



Hilltop Homeschool Academy  
422 Market Street, P.O. Box 206  
Piketon, OH 45661  
Phone: 740-443-6057  
Web: [www.hilltophomeschoolacademy.com](http://www.hilltophomeschoolacademy.com)  
Email: [shaunyoung@piketonchurch.com](mailto:shaunyoung@piketonchurch.com)  
Facebook: <https://www.facebook.com/profile.php?id=100091275339494>

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# Handbook



## **Welcome to Hilltop Homeschool Academy!**

One of the most difficult decisions you will make in life is your child's education.

Today's world is changing fast and so is the educational system. Unfortunately, these changes are leading our schools, children, and educators away from God.

As parents we want a safe place for our children to develop a love of learning: protected, from the stress and dangers facing our children in today's educational system. A place where children can be children. Free to learn and grow both intellectually and spiritually. A place where teaching kindness and virtue is just as important as grammar and arithmetic.

Our goal is to partner with parents to help their children grow in wisdom and virtue. We want our students to stand out: not just academically but morally as well.

“The most important human endeavor is the striving for morality in our actions. Our inner balance and even our very existence depend on it. Only morality in our actions can give beauty and dignity to life.”  
--Albert Einstein

At Hilltop, parents are an integral part of our children's education and not just a taxi service. We work together with parents to serve the best interest of their children. This works much better than the “one size fits all” approach used in most public school systems.

We want parents to have the freedom to choose curriculum that their children will learn, and we will help tutor your child. We want families to maximize their time spent together, and not have to worry about spending the time teaching the material with all the other responsibilities in day-to-day life. We will help your child to achieve the goals you have set in front of them.

“Train a child in the way he should go, and when he is old he will not turn from it.”  
---Proverbs 22:6

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## POLICIES AND PROCEDURES

FEBRUARY 2023

### NON-DISCRIMINATORY POLICY

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.

"I have no greater joy than to hear that my children are walking in the truth." – 3 JN 1:4

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## **GOVERNANCE:**

### **Board of Directors:**

Hilltop Homeschool Academy (HHA) is governed by a Board of Directors who have made an arrangement with the Piketon Church of Christ to use their facility. The board is comprised of various members of the area churches of Christ.

### **State and Federal Regulations:**

HHA is a Non-tax supported program that will be adhering to the rules as set forth with the Ohio Department of Education. We will follow the guidelines for educational standards in each grade.

### **Staff, Certifications, and Requirements:**

Hilltop Homeschool Academy (HHA) will be staffed with kind and caring tutors and strive to best meet the needs of your children. Staff want to help children grow and be the best they can be. Tutors and administrators will be trained to teach the curriculum the parents provide for their children will be a great facilitator in helping your child learn and grow.

- Child Abuse Reporting – All staff members are trained in recognizing signs of child abuse and are mandated reporters of suspected child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.
- CPR – All staff members are fully trained in performing CPR on infants, children, and adults. This training includes the proper use of AED devices.
- First Aid – All staff members are trained in basic first aid. First Aid kits that meet State requirements are on hand and available in the office.
- Communicable Diseases – At least one staff member is trained in recognizing the symptoms of communicable disease. Parents will be notified of children who are exhibiting such symptoms.

## **FACILITY:**

Located in Piketon, Ohio close to the Scioto River, Hilltop Homeschool Academy will be housed in the Piketon Church of Christ building. An agreement has been reached with the Piketon Church of Christ regarding the use of the facility, payment of utilities, and any updates/upgrades necessary to ensure safety and regulation compliance.

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## **DOCTRINAL STATEMENT:**

Hilltop Homeschool Academy is affiliated with the Church of Christ.

The HHA Board and Staff believe the Bible is the inspired and infallible Word of God. The teachings and principles found in the Bible are as applicable today as they were when they were first written. HHA endeavors to educate children in normal courses of instruction while honoring and upholding the guiding principles found in Scripture.

## **EDUCATIONAL PHILOSOPHY:**

Hilltop Homeschool Academy (HHA) offers a Bible centered education cultivating mind, body, and spirit. HHA endeavors to encourage and instill in each child a healthy respect for others, for rules, and for those who supervise them. Our hope is that each child will learn self-discipline through careful guidance. Each child will be treated with the utmost love and respect.

## **TUITION AND FEES:**

HHA endeavors to keep fees as low as possible so everyone can attend.

### **Registration:**

There is registration fee of \$50 each year per child. This fee helps to cover the cost of insurance, utilities, etc. and will reserve that child's seat in the class.

