility in mind that we enter the school year asking for your cooperation in order to have the best educational environment possible for your child.

We cannot tolerate the negative influence of bad language or disrespectful conduct directed either toward the teacher, others in authority, or classmates. Specific action in the form of dismissal from the school will be taken in cases of continued negative influence.

Flagrant disregard for school rules will not be tolerated. These rules are made in the best interest of all of our children with the hope that the educational environment of HCA will continue to be one of which we can all be proud.

Seeking Help Vs. Getting Caught:

Hillsboro Christian Academy desires to be a place where students can seek spiritual guidance, accountability, and support when facing personal struggles, sinful behaviors, emotional challenges, or difficult life circumstances. Students are encouraged to seek help early by speaking with a trusted staff member, teacher, counselor, administrator, or other appropriate adult.

Students should understand that seeking help is viewed differently than being discovered in misconduct through disciplinary investigation. Our goal is to provide biblical counsel, discipleship, encouragement, and support that leads to spiritual growth, restoration, and healing whenever possible.

While school staff will make reasonable efforts to respect a student's privacy, students should understand that school employees cannot guarantee confidentiality. Staff members may be required to disclose information to parents, administrators, law enforcement, medical professionals, or other appropriate authorities when necessary to protect the health, safety, or welfare of the student or others, to comply with legal obligations, or to fulfill their responsibilities as school employees.

In accordance with Ohio law, all school employees who are mandated reporters are required to report suspected child abuse or neglect to the appropriate authorities. School personnel do not have the discretion to determine whether such reports should be made when reasonable suspicion exists.

When a student voluntarily seeks help, the school's primary objective is to provide support, accountability, and biblical guidance. However, depending on the nature, severity, or ongoing nature of the conduct, disciplinary action, parental involvement, counseling, behavioral plans, or other interventions may still be necessary. The administration reserves the right to determine the appropriate response based on the circumstances of each situation.

Hillsboro Christian Academy is committed to helping students find forgiveness, restoration, and growth while maintaining a safe, healthy, and Christ-centered learning environment.

DRIVING

Driving is a privilege. Observe the following rules for the health and safety of everyone.

- All students must notify the office and complete a “Student Driver Contract” in order to drive their own vehicle to school.
- Junior and Seniors under the age of 18 will be permitted to carry no more than one student in their vehicles. In order for a student to ride with any other student, a student rider consent form needs to be turned in to the office prior to the event and must be specific for that event. This consent form needs to come from the parents of the rider as well as the student driver. This is restricted to Juniors and Seniors. No younger student may ride with another student unless that student is a sibling, and then only to come to school in the morning and leave school in the afternoon.
- Student drivers should not be driving anywhere on campus except to arrive and leave.
- No student should be driving behind the buildings.
- Anything deemed to be reckless operation may result in the immediate suspension of driving privileges.
- Students may not loiter in the parking lot during the school day.
- The vehicle the student drives to school or school activities must be properly registered with Hillsboro Christian Academy.
- The vehicle must be properly parked in their designated parking area.
- Any newly acquired vehicles must be registered with Hillsboro Christian Academy
- Students must vacate the vehicle and enter the school immediately upon parking
- Students are not allowed in vehicles during the school day. If a student must return to their vehicle after parking, he/she must obtain a pass from the school office.
- Students are expected to arrive at school and be on time for the first period (excessive tardiness could result in loss of privileges as outlined below). Failure to observe the above regulations will result in loss of parking privileges as noted below. This failure may also result in other responses listed in the Student Handbook. The administration may also revoke driving privileges due to academic or behavioral concerns.

(3 incidents or unexcused tardies) Loss of driving privilege for 7 school days after offense

(6 incidents or unexcused tardies) Loss of driving privilege for 14 school days after offense

(9 incidents or unexcused tardies) Loss of driving privilege for 30 school days after offense

Moving Violations

Students must realize that school property is an extension of public roads and as such, drivers are subject to normal highway rules and regulations.

All moving violations will result in a loss of parking privileges as listed below and prosecution under motor vehicle law if applicable. Examples of moving vehicle violations include:

- Speeding (maximum speed on school grounds is 10 mph)

- Reckless driving (squealing tires, excessive speed for conditions, horseplay, etc.)
- Truancy (including leaving school grounds in any vehicle without following proper procedure)
- Riding in any vehicle to or from Hillsboro Christian Academy without parent and school authorization. Failure to observe regulations for moving vehicles will result in loss of parking privileges as noted below. This failure may also result in other responses listed in the Student Handbook.

1st Offense: Loss of parking/driving privileges for 10 school days after offense

2nd Offense: Loss of parking/driving privileges for 30 school days after offense

3rd Offense: Loss of parking/driving privileges for 60 school days after offense

Students are expected to arrive at school on time. Although student safety is always a primary concern, it is the students' responsibility to anticipate poor weather conditions and plan accordingly.

- **Cars are subject to search, and there should never be any tobacco, alcohol, drugs, or related paraphernalia in a student car driven or parked on campus.**

BULLYING POLICY

In addition to the Discipline Policy, the school has additional specific policies and procedures regarding Bullying and Harassment.

Providing a safe school environment for our students is of utmost importance for Hillsboro Christian Academy. Harassment is a violation of the law as well as contrary to Christ-like behavior. HCA will not tolerate aggressive behavior that includes harassing or intimidating another student or staff member based on gender, race, ethnic group, physical appearance or disability. This is not acceptable behavior. Any such harassment should be reported to a teacher, administrator, or any staff member immediately. An investigation and appropriate consequences will follow. Documentation of the event and investigation must be submitted to the administration who will maintain an ongoing record.

Bullying is one particular form of harassment that endangers school safety and can take many forms. HCA will not tolerate aggressive behavior that includes inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical, or emotional well-being. Some examples of bullying include, but are not limited to: prolonged name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance, stalking, intimidating, coercion, making threats, menacing, or emotionally damaging gossip. Students who bully are deliberately violating their contracts and will be subject to those consequences.

Speech or communication that encourages, promotes, pressures, glorifies, or incites self-harm or harm to another person is strictly prohibited. This includes verbal, written, electronic, or social media communications, whether made directly, indirectly, or presented as a joke. Such conduct

may result in disciplinary action and may also require immediate safety interventions, parent notification, or referral to appropriate authorities or support services.

WEAPONS, THREATS, AND DANGEROUS CONDUCT POLICY

The safety and well-being of our students, staff, and visitors is a top priority at Hillsboro Christian Academy. Therefore, HCA maintains a zero-tolerance policy regarding weapons, threats of violence, explosives, dangerous substances, and other conduct that threatens the safety of the school community.

Weapons and Dangerous Items

Students are prohibited from possessing, using, transmitting, or concealing any weapon, explosive device, dangerous instrument, or dangerous substance on school property, in school vehicles, or at any school-sponsored activity.

