



**Hunting Park Christian Academy**

4400 N. 6<sup>th</sup> Street, Philadelphia, PA 19140

[hpcaphilly.org](http://hpcaphilly.org)

# Parent Handbook

## 2018-2019



By the Power of the Holy Spirit

**Principal: Kevin Deane**  
**Assistant Principal: Tanya Figueiredo**  
**Director of Development: Jennifer Deane**  
**Reception: Cynthia Moore, Melissa Morales**

**School Year Office Hours: 8:00 AM – 3:30 PM**  
**Phone: 267-331-8002**  
**Fax: 267-535-2777**

**Summer Office Hours: 9:00 AM – 12:00 PM**

**Stitch Kings**  
**215-537-2415**  
**4430 Aramingo Avenue**  
**Philadelphia, PA 19124**

**Flynn and O'Hara**  
**215-624-1983**  
**6801 Frankford Avenue**  
**Philadelphia, PA 19135**  
**[www.flynnohara.com](http://www.flynnohara.com)**

**Ayuda Community Center**  
**Executive Director: Cynthia Whitley**  
**215-329-5777**

# Mission of HPCA

## History

In the spring of 1999, Spirit and Truth Fellowship Church met regarding the need for affordable Christian education in the inner city of Philadelphia. The school began in September of 1999 with 70 students and five teachers. Most of the children came from the immediate community. Currently the community has a 32% high school drop-out rate and only 3% of the community has a college degree. We would like to make a difference by providing quality education and bringing the hope of Jesus Christ to the community.

## Mission Statement:

**Our mission is to provide affordable, quality Christian education that celebrates a diverse community and leads children to know and serve the Lord.**

## Our Goal

HPCA is committed to Christian education that honors and glorifies God as its highest value by providing:

- Academic Excellence
- Cultural Awareness
- Biblical Perspective Regarding all Subjects
- Discipleship

HPCA is dedicated to the academic and spiritual growth of each student. Our desire is that every student will receive the skills necessary to further their education and reach their potential. We would like to see the children grow spiritually as they learn more about God and about serving others. Finally, HPCA celebrates diversity and teaches students to enjoy and love cultural diversity.

# **Philosophy of Education**

The philosophy of education for Hunting Park Christian Academy is based on the primary convictions that are contained in the “Statement of Faith.” The following statements identify the principles that apply to the educational process when viewed through the perspective of faith.

- A. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Psalms 81:24; Hebrews 1:1-3, II Timothy 3:16, 17).
- B. The Lordship of Christ and the sovereignty of God are all inclusive; therefore, all areas of life and learning are regarded as sacred (Romans 11:36).
- C. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (Colossians 1:16,17; John 1:3).
- D. The primary responsibility for the education of children rests with the parent. The Christian school serves as an aid to parents by instructing children in the ways of the Lord and leading them to a life of fellowship with God and service to others.
- E. The Christian teacher empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher seeks to encourage the spiritual development of students since this is the foundation for their academic, social and personal growth (Colossians 1:28; Proverbs 1:7).

- F. Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students. Through general revelation students learn of God and His world (Acts 14:17; Romans 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (I Corinthians 12).**
- G. God has created all students with unique talents as well as particular developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Psalm 138:13-15; Romans 12:4,8)**
- H. Service to others inside and outside the classroom contributes to the development of each student's talents and abilities (I Corinthians 12).**
- I. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Philippians 1:9-11).**
- J. The goal of Christian education is to develop students who will serve God and impact their community and the world by thinking and acting biblically in all areas of life (Romans 12:2)**

# Vision of HPCA

## Vision Statement

HPCA will become an even brighter light in the community, seeking to be conduits of the Holy Spirit to help make right some of the practices, systems, cycles, and expectations that are wrong. We will have a deeper and wider impact on all stakeholders.

- HPCA will follow Jesus individually and corporately by submitting to Him, listening to His leading, obeying His call and direction, acknowledging His Lordship and work, and worshipping Him for who He is and what He does.
  
- HPCA will increase our impact on:
  - **Students** – to become God-serving world-changers. Students will be impacted spiritually, educationally, and communally, so they can impact others.
  - **Families and community.** HPCA wants its influence to reach beyond the school. We will impact our families and communities directly and indirectly, through various interactions and through the students.
  - **Staff.** HPCA will continue to secure qualified staff and bless employees more each year.
  - **The future.** By being faithful with what the Lord has given us, we believe that God’s impact will grow exponentially.

