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# HILLSBORO LEARNING CENTER

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## HANDBOOK

AUGUST 12, 2021  
HILLSBORO LEARNING CENTER  
453 s. State Rd. 341, Hillsboro, IN 47949

## **Mission Statement:**

Hillsboro Learning Center partners with parents to help in developing the whole child by providing a challenging academic environment in which to prepare men and women to serve Christ and their community from a biblical worldview.

## **Philosophy of Education:**

- Christ-centered education
- Biblical worldview
- Academically challenging
- Charlotte Mason Style curriculum
- Safe and nurturing classroom environment
- Hands-on investigative approach
- Small student to teacher ratio
- Missions minded

## **Statement of Faith:**

- We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
- We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- Due to the sin of all humanity, we believe in the absolute necessity of regeneration (new birth) by the Holy Spirit for salvation. Men and women are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith are we saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life, Those who are lost receive eternal death. (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling, through the work of entire sanctification, the Christian is empowered to live a Holy life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

## **Core Values:**

1. Provide a Christ-centered, challenging academic program based on the Biblical view of God and the world.
2. Teach, influence, and encourage each student to effectively integrate Biblical truth into his or her daily life.
3. Provide a complete education to the students' heart, mind, body, and soul.
4. To impact our culture with Jesus Christ.

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home, and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land that the Lord swore to give your forefathers, as many as the days that the heavens are above the earth” Deuteronomy 11:18-21 NIV.

“...Love the Lord your God with all your heart, and with all your soul, and with all your might. And these words which I command you this day shall be in your heart: And you shall teach them diligently to your children...” Deuteronomy 6:5-7 NIV.

## **Admissions And Enrollment Grades K-6:**

To apply to Hillsboro Learning Center, parents should fill out an application for each child they wish to enroll. The admission committee (Learning Center board and administrator) will evaluate each application for approval or disapproval. The admission committee may need to request extra information as needed to make their decision. These decisions will not be made lightly.

Hillsboro Learning Center students are admitted without regard to race, color, religion, or national and ethnic origin.

All new students will be on a probationary period for the first 4 weeks in school.

Kindergarten students must be 5 years old by September 1st to be accepted.

### **Waiting list:**

There will be a waiting list if the roster fills up. Should a vacancy appear, families will be contacted based on the date that they turned in their application.

### **Withdrawal:**

All curriculum is the property of HLC and should be returned to the school in event of a dismissal or withdrawal.

Parents are required to complete a withdrawal form from the school office before requests for a student's records will be considered.

HLC has the right to decline any application or dismiss any student at any time or for any reason.

## **Financial Policies/Tuition:**

### **Tuition and Fees**

Monthly Tuition is \$400 plus an \$11.00 online services fee. Parents or guardians can volunteer up to \$150 off a month at \$10 per hour. Parents may pay by check for a whole semester but otherwise checks will not be accepted. There are discounts available for multiple kids.

Payments for each month's tuition is required on the 1st of that month. New students must pay the first month's tuition before attending.

**Late Fees:** If tuition is not received by the 5th of the month, parents will receive a reminder. If it is not received by the 10th of the month a late fee of \$25 dollars will be added. If it is not received by the 20th, the student cannot attend classes until the account is balanced.

If a child is withdrawn or dismissed, the parents will be responsible for the payment equal to the number of days

in attendance that month. The balance will be reimbursed to the parents.

### **Payment Type:**

Cash or Credit/ Debit card only. Checks are not accepted unless paying for a whole semester ahead of time. Cash payments will be made in the school office.

### **Academics:**

#### **Supplies**

A list of supplies will be given out by the teacher.

Students should not bring anything to school besides their school supplies and lunches. Toys and electronic devices will be confiscated and held by a teacher or staff member.

Books and magazines brought from home should be in harmony with Philippians 4:8 “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” Anything in discord will be confiscated by the teacher and given to the parent.

#### **Grading**

HLC will be operating on a pass or fail grading scale. Parents will be informed of their child’s progress quarterly.

Parents are welcome to request a conference about their child's grades through the office. A conference will be scheduled with their child's teacher in a timely manner.

## **Computer and Internet Use**

Google Chrome Books will be available to students for research and educational games during free times.

Content viewed and played should be in harmony with Philippians 4:8.

## **Chapel**

Each week, there will be a chapel service held with a guest speaker.

## **Student Conduct:**

### **Discipline**

Discipline will focus on three aspects of the students: Attitude, words, and actions using Mark 12:30, "Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength" and Mark 12:31, "Love your neighbor as yourself".

The classroom should be a safe, nurturing environment that will allow each student to learn and blossom. Any behavior inhibiting that will be dealt with accordingly.



Parents will be notified regarding offenses and what action has been taken.

Various disciplinary actions may include conference with the teacher, making restitution, writing sentences, loss of privileges such as computer use during free time, parent contact, community service, or dismissal. HLC does not administer corporal punishment.

Restitution: HLC will focus on replacing a student's inappropriate action with appropriate action. For example, a student found name calling will be held responsible for writing that child a positive note or thinking of 5 things that that child is good at.

Dismissal cases will be reviewed and decided on by the school board.

## **Anti-bullying**

Bullying will not be tolerated in any form.