For purposes of this policy, possession includes, but is not limited to, having a prohibited item on one's person, in a locker, desk, book bag, purse, vehicle, or other area under the student's control.

Any student found in possession of a weapon, explosive device, dangerous instrument, or dangerous substance may be immediately removed from school, suspended, and subject to expulsion or dismissal. The school reserves the right to notify law enforcement and other appropriate authorities whenever deemed necessary.

Threats of Violence

Threats of violence, whether verbal, written, graphic, electronic, digital, or communicated through social media, are strictly prohibited. This includes direct threats, indirect threats, jokes, pranks, statements made in anger, or any communication that could reasonably be interpreted as threatening harm to oneself or others.

Any reported threat will be promptly investigated by school administration. Students making threats may be immediately removed from class or school pending investigation and may be subject to suspension, expulsion, dismissal, law enforcement involvement, or other disciplinary action as determined by the administration.

The administration will evaluate all threats based on the available facts and circumstances. A threat may be considered credible when school officials reasonably believe that the threat was genuine, could reasonably be perceived as genuine, or presents a potential risk to the safety of any person or the school community. The determination of credibility shall be made at the sole discretion of the administration.

The school reserves the right to notify parents, potential victims, law enforcement agencies, child protective services, mental health professionals, or other appropriate authorities whenever deemed necessary to protect the safety and welfare of students and staff.

School Response

Disciplinary action under this policy will be determined based upon the nature of the conduct, the student's intent, prior disciplinary history, age, surrounding circumstances, and the potential risk to others. Nothing in this policy limits the school's authority to take immediate action when necessary to protect students, staff, or school property.

As a Christian school, Hillsboro Christian Academy believes in both accountability and restoration. While we strive to extend grace and provide opportunities for growth, the safety of our students and staff will always remain our highest priority.

“He has shown you, O man, what is good; and what does the Lord require of you but to do justly, to love mercy, and to walk humbly with your God?” — Micah 6:8

***Our zero tolerance is in line with Ohio Revised Code RC2923.122 and RC2923.12**

DRUG/ALCOHOL AND NICOTINE POLICY

Hillsboro Christian Academy strives to provide a safe, challenging, supportive and innovative learning environment. Accordingly, every student who attends this school, as well as his/her parent(s) or guardian(s), freely and willingly consent to allow the student to undergo drug testing for the presence of illicit drugs, alcohol, nicotine or other banned substances. Students and parents/guardians are required to consent to this policy as a condition of a student's continued enrollment at HCA. Attendance at HCA is not a right, but a privilege in which students and parents/guardians are to act in a way that supports the health, safety and well-being of all students. HCA recognizes the inherent risks for adolescents in the use of alcohol, drugs and nicotine. HCA prohibits the use of alcoholic beverages, illegal drugs (as defined by Ohio or Federal Law), nicotine, vapes, the misuse of prescription or over-the-counter medications for any purpose (such as to get high) other than their intended medical use, and/or possession of drug paraphernalia by an HCA student. This includes any student enrolled at HCA with the intention of graduation from HCA or participating on an HCA sports team.

Drug Testing

Students may be tested if a member of the faculty, staff or administration suspects them of being under the influence of a controlled substance. ***If a teacher has a concern it will be taken to the administration and the school health aide and based on that evaluation a decision to test will be made.*** In addition, students may also be tested at random. There is no maximum number of times a student may be tested.

The tests will be completed by the school health aid and a member of the school administration. If the test results are positive (drugs detected) the parents will be contacted and required to meet with the administration. ***The fact of a positive test will also be released to the Board without the name of the student included.*** Discipline will be determined by the administrator on a case by case basis and could include expulsion from the school.

Refusal to Test - Enrollment at HCA is a privilege and compliance with drug testing is required by every student *if asked to have a test completed*. If a student refuses to test when required to do so, the test will be treated as a positive test.

Self – Disclosure Policy

Drug or alcohol dependency self-disclosures, either by parent/guardian or the student, are encouraged at HCA. We recognize that drug or alcohol dependency is a treatable disease, and will extend to the student and his/her family all the support that is available. This allows the student and his/her parent/guardian to take the steps necessary to make sure that the student will test drug and alcohol free after going through the appropriate assessment and treatment.

Confidentiality

Confidentiality is of the utmost importance with drug testing. All information received by HCA is confidential and will be maintained in a secure file by the designated administrator. No records will be made available to colleges or universities, nor anyone else. All records will be shredded and erased upon graduation.

CHEATING

*** Students caught cheating on any assignment or tests will receive "0" for their work, and the parent will be called.** Plagiarism falls into the category of cheating.

Property Damage/Breakage:

Parents will be held financially liable for any damage to school property by their child whether it was done intentionally or accidentally. Intentionally damaging or defacing of school property and/or equipment may be cause for disciplinary action.

CELL PHONES & ELECTRONIC EQUIPMENT

Definition – Mobile devices shall include, but are not limited to

- Cellphones and smartphones
- Bluetooth Earbuds & Headphones
- Personal Laptops and Tablets
- Handheld or Mobile Gaming Devices
- Smartwatches

Research has shown that cell phone use among adolescents is on the rise and that it is contributing to negative consequences for their academic and social-emotional growth. To mitigate the challenges posed by this technology, HCA is instituting a no cell phone policy during the school day.

An electronic communication device creates a disruption to the academic day. It is the desire of the faculty and staff to provide a learning environment that will help students do their very best.

Students may bring cellphones to school, but devices must be turned in to their homeroom teacher for students 6th Grade and down. 7th-12th will turn their cell phones into the collection boxes each morning.

Students are required to place all cell phones and other mobile devices in the designated collection box during school hours. Students caught using a cell phone will surrender the phone to an HCA staff member. A confiscated device will be turned in to an administrator by the staff member and the student will be responsible for retrieving the device at the end of the school day. If a student is caught using a cell phone during the school day a second time, the phone will be confiscated and given to an administrator. A parent may pick up the phone at the end of the day. If a student disregards this policy, the student may be subject to disciplinary action. Repeated violations may result in the loss of the privilege to bring a cell phone or other mobile device to school, even for placement in the collection box. Continued disregard of the policy may result in additional disciplinary consequences, up to and including detention, suspension, or expulsion.

If students bring a device to the campus or on a school-sponsored trip, they are personally responsible for the security of their electronic communication devices. The school is not responsible for the loss or theft of such devices.

If a student must have a cell phone for health reasons, his or her parents must schedule a meeting with the administration to make arrangements for the exception and provide documentation from the child's doctor. The device may only be used for health purposes. Any misuse of the device will result in disciplinary action.

Smartwatches may not be worn on campus during school hours.

In case of an emergency or illness, permission from the student's teacher must be obtained to go to the office and use the office phone.

