



HILLMAN CHRISTIAN
ACADEMY

PARENT / STUDENT HANDBOOK

2025-2026

Dedicated to Developing Discerning Leaders

School Directory

Hillman Christian Family/Academy

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*An independent, interdenominational Christian school serving
the Montmorency County community and beyond*

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Guiding Principles

Our Mission

To bring God glory by providing an exceptional Biblical-centered education dedicated to developing leaders who are spiritually, personally, and academically prepared to impact their world.

Our Purpose

To impact lives by teaching children to discover their purpose before God in a culture where they are known and valued

Our Core Values

Biblical World View

To view life and live life from God's perspective

Integrity

Commitment to honor, rightness, loyalty, and trust

Excellence

A dedicated pursuit of God-given potential

Honor Community

A commitment to treat everyone with love, respect, and dignity, and to recognize everyone as uniquely created in the image of God

"Developing Discerning Leaders"

Hillman Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Statement of Faith

- We believe in one eternal God in three persons: revealed as Father, Son, and Holy Spirit.
- We believe man was created in the image of God and is now, by reason of voluntary transgression, separated from God.
- We believe the Bible is the inspired Word of God, is His revelation to man and contains His plan for the redemption of fallen humanity.
- We believe in the virgin birth and deity of Jesus Christ, the only begotten Son of God: true man and true God.
- We believe salvation has been provided for all people through the work of Christ at Calvary, resulting in eternal life for all who believe, turn from sin and place their faith in Him.
- We believe in the spiritual unity of all believers, each of whom is an integral part of the church, the body of Christ.
- We believe all believers are responsible to fulfill the Great Commission and make disciples of all people.
- We believe in the second coming of Christ and the pre-eminence of His kingdom for eternity.
- Unit of home and school is necessary in Christian education.
- That our faculty is dedicated to seeing each child as a gift from God with a soul for whom we are accountable.
- That the teaching of the Christian faith goes hand in hand with excellent academics.
- Hillman Christian Academy teaches in accordance with the Scriptures, including doctrines related to the definitions of human life, marriage, sex, gender, and family. These doctrines include but are not necessarily limited to our belief that:
- Human life begins at conception
 1. Our lives belong to God
 2. Sexual relations are reserved for marriage
 3. We are to honor God with our bodies
 4. Marriage is a permanent union of one man and one woman
 5. Every person is either male or female
 6. A person's sex is an objective biological fact
- We believe that these doctrines reflect God's design of humanity, marriage, family, and society, and that teaching them is part of our mission as a church school. We also believe that in this fallen world people who are loved by God experience difficulties and brokenness for themselves and their families when God's good designs do not seem to work or apply properly in their lives, and we seek to have nothing but compassion for people in those circumstances. As fellow sinners we recognize that our church and school communities are filled with people whose individual and family lives do not and cannot perfectly reflect God's will or design, and we preach full and free forgiveness for Christ's sake to all who repent and trust in Him for salvation. While we struggle to apply them, the doctrines and designs themselves remain good and true. Advocating against or deliberately contradicting these doctrines in a way that interferes with or significantly undermines the mission of Hillman Christian Academy may be grounds for removal from School community at the discretion of the pastor, principal, school board, and board of elders.

Educational Philosophy

The educational philosophy of Hillman Christian Academy (HCA) at all educational levels has its foundation in a God-centered view of truth as presented in the Bible. The integrating center for the educational experiences of a student is found in the person of Jesus Christ and His written Word—the Bible (*Proverbs 22:6, Deuteronomy 6:1–6, Matthew 28:19, Luke 2:52*). Recognizing the pressures upon a young person today, Hillman Christian Academy offers an environment that promotes and teaches spiritual principles of living and encourages normal human relations within the context of biblical imperatives (*2 Timothy 3:15–17*). Hillman's Christian curriculum arises from a philosophy

that places God, not man, in the center of all things (*Colossians 2:3, Proverbs 1:7, Colossians 1:17*). Emanating from this philosophy is the challenge to students to use every talent vigorously, “as working for the Lord” (*Colossians 3:23*). Students should be prepared to meet life’s intellectual and philosophical challenges with a well-reasoned faith (*2 Timothy 2:15, 1 Peter 3:15, Colossians 2:8, 2 Corinthians 10:5*).

Specific Objectives of Hillman Christian Academy

- To encourage our students to have a firm commitment to God and faith in Christ
- To help students to see the significance of the Bible in one’s daily life
- To teach a child to work independently, creatively, and cooperatively with a basic understanding of one’s responsibilities as a mature Christian citizen
- Communication, collaboration, critical thinking, and creativity
- To operate a school for the Christian community which provides a trans-denominational atmosphere by teaching basic scriptural doctrines, but not assuming the role of the local church
- To produce alumni who will have:
 - Satisfactorily completed their academic training at this educational level
 - Received Christ as their personal Savior
 - Learned principles of Christian living and practice them daily
 - Recognized the importance of service, respect, and concern for others
 - Reached a level of physical, social, academic, and spiritual maturity that will prepare them for a successful transition into the responsibilities of Christian adulthood

Basic Affirmations

- Hillman Christian Academy’s foundation is a firm commitment to God and faith in Christ. Students learn that the content of the Bible relates to all areas of human understanding. They learn to discover the significance of His Word in their daily lives.
- The academic emphasis is to create an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence.
- The student learns to work independently, creatively, and cooperatively. Hillman Christian Academy endeavors to graduate the student into society with a basic understanding of his or her responsibilities as a mature Christian citizen.
- Hillman Christian Academy is committed to the Christian faith and biblical worldview. Hillman Christian Academy endeavors to provide a controlled environment of behavior and exposure to ideas, not as a shelter from the world in which we live, but as a companion role with the student as he makes his encounter with the opposing ideas of the world. We consider ideas and practices opposed to the Christian faith in the academy, as they relate to the subject under consideration, with the goal of helping students discern the difference and choose the position and practice that harmonizes with God’s Word.
- Hillman Christian Academy students are encouraged to uphold the spiritual and moral values of the Christian faith that support and sustain the family, church, and nation.
- Hillman Christian Academy staff and faculty endeavor to help each student realize his or her full potential. They expect high standards of discipline while recognizing the need to listen and respond to each student in an attitude of love.
- Hillman Christian Academy affirms the need to provide a proper balance among the spiritual, academic, physical, and curricular activities. The school is a unique institution in that it endeavors to educate the whole person without neglecting any area or emphasizing one at the expense of the other.

- In the areas of biblical doctrine, practicing Christianity, and personal convictions, Hillman Christian Academy realizes there are differing views. Thus, the Hillman Christian Academy Statement of Faith is the foundation by which the school administration promotes unity in these areas.
- Because Hillman Christian Academy enters a partnership of training and nurturing with parents and churches of various backgrounds, we attempt to avoid activities and programs that would cause division among our students, parents, and churches. Though we realize it is virtually impossible to please everyone, Hillman Christian Academy will, nevertheless, endeavor to keep to a minimum those activities and programs that would cause or bring dissension among our families.
- The spiritual emphasis of Hillman Christian Academy derives from an interdenominational, evangelical perspective, with adherence to the doctrinal Statement of Faith.

Parents and HCA: Working Together

Parents’/Guardians’ Statement of Understanding, Support, and Commitment

- We agree with and will support the Guiding Principles (Mission, Core Purpose, Core Values, Core Commitments), Statement of Faith, and Educational Philosophy, and are willing to have our student educated in accordance with them.
- We will become familiar with the guidelines as listed in the Parent/Student Handbook and support them.
- We will demonstrate and encourage a courteous, grateful, respectful, cooperative, and forgiving approach, along with proper self-control in thoughts, words, actions, and attitude.
- We will encourage habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading, and study.
- We will encourage participation in school projects, programs, parties, physical education, and other school activities to develop skills and relationships.
- We will encourage completion of all homework and assignments and help the student develop effective study habits.
- We will encourage school personnel through cooperation, prayer support, participation in school activities, and proactive communication.
- We understand that God has given us the primary responsibility for the spiritual training of our child(ren). We choose to partner with Hillman Christian Academy. We also understand that the school desires us to partner with and worship regularly with a local Bible-believing church.

Parent Responsibilities/Conflict Resolution

In addition to the learning center, schoolwide, and district support, we ask parents of Hillman Christian Academy to model good problem-solving for our students by applying the biblical principle found in Matthew 18:15–19, and 35. HCA parents, staff, and students are responsible to determine facts and then address those facts for the child’s welfare. Parents need to confer first with the learning center supervisor and, if necessary, work with the principal, should a question or concern persist. Respect and reverence for the Lord Jesus Christ is especially apparent as we address one another in honoring ways. If this should not occur, we invite parents to conference with the principal, to seek and arrive at resolution for the sake of the school’s mission and purpose.

We also expect that parents will speak positively about Hillman Christian Academy, not gossiping or complaining about the school, any member of the staff, or the policies and procedures established, either in the presence of their children or with other parents. Negativity can only breed strife, which affects the entire school and district.

Children learn by example. If we, as adults, handle each situation in a godly, loving, and respectful manner, our children will learn to do the same, and HCA will continue to be a strong, positive environment of which young people can be a part.

Parent/Staff Conferences

The philosophy of Hillman Christian Academy is that it is vitally important for the school and home to work together. In order to promote effective communication and understanding, the following guidelines are in place:

All parents are expected to attend a parent/staff conference at the end of the first nine-week grading period. For grades three through eight, these conferences are student led.

- We invite all parents to participate in spring conferences, arranged between parent and staff upon request.
- Parents may request informal conferences any time throughout the year.
- We encourage parents to attend Parent-Staff Fellowships, where students demonstrate their talents.

Staff also use letters, phone calls, email, and regular progress reports, as needed, to communicate with parents.

