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# HILLSBORO CHRISTIAN ACADEMY

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## HANDBOOK

May 22, 2023

HILLSBORO CHRISTIAN ACADEMY  
453 s. State Rd. 341, Hillsboro, IN 47949

### **Mission Statement:**

Biblical Immersion with Global Potential

### **Vision Statement:**



#### **Edit with the Docs app**

Make tweaks, leave comments, and share with others to edit at the same time.

NO THANKS

GET THE APP

with parents to help  
ling an academically  
environment in which to  
t in their communities.

- Christ-centered education

- Biblical worldview
- Academically challenging
- Safe and nurturing classroom environment
- Hands-on investigative approach
- Small student to teacher ratio
- Missions minded

### **Statement of Faith:**

- We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
- We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- Due to the sin of all humanity, we believe in the absolute necessity of regeneration (new birth) by the Holy Spirit for salvation. Men and women are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith are we saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost: those who are saved receive eternal life, Those who are lost receive eternal death. (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling, through the work of entire sanctification, the Christian is empowered to live a Holy life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

### **Core Values:**

1. Provide a Christ-centered, challenging academic program based on the Biblical view of God and the world.
2. Teach, influence, and encourage each student to effectively

2. Teach, influence, and encourage each student to effectively integrate Biblical truth into his or her daily life.
3. Provide a complete education to the students' heart, mind, body, and soul.
4. To impact our culture with Jesus Christ.

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home, and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land that the Lord swore to give your forefathers, as many as the days that the heavens are above the earth” Deuteronomy 11:18-21 NIV.

“...Love the Lord your God with all your heart, and with all your soul, and with all your might. And these words which I command you this day shall be in your heart: And you shall teach them diligently to your children...” Deuteronomy 6:5-7 NIV.

### **Admissions And Enrollment Grades K-8:**

To apply to Hillsboro Christian Academy, parents should fill out an application for each child they wish to enroll. The admissions committee will then meet with the student and his/her parents or guardians for an interview and to brief them on HCA's mission and purpose. HCA uses the student's previous academic performance, religious commitment, philosophical compatibility, and his or her willingness to cooperate with the administration and abide by its policies to determine their selection.

Hillsboro Christian Academy students are admitted without regard to race, color, sex, or national and ethnic origin.

Students with special needs will be accepted on a case to case basis depending on whether HCA has the appropriate staffing, programming, and facilities to meet their needs.

All new students will be on a probationary period for the first 4 weeks in school.

Kindergarten students must be 5 years old by August 1st to be

accepted and able to use the restroom without assistance.

### **Waiting list:**

There will be a waiting list if the roster fills up. Should a vacancy appear, families will be contacted based on the date that they turned in their application.

### **Withdrawal:**

All curriculum is the property of HCA and should be returned to the school in event of a dismissal or withdrawal. Parents are required to complete a withdrawal form from the school office before requests for a student's records will be considered.

HCA has the right to decline any application or dismiss any student at any time or for any reason.

### **Financial Policies/Tuition:**

#### **Choice Scholarship Applicants**

Choice scholarship applications are available for eligible families. Parents are responsible for paying any portion of tuition and fees not covered by the scholarship.

#### **Tuition and Fees**

There is a \$30 application fee for each new applicant. This takes care of the processing of the application.

The enrollment fee is \$250 paid at the beginning of every year. If paid by June 1st, the fee will be discounted to \$200. For new students this must be paid in full to hold their place even if the student has been accepted. If the Choice Scholarship covers this fee then parents will be reimbursed.

Tuition is \$5700 per year or \$570 a month for 10 months

Tuition is \$3700 per year or \$370 a month for 10 months..

Payments for each month's tuition are due on the 1st of the month. They are marked on the academic calendar in green.

The School Bookkeeper will be accepting all payments made in cash or by check. The bookkeeper will be available on campus every due day, before and after school. If parents pay by check, it is for a whole semester but otherwise checks will not be accepted. Payments can also be made online with an \$11 processing fee. Teacher will not be accepting payments.

Late Fees: If tuition is not received by 8:00 am Friday of payment week, a late fee of \$25 dollars will be added. If it is not received by 3:00pm on that same Friday, the student cannot attend classes until the account is balanced.

If a child is withdrawn or dismissed, the parents will be responsible for the payment of the month in which the child was dismissed or withdrawn. If the child has a choice scholarship, then parents are responsible for the days that month that the child did not attend.

### **Payment Type:**

Cash or Credit/ Debit card only. Checks are not accepted unless paying for a whole semester ahead of time. Cash payments will be made in the school office.

### **Academics:**

#### **Supplies**

A list of supplies will be given out by the teacher.

