

HILLTOP HOMESCHOOL ACADEMY

Admission Requirements

1. _____ APPLICATION FOR ADMISSION
2. _____ ATTENDANCE POLICY AGREEMENT
3. _____ CODE OF CONDUCT AGREEMENT
4. _____ STATEMENT OF COOPERATION
5. _____ TECHNOLOGY AND SOCIAL MEDIA POLICY AGREEMENT
6. _____ MEDICAL FORM/BIRTH CERTIFICATE/SHOT RECORDS
7. _____ PARENT LETTER TO SUPERINTENDENTS
8. _____ TUITION PAYMENT AGREEMENT
9. _____ SCHOLARSHIP APPLICATION (OPTIONAL)
10. _____ PAY REGISTRATION FEE - \$100

PLEASE NOTE THE FOLLOWING:

- ALL ENROLLING STUDENTS ARE SUBJECT TO BOARD APPROVAL.
- APPLICATION FOR ADMISSION AND REGISTRATION FEE CAN BE MAILED TO:

HILLTOP HOMESCHOOL ACADEMY
422 MARKET STREET
P.O. BOX 206
PIKETON, OH 45661

New Student Enrollment Application 2023 – 2024

STUDENT'S LEGAL NAME	GRADE ENTERING	BIRTHDATE
STUDENT'S HOME ADDRESS		STUDENT'S HOME PHONE (IF DIFFERENT FROM PARENTS)
FATHER'S NAME	CELL PHONE	WORK PHONE
MOTHER'S NAME	CELL PHONE	WORK PHONE

SCHOOL INFORMATION			
NAME OF LAST SCHOOL STUDENT ATTENDED:		LAST GRADE ATTENDED	
ADDRESS OF LAST SCHOOL ATTENDED:			
HAS THE STUDENT EVER BEEN RETAINED? (IF YES, WHAT GRADES?)			
HAS THE STUDENT EVER BEEN DIAGNOSED WITH A LEARNING DISABILITY OR PLACED IN A SPECIAL PROGRAM IN ANOTHER SCHOOL? (IF YES, EXPLAIN) (REFER TO IEP POLICY LOCATED IN THE HHA HANDBOOK)			
SCHOLASTIC AVERAGE (BASED ON PAST PERFORMANCE, CIRCLE ONE IN EACH SUBJECT AREA)			
ENGLISH A B C D F	SCIENCE A B C D F	MATH A B C D F	HISTORY A B C D F
EXTRA-CURRICULAR ACTIVITIES AND HOBBIES:			
HOW WOULD YOU DESCRIBE YOUR CHILD'S INTEREST AND ATTITUDES TOWARDS SCHOOL AND LEARNING?			
HAS THE STUDENT EVER BEEN SUSPENDED, EXPELLED, OR OTHERWISE DEALT WITH BECAUSE OF BEHAVIOR IN SCHOOL? (IF YES, PLEASE EXPLAIN)			

<p style="text-align: center;">NON-DISCRIMINATORY POLICY</p> <p>HHA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, and activities generally afforded or made available to students at the school.</p>	<p style="text-align: center;">REGISTRATION FEE (\$50) INCLUDED?</p> <p style="text-align: center;">YES NO</p>
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HILLTOP HOMESCHOOL ACADEMY

Code of Conduct

- **GENERAL EXPECTATIONS**

1. **SHOW RESPECT** - First and foremost to God but also to school officials, school property, rules, and fellow parents and students.
2. **BE HONEST** – with the work that is completed, with school officials, and with other students.
3. **BE COOPERATIVE** - with the school officials and the other students to achieve the goals set forth for each class and show Christ-like behavior to everyone.
4. **PUT FORTH EFFORT** - Parents and children need to put forth the effort required to help the child excel using whatever means works best for them.

- **RULES AND PROCEDURES**

DRESS CODE

The dress code at HHA for the children will be that they wear clothes that are age-appropriate and do not have any derogatory or questionable pictures or phrases on them. They must cover up parts of the body that do not need to be seen in a school setting. If in doubt about whether it is questionable, then don't send the child in it. The children will be playing on the playground, so please send them in something that can get dirty and be washed easily.

FIGHTING

HHA believes that fighting is not an acceptable way to deal with conflict according to the Bible. Therefore, anyone engaging in a fight will be suspended and/or expelled from school.