Parent Visitation

It is the desire of the administration and the faculty of Hillman Christian Academy to be of service to our families, who entrust their children to us for training and teaching during the day. Therefore, we welcome parental visits to the center. We do ask, however, that you schedule a specific time for these visits. This will avoid interruptions during testing times, individual student presentations, etc. All visitors must check in at the administration office and wear a visitor's nametag.

Hillman Christian Family (HCF)

Hillman Christian Family is one major key enabling God to accomplish what He desires for your child through Hillman Christian Academy. The main functions of HCF are to support the staff, support the overall center, support through communication, and support the vision of Hillman Christian Academy.

HCF has a deep-seated, biblical philosophy that parents are responsible for the education of their children. A team approach involving both the center and home is paramount at Hillman Christian Academy.

To facilitate this team approach, *HCF* has developed into a support organization that strives to help carry out the vision of our academy.

Our cooperative efforts make Hillman Christian Academy a learning center that challenges our children to grow spiritually, academically, socially, and physically.

The mission and purpose of *HCF* is *to unite parents through open communication as we support and serve the students, staffs, and administration in providing spiritual and academic excellence.*

Parent Opportunities for Involvement

All Hillman Christian Academy parents are “Parents **for** Hillman Academy,” and the expectation is that all parents *want to and do* support the academy at least 10 hours a month in whatever ways God has gifted them to do so. There are many opportunities to be involved in Hillman Christian Academy. The organizational system supports each member as he or she works toward the vision of Hillman Christian Academy.

The following list includes a few of the ways that parents and grandparents have found to be involved in supporting Hillman Christian Academy:

- Pray regularly for the academy and staff
- Serve as a leader for HCF
- Volunteer to help with HCF activities
- Help in the learning center
- Help with playground supervision
- Provide learning center support and tutor

- Assist with academy events or programs
- Help in the school office
- Provide food or transportation for field trips
- Help with academy events such as dinners, auctions, and other fundraisers
- Serve on an dinner fundraiser
- Attend an event and support it financially with cash gifts or gifts-in-kind
- Playground improvements, mulch, paint, repair
- Create Shutterfly yearbook
- Grant research and writing
- Event decoration
- Landscape care – cutting grass, yard work, or plowing driveway
- Building maintenance
- Learning center parent (organizes parties and acts as liaison between learning center supervisor and other parents)
- Learning center aid (help with general supervision and misc. projects as needed)

Volunteers

HCA is always in need of community volunteer helpers for various projects and activities throughout the year. Assisting leaders, working on fundraising projects, assisting in the office, and providing activity supervision are just a few areas where volunteers are involved. The volunteer help that we receive is vital to the success of our program, and we encourage every parent to be involved in some way. Parents and others who give of their time and talents find themselves abundantly blessed because of their involvement. Please call the administrators office to find out how your volunteer services may be used. Volunteers must complete and have a background check on file in the Office prior to volunteering.

Fundraising Programs

Hillman Christian Academy's focus is to establish long-range sustainable sources of income through Annual Fund efforts and capital campaigns, as needed. Developing an effective planned giving program and seeking foundation grants enhance Hillman Christian Academy's ability to secure financial stability for the future. The administration of Hillman Christian Family establishes the yearly fundraising programs in which the academy participates. Fundraising programs that encourage rational, sustained giving to the ministry are favored over product sales projects. Such sales are included in Hillman Christian Academy's program, but on a limited basis.

Hillman Christian Family directs the primary fundraising for Hillman Christian Academy. The Fund is the development program that supports needs and financial aid each year.

Parents' Expectations of HCA

You may expect HCA to do the following:

- Clarify expectations to all students and to commend, counsel, or correct as occasion demands.
- Cooperate with you in every way possible to encourage your child in the development of positive attitudes, habits, and skills.
- Communicate with you regularly concerning the accomplishments and growth needs of our child.
- Provide a Christian environment in which students can learn about and deal with the world in which we live.
- Make the educational experience of your child fulfilling and complete.

Grievances

We hold to the biblical guidelines found in Matthew 18 for conflict resolution. Any students or parents having questions regarding student/staff or student/administration relations, learning center procedures, staff actions, assignments, grades, and the like should initially direct their questions to the staff(s) or administrator(s) concerned. If, *after discussing the issue with the appropriate individual*, the matter has not been resolved, the student or parent may appeal the matter to their campus administration, and then to the administrator of HCA.

If a student or parent cannot remain in harmony with the philosophy, rules, and policies of HCA, we reserve the right to dismiss the student from the academy and/or academy-sponsored programs.

Information Updates

For the protection and safety of your child, parents must assume the responsibility of notifying the office when changes occur with respect to home, work and emergency telephone numbers, names of emergency contacts, address changes, medical information and/or parental or guardian status. Each fall you will be asked to update this information for our records.

If stressful situations or anticipated changes are, or will be, occurring within the student's home or living situation that may produce an effect on the child's performance at the academy, please inform administration. This awareness will help staff personnel understand and assist with possible behavioral changes observed in the student.

Telephone Use by Students

The office will call out students for telephone calls only in cases of extreme emergency. If it is essential that a student receive a message from parents during the learning day, call the office. Please do not call students on their cell phones.

Students need to take care of all business and other arrangements before or after the day. Office telephones are only for use in cases of emergency, with written permission from the staff.

Chapel Attendance

An important part of each week at Hillman Christian Academy is our weekly chapel times. Chapels occur once a week, and students come together in a unified time to praise and worship God; to receive spiritual instruction or ministry from Hillman Christian Academy staff, guest speakers and groups; or to participate in other special academy presentations. We invite and encourage parents to attend chapels whenever possible.

Lost and Found

The academy/campus is *not* responsible for money or items that are lost or stolen. Students are to mark clothing (coats, P.E. wear, etc.) with a permanent marking pen. This will enable the staff to return lost items to the owner. Students should not bring items of value to the academy.

Items not claimed within a month may be donated to a charitable cause.

Marketing and Photography

Per the HCA parent agreement, which is signed during the admissions process, Hillman Christian Academy or an authorized studio has permission to photograph or record a video of students for internal and external publications, marketing tools and publicity purposes. Any parents who do not wish to have their student photographed for these purposes must provide this request in writing to the administrative office.

Admissions and Enrollment

Nondiscrimination Policies: K–8

Hillman Christian Academy is open to anyone interested in securing a Christian education, from early learning through grade 8 and older by exception, whom the academy finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Hillman Christian Academy's rules. It is important to understand that attendance at Hillman Christian Academy is a privilege and not a right. Any student who does not choose to abide by the Hillman Christian Academy standards of conduct and is unwilling to adjust to the Christian academy environment forfeits this privilege.

All students must be confident they want to attend Hillman Christian Academy and agree to apply themselves honestly and wholeheartedly *to study to show [himself] approved unto God* (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Hillman Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate based on race, color, national and ethnic origin in admissions policies, athletics and other academy-administered programs.

Hillman Christian Academy reserves the right to select students based on academic performance, religious commitment and personal qualifications, including a willingness to cooperate with Hillman Christian Academy's administration and to abide by its policies.

The policy of Hillman Christian Academy is to accept children in compliance with the Americans with Disabilities Act (ADA) per all the implementing regulations. The academy will review each child's situation on an individual basis to determine whether the academy can meet the child's needs. Please discuss your child's needs with the principal before enrollment.

Elementary Admissions

To enter kindergarten, the student must be five years old before September 1st. Parents can sign a waiver to enroll younger children into kindergarten if they will be 5 before December 1st of that year. In addition, all new students will also be assessed for kindergarten readiness in the areas of social-emotional, physical, language, cognitive, literacy, and mathematics. A trained assessor uses Readiness Assessment Tools to assess the child's developmental maturity by comparing the child's results with a national norming study of children of the same age, in the key developmental areas.

All students entering 1st grade must be six years of age on or before September 1st or have successfully completed a year of kindergarten.

Students entering all other grades will use an online assessment, which will be scheduled during the application/admissions process. Parents must also provide cumulative academic records, including standardized test scores, report cards, special services evaluations and reports, behavior reports, and health records. Enrollment is contingent on parent interview and evaluation of student's records and needs.

Continuous Enrollment

To provide HCA families with a system of enrollment that is seamless and paperless, HCA has adopted a continuous enrollment system, where students remain continually enrolled, from their initial admission into the academy system until they graduate from HCA. As a family maintains its continuous enrollment, each student's information (e.g., address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in the student information system. HCA will help to maintain the records by reminding parents to provide updated information, as necessary. By March, HCA will publish the following academy year's tuition rates, the annual continuous enrollment tuition down payment amount, and information regarding variable tuition. For further information, parents may contact the Office: (480)895-0627.

Student Visitors on Campus

Student visitors are welcome at Hillman Christian Academy if the primary purpose of their visit is to assist the student in deciding future enrollment in the academy. We permit visitors only after arrangements have been made in advance through the administration office.

The following procedures are in place for all student visitations:

- Student visits should not be for social purposes only, but rather because of an interest in attending Hillman Christian Academy.
- The host student must pick up a visitor clearance form from the administration office.
- The visiting student and the host student must each bring a note signed by their parents' giving permission for the visit.
- The visitor clearance form must include the signature of the parent of the HCA student, authorizing the visitor to accompany the student throughout the learning day or during a specified time.
- The visitor must also sign the visitor clearance form, stating compliance with all academy rules, policies, and dresscode during the visit.

Financial Policies and Procedures

Financial Responsibility

Parents agree to promptly fulfill all financial obligations to HCA. Payments are to be processed per the financial contract and payment plan. For questions or concerns about tuition and fees payments, parents may contact the Office at 480.895.0627.

Tuition and Incidental Fees

All registration fees must be paid prior to a student's official enrollment in Hillman Christian Academy. For the 2022-2023 academic year, HCA utilizes mandatory automatic monthly tuition and fee deductions from your bank account or credit card. We implemented the payment method to offer convenience and simplicity for all of our busy families.