Students should not bring anything to school besides their school supplies and lunches. Any toys or electronic devices not kept in a backpack will be confiscated and held by a teacher or staff member. Smart watches are to be used only to check the time while school is in session.

Books and magazines brought from home should be in harmony

BOOKS AND MAGAZINES BROUGHT FROM HOME SHOULD BE IN HARMONY with Philippians 4:8 “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” Anything in discord will be confiscated by the teacher and given to the parent.

## Grading

HCA will be operating on the below grading scale.

A	95-100	A-	92-94	B+	89-91	B	85-88
B-	82-84	C+	79-81	C	75-78	C-	72-74
D+	69-71	D	67-68	D-	65-66	F	64 or below

Parents will be informed of their child’s progress every six weeks. Parents are welcome to request a conference about their child’s grades. A conference will be scheduled with their child’s teacher in a timely manner.

## Computer and Internet Use

Google Chrome Books will be available to students for research and educational games during free times.

Content viewed and played should be in harmony with Philippians 4:8.

## Chapel

Each week, there will be a chapel service held with a guest speaker or presentation.

## Student Conduct:

### Discipline

Discipline will focus on three aspects of the students: Attitude,

words, and actions using Mark 12:30, "Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength" and Mark 12:31, "Love your neighbor as yourself".

The classroom should be a safe, nurturing environment that will allow each student to learn and blossom. Any behavior inhibiting that will be dealt with accordingly.

Parents will be notified regarding offenses and what action has been taken.

Various disciplinary actions may include conference with the teacher, making restitution, writing sentences, loss of privileges such as computer use during free time, parent contact, community service, or dismissal. HCA does not administer corporal punishment.

Restitution: HCA will focus on replacing a student's inappropriate action with appropriate action. For example, a student found name calling will be held responsible for writing that child a positive note or thinking of 5 things that that child is good at.

Dismissal cases will be reviewed and decided on by the school board.

## **Anti-bullying**

Bullying will not be tolerated **in any form.**

"So, whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets." Matthew 7:12 ESV

Definition of bullying from the State of Indiana:

"Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Ind. Code Ann. § 20-33-8-0.2 (2013)

## **Conflict Resolution**

Matthew 18: 15-16, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. If he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church."

If a parent has a problem with another student other than their own, they should take it to the teacher if it happened during school hours. If it was before or after hours, they should speak to the student's parents.

If a parent has a problem with a teacher or staff member, they should meet with that person on a one- to-one basis. If the problem is not solved, then they should take a witness along with them and meet with the school board or senior pastor of Hillsboro Church of the Nazarene.

## **Dress**

Students are expected to wear appropriate clothing to school



Students are expected to wear appropriate clothing to school. Uniforms are not required but that does not mean that the student should not take pride in their personal appearance. Students should not wear the following to school/ field trips:

- Clothing promoting alcohol, drugs, or tobacco
- Clothing with objectionable or suggestive words, symbols, or pictures
- Clothing that is ripped or torn, or dirty.
- Shorts, skirts, or dresses that are too short (Fingertip length is a good rule)
- Shirts that do not cover the abdomen
- Strapless or spaghetti strap shirts or dresses
- Pajamas
- Costumes
- If wearing leggings, butt must be covered by skirt, dress, shirt, or sweater and leggings cannot be transparent.

During rainy or winter weather, parents should make sure their child is appropriately dressed such as coats, hats, and gloves.

### **Attendance**

Students are expected to be both punctual and regular in their daily attendance. Attendance and the academic well being of the student are notably linked. Also students doing make-up work are not getting the same educational experience as being in class. Classroom instruction, activities and discussions are valuable but cannot be made up and are therefore lost.

#### **Excused:**

The following are considered excused absences.

- Illness with a parent's note to verify that lasts no more than 3 successive days;
- Illness with a doctor's note to verify (required for absences that are more than 3 successive days);
- Funerals;
- Doctor or Dental appointments with verification notes.

#### **Unexcused:**

Any absence that is not defined under excused or exempt is

Any absence that is not defined under excused or exempt is considered unexcused.

Exempt:

Students may be exempt from classes for the following reasons.

- If the student is working as a page or honoree for the Indiana general assembly with verification in accordance with IC [20-33-2-14](#).
- Principal may exempt a student who is mentally or physically unfit for school attendance in accordance with IC [20-33-2-46](#).
- If the student is serving on an election board or with political parties or candidates in accordance with IC [20-33-2-15](#).
- If the student is issued a subpoena to appear in court to be a witness for judicial proceedings in accordance with IC [20-33-2-16](#).
- The student is called for active duty with the Indiana National Guard in accordance with IC [20-33-2-17](#).
- The student is a member of the Indiana wing of civil air patrol and is participating in the civil air patrol according to IC [20-33-2-17.2](#).
- The student is attending an educationally non classroom activity in accordance with IC [20-33-2-17.5](#).
- The student is exhibiting or participating in the Indiana State Fair in accordance with IC [20-33-2-17.7](#).

