

Hillsboro Christian Academy



Parent/Student Handbook

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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 Christ-centered, Bible-based, academic environment and to inspire students to adopt a God-centered worldview, conform to Christ-like principles, and 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.” II Timothy 2:15

CORE VALUES

Christ-like behavior

Humble

Academically responsible

Respectful

Active participation in School & Community

Compassionate

Trustworthy

Encouraging

Reliable

VISION STATEMENT

Our vision for spiritual and academic excellence is to provide a learning environment which will motivate and inspire students to:

- grow spiritually (Ephesians 1:3-4; Col. 2:6-7)
- become servant leaders (Phil. 2:1-5)
- develop the ability to think critically (Phil. 4:6-9)
- become effective communicators (I Thes. 1-5)
- practice good health habits (Romans 12:1-2; I Cor. 6:19-20)
- demonstrate compassion for mankind (Col. 3:2; Eph. 4:32; II Pet. 1:5-8)
- realize the need to practice responsible citizenship through community service (I John 3:16-18)
- become life-long learners (Rom. 12:3-8)

STATEMENT OF FAITH

- We believe the Bible to be the infallible, inerrant Word of God, inspired and authoritative in its entirety. (*II Tim. 3:16-18; II Peter 1:20-21; Jude 3*)
- 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.
- We believe there is one God, eternally existent in three persons – the Father, Son, and Holy Spirit. (*Deut. 6:4; Matt. 28:19; Luke 3:21-22*)
- We believe in the deity of Christ, that He was fully God and fully man. We believe in His virgin birth, His sinless life; His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father; and in His personal return in power and glory. (*Gen. 1:26-27, 2:16-17, 3:6,19; Rom. 3:10-23, 6:23, 7:18, 11:32; Gal. 3:22*)
- We believe that we are created in God's image, but as a result of personal sin, a relationship with God has been broken. Regeneration by the Holy Spirit is essential for man's salvation and the 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*)
- We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (*John 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 John 3:1-3*)
- 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. (*John 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*)
- We believe that salvation is a gift from God because of His grace. It is attainable through our obedience in belief, repentance, confession, baptism, and faithfulness.
- 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*)
- 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*)

- We believe that marriage is between one man and one woman (*Gen. 2*) and that sexual immorality is against God's moral code of conduct (*Lev. 20:13; Rom 1:27*)

