

Hill County Christian Academy



Excellence for His glory: Be The Light

“When Jesus spoke again to the people, he said,
“I am the light of the world.
Whoever follows me will never walk in darkness,
but will have the light of life.” John 8:12

Parent & Student Policies and Procedures

702 FM 309
Hillsboro, Texas 76645
682-702-0573
HillCoChristianAcademy@gmail.com

2025 – 2026

Admission to and employment with Hill County Christian Academy is not limited by race, religion, color, or national origin.

Mission Statement: Hill County Christian Academy is an independent, evangelical school assisting students and families by partnering with local bodies of believers to develop spiritually and academically equipped students who, through Christ-centered critical thinking, can impact the world for the glory of God.

The mission of HCCA is to partner with families, students, and the community to provide students in Hill County, TX, an exemplary education while equipping them to bring Christ's light to a dark world. Our desire is that we follow the Lord together, walking toward His vision and His purpose in our community.

Objectives: The objectives of HCCA include the following:

- Teach a Biblical worldview
- Partner with parents with guidance from qualified teachers
- Provide opportunities for leadership and service
- Guide students to grow in love for God, family, community, and the world
- Provide opportunities to develop individual strengths, gifts, and abilities
- Grow in interpersonal skills as students collaborate and work with others
- Grow in ability to think deeply and creatively
- Develop personal work ethic, integrity, and perseverance

Scripture: Hear, O Israel: the LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. Deuteronomy 6:4-5

School Motto: Excellence for His Glory

School Mascot: Mustang

2025 - 2026 School Theme: Be The Light

School Colors: Red and Black

Academics

Curriculum – HCCA diligently looks for curriculum that holds students to a high academic standard, captures student attention, and bases teaching on the truth of God's word. Most of the material used at HCCA is published by BJU Press.

Students are challenged in the areas of math, reading, writing, science, and social studies. HCCA encourages depth of learning rather than only memorization. While good learning requires memorizing some things, students are challenged to do more than study facts. They are encouraged to experience the subjects they are studying in order to find their own voice. HCCA students experiment, explore, challenge, and create so that they are ready to be leaders.

Accreditation

HCCA is committed to quality education and will address accreditation according to the appropriate timeline. For now, HCCA is putting excellent practices and educational strategies in place to prepare. HCCA is a member in good standing with ACTABS, HCCA's accrediting agency, undergoing the accreditation process.

AI

The use of AI to complete research is under the supervision and at the discretion of the instructor. Presenting work generated by AI as the student's independent work constitutes plagiarism/cheating. The assignment will receive a grade of zero. Future use could result in disciplinary action.

Admissions Procedures

Families interested in attending HCCA must complete an Application for Admission form. All records from previous schools must provide academic, attendance, and behavioral records for review and have an interview with the admission committee before applications are approved. Testing may be required for appropriate grade placement. *Currently, HCCA does **not** offer a special education program.*

When the Application for Admission is approved, parents will be given an enrollment packet to complete. Students are enrolled when the nonrefundable application fee (\$550 for current students and \$600 for new students) has been paid. An enrollment packet will need to be completed for each student.

All new students are placed on an automatic six-week probationary period. At the end of the probationary period, if needed, a conference will be held with parents and HCCA to determine the student placement.

Immunizations or a current affidavit should be up to date in the student's file.

Attendance

It is important that students attend school daily. Students will be responsible for all work assigned during an absence. Please provide a doctor's note when available. If you want to pick up work for your student when he/she is absent, please give HCCA as much notice as possible.

Texas has a **90% attendance rule**, meaning students must be present **at least 90% of the time** in a class to receive credit for it. Missing more than 13 days this school year could result in repeating a grade or course.

Awards

HCCA desires to acknowledge the achievement of our students and will do so throughout the year. A special awards time will be held at the end of the school year.

Biblical World View

HCCA presents information from a biblical perspective. All truth comes from God. All things in the natural world are created by Him, and all of creation points to His glory. We strive to help students see all subject areas from the light of His Truth.