Registration and Enrollment: On acceptance to HCA, and to ensure placement, an email with instructions will be sent to set up your tuition payment plan for the academic year. If a student is not accepted to HCA, all but \$25 of the registration fee is refundable.

Tuition Payment by Automatic Bank Payment (ACH): Payments are due on the 1st of each month, depending on the plan selected per your Agreement. A \$30 late fee is added to the account if a payment fails for non-sufficient funds (NSF).

Tuition Discount: A 5% discount is given if the entire year's tuition is paid by July 1.

Tuition Proration: Tuition is not adjusted or prorated due to absences and weather-related closings.

Late Tuition/Incidental Payments and Delinquent Accounts: To continue attendance, all accounts must be kept current, including tuition, academy fees. A family having a financial difficulty will not automatically be denied an education for their children. This is where the fellowship and support shown in Acts 2 can become reality in this family.

Prior Year Balances: Prior year's tuition, plus all fees (student, athletic, mission trip, fines, etc.) must be paid before August 1, unless other payment arrangements have been made. If payment is not received by August 1, student will be considered withdrawn, and a \$50 re-enrollment fee will be required to enroll.

Report card(s) and diploma(s) will be released to parents only after financial obligations are paid in full. If there is a balance due, only transcripts will be released.

Replacement of Academy-Owned Materials and Equipment

Throughout their years at Hillman Christian Academy, students will be using many items that belong to the academy. These include books, instruments, tools, and athletic equipment, as well as other materials and equipment. If academy-owned materials or equipment are lost or damaged, the student receives a monetary fine, representing a fair repair cost or replacement value. Stolen items are the responsibility of the student.

Unpaid fines will require payment prior to issuance of the student's report card.

Withdrawal Process and Fees

To withdraw, families must follow the HCA withdrawal process. Once a family notifies the Office of their intent to withdraw, they will receive an email with a link to the Intent to Withdraw Form. Once the parent has submitted the Intent to Withdraw Form, they must also complete the academy checkout procedures and reconcile their tuition and fees account before the withdrawal is final. Any eligible refund is first subject to deduction of outstanding balances.

If a student withdraws after August 10 but prior to the start of learning year, a \$350 withdrawal fee will be due. If a student withdraws after the start of learning year, a \$350 withdrawal fee will be added to the prorated tuition along with any unpaid fees on the account. Official transcripts can be requested once the account is paid in full for the student. Report cards will not be sent until the family's account is paid in full.

Emergency & Inclement Weather

Emergency & Inclement Weather Procedures

There are times when academy will be closed or the starting time delayed due to inclement weather. HCA will follow the Hillman Public School in the event of closing due to weather conditions. Announcements of Hillman school closings or delays can be heard on: WWTV Channel 9/10 Cadillac, WTOM Channel 7/4 Traverse City, and the Remind app. Another way to find out if school is closed or delayed is to check the Hillman Community Schools web page at www.hillmanschools.com. Many local radio and television stations also post closings on their websites. Parents may choose to join the office Remind group to have academy closing information delivered to them via email or text message. If it becomes necessary for the academy to be closed in the course of the learning day, parents or guardians will be contacted by the administration office.

Please note: Please make yourself familiar with the Emergency & Inclement Weather procedures in place for Hillman Christian Academy. These procedures are intended to ensure the safety of our staff and families, while continuing to provide high-quality care for our students.

It is always the parents' decision as to whether inclement weather conditions prevent them from safely transporting their child to academy. If parents believe that driving conditions are unsafe, they should report their child's absence to the office.

Emergency Preparedness

All staff is first aid-, blood-borne pathogen-, and CPR-certified as well as trained in disaster and emergency safety procedures. At HCA, we have a complete academy-developed emergency/disaster plan that has been implemented. All academy employees are trained to perform a specific function during emergency situations. Our goal is to be well equipped to handle any emergency situation. The emergency/disaster plan is available for your review in the administration office and learning center.

Student safety is paramount; therefore:

- a) No weapons of any kind are permitted in the building.

- b) Students are not permitted to leave academy property without staff approval.
- c) Students are not permitted to leave at lunch time and eat elsewhere except for planned classtrips.
- d) Emergency plans are practiced on a regular basis so that in the case of fire, severe weather, an intruder, environmental emergency, or other similar event, our staff and students will be equipped to safely work through the situation.
- e) Emergency drills are posted on the academy website after they are completed.
- f) In the event of an emergency, please wait to be contacted by academy personnel via text, email, or phone call before coming to school.

Health (Illness, Immunization Law, Medications)

Student Health

Please keep your student at home when the following symptoms exist:

- Fever of 100°F or higher, with headache, earache, fatigue that prevents participation in regular activities, sore throat, or rash. Remember a student must be fever-free for at least 24-hours without medication before returning.
- Vomiting within the past 24 hours
- Diarrhea within the past twenty-four hours
- Draining rash
- Unusual fatigue or irritability, confusion, paleness, lack of appetite
- Abnormal nose or ear discharge
- Lice or nats
- Continuous coughing
- Cold sores/fever blisters
- Suspected communicable infection such as impetigo, pink-eye, and scabies; the child may return twenty-four hours after starting antibiotic treatment

While we understand that it is not possible to eliminate all risks of furthering the spread of viruses, we feel like these steps will certainly reduce the risks to students, staffs, staff, and their families significantly.

PREVENTION - We will continue to thoroughly clean and sanitize the learning center with a sanitizing solution throughout the day. We would welcome any donations of Lysol spray! We will have plenty of hand sanitizer available to use all day, as well as encourage constant handwashing.

A student will be sent home if, in the opinion of the staff, he/she is too ill to remain at the learning center or if he/she shows signs of any of the above.

If your student will not be at the academy (for illness or any other reason), please call the administration office at 480-895-0627 text a message to the office at 480-895-0627 to inform us.

COVID POLICY COMMITMENT

Parents are expected to keep their children home if they are experiencing any of the symptoms listed above. Working together will help your children stay safe and keep HCA open.

MASKS - Masks are optional for all faculty, staff, and children.

Pray for each student, staff, and faculty member, as well as all of our academy families, that they would stay healthy and that we would have a fantastic year together growing closer to our awesome God!

Let's keep our focus on Him and not on a virus!

Illness or Injury at the Academy

A student who becomes ill during the academy day must obtain permission from a staff prior to going to the office. If the student is not able to return to class within a reasonable amount of time, the academy will contact the parent and/or the individual listed on the Student Medical Information form to transport the child home immediately. If no one is available, the student will remain at the academy. However, the academy is not equipped to provide nursing care for sick students during the day. If your child is experiencing symptoms of illness before the day, please keep him or her home for the day.

An injured student should immediately notify a staff or staff member to ensure that the student receives proper care and that staff complete the appropriate injury/illness reports as applicable.

If a student becomes seriously ill or injured and must have immediate attention by a physician, the academy will arrange for the student's transport to the nearest hospital and will make an immediate effort to contact the parents and/or their designee listed on the Student Information form.

It is important that the Student Medical Information form is up to date. Parents should call the campus office to make changes.

State Health Records - Immunization

To protect students from infectious childhood diseases, Michigan State law requires that all students enrolled in public and private schools in the state have signed certificates of immunization status forms on record with their prospective schools.

- Each new student must provide immunization records and complete a physical examination by the first day of learning.
- Michigan requires schools to report the immunization status of seventh grade students. Seventh grade students are only allowed to attend classes after their immunization records are received.
- Nonmedical waivers for religious or philosophical objections will need to be obtained from a county health department and received in the academy office prior to attending. Contact the county health department for an appointment to speak with a health educator and request a nonmedical waiver.

Medication

Whenever possible, we urge parents and physicians to design a schedule for administering medication to a student outside of academy hours. The rare exceptions involve special conditions in which it is necessary that the child have the medication in order to remain at the academy. **If a student must take medication during the day, the HCA Medication Authorization Form along with required attachments (e.g., doctor's action plan) must be on file at the administration office and be resubmitted at the beginning of each year.**

Bring the medication in its original container to the administration office immediately upon arrival at the academy, along with the Medication Authorization Form, which can be obtained in the administration office. By law, staff members cannot give any internal medication, including aspirin/acetaminophen and cough drops, without written parental permission. Under no circumstance should a student keep medication with him.

Students in possession of medication are in violation of the above guidelines and may be subject to disciplinary consequences. Students may not share medications.

It is the responsibility of the parent to inform the academy personnel of any health condition requiring special care so that an Individual Health Plan can be developed for the student.

Child Protection Policy

The State of Michigan Child Protection Law (Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 – 722.636, Michigan Compiled Laws) states that “Child Abuse” means harm or threatened harm to a child’s health or welfare, by a parent, legal guardian, staff, staff’s aide, or any other person responsible for the child’s health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

1. “Child Neglect” means harm or threatened harm to a child’s health or welfare by a parent, legal guardian, or any other person responsible for the child’s health or welfare which occurs through either of the following: a.) Negligent treatment, including the failure to provide adequate food, clothing, or medical care, b.) Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or any other person responsible for the child’s health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk. HCA treats child abuse and neglect seriously and will, therefore, adhere to the following guidelines in dealing with suspected child abuse cases according to the Child Protection Law.
2. If there is reasonable cause to suspect child abuse or neglect, HCA shall immediately submit an oral report of the suspected child abuse or neglect to the Michigan Department of Human Services.
3. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff, the reporting person shall notify the School Administrator of his or her finding and that the report has been made, and shall make a copy of the written report available to the School Administrator
4. A member of the staff of the school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.
5. The identity of the reporting person shall be confidential subject to disclosure only with the consent of that person or by judicial process. A person acting in good faith, who makes a report, cooperates in an investigation, or assists in any other requirement of this act shall be immune from civil or criminal liability that might otherwise be incurred thereby.
6. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is civilly liable for the damages proximately caused by the failure.
7. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is guilty of a misdemeanor.