“So, whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.”  
Matthew 7:12 ESV

## **Conflict Resolution**

Matthew 18: 15-16, “If your brother sins against you, go and show him his fault, just between the two of you. If he

listens to you, you have won your brother over. If he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.”

If a parent has a problem with another student other than their own, they should take it to the teacher if it happened during school hours. If it was before or after hours, they should speak to the student’s parents.

If a parent has a problem with a teacher or staff member, they should meet with that person on a one- to-one basis. If the problem is not solved, then they should take a witness along with them and meet with the school board or senior pastor of Hillsboro Church of the Nazarene.

## **Dress**

Students are expected to wear appropriate clothing to school. Uniforms are not required but that does not mean that the student should not take pride in their personal appearance.

Students should not wear the following to school/ field trips:

- Clothing promoting alcohol, drugs, or tobacco
- Clothing with objectionable or suggestive words, symbols, or pictures
- Clothing that is ripped or torn, or dirty.
- Shorts, skirts, or dresses that are too short

- Shirts that do not cover the abdomen
- Strapless or spaghetti strap shirts or dresses

During rainy or winter weather, parents should make sure their child is appropriately dressed such as coats, hats, and gloves.

## **Attendance**

It is the parent's/ guardian's responsibility to make sure their child is present and punctual for every school day or that they have obtained the make-up work their child has missed.

## **Parental/Guardian Expectations:**

Each student's education is primarily the responsibility of the parent. God has given this responsibility to each parent.

## **Volunteer**

Parents or guardians may use volunteer hours toward their student's tuition up to \$150 or 15 hours a month. Volunteer hours need to be scheduled at least a week ahead of time to count toward tuition reduction.

Volunteer opportunities are numerous: janitorial services, lunch aide, morning recess aide, field trip chaperones, reading aide, online educational free time supervisor, receptionist in charge of arrival and dismissal, etc. If you

have any other ideas or talents that you think would benefit the students of HLC, then please share.

Parents are encouraged to let HLC know in which areas they would be interested in helpings.

Parents should always check in the office first when coming to volunteer.

Volunteering is limited to the parents, guardians, and grandparents of the students enrolled at HLC.

## **Homework**

Parents are expected to assist and encourage their child in their homework studies.

Parents are responsible for contacting the teachers to schedule any class work that has been missed by absences and needs completed.

## **Classroom and Lunch visits**

Parents are welcome to come sit in on classes whenever they wish.

Parents are encouraged to come and eat lunch with their child.

Parents should notify the office ahead of time when they will be visiting.

Parents should enter the doors by the office when visiting since the school doors will be locked at 9:00 am and unlocked at 2:30 pm.

Lunches, homework, or other items to be delivered to the student should be left in the front office.

## **General Information**

### **Daily Schedule**

Monday thru Friday 9:00 am to 2:30 pm arrival and dismissal

The school building will be opened at 8:40am. Students should arrive before 8:55am. Class starts at 9am. Students arriving after 9am will have to enter through the front office doors, as the school doors will be locked at 9:00 am.

Students should be picked up by 2:35 pm. If it becomes a pattern, parents will be assessed a small fee for leaving students beyond 2:35 pm.

Students should enter and exit through the designated doors.

If someone other than the child's parent or guardian is going to pick them up, please send a signed written notice to notify the teachers and staff.

Also, if a child will have to leave school early, please send a signed written notice to notify the teachers and staff.

## **Lunch**

Students are responsible for bringing their own lunches and supplies needed to eat their lunches. Students are also responsible for cleaning up after themselves when they have finished eating.

A small snack may be brought and eaten at morning recess.

## **Recess**

Morning recess will be held outside on the playground unless it is raining or the temperature, including wind chill, is below 20. In other words, each student should come dressed appropriately.

## **Weather Policies**

The Learning Center director/teacher and the Learning center Board will determine when school should be cancelled or delayed. We will inform parents in a timely fashion through multiple information outlets.

## **Safety Drills**

Tornado, fire, and intruder drills will be practiced periodically to ensure each student is prepared in case of emergency.

## **Health and Safety**

If a student has any of the symptoms below, please do not send them to school. They should also be free of these symptoms for 24 hours before resuming classes. If they have any of these symptoms at school, a parent or guardian will be notified so immediate arrangements to pick them up can be made.

- Sore Throat
- Persistent Cough
- Fever (99.2 or higher)
- Nausea/ vomiting
- Unexplained rash
- Diarrhea
- Runny nose - Green discharge

For the safety and welfare of our students, any medication (prescription or OTC) that your child needs to take while school is in session needs to be in the possession of our staff.

Any injuries incurred during the school day will be reported to the parent or guardian of the child when they arrive to pick the child up. If it is an emergency, the parent or guardian will be called immediately. If HLC cannot get

contact with the parent or guardian, the emergency contact will be contacted.

## **Field Trips**

There will be at least two field trips a semester. These outings will cost a modest amount.

## **Student Portraits**

Student portraits will be taken during the fall semester at cost to the parents if they wish to have pictures.

## **Doctrinal Distinctions**

HLC avoids the discussion with our students of doctrinal distinctions or theological controversies within the Christian community. Our goal is to teach Biblical principles and the orthodox beliefs of the church. If questions should arise, student will be advised to seek the wisdom of their parents, pastors, and Scripture.