## **Core Values**

Hunting Park Christian Academy values the following:

- Faith in Jesus and His Word
- Education, wisdom, thinking
- People and Community
- Discipleship

## **Desired Student Outcomes**

Hunting Park Christian Academy has identified the following descriptions as a picture of what we would like our students to become as a result of their educational experience at our school, all categorized as **R.I.S.E.** – Respond (to the Gospel); Ignite (the community for change); Serve (the Lord and others); Excel (in academics and life)

- By God’s grace each student will have a solid understanding of what a Christian is and embrace if for his/her own life. R
- Our students will accept the Bible as God’s inspired and infallible Word. R
- Each student will have acquired the necessary skills and knowledge to successfully complete a high school program. E

- Each student will value the important role of education in his/her life so that he/she will pursue education beyond high school if desired. E
- Our students will be committed to life-long learning. E
- Our students will have sufficient skills to solve problems and make wise decisions. E
- Our students will place a high priority on being a servant to their communities and use their gifts to serve the community. S
- Our students will appreciate the diversity of cultures and respect each. S

Hunting Park Christian Academy also has expectations for the school that reaches beyond the student who is attending the school.

- HPCA seeks to influence the homes of the students by demonstrating to them the love of Christ in all home/school interactions. R/I
- Through programs presented by the school, the goal is that the families will have a broader understanding of Christian education and the Christian faith as well. R/I
- HPCA seeks to be an influence to the Hunting Park Community by interaction with the community at many different levels. S/I



# General Information

## Lost and Found

The lost and found is located in the main office. Lost items will be held for no more than two weeks. Unclaimed items will be sent to a local charity or thrown out. Student's belongings must be marked with their full name in permanent ink. Valuables and large amounts of money should not be brought to school.

## School Closing

In the event of severe weather, HPCA will be closed when the Philadelphia School District is closed. Any additional closing will be reported to KYW News Radio, 1060 AM radio. Our school number is 128.

## Telephone Calls

Students need permission to use the office phones. Students are not allowed to use cell phones or receive calls on cell phones during the school day. If there is an emergency, parents should call the school office, and every effort will be made to reach the child.

## TransPass

Students in 1<sup>st</sup> through 8<sup>th</sup> grades who live 1.5 miles or further may qualify for free TransPasses. Please apply in the office.

## **Visitors**

If someone wishes to visit a classroom, he/she must obtain prior consent from the teacher and principal. Guests must report first to the main office, unless they are volunteers that have clearance.

## **Services**

- A. Ayuda Community Center located at 4400 N. Marshall Street runs both a before and after-school program in the HPCA building. For more information, call 215-329-5777.
- B. Elwyn offers the following services during school hours on school premises. Referrals are taken in the main office.
  - a. Reading tutoring (during school)
  - b. Speech
  - c. Counseling
  - d. Educational Psychological testing
- C. Our chaplain, Grant Hofman, is on site each day to offer students Biblical guidance.

## **Health and Safety**

- A. All students are required to be up to date on immunizations. Parents are to give an updated child health assessment every year.
- B. Administering medicine at the school
  - a. For students taking medication in school, the medication must come in the prescription box. The prescription must not be expired.
  - b. The parent must have a doctor fill out a Med 1 form, and the doctor and parent must sign it.
  - c. The prescription must be kept in the main office. **Students are not allowed to keep medication on their person or in their bags.**
  - d. Students are also not allowed to share medication.
  - e. When a student is sent to the office with a cut or other visible mark, a parent will be informed, unless the cut was reopened and parent already knows of the cut.

## **Parent Drivers Policy**

For field trips or after school activities, any parents that use their personal cars to drive must adhere to the following:

- A. The car must have up-to-date registration and insurance.
- B. The driver must be licensed.
- C. The driver must adhere to traffic laws.
- D. The teacher or sponsor must receive parental permission for any students that would be traveling in the vehicle.
- E. Drivers must present updated clearances when driving any students who are not their children.

# Uniforms

- A. Uniforms can be purchased at Action Uniform or Flynn and O'Hara.
- a. PreK and K                      Gym uniform is worn every day
  
  - b. 1<sup>st</sup> – 5<sup>th</sup> grade                      Gray pants (or knee-length skirts if girls prefer) (no cargo, denim, sweat, or stretch material allowed), burgundy golf shirt with school logo, black shoes, boots, or sneakers and white, black, burgundy, or gray socks. Students may also wear the long-sleeved HPCA sweater with school logo or the HPCA cardigan with school logo over the polo.
  
