



Hillview Christian Academy
Student Handbook

2022-2023

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A Message from the Head of Schools

Welcome to Hillview Christian Academy! I am so excited about the 2021-2022 school year and the promise and the potential it holds for all of us. I believe God has great things in store for you at HCA. HCA is truly blessed to have a tremendous staff, fantastic families, and incredible students like you that make us an exceptional place to be.

This handbook is designed to provide information that will help you succeed at HCA, and give you valuable insight into the philosophy, mission, and heartbeat that make us unique. At HCA, we are committed to proclaiming the Truth of God's Word, providing Christlike leadership for students to follow, pursuing excellence in education, promoting a Biblical worldview, and partnering with parents and families like yours, in a pursuit to make our world a better place.

Please take the time to read this handbook thoroughly. Once you have done so, we ask that all students (3rd grade and higher,) and parents sign the cooperation page at the end of the handbook and submit that page to your child's homeroom/first-period teacher on the first day of school.

HCA is here to serve and partner with you in providing your children with a distinctively Christian education. We appreciate the sacrifices you are making to provide your children with an opportunity to enhance their Biblical worldview. I am confident that God will honor your sacrifices with eternal dividends. Thank you for the trust you have placed in us, and for giving HCA the privilege of investing in the lives of your children.

By His grace,

Dr. Amy D. Edwards

Head of Schools

Introduction

The handbook is designed to provide rules, guidelines, and procedures for the benefit of the students and the school community. We want each child to be informed, prepared, and in agreement before attending HCA.

Please read through this handbook completely with your child before the first day of school. HCA families and students are expected to be familiar with the information contained herein and to follow the rules and regulations as previously stated on the application – there are no exceptions. The administration reserves the right to interpret, add, delete, or modify all rules, guidelines, and procedures contained in this handbook as deemed necessary at any time. Parents should direct any questions concerning the information contained in this document to their child's teacher and/or HOS for clarity.

After carefully reviewing this handbook with your child, please sign, detach, and return the agreement located on the final page to your child's homeroom/first-period teacher on the first day of school. Students in grades 3rd and higher must also sign the agreement. *Please refer to the online version of the Student Handbook for the most updated version as a convenient reference for your family.

About Hillview Christian Academy

School History and Organization

In August of 2022, Hillview Christian Academy opened its doors as a ministry of Hillview Baptist Church. Hillview Christian Academy is the result of fervent prayer, fasting, and vision on the part of those whom God called to launch a distinctively different Christian school in the Graniteville community. The school was birthed on behalf of the children and families of Graniteville and the greater Aiken area, so that all people may come to know God and to love Him with all their heart, soul, mind, and strength. And to love their neighbor as themselves.

We believe our school has been brought into existence by God's divine providence. God began this work by moving in the hearts of our pastoral staff and many of our faith-family members. In His perfect timing, God confirmed our vision and dream, making every necessary provision for this incredible ministry. Throughout our journey, we experienced the truth of God's word which says, "Call to Me and I will answer you and tell you great and incomprehensible things which you do not know." Jeremiah 33:3

Hillview Christian Academy's heart is to have a distinct and lasting impact upon our community, our state, our country, and our nation. Our mission is to assist parents in providing a Christian education so that their children are rooted and grounded in a Biblical worldview.

Authority

Hillview Christian Academy Lower School Ministry Team authorizes the Head of School

and the administrative staff to formulate and implement school rules, regulations, and procedures. At all times, the Head of School and the administrative staff work in relationship to the HCA Lower School Ministry Team to see that the policies approved by the administration are adhered to in the procedures used in the day-to-day operation of the academy.

Vision

The vision of Hillview Christian Academy is to teach, model, and encourage academic and Christian excellence for every child and student to follow. We are committed to providing a Biblically-based education that will equip today's generation and generations to come to know God's truth, be a people who love Him, obey Him, serve Him, and share Him (Psalm 78; Mark 12:30-31). We believe this will be accomplished through fervent prayer, relentless commitment, and strong leadership from our administration and faculty, supported by a zealous base of parental support.

Mission Statement

Our mission is to equip and teach our students to love God with all their heart, soul, mind, and strength and to love others as themselves (Mark 12:30-31).

We believe in Christian education that there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and is never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalm 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:18-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

Honor Code

I will glorify God in both actions and words and demonstrate God's love for others. I will show my faith and shine my light to men for the sake of the gospel.

Purpose

Proclaim the Truth
Provide Christlike Leadership
Pursue Excellence in Education
Promote a Biblical Worldview
Partner with Parents and Families

School Theme

"Love God, love others." (Mark 12:30-31)

Warriors Alma Mata

Oh, Warriors great and strong,
To Thee, we lift our song,
Our hearts commit to greater love,
Our neighbor and our God.

His Word shall lead us on,
Throughout the ages long,
And we shall be victorious.
As Warriors of our God!

School Colors:

Teal, Grey, White, and Black

Team Name:

Hillview Christian Academy Warriors

Warrior Mindset

All students and staff are challenged to focus on an eternal perspective. Colossians 3:2 commands us to *“Set your minds on things above, not on things on the earth.”* To effectively change our perspective to an eternal one, we must continually challenge students and staff to pursue the mind of Christ. Philippians 2:5 commands us *“Let this mind be in you which was also in Christ Jesus.”*

Key Concepts of the Mindset is to:

- Pursue an eternal mindset versus an earthly one
- Pursue a constant attitude of gratefulness
- Be others-centered, servants that are selfless
- Have our conversations always be wholesome, uplifting, professional, and appropriate *“Only let your conduct be worthy of the gospel of Christ.”* Philippians 1:27a

The Warrior’s Mark

We will encourage all students and staff to leave a mark for Christ’s sake, not only in those we encounter, but also in all that we endeavor to do. The Biblical foundation for this pursuit is found in Philippians 3:14. That verse declares: *“I press toward the goal for the prize of the upward call of God in Christ Jesus.”*

The Mark on People

- We will intentionally share our faith with others
- We will seek to treat all people with dignity and respect
- We are inclusive rather than exclusive
- We recognize that simple actions such as a smile, friendly greeting, handshake, and eye contact demonstrate respect, care and are others-centered

The Mark on Programs

- We will seek to create a culture of excellence in all programs. (Academic, extracurricular, service, chapel, etc.)
- We will encourage student and staff participation in the life and culture of the school's programs
- We will teach our students and staff the truth that God made some to love the arts, some to love athletics, some to love academics or a combination of all. We will teach that supporting one another in these areas creates unity and friendship. It makes our school more complete when all these programs succeed

The Mark on Property

- We will instruct and encourage our students to have the utmost respect for the environment, the school's facilities, and equipment. This stewardship principle carries over into all areas of each individual's life
- We will seek to leave a space better than we found it
- We will stop and pick up trash whenever we see it
- We will treat HCA property with respect and will not do anything that could potentially leave damage to its grounds, facilities, or contents therein.

Portrait of a Graduate

At Hillview Christian Academy, we are committed to our mission of “lovingly leading and equipping our students.” In keeping with that mission, we seek to lead our students to personally own their faith and not only possess but live out a Biblical worldview. We believe that we should seek to develop a detailed portrait of what a graduate of Hillview Christian Academy should look like.

The administration and staff of Hillview Christian Academy have prayed, sought God, and planned meticulously in the development of this portrait. We have used Luke 2:52 as a guidepost for developing this plan. This verse of scripture describes the maturation of Jesus as a young man in four areas. The Bible says in this verse that Jesus grew in wisdom, stature, favor with God, and favor with man. We seek to follow this model in developing our students.

From this approach, we prayerfully commit to leading our graduates to be true Warriors for Christ who will possess:

A consistent worldview that is Christ-centered and biblically based

- Graduates will possess knowledge and understanding of the Scripture that equips them for Kingdom living (Roman 12:2; Col 2:8)
- Graduates understand how Scripture applies to and informs the graduate's view of social, economic, political, historical, vocation, and other foundational areas of influence. (Proverbs 2:6; Proverbs 4:11; Luke 2:46-47)

A responsible academic foundation that prepares them for God's open door at the next stage of life

- Graduates will be well prepared in all academic disciplines and possess the academic skills necessary to flourish at the next level (Luke 2:52)
- Graduates will possess the necessary critical thinking skills and a commitment to be life-long learners that allows the individual to prosper in an ever-changing world. (Col 1:10; 2:6; 2 Peter 1: 5-8)

An undisputable redemption that is biblically based and personal

- Graduates will understand God's plan of redemption both for the individual and the world (Matt 28:19-20; Acts 1:8; Romans 1:16)
- Graduates will understand how to explain Salvation based on God's Word (Romans 3:23; 6:23; 5:8; John 3:16; Romans 10:9-13)

A strong responsibility guided by Scripture, encompassing the individual with his or her God-given responsibility relating to society and its authority

- Graduates will understand biblical responsibility for being accountable to God and established authority (2 Cor 5:10; Romans 13:1; 1 Peter 2:13-14)
- Graduates will understand biblical responsibility for building culture (Gen 1:28; 9:1; Romans 12:6-7)

Authentic integrity that influences all of life's decisions

- The graduate will be taught the importance of exhibiting character qualities that honor Christ (Prov 11:1; Titus 2:6-8)
- The graduate will understand the importance of maintaining Christ-like integrity when making all decisions (1 Peter 2:15; Prov 4:23)

Diligent ownership of the Faith that is personal and transformational

- Graduates will learn the importance of taking personal responsibility for study, prayer, and service (2 Tim 1:6-7; 2:15; 3:14-17; Phil 2:12; 2 Tim 3:15-16; James 5:16; John 1:12-13)
- Graduates will understand how to defend the faith (Acts 17:2; 17:17; 19:8)

An eagerness to engage culture, proclaim the Gospel, and live life to the Glory of God

- Graduates will be equipped academically, intellectually, and physically to pursue God's calling on his or her life (2 Tim 3:16-17; Luke 2:52)
- Graduates will be equipped to glorify God by kingdom living (2 Tim 4:6-8; Psalm 29:1; 2 Cor 4:6, 15)

A readiness to die to self daily and pick up the cross to follow Christ (Luke 9:23)

- Graduates will seek those things which are above where Christ is (Col 3:1)
- Graduates will follow Christ to the end of the earth (Acts 1:8)

Statement of Faith

The Scriptural beliefs of Hillview Baptist Church and its members are aligned with the Truth of God's Word as follows:

Scripture

We believe the Holy Scriptures contained in the Bible were written by men divinely inspired and are God's revelation of Himself to man. The Bible is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any

mixture of error, for its matter. Therefore, all Scripture is true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. The official translation for interpretation of Scripture references found in these bylaws will be the New King James Version of the Bible.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalm 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4-12; 1 Peter 1:25; 2 Peter 1:19-21.

God

We believe there is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all-powerful and all-knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him, we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

God the Father

We believe God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all-powerful all-knowing loving, and all-wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is Fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

God the Son

We believe Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as

the living and ever-present Lord.

Genesis 18:1ff.; Psalm 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5,21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,3; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 1:7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

God the Holy Spirit

We believe the Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. He exalts Christ. He convicts men of sin, righteousness, and judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalm 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

Man

We believe man is the special creation of God, made in His image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherits a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalm 1; 8:3-6; 32:1-5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6;

7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2; Colossians 1:21-22; 3:9-11.

Salvation

We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord. We believe regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. We believe repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. We believe justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God. We believe sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerated person's life. We believe glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12; 12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-27; 22:5.