### **Books:**

All curriculum that is used by the students will be provided by the parents. In the initial registration process, we will meet with parents to discuss the curriculum that your child will use, and we will be fully prepared to teach from that material.

### **Tuition:**

Tuition cost is \$180 per half month (12 days) for one child, \$280 per month for one child, \$450 for two children per household or a max of \$500 for all children enrolled per month per household.

### **Food Service:**

HHA will not have a cook or code compliant kitchen facilities so the kids will need to bring a lunch with them. We will order pizza every Friday for those students that would prefer that option. The cost will be \$3 per child for the pizza and a drink.

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**After School Program:**

The fees charged for after school care will be tabulated each month and added to the following month's tuition. Fees are based on actual pickup time each day:

- 3:00—3:30, the cost is \$2
- 3:31—4:00, the cost is \$4 (a pre-packaged snack will be provided)
- 4:01—4:30, the cost will be \$6
- 4:31—5:15, the cost will be \$8

**Miscellaneous Fees:**

Miscellaneous fees are not anticipated other than the occasional special event. Parents will be advised ahead of time if a participation fee is required.

**Scholarships:**

Limited partial scholarships may be available for students who would like to attend but may need assistance with the cost. Applications are available upon request.

**Payment Agreement:**

A payment plan will be set up at registration consisting of either monthly, half-year or full-year payment plans with discounts given to larger, up-front payments.

**ENROLLMENT:**

Hilltop Homeschool Academy is currently taking children of all grades K-12. At HHA, we want to do everything we can to help your children receive the best education possible and one day graduate with a High School Diploma.

To enroll in HHA, you will need to fill out an application that can be obtained through visiting our Facebook page at <https://www.facebook.com/profile.php?id=100091275339494> and contacting an admin or you can email us at [shaunyoung@piketonchurch.com](mailto:shaunyoung@piketonchurch.com) or stop at the Piketon Church of Christ building through the week to pick up an application. Once the application is complete and returned to the school, we will schedule a personal interview with both the student and parents. After the interview process, all other documents must be returned and payment plans be set up in order to complete the enrollment.

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**IEP POLICY:**

At Hilltop Homeschool Academy, we do not have the resources nor the training to deal with many special education requirements. We will evaluate each applicant on a case-by-case basis to determine if our resources and abilities match the needs of the applicant. By applying to HHA, you understand that HHA is NOT required by law to follow Individualized Education Plans (IEPs), 504 Education Plans, or the Individuals with Disabilities in Education Act (IDEA). If we determine that your child requires special education services beyond our capabilities, your child's enrollment will be rescinded.

**ATTENDANCE POLICY – HOURS OF OPERATION:**

HHA will operate with the Piketon local schedule in terms of opening dates, holidays, and snow/calamity days. The school will open at 7:30 and children may be dropped off between 7:30 and 7:55. Classes will start promptly at 8:00 and children will be counted tardy after that time. Please make an effort to be on time. Pickup time will be from 2:45 to 3:00. For those that will need extra care hours, we will offer after school care from 3:00 to 5:15 for an extra fee providing enough children need this service.

**CURRICULUM:**

The curriculum that each student learns from will entirely be dependent on what the parents choose and purchase. HHA can adapt to any curriculum provided to ensure your child has the best opportunity to learn according to what you have chosen for them. We will have chapel time for all the students and will emphasize the importance of God in all we do after the regular pickup time is over at 3:00 P.M. for any parents that wish for their child to attend.

**FOOD SERVICE:**

HHA will not have a cook or code compliant kitchen facilities so the kids will need to bring a lunch with them. We will order pizza every Friday for those students that would prefer that option. The cost will be \$3 per child for the pizza and a drink.

**AFTER SCHOOL PROGRAM:**

We realize that some parents may need afterschool care until they can arrive after work. HHA provides after school care for the additional fee described above. Children must be picked up no later than 5:15.

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## **EXTRACURRICULAR ACTIVITIES:**

### **Field Trips:**

Parents will be notified in advance if we plan to take a field trip. We will send a permission slip home for the parent's signature a week before the trip. The permission slip will list the date, the destination, travel arrangements, and any fees which may be required. Each child must have a permission slip turned in before they can go on that trip. The children will be transported by a parent or pre-designated responsible adult. Upon arrival at the destination, each class will assemble and be guided/supervised by their designated staff member.