  - c. 6<sup>th</sup> – 8<sup>th</sup> grade                      Gray pants (or knee-length skirts if girls prefer) (no cargo, denim, sweat, or stretch material allowed), white button down shirt, burgundy tie, burgundy sweater vest or sweater with school logo, black shoes or boots (no sneakers), and white, black, burgundy or gray socks. Students may also wear the HPCA cardigan with school logo over the sweater/vest.
  
  - d. Gym Uniform                      Students are to wear sneakers, burgundy T-shirt, shorts, sweat shirt and/or sweat pants (each item with the school logo) on their given gym day.

- e. **Hot Days**                      On days that are above 80 degrees, all students are allowed to wear the gym uniform shorts and t-shirt.

- B. If a child comes to school without the proper uniform, the child will not be allowed to enter his/her class and will be marked absent. The parent will be notified and the uniform must be dropped off or the child must be picked up.

## **Tuition**

Tuition is collected over ten months **beginning in August and ending in May**. Delinquent tuition may result in expulsion of the child, and no records will be released to those who owe tuition.

### **Tuition Collection**

- A. In order for returning students to begin the school year, there may not be any outstanding balance.
- B. Tuition must be paid by the 20<sup>th</sup> for the upcoming month.
- C. If tuition is not paid by the end of a month, the student will not be permitted to attend class until payment is made or a payment arrangement has been approved.
- D. If payment is not made or an agreement not created after five school days, the student will be dropped from the roll.

# Special Events

- A. Christmas Programs - 1<sup>st</sup>-5<sup>th</sup> grades will perform for our annual Christmas Program
- B. Easter Program – Pre-K, Kindergarten, and 6<sup>th</sup>-8<sup>th</sup> grades will perform for our Easter program.
- C. International Night – In February, a school-wide event is planned to celebrate cultures found in the school community and beyond.

# Lunch and Breakfast Program

The lunch and breakfast program at HPCA is run through the Nutritional Development Services of the Archdiocese of Philadelphia. All students are now eligible for free lunch and breakfast! Families **do not** have to fill out any applications! You will receive a breakfast and lunch calendar for each month.

Breakfast is served from 8:00 – 8:20 AM. Students must enter by the Kindergarten room door and go directly to the cafeteria. They will receive breakfast items, sit at the tables, and eat. When they finish, they must line up in the cafeteria.

Lunch times are as follows:

K, 2 <sup>nd</sup> and 4 <sup>th</sup> grade	11:00 a.m. – 11:30 a.m.
1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> grade	11:35 a.m. - 12:05 p.m.
6 <sup>th</sup> -8 <sup>th</sup> grade and Pre K	12:10 p.m. – 12:40 p.m.

# Academic Information

## Curriculum Guidelines

Each grade offers age-appropriate instruction in the following areas: Language Arts (Reading, Writing, [and Spelling in 1<sup>st</sup>-5<sup>th</sup> grades]), Math, Science, Social Studies, Art, Music, Physical Education, Technology and Bible.

## Homework

Homework is assigned to enrich the academic program. Children are required to complete all homework assignments. Teachers will be looking at the following nightly time-lines when considering homework assignments.

Pre K – K	10 - 30 minutes
1 <sup>st</sup> – 3 <sup>rd</sup>	30 – 60 minutes
4 <sup>th</sup> – 8 <sup>th</sup>	1 – 2 hours

## Standards

- A. A child that receives two F's in the year-end average will be retained. If a child fails only math or reading, that child will be retained. A child can make up no more than one F in summer school. If a child fails, it is not guaranteed that there will be space for them in that grade the following year.

**B. Grading Scale –**

**1<sup>st</sup> – 8<sup>th</sup> grades**

A+	98-100	A	93-97	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	68-69	D	63-67	D-	60-62
F	0-59				

**Pre K – Kindergarten**

C	Competent
M	Making Progress
I	Improvement Needed

**Standardized Testing**

- A. Children in 1<sup>st</sup>-8<sup>th</sup> grades will take the MAP standardized achievement test up to three times each year (fall, winter, and spring). The results of these tests are available to each family after they are received by the school.
  
- B. Children in 6<sup>th</sup>-7<sup>th</sup> grades will take Pennsylvania’s standardized achievement test (PSSA) in the spring of each year. The results of these tests are sent to each family after they are received by the school, usually after the start of the following school year.