God's Purpose of Grace

We believe election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. We believe all true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah

31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

The Church

We believe a New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth. Each congregation operates under the Lordship of Christ. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the offices of pastor and deacon are limited to men as qualified by Scripture. We believe the New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all ages, believers from every tribe, tongue, people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

Baptism and the Lord's Supper

We believe Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership and the Lord's Supper. We believe the Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

The Lord's Day

We believe the first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-

36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

The Kingdom

We believe the Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly, the Kingdom is the realm of salvation into which men enter by a trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come, and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

Last Things

We believe God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised first, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; 23:43; John 5:28,29; 11:25-26; 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:8-10; Philippians 1:23; 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7-9; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 6,7,14; Revelation 1:4-6,18; 3:11; 20:1-22:13.

Evangelism and Missions

We believe it is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rest upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the Gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the Gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30,37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

Education

We believe Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is aligned with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. We believe in Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalm 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:18-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

Stewardship

We believe God is the source of all blessings, temporal and spiritual; All that we have and are we owe to Him. Christians have spiritual indebtedness to the whole world, a holy trusteeship in the Gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the scriptures, Christians should contribute their means cheerfully, regularly, systematically, proportionately, sacrificially, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

Cooperation

We believe Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great work of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4:8:1-6; Matthew 10:5-15; 20:1-10; 28:18-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 2:8-10; 4:1-16; Philippians 1:15-18.

The Christian and the Social order

We believe all Christians are under obligation to seek to make the will of Christ supreme in our lives and human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice. We as Christians should oppose all forms of sexual immorality, including any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, self-sexual gratification, and pornography which are sinful perversions of God's gift of sex.

We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. To promote these ends, Christians should be ready to work with all men of goodwill in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; 18:1-30; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 1:26-29; 12-14; 1 Corinthians 5:1,9-10; 6:1-7,9-10; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; Hebrews 13:4; James 1:27; 2:8.

Peace and War

We believe Christians must seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ, they should do all in their power to put an end to war. We believe the true remedy for war is the Gospel of our Lord, Jesus Christ. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

Religious Liberty

We believe God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every Christian protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government

being ordained of God, Christians must render loyal obedience thereto in all things not contrary to the revealed will of God.

The church should not resort to civil power to carry on its work. The Gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free State is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

The Family

We believe God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. We believe that the only Scriptural marriage is the uniting of one naturally-born man and one naturally-born woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

We believe God hates divorce and intends marriage to last until the natural death of one's spouse. God has made provisions for the non-offending spouse to divorce and remarry if there is sexual immorality or physical abandonment by an unbelieving spouse. However, we believe God's intent is for reconciliation and forgiveness. We believe the husband and wife are of equal worth before God since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, protect, and lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. We believe children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalm 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-17; Matthew 5:31-32; 18:2-5; 19:3-12; Mark 10:6-12; Romans 1:18-32; 7:1-3; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 3:2,12; 5:8,14; 2 Timothy 1:3-5; Titus 1:6; 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Love

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions.

Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10, 17-21; 13:8-10; Philippians 2:2-4; 2 Timothy 2:24-26; Titus 3:2; 1 John 3:17-18.

The Personality of Satan

We believe that Satan is a being, the author of sin and the cause of the fall of man; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire.

Job 1:6-7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; John 8:44b, 10:10; Revelation 20:1-3, 7-10.

Creation

We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin.

Genesis 1-2; Exodus 20:11.

Lawsuits Between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander.

1 Corinthians 6:1-8; Ephesians 4:31-32.

Authority of Statement of Faith

The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing statement of faith accurately represents the teaching of the Bible and, therefore, is binding upon all members of our church and personnel. All literature used in the church, daycare, and school shall be in complete agreement with the statement of faith.

Core Values and Commitments

The Bible

Psalm 119:105 “Your word is a lamp for my feet, and a light on my path.”

- We commit to partner with both home and church to instill in each child and student an authentic and applicable Biblical worldview using God’s Word as the plumb line for truth, not textbooks or society.
- We commit to governing ourselves according to Biblical principles.
- We commit to integrating the Bible into every aspect of the school’s life.

The Church

Matthew 16:18 “And I also say to you that you are Peter, and on this rock, I will build My church, and the gates of Hades shall not overpower it.”

- We commit to recognizing our existence as a ministry of Hillview Baptist Church.
- We commit that our school will operate under the authority of Hillview Baptist Church.
- We commit to the expectation of our administration, faculty, and staff to be active members of Bible-believing local churches.
- We commit to strengthening the church.
- We commit to encouraging parents and their families to be active members of Bible-believing local churches.
- We commit to honoring God’s church through our policies, procedures, and practices.

Spiritual Walk

Ephesians 4:1 “Therefore I, the prisoner of the Lord, urge you to live worthy of the calling you have received.” Ephesians 5:8 “For you were once darkness, but now you are light in the Lord. Live as children of light.”

- We commit to only employ and/or appoint, develop, and retain administrative staff and faculty whose actions and attitudes model Christ.
- We commit to challenging faculty, staff, students, and parents to demonstrate Christ-like character in all aspects of their lives.
- We commit as a staff to readily share our faith with others.
- We commit to teaching students to obey God’s command to openly communicate their faith.

Excellence in Education

Colossians 3:23 “Whatever you do, do it from the heart, as something done for the Lord and not for people.”

- We commit to developing strong, informative, and caring parent, teacher, and student relationships that will encourage and positively impact student progress.
- We commit to providing a safe, secure environment that promotes excellence among students, teachers, and administrators in preparing and enabling students to achieve the plan the Lord has for their lives.

- We commit to upholding the highest academic standards possible through constant evaluation and growth of our programs.
- We commit to pursue both spiritual and professional development to present ourselves to God as workmen who do not need to be ashamed.

Family

Psalm 78:6-7 “So that a future generation- children yet to be born- might know. They were to rise and tell their children so that they might put their confidence in God and not forget God’s works but keep his commands.

- We commit to providing training and resources to help parents establish a Christ-centered home.
- We commit to providing Christian education that is affordable to the average Christian family.
- We commit to establishing a program that will provide Christian education for all HCA children.

Service

Ephesians 2:10 “For we are His workmanship, created in Christ Jesus for good works, which God prepared ahead of time for us to do.”

- We commit to encouraging students to follow Christ’s example of leadership through servanthood.
- We commit to involving students in activities that teach the value of service and the joy of servanthood before self.
- We commit to training students on how to identify their spiritual gifts and use them to glorify God through service in their local school, church, and community.

Stewardship

Matthew 25:21 “His master said to him, ‘Well done, good and faithful servant! You were faithful over a few things; I will put you in charge of many things. Share your master’s joy.’”

- We commit to being responsible stewards of all that God has provided us, including but not limited to time, money, facilities, environment, and human resources.
- We commit to recognizing that children are a blessing. They are gifts from the Creator and as such are highly valued, possessing unique gifts and talents special to them.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one legitimate meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and

a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, lesbianism, bisexual conduct, pedophilia, bestiality, incest, and use of pornography) is sinful and offensive to God (Mathew 15:18-20; 1 Corinthians 6:9-10). We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen 1:27; 2:24; 19:5, 13; 26:8-9).

We believe that to preserve the function and integrity of Hillview Christian Academy and to provide a biblical role model to our families and the community, it is imperative that all persons employed by Hillview Christian Academy in any capacity, or who serve as volunteers, agree to, and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

Educational Philosophy and Objectives

Educational Philosophy

It is the belief at Hillview Christian Academy that man lives his life as a response to God, therefore an education that weaves God's Word, the Bible, into the daily curriculum is necessary. His word is the filter for clarity, the level for balance, and the final check for all of Hillview's goals. Christian education is founded upon the Word of God. Hillview Christian Academy believes the Bible is the inspired, infallible, and sufficient Word of God, providing the standard for living a life of significance and meaning.

HCA serves as a tool for communicating and facilitating His Word as we assist students in their spiritual transformation process. As Christians, we are to present ourselves as living sacrifices and avoid the temptations of the world, in accordance with Scripture, which says "...be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God" (Romans 12:2).

In obedience to the Word of God, students enrolled at HCA will be educated in academic excellence and established in a Biblical worldview. Therefore, this will equip students for premium service to the community. Teachers and staff who have a living, personal relationship with Jesus Christ and view each child as a unique creation in the image of God, are necessary to fulfill the goals and mission of our school.

Educational Objectives

"And Jesus increased in wisdom and stature, and favor with God and with people." (Luke 2:52)

Spiritual: “Let the Word of Christ dwell richly in you...” (Col. 3:16)

- Students will be encouraged to make a personal commitment to Jesus Christ.
- Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
- Students will continually increase their knowledge of Scripture.

Academic: “Adopt the same attitude as that of Christ Jesus.” (Phil. 2:5)

- Students will acquire basic skills in the areas of reading, writing, speaking, and listening.
- Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
- Students will acquire information concerning the earth, physical and biological science, and will appreciate the world God has made, and will apply this knowledge and appreciation in the wise use of resources.
- Students will understand the facts and flow of human history and current events and interpret them in the light of God’s plan for mankind.
- Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice which have made America free.
- Students will be allowed to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.
- Students will understand the full range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities.
- Students will have the opportunity to become acquainted with technology and learn skills that will enable them to effectively function in a technological society.
- Students will acquire skills in reasoning, academic investigation, and creative and critical thinking.

Social: “For none of us lives to himself,” (Romans 14:7a)

- Students will be taught respect for parents and courtesy and love for the whole family and will assume responsibility within the family unit.
- Students will be taught to develop and demonstrate concern for others.
- Students will be taught to respect the property of others.
- Students will be taught acceptance and recognition of authority and respect for those in authority over them.

Physical: “...present your bodies as a living sacrifice, holy and pleasing to God;” (Romans 12:1)

- Students will improve their coordination, grace, muscle tone, and endurance.
- Students will be taught to form desirable habits in the care and grooming of the body and will be taught to develop respect for the body as a temple of the Holy Spirit.

Emotional: “For God has not given us a spirit of fear, but one of power, love, and sound judgment...” (2 Timothy 1:7)

- Students will be taught to pursue lives that exhibit the Fruit of the Spirit.
- Students will develop a love for learning.

Admission Policies & Procedures

HCA exists to assist parents in their God-given responsibility of raising their children in the Truth. We strive to partner with families to commensurate with this purpose. Therefore, we are only able to admit students who fit our distinct ministry.

Non-Discriminatory Policy

Hillview Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies, scholarships, athletics, and other school programs.

Student Admission Procedures

Admissions will only take place by the following process:

1. Parents and students will complete the electronic application (located on the HCA website) and pay for the application.
2. Once an application is received, entrance testing will be scheduled for the student.
3. Parents and applicants will interview with the Head of Schools.
4. The Head of Schools will review the academic and behavioral history of the student.
5. The administrator may admit the applicant or refer the application to the Lower School Ministry Team for a final decision.
6. Once an offer for admissions is extended, parents will complete the enrollment process, pay the enrollment fee and submit a copy of the student's birth certificate, updated immunization records, and any other pertinent records.

Student Admission Criteria

The applicant poses no threat to the ministry of the school and has no behavioral or emotional needs that cannot be met within the academy. HCA does not generally accept an applicant who has a history of behavioral problems or has been under serious discipline at another school.

The applicant does not have academic needs that cannot be met within the regular curriculum of the school. HCA does not generally accept students who have done below-average work at other schools, were retained for academic (as opposed to maturational) reasons, or were receiving special help in their academics.

Applicants for Pre-K must be four on or before September 1st. Kindergarten students must be five years old on or before September 1st. There are no exceptions to this policy.