Board of Directors

The Board is comprised of at least seven members. These members represent different areas of the community and attend various churches within the community. When a vacancy opens on the Board, nominations for a new member are accepted and are then elected by the Board. The Board is responsible for charting the course of the school and planning for its future, under the direction of the Holy Spirit. The Board is responsible, through its oversight, for the basic policies of the school, authorizing the academic programs, and approving the annual operating budget (including tuition and fees). The Board is also responsible for hiring the principal and has delegated to him/her the authority for the day-to-day operation of the school.

The principal can give contact information for board members when requested.

Current Board of Director Members:

Candace Bates
Richard Johnson
Paula Milburn
Kelby Williams

Bro. Paul Clark
Maria Johnson
Michael Shaw
Jessika Wohleb

Bullying

It is the policy of HCCA to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in an appropriate manner and demonstrate a high level of dignity and respect towards others. HCCA prohibits all forms of bullying.

Definition: Bullying is intentional, harmful behavior initiated by one or more students and is directed toward another person. Not all bad behavior constitutes bullying. For an act to be considered bullying, it must meet certain criteria. This includes hostile intent, imbalance of power, repetition, distress, and provocation.

Examples of bullying:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, etc.
- Physical: pushing, shoving, hitting, biting, spitting, tripping, hair pulling, causing injury, damaging, or stealing another person's property, locking a person in a room, making mean/rude gestures, initiating, or forcing inappropriate touching

- Social: ostracism or exclusion, ignoring, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors, etc.
- Cyber bullying (social media, texting, etc.)

All HCCA staff will demonstrate awareness of bullying and promote awareness in students through the following:

- Active monitoring in all situations
- Class discussions
- Direct instruction
- Role playing
- Appropriate trade books
- Character lessons
- Sharing relevant Scripture
- Reporting procedures

Bullying will be reported and documented with the principal and the parents. Acts of bullying will be kept on file to determine if there is a pattern of bullying to protect the child being bullied and to correct the behavior of the bully. Should bullying be extreme or continued, the Board will be made aware of the situation and further disciplinary action, including suspension or dismissal from the school, will be considered.

Calendar

HCCA will provide a yearly calendar for parents at the beginning of the year. The school will also remind parents monthly of upcoming events. Parents will be made aware of any special events or field trips as soon as the information is available to us so that families may plan accordingly. The calendar will also be shared via social media.

Celebrations

HCCA will celebrate the following occasions. If, for any reason, you do not wish for your child to participate, please notify your child's teacher.

Birthdays – If you would like to send a special treat for your child's birthday, please let us know! Your child is special and we want to celebrate him/her! We do ask that if you pass out birthday invitations at school that every child in the class be invited.

Christmas – While we may have fun with folklore about Santa Claus and reindeer, we will celebrate Jesus' birth and carefully point out that Christmas is all about Jesus. (Do not worry, we will not spoil any secrets!)

Easter – We will celebrate the death and resurrection of Jesus.

Fall – We will not draw attention to scary things but will celebrate the wonderful things about the season.

Valentine's Day – We will celebrate friendships.

Cell Phones and Earbuds

As of June 2025, Governor Abbott signed into law, House Bill 1481, which bans students from using personal communication devices—like cell phones, tablets, and smartwatches—during the school day across all public and open-enrollment charter schools. The law states “No student use of personal devices during school hours, including lunch and passing periods.”

CONSEQUENCES for violation of HB 1481 will be the following:

- device(s) will be given to principal and she will return the devices to parent(s) at the end of the day, requesting students to obey HB 1481.
- subsequent offenses may result in removal of privileges, suspension/expulsion.

HCCA will not be held responsible for damages or loss to confiscated devices.

Code of Conduct

The possession and/or use of alcohol, tobacco products/vaping is not allowed on HCCA property.

Weapons are not allowed on HCCA property.

Adult

All adults associated with HCCA shall engage in proper physical and social interactions with both students and other adults associated with HCCA. Inappropriate interactions, whether on the school campus in person, by phone/text, via social media, or any other manner will not be tolerated. This includes bullying, threatening, coercion, or physical contact.