# Community Standards

## Rules

- A. Wholesome Talk – Students are not allowed to curse, tease or gossip. Students must make every effort to make peace with fellow students.
- B. Students must respect all staff as authority. They must follow directions the first time given.
- C. Students must respect one another in love and keep their hands, feet and objects to themselves.
- D. Students are to come to class prepared, having school supplies and completed homework.
- E. Students are required to respect all school property, including books, desks, chairs, walls, etc. Students are not permitted to chew gum in the building and therefore should not bring gum to school.
- F. Students must walk quietly in the halls.
- G. Students are to enter the building by 8:30 a.m. and leave the building at 2:45 (Pre K – K), 3:00 (1<sup>st</sup>-5<sup>th</sup>), or 3:15 p.m. (6<sup>th</sup>-8<sup>th</sup>) on full days and 1:00 PM. on half days.
- H. Cell phones cannot be seen or heard in the school building. All other electronic equipment is not allowed unless it is used for a lesson in school. If these items are seen or heard, they will be confiscated. Parents will be called to pick up the items.

## Disciplinary Procedures

- A. For minor infractions teachers will be using time-outs, written assignments, journals, or taking away privileges as discipline. When attempts in correcting behavior have failed, teachers will call parents, and/or give a child detention. Parents must honor any detention given to a child.

- B. When despite numerous efforts a child continues to show disruptive behavior (as determined by Hunting Park Christian Academy)**
- a. The teacher and the principal will conference with the student
  - b. The teacher, principal and parent will conference with the student
  - c. The child may be placed on probation for 2-4 weeks during which the child must show an improvement in behavior or he or she will be suspended or expelled.
- C. General Office Visit Procedures – These are guidelines. HPCA has the right to alter this procedure in any way based upon circumstances.**
- a. When a child comes to the office, document date, time, reason, and action taken. Child must fill out a discipline sheet any time they are sent to the office.
  - b. 1<sup>st</sup> time in the office, principal must talk to the child and explain what happens in the office. Call parent.
  - c. 2<sup>nd</sup> time – child may receive a detention. Call parent.
  - d. 3<sup>rd</sup> time – child may receive detention or suspension. Teachers, principal and parent must meet and develop an action plan for child to avoid office visits.
  - e. 4<sup>th</sup> time – child may be suspended for one day. Call parent.
  - f. 5<sup>th</sup> time – child will undergo a probationary period during which time the child must complete certain goals. Goals are determined through a meeting. At the end of the probationary period a child may be expelled, taken off probation, or receive an extended probation.
- D. Some infractions may call for automatic suspension or expulsion. These include (but are not limited to) fighting (on or off school grounds), carrying a weapon, sexual misconduct (see page 24 for HPCA’s policy), or carrying cigarettes, alcohol, drugs or drug paraphernalia.**

- E. It is our belief that the primary source of discipline comes from the parents. We teach the children to honor their parents. Therefore, parents must work with us on discipline and behavior issues. If there is a problem with a rule of the school, parents should speak with the principal. They should not teach their children to disobey the school. A child may be expelled if a parent is unwilling to cooperate with the school.
- F. If a child is having a problem with another student, or if a parent has a problem with a student that is not their own child, the parent should report the problem to the principal or the teacher. A parent should not confront a child if they do not have permission from the child's parent.
- G. In all cases resulting in expulsion the principal has the authority from the school board to exercise this disciplinary option.
- H. Parents have the right to appeal the decision and speak with a board member.

## **Middle School**

As the older students in the school, the junior high students are required to set an example for the younger children in the school. All rules will be set with the students at the beginning of the year, and the students will sign a contract agreeing to cooperate. These rules will be written in the Middle School Handbook and handed out during the first full week of school.

# **Technology Acceptable Use Policy**

## **For Students at School:**

- 1. Treat computers with care. Never eat or drink in the computer lab. Never rough house or play near computers. Type gently.**
- 2. Cell phones and video game usage in the building is prohibited. Students may use e-readers with permission from their teacher.**
- 3. On-line access must be limited to pre-approved websites for research and academic practice only.**
- 4. Passwords are not to be given to other students. Teachers have the passwords for the students' school email accounts, but students should not allow other students in their account and should not enter another student's account.**
- 5. Students are not allowed to download applications or open unauthorized websites or pop-ups.**

## **At School and Home:**

- 1. Plagiarism is prohibited. Students may not cut and paste information or copy verbatim any information without proper quotation and reference. Quotes may only be used for a maximum of 10% of an assignment.**
- 2. Cyber bullying is prohibited. Students should treat each other kindly and build each other up in and out of school. The use of technology to threaten, insult or harass other students may be cause for expulsion or other disciplinary action.**
- 3. Honor the Lord on-line, and recognize the internet is a public forum. Students should refrain from posting provocative pictures or looking at provocative pictures. Students should represent themselves well, speaking, dressing and writing in a way that would not bring them shame in a classroom.**

# **Attendance Policy**

## **A. Lateness**

- a. Children are marked late at 8:31 a.m.
- b. Students will be marked late for incorrect uniform.
- c. When a student is marked late three times without excuse in one term, an hour detention may be issued and a parent will be notified. If a student is late 6 times, that student may be suspended for one day, which will be an unexcused absence.
- d. Students may be expelled for excessive lateness.