All applicants will be reviewed on their report cards, transcripts, standardized testing scores, and recommendation letters. Students will be required to take the entrance test for admission to HCA and must score on or above grade level.

Students who have been expelled from another school will not be considered for admission to HCA until one year following the expulsion. The student must complete the year and be a student in good standing at another school before HCA will consider admission.

In the case of children who need additional academic assistance above and beyond the classroom, the administration will determine whether or not Hillview Christian Academy can meet the child's specific needs.

Students are enrolled for one academic year at a time. The faculty reviews students at the end of each year. Students will be allowed to enroll for the next academic year if they are succeeding academically and are supporting the spiritual mission of the school. The administration reserves the right to not invite a student to enroll for the following year if, on the recommendation of the faculty, the administration believes the student to have educational or behavioral needs outside of the mission of the school.

A completed application form, application fee, registration form, and registration fee are required to secure a student's position at HCA. All new students and at least one parent must have a personal interview with an administrative staff member. Parents are required to read the Student Handbook and sign the agreement page. All students in 3rd grades and higher must also sign the agreement page. Students are not guaranteed acceptance until HCA has received and reviewed the student's records from his previous school. Students applying after a class is fully enrolled will be placed on a waiting list for future consideration.

Admissions Process

With over half of the classes filled each year, admission can be very competitive. For classes that are not full, the Lower School Ministry Team decides which applicants will be admitted based on the applicant's file, behavior history, and academic record. However, for classes that have more applicants than there are vacancies, an anonymous Lower School Ministry Team will decide which applicants will be admitted.

The primary factor the Lower School Ministry Team will consider when granting admission is the academic record of the applicant. Once the applicant has met the academic and character standards required for acceptance to HCA, the following factors may also be considered by the Lower School Ministry Team before making their recommendation (considerations are listed in no particular order):

- Date of application
- Siblings are in attendance at HCA
- Child of an HCA employee
- Exemplary Christian behavior
- Superior academic achievement

- Long term commitment to HCA

Enrollment Policy for Custodial Guardians

Custodial guardians must provide HCA with the following:

- Proof of legal guardianship
- A valid copy of a driver's license
- A notarized Parental Permission Form

HCA adheres to state and federal laws regarding child custody. Parents are expected to provide and update all relevant documents concerning custody or visitation of each student enrolled at HCA. Students will be released to an individual other than a custodial parent only when express permission is first given to HCA by a custodial parent, or a valid legally binding instrument granting release is on file with HCA. HCA will communicate to the noncustodial parent as long as a court order does not prohibit it. If an event is open to the school community, a noncustodial parent will be allowed to attend unless a court order prohibits it.

Release of Student Records

Unless a court order specifies otherwise or terminates all parental rights, both parents, whether married, separated, or divorced, have a right to review and have copies of their child's school records.

In the absence of official documentation, school officials do not have the authority to deny either parent access to the child or the child's records.

Unless the parent lives farther than fifty (50) miles away from the school, the school is not required to honor requests for copies of student records until the parent has come to the school to inspect them.

Release of Record Procedures

Such copies are to be sent registered mail, return receipt requested. The school will provide only one report card which is made available to the enrolling parent. The school will avoid any agreement that would obligate the school to regularly mail copies of the child's records to the parent.

Except in the following two specified circumstances, the school will not provide any party other than a parent, including a parent's attorney, with copies of the student's records without a signed release from the parent:

- A student's record will be carried to the court by a school official only if it is duly subpoenaed by the court.
- Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to all student records that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian will have a letter of introduction from the District Court Judge to confirm his assignment to a case.

When a non-custodial parent requests directory information and such release is known to be objectionable to the custodial parent, the school is required to release the information but will attempt to notify the custodial parent of the request, especially if the school has been put on notice that the health and/or safety of the child is at issue.

Release of Student Transcripts

Transcript Request Form (located in the Admissions Paperwork) must be completed and signed or turned into the school office. Electronic signatures are acceptable.

Withdrawal Policy

If you withdraw your child from HCA, you must notify the HOS at least five (5) days in advance and must complete an official withdrawal form (available from the office). Students will be considered enrolled at HCA and all charges will continue until the withdrawal form is completed and turned into the office. All charges through the calendar month of the withdrawal will be due, along with a withdrawal fee of \$500.00. No records, information, or official transcripts will be released until this fee, along with any other outstanding charges, are paid. There are no exceptions to this policy.

Financial Information

Each family must sign up for a payment program through FACTS. No student's position is secured until the application and registration fees are completely paid. HCA will not credit an account for the next school year until the current school year fees are paid. Application, registration, and resource fees are NON-REFUNDABLE.

All payments must be made through electronic check, online credit/debit, or account draft. The office cannot accept manual payments unless it is for an account with an NSF check history, in which case a cashier's check, money order, or cash is required. Please do not send large amounts of cash to school with your child.

Accounts cannot run more than 30 days in arrears. Academy students will not be allowed to attend class if tuition becomes past due by more than 30 days. Families who do not keep their accounts current will be asked to withdraw their child(ren) from our program. No records or information will be released if the family's account is not current. All fees must be current to register for the next school year. A student will not be allowed to return to HCA if any financial obligations are remaining from the previous school year.

Due to general expenses and staff commitments, no reduction can be made in the tuition rate due to absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, global pandemics, etc.

Families enrolling more than one child at HCA will receive a 10% tuition discount per additional child. The child with the lowest tuition amount will receive the discount. If enrolling an early education student and an academy student, a sibling discount will apply to the academy student's tuition. Tuition charges for students enrolled after September 1 will be pro-rated. Families cannot receive multiple discounts. If a family pays their tuition

in full and withdraws during the school year, the prepayment discount will be charged to their account. All charges through the calendar month of withdrawal are due as well as the withdrawal fee. Registration and resource fees are NON-REFUNDABLE.

Application Processing Fee: \$150 per student for new students only (non-refundable).

The Application Processing Fee is required at the time of application to HCA. This fee covers some of the costs associated with the application process and any academic testing that is required.

Registration Fee: \$200 Per student for 4K-5th grade (non-refundable).

FACTS Management: All monthly tuition payments are made, via electronic funds transfer, by FACTS Tuition Management. Payment dates of either the 1st or the 15th may be selected for the semi-annual, quarterly, or monthly payment plans. The registration fee is non-refundable unless a student is placed in the wait pool and the parent requests a refund before an opening in a class.

Student Resource Fee: \$500 per student (non-refundable). This will be split into two payments, August and October.

The resource fee covers most textbooks, chrome books, student insurance, designated student supplies, and classroom teaching supplements. The book portion of this fee is prorated fee-based on some books being consumable and some lasting more than one year. Academic books, tests, and supplies range from \$600 to \$1,200 per student based on grade level. If a student withdraws, the resource fee is not refunded.

Late Fees: A late fee of \$30.00 is assessed if payments are not paid by the due date. A returned check or draft results in a \$30.00 returned check charge. We reserve the right to refuse payments from accounts with an NSF check history. After two returned drafts or checks, all payments must be made in advance by cash, cashier's check, or money order.

Withdrawal Fee: \$500 per student

Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student creates an opening that HCA may not be able to fill with a viable candidate. For students enrolled the following applies: Students who withdraw after school begins in August owe all the above fees plus the full month's tuition in which the student attends at least one day of the school day. Official transcripts, report cards, and cannot be released or sent to other schools if an outstanding balance remains at HCA.

Before School Care

Before School Care is offered to students in K4 through 5th grade from 6:00 am – 8:00 am with a charge per student of \$50.00 per week or \$10 daily. Students must report to the main gym lobby. Academy students may arrive as early as 7:45 a.m.

without being charged for Before School Care.

After School Care

After-school care is offered to students in K4 through 5th grade from 3:00 pm – 6:00 pm with a charge per student of \$75 per week or \$15 a day. The after-school program at HCA is committed to providing a safe and fun environment for your child where your child will feel loved, safe and secure. The after-school program's main asset is its qualified staff. We are fortunate to have a warm and caring staff that is committed to your child.

After-school care closes promptly at 6:00 p.m. If a parent arrives late to pick up his child, their account will be charged \$5.00 per minute for each minute late.

To adequately supervise the students, please notify the academy office at least one day in advance if you are going to use the “drop-in” service.

Prices are only valid from August 15 through June 8

	Drop-In	Weekly
Before School Care (6 am – 8 am)	\$10	\$50
After School Care (3pm - 6pm)	\$15	\$75
Before and After School Care	\$25	\$125

Attendance

South Carolina Attendance Law

The School Laws of South Carolina require compulsory attendance for all children seven and above. Every parent or person having control of a child seven or above enrolled in school is responsible by law to make sure the child attends school regularly while school is in session.

HCA Attendance Policies

Regular, punctual attendance is expected and vitally important for a student's success. HCA is not sympathetic to students who are habitually tardy or absent from school. The entire process of education requires a regular continuity of instruction, classroom participation, hands-on learning experiences, and diligent study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher.

In specifying the maximum number of absences, a student may have to still be eligible to receive academic credit, HCA intends to state at least two things:

- The maximum potential benefit of schooling is available to the student with no absences.
- Once a student has accrued excessive absences, he or she will not realize the minimum educational benefit available and, therefore, may not earn academic credit.

Any pattern of absences that totals more than 10% of the instructional time is cause for serious concern and could lead to academic loss of credit. These absences will be checked periodically. Absences are documented by days in Elementary. Attendance records for academy students will become part of your child's permanent school records.

An absence is defined as any part of a school day when a student is not present in class or at a designated class field trip. This includes early dismissals. Absences at the very beginning of the school day are tardies. The rules for tardies are listed separately.

Any student who is absent more than twenty (20) days in a year will be subject to dismissal or retention. At the point when a student has accumulated 10 days in a semester, a HOS/Teacher/Parent conference will be arranged to review the reasons for the excessive absences and to assess the potential of a loss of academic credit given.

Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity requiring his/her presence. To assist school personnel in deciphering between truancy and absence for good and sufficient reasons, it is required that parents submit to the school office a signed note that states the reason the student was absent. This note should be presented to the office before school begins on the first day of the student's return to school. If a note is not submitted, the absence is considered unexcused. Teachers will provide students with an opportunity to make up assignments that were missed during an absence. Such make-up work must be done promptly and the student is responsible to make necessary arrangements for the make-up work and testing. Work must be made up within two (2) days upon returning to school. If the work is not made up within two (2) days, at the teacher's discretion, a "0" grade will be recorded. Long-term excused absences (3 or more days) may be an exception to this two-day policy; teachers and/or administration may grant additional time for making up tests in unusual circumstances.

When parents are aware of special problems concerning their student, which are continuing and are related to patterns of absence, the parents must apprise the school of the special nature of the problem so that school authorities can arrange for alternative educational experiences which ensure that minimum course requirements are met. Please try to schedule medical or dental appointments after school hours.

A student must be in school by 11:30 am of that school day to participate in any athletic or extracurricular activity or event. Students absent from the entire school day are ineligible to participate in athletic events or other student activities on that day unless the

administration approved the absence in advance. A student must be in school for no less than one-half day (3.5 hours minimum) to be counted present or participate in an athletic event.

- A student must be in school for no less than one-half day (3 ½ hrs.) to be counted present.
- A student with twenty (20) or more absences per year must have the approval of the HOS to be promoted to the next grade.
- If a student is absent a single day and a pre-announced test is given, the student may be responsible to take the test(s) on the day of return.
- Students who arrive late to school and are absent during a test or other assessment may be required to take the assessment before departing at the end of the school day (teacher discretion).
- If a student misses part of a school day, all homework due on that day must be turned in to the teacher in which the class will be missed either before the student checks out or when the student checks in. A “0” will be given if this is not done.
- Long-term homework assignments, those given five (5) or more days before the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies can be exceptions. Unless the student is excused by the HOS an “0” grade will be given for assignments not turned in.