The academy recognizes the sensitivity of these situations and will provide support and a safe place for any children involved and will continue to advocate for them throughout the entirety of the process.

Confidentiality statement: Hillman Christian Academy recognizes student’s privacy and protection is paramount when handling a student’s disclosure of child abuse. HCA staff will not divulge any of the disclosure or personal information of those involved to ANYONE outside of what is required by state law to report, and HCA required staff per policy protocol.

Conduct and Curriculum Expectations

SPIRITUAL LIFE EXPECTATIONS

As living members of the Body of Christ, the faculty and student body set aside time each day for prayer, devotion and praise to God. Students need to bring their Bible to devotions every day. A variety of opportunities for worship are provided to the students each year. It is our belief that Christians live their lives out of love for their Lord. We show our faith and thankfulness to God through our regular worship life. Students are strongly encouraged to attend church weekly and to be active members in their congregation.

Chapel services are an important part of our spiritual lives and attendance is expected of all students. Students who do not share our beliefs are welcome to attend Hillman Christian Academy but are expected to follow the above guidelines while in attendance. It is only natural, given our mission and beliefs, that no other religious beliefs be proclaimed.

The Three Rs

Hillman Christian Academy is a positive learning environment. We choose to value each person by living the 3Rs:

Respect: A commitment to Honor I will choose to think, act, and speak in a way that honors God, others, self,

and property.

Responsibility: *A commitment to Ownership* I will be trustworthy, self-governed, and accountable for my choices, and I will accept the consequences for my actions.

Relationship: *A commitment to Godly Interactions* I will serve God by choosing to understand, accept, and show concern for others and self.

We will reward positive behavior through activities and privileges.

The vast majority of students do an outstanding job every day. We assume that each student has honorable behavior. Student expectations are contained in the sections that follow. We will monitor student behavioral choices. Students who do not meet behavior expectations will earn consequences.

The ultimate, unique goal of Hillman Christian Academy is for students to have the ability to govern themselves from within—internally, using the example and model of Jesus Christ. As the ability of students to govern themselves grows, there is less need for imposing external or extrinsic rules and regulations on them. As we—staff and parents working together as a team—help our children mature in their Christian walk, teaching and training them to do what is right according to God’s Word, we will raise up exceptional young leaders who are ready to move confidently into tomorrow’s world.

Choose to respect

- ... *my God,*
- ... *Jesus, my Lord and Savior,*
- ... *my parents, brothers and sisters, grandparents,*
- ... *my principal, staffs, and all academy staff,*
- ... *all adults,*
- ... *my peers,*
- ... *younger children,*
- ... *property that is mine,*
- ... *property that belongs to others, and*
- ... *(the list goes on and on).*

Student Conduct Expectations

Examples of showing Respect, Responsibility, and Relationships are as follows:

	I show RESPECT when I ...	I show RESPONSIBILITY when I ...	I show good RELATIONSHIPS when I ...
Restrooms	<ul style="list-style-type: none"> • Use equipment, property and supplies as originally intended • Using restroom in conforming with one's biological sex. 	<ul style="list-style-type: none"> • Have a pass during class time • Maintain cleanliness • Go to and return promptly • Take all personal belongings with me when I leave 	<ul style="list-style-type: none"> • Give people privacy • Hold myself and others accountable for the appropriate treatment of people and property
Hallways Stairwells Outdoors	<ul style="list-style-type: none"> • Honor personal boundaries • Stay to the right and leave space for others to pass • Keep the stairwell clear • Do not disturb other classes 	<ul style="list-style-type: none"> • Allow enough time to get to class, chapel, etc., on time • Clean up after myself and others • Speak at an appropriate volume level 	<ul style="list-style-type: none"> • Hold myself and others accountable for the appropriate treatment of people and property • Use appropriate levels of affection
Emergency Drills	<ul style="list-style-type: none"> • Stay quiet and listen 	<ul style="list-style-type: none"> • Follow directions • Line up quickly • Remain in line with staff • Keep calm 	<ul style="list-style-type: none"> • Watch out for others
Office	<ul style="list-style-type: none"> • Enter and remain quiet • Keep the doorway clear • Wait until called upon • State my purpose politely • Honor personal boundaries 	<ul style="list-style-type: none"> • Have a pass during class time • Complete business promptly 	<ul style="list-style-type: none"> • Be courteous to others
Leadership	<ul style="list-style-type: none"> • Accept all pastoral and administrative authority • Treat the guest leader with a high level of courtesy • Follow directions as soon as they are given • Listen attentively 	<ul style="list-style-type: none"> • I have Pastoral respect • Am honest • Observe all academy and learning center rules • Show self-constraint • I accept correction in the right spirit 	<ul style="list-style-type: none"> • Am friendly and inviting • Am helpful and cooperative • Encourage my classmates to act appropriately
Arrival	<ul style="list-style-type: none"> • Enter the building appropriately • Am in dress code and according to one's biological sex. 	<ul style="list-style-type: none"> • Turn off electronic devices at appropriate time • Arrive on time 	<ul style="list-style-type: none"> • Am courteous to others
Dismissal	<ul style="list-style-type: none"> • Leave the building appropriately 	<ul style="list-style-type: none"> • Put personal belongings in designated areas 	<ul style="list-style-type: none"> • Am courteous to others

	I show RESPECT when I ...	I show RESPONSIBILITY when I ...	I show good RELATIONSHIPS when I ...
Lunchroom	<ul style="list-style-type: none"> • Use good manners • Wait for my turn in line • Use reasonable noise level 	<ul style="list-style-type: none"> • Keep food and drink in approved eating areas • Maintain cleanliness • Use appropriate line etiquette • Stay in supervised areas 	<ul style="list-style-type: none"> • Am courteous to others • Am polite to lunch staff • Use appropriate language
Assembly	<ul style="list-style-type: none"> • Demonstrate appropriate audience etiquette • Maintain personal space • Participate appropriately 	<ul style="list-style-type: none"> • Leave belongings/ backpacks in designated locations • Be on time 	<ul style="list-style-type: none"> • Make room for others
Sports Events	<ul style="list-style-type: none"> • Use appropriate team spirit • Am obedient to authority • Dress appropriately 	<ul style="list-style-type: none"> • Demonstrate Christ-like behaviors • Remain in supervised areas only • Follow host academy's policies and procedures • Clean up after self and others 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship • Demonstrate appropriate levels of affection
Parking Lot	<ul style="list-style-type: none"> • Honor personal boundaries • Show courtesy to others 	<ul style="list-style-type: none"> • Conduct myself in a safe and courteous manner • Keep parking lot clean 	<ul style="list-style-type: none"> • Hold myself and others accountable for the appropriate treatment of people and property • Use appropriate levels of affection
Chapel	<ul style="list-style-type: none"> • Am quiet during prayer • Am reverent during chapel • Am an attentive listener • Demonstrate appropriate audience manners • Refrain from using cell phones or electronic devices 	<ul style="list-style-type: none"> • Bring only appropriate materials • Arrive and am seated on time • Honor personal boundaries • Demonstrate self-restraint • Return to class on time 	<ul style="list-style-type: none"> • Respect others' participation in chapel service

Dress and Appearance Standards

ALL GRADES:

Standards of dress are important to our academy. Clothing for students in the academy must be characterized by modesty, safety, appropriateness, and good taste. Extremes are to be avoided. When choices of clothing are in question, the student should consult his or her staff or other academy personnel BEFORE wearing the questionable attire.

There is no way to eliminate ALL dress code problems. Even if uniforms were issued, clothing could still be worn inappropriately. How one deals with problems is most important. To minimize problems, the dress code is as clearly defined as possible to promote consistency and enforceability. Students and parents are asked to “work with” the staff in meeting the dress code rather than “pushing” the limit on questionable and unacceptable dress. The academy administration will decide on the acceptability of “fads” or new styles that are not specifically addressed. Any accessory or clothing item deemed unsuitable for the academy by administration will be prohibited.

If a student arrives at HCA dressed in a manner not keeping with the dress code and best interests of the academy,

he or she will be required to call home for additional or different clothing or he/she may be sent home. HCA looks to parents as being responsible for the dress of their student.

- Clothing should be conservative and should be modest in all respects.
- Clothing should be conducive to good health, comfort, and safety.
- A dress code check will be done during the 1st period of all classes by staffs.

Staffs may request specific attire for HCA functions such as music performances, field trips, or outdoor education. On special occasions, such as Spirit Day, academy-wide campus wear modifications will be announced. Parents should ensure that students follow the campus wear guidelines.

EXPECTATIONS FOR STUDENT DRESS:

BOYS:

Shirts/Tops (long- or short-sleeved collared shirt):

- Polo shirts – no logo except HCA logo
- Oxfords – only the top button may be unbuttoned, long enough to be tucked in and stay tucked inside pants
- Sweaters or Fleece worn over shirt – no logo except HCA logo, may be v-neck, crew neck, zippered or button-down cardigan

Pants/Shorts:

- Flat-front or pleated- solid color
- Can be colored denim (no blue jeans)
- Docker style and must fit and be worn at the natural waist
- Shorts – maximum of three inches from floor when kneeling

Boys' hair is to be above the collar in the back and no longer than the earlobes on the sides. Unnatural hair color is not allowed. Temporary, semi-permanent, or permanent tattoos are not allowed.