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 OF EDUCATION

Mr. David McCollum, President

Mr. Brian Cassner, Vice-President

Mr. Harry Conley

Mr. Josh Courtney

Mr. Tom Rhodes

Mr. John Welling

Pastor Kim Zornes

ADMINISTRATIVE STAFF

Mr. Tim Baggs, Head of School

Mrs. Lori Cassner, Elementary Principal

Mr. Coach Tyler Rhodes, High School Principal

Mrs. Jackie Hopkins, Office Manager

Mrs. Buffy Wyckoff - Secretary

Mrs. Brenda Putnam - Secretary

CUSTODIAL / KITCHEN STAFF

Mrs. Jen Minzler, Food Service Director

Mrs. Tami Brannon - Cook

Ms. Crystal Garrison - Cook

Mrs. Sharon Wagner - Cook

Mrs. Sherry Keith - Custodian

INSTRUCTIONAL STAFF

Preschool - Mrs. Bethany Ritchie

Kindergarten 1 - Mrs. Kristy Rhodes

Kindergarten 2 - Mrs. Rachel Karnes

Kindergarten 2 - Mr. Andy Teeters

1st Grade - Mrs. Karen Patton

1st Grade - Mrs. April Steele

2nd Grade - Ms. Cayla Bratton

3rd Grade - Mrs. Rebekah Baggs

4th Grade - Mrs. Carla Fannin

4th Grade - Mrs. Justina Jolly

5th Grade - Mrs. D’Nita Hardy

6th Grade Mrs. Vicki Whitman

Science - Mrs. Carrie Muenster

Social Studies - Mr. Colin Ryan

Literature - Mrs. Katrina Puckett

English/Speech - Mrs. Julia Griffith

Bible -

Social Studies/Electives - Mr. Brandon Patton

Mathematics - Mrs. Meshell McPherson

Intervention Specialist - Mrs. Judy Sarnen

Intervention Specialist - Mrs. Joyce Ford

Intervention Specialist - Mrs. Amanda Henderson

RTI Specialist - Mrs. Megan Magie

Intervention Aide -

Art - Mrs. Teresa Wilmoth

Physical Ed - Mrs. Whitney Carnes

Music - Mrs. Amanda Wyatt

Paraprofessional - Mrs. Nancy Gray

Paraprofessional - Mrs. Cyndi Gorman

Paraprofessional - Mrs. Heidi Massie

Paraprofessional -

Paraprofessional -

Paraprofessional - Mrs. Demi Layne

Paraprofessional - Mrs. Melissa Bingaman

Paraprofessional - Mrs. Rachael Knisley

ADMISSIONS

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 Administrator, and, if financial assistance is needed, by members of the Scholarship Committee. Families must meet with the Administrator 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 on an individual basis after grades, test records, and other pertinent information has been received. Formal admission to Hillsboro Christian Academy will be granted to those students who are able to benefit most strongly from our form of Christian education. Student records must give evidence that the student can successfully achieve academic levels required. Students more than one year behind in academic skills may be admitted to the next lower grade level. Students may be asked to take an entrance test in order to determine placement. Secondary students receiving a “D” in any subject may be required to retake that subject before credit will be issued for that course. Any student under disciplinary action or whose behavior does not receive commendation from the previous school will not be admitted unless the circumstances are exceptional and the Board determines to make an exception. In any case, each student admitted to HCA will be placed on academic and/or behavioral probation for the first nine weeks after his/her enrollment.

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.
- ☐ Obtain an application packet (download from website or pick up in school office) with the admission and enrollment requirements. (Please read these over and complete them carefully as incomplete applications will slow down the application process.)
- ☐ Return application, 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 Student Assessment
- ☐ You will be contacted to set up an interview date to meet with the Admission's Team. Parent(s) and student(s) (grades 7 – 12) must be in attendance for the interview. At this point, results of the entrance test will be discussed, the student's eligibility and/or grade placement will be determined, fees will be determined, and contracts will be signed.

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 grades begin at 8:30 AM
- ☐ **Students are tardy at 8:30 AM** (unless using public school transportation). All students arriving after 8:30 AM will need to check in at the school office, turn in their lunch preference, and get an admittance slip. 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. No note will mean unexcused.

- Elementary students arriving after 8:15am will go immediately to their classrooms.
- Middle/High School students will gather in the gym until dismissal to 1st period at 8:30. Pre-school students will go directly to their classroom. No food will be allowed to leave the gym. All students will be considered tardy if they are not in class at 8:30 and will need to get passes from the school office. Morning devotions will be held in 1st period classrooms. 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 endanger 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 Administrator

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) Bring an explanatory note / doctor's excuse to the office if you have been absent.
- 3) The school reserves the right to consider an absence unexcused if the parent does not call the office or send a note of explanation.
- 4) **Students may not excuse their own absences.**
- 5) If a student needs to leave for an appointment during the school day, the student must bring in a note from the parent stating the time of early dismissal. The parent may also call the school office and make such a request. It would be very helpful if appointments could be made for after school rather than during school.
- 6) High School students may sign themselves in and out **ONLY** if they have written permission from parents on file.

When a student is absent, it is his/her responsibility to see the teacher for make-up assignments. The teacher will assist the student as much as possible in making up the work which is missed.

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 teacher will determine the amount of time acceptable.

3) Students in grades 9 – 12

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 the ProgressBook to see what lessons will be done that day.*** Please email the teacher and the assignments will be emailed back if they are not in the text.

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.

Final Exams: Students who miss final exams due to excused absences will receive an incomplete in the course until the exam is completed.

- ☐ Students are expected to follow the “Incomplete Policy” for all missed work.
- ☐ Students who miss the final exam due to an ***unexcused absence*** will not be allowed to make it up and receive a failing grade for the exam.

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 encouraged to plan their vacations around the school

vacation days. 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) The school office and the student's teacher must be notified by a parent or guardian in writing at least seven (7) days in advance.
- 2) If a student has more than one teacher, each teacher must be informed by the student.
- 3) Students will be responsible for turning in completed makeup work upon return unless other arrangements have been made with the teacher.
- 4) Failure to follow this procedure will constitute an absence without excuse, and the privilege of making up work missed will be denied.
- 5) It is advisable for parents to discuss their student's academic standing with the teacher(s) before planning an extended school-time vacation. It is possible that a student may fail a class because of the impossible task of completing missed assignments without hearing the classroom discussion.

Absences and Athletic Events:

Students may not participate in athletic events if they are not at school by 11:45am.

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

Request for Student to be Taken Out of Class:

All requests for a student to be taken out of class during the school day must be cleared through the school office.

Procedures for leaving campus:

- 1) When a student is to be picked up or leave campus during school hours, it is necessary that a written note be sent to the office in the morning with the student. The note should explain the reason and the time the student will be checked out. The teacher will be alerted so that the student can be ready to leave and be sent to the office for pick up.
- 2) All students must sign out at the office before leaving the campus for any reason. **Try to schedule pickup times during lunch or transition times so that a class is not disrupted.**
- 3) Students will not be allowed to leave the school grounds during the school day unless they are accompanied by an authorized adult for the purpose of emergencies, doctor's appointments, or special events. If a student does not sign out for the remainder of the day, he/she will need to sign back in upon returning and get a re-admittance pass from the office.