Such behavior may result in immediate dismissal of the student and/or the offending adult may be banned from the property. In such an event, no refund of any tuition, fees or other expenses will be provided. If disruption occurs, as determined by a Board member or by an administrator, a Board meeting will be convened to establish the facts of the situation and to determine the family's level of continued involvement with HCCA.

The following behaviors are counterproductive to the goals of HCCA and will not be tolerated in any form:

- Disruptive behaviors by adults deemed by a Board member or an administrator to be detrimental to the emotional or physical health of students
- Disruptive behaviors deemed to be averse to the educational/learning environment of HCCA
- Bullying in any form
- Personal disputes between families or family members

- Threats, violence or the insinuation of such toward students, parents/guardians, staff, or board members

Student

Everyone on HCCA property or at an HCCA event is expected to conduct themselves with the utmost character and integrity. When mistakes are made, everyone will strive to accept responsibility for personal actions, make restitution when appropriate, and forgive with humility and grace.

As with any family, problems or differences of opinion will sometimes arise. If, for any reason, you have a concern about a situation at HCCA, we ask that you bring the concern directly to your child's teacher or the HCCA administrators rather than sharing your frustration in the community first. If the problem cannot be resolved with the party directly involved and/or the administration, we ask that you submit your concern to the Board in writing. We truly want to build a peaceful, caring community where conflict is dealt with in a Christlike, thoughtful manner.

The following actions are not tolerated at HCCA or at HCCA events:

- bullying/cyber bullying
- stealing
- fighting/violence
- continually disrupting the learning of others
- insubordination/disrespect
- sexual harassment
- inappropriate material

Should behaviors requiring the typical redirection in the classroom be repeated, students will be referred to the principal/assistant principal. The behavior will be documented and appropriate consequences administered. It is possible that the student will be placed on a Behavior Intervention Plan with the goal of changing the student's behavior. Should the behavior continue, the student's records will be reviewed by the board, and the student's enrollment at HCCA may be revoked. Tuition for the month will be prorated. Students posing an immediate, severe problem in the classroom will be sent home for the remainder of the day and a parent/ teacher/ administrator conference scheduled to determine if HCCA is an appropriate educational setting for the student.

There will be zero tolerance for weapons or drugs brought to the HCCA campus. The student will be sent home until an investigation can be completed.

Complaint Process

The following is the complaint process to follow:

- 1) Contact the teacher and request a conference.
- 2) If the complaint is not resolved then request a conference with the principal.
- 3) If the complaint is not resolved then request a meeting with the board.

Community Outreach

HCCA students share the Gospel through love and service. HCCA strives to develop students who are servant leaders, making a positive difference in their community and abroad.

Discipline

Hill County Christian Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept a given responsibility to “walk honorably before all men.” Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it will be carried out, tempered by good judgment and understanding. Teachers should never humiliate or intimidate a student to correct.

At HCCA, students are expected to demonstrate polite, respectful behavior. In the event behavior must be corrected, a warning is generally given. Continued misbehavior may result in disciplinary action such as time missed at recess, lunch detention, In School Suspension, Suspension, or missed privileges. Bullying or disruptive behavior are not tolerated. The goal of HCCA is to cultivate a community of learners who respect one another and who behave in such a way as to honor the Lord Jesus Christ. Please contact the principal if disciplinary matters cannot be resolved.

Dress Code

Students must dress in a modest manner that does not impede the learning of others.

- Appropriate length shorts/skirts (fingertip length/mid-thigh). If the issue cannot be resolved students will be provided a school t-shirt or parents will be called. Continued abuse of dress code may result in disciplinary actions.
- Young girls are encouraged to wear shorts under skirts/dresses.
- Nothing tight or see through
- **Elementary student's shoes must have a back.**
- No spaghetti straps, tank tops or crop tops (**belly buttons are to be covered when arms are raised**). If the issue cannot be resolved, students will be provided a school t-shirt or parents will be called. Continued abuse of dress code may result in disciplinary actions.
- Appropriate foundational undergarments are to be worn.
- Excessively long and/or pointed fingernails are not permitted.
- No scary/bloody/vulgar items or weapons should be depicted on clothing.
- Hair should be a natural color.
- Hats, caps, hoodies, and/or any head coverings (females & males) will not be allowed except on designated days.