GIRLS:

Shirts/Tops (long- or short-sleeved collared shirt):

- Polo shirts – no logo except HCA logo
- Blouses and oxfords – only the top button may be unbuttoned, long enough to be tucked in and stay tucked inside skirts or pants
- Sweaters or fleece worn over collared shirt - no logo except HCA logo, may be v-neck, crew neck, zippered or button-down cardigan

Pants/Shorts/Skirts (capris, skorts, jumpers, dresses):

- Please refrain from tight pants/shorts/ short skirts. Tights, leggings, long socks worn with skirts are to be solid color for tights, leggings, long socks
- Pants can be colored denim (no blue jeans)
- Docker style and must fit and be worn at the natural waist (no sagging)
- Capri pants are acceptable
- Hem may not exceed three inches from the floor when kneeling

Make-up is reserved for eighth grade girls. It is to be moderate and in good taste. Unnatural hair color is not allowed. Jewelry (including piercings, ears only) is allowed if it is not a distraction or safety issue. Temporary, semi-permanent, or permanent tattoos are not allowed.

GROOMING:

- Students should come to HCA bathed and free of body odor
- Hair should be neat and clean, natural in color, and should not be an extreme color (such as pink, blue, green, orange, etc.)
- Eyebrows cannot be extremely colored, carved, notched, etc.
- Unnatural looking contact lenses are prohibited
- Extreme hairstyles will not be allowed (carvings, spikes, designs, mohawks, etc.)
- Hair should clear the eyebrow and be kept out of the line of vision

MAKE-UP/BODY ART:

- Face-painting, washable or permanent visible tattoos, body art, or personal body drawings are not appropriate.
- Boys will not wear make-up in any grade.
- Extreme make-up will not be allowed in any grade (such as black, white, or fluorescent lipstick). Extreme eye shadow that is disruptive is also prohibited.

THE FOLLOWING ACCESSORIES ARE NOT ALLOWED:

- Sunglasses, hats, caps, bandannas, scarves over the head and/or face, hoods, or other headwear (on campus)
- Earrings of any kind for boys
- Piercings other than girls' ears, including gauged earrings and "plugs"
- Nose Piercings
- Chains other than jewelry or spiked jewelry
- "Dog collars" or similar accessories
- Gang related clothing or articles, including towels, beads, etc.

SHOES:

- Shoes must be worn at all times at HCA
- Laces on shoes must be tied appropriately
- "House slippers" or "house shoes" are not allowed
- Shoes with rollers are not permitted unless the rollers have been removed
- Crocs, flip flops and slides are not allowed
- All shoes must have a back or back-strap for safety purposes and must be secured to the foot

SHIRTS/BLOUSES/SWEATERS/SWEATSHIRTS:

- Shirts **MUST** have sleeves. No shirts or tank tops with open underarms allowed
- Backless shirts, halter tops, and tube tops are not acceptable
- No scoop necks or see-through or sheer tops
- "Spaghetti" straps, thin straps, or strapless shirts are not allowed

PANTS AND JEANS:

- Are to be modestly loose fitting, but not extra baggy
- Should be hemmed so as not to excessively drag the floor

CHAPEL UNIFORM (WED.):

- Navy blue or black pants and school polo shirt with logo

The following WILL NOT be permitted:

- Baggy, oversized, or wide-legged pants
- Leggings/Jeggings
- Pajama pants
- Spandex, Lycra, or other tight "body fitting" pants, yoga, stretch pants, or workout pants
- Athletic pants, sweatpants, wind pants, (Grades 4 and up)
- Pants that are so low as to expose the back or stomach when bending or stretching

OUTERWEAR:

- Outerwear is defined as clothing designed to protect from the elements, such as coats and jackets.
- Coats and jackets should be of an appropriate size and may be worn over dress code attire in inclement weather to and from HCA.
- Trench coats are not acceptable as a form of outerwear and will not be accepted at HCA.
- Any item of outerwear deemed unsuitable for HCA by the administration will be prohibited, including, but not limited to, those that depict or promote the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Any clothing worn under outerwear must comply with dress requirements.

HCS prohibits any other clothing or grooming that, in administration's judgment, may reasonably be expected to cause disruption of or interference with normal HCA operations.

HCA students will honor God, honor others, and honor themselves by dressing in a manner that promotes the following:

- Being ready to learn
- Being prepared to lead
- Projecting a positive image that stands out as distinctly different from the secular world
- Being clean, neat, and modest
- Modestly and tastefully dressed
- Not drawing undue attention to themselves or distracting from the learning environment

Administrators reserve the right to interpret and enforce the dress and appearance standards of HCA students.

Failure to meet guidelines above may result in an immediate change of clothes and/or a dress code violation.

Parents are asked to partner with the HCA to train their children regarding the purpose of the dress and appearance standards. Parents are also asked to see that their children are dressed properly when they leave for HCA. Parents are encouraged to confirm if clothing is within the expectations prior to purchasing the clothing.

We at HCA are committed to this goal but know we cannot accomplish it without the help of every parent focusing on this character as well. It is important for students and parents to understand that the standards for student conduct at HCA are lifestyle standards, which mean students are expected to exhibit and adhere to these standards not only at academy and academy events, but at all times regardless of where they are. The administration of HCA reserves the right to respond to student behavior at any time in any setting by administering appropriate consequences for behavior that violates HCA standards.

Curriculum Expectations

The purpose and mission of Hillman Christian Academy curriculum is “to glorify God by implementing a quality, sequential, measurable curriculum, integrating knowledge with Truth, which enables the student to demonstrate a biblical worldview.”

Key Focus Areas

- Providing strong, academics-based content in every curricular discipline at each grade level, enabling our students to become equipped for the next steps in their pursuit of excellence and challenging them to become lifelong learners
- Integrating knowledge, understanding, and application skills that emphasize
 - Biblical worldview immersion
 - Spiritual formation
 - Leadership development
 - Academic excellence that includes communication skills and higher-level thinking skills

Our goal at Hillman Christian Academy is to maintain high standards of excellence in academics. We select instructional materials from several companies. We have made every effort to incorporate materials from Christian publishing companies into our program. Our staffs, as the spiritual leaders and shepherds of the young people entrusted to them, carefully screen and edit all materials to provide proper perspective on non-biblical references and influences and use them to teach the biblical standpoint.

View of Creation

Genesis 1:1 states, “In the beginning God created the heavens and the earth.” At Hillman Christian Academy, we take an unwavering stance that God is the Master Designer and Creator of the universe and of all forms of life that inhabit it. Within this position, there is instruction and discussion that allows for a variety of possibilities concerning the exact manner and period of the creation. At the higher learning levels, particularly in advanced levels of physical

and life science, students learn about all the major theories of the origins of the universe and of life, and the arguments scientists use in attempting to support these theories.

Honor and Discipline Codes

Hillman Christian Academy Honor Code

Hillman Christian Academy students will strive to always conduct themselves with honor and integrity. (See more about student conduct and the 3Rs under “Student Conduct Expectations”).

Student Lifestyle and Conduct Expectations

Hillman Christian Academy strives to reinforce a godly lifestyle in all of its students. Accordingly, Hillman Christian Academy expects its students to adhere to standards that represent the highest levels of integrity and godly character, to *walk in a manner worthy of the calling with which [they] have been called* (Ephesians 4:1, NASB). All HCA students are expected to engage in appropriate behavior at all times, both on and off campus, for *whatever you do, do all to the glory of God* (1 Corinthians 10:31, NASB). HCA’s staff will partner with parents to ensure that student behaviors are pleasing to God, believing that we are to *train up a child in the way he should go, and when he is old he will not depart from it* (Proverbs 22:6, NKJV).

Students at HCA must agree with the following standards of conduct:

1. Commit to treat each individual as uniquely created in the image of God and worthy of respect
2. Commit to excellence in all things including a sustained, dedicated pursuit of my God-given potential
3. Have a courteous, respectful, obedient, and cooperative attitude towards administration, staffs, staff, volunteers, and all students in the academy
4. Behave and work responsibly in the learning center, on the HCA campus, and at HCA-sponsored activities, abiding by the standards set by the academy
5. Live by biblical standards in all relationships, remain sexually pure, and treat people with respect at all times
6. Become familiar with the guidelines as listed in the Parent/Student Handbook and adhere to them
7. Participate/engage with the student body in chapel
8. Refrain from engaging in bullying directly, indirectly, or online; this includes any form of intentionally intimidating conduct or statements
9. Refrain from sending inappropriate digital messages or otherwise misusing technology (including but not limited to nudity, adult content, pictures without consent)
10. Be punctual and maintain regular academy attendance
11. Adhere to the HCA dress code
12. Abstain from all use of tobacco, marijuana, inhalants, drugs and/or alcohol both on and off campus while a student at HCA
13. Not possess, or in any way make the impression of possessing, or threaten to use any form of weapon, firearm or explosives
14. Reside with my parents or my approved guardians
15. Will accept correction in the right spirit
16. Will respect HCA and church properties and take responsibility for accidents occurring when not following rules of conduct
17. Will strive to make the highest grades possible and will do his/her won work
18. Will not use and have in their possession tobacco drugs, alcohol in any form, pornographic material, or questionable music.
19. No obscene gestures, dirty jokes, name calling, improper language, or cruelty to others will be tolerated
20. Guns, knives, matches, lighters, radios, tape or CD players, comic books, electronic games and secular magazines/books are not permitted in HCA

21. Adults will be addressed with proper titles. No adults will be addressed by the students by their first name

Cheating/Academic Dishonesty

Philosophy

A person's honor rests in that person's integrity. Without integrity, we lose credibility, no matter how successful our academics, activities, and athletic programs may be. More importantly, we make a mockery of the name "Christian" and become an obstacle to the work of God at Hillman Christian Academy.

What Is Academic Dishonesty?

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly, or illegally enhance a course grade or a grade on an individual assignment. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a staff before you do it!