## **B. Absence**

- a. Students and their families should know that excessive absences, excused or not, may have serious developmental and academic consequences.
- b. If a student is going to be absent, the parent must call the school office with the excuse.
- c. If a child is absent five consecutive days without an excuse, the child will be dropped from the roll. If a child has fifteen unexcused absences (whether or not they are consecutive), the child will be dropped from the roll.
- d. Examples of excused absences
  - i. Contagious illness, fever or vomiting
  - ii. Loss of a loved one
- e. Examples of unexcused absences
  - i. Does not have a ride

- ii. Excessive excused absences for minor illness without doctor verification.
- C. Dismissal. Please pick up all your children according to the following schedule.
  - i. 2:45 PM – If your **oldest** child is in Pre-K or Kindergarten in the classroom
  - ii. 3:00 PM – If your **oldest** child is in 1<sup>st</sup>-5<sup>th</sup> grades
  - iii. 3:15 PM – If your **oldest** child is in 6<sup>th</sup>-8<sup>th</sup> grades
- D. Students need to be picked up promptly. If a student is picked up after 15 minutes after scheduled dismissal, a **late fee of \$5.00 fee will be charged for each 5 minute period.**

## **Anti-Bullying Policy**

Hunting Park Christian Academy recognizes that bullying behavior is a serious form of aggression that violates God's standards for how we are to treat one another. HPCA is committed to protecting its students and employees from bullying and expects its students and employees to refrain from bullying.

**A. "Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. The characteristics of bullying behavior distinguish it from normal peer conflict:

- It involves a power imbalance where the child doing the bullying has more "power" due to such factors as age, size, support of the peer group, or higher status.

- Bullying is repeated activity where a child is singled out more than once and often in a chronic manner.
- Bullying is carried out with intent to be hurtful to the victim.
- Bullying usually involves bragging and/or put downs initiated by the bully.

**Bullying may involve, but is not limited to:**

- Unwanted teasing/name calling
- Threatening
- Intimidating
- Coercion
- Excluding a child in a malicious way or encouraging others to exclude a child
- Spreading rumors or lies
- Writing hurtful notes about a child
- Physically hurting or threatening a child
- Public humiliation
- Destruction of property
- Cyber bullying (purposeful and repeated harassment and intimidation of someone through digital technologies, such as email, social websites, chat rooms, instant messaging, texting, etc.)

## **B. Training**

The principal will train or set up training for the staff before the start of the school year. The teachers will lead students through bullying training.

## **C. Reporting, resolving, and consequences**

**1.** Any student who believes he/she is a victim of bullying, or any parent or HPCA staff member who are aware of bullying, should report the incident to the classroom teacher as soon as possible.

2. The teacher should investigate the claim to determine if the reported problem is factual and fits the description of bullying.
3. Each member involved (if old enough) will complete a written bullying report.
4. A member of the administration will meet with all parties involved and discuss the situation. The principal will record the incident as an office visit. Parents of all students will be notified by phone.
5. Depending on the incident's *severity* and *frequency* and *the age of the students involved*, there could be the following resolutions/consequences:
  - **Redirection/training** – The administrator/teacher leads the accused student to an understanding of wrong and redirects and trains the student in the way he/she should go. There would be at least one follow-up meeting with the accused and the complainant to determine if changes have been made.
  - **Removal of Privilege** – Everything in “Redirection/training,” plus, as a logical consequence, removal of privilege for a fixed amount of time (no recess for one day, writing positive, edifying words during free time, lunch detention, etc.)
  - **Meeting** – Meet with parents of all involved students, re-emphasizing the danger that bullying presents to our students and community.
  - **Suspension** – for repeated offenses
  - **Expulsion**