If a student in any grade exceeds the number of absences above, a written appeal must be made to the administration accompanied by date-specific documentation such as a doctor’s note. The administration will evaluate the appeal, determine the number of days that qualify for a waiver, and notify the parents in writing within two weeks. Qualifications for waived absences include sick days with a doctor’s note and family emergencies. Planned absences will be weighed in the appeal process. Parents, teachers, and administration will confer and determine whether or not the student has made satisfactory progress to advance to the next grade. Students may be required to make up the time missed from a class.

Planned Absences

Absences, such as those for family trips, may be approved excused by the HOS if the student meets the criteria. It must be applied for by the parents using a Planned Absence Request via FACTS Parent Portal at least two weeks in advance except in emergencies. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by the policy to earn credit. The maximum number of days the school will grant per semester for a planned absence of this nature is five (5). Students are not usually granted excused, planned absences during an exam week at the end of the semester. Due dates for homework, tests, and other assignments are to be arranged with the teacher on the student’s initiative before the student departs on the planned absence. This includes school-sponsored events in which an entire team or class may be absent from school.

The following are examples of **EXCUSED ABSENCES**:

- Sickness or injury of a student (accompanied by a physician's or parent's note)
- Physician/Dentist appointment (accompanied by physician's or dentist's note)
- Family emergency (note from family)
- Death of an immediate family member
- Funeral of the immediate family or close friend
- Approved planned absence: For this absence to be "excused", the parent must: complete a pre-approved absence form stating a valid reason, and have the absence approved by the appropriate principal at least two weeks before the absence.

The following are examples of **UNEXCUSED ABSENCES**:

- Skipping/truancies
- Suspensions
- Off-campus without permission
- Late for school/tardy policy
- Extended vacation without pre-approval form

Tardy Policy

Academy students are tardy to school if they are not in their class at 8:00 a.m. Any student who is tardy, five or more times, will receive one (1) unexcused absence for each five (5) tardies accrued and will be ineligible for the Perfect Attendance award. An unexcused tardy is considered an infraction. Tardies are recorded through FACTS. These unexcused tardy consequences are applied annually.

Permits to Leave Early/Signing Out

Students who are leaving campus early for any reason must sign out in the school office after office personnel has written communication from the parent/guardian.

The student must present a note from the parent to the school office after office personnel receives verbal permission from parents/guardians. He/she will then sign out immediately before leaving for the appointment. If returning to school the same day, the student must check back in at the office for an admit slip.

Late Arrival/Early Dismissal

Any academy student who anticipates leaving school early should bring a note from his/her parent or email (copy the office) to the Lower School classroom explaining the time to be picked up and the person(s) who will pick him/her up. The student should give this note, or the email should be sent to the Lower School teacher at the beginning of the day. When the parent (or permitted person) arrives to pick the student up, they must report immediately to the front desk to sign the student out. Students must sign out through the school office before exiting the building.

To provide all students with the educational experiences they deserve, with minimal disruptions, we respectfully ask that parents and guardians avoid early dismissals after 2:30 pm unless there is an emergency.

If a student arrives at school after 8:00 a.m. or returns to school after being checked out, the student must sign in at the front desk then report immediately to the academy office to sign in before returning to class. The office staff member will issue the student a pass/tardy to enter class late. If any academy student arrives on campus after 8:00 a.m., parents must sign the student in before going to class. To receive full-day attendance, a student must attend school until at least 11:30 a.m. or come in by 11:30 a.m. and remain in class until 3:00 p.m. (3 ½ hours).

Academics

FACTS Parent Portal Access

HCA utilizes parent information software entitled FACTS. Parents may access their child's assignments, grades, and other pertinent information from this online software system. Teachers update their assignments in FACTS weekly. Check with your student for daily updates that may not appear in FACTS. Parents are assigned a secure code at the beginning of the school year that enables them to access the above information. This software eliminates the need for parents to have to call the school and request make-up work or forgotten assignments. FACTS also provides our families with secure instant access to their child's grades and academic progress. As well, FACTS provides parents with information related to all student activities.

School Calendar

The Academic Calendar for the school year will be posted on the HCA website; please make suitable arrangements NOW for school closings. There will be no after-school care available on days the school is closed or for half days. Students will be dismissed at 11:30 p.m. for scheduled half days. Due to general expenses and staff commitments, no financial reduction can be made for absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc.

Parent-Teacher Communication

HCA teachers will communicate with parents via e-mail and weekly folders. Parents will receive a mid-term report during each grading period. Parent conference days are scheduled throughout the school year; conferences are not required but may be necessary if a parent has concerns. All teacher conference appointments will be scheduled by contacting your child's teacher via email. Please e-mail your child's teacher at any time if you have concerns or would like to schedule a conference.

Grading Scale

Progress grades are noted on report cards for Kindergarten-Grade 5. Numeric grades are noted on report cards for academic subjects. Teachers may note number or letter grades on all tests, quizzes, reports, and projects.

Grading Scale (K-5th grade)

A	93-100
B	85-92
C	75-84
D	70-74
F	0 - 69

Report Cards/ Grade Reports

Academy students receive report cards every 43 days. Progress reports will be available online, emailed, and/or sent home during the grading period. Report cards and cumulative records will be held in your account balance is not current.

Standardized Testing

Measures of Academic Program (MAP) is the standard-bearer for measuring performance and growth in K-12 math, reading, language usage, and science. By dynamically adjusting to each student's performance, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports provide a rich context to make instructional and operational decisions with confidence. MAP testing will be administered three times a year.

Summer Reading Policy

All students are assigned required grade-appropriate reading during the summer months to enrich and maintain literary skills. The summer reading list is released with report cards in June & posted on the HCA website. Please be sure that you have the current year's reading list BEFORE purchasing books. We encourage students to utilize their public library or these books may be purchased at a new or used bookstore, or online. Summer reading assignments are due the first week of school. Summer reading assignments are assessed by the classroom teachers.

Retention Policy

Lower School students must pass math and reading. A student may not fail more than one subject to be promoted to the next grade level. If a kindergarten student receives unsatisfactory marks in reading and/or math, and the End of Year Assessment reveals concerns to teachers and staff, parents and staff will make a joint decision concerning the student's promotion into 1st grade.

Academic Probation

Students' grades are reviewed by the HOS and administration at each quarter. Should the administration determine that a student's grades are of serious concern due to failing grades, the administration has the discretion to place that student on Academic Probation. At that point, a contract will be written for the student to follow guidelines during their probationary period, including but not limited to: requirements for attending after-school help sessions; additional outside tutoring; summer math tutoring; summer school. If a student continues to fall below grade level after the interventions included in the contract and Hillview Christian Academy is not equipped to meet the student's specific academic needs, the student may be asked to seek another educational institution that is

better equipped to meet the students' needs.

Students Ineligible to Return

The administrative team will discuss students who should not be allowed to return for academic, behavioral, attendance, or discipline problems. The final decision rests with the HOS and the Lower School Ministry Team concerning students not being allowed to return. Parents will be notified in writing when the student has fallen short of these standards.

Physical Education Participation

All students enrolled in a physical education class must participate in the class unless they have an excuse signed by a physician. Students must present a note of detailed explanation signed by a parent to be occasionally excused from physical education due to serious illness. Abuses of this privilege will affect a student's physical education grade. Excuses for more than two (2) consecutive physical education days must be explained in detail and signed by a physician.

Homework Philosophy

In Deuteronomy 6, God established the responsibility of education to the home. In choosing Hillview Christian Academy to partner in this effort, homework is a necessary extension of the education process. As the school falls somewhere between the Biblical mandates of home and church, Hillview Christian Academy considers these two mandates and is sensitive to time devoted to academic work outside the traditional academic day. Although occasional conflicts arise, students should not let other obligations such as athletics, planned activities, or other diversions hinder the completion of academic assignments. Homework will not be assigned on Wednesday evenings except for studying for previously assigned tests so that families may attend church. Student homework assignments can be accessed at any time through FACTS.

Homework in the Lower School at HCA must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction, practice in skill development (sight words, reading, spelling, math, procedures, etc.), memorizing important information (math facts, Bible verses, etc.) applying skills (book reports, projects, etc.) and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills. Homework assignments for all grades should be turned in on time. Homework is due the next day after being assigned. If questions concerning homework arise, please contact the academic teacher for that class.

Makeup Work/Request for Assignments

A student with an absence will be responsible for making up missed work. Students will be given a total number of days to turn in their work equal to the number of days absent plus one. Remember that it is the student's responsibility to see that the work is done before the deadline expires. Any assignment given before the student was absent will be due the day the student returns.

Parents may view current and missing assignments through FACTS or contact their child's teacher via email for more information or to arrange pick-up of necessary materials. Please do not contact the office for these types of requests.

Cheating

HCA expects all students to complete their work. Copying or cheating will result in a phone call to the parents, and a zero on the assignment for students involved. Copying or cheating may result in detention, in or out of school suspension, or expulsion. Talking, using a cellphone or calculator during a test without permission may have the same penalties as cheating.

Cheating harms the evaluation process and includes the following:

- Communication during a test or quiz by talking or signaling.
- Having notes/answers visible during an assessment.
- Unauthorized collaboration during an assessment.
- Unauthorized use of notes or books on tests and quizzes.
- Working with another on assignments when independent work is required.
- Copying someone else's homework answers.
- Academic dishonesty will result in a minimum of 50% off the grade for the assignment and further disciplinary action.

Plagiarism

Plagiarism is the stealing of the thoughts, words, and/or ideas of another person and professing them to be one's own. Plagiarism may involve copying directly from an encyclopedia, book, internet source, or any other written or auditory source. It may also involve using the ideas of another person without properly crediting them.

If a student is found to turn in work that is in essence not their own, but "borrowed" from another source without proper citation, they will be considered guilty of plagiarism. Should a student intentionally choose to plagiarize any portion of an essay or other form of writing assignment, this will be considered academic dishonesty and will result in a minimum of 50% off the grade for the assignment and further disciplinary action. All plagiarism cases will be reviewed by the HOS and/or Administration.

Parent and Teacher Conferences

Parents are encouraged to have regular conferences with their child's teacher. While a brief visit at the end of the day can answer routine questions, a face-to-face scheduled conference with your student's teacher is the best way to communicate concerning academic performance, behavior, or any area of major concern. Popping into the classroom expecting the teacher to have a conference at a moment's notice is unrealistic and does not ensure uninterrupted time with the teacher. Such meetings also prevent teachers from adequately supervising the students in the class.

To be considerate of the teacher's and student's class time, please schedule an appointment by contacting your child's teacher via his/her school email or FACTS. An appointment will ensure that you will have uninterrupted time with the teacher in privacy.

and allow the teacher time to gather all information that he/she needs. Most teachers will be able to see you within a few days of your request. Teachers will contact all parents during the first grading period. Teachers may contact parents to schedule appointments for the Parent/Teacher Conference week in the fall if necessary.

Grievance Procedure

Occasionally there may be questions, problems, or grievances that arise. It is our policy to follow the Matthew 18:15-17 principle. The faculty and administration of HCA want to help you resolve any issue that may arise.