Permission to Leave Campus

Juniors & Seniors who are 16 or older and drive a vehicle to school may leave, with written permission from a parent on file, no more than twice a week during lunch time. They may not ride with another student for any reason without specific permission from a parent to ride with that particular student. Forms for driving and transporting another student are available in the school office.

Unexcused Absences and “Cutting Class”:

If a student cuts class and remains on campus, he/she will receive two detentions per class cut and a 5% reduction on his/her quarter grades for the current grading period for each class cut. Cutting class AND leaving campus will receive a one day school suspension and a 5% grade reduction on quarter grades for each class. **Don’t cut class for any reason, and don’t fail to report to class without FIRST informing either the classroom teacher or the Administrator why you were not in class.**

Any **unexcused** absence from any class will result in a 5% grade reduction during the current grading period for each class missed. If a student is suspended, there is a 1% grade reduction per class missed as a result of the suspension. Missed work may be made up, but the grade of each assignment or test will be reduced by 35% (thus, the highest grade that can be earned on any assignment is 65%). Teachers are not obligated to give personal instruction for material missed.

Tardies:

Being on time is a significant life lesson. Students arriving late to class also disrupt learning that is taking place and also puts the student arriving late at a disadvantage. School begins at 8:30 AM. All students are allowed to arrive at 8:15 AM.

Tardy Policy & Procedures:

- 1) Beginning of the day - Students arriving after 8:30 AM are tardy. (Some leniency will be extended the first two weeks of school.
- 2) Students arriving after 8:30 A.M.
 - must sign in at the school office
 - receive an admittance slip to get into class.
- 3) Excused tardies may include: doctor/dental appointments, car trouble, accidents, emergency, legal, prearrangement made with the teacher and/or the school office, or other reasons. Late arrival is excused.
- 4) Parents must sign students in and out in the school office any time the students come late or need to leave early. Students in the high school may sign themselves out if written permission is on file from the parent.
- 5) Students arriving or leaving after 11:30 A.M. are recorded as being present for ½ day.
- 6) The office may waive the tardy at the beginning of the day due to weather and/or traffic problems.
- 7) Each student **will be given three tardies per quarter (all classes combined) with no consequence.**
- 8) **Grades K – 5 – throughout the day**
 - On the third & fourth unexcused tardies, a written note will be sent home to the parent.
 - After five unexcused tardies, a conference with parents will be required.
 - Continued unexcused tardies will result in further disciplinary actions i.e. in-school suspension, school board review, and possible expulsion.
 - Please be aware that three tardies (excused or unexcused) will be counted as one absence. If the tardies are unexcused, the absence will be unexcused.

9) **Grades 6 - 12 - throughout the day**

- Students need to bring a note in order to have a tardy excuse. No note means unexcused.
- In order for a student to be considered on time, he or she must be in his or her seat when the bell finishes ringing for class to begin.
- Students have three minutes between classes. A warning bell will ring one minute before the tardy bell rings.
- Teachers will report students who are late to class to the Administrator at the beginning of each class period.
- Consequences for unexcused tardies (this is for the beginning of the day as well as specific classes throughout the day): *See Discipline Policy*

Please note – Students will be given a tardy notice which will need to be signed by a parent if consequences for tardies had to be administered.

- **Every three tardies** will count as an absence in that particular class. Refer to the absence policy to determine when a student will lose credit for a class.
- Students detained by staff members are not considered tardy provided they have a signed pass from the teacher detaining them.
- Continued tardiness will result in a conference with parent, administrator, and board member which could result in possible expulsion.

HEALTH & 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 administrative secretary or the Administrator. 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	<p><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.*</p> <p><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.</p> <p><u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**</p>
POLIO	<p><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.</p>
MMR Measles, Mumps, Rubella	<p><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.</p>
HEP B Hepatitis B	<p><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.</p>
Varicella (Chickenpox)	<p><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.</p>
MCV4 Meningococcal	<p><u>Grade 7</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry</p> <p><u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****</p>

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 either in the office as needed until parents arrive.
- 8) A child will NOT be permitted to attend school who shows any of the following symptoms: acute cold, sore throat, earache, head lice, headache, Red or discharging eyes, swollen glands, diarrhea, skin eruptions or rashes, nausea or vomiting, temperature of 100 degrees or above, flushed skin or chills, signs of listlessness, weakness or drowsiness.

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.

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.

Medicine: 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 his 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** (in Back-To-School packets) 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 One-Call system. If for some chance you don't get a call, school information on closings and late starts can be on the website, facebook and found on Local 12 News.

All of our policies for emergency conditions are stated in our Emergency Safety Manual; however, due to the current pandemic, in the event of a pandemic or if advised by the state or federal government of 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 the one-call system.
- Lessons will be posted on Progress Book and the link to 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, 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 (high school). 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, teachers, office staff, and custodians.
- ☐ 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.

