

Hunting Park Christian Academy

**Middle School  
Student Handbook  
2024-2025**



**Open Our Eyes, Lord**

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, and our first eighth grade class was added in 2003. This year, we will be graduating our 22<sup>nd</sup> class!

**Our mission is to provide you with an affordable, quality, Christian education that celebrates a diverse community and leads you to know and serve the Lord.** Our hope is that you will find the love of Jesus Christ and learn more about Him. This year, our school theme is “Open Our Eyes, Lord.” 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 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 (8:30am).
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 electronics, portable video games, smart watches, or any items that would cause a disruption. Cell phones must be kept in lockers.
5. Students must have 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 not talk without permission.
9. Students must not distract other students.
10. Students must be respectful of others' belongings. They must not borrow without permission, and they must return things in good condition.
11. Students must not deface school property.
12. Students must respect all faculty and staff of HPCA. They must not directly disobey or speak harshly with a teacher or staff person.
13. Students must follow the rules and procedures of the individual teachers.
14. Students are to represent the school well on field trips and outdoor activities.
15. Students must not curse.

16. 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)
17. Students must not bring dangerous items to school (Automatic suspension or expulsion)
18. Keep hands, feet and objects to yourself (Automatic suspension or expulsion)
19. Students must represent our school well outside of school hours or premises.

### **Technology Acceptable Use Policy**

For Students at School:

1. Treat computers with care. Never eat or drink near computers. Never 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 purposes 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.

## **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 is 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**

### **Classroom Rules**

These rules are to be designed and agreed upon by students to ensure each student's success and achievement.

*\*Developed by individual classrooms*

## 6<sup>th</sup> Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:00	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Chapel
9:00-9:45	Language Arts	Language Arts	<b>ART</b>	<b>GYM</b>	Language Arts
9:45-10:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:35-11:20	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
11:20-12:05	Science	Science	Science	Science	Science
12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-1:30	Math	Bible	Math	Bible	Math
1:30-2:15	Math	Math	Math	Math	Math
2:15 - 3:15	Study Hall	Life Skills	Language Arts	Language Arts	Elective

## 7<sup>th</sup> Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Chapel
9:00-9:45	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
9:45-10:30	Science	Science	<b>ART</b>	<b>GYM</b>	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
12:40-1:25	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
1:25-2:15	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
2:15- 3:15	Life Skills	Study Hall	Science	Science	Elective

## 8<sup>th</sup> Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Chapel
9:00-9:45	Math	Math	Math	Math	<b>ART</b>
9:45-10:30	Math	Bible	Math	Bible	Math
10:35-11:20	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
11:20-12:05	Language Arts	Language Arts	<b>GYM (11:15)</b>	Language Arts	Language Arts
12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-1:25	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
1:25-2:15	Science	Science	Science	Science	Science
2:15-3:15	High School Readiness	Math	Study Hall	Math	Elective

Mr. Smith  
 Ms. Barfield  
 Mrs. Caceres

6<sup>th</sup> grade Homeroom (+Language Arts)  
 7<sup>th</sup> grade Homeroom (+ Social Studies and Science)  
 8<sup>th</sup> grade Homeroom (+ Math)



## **Typical Half-Day Schedule**

8:31-9:00: Homeroom

9:00-10:00: First Block

*(stay in homeroom class subjects)*

10:05 – 11:05: Second Block

*(6<sup>th</sup> goes to SS and Science, 7<sup>th</sup> goes to Math, 8<sup>th</sup> goes to LA)*

11:10 – 12:05: Third Block

*(6<sup>th</sup> goes to Math, 7<sup>th</sup> goes to LA, 8<sup>th</sup> goes to SS and Science)*

12:10 – 12:40: Lunch

12:40 – 12:45: Lockers and line up for dismissal