# **Sexual Immorality/ Harassment Policy**

One of the goals of Hunting Park Christian Academy is to create a climate in the school that encourages all students of all ages to live in obedience to God's Word. The task of developing children and young men and women of character who are able to resist temptation requires intentional efforts from teachers, parents, guardians, pastors and all others who interact with the lives of HPCA students. Every student at HPCA should expect to learn in a safe, supportive environment and that he/she will always be protected by the personnel of the school. It is expected that HPCA students will guard their minds (Philippians 4:8) by choosing wisely what they see, think and do, and then actively resist and flee from sexual immorality when it directly confronts them. (James 4:7; James 1:13-15; I Cor. 6:18 and I Tim 6:11)

## **Definition of Sexual Immorality/Harassment**

Sexual immorality is the term HPCA uses for a wide variety of actions that spring from references to our sexual natures as males and females. This policy also includes acts of intimidation or disrespect for a fellow student. Here are some examples of actions that would fall under this definition:

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene notes or invitations.
- Viewing pornography of any kind at school or at home. (If it occurs at home, it will only be addressed by the school if it becomes an issue among students at the school otherwise it will be left to the parents to address)
- Visual misconduct: leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons or posters
- Touching of another person's body in places that are considered "private areas".
- Sending text messages of a sexual nature or sexually explicit photographs over the internet. (Such actions will involve required police reporting)
- Older students who are involved in creating or ending a pregnancy whether the person is male or female

## **Responsibility for Reporting**

Any student who learns about or witnesses misconduct related to this policy or is himself or herself a recipient of misconduct of this nature is expected to report this matter immediately to a teacher or the principal. As much as will be possible, the school representatives will make every effort to protect the confidentiality of the student reporting the issue and the other students involved in the issue.

### **Procedures:**

1. An adult who learns of a situation involving what appears to be sexual misconduct will consult immediately with the school principal before starting an investigation.
2. The principal will decide how the student or students will be interviewed and who the parties will be conducting the interview. All interviews should have two adults present. It will be expected that those conducting the interview will respectfully question the student or students allowing the students responses to be viewed as truthful unless proved untrue in subsequent conversations.
3. The principal will notify the board president or other officer of the board that an incident involving this policy is to be addressed.
4. As much as is possible the interviewers will keep an accurate written account of the questions asked and the replies provided. Every effort should be made to keep the matter as private and confidential as possible.
5. If at all possible the principal will alert the potentially involved family or families that an incident is being investigated. However, if it is too late in the school day, the principal will not be required to contact the family until more accurate information may be obtained the following day. At that time it will be expected of the principal that the parents will be made aware of the facts as the school understands them at that time.
6. After the parents have been notified, it will be expected that the family will thoroughly investigate the matter with their child before having a conference with the principal.
7. At the earliest convenience for all parties, a conference should be scheduled at the school. No discipline will be determined until either at the conclusion of this conference or at the earliest time following that conference.

### **Guiding Perspectives:**

Since these issues are often quite emotional, every effort will be made by the school and the parent to listen carefully to one another and to remember that the

most important person in this issue is the student. Respect for one another and grace extended to one another will all work to the benefit of the student. All efforts will be made to understand the truth of the situation. If culpability is determined regarding a particular student, then ownership of the wrongdoing will be sought from the student so that forgiveness can be extended to the student. If discipline is required, every effort will be made to have the severity of the consequences match the severity of the misconduct. The ultimate goal will be to have full restoration following the discipline. However, in dealing with issues of this nature, it may be necessary to remove a student from the school for a serious infraction of this policy.

## **Conclusion**

When handling matters of this nature there will always be room to criticize the details of how the process was directed by either the school personnel or the parent. All of us are imperfect and “fallen creatures”. We serve students best when they have the opportunity to see adults extending grace, kindness and forgiveness as potential misconduct is addressed. All parties are encouraged to bring a large amount of prayer to the situation so that God will receive the glory and the student will be blessed.

Should the misconduct under consideration involve sexting or sending pornographic material over the internet, or should a student be in possession of material that is illegal, or should sexual abuse including rape occur, the civil authorities would need to be immediately notified, and then they would conduct the investigation and not the school.

## **Mandated Reporters**

HPCA as an educational facility is required to report all cases of suspected abuse and neglect to the Department of Human Services. If a child has bruising, or the child reports any type of abuse, the school is required to report it to the DHS. If a child has reported that he/she has been left alone, the school is required to report it. This is the law, not a personal preference on the part of anyone in the school.

## **Statement of Non-Discrimination**

HPCA does not discriminate on the basis of race, color, sex or national origin in its employment decisions. HPCA admits students regardless of race, color, sex, religion or national origin into any and all activities offered by the school.