Hilltop Christian Community

Policy Handbook

You are the light of the world—

like a city on a hilltop that cannot be hidden.

Matthew 5:14

Revised January 2026

Purpose of Hilltop Hilltop Christian Community is a hybrid homeschool cooperative. Hilltop families work together to emphasize fellowship, discipleship, and support through our morning cooperative enrichment classes. The afternoon transitions to individualized academic options where students can choose from a variety of core and elective classes. We strive to provide a Christ-honoring and loving atmosphere for all students to learn, be challenged, make friends, and grow in their relationship with Christ.

Spiritual Objective: The spiritual objective of Hilltop is to model biblical values to students while providing a classroom environment that supports the Christian faith. Hilltop parents, teachers, and board members must, therefore, understand the foundational function of the Hilltop Statement of Faith and agree to honor it.

Hilltop Operation: All policies and procedures for the organization known as Hilltop shall be determined and set forth by an appointed Board of Directors whose purpose shall be to represent the corporate organization. When necessary, the Board of Directors may appoint a committee to help meet some of the needs associated with running a co-op. If you have concerns, questions, or suggestions, please email anyone on the board at hillltopchristiancommunity@gmail.com

Hilltop FEES

All Fees are paid by check or through your invoice or profile on the Hilltop website.

Application Fee: A non-refundable $25 fee is paid to Hilltop after membership has been offered and covers the background check fee and operational costs.

Membership Fee The $185 fee is due at the mandatory August meeting and covers insurance costs, accounting costs, building fees, website costs, and other operating expenses. This fee is non-refundable after the second week of the co-op year.

Monthly morning co-op fees: Monthly fees are $7 per child and cap off at 4 children. Monthly fees cover classroom supplies for the morning enrichment co-op. No charge for nursery children.

Fees for Afternoon Classes Afternoon teachers are considered independent contractors therefore:

- Classes are offered separately from the morning co-op; Hilltop only coordinates location, dates, and times
- Families are responsible for keeping track of their payments to the classroom teachers.

Hilltop POLICIES & PROCEDURES

Teaching Team Positions

- Each family is required to serve on a teaching team during the morning co-op hours.
- You are expected to share teaching responsibilities throughout the year.
- We will ask you where you want to serve before the year starts.

Background Check Requirement: All parents and/or teachers who serve at Hilltop more than two times per year must complete a background check through Protect My Ministry before serving on a recurring basis. Background checks will be conducted and renewed according to Hilltop's established screening procedures and Protect My Ministry's screening standards, and results will be reviewed for eligibility to serve.

Attendance Policy: Hilltop requires teamwork, so weekly attendance is mandatory for all members. We ask that you carefully consider your family's situation to make sure that joining Hilltop is something you can commit to.

- Only illness is considered an excused absence. We ask that you avoid scheduling vacations, doctor appointments, birthday celebrations, or other outside activities on Fridays.
- Up to three absences are understandable. If your family exceeds three absences, the board will reach out to you to see how we can support you in maintaining consistent attendance.
- If your family's absences exceed five, please be aware that your family may not be eligible to return the following year.

Parent Presence Requirement: Hilltop is a cooperative effort that includes all members. One parent from each family must be on the premises during the morning co-op. Parents may leave with their children after the morning co-op has finished. Only high school students enrolled in an

afternoon academic class may stay in the building without a parent after the morning co-op has finished.

Family Chores: Each attending member will be assigned a simple, manageable chore to keep the building in good shape and Hilltop routines running smoothly.

Curriculum: All curriculum must be God-honoring and taught from a biblical worldview.

Co-op Classroom Standards

- An adult must be present at all times in a room occupied by children.
- Cell phones, laptops, or other devices may be used in classrooms only with teacher permission.

Announcements/Communication

- Information is communicated via “Weekly Update” emails and conveys a host of information such as important dates, upcoming events, field trips, and policy reminders.
- It is very important for families to stay informed and to communicate any necessary information to their children.

Facebook The purpose and intention of Hilltop Facebook Community Page:

- We would like all posts to reflect things that directly relate to or benefit our Hilltop families.
- Using Facebook to share fun events and opportunities outside of Hilltop is encouraged.

Sick Policy Please refrain from attending Hilltop if you or your child have any of the following:

- A temperature above 99 degrees. Must be fever-free for 24 hours, without the use of a fever reducer, before returning to Hilltop.
- Vomiting for any reason. Must be vomit- and/or diarrhea-free for 24 hours.
- Strep throat.
- Head Lice. You must notify a board member so that a confidential notice can go out to the families, as to avoid the spread of lice. All nits must be removed from the hair before returning.

Accidents/Injuries

- Determine if 911 should be called.
- Contact the parent using your classroom's walkie talkie.
- First-aid kits and choking kits are available
- Email an Accident/Incident report to the board.

Visitor Requirement

- All visitors 18 years and older must have a background check before their second visit. Every visitor must sign in at the check-in table upon arrival. There are no visitors under the age of 18 allowed without a parent.
- Hilltop Alumni may visit without a parent only during the Hilltop lunch hour.