**Keep in mind that your student's body is growing and changing: Deodorant is also something to consider!*

Drop-off – 7:45 to 8:00 am (Students are tardy at 8:11 am)

Dismissal - 3:45 pm

Remain in your vehicle for pick-up and/or drop-off unless you have made prior arrangements with the office.

Traffic pattern for drop-off/pick-up:

- Enter HCCA from FM 309 at the second/north entrance (714).
- Circle around the buildings and drop-off/pick-up at the designated area.
- Exit FM 309 (south entrance).

If a student must be picked up earlier than 3:45 pm, notify the principal via text (682-702-0573).

Due to the safety of our students, staff members are not available at drop-off or pick-up time for a conference.

If you need to speak with a teacher at pick-up/drop-off time please schedule another time.

Field Trips

HCCA students will have the opportunity to participate in various field trips throughout the year to enhance learning. Parents will be informed well in advance of all field trips. PARENTS MUST SIGN A PERMISSION SLIP FOR STUDENTS TO PARTICIPATE. Students are not required to participate in field trips. Students will be responsible for their own admission fees on field trips unless otherwise notified. If HCCA is responsible for transporting students on field trips, appropriate booster seats must be provided as needed. HCCA will NOT transport a child who is not in a booster seat if prescribed by state law. Families are generally invited to participate in field trips.

Friday Non-Academic Day & After School Clubs

HCCA offers various Friday non-academic classes and clubs during the week. Students must maintain appropriate behavior and academic standing to participate. Parents will fill out the provided form to participate. Any payment required for these classes/clubs will be given directly to the teacher(s).

Grades

HCCA will have four grading periods (see calendar). Students will earn grades in each subject each grading period. All tests will be completed at school. All work is expected to be finished in its entirety and completed by the student. Teachers will make parents aware of their individual grading policies. Report cards will be issued at the end of each grading period. Progress reports will be given mid-way each grading period.

Handbook (Policies & Procedures)

Families are responsible for reading and complying with the policies set forth by HCCA. Please sign and return the attached form stating that you have read and will adhere to the policies of HCCA.

Illness

Please do not send your child to school if:

- Fever over 99 degrees with or without medication
- Vomiting
- Diarrhea
- Symptoms of communicable disease
- Lice

Inclement Weather

In case of school closing/delayed opening, you will be contacted by a staff member and information will be posted on social media.

Lockers/Cubbies/Desks

Lockers/Cubbies/Desks are the property of HCCA. Staff always has access to lockers/ cubbies. Students are responsible to keep lockers/ cubbies/desk neat and clean. No food items may be left in the lockers/ cubbies/desk overnight. Students are not allowed to use another student's assigned lockers/ cubbies/desk. HCCA will provide approved locks for lockers. If a lock or key must be replaced, the student will be responsible for the cost of replacement. If the student damages the lockers/ cubbies/desk, the student will be charged for the damage. Students may not use their own personal locks. **Lockers/Cubbbies/Desks are a privilege and may be revoked.**

Lunch

HCCA provides a lunch to be purchased at a cost of \$6 per meal. The choice at lunch will be a hot meal or a sandwich (peanut butter and/or jelly). A monthly lunch menu and reservation/ price sheet will be sent home. Students are also welcome to bring their lunch from home.

HCCA's lunch program requires volunteers to help prepare, serve and clean-up each day. If you are interested in helping one or more days, please let the office know.

Non-Profit

HCCA is a non-profit organization.

PTO

HCCA would like to have an active PTO and encourages each family to be a part. PTO meets (usually the second Saturday of each month) before the HCCA board meeting,. Please check the monthly notes for dates and time.

Patriotism

We say the pledges of allegiance each school day. Students are taught to respect the freedoms we have, to respect our leaders, and to pray for our nation. We encourage all present to stand and participate respectfully. We will learn about and celebrate national holidays such as Veterans Day and Memorial Day.