SEXUAL HARRASSMENT POLICY
(Employee-Student and Student-Student)

Hillsboro Christian Academy is committed to maintaining a Christ-centered educational environment in which all students, employees, volunteers, and visitors are treated with dignity and respect. Harassment, discrimination, intimidation, bullying, and sexual harassment are inconsistent with the mission, values, and educational objectives of the school and will not be tolerated.

The school is committed to taking reasonable steps to prevent, address, and correct conduct that violates this policy. Individuals found to have violated this policy may be subject to disciplinary action up to and including suspension, expulsion, termination of employment, or removal from participation in school activities.

Definition Of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, written, electronic, digital, or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic status, participation, or progress;
- Submission to or rejection of such conduct is used as the basis for academic, employment, or participation decisions affecting the individual;
- The conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, humiliating, or offensive educational environment; or
- The conduct affects an individual's ability to participate in or benefit from school programs, services, activities, honors, or opportunities.

Examples of Prohibited Conduct

Prohibited conduct may include, but is not limited to:

- Employee-to-student harassment
- Student-to-student harassment
- Employee-to-employee harassment
- Unwelcome sexual comments, jokes, gestures, or advances
- Inappropriate touching or physical contact
- Requests for sexual favors
- Displaying, sharing, or transmitting sexually suggestive materials
- Harassing text messages, emails, social media posts, photographs, videos, or other electronic communications
- Any conduct that reasonably could be interpreted as creating a hostile, intimidating, or offensive environment

Reporting Concerns

Individuals who believe they have been subjected to harassment or who witness conduct that may violate this policy are encouraged to report the matter promptly.

Reports may be made to:

- Any teacher, coach, staff member, or supervising adult;
- The Head of School or Dean.

Any employee receiving a report of potential harassment shall promptly notify school administration.

Investigation Of Reports

All reports will be reviewed and investigated as appropriate based on the information available. The school reserves the right to investigate complaints, interview witnesses, review evidence, and take any action deemed necessary to protect students, staff, and the school community.

Individuals involved in an investigation are expected to cooperate fully and provide truthful information.

Privacy And Confidentiality

The school will make reasonable efforts to protect the privacy of individuals involved in a complaint. However, confidentiality cannot be guaranteed. Information may be shared with parents or guardians, school officials, legal counsel, law enforcement agencies, child protective services, medical professionals, or other governmental authorities when appropriate or required by law.

Protection Against Retaliation

Retaliation against any individual who, in good faith, reports suspected harassment, participates in an investigation, or assists with resolving a complaint is strictly prohibited. Any person found to have engaged in retaliation may be subject to disciplinary action.

False Reports

Knowingly making false accusations or intentionally providing misleading information during an investigation is prohibited and may result in disciplinary action.

Corrective Action

If a violation of this policy is substantiated, the school will take corrective action appropriate to the circumstances. Corrective action may include counseling, parent conferences, behavioral contracts, restrictions on activities, suspension, expulsion, termination of employment, or other measures deemed appropriate by the administration.

The severity of disciplinary action will be determined based upon the nature of the conduct, the age of the individuals involved, prior disciplinary history, the impact on others, and any other relevant circumstances.

As a private Christian school, Hillsboro Christian Academy reserves the right to determine appropriate disciplinary and corrective measures consistent with the school's mission, values, policies, and educational objectives.

Commitment to a Christ-Centered Environment

Hillsboro Christian Academy seeks to foster an environment characterized by biblical love, respect, purity, integrity, and accountability. All members of the school community are expected to conduct themselves in a manner that honors Christ and promotes the safety, dignity, and well-being of others.

SOCIAL MEDIA AND DIGITAL CONTENT

Students and parents are expected to use social media and other digital platforms responsibly and in a manner consistent with the mission, values, and standards of Hillsboro Christian Academy. Parents are encouraged to actively monitor their child's social media accounts, online communications, and digital activity.

Although the school does not routinely monitor personal social media accounts, online conduct brought to the attention of the administration may be addressed when it has a direct or substantial connection to the school community. This may include, but is not limited to, content that:

- Threatens, harasses, intimidates, bullies, slanders, or targets a student, employee, volunteer, or school family;
- Creates or reasonably threatens a safety concern;
- Materially disrupts the educational environment or the orderly operation of the school;
- Shares confidential, private, or inappropriate information involving members of the school community;
- Falsely represents the school or uses the school's name, logo, or identity without authorization; or
- Seriously conflicts with the behavioral expectations, Christian standards, or enrollment commitments established by HCA.

Student social media conduct may result in disciplinary action, including suspension, expulsion, or nonrenewal of enrollment. Parent or guardian social media conduct may also be considered when determining whether a cooperative and constructive relationship can be maintained between the family and the school and may affect the continued enrollment or re-enrollment of the family's student.

In determining an appropriate response, the administration will consider the nature and severity of the conduct, the student's age, the connection to the school community, the effect on others, any resulting disruption or safety concern, and other relevant circumstances.

DRESS CODE POLICY

HILLSBORO CHRISTIAN ACADEMY DRESS CODE POLICY

PURPOSE

At Hillsboro Christian Academy, we believe that appearance reflects the heart. Our dress code is designed to promote modesty, unity, and a Christ-honoring learning environment while minimizing distractions and encouraging focus on academic and spiritual growth.

GENERAL GUIDELINES

All students (K–12) are expected to:

- Dress modestly, neatly, and appropriately at all times.
- Wear clothing that is clean and in good condition (no holes or patches).
- Avoid styles that are tight, revealing, or distracting.

Approved Tops

Students may wear the following solid colors only:

- Red, gray, or black (no variations of red or black permitted).

Approved styles include:

- Short-sleeve or long-sleeve T-shirts
- Short-sleeve or long-sleeve polos
- Sweatshirts (crew neck or hooded)
- Quarter-zips

ADDITIONAL GUIDELINES

- Logos/emblems cannot be larger than a quarter, except on official HCA apparel.
- No cropped, low-cut, or V-neck tops.
- An approved shirt must be worn under all outerwear.

Outerwear

- Students may not wear jackets or coats inside during school hours.
- Students may wear solid black, gray, or red cardigan sweaters or zip-up hoodies, which may include an approved HCA logo.
- Cardigans and zip-up hoodies must be worn over an approved shirt.

Pants and Bottoms

Students may wear:

- Jeans (blue, black, or khaki)
- Black or khaki slacks
- Students in Kindergarten through 5th grade may wear shorts during the first and fourth quarters. Approved shorts must:
 - Be khaki, black, or blue denim. Athletic shorts are not permitted.
 - Be no shorter than 2½ inches above the top of the knee (following the “dollar bill rule”).
 - Be modest in appearance and fit appropriately.

Requirements

- No holes or patches.
- Pants and bottoms must be worn appropriately at the waist.

Not Permitted

- Leggings
- Sweatpants
- Flannel pants
- Shorts for students in grades 6–12
- Any other pants or bottoms that do not meet the spirit of the dress code

Skirts (Girls Only)

- Must be mid-calf length or longer.
- Slits must not extend above the knee.
- Must follow all modesty guidelines.
- Leggings are permitted under skirts.