Please follow the guidelines below:

- Bring any questions and criticisms to the person most directly involved.
- If there are questions or concerns about a specific classroom action or procedure, contact the appropriate teacher, and submit the grievance form available in the Parent Portal online.
- Parents can turn in the grievance form to HCA's Head of School.

The guidelines and policies of HCA have been established to ensure a peaceable, God-honoring Christian school environment for students, faculty, and families. The faculty and administration of Hillview are intent on helping you resolve any concerns you may have. However, we must have your assistance in accomplishing this goal. The problem will go unresolved if the parent or student voices their complaint to individuals other than the appropriate faculty or administration. Action such as these do not follow the above-stated scriptural principles and could potentially cause harm to relationships and one's testimony. These actions may result in dismissal from HCA. Our goal is to honor God in all we do, including honoring one another in word and deed. Your cooperation is paramount to the success of the ministry of HCA.

Anti-Harassment Policy

The policy of HCA is to provide an academic environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age, or disability, and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school includes in the definition of harassment, bullying. The academy is prepared to take action to prevent and correct any violations of this policy.

Reporting Suspected Child Abuse

Per state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect to the appropriate principal or administrator. In this very serious and legally narrow area, the academy will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Academy staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have a legal alternative except to make the report to the proper authorities for their investigation.

Student Code of Conduct

Honor Code

I will glorify God in both actions and words and demonstrate God's love for others. I will show my faith and shine my light to men for the sake of the gospel.

Philosophy of Discipline

At Hillview Christian Academy, we strive to uphold unity based on the Lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian standards of conduct. Certain behaviors are unacceptable and will not be tolerated. Therefore, specific standards are set to see that each child is obedient, respectful, and accountable for his/her actions and that Hillview is fair in its enforcement of the rules. Hillview is dedicated to the training of children in a program of study, activity, and living that is Bible-based. We believe that "all things should be done decently and in order," and that "there is a time and a place for everything under the sun." Our students should be taught to accept the responsibility to walk honorably before God and man.

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37m Romans 12:18). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

The Word of God tells us that obedience to rules and guidelines is essential for intellectual, spiritual, and physical growth (Luke 2:51). Respect teaches us the value of meaningful relationships (Luke 10:36-37). We are to instill the character of Jesus and hold each child accountable for himself/herself to God (Romans 14:12). With the help of the home, church, and school, we are working towards the education of the children of God. We believe that obedience, respect, and accountability are how to instill a righteous attitude in our students for Christ.

Purpose of Discipline

The purpose of discipline in a Christian school is two-fold, to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves with this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Indeed, the goal of all outward discipline is self-discipline within the framework of positive relationships between them.

Discipline is necessary for the welfare of the student as well as the entire school and is based on the partnership of the home, church, and school. We believe that the first institution established by God was the home. It is the home where children are taught the difference between good and evil. Our school exists to provide a continuation of Christian education that should first start in the home of our students. Effective classroom discipline is a necessary key ingredient for a good learning environment.

The purpose of discipline at Hillview is to help students learn self-discipline and good character traits, become self-directed members in the immediate environment, and eventually as future members of a larger society. Discipline, or training up of a child, affords us all the opportunity to provide a safe, wholesome Christian environment. All discipline is designed ultimately to show individuals their sinful nature while pointing them to Christ. When a student deviates in obedience, it is the responsibility of the home and school to help by correcting and guiding him/her.

The Hillview Christian Academy discipline system attempts to use clear and consistent consequences for failing to meet expectations and regular recognition/incentive for positive behavior (Galatians 6:7-9). Positively, the school seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents and material possessions. HCA seeks, in other words, to build Godly character traits into the lives of its students and pursues an active program in doing so, both through instruction and example.

The scriptural principles that provide the foundation for the discipline policy are as follows:

- The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-9)
- Confrontation, restoration, and separation (Matthew 18:15-17)

Under the guidelines of these scriptural principles, the goal of Hillview Christian Academy through the disciplinary process is to:

- Work alongside parents within the process of discipline
- When appropriate, involve the spiritual authority and influence of a family's church affiliation
- Provide an environment of order and respect that promotes an atmosphere conducive to learning
- Apply necessary and appropriate consequences for choices
- Guide in the restoration of relationships with Jesus Christ and with Hillview Christian Academy, its employees, and its students
- Use relational influence to produce spiritual growth, correction, and right choices
- Do so in a context that seeks the best interest of both the involved parties and the student body as a whole

Discipline and the home

At Hillview Christian Academy our Christian approach to discipline has at its core the goal of training in righteousness (1 Timothy 4:8). The responsibility for discipline lies primarily with the parents. Hillview Christian Academy stands ready to assist parents as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). Hillview Christian Academy does not seek to assume a task that God has given parents but rather to serve as the parent's appointed and authorized representatives in the training process. The school expects the parents to support the administering of disciplinary action. The administration determines compliance with the policy and has the final word in all instances and reserves the right to make discipline decisions on an individual basis. All students and families are expected to honor the name of Jesus Christ and the high standard of conduct that is expected of them. Public and private conduct should be consistent with a basic Christian concept of life (professing to love God above all and our neighbors as ourselves), and therefore, each student and family should reflect love in all actions and attitudes.

As partners in the discipline process, the home and school must work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, parents must maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. Home and school must maintain the same standards. We expect our students, your children, to adhere to all the rules that have been established in our institution. Failure to adhere will result in consequences ranging from loss of privileges to expulsion. In addition, each teacher is given the liberty of making and enforcing classroom rules in accordance with Christian principles and the school's discipline policy. However, the administration can and will make the final decision regarding disciplinary actions for any infraction, when warranted. Hillview expects full cooperation from both student and parent in the discipline of the student.

As we seek to provide a balanced and disciplined learning environment for our students, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. Hillview Christian Academy is not a remedial institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed without parental discipline. We are here to work with the home, but not to take the place of parents who have had trouble disciplining their children or fail to take responsibility in fulfilling their roles. Parents who are not willing to discipline their children and cooperate with the school's discipline policies should not seek to enroll them at Hillview. Attendance at Hillview Christian Academy is a privilege, not a right. Students forfeit this privilege if they do not conform to HCA's standards of conduct, achievement, and attendance.

A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or school rules harms the school's testimony. Hillview Christian Academy's

discipline policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing support to parents, and reflecting scriptural principles of conduct and influence.

Code of Conduct

To best fulfill the goals of the discipline process, Hillview Christian Academy has established a Code of Conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Hillview Christian Academy can affect a student's standing at HCA as well as the reputation of HCA, therefore the administration expects that students adhere to the Code of Conduct at all times. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Hillview Christian Academy and its employees, including when riding a school bus or attending a school function or activity.

Disciplinary action will be taken for infractions of school policy and rules. A formal report to record all infractions will be retained within the student's school file outlining the nature of the infraction, how the issue was addressed, and the action plan to address resolution.

Description of Expectations

Students are expected to demonstrate the following:

- **Worship** (Psalm 150:6)
- **Achievement** (Colossians 3:23)
- **Respect** (Romans 13:7)
- **Relationships** (Ephesians 4:28-32)
- **Integrity** (Proverbs 10:9)
- **Obedient** (John 14:23; Proverbs 6:20)
- **Reconciliation** (Colossian 3:13; Ephesians 4:32)
- **Stewardship** (1 Peter 4:10;)

Prohibited Items and Activities

To inform our HCA family the following prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed, are provided. While the actions described below represent a cross-section of activities, no compilation can be all-inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below. Inappropriate behaviors as defined by the discipline policy will be dealt with according to the violation. Possible consequences may include one or more consequences from the lists below.

Excessive tardiness, truancy, leaving school without permission

Students must be on time for school and in their classrooms by 8:00 a.m.; oversleeping is not excused reason for being late to school. Students are to remain

on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement

Fighting, physical aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to harm. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Cheating or Plagiarism

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Inappropriate use of the computer systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyberbullying, or tampering with any files of another student or staff member

Possible Consequences: Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, a recommendation for expulsion, referral to law enforcement

Verbal Abuse/threats

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest activities that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school

suspension, suspension, the recommendation for expulsion

Inappropriate language and/or gestures

Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting are harmful to others and are certainly not appropriate or conducive to your moral and spiritual development. (Ephesians 4:29.) This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudiced, or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Incendiary devices

This is the possession of firecrackers, matches, lighters, caps, or any other object which has the potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of the item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, the recommendation for expulsion

Public display of affection

Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands-off” policy.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, the recommendation for expulsion

Theft

This is taking something, which does not belong to you. Students must demonstrate respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration,

parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution

Insubordination/direspect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

Vandalism

This includes breaking, damaging, or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, the recommendation for expulsion, referral to law enforcement

Weapons

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, the recommendation for expulsion

Possession, use, or distribution of illegal drugs, intoxicants, inhalants, or smoking materials

This is possession of intoxicants, inhalants, smoking materials, or controlled substances that are prohibited. Always abstain both on and off-campus and (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, sexual immorality, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (1 Corinthians 6:19-20.)

Possible Consequences: Substance confiscation, HOS/student/parent conference, referral to law enforcement, suspension, or recommendation for expulsion

Teacher/Staff Managed Behaviors (minor)	Possible Teacher/Staff responses for negative behavior
<u>Inappropriate Language</u> Name-calling Cursing Lack of courtesy	The process can involve any of the following, separately or in combination as appropriate: <ul style="list-style-type: none"> warnings (Verbal warnings at HCA will be the most often used form of discipline. Documented warnings are given by teachers and administrators for minor offenses.) removal from the situation assigned bus seat assigned lunch seat change of clothes (dress code violation) loss of recess privileges recess privileges contained to an assigned area parent/guardian notification parent/guardian meeting referral to the administration
<u>Physical Contact</u> Minor pushing/shoving Minor hitting/kicking Horseplay Unsafe behavior	
<u>Disrespect</u> Talking back Negative verbal or nonverbal interactions with peers or adults Misuse of resources	
<u>Defiance</u> Not completing classwork Not following directions refusal to work	
<u>Disruptive</u> Talking out of turn Shouting out Distracting others	
<u>Other</u> Not prepared for class Misuse of technology Out of assigned area Lateness	

Office Managed Behaviors (Major)	Possible Office responses for negative behavior
<u>Inappropriate Language</u> Threats Verbal bullying	More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures: <ul style="list-style-type: none"> detention parent/guardian meeting staff/student conference exclusion from future off-campus activities fines for damages loss of bus privileges loss of independent restroom privileges (inappropriate bathroom behaviors)
<u>Physical Contact</u> Kicking, hitting, pushing, shoving, biting, and/or throwing objects with intent to harm	
<u>Disrespect</u> Pervasive Escalated or aggressive response to peers or adults	
<u>Defiance</u> Failure to comply after multiple interventions from staff	

<u>Disruptive</u> Failure to comply after multiple interventions from staff	<ul style="list-style-type: none"> • supervised restroom visits (inappropriate bathroom behaviors) • pastoral counsel • disciplinary probation • the in-school suspension (ISS) • out-of-school suspension (OSS) • dismissal
<u>Other</u> Leaving the classroom without permission, vandalism, cheating, stealing	

Definitions of consequences

In-School Suspension

The in-school suspension will be served with NO class attendance. The student will be required to complete a graded assignment. There may be a charge of up to \$65 to cover the cost of supervision. Students serving In-School Suspension are not allowed to participate in any school-related activities or events during the time of suspension. A parent/administration conference will be required before the student may return to school.

Out of School Suspension

Out of School Suspension will be served with NO class attendance. The student will be required to complete all graded assignments assigned. Students serving Out of school suspension are not allowed to participate in any school-related activities or events during the time of suspension. A parent/administration conference will be required before the student may return to school.