School Hours/Assignments

First day of school: August 25th

School hours: 8:00 -3:45 (doors will open at 7:45 am – student will be tardy at 8:11 am)

School days: Monday, Tuesday, Wednesday, Thursday

Homework - HCCA diligently works to support the family and its time together. While some homework is necessary for reinforcement of skills (i.e. reading), it is the policy of HCCA to limit the amount of time spent on homework after school. If students do not have time to complete classwork during the school day, the teacher may choose to send home incomplete assignments. Adequate time is given in each class for students to complete daily class assignments.

Security

The buildings will be locked during school hours. If you need access to the building during school hours, please text 682-702-0573. Please keep in mind that principal/teachers teach all day. We may not be available to respond immediately to non-emergency calls/texts.

EMERGENCY ONLY CALL 682-702-0573

In case of an emergency that will require that we vacate the property, a text will be sent immediately to each parent. The safe location for parents to meet HCCA and your child(ren) will be Warehouse Outlet of Texas at the corner of FM 309 and TX 22. We will remain there until all students have been released to their parent(s).

Service Projects

HCCA truly wants to serve our community. If you know of things that our students could do to help others in our community, please let us know. We strongly encourage parents to keep a

record of any service project completed by your child from 9^h through 12th grade. You may want to use this information later as you apply for scholarships.

Sexual Harassment

Hill County Christian Academy prohibits sexual harassment of, or by, all persons within Hill County Christian Academy (HCCA). By way of illustration, but not by way of limitation, all students, employees, applicants for employment, and non-employees who transact business within HCCA with or without compensation are prohibited from sexual harassment. This policy applies to conduct during and related to the operation of the school, school sponsored activities, and all school business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstance.

Special Education

HCCA **does not** have the staff available to offer special education services currently.

Spiritual Life

- **Chapel** – Students spend time together studying God's word, praying, singing, and celebrating special events like birthdays. Parents are always welcome to join us for our chapel time.
- **Christian Philosophy** – Truth is a person: Jesus Christ. We cannot know the full truth of any subject without basing our knowledge on God's word.
- **Christian Worldview** – HCCA emphasizes the truth of the gospel in every class: God's creation and fine-tuning of the universe, experiencing the glory and fall of man through literature, examining the characteristics of servant leaders in history, and so much more.
- **Spiritual Emphasis Week** – HCCA hosts a Spiritual Emphasis Week yearly to support our students' growth in their relationship with Jesus Christ.
- **Resources to grow spiritually** – We have a library of resources that may be checked out to support your family in the areas of relationships, children, finances, etc. In addition, we have pastors and church leaders who are available for counseling. Teachers are also available to pray with you.

Tuition and Fees

Tuition will be \$400 a month for our required program (August – May) and will be due on the first day of each month unless other arrangements are made. Payment should be turned in to the office, cash or check. Checks should be made out to Hill County Christian Academy

(HCCA). Tuition is spread evenly over the school year. As a result, parents pay the same amount each month for 10 months, regardless of the days off during the month.

Nonrefundable application fee: \$550 (current students) \$600 (new students)

Required Program (Monday – Thursday) - \$400 per month – **(August - May)**

Non-Academic Friday - \$140 per month

Sibling discounts – 15% off

Private Christian School – If parents have a child enrolled in a private Christian school (pre-kindergarten or kindergarten) will receive a 5% discount.

Active Military will receive a 5% discount.

Tuition Assistance

Financial assistance is sometimes available for students meeting certain criteria. Please contact the school office to determine eligibility and availability of financial assistance.

If an individual, church, or business would like to provide a monetary gift or provide a scholarship/ sponsorship (partial or full) for a student, please contact the school office.

Volunteers

HCCA welcomes volunteers. If you are interested, please see the principal. You will need to have a background check.

What do I do if...???

...I don't know my child's spelling words?

Get them from school tomorrow, or contact a parent of another student in the classroom. Teachers probably do not have spelling words at their homes.

...I don't understand my child's homework/assignment?

Write a note to the teacher and attach it to the assignment.