Academic dishonesty includes, but is not limited to, the following:

- Copying from others
- Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit staff review and permission
- Having or using a communication device such as a cell phone, tablet, laptop, or electronic translator to send or obtain unauthorized information
- Taking an assignment for another student or permitting someone else to take a test for you
- Asking another to give you improper assistance, including offering money or other benefits
- Asking for or accepting money or any other benefit in return for giving another improper assistance
- Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information)
- Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the staff
- Altering a graded exam and resubmitting it for a better grade
- Tampering or altering online platforms
- Gaining or providing unauthorized access to examination materials

NOTE: Simply having possession of any prohibited or unauthorized information or device, during an exam, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Plagiarism in Papers and Assignments is defined in the following ways:

- Giving or receiving improper assistance on an assignment meant to be individual work (When in doubt, ask.)
- Including in any assignment turned in for credit any materials not based on your own research and written work, which includes the following:
 - Using the services of a commercial term paper company
 - Using the services of another student
- Copying part or all of another person's paper and submitting it as your own for an assignment
- Using online or hard-copy answer keys without the permission of the staff
- Acting as provider of paper(s) or answers for a student or students
- Submitting substantial portions of the same academic work for credit in more than one course (self-plagiarism)
- Failing to use quotation marks where appropriate

- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or bibliography
- Making up data for an experiment (“fudging data”)
- Citing nonexistent sources (articles, books, etc.)

Other

- Misrepresenting your academic accomplishments, such as by tampering with computer records
- Deceiving a staff or making up a false reason or excuse to get special consideration on an exam or an extension for an assessment or paper
- Failing to promptly stop work on an exam when the time allocated has elapsed
- Forging a signature
- Sabotaging another student’s work

NOTE: *Attempted* academic dishonesty, even if unsuccessful, is treated as academic dishonesty.

Sources:

- Goldey-Beacom College Academic Honor Code, <http://catalog.gbc.edu/>
- University of Pennsylvania Code of Academic Integrity, <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>
- Cornell University Code of Academic Integrity, <https://cuinfo.cornell.edu/aic.cfm>

Cheating/Academic Dishonesty – Consequences

Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. In all cases of cheating, whether on a homework assignment, a quiz, a test, an examination, a report, or an essay assignment, the staff in whose class the student’s infraction occurred will document and report the infraction to the administration and will notify the student’s parents of the infraction. Furthermore, the infraction may result in a zero on the assignment in question. For extreme and/or repeated offenses of cheating, academic dishonesty, and plagiarism, consequences that are more stringent will apply, including actions such as, but not limited to, the following:

- Academic Honesty Contract
- A special assignment or activity related to the offense
- Suspension
- Expulsion

Discipline Code

We accept each student as an individual with individual needs. Our leaders strive to use the utmost love, patience, and positive reinforcement in dealing with all children entrusted to our care. We make every effort to develop their attitudes and habits of behavior so that their behavior will be conducive to a compatible relationship with their leaders, parents, and fellow students (Refer to Discipline Policy # 10.2)

However, for those students whose conduct is unacceptable, who demonstrate by work, action, or attitude an unwillingness to adhere to our student conduct code, the administration reserves the right to administer discipline necessary and expedient to bring about a more favorable form of conduct. Students who continually and habitually demonstrate an unwillingness to conform, or who are guilty of serious violations of HCA rules, are subject to suspension or dismissal from HCA.

Parents are asked to grant permission and trust to the administration in the discipline of their child according to Biblical standards which include demerits, detention, suspension, or expulsion. HCA reserves the right to dismiss and student whose behavior is not in accordance with HCA policies. Any student observing questionable activities which are contrary to the policies of this academy should immediately discuss the matter with the administration. This is not “tattling.” It has been said, “All it takes for evil to triumph is for good men to do nothing.” If your child comes home complaining about the policies, please give the staff the benefit of the doubt. Support the staff and call for the facts. The staff will be approachable and will respond with the right spirit.

Behavior Correction Guidelines for Students

Level 1 = 1 Demerit	Level 2 = 2 Demerits	Level 3 = 3 Demerits to expulsion
<i>Minor disturbances that prevent learning center/HCA order/instruction</i>	<i>Actions and attitudes that show lack of respect to authority and other people</i>	<i>Major offenses where stronger correction is necessary</i>
Not working in Office	Pencil at scoring table	Throwing dangerous objects
Any disturbance	Teasing or name calling	Major scoring violation 3 Demerits 2 nd time more demerits + parent conf. 3 rd time more demerits/repeat PACE
Lack of participation in assembly	Turning around in chair	Cell phone use
Working without Supervisor initials	Inappropriate talk	Bomb threat
Talking (actively listening) in center	Talking at testing table (cheating)	Fighting
Drawing in PACEs	Not returning or having parent sign <i>Corrective Action Notice</i>	Harassment/intimidation/bullying
Out of seat without permission	Asking permission from another staff member after refusal	Leaving school grounds
Running in the building	Incomplete homework	Sexual language or materials
Improper scoring procedures		Weapon brought to school
Envelope not returned (1/day)		Damaging property (replace/repair)
Late from break		Going off limits as determined by staff
Leaning back in chair		Disturbance in chapel, lunchroom, or in Learning Center
Goal not set (1 per subject)		No uniform on Chapel Day
Incomplete homework (1 per subject)		Possession of Red or Green pens
Chewing gum		Complaining
Level 1 = 1 Demerit	Level 2 = 2 Demerits	Level 3 = 3 Demerits to expulsion
Food, candy, drinks in desk		Disobedience to verbal request (1st request)
Dress code violation		Lying, swearing, stealing 5 Demerits
Having a messy office		Arson *
Not posting goal card		Violating 6-inch rule (opposite gender or with intent to harm) 5 Demerits
Leaving PACEs at home		Disrespect or back-talk to supervisory personnel 5 Demerits
Writing or passing notes		Repeated Level 2 offenses
Not returning Homework slip		
Not posting goal card		
Having unsuitable possessions (knife/matches) 1 demerit to expulsion		NOTE: The assigning of consequences is at the discretion of the administrator.

Corrective Action Notice

As soon as student receives his third demerit, a Corrective Action Notice is sent home. This lets parents and students know of unacceptable behavior and that the student must serve a detention. It is not recorded on Permanent Record or progress report. It is signed and brought back the next day.

Students start with a clean slate each morning!

Detention Time

Number of Demerits in one day (7ish +)	Detention Time
1	0
2	0
3	20 minutes
4	30 minutes
5	45 minutes
6	60 minutes (maximum)

Corrective Plan of Action (CPOA)

Most students have a positive attitude toward HCA and their Christian responsibilities regarding conduct. However, a minority of students, for one reason or another, fails to accept the responsibility.

Therefore, it is the policy of Hillman Christian Academy that the parties may take the following actions after parents, staffs, and the principal have exhausted all reasonable avenues of correcting the problem:

- The student goes on a corrective plan of action (CPOA).
- The student may not participate in any cocurricular activity, including Hillman Christian Academy –sponsored sports and clubs.
- The student’s staff and staff will closely supervise the student’s progress in achieving the desired outcome.
- The CPOA time frame will continue until the student demonstrates a positive behavior change in the area of deficiency.
- If the CPOA results in no positive changes, the student may, at the principal’s discretion, be subject to further disciplinary action such as suspension or dismissal.

Suspension and Expulsion

The administrator has at all times the authority to suspend or expel a student. The length of suspension will be one to five days, as determined by the administrator.

Examples of reasons that would give cause for suspension or expulsion are as follows:

- Continued deliberate display of disobedience or disrespect, or a rebellious spirit
- A continued negative attitude or a negative influence upon other students
- Failure of the student to comply with the disciplinary actions of the academy
- Failure of the parents to get recommended professional help for exceptional children

Substance Abuse

It is our intent to help students make personal, God-pleasing decisions; gain personal responsibility; remain free from the harmful effects of alcohol, tobacco, and other chemical substances; and to maintain the credibility and integrity of Hillman Christian Academy and its students. Hillman Christian Academy takes a strong proactive stance in regard to the possession, use, or sale of illegal or illicit substances. In that regard, the following substance abuse policies have been established:

During the calendar year, regardless of quantity, students shall not (1) use a beverage containing alcohol, (2) use tobacco, or (3) use or consume, have in possession, buy, sell, or give away these or any other controlled substances. Infractions will be penalized for all on and off-campus academy functions, for all written police reports, and for all parent/guardian requests. Any student in violation of this policy can expect to be suspended and/or expelled from HCA and reported to the appropriate law enforcement agency

The academy reserves the right to conduct random searches of a student’s book bags, lockers, or vehicles as warranted by student’s behavior or suspicion of use by the student. All searches will be conducted by an administrator and another staff member and/or law enforcement official.

The academy reserves the right to require any student who at any time exhibits cause for reasonable suspicion of drug

and/or alcohol usage as determined by the administration to submit to a hair analysis (which detects drug use over the past 90 days) and/or urinalysis drug test for suspected narcotics use and breath scan for suspected alcohol consumption. If the test is verified “positive”, the principal will meet with the student and his/her parent/guardian to discuss the results and further action.

An essential feature of this policy is that students and their family members are encouraged to contact administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers to the academy and is making satisfactory progress in following the recommendations of a certified program, will be encouraged by the academy.

PENALTIES ARE CUMULATIVE BEGINNING WITH THE STUDENT’S FIRST VIOLATION AND CONTINUING THROUGHOUT THE STUDENT’S LEARNING CAREER.

Penalties are concurrent for varying offenses.

A student who is found to use, sell, share, and/or be in possession of vape or tobacco products shall be in violation of HCA policy. The following consequences shall apply:

First Offense – A **two-day** suspension from HCA and a **five-day** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.) will occur.

Second Offense – A **five-day** suspension from HCA occurs and a **ten-day** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.) will occur.

Third Offense – Consequences will be addressed by administration.