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 90 Day Disciplinary 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
* Inappropriate use of technology; violation of the mobile device policy
*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/DISCIPLINE TEAM COMMITTEE REFERRAL		
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) Between Friends AND/OR Dating Couples		
LEVEL 1 CONSEQUENCES	LEVEL 2 CONSEQUENCES	LEVEL 3 CONSEQUENCES
Warning	Saturday Detention (2-HR) (\$25 Charge)	Discipline Team Meeting
Parent Contact	Parent Conference	Suspension from School
Before/After School Detention (1-HR) (\$10 Charge)	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 Discipline Team		
Behavior consequences are per quarter. If a student reaches a Level 2 "Out of School Suspension", the student and the parent will be required to meet with the Discipline Team and a discipline probation contract will be written up and signed by all parties.		

All parents must sign a discipline form at the beginning of each school year. Students in grades 9 - 12 will sign individual contracts. Corporal punishment is still a possibility, but is used only as a last resort and only with the parent's permission.

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:

Often, many students who find themselves in moral or spiritual difficulties or stuck in sinful patterns desire to seek help, but are not sure if “seeking help” will be its own punishment. Students are encouraged to seek help with problems or sinful patterns in their lives by seeking discipleship that will lead to help and healing. Students may seek this discipleship by talking with a staff member. When such help is sought, the staff member is under legal obligation to report matters of alleged or suspected sexual and physical abuse to Highland County Children’s Services. (The law does not give mandatory reports - teachers, administrators, counselors, religious workers, etc. - the option of adjudicating the validity of the report or allegation.) Otherwise, the student should see this method of seeking help as “safe”. Names will not be shared with anyone unless the student or another person’s life or health is in danger. If, however, over time, a student fails to resolve the problem, other steps may need to be taken and other people, including parents, may need to be informed and more formal discipline imposed.

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 Form” in order to drive their own vehicle to school.
- Students who have a driver’s license will be permitted to leave campus during lunch time a minimum of two times per week **with special permission**. Students must have permission from the Administrator as well as from parents in order to leave campus. This is considered a privilege and, if abused, will be denied.
- 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.
- Leaving campus must have the Administrator’s permission as well as the parents’.
- Speed limit is strictly limited to 10 mph on campus.

- 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.
- Students need permission from office personnel to return to the vehicle once they have checked in.
- **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, principal, or any staff member immediately. An investigation and appropriate consequences will follow. Documentation of the event and investigation must be submitted to the principal or administrative secretary 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: name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance, stalking, intimidating, coercion, making threats, menacing, emotionally damaging gossip. Students who bully are deliberately violating their contracts and will be subject to those consequences.

Threats / Weapons Policy:

HCA has the following policy involving threats (verbal, graphic, digital, or written) and possession of a weapon, explosive or dangerous substances on school property or at a school function. Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. After the hearing, if it is determined that the student was, indeed, a threat, parents are advised that the school will contact the local police or appropriate authorities, will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible or specific, the administration will

report the threat to the student and/or staff member threatened. The school will also report the threat to the student's parents and appropriate authorities. Students making such threats will be suspended. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a threat of violence.

In those circumstances in which the school determines that the threat is likely NOT credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking" (Eph 5:4). The administration will notify the threatened parties and their parents, even when the threat is not deemed credible.

Micah 6:8 "What the Lord requires of us is to do justly, to love mercy, and to walk humbly with our God." Even though we practice mercy in dealing with discipline situations, when it comes to weapons and threats, we act justly, thus having "zero tolerance with students in this area."

We urge you to pray daily that God will build a hedge of protection around each of our families, students, and staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.

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

HCA Drug/Alcohol and Nicotine Policy Drug Testing:

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, 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 a HCA student. This includes any student enrolled at HCA with the intention of graduation from HCA or participating on a HCA sports team.

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 nurse 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 nurse 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.

Suspensions at HCA:

Suspensions usually carry a 1% per day reduction of the grading period grade for each class missed if no grades were taken in the class on the day of the suspension. Assignments, quizzes, and tests given during the suspension period may be made up, but the grade of each assignment or test will be reduced by 35%. Thus, the highest grade that can be earned on any assignment is 65%. Teachers are not obligated to give personal instruction for material missed. Assignments made prior to the suspension, but due during the suspension period, may be turned in for full credit. Assignments made during the suspension period, but due after it, may also be completed for full credit. Suspensions in the elementary school will allow for work to be made up with deductions in credit made at the discretion of the vice-principal and administrator on a case by case basis.

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 expulsion.

MOBILE DEVICE POLICY: Adopted 8/8/2022

All mobile devices should be turned off and placed out of sight during the school day.

Definition – Mobile devices shall include but are not limited to

- Cellphones and smartphones
- Bluetooth Earbuds & Headphones
- Personal Laptops and Tablets
- Portable Media Players
- Handheld or Mobile Gaming Devices
- PDAs

The Mobile Device Policy also applies during school day events and trips. Exceptions may be permitted when applicable.