Footwear

- Shoes must be safe and appropriate for school activities.
- Flip-flops and slides are not permitted.
- Gym shoes are required on PE days.

HAIR, GROOMING, AND APPEARANCE

Hair

- Hair must be a natural color.
- Hair must be neat and must not obstruct vision or hang in the eyes.
- Hair must be clean, neat, and well-groomed at all times.
- Hairstyles that are distracting, extreme, or inconsistent with the school's standards of professionalism and modesty are not permitted.
- School administration reserves the right to determine whether a hairstyle complies with the dress code.

Boys

- Hair length must be maintained so that it does not extend below the shirt collar when worn in its natural position.
- Hair must be cut above the eyes.
- Boys must be clean-shaven.

Piercings and Tattoos

- Students are expected to refrain from getting tattoos while enrolled at HCA.
- Any existing tattoos must be fully covered during school hours and at school-sponsored activities and events.
- Girls: Up to two ear piercings only.
- Boys: No piercings permitted.

Makeup and Nails

- Girls: No makeup, false eyelashes, or fake nails are permitted through 6th grade.
- Boys: No makeup or nail polish is permitted.

Headwear and Accessories

- Hats and sunglasses may not be worn inside the building.

SPECIAL ACTIVITIES

- A designated HCA event T-shirt may be required for field trips, field days, or other special activities.

AFTER-SCHOOL ACTIVITIES

Students and families attending or participating in HCA athletic events, performances, programs, meetings, or other school-related activities outside of regular school hours are not required to

wear approved school-day dress code clothing unless otherwise directed for a specific event. For example, a separate set of dress guidelines may apply to school dances.

Students and families are expected, however, to represent themselves, their families, and Hillsboro Christian Academy in a modest, neat, and appropriate manner. Clothing should:

- Provide appropriate coverage and not be excessively tight, revealing, low-cut, cropped, or otherwise immodest.
- Be clean and in good condition, without holes, tears, or excessive wear.
- Be worn appropriately and fit in a manner that maintains modesty while sitting, standing, bending, or participating in activities.
- Be free from inappropriate, offensive, suggestive, profane, or controversial words, images, symbols, or messages.
- Be appropriate for the activity, setting, and weather conditions.

The administration reserves the right to determine whether attire is appropriate and consistent with the values and standards of HCA. Students whose clothing does not meet these expectations may be asked to change, cover, or remove the inappropriate item. If the issue cannot be corrected, or if the student refuses to comply, the student may be dismissed from the activity or event.

DRESS CODE VIOLATIONS

Immodest clothing will be addressed immediately.

1st Offense

- Verbal warning and parent phone call.
- A parent must bring a change of clothes.
- If a change of clothing is not provided, the student will be placed in In-School Suspension (ISS) with a 35% reduction on all assignments for that day.

2nd Offense

- Write-up and parent phone call.
- A parent must bring a change of clothes.
- If a change of clothing is not provided, the student will be placed in In-School Suspension (ISS) with a 35% reduction on all assignments for that day.

3rd Offense

- Write-up and parent phone call.
- A parent must bring a change of clothes.
- If a change of clothing is not provided, the student will be placed in In-School Suspension (ISS) with a 35% reduction on all assignments for that day.
- The student will receive a one-hour after-school detention with a \$10 charge.

4th Offense

- The student will be sent home, and the absence will be considered unexcused.
- Assignments will receive zeros for that day.

5th Offense and Beyond

- The student will be placed on Level 2 of the HCA Discipline Ladder.
- Excessive violations of the dress code may result in dismissal from HCA.

The occurrences outlined in this policy are cumulative for the entire school year and do not reset at the end of each nine-week grading period.

FINAL AUTHORITY

The administration reserves the right to determine whether any attire or appearance is appropriate and in alignment with the spirit of this policy.

ASSIGNMENT POLICY

ASSIGNMENTS OVERVIEW

The School will do its best to see that the students understand what is expected of them. The school's policy states, however, that **it is the student and his family who must take the initiative and responsibility for being certain that the child understands and completes his/her assignments on time.**

Homework is an integral part of the school program. It serves three purposes:

- 1) Students have an opportunity through drill to reinforce knowledge of material and processes already taught in the classroom.
- 2) Homework is an opportunity to pursue independent assignments of a creative and individual nature.
- 3) It is an appropriate way to teach responsibility. An important part of a student's education is to learn to complete class and homework assignments and submit them when they are due.

Individual teachers have the right to establish their own homework procedures. The best procedure for the student to follow policy is to record short term and long term assignments, lay out a plan for completing long term assignments and be sure that work is completed when it is due. Teachers may assign detention and/or dock grades for incomplete and/or missing work. If this becomes a habitual problem, the student will be sent to the Dean of Students and the parents will be notified. The amount of time a child needs to do homework varies with the individual and even this varies from day to day. The faculty, however, will attempt to arrange assignments so that they will take no longer than necessary. An educational rule of thumb is 10 - 30 minutes per year per grade level with a maximum of 1 ½ hours (8th grade) and 2 hours (9th - 12th).

Much of the value of homework depends on how it is done. A quiet place and a definite time each day for study are essential to proper concentration on the task at hand. Each student should be responsible for his own assignments. If a child is having difficulty completing assignments on his own, the parent should let his/her teacher know immediately. In the primary grades, one requirement for parents is spending time reading with/to their children. Some teachers will require a reading log to be kept.

All work **must be done by the student.** Parents may explain work when necessary and check to make sure the work is done. All homework should be completed in the student's handwriting, unless they have an accommodation for a scribe. **Please see the section in the Absentee Policy relating to homework during absences.**

PROCEDURES FOR CLASSWORK AND HOMEWORK

- 1) All work is due on the date established by the individual teacher.
- 2) It is the student's responsibility to make sure that he/she understands and completes all assignments on time.
- 3) In the event of excused absence - see Absentee Policy
- 4) We strive to maintain a high standard by stressing the items listed below:
 - All papers must have the proper heading and formats as designated by the teacher.
 - Directions must be followed on all assignments.
 - Work not done according to the guidelines given by the teacher will be redone or not accepted.
 - Grades earned are the result of the student's work.
 - The student (not the teacher) is accountable for the grades given.
 - Students must maintain an overall grade point average of 61% or better in order to get credit for the course.