Underage Use, Sale, Share, and/or Possession of Alcohol or Marijuana

A student who is found to use, sell, share, and/or be in possession of alcohol or marijuana shall be in violation of HCA policy. Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where alcohol or marijuana is present, and the student makes no effort to leave that location immediately. The following consequences shall apply:

First Offense – A **ten-day** suspension from HCA occurs and a **thirty-day** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.). If a student is not currently involved in an activity at the time of the offense, the **thirty-day** suspension will occur during the next activity in which the student participates. This consequence reduces to **five days/fifteen days** if the student enrolls in and successfully completes a HCA-approved substance abuse program. The cost for this program will be the responsibility of the student’s parents.

Second Offense – A **thirty-day** suspension from HCA occurs and a **sixty-day** suspension from any activity (athletics, leadership, worship team, play, etc.). If a student is not currently involved in an activity at the time of the offense, the **sixty-day** suspension will occur during the next activity in which the student participates. This consequence reduces to **fifteen days/thirty days** if the student enrolls in and successfully completes a HCA-approved substance abuse program. The cost for this program will be the responsibility of the student’s parents.

Third Offense – Immediate **EXPULSION** from HCA.

Illegal Use, Sale, Share, and/or Possession of Illegal Drugs or any Controlled Substances

A student who is found to use, sell, share, and/or be in possession of illegal drugs or controlled substances shall be in violation of HCA policy.

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where drugs are present and makes no effort to leave that location immediately.

The following consequences shall apply:

First Offense – A **thirty-day** suspension from HCA will occur and an **immediate** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.) for the remainder of that season. If a student is not currently involved in an activity at the time of the offense, a **sixty-day** suspension will occur during the next activity in which the student participates. This consequence reduces to a **fifteen-day**

suspension from HCA if the student enrolls in and successfully completes a HCA-approved drug abuse program. The cost for this program will be the responsibility of the student’s parents. There is no reduction in the suspension from extra-curricular or co-curricular activities.

Second Offense – Mandatory **EXPULSION** from HCA.

Harassment, Threats, Intimidation, and Bullying

Hillman Christian Academy is committed to providing a godly, safe, and civil educational environment for all students, employees, volunteers, and patrons. The purpose of the policy is to align with the HCA core character traits in which all individuals treat each other with dignity and respect, free from all forms of harassment, threats, intimidation, and bullying. Furthermore, our expectation and desire are for all individuals to demonstrate HCA’s Three Rs (Respect, Responsibility, Relationship) in everyday life.

Any act of harassment, threats, intimidation, or bullying shall not be tolerated on any HCA property or at activities under the jurisdiction of HCA. Hillman Christian Academy is prepared to act to prevent and correct any violations of this policy.

This policy is a component of Hillman Christian Academy effort and responsibility to create and maintain a safe, civil, and respectful learning community and is implemented in conjunction with training of staff and volunteers, as well as with the education of students in partnership with families and the community.

Harassment, Threats, Intimidation, and Bullying mean “any intentional written, electronic, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, mental or physical disability, or other distinguishing characteristics. Other distinguishing characteristics can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender, etc.” Harassment, threats, intimidation, or bullying can take many forms including exclusion/isolation, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, pantsing, gestures, physical attacks, hazing, threats, or other written, electronic, verbal, or physical action(s). *Intentional act* refers to the individual’s choice to engage in the act. Nothing in this policy requires the affected person to actually possess a characteristic that is a basis for the harassment, threats, intimidation, or bullying.

Students, faculty, or staff who believe they have been victims of, or who know about an act of, harassment, threats, intimidation, or bullying—whether verbal, written, or by gesture—should promptly report the specific incident, behavior, or act in violation of this policy to a staff, coach, or administrator, and not withhold information. False reports or inappropriate retaliation for harassment, threats, intimidation, or bullying also constitute violations of this policy.

All administrators, faculty, staff, parents, volunteers and students are expected to refuse to tolerate bullying and harassment and to demonstrate appropriate Christian behavior. It is important for adults to model this behavior (even when disciplining) in order to provide positive examples for student behavior. “...love your neighbor as yourself.” Luke 10:27.

For a definition of and more information on bullying, please refer to stopbullying.gov.

Other conflict and fighting*:	Bullying*:
<ul style="list-style-type: none"> • Between friends/equals/peers • Spontaneous/occasional • Accidental/not planned • No serious, lasting harm • Equal emotional reaction • Not for domination/control 	<ul style="list-style-type: none"> • Not friends/imbalance of power • Repeated over time • Intentional/targeted • Physical/emotional harm • Unequal emotional reaction • Seeking control/possession

<ul style="list-style-type: none"> • Often a sense of remorse • May try to solve problem 	<ul style="list-style-type: none"> • No remorse/blames target • No effort to solve problem
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*Please remember that specifics will vary with each incident.

Anyone who violates this policy may be subject to discipline, up to and including suspension or expulsion of students.

Anyone found guilty of harassment or bullying can be subject to any or all of the following disciplinary action:

- Notification of parents
- A meeting will be set up between the accused, the accuser, the principal a faculty or board member
- Apology to student(s) involved.
- Possible suspension, 1-3 days.
- Possible loss of rights to attend HCA functions, including but not restricted to class trip, prom, athletic events, concerts, dramas, parties, dances, etc.
- Possible loss of elected positions (Student Council, class officer, team captain, etc.) for the remainder of the HCA year.
- Possible assessment with HCA approved counselor.
- 365-day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline
- Any other requirements as deemed necessary by the Board of Directors.

HCA Property Care

Students are responsible for all materials checked out to them. All textbooks/devices issued to students are to be covered/protected. Fines will be assessed for damaged textbooks/devices. Students who lose and/or damage books, materials, athletic equipment or uniforms, or devices will be obligated to pay for such items unless they have purchased the available device protection plan. Report cards and records are retained until payment is received.

Vandalism

A student who abuses HCA or other personal property in any way, whether deliberately or accidentally, is subject to accountability as outlined in the Correction Procedures and must pay all repair/clean-up costs as set by the HCA.

Weapons on HCA Premises

The HCA Board of Hillman Christian Academy recognizes the expectation of students, staff, parents, and patrons to be safe on HCA's premises and at all academy activities. Accordingly, it is a violation of Hillman Christian Academy policy and Michigan State law to carry on to academy premises, academy-provided transportation, or other facilities being used for academy activities any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy.

Students who violate this policy are subject to HCA discipline policies. Violations of the firearms provisions are subject to a minimum of one calendar year's expulsion, with possible case-by-case modification by the Administrator.

HCA officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy.

Attendance Policies

General Guidelines

Regular attendance is a contributing factor to success in learning and is a prime responsibility of the student

and parent. When a student enrolls in the academy, the student and staff enter into a contract that includes the following:

- **The student will attend HCA regularly, be on time, and do the work assigned.**
- **The staff will provide worthwhile learning experiences for those enrolled.**

Staffs record attendance at the beginning of every day. When a student is absent from HCA, the parent or guardian is to notify the academy by calling or texting the office.

Tardiness

Developing a habit of punctuality is important for the student, not only in learning but also throughout life. At HCA, being on time to learning ensures that the student does not miss the beginning of a lesson and avoids distractions to the class by late arrivals.

Tardies

A student arriving after HCA has begun (within first 30 minutes) or leave within the last 30 minutes of the learning day is considered tardy. The student is to report to the office for an admit slip. **Students who come to HCA tardy should have a parental note within two days (48 hours) of the tardy, indicating if the tardy is to be excused or unexcused.** If a student develops a habit of being late for first period, even if the Tardies are excused, accountability measures will be administered according to the following standard: 3 Tardies = 1 absence.

Excused/Unexcused Absences

In order for any student to successfully reach their full potential within the time frame of a learning year, it is essential that absences be kept to a minimum. The following absence/tardy policy has been carefully designed to aid the parent and student in pursuit of the very best education.

Excused absences (5 per semester) = Accepted reasons for absences are illness of the student with doctor note, emergencies or death in the immediate family, or administrator-approved academy-sponsored activities. *Please schedule doctor, dental, music, and other appointments outside of HCA hours whenever possible.*

Unexcused absences (5 per semester) = Any other absence including doctor and dentist visit during academy hours. If your student has three unexcused absences in one month, we will schedule a conference with you and your student to identify the barriers and to communicate supports available to ensure regular attendance.

Upon returning to HCA following any absence, the student is to report to the office with a signed and dated note from his or her parent or guardian, explaining the reason for the absence. The parent may also communicate the reason for the absence via email, phone call, or text. Students will receive an “unexcused absence” if there has not been some form of communication from their parent or guardian **within two days (48 hours) of absence.**

Other reasons may be considered and approved by the administration. We feel that ten absences per semester is more than fair and should allow for minor illnesses, family emergencies, etc. It is wise to be conscientious and save absences for when they are absolutely necessary.

Skip Days

It is not appropriate for individuals or groups of students to be absent all or part of a learning day under the guise of unsanctioned “skip days.” This type of absence is a violation of academy attendance policies, which will result in corrective action.

Early Dismissal

Arrange in advance any absence for a part of the academy day. A note from the parent or guardian is required, stating the time and reason for the dismissal request. For emergencies, a parent or guardian may call the academy and the student may leave. However, a written note is required upon the student’s return to HCA. **Students must sign out**

at the office before leaving the campus. Students returning from an early dismissal must check in at the office. Students who leave campus without a pre-arranged early dismissal will automatically receive an “unexcused” admit slip upon their return, regardless of the reason for the absence.

Evening Activity Policy

During the learning year, there are a number of evening academy-sponsored activities. To maintain our accountability, everyone must adhere to the following policies for any evening or non-academy day activity sponsored by HCA:

- Academy behavioral standards pertaining to conduct are in effect at the activity.
- Upon arriving, students must go directly into the building where the activity is taking place.
- Once the students enter the facility, they must remain inside until either the activity is over or their parent or guardian speaks to the administrator.
- Parents/guardians must pick up students no later than 15 minutes after the scheduled conclusion time.
- Students bringing guests must present a student visitation form from administration office prior to the event.