- It is the responsibility of students, who choose to bring their mobile devices to school or school sanctioned events, to follow the guidelines of the mobile device policy.
- The Board requires that a parent/guardian be aware that their child is taking a mobile device to school.
- Permission to have a mobile device while under the school's supervision is contingent upon parent or guardian permission in the form of a signed copy of the mobile device portion of this policy.

Theft or damage – it is the responsibility of the student to insure the safety of their mobile device

- The school accepts NO responsibility for lost, stolen or damaged mobile devices
- The school accepts NO responsibility for the loss, theft or damage of a student's mobile device while traveling to or from school, or during school sanctioned events/trips.
- It is the responsibility of the student to secure their devices against loss. We suggest they mark their device with their name (physically or electronically), and conceal the device from view so as not to "advertise" they have them.
- We urge parents and/or students to insure their devices for theft and damage.

The first offense will result in a warning. Second offense will result in the student's device being confiscated and returned to the student at the end of the day. Third offense will result in the device being confiscated and the parents being required to collect the device from the office. *(If confiscated it will be labeled with the student's name.)* Any further offenses will result in a discipline

Violations may result in an incident being referred to the Administrative Team for further investigation. The outcome of any investigation will result in the immediate notification of the parents or guardians and more serious sanctions may apply. Law enforcement may be involved when necessary in the case of criminal matters.

SEXUAL HARASSMENT POLICY (EmployeeStudent and StudentStudent)

Policy:

Hillsboro Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to disciplinary action up to and including expulsion.

Definition Of Sexual Harassment:

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or within the work or educational setting, under any of the following conditions:

- 1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- 2) Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- 3) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- 4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples Of Sexual Harassment:**1. Employee to-Student Sexual Harassment****2. Student to-Student Sexual Harassment**

Unwelcome sexual conduct of these types can include a wide range of verbal, visual or physical conduct of a sexual nature, and is prohibited.

What To Do If You Experience Or Observe Sexual Harassment:

Students who feel that they have been subjected to harassment are encouraged to immediately report the matter to one of the school officials.

Students who observe acts of sexual harassment are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where To Report Sexual Harassment:

1. To the supervising adult and or any adult staff member.
2. To the assistant administrator.
3. To the administrator.

The Administrator and/or the Assistant Administrator are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

Confidentiality:

Every effort will be made to protect the privacy of the parties involved in any complaint. The school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian, the HCA Board of Education, and appropriate government officials as the circumstances warrant.

Protection Against Retaliation:

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any investigation proceeding or hearing concerning sexual harassment.

Complaint Procedure And Corrective Action:

Complaints should be directed to the Administrator or a designee of the administrator. An investigation of the complaint will be made. If the investigation confirms the allegation(s), procedures for corrective actions will be taken immediately. Both parties will be informed of the results of the investigation and the corrective action to be taken. The employee(s) or student(s) found to be

responsible for sexual harassment violations will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

DRESS CODE POLICY

All of our students are required to comply with the dress code. Our aim is to encourage and guide our students to dress in a manner glorifying God and to deter negative peer pressure regarding styles, trends, name-brand clothing vs. generic, etc. School is not intended to be a “style show”. Appropriate dress for school should help to produce a positive, productive learning atmosphere. Any questions regarding the dress code may be directed to the school office. Please read carefully.

- Blue or black jeans, Khaki (tan) or black pants/ jeans can not have holes or patches, and no leggings or jeggings unless being worn under a skirt.
- Khaki (tan), black or jean colored; shorts must be fingertip length for boys and girls;. No holes, patches, allowed.
- Jean or Khaki (brown/tan) uniform skirts, fingertip length, jumpers may be worn by girls. Shorts or leggings must be worn under skirts.
- Polos red, gray and black only for all grades; small brand logos only
- HCA t-shirts, solid color red, gray, or black t-shirts only in elementary
- Sweat shirts, hoodies, zip ups must be HCA or solid colored red, gray, and black grades K-6th. 7th-12th may also wear sweatshirts, hoodies, and zip ups that are patterned but no words or pictures are acceptable, along with small brand logos being acceptable. 7th-12th grade may also wear college logos and church affiliated / religious. Please note that no professional teams or other public school apparel may be worn.
- HCA T-shirts should be worn under all sweaters and sweatshirts
- Tennis shoes, boots, and open toed shoes (must have a back strap); no heeies or clogs
- No sweatpants, athletic shorts/pants, yoga pants, or leggings may be worn
- Makeup must be natural looking or will be asked to remove; no makeup permitted in Elementary
- Boys' hair can not be longer than collar length.
Students should have sweaters/sweatshirts to wear in classrooms, Winter Coats are not permitted to be worn in class. Sweaters may be solid colored (no white) or patterned
- Colored hair should be a natural hue only
- Boys will have no piercings and girls may have a maximum of 2 in ears only
- Field trips will use a red HCA t-shirt, khakis or jeans in elementary
- Picture day is school appropriate
- Extra Curricular dress will also be school appropriate for sports and dances including guests
- Male students are not allowed to paint their nails.