CLASSROOM BEHAVIOR

Teachers at HHA have the authority to make and enforce a set of rules for their class. The classroom rules are approved by the Administrator and each student is expected to follow them. The teacher has the ability to administer punishment within the classroom at his or her discretion. Serious or chronic problems will be referred to the Administrator. HHA has the following expectations of students in the classroom:

1. Respect teachers, aids, and peers at all times.
2. Have necessary supplies needed for the class.
3. Maintain a Christian attitude in all situations.
4. Listen and follow instructions of the classroom teacher.
5. Respect and care for their property, the property of others, and school property.

FORBIDDEN ITEMS AT SCHOOL / Search and Seizure

The following items are not to be brought to school: knives, guns, cell phones, electronic devices, hand held games, animals.

******While on the premises, HHA and its staff reserve the right to search anybody and seize anything deemed dangerous or inappropriate for a school environment. If necessary, outside authorities will be called in.***

- **DISCIPLINE PLAN**

The following plan will be used when students commit offenses against the rules and procedures of HHA.

1st offense - Informal conference between the teacher and student.

2nd offense - Formal conference between administration, teacher, and student. A Plan of Action to change behavior will be developed and signed by both the student and school officials.

3rd offense - Formal conference between administration, parents, and student. A Plan of Action to discipline and change behavior will be developed and signed by the student, parent, and school officials.

4th offense - Formal conference between administration and parents to discuss detention, suspension, or expulsion.

- **CORPORAL PUNISHMENT POLICY**

Hilltop Homeschool Academy believes that corporal punishment should be administered by the parents or guardians of the student (if necessary) therefore HHA will not administer corporal punishment as a form of discipline.

- **CODE OF CONDUCT AND DISCIPLINE AGREEMENT**

I have read the Code of Conduct of Hilltop Homeschool Academy and understand that these rules and procedures are in place to ensure that HHA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that HHA will strictly enforce these rules and procedures. I hereby give authority to the teachers and administrators of HHA to discipline my child according to this code. I also agree to take an active part in their education and uphold this code of conduct to my child(ren).

Parent or Guardian

Signature _____ Date _____

HILLTOP HOMESCHOOL ACADEMY

Statement of Cooperation

IN MAKING APPLICATION TO HILLTOP HOMESCHOOL ACADEMY, I UNDERSTAND THAT:

1. It is my responsibility to pay tuition as directed on the Payment Policy Agreement. I understand that no records will be released until all payments are current and that delinquent payment could be cause for suspension or expulsion.
2. The administration of the school has the final responsibility for the grade placement of my child.
3. The teacher and administration are hereby given full discretion in the discipline of my child. This will be done with meetings and contact with the parents and students but could result in suspension and expulsion if the situation cannot be resolved to everyone's satisfaction.
4. We are expected to support the standards of the school at home. Should there be any questions, we will contact the teacher or administrator to arrange for a conference. If the problem cannot be remedied, we agree to quietly withdraw our child from the school rather than encourage discord or unrest among other parents.
5. The school reserves the right to dismiss any student who is found to be out of harmony with the rules, policies, or spirit of Hilltop Homeschool Academy.
6. I absolve the school and Piketon Church of Christ of liability to me or my child at school or school activities.
7. In case of an accident or serious illness the school will contact me and my physician and follow his instruction. If it is impossible to contact the physician, the school may take whatever action it deems necessary for the well-being of my child.
8. My participation is necessary for my child to receive the maximum benefit from his education. I realize this means working fully with my child, teachers, and administration in every way.

I have read the above statements and agree to cooperate with Hilltop Homeschool Academy in the education of my child.

Parent's

Signature: _____ **Date:** _____

Parent's

Signature: _____ **Date:** _____

HILLTOP HOMESCHOOL ACADEMY

TECHNOLOGY and SOCIAL MEDIA POLICY

Hilltop Homeschool Academy exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ. This goal provides direction in all that we do at Hilltop Homeschool Academy, including making the highest and best use of the tool we call technology. With this in mind, we believe that Christ's love permeates our entire life, including our digital life and that use of the following policy will assist in equipping our students to honor God and protect this ministry.

Cell Phones

Cell phones are not permitted at school. **Any student caught having a cell phone during school hours will have their phone confiscated.** Phones confiscated by staff will require the parent to pick the phone up from the school office. **If a student has an emergency, they must use the office phone or a teacher's cell phone to call home.**

PARENTS are asked to join HHA staff in setting a good example for our children by....

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school.
- **Addressing any issues or concerns regarding school, directly with Administration and Staff rather than posting them on social media.**
- **Use the motto..."If you can't say something nice, then don't say anything at all."** Treat others as you would like to be treated and remember Christ in all you say and do.

PARENTS are asked to join staff in setting a good example for our children by not....