...I don't have supplies?

Talk to your child's teacher. We often have some extras at school.

...I can't pay tuition this month?

Contact Miss Stanley. She is great at helping you create a reasonable payment plan.

...I'm running late?

Call or text the HCCA phone to let us know what is happening. We will never leave your child alone. A staff member will stay with your child until he/she is picked-up.

...My child is sick?

Do not give your child medicine and hope they make it through the day. If they have fever (**over 99°**), **DO NOT** send them to school.

...My child didn't/won't do homework?

Your child will be required to complete the work during recess or lunch detention. His or her grades may be reduced as a result of late work.

...I want to be more involved?

We have many different volunteer positions available for you! Volunteers are needed in the classroom, lunchroom, lawn care, maintenance, building program and other places.

You will be required to complete a background check if you will be working directly with children. You are also invited to PTO or school board meetings.

...I want to talk to my child's teacher/principal?

Feel free to call or text to set up a meeting. Please do not try to have a conference while the adults in charge of children are trying to monitor students or get ready to teach. Please do not expect your child's teacher to return calls/texts before 7 am or after 7pm.

...My child is having trouble?

Ask for a conference so that we can determine how best to help your child. Please do not bad mouth the child's teacher or tell the child that the subject is too hard. Work with the teacher to overcome the difficulty. You are partners in education!

...It's my child's birthday?

You are welcome to send a treat to school for your child's class. Be aware that they will probably have sugary treats at the END of the day. If you choose to send birthday invitations to school, please send enough for the entire grade level, or choose to hand out the invitations outside of school.

...My child is making bad grades?

First, learning is far more important than grades. However, grades do carry some importance. Talk with your child's teacher to determine the cause and what your child can do to better demonstrate mastery of the material at hand.

...My child cries at schoolwork time?

Try to determine the reason for tears. Is your child tired, hungry, or frustrated? If your child is having more than a few minutes of homework on Tuesday, Wednesday, or Thursday, be sure to talk with your child's teacher to determine the cause and solution. Try an earlier bedtime or changing his/her diet. Limit screen time. Spend some time together. Have your child go outside for some fresh air.

...My child left his or her backpack/coat/materials?

You are welcome to call the school and return for the item if someone is there. If not, it will be waiting for you on the next school day. Please do not ask teachers to return to school to retrieve items your child has left behind. If your child left something for homework, they will need to do it the following day before school, during recess, or at lunch detention.

...I have a suggestion?

Come to a PTO meeting or Board meeting. These dates are published, and you are always welcome! We love involved parents and know that we come from varied backgrounds with many experiences. We want to hear your suggestion. Please understand that not all suggestions can be acted on immediately.

...I want to sign up for extracurricular activities?

Talk with Miss Stanley or the teacher of the extracurricular class you are interested in. There will be periodic sign-ups throughout the year, depending on the class you are interested in.

...I'm not sure my child's outfit is within dress code?

- Have your child raise his/her hands. Can you see their tummy? If yes, it's too short. Don't wear it.
- Have your child put his/her hands to the side. Do fingertips touch skin? If so, it's too short. Don't wear it.
- Do shoes have backs? If no, don't wear them.
- Are graphics rude, crude, bloody, or suggest violence? Are ghosts, witches, or scary things depicted? If yes, don't wear it.

...My child is bored/ isn't having fun?

Be sure all work is complete and accurate. Work hard to actively participate in class. Challenge yourself to learn new things. Choose your thoughts.

Remind your child that sometimes learning is hard work and doesn't feel fun. Look for good things each day. Challenge yourself to find something fun about class.

...I need to contact my child at school.

Emergency call HCCA – 682-702-0573

Non-emergency text HCCA (will respond when available and not teaching)

...I don't think things are going well in my child's classroom.

Contact the teachers.

Be honest about your concerns.

Contact the administration if questions are not resolved.

Acknowledgment

I/We have read and agree to follow the policies and procedures of Hill County Christian Academy. **Both parent(s) and each student are to sign the acknowledgment.**

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date

_____	_____
Parent/Student	Date