CURRICULUM

OVERVIEW

The pursuit of excellence is the overall objective at HCA. Each child is challenged to progress at his/her maximum rate in each area of study. Within the framework of the curriculum, individual differences will receive consideration, and students will have the opportunity to satisfy basic needs in the four areas of their lives:

- **Spiritual**
 - The curriculum is designed to strengthen character and prepare a young person for a life of service. The goals of our classroom Bible program is to develop within our students a love of God and respect for the Bible as God's Word. The curriculum also attempts to instill within our young people an appreciation for our American spiritual heritage and a devotion to it. In order to accomplish these objectives, the Bible is studied in the classroom under the direction of each classroom teacher.
- **Intellectual**
 - HCA makes every effort to maintain the highest academic standards. We use the Bob Jones University Press curriculum to help us maintain those standards. Reading is taught from a literature and science of reading base. Phonics is the fundamental building component of our reading program. We use Orton Gillingham in elementary classrooms. Mathematics is taught with a variety of methods including traditional Drill and Practice with an emphasis on learning problem-solving skills. We use manipulatives appropriate for each grade level to help children understand number concepts. Our math curriculum is spiraled and the reading curriculum is sequential. We seek to equip the children with the academic skills needed for future success.

➤ **Aesthetic**

- The cultural arts program is integrated with the academic curriculum to enhance learning, encourage creativity, and help students develop an appreciation for the arts. Students from all the grades may work together on plays, musicals, enrichment projects, and art. Opportunities for participation in school-wide programs are available. When there is enough interest, instrumental music is also an opportunity.

➤ **Physical**

- HCA is aware that an organized developmental program of physical education is important to the growth and health of young children. Physical education is included in the curriculum up to 9th grade. Play time inside or outside is scheduled daily in the elementary grades during P.E. classes for the older grades. Principles of healthful living are included in the classroom curriculum.

GRADE REPORTS

HCA is using Progress Book for tracking attendance, grades, etc. As a parent, you have the availability through Progress Book to keep track of your child(ren)'s grades and assignments whenever you desire. Check with the school office for instructions.

- Report cards will be available every nine weeks on ProgressBook. A paper copy of the final report card can be picked up in the office during designated summer office hours. Conferences may be requested by teachers and/or parents any time during the school year. Two specific conference times will be designated on the school calendar – one in September which will be mandatory for new students and one during the second semester for students who are in jeopardy of failing a class or might possibly need to repeat a grade. Conferences with teachers will need to be scheduled in advance to allow for all of the teachers involved to arrange their schedules.

GRADING SCALE

Letter Grade	GPA equivalent	
	Full Credit	Half Credit
A+ 98 – 100%	4.0	2.0
A 94 – 97%	3.8	1.9
A- 91 – 93%	3.5	1.75
B+ 88 – 90%	3.3	1.65
B 84 – 87%	3.0	1.5
B- 81 – 83%	2.7	1.35
C+ 78 – 80%	2.3	1.15
C 74 – 77%	2.0	1
C- 71 – 73%	1.7	.85
D+ 68 – 70%	1.3	.65
D 64 – 67%	1.0	.5
D- 61 – 63%	.7	.35
F 0 – 60%	0	0

ACADEMIC PROBATION

Students will be placed on academic probation at the end of any given quarter when grades in two or more subjects fall below 70%. (D) or one subject falls below 61% (F). Placement on academic probation for two consecutive quarters may result in losing the eligibility status to enroll for the next school year or retention.

BOOKS AND RELATED MATERIALS

The Enrollment Fee paid at the beginning of each school year helps to pay for student materials and testing which are required for each class. This fee is non-refundable.

Textbooks and classroom materials need to be handled with care. Improper usage of textbooks will result in a fine. Also, students who **lose a textbook** (consumable or non-consumable) **will be required to pay whatever the cost is for its replacement.** There will also be a few materials that the student will be expected to provide which include a bookbag, Bible, water bottle (optional), and lunchbag (optional).

EXTERNAL CREDIT AND DUAL ENROLLMENT

A student must receive prior approval from the principal in order for correspondence courses or college courses to count toward HCA graduation requirements.

- **College Credit Plus**
 - 7th graders through Seniors are eligible through the State of Ohio based on grade point average and successfully passing placement tests through the institution.
 - Limited funding is available for non-public schools; consequently, students may take only the number of credits they are awarded for free. Additional courses may be taken at the student's expense.
- **Dual Enrollment**
 - Dual enrollment is available beginning in ninth grade, based on each institution's requirements.
 - Dual enrollment classes can be taken for high school and college credit.
 - Families will be responsible for paying for any failed courses.
- **Career Technical Center (CTC) Option**
- Juniors and Senior are eligible
- Application and program choice are typically due in February.
- Students may take entire Junior and Senior year at Laurel Oaks or their district of residence CTC. They may take their lab courses at the CTC and their academic courses at HCA
- Students will receive a diploma from HCA upon completion of Senior year

SUMMER SCHOOL

Students who fail a semester of a course are required to recover the failed semester credit through an approved summer school or credit-recovery program.

Students may complete no more than two courses during a single summer. If a student has additional failed semester credits beyond this limit, those credits must be recovered during the regular school year by retaking the full course or the applicable semester or portion of the course, as determined by the administration.

All summer school and credit-recovery expenses are the responsibility of the student's parent or guardian. Any summer school or credit-recovery program must be approved by the administration in advance to ensure that it meets the school's academic and credit requirements.

Participation in summer school or credit recovery does not remove or replace any consequences associated with the original failing grade. Students remain subject to the school's academic probation, promotion, retention, eligibility, graduation, and other applicable academic policies.

The final course grade will be calculated by averaging the student's first-semester grade, second-semester grade, and summer school grade.

HOMESCHOOL SERVICES AND FEES

HCA may make certain testing and curriculum resources available to homeschool families, subject to availability and administrative approval.

Testing

Homeschool families will be charged the actual cost of testing materials and/or testing services, plus a 20% administrative fee. The administrative fee covers ordering, processing, coordination, record handling, and other administrative services associated with testing.

Curriculum

Homeschool families purchasing curriculum through HCA will be charged the actual cost of the curriculum, including any applicable shipping or related charges, plus a **20% service fee**.

The purchase of curriculum does not include lesson plans, teacher editions or instructional materials unless specifically included in the purchased curriculum package, teacher instruction, grading, tutoring, academic monitoring, or other teacher involvement.

All homeschool testing and curriculum fees must be paid in full prior to testing or before curriculum materials are ordered. Fees are nonrefundable once testing materials or curriculum have been ordered, except when a refund is provided to HCA by the vendor.

Enrollment and Academic Services

Participation in homeschool testing, use of testing services, or the purchase of curriculum through HCA does not constitute enrollment at Hillsboro Christian Academy. These services do not entitle a homeschool student to teacher instruction, academic support, grades, course credit, transcripts, report cards, extracurricular participation, or any other services or benefits provided to enrolled HCA students unless specifically approved by the administration and any applicable fees or requirements have been satisfied.

AT-RISK STUDENT IDENTIFICATION AND SUPPORT POLICY

PURPOSE

The purpose of this policy is to establish procedures for identifying and supporting students who may be considered at-risk of academic failure, behavioral challenges, or school disengagement. Hillsboro Christian Academy seeks to provide timely intervention, individualized support, and Christ-centered guidance to help each student succeed academically, socially, and spiritually.