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the administration, or the church.
- Posting photographs of other people's children on social network sites without their permission.

Cyberbullying

Hilltop Homeschool Academy is committed to ensuring that all of its administration, staff, and students are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. None of this is acceptable behavior from staff, students or parents at HHA.

I have read and understand that these rules and procedures are in place to ensure that HHA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that HHA will strictly enforce these rules and procedures and also agree to the use of this policy.

Permission is hereby given to use my child's picture in school brochures, videos or other promotional publications, in print and online.

YES _____ NO _____

Signature

Date

Hilltop Homeschool Academy

Student Medical Information Form

STUDENT'S NAME	Birthdate	Age	Blood Type
STUDENT'S ADDRESS			
MOTHER'S NAME	Home #	Work #	Cell #
FATHER'S NAME	Home #	Work #	Cell #
ADDITIONAL CONTACT #1	Relationship	Phone #1	Phone #2
ADDITIONAL CONTACT #2	Relationship	Phone #1	Phone #2
STUDENT'S ALLERGIES			
SIGNIFICANT MEDICAL HISTORY (Use the back of this form if further explanation is needed.)			
LIST ANY MEDICATIONS CURRENTLY PRESCRIBED AND INSTRUCTIONS IF NEEDED DURING THE SCHOOL DAY			
NAME OF PHYSICIAN	Facility Name	Phone #	

*****Hilltop Homeschool Academy is required to obtain official, embossed, birth certificates and copies of shot records for each child attending HHA. These MUST be submitted before the child can attend. Embossed birth certificates will be returned after photocopying.**

PARENTAL AUTHORIZATION FOR MEDICAL TREATMENT

In the event of an illness or an accident, I hereby authorize Hilltop Homeschool Academy to act on my behalf for the student named above in securing of medical care. I understand that in the event of an emergency every effort will be made by HHA to contact the parent or guardian as soon as possible. I affirm that all of the above information is correct and that I am the legal guardian of this child.

SIGNATURE _____ **DATE** _____

"I HAVE NO GREATER JOY THAN TO HEAR THAT MY CHILDREN ARE WALKING IN THE TRUTH." -3 JN 1:4

HILLTOP HOMESCHOOL ACADEMY

A MINISTRY OF THE CHURCHES OF CHRIST

September 1, 2023

To: Superintendent of Schools

Re: Student Withdrawal

School District of Residence _____

School Attended in 2022-2023 _____

Per the requirements of the Ohio Department of Education, the intent of this letter is to inform you that as of _____, our child, _____, will be withdrawing from attendance at _____. My child will be enrolled at Hilltop Homeschool Academy (HHA). HHA is a tutoring program for homeschooled children to help each child reach the best education goals possible. Please accept this letter as a signed request for the following records that you have on my child.

- Academic Transcript
- Test Scores
- Attendance Record
- Health / Shot Records

Your prompt assistance in this matter will be appreciated, as it will enable us to make a smooth transition for our child. Please send them to HHA at the address shown below. Thank you for your cooperation. Please contact us if you have further questions.

Sincerely,

Signature

Date

Phone

STUDENT'S FULL NAME _____

STUDENT'S DATE OF BIRTH _____

STUDENT'S ADDRESS _____

This form must be filled out for each student every year. This letter is submitted to the District of Residence and meets ODE requirements for students attending non-chartered, non-tax supported schools.

Hilltop Homeschool Academy
422 Market Street, P.O. Box 206
Piketon, OH 45661

Phone: 740-443-6057
Email: shaunyoung@piketonchurch.com
Website: www.hilltophomeschoolacademy.com

HILLTOP HOMESCHOOL ACADEMY

Financial Information

- **REGISTRATION FEE:** (non-refundable)

\$50.00 per student

THIS FEE IS DUE AT THE TIME THE STUDENT'S APPLICATION IS ACCEPTED.

- **BOOKS AND MATERIALS FEE:** (non-refundable)

Provided by the parents of the child

THIS FEE IS DUE BY THE FIRST DAY OF SCHOOL.

- **TUITION**

	YEARLY	MONTHLY	HALF-MONTH
1 CHILD	\$2200	\$280	\$180
2 CHILDREN	\$4000	\$400	\$325
3+ CHILDREN	\$500 max for all children involved		

- **GENERAL INFORMATION**

HHA neither solicits nor accepts Government funds of any type, therefore, it is imperative that fees be paid when due. Tuition and all other accounts will be due by the 10th of the month. Late payments will be assessed a \$25.00 fee. **PLEASE NOTE: Students having attended any portion of a month will owe for the entire month.**

- **PAYMENT PLANS AND DUE DATES**

1. **Yearly** - The total amount is due by August 31st.
2. **Semester** - One half of the total amount is due by August 31st. The remainder is due by January 31st.
3. **Monthly** - Program runs August through May. The first payment is due August 25th. Each payment thereafter is due by the 10th of the month.