Please note :

- At no time is it appropriate for students boys/girls to wear caps/hats, hoods, sunglasses inside any building (except when permitted by admin for special school events)
- Neatly trimmed facial hair including mustaches, goatee and beards are allowed

ASSIGNMENT POLICY

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 in their homework planners, 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 Administrator 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. Parents should insist that students use their planners for their intended purpose and openly communicate about their progress. **Please see the section in the Absentee Policy relating to homework during absences.**

Procedures for Class 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) You have placed your child in what you consider to be a good school. We maintain that

standard by stressing the items listed below:

- All papers must have the proper heading and formats as designated by the school.
- 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.
- Make your student (not the teacher) 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

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. To develop within our students a love of God and respect for the Bible as God's Word are the goals of our classroom Bible programs. 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 publishers such as Abeka, Bob Jones, Goodhart-Wilcox, etc. to help us maintain those standards. Reading is taught from a literature base. Phonics is the fundamental building component of our reading program. We also use other language arts techniques to help with sight words. Mathematics is taught in the traditional Drill and Practice method with an emphasis on learning problem-solving skills. We use manipulatives appropriate for each grade level to help children understand number concepts. Our curriculum is sequential. We seek to equip the children with the academic skills needed for future success.

- **Aesthetic**
 - The cultural arts program is planned to interrelate with the academic areas in order to lend an aesthetic interest to instruction. Students from all the grades 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. Play time inside or outside is scheduled daily in the elementary grades and at lunchtime or 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.

- Interim progress reports will still be available on Progressbook at the midway point of each academic quarter.
- Report cards will be available every nine weeks on ProgressBook with the exception of the last quarter when they will be mailed. 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 in February for students who are in jeopardy of failing a class or might possibly need to repeat a grade. Conferences with Junior High & High School teachers will need to be scheduled in advance to allow for all of the teachers involved to arrange their schedules.

Grading Scale

Letter Grade	HS GPA equivalent		Scale 1.25 weight for CCPClasses
	Full Credit	Half Credit	
A+ 98 – 100%	4.0	2.0	5.0
A 94 – 97%	3.8	1.9	4.75
A- 91 – 93%	3.5	1.75	4.375
B+ 88 – 90%	3.3	1.65	4.125
B 84 – 87%	3.0	1.5	3.75
B- 81 – 83%	2.7	1.35	3.375
C+ 78 – 80%	2.3	1.15	2.875
C 74 – 77%	2.0	1	2.5
C- 71 – 73%	1.7	.85	2.125
D+ 68 – 70%	1.3	.65	1.625
D 64 – 67%	1.0	.5	1.25
D- 61 – 63%	.7	.35	0.875
F 0 – 60%	0	0	0

IDENTIFYING AREAS OF LEARNING DIFFICULTIES

If a teacher recommends additional testing in order to discern areas of learning disabilities, the parent must respond before the next grading period by setting up an appointment with the school's Intervention Specialist and then follow through with a request to Hillsboro Public Schools for testing.

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). Placement on academic probation for two consecutive quarters may result in losing the eligibility status to enroll for the next school year.

Books and Related Materials

The Administrative/Book fee paid at the beginning of each school year helps to pay for books and consumable materials which are required for each class. This fee does not cover the cost of purchasing new textbooks every year. It is our hope that the textbooks, themselves, can be used for

several years before needing to be replaced. Consequently, they 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 will be stipulated on each teacher's supplies list.

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**

- o 7th graders through Seniors are eligible based on grade point average and successfully passing the Compass, PSAT, or ACT
- o 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.

☐ **Great Oaks Option**

- ☐ Juniors and Senior are eligible
- ☐ Program choice is made in December
- ☐ Application is placed in January
- ☐ Students may take entire Junior and Senior year at Live Oak or they may take their lab courses there and their academic courses at HCA
- ☐ Students will receive a diploma from HCA upon completion of Senior year

Final Exams

High School semester exams are given at the discretion of each teacher at the end of the first and second semesters. Designated days are appointed at the end of the second semester for end of year finals.

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 school office. Articles not claimed will be sent to a needy organization or placed in the school auction.

Lunch:

Hot Lunches will be served every day for \$2.75 – PK-6th Grades & \$3.00 – 7th-12th Grade
Free breakfast is available to all students.
Lunch menus are prepared each month; students may select as many lunches as they desire.

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.

Please encourage your child(ren) to eat healthy.

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, with the exception of Juniors and Seniors. They may leave campus no more than two times per week. If prior arrangements have been made, parents may take their child(ren) off campus 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 should have made 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 Report:

Because of the increased incidences of child abuse in our nation, lawmakers have sought to write strict laws to protect children. For that reason all school, medical, and social service personnel are **REQUIRED** to report any suspected cases of child abuse either to the child protective agency or the local police.