DEFINITION OF AT-RISK STUDENTS

An at-risk student is a student who demonstrates one or more indicators suggesting an increased likelihood of academic failure, retention, or difficulty meeting school expectations.

Indicators may include, but are not limited to:

- Persistent academic struggles or failing grades
- Chronic absenteeism or excessive tardiness
- Significant gaps in foundational skills
- Behavioral or disciplinary concerns
- Social-emotional difficulties
- Lack of engagement in schoolwork
- Family or life circumstances impacting learning
- Students returning after extended absence
- Students demonstrating significant learning delays

IDENTIFICATION PROCESS

Students may be identified as at-risk through the following methods:

- Review of academic performance and report cards
- Standardized or classroom assessment data
- Teacher observations and referrals
- Parent concerns or communication
- Attendance records
- Administrative review

Teachers and staff are encouraged to communicate concerns to the school administration promptly so that support can be coordinated.

INTERVENTION AND SUPPORT STRATEGIES

Once identified, the school will work collaboratively to support the student through strategies that may include:

- Academic intervention or targeted instruction
- Tutoring or additional academic support
- Modification of assignments or instructional approaches when appropriate
- Development of a Student Support Plan
- Increased communication with parents/guardians
- Behavioral support and guidance
- Mentoring relationships with staff members
- Social-emotional or spiritual encouragement
- Referral to outside resources when necessary

The goal of all interventions is to help the student experience growth, success, and accountability in a supportive Christian environment.

PARENT/GUARDIAN COMMUNICATION

Parents or guardians will be informed when a student is identified as at-risk and will be encouraged to partner with the school in supporting the student's progress. Communication may occur through:

- Parent-teacher conferences
- Written notices
- Phone or electronic communication
- Progress updates

MONITORING AND REVIEW

At-risk students will be monitored regularly by teachers and administration. Progress will be reviewed to determine whether:

- The student is demonstrating improvement
- Additional supports are needed
- The intervention plan should be modified

Documentation of interventions and progress will be maintained by the school.

ROLES AND RESPONSIBILITIES

Administration

- Oversee implementation of the policy
- Coordinate support plans and communication

Teachers

- Identify students showing risk indicators
- Implement classroom interventions
- Communicate with parents and administration

Parents/Guardians

- Partner with the school in supporting student growth
- Encourage accountability and follow-through at home

COMMITMENT TO STUDENT SUCCESS

Hillsboro Christian Academy believes that each student is uniquely created by God and capable of growth and success. Through early identification, intentional support, and collaboration between school and family, we seek to help all students reach their God-given potential.

GENERAL POLICIES

LOST AND FOUND

Articles found anywhere on the school grounds or in the school building will be placed in lost and found. Such articles may be claimed during lunch time or after school. **Please identify all clothing and personal property with the student's name.** Students can check for lost articles in the foyer. Articles not claimed at the end of each quarter will be sent to a needy organization.

LUNCH

Hot Lunches will be served every day for \$3.00 – PK-6th Grades & \$3.25 – 7th-12th Grade
Free breakfast is available to all students.

Lunch menus are prepared each month. Lunches may be paid through My School Bucks or by bringing money into the school office to add to your account. (Note: My School Bucks will charge a processing fee.)

NO microwaves will be available to elementary students. Microwave use will be allowed for middle/high schools if handled by students in a responsible manner.

Lunches brought to school after the school day has begun are to be taken to the office.

Students will **NOT** be permitted to leave the school grounds for lunch.

VISITORS / VOLUNTEERS

All visitors and/or volunteers to the school must check in at the office before going anywhere on the school grounds. A visitor's pass will be issued and must be worn while visiting the school. It is also required that you check out and return your badge before leaving.

Volunteers are required to undergo a BCI Background check prior to volunteering. A volunteer is defined as any individual who will make repeated visits to the school or may be with students without a staff member present at any given time.

Volunteers should make prior arrangements with administration before coming to the school to help. Time spent in a classroom must have permission from the administration as well as the staff member with whom they wish to help.

Time spent in the office should also be limited so that the office staff will be able to complete the work that needs to be accomplished. The office is not a place for gossip, idle conversation, or to wait until school is dismissed.

CHILD ABUSE REPORTING

Hillsboro Christian Academy is committed to providing a safe, secure, and Christ-centered learning environment for every student. The safety and well-being of our students is a top priority.

In accordance with Ohio law, school employees who are mandated reporters are required to report suspected child abuse or neglect to the appropriate child protective services agency or law enforcement. School personnel cannot promise confidentiality regarding information that may involve the safety or welfare of a child.

The school will cooperate fully with child protective services, law enforcement, and other governmental agencies as required by law. Parents and guardians should understand that reports of suspected abuse or neglect are made when required by law and are intended to protect the health, safety, and welfare of children.

If a student believes they are being abused, neglected, or are concerned about the safety of another child, they are encouraged to speak immediately with a teacher, counselor, administrator, or another trusted school employee.

TELEPHONE

Except in case of **extreme** emergencies, neither teachers nor students will be called from the classroom for telephone calls. You may leave a message in the office.

MEDIATION STATEMENT

The parties to this agreement accept the Bible commands to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1--8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the parent-school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation as outlined in the HCA Policies and Procedures Manual.

PARTIES AND DANCES

Parties: Parties are arranged at the discretion of the teachers and administration. The exact dates/times for parties will be furnished by the teacher as agreed upon by the administration.

Parents should check with the teacher before arranging for a birthday treat in the classroom.

Dances: Dances are planned by various organizations and are approved at the discretion of the school administration. Students bringing a non-HCA guest must complete the required paperwork and have it turned in by the designated date on the paperwork. Only high school students can request for a guest to attend a dance with them. Guests must be at least in ninth grade and not be over the age of 20. Staff members may not attend as a guest. Administration must first approve the application for a guest before they can attend.

School rules are expected to be followed by **ALL** who attend any function sponsored by HCA.

FIELD TRIPS

All field trips must be approved by the school administration and coordinated by faculty or staff. A signed parent/guardian permission form is required for every student participating in a field trip.

Parents or guardians who choose to transport their child to or from a field trip may transport only their own child unless prior approval has been granted by the school. If another student is to ride in a parent or guardian's vehicle, written permission from the parent or guardian of **both** students must be submitted to the school office and approved by the administration prior to the field trip.

PLEASE NOTE: Field trips are not meant to be family adventures. If you are asked to chaperone a field trip, your responsibility should be to the students in the class you are chaperoning, not just your child. Siblings or additional children should not be brought to the field trip.

WORK PERMITS

Student work permits may be attained in the high school office in the district in which the student resides. The permit will need to be authorized by HCA's Head of School.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student Records and Privacy

Hillsboro Christian Academy maintains student education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Ohio law. The school is committed to protecting the privacy of student records while ensuring that parents, eligible students, and authorized individuals have appropriate access to educational information.