Disciplinary Probation

Disciplinary probation is designed to alert the student and his or her parents to areas of his or her life that need special attention. A conference with the student and his or her parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so or they may be requested by the Head of Schools to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference. During the probation period, the student will be restricted from participating in school activities outside the classroom.

In cases where the probation follows a serious breach of conduct, a second major incident of misconduct during the disciplinary probation period will result in the suspension or expulsion of the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation. During the restriction, the teachers will periodically review the progress of the student. The Head of Schools will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the Board of Trustees. Disciplinary probation is sincerely intended as an intermediate step for the student to “get his or her act together.” If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he or she will be expelled by action of the HCA school board.

Students reported for consistent unacceptable behavior will have a behavioral contract created to aid in the modification of their behavior. The contract and probationary period are designed to bring about changes in student behavior. The student’s behavior will be measured and evaluated weekly. If a student fails to meet the expectations outlined in their behavioral contract,

he/she will immediately be dismissed from Hillview Christian Academy. Contractual agreement in which behavior will be measured and evaluated weekly; student must pass an evaluation. If a failure occurs, the student will immediately be dismissed from Hillview Christian Academy.

Dismissal

Hillview Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy, or is engaged in behavior or a lifestyle inconsistent with Biblical guidelines as prescribed by Hillview Baptist Church and Hillview Christian Academy.

The following offenses do not require the issuance of any discipline warning slips and will result in immediate and permanent dismissal from HCA along with the possibility of criminal charges being filed against the student by the school:

- Possession of a firearm or deadly weapon on campus
- Possession of illegal drugs (on or off campus)
- Criminal misconduct (on or off campus)
- Assaulting a faculty or staff member
- Assaulting another student with a weapon (of any kind)
- Sexual assault of any person

Expelled students or students who have been asked to withdraw from HCA will not be allowed to attend any school-related activities. The student will be immediately withdrawn from Hillview Christian Academy.

Expulsion is the responsibility of the Hillview Christian Academy school board. Students may be expelled from school when major moral or social offenses have been committed and after other disciplinary procedures have failed. The Head of Schools will refer students who have been placed on suspension, repeated suspensions, or disciplinary probation to the Board. The Board will discuss the continuance in our school of any student recommended for expulsion.

* Attendance at any HCA athletic event, including practice, is ALWAYS secondary to the completion of an assigned discipline consequence.

Dress Code & Uniform Policy

Our goal at Hillview Christian Academy is to promote Jesus Christ in all areas of academics. Therefore, we encourage an environment that promotes modesty, responsibility, alertness, and excellence. All students at Hillview Christian Academy are required to wear school uniforms. Please refer to the requirements and guidelines as outlined in this document BEFORE contacting the office with questions.

We understand many things contribute to the school atmosphere, including the school uniform. We believe that the physical appearance of our students is an essential element in developing personal responsibility. The point is to let the school be about the work of education while ministering to the heart of the student. In this light, we have a uniform that is practical, durable, non-distracting and safe for students, affordable for parents, and easily enforceable for teachers.

The purpose of our uniform policy is to assist students in developing attitudes of respect for themselves and consideration for others. As each student demonstrates concern for his appearance, the entire student body will be benefited, and the testimony of the school will be a positive one in the community.

Scriptural Principles for Uniform Policy

The following Scriptures establish the principles which should govern our approach to the uniform policy of Hillview Christian Academy:

- Timothy 2:9 tells women to dress modestly.
- Deuteronomy 22:5 gives us the principle of distinction in clothing for men and women.
- Romans 14:21 admonishes us not to allow our behavior to cause others to sin.
- 1 Corinthians 10:31 encourages us to glorify God in all things.

The following principles are central to HCA uniform policy:

- As a ministry of Hillview Baptist Church, our standards should require excellence in academics, conduct, and appearance. Moderation, compassion, and graciousness are key aspects in our goal of achieving a balanced uniform policy.
- Teaching children to conform to a dress standard helps establish an atmosphere of order and respect for each other and authority while minimizing distractions and establishing habits conducive to future employment.
- A principal goal of the uniform policy is to implement a means to preclude the use of extreme fashions and trends as a mechanism for drawing undue personal attention or making other forms of offensive public statements that may cause a distraction to the learning process.

GENERAL GUIDELINES FOR STUDENT UNIFORMS

<p>Tops</p> <p>Black White Grey</p>	<p>A collared uniform shirt (black, white, or grey) is required Monday-Friday, except for Fun Friday (the first Friday of each month). Only designated current school-wide t-shirts/sweatshirts may be worn on Fun Fridays.</p> <p>Shirts must be tucked in at all times.</p> <p>Undershirts must be SHORT-SLEEVED and SOLID WHITE (no writing) ONLY. No other color undershirts are acceptable.</p>
<p>Bottoms</p> <p>Black Khaki Navy</p>	<p>Pants, shorts, and skirts must be black, navy, or khaki.</p> <p>Shorts must be no shorter than two inches above the knee.</p> <p>Skirts/Skorts/Jumpers for the girls must be no shorter than two inches above the knee. Tights and leggings worn under skirts must be mid-calf or longer and must be solid black, white or gray.</p> <p>Belts must be worn if the apparel item has belt loops.</p> <p>Belts should be black and completely visible at all times.</p>
<p>Shoes</p>	<p>Visible solid color socks (black, gray, or white) are required.</p> <p>Girls' slip-on, non-visible socks for dress shoes are the exception.</p> <p>Shoes must be flat-heeled, closed-toe, and closed heel.</p> <p>Shoes must be black or brown leather, suede, or athletic shoes.</p> <p>All shoes must be properly worn.</p> <p>Shoes intended to have laces may not be worn without laces or untied.</p> <p>All shoes must be in good condition.</p>
<p>Outerwear</p>	<p>Any item of outerwear may be worn to school, but any outerwear worn <u>inside</u> the school must be a solid color (black, navy, grey, or white). No hoods are allowed in the building.</p>

- Clothing must be neat, wrinkle-free, clean, modest, hemmed, and SIZE/LENGTH APPROPRIATE.
- Clothing that is torn or ripped violates the uniform code.
- Hair accessories must be HCA school colors only.
- Backpacks and lunchboxes may be any color; however, characters, advertisements, offensive language, or symbols are not permitted.
- Rolling backpacks are allowed.

THE FOLLOWING ARE NOT ACCEPTABLE:

- T-shirts/undershirts in any color EXCEPT white.
- Writing on shoes or clothing or body; visible tattoos (temporary or permanent).
- Jewelry: No earrings or body piercing on males. For females, no body piercing other than two earrings is worn in the lower lobe of the ear. All earrings should be small. Hoop earrings should be no larger than the size of a dime for grades K-5. All accessories must comply with school uniform rules and colors.

- Hoods/Hats/caps/scarves/bandanas or other headgear/sunglasses are not allowed inside the building.
- Extreme types of haircuts, hairstyles, and/or colors are not permitted. Hair color must not deviate beyond the normal hair color range of the student. Male students' hair length must not hang below the collar, touch the eyebrows, or extend below the middle of the ear. The height of hair must be three inches or shorter above the top of the head. Sideburns should not be extended below the base of the earlobe. Male students may not wear any hair accessories.
- No facial hair (beards, mustaches, long sideburns). Male students must be clean-shaven each day.
- Clothing that is not properly sized. Form-fitting tops, pants, or shorts that reflect the imprint of undergarments are unacceptable. Pants/slacks and tops must overlap enough to avoid exposing the midriff when normal movement such as stooping, stretching, etc. occurs. Boys' shirts must be long enough to tuck in.
- Stained, dirty/cut-off, and/or frayed clothing/shoes with holes or patches.

UNIFORM/DRESS CODE VIOLATIONS

It is the responsibility of the parents to ensure that their child's attire conforms to these standards. Please refer to our Standards of Conduct/Discipline Policy for Uniform Code Violations. We wish to assure both students and parents that violations of the uniform policy will be dealt with in Christian love and firmness with a deep concern for the individual involved. We desire students to conform to the policy because of personal conviction and love for Christ including a desire to not harm the spirit of unity we wish to foster in the school community to be Christ-honoring and not just because the school or their parents have asked them to comply. Parents will be required to bring proper attire to school.

CONCLUDING OBSERVATIONS

The school recognizes that it cannot specify every rule for the dress and personal appearance. As such, we expect students to adhere as much to the spirit of the uniform/dress code policy as they would to the letter of this policy code. The school administration alone will have the discretionary authority to judge issues as they come up as to whether they adhere to our uniform policy or not. The faculty should consult with the school administration as issues arise so that clear communication exists between the administration, faculty, and students.

Additionally, as new uniform clothing styles develop, they will be evaluated within the stated guidelines of modesty and appropriateness, and this policy and/or the suppliers listed will be amended.

Health Information

Immunizations

State law requires that all immunizations and medical records be current and on file in the Records Office.

Sickness, Health, and Accidents

Sick children should not be brought to school. If your child is exhibiting any of the following symptoms, please keep your child at home for 24 hours to avoid a cycle of sickness:

- Vomiting
- Diarrhea
- Elevated temperature (over 100 degrees)

A child may not remain at school if his temperature is elevated, if he/she vomits, has episodes of diarrhea, or if the office makes an assessment that the student needs to go home. When the school calls, please cooperate, and have your child picked up promptly either by you or your emergency contact person. Students must be fever-free without medication for 24 hours before returning to school. This will help us prevent further disease transmission.

Our staff is not permitted to prescribe nor administer any medications unless they are sent from home and accompanied by a completed current medication form with full instructions and a parent's signature. Should your child have a serious accident at school we will attempt to contact you or another designated person for instructions. If your child incurs medical expenses due to an accident at school, please file your insurance. HCA does not provide student insurance.

Medications

All medications will be kept locked in the health clinic. Health clinic staff or the Head of School will administer medications, and keep a daily log of all dosages, permission slips, times, etc. Every student must bring the medication and the completed medication form (available through FACTS) to the health clinic first thing each morning. Medications that require refrigeration will be locked in a lockbox in a refrigerator in the health clinic. If a student must keep a supply of medication at HCA for daily use, it must be kept locked in the health clinic. Violation of this policy may result in long-term suspension or expulsion. Students who complain of headaches or other occasional aches and pains cannot call parents and get permission for a staff member to administer over-the-counter products.

Students MUST bring their supplies and keep them locked in the health clinic along with their signed medication form. Students may not keep ANY medications in their possession. The only exception to this will be inhalers for immediate relief from asthma attacks, epi-pens for hypersensitivity to allergies, or diabetic supplies. Parents must send a completed, signed permission slip and a doctor's prescription for those items. Medication will be kept in a secure location in the classroom accessible to the student and teacher. Medications will be disposed of if left at HCA after the end of the current

school year.

Lice

For the safety of your children, HCA has a nit-free policy. If your child is sent home with head lice, the student must check in at the HCA School Health Clinic before readmission. Readmission is at the discretion of the school nurse and administration.

General Information

Arrival/Departure Procedures

Your cooperation with these arrival and departure guidelines will ensure the safety of HCA students. All students must always enter the building through the main entrance doors. Other entrances are for employees only. There is only one drop-off site in the front of the building. Cars should NEVER be left unattended in the carline. Your full attention is required to ensure that the line moves efficiently and quickly.