Transportation

Transportation to and from HCA is the responsibility of the parents.

Arrival and Departure Traffic Patterns

The South driveway is the entrance, and the West driveway is the exit.

Please follow this information for safety. Drive slowly and be alert, always watching for children to do the unexpected.

Carpool Guidelines

Since Hillman Christian Academy has no busing service, carpooling is encouraged. Zip code lists are available to parents to encourage carpooling with other families. Contact the office for lists, which are available upon request. Following are some guidelines for parents who have made carpooling arrangements with other parents:

- Communicate any change in plans directly to the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen resulting from messages sent through students.
- Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day or if your child will not be attending HCA.
- Whenever you change home or work phone numbers, please notify the other families immediately, so they will be able to reach you with any changes in plans.

Transporting Students – Academy-Sponsored Activities

Prior written permission obtained from both the driver’s and passenger’s parents and given to the leader or supervising adult before the event, is required for students to ride home with another student athlete’s parents from an away game. The driver’s insurance will be the primary insurance.

Authorized Pickup/Custody

We release children only to persons authorized by the parent or guardian. An authorized person is an emergency contact noted on the enrollment form or updated Student Pick Up List, or one who has written authorization from the parent or guardian. Parents or authorized persons are required to sign in children who arrive at any time other than on time for the academy day, and to sign out children who leave at any time before the end of the academy day. Parents should use a pickup form to release their child to individuals not previously authorized by them. We will check for proper identification of any individual whom we do not know personally. Parents are responsible to notify the office of any changes in the approved list of people who may pick up their child.

Curriculum and Learning

Bible Classes

At Hillman Christian Academy, we believe the Bible is the inspired Word of God and therefore the standard by which to measure all values, as reflected in all academy programs, policies, and traditions. Christian Character talks are required as an integral part of our curriculum. In addition, we integrate biblical concepts into every other curricular area within the academy. The Bible is the foundation and the strength of Hillman Christian Academy, setting us apart from public and other private schools.

The content and instruction presented in our Bible classes encourages students to develop strong Christian character. Bible classes offer them a vision for lives of service to Jesus Christ regardless of the occupational pursuits they follow, educating them in sound doctrine and a defined faith. Students can then give an answer to the hope that is within them.

In addition to Bible as a core subject, students will have learning experiences appropriate to their age levels. These experiences emphasize the concept of a loving heavenly Father; creation of human beings in the image of God; the fall of humanity and the redemptive work of God's Son, Jesus; and the absolute trustworthiness of God's written Word, the Bible.

Curriculum Selection

Curriculum selected for use in courses at Hillman Christian Academy assist the staff in providing an instructional program that is academically challenging, while pursuing truth and nurturing inquiring minds. Textbooks/Paces are only one source among many used to teach the knowledge skills, attitudes, and abilities that have been identified as being essential for a complete and Christian K–12 education.

A team of staffs and administrators evaluate and select textbooks by using the following criteria:

- Alignment with Hillman Christian Academy mission and philosophy
- Current and accurate content that matches Hillman Christian Academy student learning objectives
- Availability of additional digital resources
- Attractive and easy-to-use format
- Staff manuals that incorporate techniques based on current, educationally sound discoveries in learning research
- Supplementary materials that provide for a wide range of ability levels

Field Trips

Field trips extend and enrich academic work and the students' background of information. Each excursion must have an educational purpose, meet a real need, and provide worthwhile experiences.

Well-planned and well-carried out field trips, according to approved procedures, become an integral part of learning activities.

Students are required to have a Field Trip Permission Form on file with the administration office before participating in a field trip. These forms are a part of the registration packet, and extra forms are available in the office.

Hillman Christian Academy may provide transportation and an appropriate fee may be charged to cover transportation costs. An employee of HCA will be responsible for the students' safety while on the field trip.

If a non-HCA employee provides transportation for students in their personal vehicles, their personal insurance will be the primary insurance. They are responsible for the students' safety to and from the academy. The principal or designee must grant prior approval for a non-employee driver. All non-HCA employees must complete a Michigan State background check and have it on file at the Office before officially transporting students.

Homework /Make-up Work

Homework is an integral part of the program, and the supervisor is at liberty to give homework to advance the academic progress of students or if the student has not completed their daily goals. Each student is required to complete and turn in his or her homework assignments on time. We do request full cooperation from parents in determining each evening what homework assignments their student has been given and then to assure that the assignments are completed on time.

Repeated delinquency in completing and submitting assigned homework could result in multiple demerits or even a student's dismissal from HCA. Parents are to communicate with staffs when they sense that their child is having serious challenges with homework.

Referrals for Academic Assistance

When the student is demonstrating academic difficulty, there are several options for the parent and student. Parents should contact the principal or the registrar. At this point, each of the student's staffs receives a form to fill out and turn in to the principal. The principal reads the report and sets up an appointment with the parent to discuss the specific findings. During the parent meeting, the principal may suggest a variety of solutions to the student's academic problems:

- Extra tutoring to solve minor problems
- More parental structure at home, study hall at HCA
- Additional assessment outside of the academy for severe academic problems

If there is need for additional assessment, parents have options: (1) contact their pediatrician for advice and counsel, (2) contact a private academic assessment agency; (3) contact their public-school district special services department for on-site assessment. The parent chooses which route to pursue and then proceeds. If the parent decides to work through the public-school system, the principal or registrar will call the school district and find out their district procedures for making a referral from a non-public school. Public school assessments usually occur on-site during the day. Private assessment organizations often do their assessment off location, with the parent(s) taking the student to the assessment. A referral list is available from the principal or registrar because the parent needs to make that contact.

When the assessment results come in, the principal will coordinate a follow-up meeting on site with the parents, and if necessary, the student's staffs. An IEP (individualized education plan) is developed and enacted on the campus, if feasible for staffs. If not feasible, the parents and student may coordinate extra help outside of the academy at a local public school or at a private facility. This type of assistance is determined on an individual basis, depending on the student's needs.

Student Progress/Academic Probation

Because there are a variety of reasons a child may not be succeeding academically, we evaluate each case on an individual basis. Unsatisfactory student progress may warrant academic probation. At the principal's discretion, the child may receive referral for further testing, may be placed on an academic contract, may be required to receive tutoring or counseling, etc. If no progress is demonstrated after reasonable avenues of addressing the problem are exhausted, the administration reserves the right to dismiss the child from HCA.

Writing Guidelines and Format

All written assignments for JR/High School will be prepared in American Psychological Association (APA) format unless otherwise requested by the supervisor. We utilize it at HCA to reinforce the format for college preparation and to have a uniform expectation for all essays and research papers. Staffs, depending on the subject and assignment requirements, may initiate other writing formats.

Grading and Report Cards

The basis for a student's grades is class performance, assignments, projects, and tests. Students also receive evaluations on conduct and attitude. Grading periods are quarterly, and parents receive a report card of their child's progress. Please feel free to contact the administrator regarding your child's progress throughout the year.

Standardized Testing

Each year Hillman Christian Academy administers standardized tests to each grade level as one means of helping the staff evaluate the curricular program, and as a way of providing students and parents with information regarding the student's academic success, potential, and areas of aptitude. Students take standardized tests at the designated grade levels. Parents having questions about the standardized test results should contact the principal.

Spiritual Emphasis

As a Christian academy that integrates academics and Christian commitment, we consider the student's growth in faith of utmost importance. The Bible is the foundation and the strength of HCA, setting us apart from all public schools and many private ones. We believe the Bible is the infallible Word of God and therefore the standard by which we measure all values, as related in all academy programs, policies, and traditions.

Students receive Bible instruction. They memorize scripture, pray together, and receive learning experiences appropriate to their age levels. Weekly chapel and worship emphasize our monthly theme and allow for student involvement. These experiences emphasize the concept of a loving heavenly Father; creation of human beings in the image of God; the fall of humanity and the redemptive work of God's Son, Jesus; and the absolute trustworthiness of God's written Word, the Bible. From this foundation emerges a purpose for living, with discovery of one's giftedness, outreach, and ministry.

Other Information

Cell Phones and Electronic Equipment

To avoid disrupting the educational environment, students **must silence and store in backpacks all electronic communication and entertainment devices, including ear buds, during instructional time and chapels/assemblies if not being used for authorized learning purposes. Devices will be confiscated if being used inappropriately.**

First Offense – 3 demerits The device will be confiscated and returned to the student at the end of the HCA day.

Second Offense – 5 demerits The parent/guardian will need to pick up the device from the office at the end of the school day.

Third Offense – The consequence will be addressed by administration.

The school will not assume responsibility if electronic devices are lost or stolen at any time.

Lunch

Students are to bring from home lunches and all snacks (fruit/protein). They are not allowed to share food. Students may not leave campus during lunch unless a parent picks them up. Parents are asked not to contact the administration office to give their students permission to leave campus during lunch.

Pictures

Each fall, we take pictures of each student. The student may purchase picture packages, with cost information provided by the photographer prior to picture day. Since our school picture is a witness to our community and an advertising tool, students are expected to dress appropriately in dress code on picture day.

Student Visitors at HCA Activities

Student visitors are welcome at the HCA campus during the school day if the primary purpose of their visit is to help the student in deciding possible enrollment in the academy. Inquire at the campus office for more information about a potential student visit.

Parent/Staff or Parent/Administrator Meetings

Any parent who wishes to meet with the learning center supervisor is welcome and encouraged to do so. The parent may call the campus office or contact the supervisor by email and make an appointment. Should a parent desire a conference with the administrator, or the administrator and the supervisor, the parent should follow the same procedure to schedule a meeting.