Child abuse is **NOT** to be mistaken for spanking a child when he has misbehaved. However, repeated injuries including bruises, welts, psychological cruelty, sexual abuse etc., are considered abuses. The school is required by law to report all suspected cases of child abuse.

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.

School Banking

School banking is provided by Merchants National Bank. Preschool through 6th Grade Families can set up a savings account for their student and make weekly deposits at the school.

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:

Holiday parties are arranged at the discretion of the teachers. The exact dates/times for parties will be furnished by the teacher as agreed upon by the entire faculty. Homeroom parents share in the giving of these parties and will abide by the school regulations regarding date and time of day. Birthday celebrations will also be handled at the discretion of the teacher. Parents should check with the teacher before arranging for a birthday treat in the classroom.

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

Field Trips:

All field trips are arranged by the faculty and cleared through the Administrator. Written permission from parents is required for all field trips. Any parent driver will be required to have on file in the school office a copy of his/her automobile insurance showing the amount of liability coverage for passengers riding in their vehicles and a copy of his/her driver's license.

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. Also, students in other grades are still having school and those students are missing out on important instruction. If a teacher is trying to give instruction on new material, he/she either has to spend the day reviewing or reteaching which might not be necessary if all students were present for the initial instruction.

Work Permits:

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

F.E.R.P.A. The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student's educational records, Section 99.30 of the FERPA Regulations, in part, states: "Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records." FERPA defines education records as: "Those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Section 99.3." The transfer of student records is permissible upon written request of a school to which a student is transferring. However, non-public, tuition-based schools have the right to hold such records based on certain established policies, such as unpaid tuition or fees.

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.

TUITION POLICY for the 2023-24 SCHOOL YEAR

Tuition:

Preschool	\$4,500
K-8th	\$6,100
9th-12th	\$8,400

Payment Plans:

- Full pay at the beginning of the school year
- 12 monthly payments through FACTS (due on the 15th of each month – July-June)
- Voucher Payments - Financial Assistance
- If the family does not receive a full voucher, they are responsible for the remaining balance.

Tuition Policy:

- All tuition is paid through a tuition management company called FACTS.
- New students as well as those re-enrolling must register with FACTS each year if not receiving vouchers.
- Tuition charges, regardless of the plan chosen, are due on the 15th of the month.
 - \$30 NSF charges
- After fifteen (15) days an attempt will be made to receive tuition – After a 2nd attempt is made and tuition is still not available, the parent will receive a letter from the school board notifying them that the child(ren) will not be allowed back in school until the account is up-to-date.
 - For students who are out of school more than five (5) consecutive days for the lack of payment, it will be assumed they are not returning and the public school system in which they reside will be notified.

Withdraws/Refunds:

- Tuition is calculated on the basis of the entire school year (days counted beginning with the first and the last teacher work day; therefore no deductions can be made for vacations or school holidays).
- If a student leaves the school for any reason or enters after the school year has begun, then charges are prorated based on how many days are remaining.

Fundraising Opportunities:

All families are encouraged to participate in school fundraisers is one way to use these volunteer hours. Also, if you received any financial assistance which reduced your tuition, your commitment to the school is to try to help offset what assistance you have been given through the fundraisers. (i.e. If you were given \$1000 in financial assistance, you should try to raise a minimum of \$1000 through fundraisers.) Minimum participation requirements for all families in mandatory fundraisers is \$25.00 per student or \$100 per family.

Fundraiser opportunities.

- ☐ Jog-A-Thon in the fall usually around the 1st of October
- ☐ Read-A-Thon in February
- ☐ Kroger Neighborhood Rewards Club
- ☐ Other (sponsored by different organizations in the school (i.e. PTO, NHS, Athletic Boosters)

ANNUAL BENEFIT DINNER

All parents are invited to the annual Benefit Dinner which is usually held the first part of April. The purpose of the dinner is not only to raise funds for the school through the silent/live auctions, but also to bring awareness to the community, to raise monthly support for the school, and to encourage new student registration.

Please check the school facebook and website (www.hillsborochristianacademy.org) for news on the fundraisers.

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; 3:17 MS/HS

Late Starts:

On bad weather days, rather than close school, the standard procedure will be to observe a delayed start. Normal procedures – if Hillsboro City is on a 2-hr delay, HCA will observe a 1-hr delay. If Hillsboro City is on a 1-hr delay, HCA will observe a normal schedule. Very rarely will HCA observe a 2-hr delay.

- ☐ 1-hr delays - school will begin at 9:15 AM
- ☐ 2-hr delays - school will begin at 10:15 AM

A one-call will be made to everyone; however, if for some reason you don't receive the call you may check your email or Channel 12 on the TV for announcements of delayed starts or school closures.

If school is closed, students should check the web site for assignments or their blizzard bags. (Please see the section in Assignments for Blizzard Bag procedures).