## **CODE OF CONDUCT:**

Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and redirection will be used whenever possible. Every attempt will be made to work together with the parents and child to correct problem behaviors. However, the safety of **all** the children in our care is our primary concern and that may mean a child is asked to leave until the problems are rectified or until we have a specific behavior management plan developed with the parents that will be consistent with the requirements of Rule 5101: 2-12-19 of the Ohio Administrative Code. This policy applies to all staff and parents while their children are at HHA.

The following plan will be used when students commit offenses against the rules at HHA.

- 1st offense—Informal conference between teacher and student
- 2nd offense—Formal conference between administration, teacher, and student. Plan of action to change behavior developed and signed by teacher and student.
- 3rd offense—Formal conference between administration, student, and parents. Plan of action to change behavior developed signed by all three parties.
- 4th offense—Formal conference between administration and parents regarding suspension or expulsion from school until the problem is resolved.

We ask that confidentiality take priority and that the results not be broadcast to other parents and over social media. The welfare of all the students is our main priority and a Christlike attitude should want only the best for everyone so, please do not engage in gossip that can only be harmful to others.

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We ask that parents fulfill their responsibility to the school administration, faculty, staff, and the other students at HHA. We expect parents and students to:

1. Show respect—first and foremost to God but also to the school authorities, school property and rules, and fellow parents and students.
2. Be honest—with the work that is completed and with the staff as well as the other students.
3. Be Cooperative—with the school officials and other students to achieve the goals set forth for each class and to show Christ-like behavior to everyone.
4. Put forth effort—Parents and children need to put forth effort to see that the child is learning and growing in the way that is best for them and to use the gifts God has given you to help and serve others better.

## **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 also 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.

## **TECHNOLOGY AND SOCIAL MEDIA POLICY:**

Students will not be permitted to have a cell phone at school. If there is an emergency, the phone in the office or a teachers cell phone will be used to contact the parents or designated adults.

## **CUSTODY AGREEMENTS:**

If there are custody issues involved with your child, you must provide HHA with court papers indicating who has permission to pick up the child. HHA may not deny a parent access to their child without proper documentation.

## **EMERGENCY PROCEDURES:**

### **Emergencies:**

HHA has developed several procedures to follow in the event an emergency would occur while your child is in our care. Plans of Action (POA) have been prepared to mitigate threats posed from fire, tornado, environmental, pandemic or violent acts. The POAs are located in the school office should you desire access to them.

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**Accident/Injury:**

A first aid kit which meets state requirements will be located in the school office and will accompany each group outing.

In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is more serious, parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the child will be transported to the source of emergency medical or dental care by the EMS, the parent / guardian will be notified immediately, and a staff member will stay with the child until the parent arrives. Staff may not transport children in their vehicle. Only parents or EMS personnel are authorized to transport. If any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child, an incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

**Management of Illness:**

Our staff is trained in standard first aid and common childhood illnesses. We are trained to administer first aid, to recognize signs and symptoms of illness in children, and to properly disinfect equipment. If your child is ill or running a fever, please do not bring them to school. They will be sent home so everyone else is not exposed. Also, they cannot return to school until they have been fever free without the use of medication for 24 hours.. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

A communicable disease wall chart is located in the office for everyone's use. A child exhibiting symptoms of communicable disease will be immediately isolated and discharged to the parent or emergency contact.

A child who is sick will be isolated, with adult supervision, away from the other children. We will then notify the parent to pick them up. If the parent cannot be reached, another person previously designated by the parent will be contacted to pick up the child immediately. Parents will also be notified of exposure to a communicable disease by standard communication from the teacher or administrator.

Children may attend if they are mildly ill with allergies etc. as long as they can participate in the daily activities and they do not have a fever or are contagious.

**Medications:**

If your child has need of medicine throughout the day, a written Request for Medication Form must be filled out by the parents and the medicine left in the school office. No children will be allowed to store medicines on their person, in their cubby, or in their back-pack. Prescription medications must be in their original container and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance to the label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

**Utilities:**

If power, heat, or water services are disrupted, we will contact the proper supplier to gauge the duration of the outage. If the outage is expected to last an extended amount of time, parents will be called to pick up their child.

Hilltop Homeschool Academy wishes to thank you for your support. We pray this is a mutually beneficial endeavor for all parties involved: administration, faculty, staff, parents, students, the community, and above all else, our awesome God. Please pray for our success and spread the word in any way you can. We're excited to begin this new school year and this incredible Christian opportunity.



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