Students missing more than 9 days a semester or 18 per year for any reason, excused and unexcused, will not be advanced. IC 20-20-8-6 defines "chronic absenteeism" as students who are absent for 10% or more of the school year (~18 days) for any reason. IC 20-20-8-6 defines "habitual truancy" as students absent for 10 or more days from school without being excused or without being absent under a parental request filed with the School. Students fitting these definitions will be reported to the legal authorities.

3 tardies will count as a full day absence that will count against their 180 days.

All missed assignments must be made up.

**Parental/Guardian Expectations:**

Each student's education is **primarily the responsibility of the parent**. God has given this responsibility to each parent.

## **Volunteer**

Parents or guardians may use volunteer hours toward their student's tuition up to \$150 or 15 hours a month. Volunteer hours need to be scheduled at least a week ahead of time to count toward tuition reduction.

Volunteer opportunities are numerous: janitorial services, lunch aide, morning recess aide, field trip chaperones, reading aide, online educational free time supervisor, receptionist in charge of arrival and dismissal, etc. If you have any other ideas or talents that you think would benefit the students of HCA, then please share.

Parents should always check in the office first when coming to volunteer.

Volunteering is limited to the parents, guardians, and grandparents of the students enrolled at HCA.

## **Homework**

Parents are expected to assist and encourage their child in their homework studies.

Parents **are responsible** for contacting the teachers to schedule any class work that has been missed by absences and needs completed.

## **Classroom and Lunch visits**

Parents are welcome to come sit in on classes whenever they wish.

Parents are encouraged to come and eat lunch with their child. Parents should notify the office ahead of time when they will be visiting.

visiting.

Parents should enter the doors by the office when visiting since the school doors will be locked at 8:40 am and unlocked at 2:30 pm.

Lunches, homework, or other items to be delivered to the student should be left in the front office.

## **General Information**

### **Daily Schedule**

Monday thru Friday 8:40 am to 2:30 pm arrival and dismissal.

The school building will be opened at 8:20am. Students should arrive before 8:35am. Class starts at 8:40am. Students planning on arriving after 8:40am will need to inform their teacher ahead of time, as the school doors will be locked at 8:40 am.

Students should be picked up by 2:40 pm.

Students should enter and exit through the front doors by the main office.

If someone other than the child's parent or guardian is going to pick them up, please send a text or signed written notice to notify the teachers and staff.

Also, if a child will have to leave school early, please send a text or a signed written notice to notify the teachers and staff at least 24 hours ahead of time if possible.

### **Lunch**

Students are responsible for bringing their own lunches and supplies needed to eat their lunches. Students are also responsible for cleaning up after themselves when they have finished eating.

### **Recess**

Recess will be held outside on the playground unless it is raining or the temperature, including wind chill, is below 25. In other words, each student should come dressed appropriately.

## **Weather Policies**

The academy director/teacher and the school board will determine when school should be canceled or delayed. Parents/guardians will be informed as soon as possible.

## **Safety Drills**

Tornado, fire, and active shooter drills will be practiced periodically to ensure each student is prepared in case of emergency. Active shooter drills will be done through local law enforcement.

## **Health and Safety**

If a student has any of the symptoms below, please do not send them to school. They should also be free of these symptoms for 24 hours before resuming classes. If they have any of these symptoms at school, a parent or guardian will be notified so immediate arrangements to pick them up can be made.

- Sore Throat
- Persistent Cough
- Fever (100.0 or higher)
- Nausea/ vomiting
- Unexplained rash
- Diarrhea
- Runny nose - Green discharge
  - Pink Eye

For the safety and welfare of our students, any medication (prescription or OTC) that your child needs must be administered by the parent. Please do not send it with child.

Any injuries incurred during the school day will be reported to the parent or guardian of the child. If it is an emergency, the parent or guardian will be called immediately. If HCA cannot get contact with the parent or guardian, the emergency contact will be contacted.

## **Field Trips**

There will be periodic field trips throughout the year. These outings will cost a modest amount. Field trips are considered an educational part of the school day and are not optional.

## **Student Portraits**

Student portraits will be taken during the fall semester and emailed to the parents.

## **Doctrinal Distinctions**

HCA avoids the discussion with our students of doctrinal distinctions or theological controversies within the Christian community. Our goal is to teach Biblical principles and the orthodox beliefs of the church. If questions should arise, students will be advised to seek the wisdom of their parents, pastors, and Scripture.

We also do not revere any translation of the Bible over another translation except for the original Greek and Hebrew.