Early Dismissals:

Students will be dismissed on early dismissal days at 12:00 PM. 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.

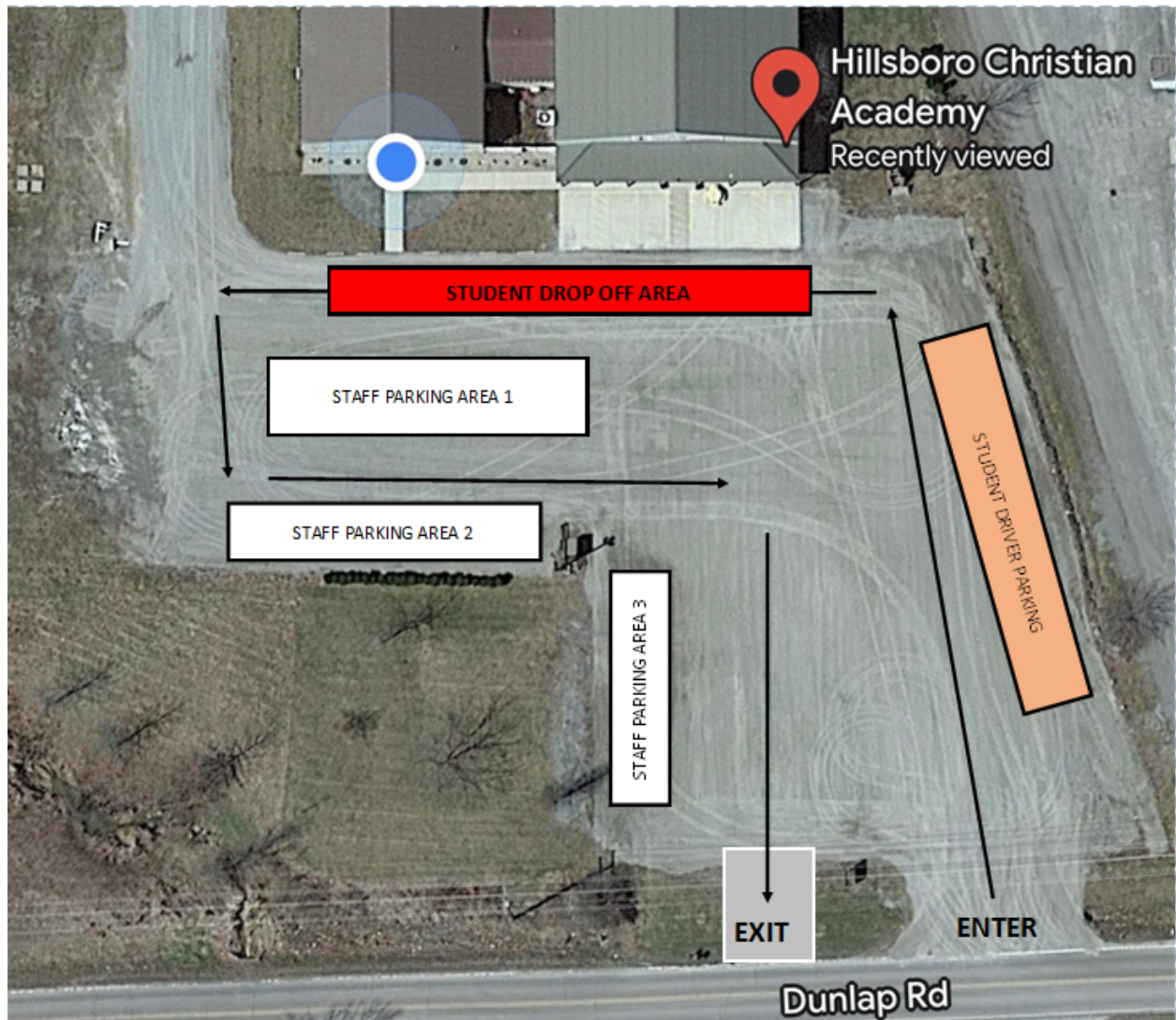
PLEASE NOTE: Attendance, lunch count, and other school business is conducted between 8:45 and 9:00 in the middle school and high school. It is very important for your student to be at school in time to get his/her supplies and get to class before the first period bell rings at 8:30AM. Students will be counted tardy at 8:31AM. If they have to conduct business after 8:30, they will be missing class time.

<p style="text-align: center;">THINGS YOU CAN DO TO HELP YOUR CHILD SUCCEED IN HILLSBORO CHRISTIAN ACADEMY</p>

1. See that your student gets plenty of rest.
2. Junior High as well as Senior High 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 with your presence, not things. Do things together.
17. Be consistent in your actions. Instead of watching T.V. and videos, encourage reading. Keep T.V. viewing to a minimum. Suggestion: on weekends only.\
18. Pray with your child.

DROP OFF / PICK UP PROCEDURE

Updated 7/28/23



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