

Hunting Park Christian Academy

**Middle School
Student
Handbook
2026-2027**



Your Kingdom Come

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 24th class!

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 “Your Kingdom Come.” 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 lockers all day, and may only come out at the end of the day.
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 other's 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 not disrespect a teacher or staff member. 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)

Locker Rules and Procedures

1. Students will be able to access their lockers at the following times:
 - Before school begins.
 - During lunch period.
 - At the end of school before dismissal
2. Students will each be given a personal locker code. They are responsible for learning their code. They should, under no circumstances, give their code to anyone else.
3. Students will not be allowed to go to their locker outside of these times. They are responsible to make sure they have the materials they need for the classes they will have between these time slots.
4. Students may not store their own possessions in other students' lockers. Any items we find being stored in another student's locker will be handed in to the office for a parent or guardian to pick up.

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.
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.

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**

Disciplinary Process

1. First incident. The teacher offers a warning and explains to the student why the behavior was problematic.
2. Second incident. The teacher will have a conversation with the student and notify parents/guardians about the behavior.
3. Third incident. The teacher will have a second conversation with the student and notify parents/guardians about the repeated behavior.
4. Office visit to dean of students (Ms. Jones). The teacher will send the student to Ms. Jones with explanation of repeated behavioral concerns and notify parents of the office visit.*

*First two office visits will be with the dean of students. After two office visits, the student will meet with the principal. Uniform infractions will be a direct office visit. In the very rare event of illegal activity or physical altercation, a direct office visit will also be exercised.

Appeal Process

If a student feels that the teacher did not handle discipline in a fair manner or did not witness the whole situation, they may always raise their concerns. We expect that they do this in the following manner, however:

1. Follow the teacher's instruction with no question or response at the moment. This allows for no further disruption in the classroom than has already happened.
2. Discuss with the teacher what took place at a settled upon quiet time. The teacher should initiate a conversation about what took place with the student. However, if the teacher forgets to follow up with the student, they

- may approach a teacher to request a time to discuss what happened with the teacher.
3. If there remains unsettled concern about the situation, the student will speak with Ms. Jones to determine what further steps would be appropriate.

Classroom Rules

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

Developed by individual classrooms

6th Grade					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:00	Morning Meeting	M.M.	MM	M.M.	Chapel
9:00-9:45	LA	LA	Art	Gym	LA
9:45-10:30	LA	LA	LA	LA	LA
10:35-11:20	S.S.	Social Studies	S.S.	S.S.	S.S.
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	Study Hall	LA	Life Skills (In Math Room)	Elective
7th Grade					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Morning Meeting	M.M.	MM	M.M.	Chapel
9:00-9:45	S.S.	SS	S.S.	Science	S.S.
9:45-10:30	Science	Science	Art	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
12:40-1:25	LA	LA	LA	LA	LA
1:25-2:15	LA	LA	LA	LA	LA
2:15– 3:15	Study Hall	Life Skills	Science	SS	Elective
8th grade					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Morning Meeting	M.M.	MM	M.M.	Chapel
9:00-9:45	Math	Math	Math	Math	Math
9:45-10:30	Math	Bible	Math	Bible	Math
10:35-11:20	LA	LA	Art	LA	LA
11:20-12:05	LA	LA	LA	Gym	LA
12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-1:25	S.S.	S.S.	S.S.	S.S.	S.S.
1:25-2:15	Science	Science	Science	Science	Science
2:15-3:15	HS Readiness	Study Hall	Study Hall	LA	Elective

Miss Curcuruto
Miss B
Mrs. Caceras

6th grade Homeroom
7th grade Homeroom
8th grade Homeroom