

Hunting Park Christian Academy

**Middle School
Student
Handbook
2021**



Kneeling We RISE

Dear Students,

Welcome to Hunting Park Christian Academy. Hunting Park Christian Academy started in 1999. At that time we only had 70 students and 5 classes. We grew quickly to our full capacity of 200 students, and our first eighth grade class was added in 2003.

Our mission is to provide you with a quality Christian education. Our hope is that you will find the love of Jesus Christ, and learn more about Him. **This year, our school theme is “Kneeling We RISE”. We are excited to see how the Lord works in your lives and how you work in the lives of others.** Also, our desired student outcomes are shown in “RISE!”; we want to see you:

- Respond to the gospel
- Ignite the community for change
- Serve God and others
- Excel in academics and life

As you grow, we want to encourage you in your walk with Jesus, and we want to help you see where the Lord may be revealing himself to you in different situations. We also would like to see you grow academically, and this requires hard work both on your part and on our part. We hope that you will learn how to not only function but also to excel in society. Finally, we want to see you learn to love others, and to resolve problems peacefully.

You are our upperclassmen, and that means that you have more responsibilities, but it also means that you have more privileges. This handbook is a guide to our expectations of you, and what you can expect from us. I look forward to seeing and meeting all of you, and I look forward to the new school year.

Sincerely,

Mrs. Figueiredo
Principal

Responsibilities

Below you will find a list of the rules and expectations that will aid students in achieving their goals.

School Rules

1. Students will come to school on time.
2. Students will come to school prepared for class and will turn in all homework.
3. Students must not chew gum anywhere in the school building
4. Students must not bring portable video games, trading cards of any kind, or any items that would cause a disruption. Cell phones must be kept in the locker during the school day.
5. Students must have written permission to leave the class.
6. Students will walk quietly in the hall and stay on the right side.
7. Students must wear their uniforms to school and must not wear hats or hoods in the school.
8. Students must wear masks over the nose and mouth throughout the building, but may wear a face shield at their desk.
9. Students must not talk without permission.
10. Students must not distract other students.
11. Students must be respectful of other's belongings. We are not permitted to share items during Covid.
12. Students must not deface school property.
13. Students must respect all faculty and staff of HPCA. They must not directly disobey or speak harshly with a teacher or staff person.
14. Students must follow the rules and procedures of the individual teachers.
15. Students are to represent the school well in outdoor activities.
16. Students must not curse.
17. Students must conduct themselves appropriately with other students. There is to be no sexual harassment of any kind. All behavior should be appropriate for a school setting. (automatic suspension or expulsion)

18. Students must not bring dangerous items to school (automatic suspension or expulsion)
19. Keep hands, feet and objects to yourself (automatic suspension or expulsion)

Locker Policies and Procedures **Student and Parent Copy**

General locker policies and expectations:

- Students must place all non-uniform clothing into the lockers. They may still use backpacks.
- Students must place all cell phones, smart watches, and other electronics except for the school-issued chrome book into the lockers. The established HPCA policy on these devices will remain in effect.
- Students are not allowed to go to their lockers during non-scheduled times.
- This includes when students say, "I left my homework/project/snack/etc. in my locker. Can I go get it?" They cannot.
 - If a student breaks this policy, it will be considered the same as being in an area of the building without permission. This results in an office visit and could lead to suspension or expulsion.
- No food or drink will be allowed in lockers.
- Students are responsible for keeping lockers neat and clean.
- If policies are not followed, established HPCA responses, disciplines, etc. will be enforced. In some situations, students may lose the privilege of using a locker.

Lockers Usage Procedures:

- Students will visit lockers at the following times:
 - **1st locker visit: 8:30** (with teacher monitoring) and must finish by 8:40. They must get everything they will need for **both** morning blocks at this time.
 - Late-arriving students may not use lockers until 12:35.
 - **2nd locker visit: At the end of lunch, around 12:35** (with

- lunch staff monitoring). Students must get everything they will need for all classes until the end of the day.
- **3rd locker visit: End of day, 6th and 8th will go at 2:15 and 7th will go at 3:05** (with classroom teachers monitoring).
 - Early dismissals:
 - If a student has a known early dismissal, they can prepare for that at the previous locker usage visit. Parents must first make the teacher aware of the early dismissal.
 - If it is an unplanned emergency office personnel may monitor the locker
 - In accordance with 22 Pa. Code 12.14.:
 - Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.
 - Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

How to Open Combination Locks

- 1) Turn RIGHT three whole turns until you reach the first number of the combination.
- 2) Turn LEFT one time past the first number and continue until you reach the second number.
- 3) Turn RIGHT until you reach the third number. Stop.
- 4) Lift handle.

Technology Acceptable Use Policy

For Students at School: Treat computers with care. Never eat or drink in the computer lab. Never rough house or play near computers. Type gently.

1. Cell phones and video game usage in the building is prohibited. Students may use e-readers with permission from their teacher.
2. On-line access must be limited to pre-approved websites for research and academic practice only.
3. 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.
4. 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.

HPCA 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. 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**

6th Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:00	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ LA
9:00-9:45	GYM	LA	LA	LA	Chapel/LA
9:45-10:30	LA	LA	LA	LA	LA
10:35-11:20	S.S.	Art	S.S.	S.S.	S.S.
11:20-12:05	Science	Science	Science	Science	Science
12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-12:50	Locker	Locker	Locker	Locker	Locker
12:50-1:35	Math	Math	Math	Math	Math
1:35-2:20	Math	Bible	Math	Bible	Math
2:20- 2:30	Locker	Locker	Locker	Locker	Locker
2:30 -3:15	LA	Study Hall	Study Hall	LA	Study Hall

7th Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting M.M.	Locker/ SS
9:00-9:45	S.S.	SS	S.S.	Science	Chapel/SS
9:45-10:30	Science	Science	Science	Gym	Science
10:35-11:20	Math	Bible	Math	Bible	Math
11:20-12:05	Math	Math	Math	Math	Math
12:10-12:40	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-12:50	Locker	Locker	Locker	Locker	Locker
12:50-1:35	LA	LA	LA	LA	LA
1:35-2:20	LA	LA	LA	LA	LA
2:20– 3:05	Study Hall	Art	Study Hall	SS	Study Hall
3:05 – 3:15	Locker	Locker	Locker	Locker	Locker

8th grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Morning Meeting	Locker/ Math
9:00-9:45	Math	Math	Math	Math	Chapel/Math
9:45-10:30	Math	Math	Math	GYM	Math
10:35-11:20	LA	LA	LA	LA	LA
11:20-12:05	LA	Art	LA	LA	LA
12:10-12:40	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-12:50	Locker	Locker	Locker	Locker	Locker
12:50-1:35	S.S.	S.S.	S.S.	S.S.	S.S.
1:35-2:20	Science	Science	Science	Science	Science
2:20-2:30	Locker	Locker	Locker	Locker	Locker
2:30-3:15	HS Readiness	Bible	Study Hall	Bible	Study Hall

Half-Day Schedule

Period	6 th	7 th	8 th
8:30-8:40	Locker	Locker	Locker
8:40-9:00	Chapel or MM	Chapel or MM	Chapel or MM
9:00-10:00	L.A.	SS/Science	Math
10:00-11:00	SS/Science	Math	L.A.
11:00-12:05	Math	L.A.	SS/Science
12:10-12:40	Lunch	Lunch	Lunch
12:40 – 1:00	Locker	Locker	Locker