Hilltop CODE OF CONDUCT

Only let your conduct be worthy of the gospel of Christ. (Philippians 1:27a)

The purpose of this code of conduct is to promote behavior that honors the Lord. As a group of Christian families, we should display to ourselves and others, in words and actions, behavior that is befitting Christ followers.

- Parents are responsible for the behavior of their own children, ensuring that they are in compliance with Hilltop policies.
- All members will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity.
- Name-calling, gossiping, or fighting among any members of Hilltop students will not be tolerated. This includes sowing seeds of discord and gossiping with deliberate intent to hurt a person's integrity.
- If you have a problem with another adult, go to that person in private. If you are unable to resolve the issue directly with the person, contact a member of the Leadership Team. "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. But 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." (Matt. 18:15-16)

Habitual Misconduct Warnings may be issued for violations of the Policy Handbook and/or Hilltop's Statement of Faith. Our goal is to partner with the parents, teachers, and students to resolve these situations. If a student or parent continually disregards Hilltop policies, the child and/or family membership may be suspended or terminated, depending upon the severity of the infraction.

Gross Misconduct: To maintain safety and high biblical standards, the following infractions could result in immediate suspension and/or termination of an individual and/or family:

- Violent or threatening behavior
- Bringing illegal drugs, alcohol, or a weapon of any kind
- Bullying (intentional intimidation and/or cyberbullying);
- Vandalism or any deliberate actions that damage or destroy the property or belongings of other members or the church Hilltop meets at.

Hilltop DRESS CODE

"Modesty is behavior that flows out of remembering our true place of service, and does not conceitedly boast about self, but boasts in God." (Phil. 2:3-4)

Dress Code Parents, it is your responsibility to make sure your student is in compliance with the dress code. The dress code applies to anyone attending Hilltop (adults, students, and visitors). Any non-compliance of dress code policy could be addressed by a member of the Leadership Team.

Dress code standards apply to ALL Hilltop activities and events.

Any logos, images, concepts, or words on clothing, jewelry, or on your body that undermine biblical principles are not allowed.

Tops: No tank tops, spaghetti straps, or camisoles worn alone.

Bottoms: No underwear/boxers showing. Leggings: If your 5th-12th grader wears leggings, a long shirt must cover their bikini area when arms are lifted up. Your 4th grade and younger child may wear leggings freely! :)

Bathing Suits: Should a Hilltop event ever involve swimming, bathing suits should be one-piece and be modest in style.

Hilltop HIGH SCHOOL STUDENTS GENERAL INFORMATION

High School Student Privileges Hilltop grants certain privileges to its high school students. While we respect a family's right and decision to classify their student in whatever grade they choose, a student must be enrolled in grades 8-12 and be at least 13 years of age in order to partake in high school events or privileges intended for high school students.

- "Hang-out" events are for Hilltop students only (between the ages of 13-19 and in at least 8th grade).
- These events are to foster friendships within the group; therefore, no younger siblings or friends from outside the group may attend.
- All high school students are required to sign and date a copy of the High School Guidelines each year.
- Parents must sign the Release of Liability Form before a student can attend High School "Hang-Out" events.

High School "Graduating Only" Students Hilltop extends an invitation to high school graduating students who attended Hilltop the prior year but are not attending their Senior year, to participate in our graduation ceremony. If the family is not attending Hilltop, graduation fees apply.

Hilltop BUILDING

If you have any questions regarding the building policies, please direct them to a member of the Leadership Team. Please ensure that you and your children abide by the following rules:

- No children are allowed to wander or sit in the halls, and must be in their classrooms at all times.
- An adult must be present at all times in a room occupied by children.
- No children, no matter how old, are allowed outside without an Hilltop parent/guardian.
- No running or loud talking in the halls.
- Show respect to the property.
- Any damages sustained to the property will be remedied by the individuals responsible.
- Students and teachers are not allowed to sit, lie, lean, or put their feet upon tables.
- No one should go into rooms or areas that are not designated for use by Hilltop.
- No gum.

Hilltop EMERGENCY PROCEDURES

Fire Drill We plan one fire drill per school year. Please know the safest and quickest way out of the building from your location. When you hear the fire alarm:

- Quickly and quietly exit the building with your classroom via your nearest exit.
- Do not look for your children in the building. Teachers will ensure students safely exit the building.
- DO NOT go back into the building for any reason.
- Once out of the building, you should go to the pavilion.
- Keep your own class together and quiet.
- Listen for instructions or an all-clear to be given before re-entering the building.

Active Shooter Employ the RUN, HIDE, FIGHT model:

- RUN - Get out of the building.
    - Have an escape plan in mind.
    - Leave your belongings behind.
    - Evacuate regardless of whether others agree to follow.
    - Help others escape.
    - Prevent others from entering an area where the shooter may be.
    - Call 911 when you are safe.
- HIDE - Get out of view.
    - Hide in an area out of the shooter's view.
    - Lock the door or block entry to your hiding place.
    - Silence your cell phone.
- FIGHT - Get physical and incapacitate the shooter.
    - Fight as a last resort only when your life is in imminent danger.
    - Attempt to incapacitate the shooter.
    - Act with as much physical aggression as possible.
    - Use whatever you can as a weapon to defend yourself.