



Hunting Park Christian Academy

4400 N. 6th Street, Philadelphia, PA 19140

Parent Handbook

2010-2011

Contact Information

Principal: Kevin Deane
Administrative Assistant: Elisha Ruiz
Director of Development: Jen Deane

School Year Office Hours: 8:30 a.m. – 3:30 p.m.

Summer Office Hours: 9:00 a.m. – 12:00 p.m.

Phone: 215-324-1050

Fax: 267-535-2777

Action Uniform
215-537-2415
4532 Frankford Avenue
Philadelphia, PA 19124

Flynn and O'Hara
1-800-441-4122
6243 Frankford Avenue
Philadelphia, PA 19135
www.fando.net

Ayuda Community Center
S.O.S. Director: Cynthia Whitley
215-329-5777

CORA Services
215-342-7660

Mission of H.P.C.A.

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 53% 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. Our mission is to provide affordable, quality Christian education that celebrates a diverse community and leads children to know and serve the Lord.

Goal

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

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

- **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)

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.

Bus Tokens

Students in 1st through 6th grades who live one mile or further may qualify for free tokens or bussing. 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. CORA Services offers reading and math tutoring during school hours on school premises. Referrals are taken in the main office.
- C. Title I provides Math tutoring twice a week and ESL tutoring once a week for students in need of remediation in grades 1 through 5. Title 1 will also be offering after school tutoring for those students who are struggling.

Very Involved Parents (VIP)

The VIP program is for those parents who would like to contribute time and energy into helping make this a fantastic year for the children. The VIP will do things like plan activities, volunteer at the school, attend field trips, etc. All parents are encouraged and welcome to attend.

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. 1st – 5th grade

Gray pants (or skirts if girls prefer), burgundy golf shirt with school logo, black shoes boots or sneakers and white, black, burgundy or gray socks.

c. 6th – 8th grade

Gray pants (or skirts if girls prefer), white button down shirt, burgundy tie, burgundy

blazer or sweater vest with school logo, black shoes or boots (no sneakers), and white, black, burgundy or gray socks

d. Gym Uniform

Students are to wear 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 can be paid on the 10th or 20th 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.

Lunch Program

The lunch program at HPCA is run through the Nutritional Development Services of the Archdiocese of Philadelphia. **This year the lunch program will begin on Monday, September 13th. Please send a lunch with students September 8th-10th.** Parents who would like to participate in the lunch program must fill out an application to find out if the lunch will be free, reduced or full price. All returning students will have the same status as last year until October 1st; then, if the application has not been processed yet, the lunch will be full price. Lunch will be full price for new parents until the application is processed. Hand in applications before or on the first day of school.

For those families that pay reduced or full price, you will receive a lunch calendar for the month. You must check the days you would like lunch and pay the full amount for the month before that month begins. Children will not receive lunch if payment was not received.

Lunch times are as follows:

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

Special Events

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

Academic Information

Curriculum Guidelines

Each grade offers age-appropriate instruction in the following areas: Language Arts (Reading, Writing, [and Spelling in 1st-5th grades]), Math, Science, Social Studies, Art, Music, Physical Education 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 st – 3 rd	30 – 60 minutes
4 th – 8 th	1 – 2 hours

Standards

A. A child that receives two F's in the year-end average 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 –

1st – 8th 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

- 1. Children in grades three through eight will take the MAP standardized achievement test three times each year (fall, winter, and spring). The results of these tests are sent to each family after they are received by the school.**

- 2. Children in grades three through eight will take a standardized achievement test in the spring of each year. The results of these tests are sent to each family after they are received by the school.**

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, bathrooms, 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 by 8:30 a.m. and leave the building at 3:00 p.m. on full days and 12:00 p.m. 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. Trading cards are prohibited. 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 will 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. Some infractions may call for automatic suspension or expulsion. These include fighting (on or off school grounds), carrying a weapon, sexual misconduct, or carrying cigarettes, alcohol, drugs or drug paraphernalia.
- D. 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 come to me. 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.
- E. 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, the parent should report the problem to the principal, the teacher or the child's parent. A parent should not confront a child if they do not have permission from the child's parent.

- F. In all cases resulting in expulsion the principal has the authority from the school board to exercise this disciplinary option.

Junior High

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 Junior High Handbook and handed out during the first full week of school.

Attendance Policy

A. Lateness

- a. Children are marked late at **8:31 a.m.**
- b. Students will be marked late for incorrect uniform.
- c. If a student is late three times in a quarter, those latenesses will be converted into one absence. Each set of three latenesses will count as an absence. For example, if a

child is late nine times, three absences will be added to his or her absence total for that quarter.

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. Pick-up:

School ends at 3:00, and students need to be picked up promptly. If a student is picked up after 3:15, a late fee of **\$10.00** must be paid by the parent. After 3:30, an **additional \$5.00 fee will be charged for each 5 minute period** (3:35, 3:40, 3:45, etc.).

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 or national origin into any and all activities offered by the school.