- **ACTIVITY COST**

Activities that are planned during the school year may be at extra cost to parents of children who participate.

- **VALID CREDIT CARD**

All families must submit a valid credit card upon registration. HHA will charge this credit card for any past due tuition. This will also incur the late fee amount of \$25.00.

- **FINANCIAL AID**

Financial aid forms are available upon request. Financial aid is based strictly on family need and funds availability. Financial aid is not guaranteed and can be withdrawn at any time by HHA.

HILLTOP HOMESCHOOL ACADEMY

Tuition Payment Agreement

❖ This form must be filled out by each family before the first day of school each year.

- **REGISTRATION FEE:** (non-refundable)
\$50.00 per student

Name of student(s) _____

Amount paid _____

Date paid _____

TUITION PAYMENT SELECTION (CIRCLE ONE)

YEARLY

SEMESTER

MONTHLY

CREDIT CARD INFORMATION

NAME ON CARD:	CARD TYPE:	ZIP CODE:
CARD NUMBER:	EXPIRATION DATE:	SECURITY #:
I hereby give permission for this card to be charged any past due amount including the \$25 late fee if other payment has not been made according to the tuition payment plan.		
SIGN / DATE:		

I have been explained the terms of HHA's Tuition Payment Plans and understand the following:

- HHA neither solicits nor accepts Government funds of any type, therefore, it is imperative that I pay my fees when due.
- Tuition and all other accounts are due on or before the 10th day of the month.
- HHA will charge my credit card on the 11th for any past due tuition if other arrangements have not been made before the due date. This will also incur the late fee amount of \$25.00.
- Activities that my child participates in during the school year may be at extra cost to me.
- Yearly Plan - The total amount is due by August 31st.
- Semester - One half of the total amount is due by August 31st. The remainder is due by January 31st.
- Monthly – School runs August through May. The first payment is due August 25th. Each payment thereafter is due on the 10th of each month.

I furthermore agree to adhere to these terms and realize that a failure to do so may result in the dismissal of my child(ren) from Hilltop Homeschool Academy.

Signature of Parent or Guardian

Date

HILLTOP HOMESCHOOL ACADEMY

Scholarship Fund and Sponsorship Program

All Applicants Please Read the following:

- The HHA Scholarship fund and Sponsorship Program exists to help families afford the cost of tuition to HHA. Money donated is used specifically for the purpose of assisting families with tuition.
- Financial aid is awarded to families based on yearly family income.
- There are several types of scholarships and sponsorships available. The amount of financial aid available for HHA families depends on the amount of money donated by individuals, churches, and businesses.
- Only families who fill out the Financial Aid Application and submit a copy of their most recent tax form will be eligible for financial aid.
- All scholarships and sponsorships will be awarded during the month of August prior to the first day of school.
- Families are not guaranteed to receive financial aid by simply applying.
- All forms and information submitted in this application will remain confidential and will only be viewed by the school board and the administrator.
- All financial aid will remain confidential between the school board and the recipients.
- HHA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, and activities generally afforded or made available to students at the school.

HHA Financial Aid Application Form

Student(s) Name	Age	Grade Entering
1.		
2.		
3.		
4.		
Mother's Name	Occupation	Yearly Income
		\$
Father's Name	Occupation	Yearly Income
		\$
Please list any other family income.		Yearly Income
1.		\$
2.		\$
3.		\$
<u>Total Yearly Family Income</u>		\$
Is your church or any other institution helping your family pay tuition? If yes, please specify.		
Indicate the payment plan you have chosen to pay tuition.	Monthly	Semester
		Yearly
Please list any other considerations you feel the board should know about your need for scholarships.		

I hereby state that all information provided above is true. I also understand that in order to qualify for scholarships that I must provide copies of recent tax documents as well as this application. I realize that by being dishonest on this or any other form I forfeit eligibility for all scholarships and possibly enrollment for my child(ren) in Hilltop Homeschool Academy.

Signature

Date

PRIVACY STATEMENT
ALL INFORMATION SUBMITTED TO HHA IN THIS FORM WILL BE CONFIDENTIAL.
ONLY MEMBERS OF THE SCHOOL BOARD AND THE ADMINISTRATOR WILL HAVE ACCESS TO THIS INFORMATION.