Morning: Classes begin promptly at 8:00 a.m. Students may not enter the building until 7:45 a.m. unless enrolled in Before School Care. Students in the building before 8:00 will be directed to Before School Care and charged for one day of Before School Care. Please note: Parents may join the carpool line for morning drop-off between 7:30 a.m. and 7:45 a.m. Students should enter/exit cars at the point that the carpool attendant is posted for supervision and should enter/exit on the side of the car that opens to the carpool attendant to avoid injury from crossing traffic. If you need assistance or your child is having a difficult time getting out of the vehicle, please get out of the carpool line and park your vehicle.

Afternoon: Carpool numbers for pickup (grades K4-5th) are to be displayed in the windshield of the car that is picking up the child. Children will not be allowed to enter cars without carpool numbers unless the driver has been identified as a parent. Parents are not permitted to enter the building during pick-up times for the security and safety of all students. If the attendant is unable to identify the driver, he/she will be required to park and report to the office to confirm permission for pick-up.

Any student who is not enrolled in after-school care (Please refer to our After School Care Program Information) or involved in an organized after-school activity, must be picked up upon dismissal at 3:00 p.m. After 3:30, students will be charged for one day of After-school care and be taken to the gym. Due to safety concerns and the high traffic of surrounding roads, students are not to walk off HCA property for any reason before, during, or after school.

Uber/Lyft Policy

To ensure the safety of our students, HCA does not permit any student to leave school

property using Uber, Lyft, or another similar transportation service. Please see the Uber/Lyft company policy on transporting minors below. "A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride."

Lunch Policy

HCA does NOT provide meals. Please be sure to provide your child with a nutritious lunch each day. If your child leaves their lunch at home, accommodations will be made for him/her to eat. Your FACTS account will be charged for the lunch acquired by your child.

Electronic Device Policy

In keeping with the school's responsibility to provide an optimal learning environment for all students, HCA has established the following policy regarding the issue of inappropriate electronic communication:

Inappropriate electronic communication is the act of sending, receiving, or forwarding explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. HCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain an explicit message or image to be a violation of this policy. A violation will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

Students are not permitted to use cell phones or other non-school-issued electronic devices (iPods, iPads, Smart Watch, etc.) in school. Cell phones and Smart Watches must be shut off, powered down, and secured in a backpack during school hours and in the school building. Cell phones and Smart Watches should be used for after-school contact and emergencies only with HCA staff permission. Please advise your children. Cell phones or Smart Watches that ring, vibrate, or are seen during class or the day will be confiscated and turned in to the school office. Violations to this policy will result in disciplinary action as follows, as well as normal behavior documentation and infractions.

- First offense: If the phone is on and/or not secured in the student's backpack, the device will be taken from the student. The student must pay \$10.00, which will be charged to the Facts account. The student is not permitted to have the device in school for two (2) days. The student must turn the device into the office each morning.
- Second offense: The device will be taken from the student, who must pay \$20.00 to the office to redeem it. The student is not permitted to have the device in school for one week and must turn it into the office each morning.
- Third offense: The device will be taken from the student, who must pay \$40.00 to the office to redeem it. Also, the student is not permitted to have the device in school for three (3) weeks and must turn it into the school office each morning.
- Fourth offense: One-day suspension in addition to a \$60.00 fine. The student is not permitted to have the device indefinitely, at the discretion of the administration.

Social Media Policy

The purpose of this policy is to set standards of behavior for the use of social media that are consistent with the broader values and expectations of the HCA community, Hillview Baptist Church, and God's Word. Social Media refers to ALL social networking sites such as, but not limited to, Facebook, Twitter, Instagram, Tumblr, Snapchat, LinkedIn, Google+, YouTube, and also includes email and electronic devices. This policy applies to students of Hillview Christian Academy and their families.

Students at Hillview Christian Academy enjoy the opportunities and rewards that being a member of the school community brings. It is subsequently expected that students will uphold the standards of HCA and the name of Christ within, without, and in all social media interactions. Students will not act in such a way that the image of HCA or Christ is brought into disrepute nor in a way that harms members of the school community. Social media can be, when appropriate, an effective educational and social tool to express views, comments, ideas, and criticism on a whole range of issues.

Hillview Christian Academy expects students to use social media respectfully and responsibly. Social media should not be used to insult, bully, harass, threaten, or present offensive or inappropriate content. It should not be used to misrepresent or disparage the Academy or any member of the school community. All the content is the sole responsibility of the person who originated such content, Hillview Christian Academy expects its students to uphold the values and standards of the school when using social media on and off-campus. Hillview Christian Academy is not responsible for monitoring social media but will take disciplinary action when this school is adversely affected.

Social Media Rights and Responsibilities

Students are expected to show respect to others, including members of the school community. Students are also expected to give due respect to the reputation and good name of the Academy and of Christ.

When using social media, students are expected to ensure that they:

- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Do not bully, intimidate, abuse, harass, or threaten others.
- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the community.
- Do not post content that is hateful, threatening, and/or pornographic or incites violence against others.
- Do not harm the reputation and good standing of Hillview Christian Academy or those within the community.
- Do not film, photograph, or record members of the school community while participating in school events without the express permission of the school or use film, photographs, or recordings without the express permission of the above.

Breach of Social Media Policy

All verified reports of cyberbullying and other technology misuses, which involve school functions, classes, or related activities, will be investigated fully and may result in a notification to police where the school is obligated to do so. Sanctions may include but are not limited to, the loss of technology privileges, detention, suspension, or expulsion from the Academy. Students and parents must be aware that in certain circumstances where a crime has been committed, there may be subject to a criminal investigation by police over which the school will have no control. A breach of this policy will be considered by the Head of Schools, school administration, and/or classroom teachers and will be dealt with on a case-by-case basis.

Chapel

Chapel services are held weekly and are the highlight of our week here at HCA. Parents and family members are always welcome to attend our worship services. Please check in at the office before entering. Pastors, evangelists, missionaries, church organizations, and various speakers are invited to participate in the Chapel programs. Our pastoral staff addresses our students regularly, along with other pastors from our community and beyond.

Field Trips

Field trips will be scheduled throughout the year for any student in grades Kindergarten and higher. Information will be sent home before each scheduled field trip.

Guidelines for all HCA field trips are as follows:

- Students are required to ride in designated cars or school buses to and from the set destination.
- If parents deny permission to attend, alternate assignments and arrangements will be made for students. If they do not attend school that day, they will be counted absent.
- Students who fail to return an official Permission Form and fees before a trip will not be permitted to participate.
- Staff members have clear and specific guidelines for arranging, preparing, supervising, and follow-up on field trips.
- To chaperone a field trip, or drive other students to an HCA sponsored event, parents are required to submit an SC DMV Driving Record (Form MV-70), and a copy of driver's license and current insurance to the school office.
- Unless otherwise specified, students will be required to wear their regular school attire.

Gum

Students are not allowed to chew gum on school property at any time.

Hall Passes

Students are required to use a hall pass when leaving the classroom. Any student found

in the hall, bathroom, or other location in the school without a hall pass will be subject to the school discipline system.

Inclement Weather

HCA closings and delays are primarily announced via FACTS. Other forms of communication may include television, the HCA website, and HCA social media sites. Makeup days due to inclement weather will be announced through school publications.

Hours of Operation

Office Hours	8:00 a.m. - 4:00 p.m.
Grades K-5	8:00 a.m. - 3:00 p.m.
Before School Care	6:00 a.m. - 8:00 a.m.
After School Care (Grades K-5)	3:00 p.m. - 6:00 p.m.

Phone calls received after 4:00 p.m. will be routed to voice mail.

Birthday Parties

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at a time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. All treats must be store-bought and NUT-FREE.

For birthday parties outside of school, please adhere to the following guidelines:

- Invitations may not be distributed in school unless the entire class is invited, or girls must invite all girls and boys must invite all boys. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
- The school car line may not be used as a pickup time for birthday parties, please make other arrangements.

Recess/Playtime

Regularly scheduled, supervised recess time is provided for every class Kindergarten through 5th grade, every day, weather permitting. Dress your children appropriately for outdoor play in winter weather. A physician's excuse is required for restrictions from outdoor activity.

Fundraising other than HCA

Students, staff, or families of HCA will not be permitted to sell items for fundraisers or personal gain other than those deemed for the benefit of HCA by the HOS. The administration of HCA is committed to keeping our fundraising at a manageable level to avoid continual requests throughout the year.

Promotional Materials

Promotional materials, signs, brochures, etc., cannot be posted or displayed on the HCA/HBC campus without the approval of the administration.

Tax Statements

Before and after school care charges may be eligible for income tax deductions. We do not automatically send yearly statements unless parents specifically request them. Please call the finance office to request a tax statement. Please allow at least two weeks for processing.

Fun Friday

The first Friday of each month at HCA has been designated as “Fun Friday” unless otherwise specified. On this day students and staff are permitted to wear any Hillview Christian Academy t-shirt/sweatshirt with jeans or khaki bottoms. Jean capris/shorts are allowed as well but must be modest and compliant with uniform guidelines for length and proper fit.

Snacks

HCA does not furnish snacks for Academy students, although Kindergarten through 5th-grade classes has a daily snack time in their schedule. Please provide a nutritious drink for snacks and lunch. Do not send snacks containing peanuts or tree nuts. Teachers are not expected to provide snacks. Foods may not be shared between students.

Supplies & Forgotten Items

A grade-specific school supply list will be displayed on our school website for the upcoming year as well as necessary personal supplies. Every student is responsible for purchasing and maintaining his supplies throughout the year.

Please label ALL of your child’s belongings that will enter our campus. HCA is not responsible for lost or stolen items. We want to instill accountability in our students and discourage parents from delivering forgotten items such as coats, homework, assignments, books, lunch boxes, P.E. uniforms, etc. These types of items may be left at the front desk for students to retrieve. The office will not be held responsible for the delivery or receipt of these items. Delivery of gifts, bouquets, balloons, etc. will be reserved for the lunch period or the last part of the day.

Communication- FACTS Student Management System

FACTS is a powerful web-based school management software program. *This program is our primary method of communication with students and their families as well as the source of important student information. Therefore, parents must maintain current contact, transportation, medical information, etc. in the ParentsWeb portion of this system, which updates our school records immediately. (Hard copy student emergency forms are retained at the office in the event of power outages but may not be as current as FACTS/ParentsWeb information.)

The ParentsWeb module of FACTS (password protected so that parents and/or guardians see only their student's information) will allow you to access the following information about your student 24 hours a day from any computer and any location that has access to the web:

- Attendance
- Daily grades
- Progress reports
- Report Cards
- Transcripts
- Lesson Plans
- Homework
- Missing assignments
- Discipline
- Staff and school directory
- Teacher e-mail addresses
- Teacher websites
- Customized web surveys and tests

Student Communication: Telephone Messages/Texts

We cannot deliver personal messages to students. Students will not be pulled from class to receive personal calls. Any emergency message concerning the student or immediate family will be delivered promptly according to the urgency of the message. Parents should refrain from calling the school with non-emergency messages, please utilize the ParentsWeb email system when possible. Students are not to make phone calls home unless they are sick and need to be picked up or an after-school activity has been canceled.

*Staff, teachers, parents, and students are prohibited from communicating via text. Group texts are permissible when relating school information.

Staff email addresses are available in ParentsWeb. Teachers can be contacted via email throughout the day to request specific class information, schedule make-up work or conferences, or give notification of changes in pick-up arrangements or after-school activities. Please do not contact the office for these types of requests. Students are not permitted to receive or send text messages during school hours.