Education records are records that are directly related to a student and maintained by the school or by a party acting on behalf of the school. These records may include, but are not limited to, academic records, attendance records, disciplinary records, health information maintained by the school, testing information, and other educational records.

Personally identifiable information from a student's education records will not be disclosed without the written consent of a parent or eligible student, except as permitted or required by law. FERPA permits certain disclosures without consent, including, but not limited to:

- School officials with legitimate educational interests.
- Another school or educational institution in which the student seeks, intends, or has enrolled.
- Compliance with a judicial order or lawfully issued subpoena.
- Health or safety emergencies.
- Other disclosures authorized under FERPA or applicable law.

Parents of students under the age of 18, and eligible students (students who are 18 years of age or older or attending a postsecondary institution), have the right to:

- Inspect and review the student's education records.
- Request the correction of inaccurate or misleading information.
- Consent to most disclosures of personally identifiable information.
- File a complaint with the U.S. Department of Education concerning an alleged failure to comply with FERPA.

Upon receipt of a valid request from another school in which a student has enrolled or intends to enroll, Hillsboro Christian Academy will transfer the student's educational records in accordance with applicable federal and Ohio law. The school reserves any rights permitted under Ohio law regarding the withholding of records due to outstanding financial obligations.

Directory Information

Hillsboro Christian Academy may designate certain student information as "directory information" in accordance with FERPA. Directory information may include a student's name, grade level, dates of attendance, participation in officially recognized activities and athletics, honors and awards received, photographs, videos, artwork, and similar information.

Directory information may be used in school publications and communications, including, but not limited to:

- Yearbooks
- Graduation and awards programs
- Athletic rosters and programs
- Honor rolls
- School newsletters
- School website
- Social media

- Promotional materials
- Local newspapers and other media outlets

Parents or eligible students who do not wish directory information, photographs, or videos of their student to be released must notify the school office in writing within ten (10) school days of enrollment or the beginning of each school year. This request will remain in effect for the current school year unless revoked in writing.

The school will make reasonable efforts to honor requests to withhold directory information. However, such requests do not apply to information required by law to be disclosed or to photographs or videos in which a student appears as part of a group or public school event and is not individually identified.

Media Release

As part of the enrollment process, parents or guardians will be asked to complete a Media Release Authorization indicating whether Hillsboro Christian Academy has permission to use photographs, videos, audio recordings, or student work for educational, informational, or promotional purposes. This authorization helps the school honor each family's preferences regarding the publication of student images and information.

Questions regarding student records or FERPA rights may be directed to the Head of School or the school office.

PLEASE NOTE: Hillsboro Christian Academy's only policy would prohibit the transfer of student records to a parent or another school if that student leaves the school with an unpaid balance.

GRADUATION

GRADUATION REQUIREMENTS

High School (24 Credits)

Graduation Tracks: Standard, College Readiness/CCP, Honors Diploma, Trade School (9th-10th)

Key: Blue - State Required Red - HCA Requirement “*” - Optional Course, may also count toward elective credit total	
<u>Bible (Credit for Each Year @ HCA)</u> Bible 9 - The Triumph of Christ Bible 10 - Bible Doctrines Bible 11 - Biblical Worldview Bible 12 - Biblical Ethics Bible Elective*	
<u>English/Language Arts (6 Credits)</u> English 9 - Writing & Grammar English 10 - Writing & Grammar Literature 9 Literature 10 - Elements of Literature Speech <i>Two of the following courses:</i> English 11 English 12 Literature 11 Creative Writing* American Literature* (or Literature 12) British Literature* (or Literature 12) College/Technical Writing*	
<u>Math (4 Credits)</u> Algebra I Geometry Algebra II Consumer Math or Advanced Math	
<u>Science (4 Credits)</u> Physical Science Biology Chemistry <i>One of the following courses:</i> Anatomy & Physiology* Physics* STEM*	
<u>Social Studies (4 Credits)</u> World History US History American Government Financial Literacy (.5)	
<u>Phys. Ed / Health (1 Credit)</u> Physical Education Health Athletics*	
<u>Fine Arts (1 Credit)</u> *Not required for Oaks Art I* Art II* Graphic Design/Yearbook* Art History* Choir*	
<u>Electives (5 Credits)</u> Spanish / Latin Art Electives Choir / Musical Instrument Computer - Programming/Coding Careers (.5 Credit) (GRIT)	Geography BOSS Club Life Skills Current Events Drama
* Only one study hall is allowed unless given administrative approval for special circumstances	

GRADUATION AWARDS

Valedictorian is the graduating senior who has earned the highest cumulative grade point average (GPA) while meeting all Hillsboro Christian Academy graduation requirements. The valedictorian will be determined using all grades and credits recorded in the student's official transcript as of the administrative cutoff date established by the school. This cutoff date is necessary to allow sufficient time for:

- Notification of the valedictorian and salutarian;
- Preparation of graduation speeches;
- Printing of graduation programs and other recognition materials; and
- Completion of graduation planning.

Salutarian is the graduating senior who has earned the second-highest cumulative grade point average (GPA) while meeting all Hillsboro Christian Academy graduation requirements. The salutarian will be determined using all grades and credits recorded in the student's official transcript as of the administrative cutoff date established by the school. This cutoff date is necessary to allow sufficient time for:

- Notification of the valedictorian and salutarian;
- Preparation of graduation speeches;
- Printing of graduation programs and other recognition materials; and
- Completion of graduation planning.

Because some students may be enrolled in College Credit Plus (CCP), online courses, or other dual enrollment programs, transcripts from those institutions may not be received before the administrative cutoff date. Grades received after the established cutoff date will not be considered in determining the valedictorian or salutarian, even if they would otherwise affect the student's cumulative GPA.

The Head of School shall establish the annual administrative cutoff date. Once the valedictorian and salutarian have been determined and announced, the selections are considered final. In the event of an exact tie in cumulative GPA at the administrative cutoff date, the students shall be recognized as Co-Valedictorians, unless otherwise determined by school policy. In the case of Co-Valedictorians, there will not be a Salutarian selected.

Benaiah Award is a special honor presented by a graduating senior to a member of the junior class who demonstrates courage, faithfulness, servant leadership, and strong Christian character. Inspired by the biblical example of Benaiah, this award recognizes a student who shows dedication to God, respect for others, perseverance, and a willingness to lead by example within the school community. The award also reflects the graduating senior's confidence that the recipient will continue to uphold the values and mission of Hillsboro Christian Academy and positively influence future students.

Principal Award is presented to a graduating senior who has demonstrated exceptional academic achievement, leadership, Christian character, responsibility, and a positive influence on the school community. This student consistently represents the mission and

values of Hillsboro Christian Academy through integrity, service, respect, and dedication both inside and outside the classroom.

Crusader Award is presented to a graduating senior who best exemplifies the spirit, heart, and mission of Hillsboro Christian Academy. This student shows school pride, perseverance, servant leadership, Christian character, faithfulness, and a willingness to encourage and support others. The award recognizes a student who faithfully represents what it means to be a “Crusader” both in attitude and action.

GENERAL INFORMATION

Graduation Cap Decoration:

- Graduates may choose to decorate the top of their graduation cap to commemorate this important milestone. Because commencement is a formal Christian ceremony, all decorations must reflect the mission, values, and Statement of Faith of HCA.

The following guidelines apply:

- Decorations must be limited to the **top (flat surface)** of the graduation cap only. The sides, brim, underside, and tassel may not be altered or decorated.
- Decorations must display a Christian theme, Bible verse, faith-based message, or other content that honors Christ and is appropriate for a Christian commencement ceremony.
- Decorations may not include secular artists, celebrities, logos, brands, song lyrics, artwork, slogans, symbols, political messages, advertisements, or other content that is inconsistent with the mission, values, or Statement of Faith of HCA.
- Decorations may not contain profanity, inappropriate language, offensive images, divisive messages, or anything that distracts from the purpose and dignity of the graduation ceremony.
- Decorations must be securely attached and may not interfere with the fit or appearance of the graduation cap.
- **All decorated graduation caps must be submitted to the administration for approval no later than one week prior to commencement.** The administration reserves the right to require modifications or prohibit any decoration that does not comply with these guidelines.

Graduation caps that have not received administrative approval or do not comply with this policy may not be worn during the commencement ceremony. The administration reserves the right to make the final determination regarding the appropriateness of all graduation cap decorations.

FINANCIAL POLICIES

TUITION POLICY for the 2026-2027 SCHOOL YEAR

Tuition:

Preschool - \$5000

K-8th - \$6,166

9th-12th - \$8,408

Payment Plans:

- Full payment at the beginning of the school year
- Monthly payments through ParentSquare due on the 15th of each month during the school year.
- EdChoice Voucher payments, PFCC funds, or Child Care Choice funds
- If a family does not receive the full EdChoice Voucher amount, the family is responsible for the remaining balance.
- If a family does not receive full PFCC or Child Care Choice funding, the family is responsible for the remaining balance.
- ParentSquare transaction fees and late fees are the responsibility of the parent/guardian.

Tuition Policy:

- All tuition payments will be processed through ParentSquare, the school's tuition management system.
- New students, as well as returning students enrolled in Preschool or receiving a partial EdChoice Voucher, PFCC funds, or Child Care Choice funds, must register with ParentSquare..
- Tuition payments, regardless of the payment plan selected, are due on the 15th of each month.

Enrollments:

- A \$100 non-refundable enrollment fee is required for all new and returning students in grades K–12.
- A \$50 non-refundable application fee is required for all new students in grades K–12.

Withdrawals/Refunds:

- Tuition is calculated on the basis of the entire school year (beginning with the first teacher work day and ending with the last teacher work day); therefore, no deductions can be made for vacations, absences, or school holidays.
- If a student withdraws from school for any reason or enrolls after the school year has begun, tuition charges will be prorated based on the number of school days remaining.
- If a student is withdrawn and later seeks re-enrollment within the same school year, the parent/guardian must submit a written appeal to the HCA School Board. The appeal must include the reason for withdrawal and the reason for requesting re-enrollment.
- Re-enrollment is contingent upon space availability in the student's grade level and approval by the HCA School Board.
- A \$500 reinstatement fee will apply for any student re-enrolling within the same school year. This fee must be paid in full before the student may return to school.

Adopted: July 16, 2026

READMISSION POLICY FOLLOWING WITHDRAWAL

Students who withdraw from Hillsboro Christian Academy once voucher paperwork and intent to return applications have been submitted, that wish to return within the same school year that the paperwork was submitted for, must appeal their desire to return in writing to the HCA School Board. The letter must include the reason for withdrawal and the reason for wanting to return to HCA. There must be room in their grade. The School Board will then review the appeal and a determination will be made. There will also be a \$500 reinstatement fee, this fee must be paid in full before the student can return.

HOURS OF OPERATION

REGULAR SCHOOL HOURS

- The school office is open from 8:00 - 3:30 PM
- All classes begin at 8:30 AM
- Dismissal begins at 3:00 PM for Elementary and 3:15 for MS/HS

LATE STARTS

On bad weather days, rather than close school, the standard procedure will be to observe a delayed start. For 2-hr delays - school will begin at 10:15 AM. Drop-off will begin at 10:00 am and there will be no breakfast served. Bus transportation from districts may also be limited.

A call from ParentSquare will be made to everyone; however, if for some reason you don't receive the call you may check your email or text messages. Closings and delays will also be posted on the HCA webpage

If school is closed, students should check the web site for assignments or messages sent through ParentSquare.

EARLY DISMISSALS

Students will be dismissed on early dismissal days at 12:30 PM (up to 4th grade) and 12:45 PM (5th - 12th grades). These days usually occur on days before holidays. The school calendar will identify early dismissal days. Reminders will be sent via our one-call system.

Please Note: Attendance, lunch count, and other school business is conducted between 8:45 and 9:00. It is very important for your student to be at school in time to get his/her supplies and get to class before the first period bell rings at 8:30AM. Students will be counted tardy at 8:35 AM (unless they are riding school transportation). If they have to conduct business after 8:30, they will be missing class time.

THINGS YOU CAN DO TO HELP YOUR CHILD SUCCEED AT HCA

1. See that your child gets plenty of rest.
2. Middle School as well as High School students occasionally still need help prioritizing their work and pacing long-term assignments.
3. Keep abreast of your child's progress - be interested in what he/she is doing.
4. Ask your student about his/her day and what is going on in his/her life, etc. Show interest in their activities.
5. Encourage neatness and orderliness in his/her school work (help get organized).
6. Continue to encourage individual responsibility. However, offer to help him/her study review materials covered that day. Encourage not to wait until time for a test to review. (Each evening, ask him/her if he/she has any notes, etc. from school.)
7. Encourage promptness - be at school in plenty of time to get organized and ready for the day - no later than **(8:25 A.M.)**.
8. Teach respect for authority and support the staffs' decisions and policies.
9. Encourage the development of Godly character.
10. Encourage maturity in your child.
11. Encourage him to be a "gentleman," her to be a "lady."
12. Encourage studying in an environment conducive to concentration.
13. Reserve absences for real illnesses and emergencies.
14. Encourage a "good attitude" toward school.
15. Go to church; encourage participation in youth groups.
16. Reward him/her with your presence, not things. Do things together.
17. Be consistent in your actions. Instead of watching T.V. and videos, encourage reading.
18. Pray with your child.

HCA HANDBOOK - STUDENT/PARENT CONTRACT

I have received and agree to abide by these rules, expectations and guidelines laid out in this Student-Parent Handbook of Hillsboro Christian Academy.

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____