Toys from Home

Academy students are not allowed to bring toys from home. Each Lower School teacher has the option of designating "Show and Tell" days for children to bring interesting things from home to share (shells, rocks, souvenirs, photos, etc.). Lower School teachers may establish their policies about toys to leave at school in the classroom. Toys brought to school without prior permission will be collected by the teacher. Parents must collect the toy from their child's teacher.

Lost and Found

The school maintains a temporary "Lost and Found" in the school office. Items not claimed

are donated to charity. Before the donation of these items, an email is sent out requesting an announcement to be made in the homerooms to give students a chance to claim lost items. The school suggests that all items be marked with the student's name or initials for easy identification.

Visitors

HCA operates a closed campus during school hours, including lunchtimes. For safety reasons, visitors are screened and monitored during school hours. All visitors, including parents, must report directly to the front desk to sign in. After the first week of school, parents are not permitted to enter classrooms or classroom areas between 7:45 a.m. and 8:00 a.m. without permission or an appointment as this is a critical preparation period for staff. To preserve instructional time, parents may not visit their student's classrooms unless they have an appointment or prior permission from the office. HCA requires that all good-byes are said in the main lobby. Teacher conferences can be scheduled by contacting the teacher via email or the office.

Please do not arrive unannounced expecting a teacher or administrator conference as this does not allow adequate time for review, preparation, and research of the situation. Teachers may be contacted via email as they monitor their school email accounts periodically throughout the day. Messages for staff should be sent in the form of an email or written note unless it is an emergency.

An adult (19 and over) is welcome to eat with a family member/sibling in a designated area. Siblings younger than 19 should be accompanied by an adult family member.

Volunteers

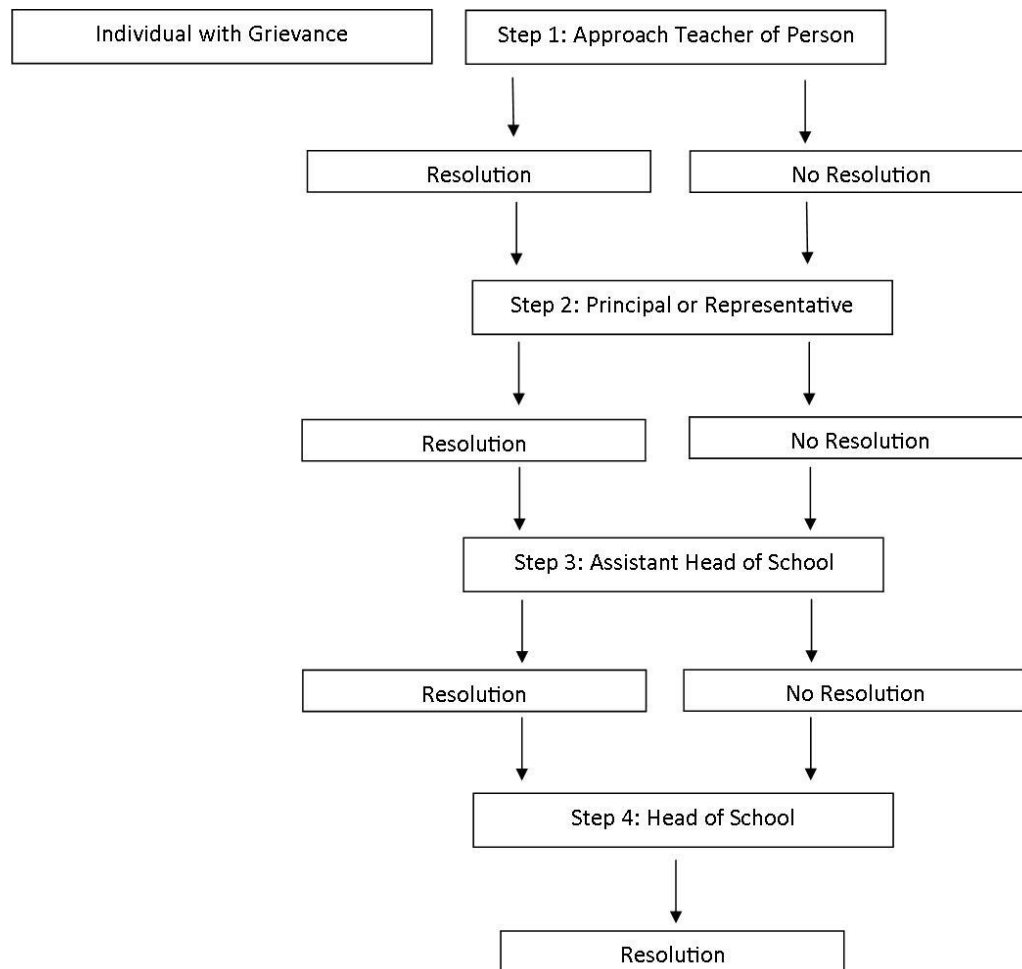
Parents are encouraged to volunteer at HCA. Volunteer parents enable us to keep tuition at affordable rates. To ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check before becoming a volunteer.

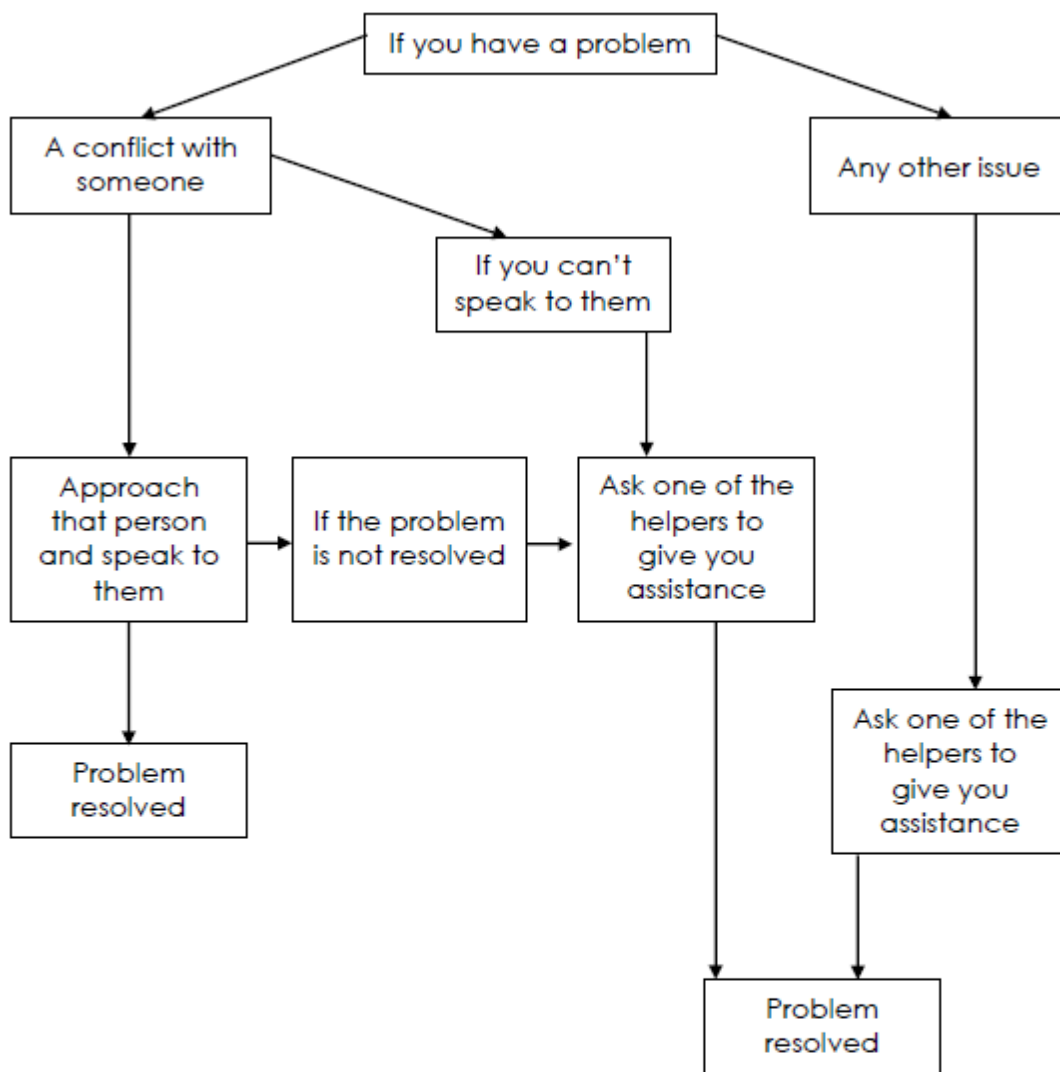
It is necessary to know who is on our campus at all times. Volunteers **MUST** check-in at the front desk and will be required to wear a visitor's badge. A scanner is available at the front desk for sign-in. Before you leave campus, please be sure to sign out.

Complaint and Resolution

Disputes Flowchart

Members of the Hillview Christian Academy community are encouraged to follow the steps below when faced with a complaint, grievance, or dispute.





People Who Will Help You

- A friend
- Your class teacher
- Your homeroom teacher
- Another teacher
- The chaplain
- A Coordinator
- An Office Manager
- The Principal

Formal Complaint Notification

Hillview Christian Academy

To be completed by the person filing a formal complaint

Full Name: _____

Cell Phone: _____

Have you personally taken steps to try and resolve the issue before proceeding to file a formal complaint?

_____ YES _____ NO

If "YES", please provide details and attach any supporting documentation:

Nature/description of complaint:

Names of any witnesses or support person(s) (if applicable):

I maintain that the above is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Date Received: _____

Received By: _____

Parent Cooperation Agreement

I agree to:

- Support the school in its discipline policy.
- Support the school in enforcing the dress code.
- Inform the school if my child has been tested for any type of exceptionality.
- Read the school's Parent/Student Handbook and the Discipline Policy and uphold the teachers and administrators in all rules and regulations.
- Recognize the school's right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
- Abide by all financial agreements.
- Respect the administrator's responsibility for placing the student in the proper grade and classroom.
- Follow proper channels as outlined in the grievance procedure if I should disagree with the actions of any school employee.

A critical or uncooperative attitude by a student or parent should not be displayed at HCA. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. Should a child not respond favorably to the academy for any reason, the parent(s) should not try to change the academy to fit their needs but agree to quietly withdraw.

Hillview Christian Academy reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the academy, or is engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by Hillview Baptist Church. It should be noted that at the end of each school year the administrative staff is allowed to recommend students who should not be invited back for the upcoming year.

Statement of Agreement

I have read and understood the policies of Hillview Christian Academy as stated in the Parent/Student Handbook and the Discipline Policy. I agree to cooperate with the teachers and administrators of Hillview Christian Academy. I have read the statement of faith of Hillview Baptist Church and understand that Hillview Christian Academy believes and adheres to this document.

Parent's/Guardian's Signature _____ Date _____

Parent's/Guardian's Printed Name _____

Student's Signature (Required - Grades 3rd & up) _____

Student's Printed Name _____

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that services of the school are engaged by mutual consent and that either the school or I reserve the right to terminate any of all services at any time. I understand that this Handbook does not contractually bind Hillview Christian Academy and is subject to change without notice by the decision of Hillview Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Mother/Guardian's Signature

Date

Father's/Guardian's Signature

Date

Students in Grades 3—5: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Hillview Christian Academy and is subject to change without notice by the decision of Hillview Christian Academy's governing body.

I understand that admission to the school is a privilege, not a right and that any s, either on or off-campus, which is not consistent with the school's standards could result in loss of that privilege.

Student's Signature (Required - Grades 3rd & up)

Date

Student's Printed Name

Homeroom Teacher's Name/ Grade Level