

# HOPE CHRISTIAN ACADEMY

## 2020-21

### STUDENT HANDBOOK

Hope Christian Academy  
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*Be joyful in hope, patient in affliction, faithful in prayer.  
Romans 12:12*

## Table of Contents

### **Introduction Section**

Board of Trustees.....	1
Faculty.....	1
Support Staff.....	1

### **Identification Section**

Vision Statement.....	1
Mission Statement.....	1
Philosophy of Education.....	1
Statement of Purpose.....	1
Statement of Faith.....	2

### **Procedures Section**

Admissions.....	3
Homework.....	3
Attendance.....	3
Tardies.....	3-4
Excused Absences.....	4
Unexcused Absences.....	4
Prearranged (Permitted) Absences.....	4-5

### **Lifestyle Expectations**

Student Conduct.....	5
Student Discipline.....	5-6
Student Dress and Grooming.....	6-7
Opportunities for Parent Involvement.....	7

### **Health and Safety Issues**

Health.....	7
Distribution and Consumption of Medication.....	8
Illness.....	8
Health and Safety Standards.....	8-9
Immunization.....	9

### **General and Miscellaneous Information**

Campus Hours.....	9
Campus Visitors.....	9
Change of Address.....	9
Conference Scheduling.....	9
Delivery and Pickup of Students.....	9
Lost and Found Items.....	9
Lunch Program.....	9
Messages.....	9
School Calendar.....	9
Parent – Student Handbook.....	9
School Delay & Closing.....	10

## **INTRODUCTION SECTION**

### **School Leadership Roster**

#### **2020-21 Board of Trustees**

Pastor Bill Croteau  
Charles Dean  
Jeremy Fletcher  
Chris Glatfelter  
Whittney Kipp  
Dr. Louise Hine  
Joyce Winfield

#### **Administrator**

Dr. Louise Hine

#### **Faculty**

Teacher	Alleene Dean
Teacher	Joy Minnier

#### **Support Staff**

Secretary (Part-time) Joyce Winfield

### **Vision Statement**

1. To teach that Jesus Christ is to be the most important role model in all areas of life.
2. To encourage students to receive Jesus Christ as their personal Savior.
3. To urge and encourage them to be involved in caring for others, both in civic life and Christian service.
4. To instill in students the habit of discerning, using a Christian mindset.
5. To integrate the Scriptures into all subject areas.
6. To encourage students to become involved in their local church.
7. To maintain an outstanding academic program that will be a solid basis for whichever course of study a student will choose upon graduation.
8. To instill the knowledge, study habits, and academic skills necessary for further avenues of study or occupational endeavor.
9. To advocate daily devotional times involving Bible study and prayer.
10. To provide an academically complete Christian -based curriculum.
11. To employ administration, faculty and volunteers who display how to live for the Lord.
12. To maintain a physical plant in which students, administrators, teachers, and volunteers can work effectively

### **Mission Statement**

The mission of Hope Christian Academy is to provide a quality education based upon God's truth that will build a strong Christian foundation, establish steadfast, Godly character, and instill a lifelong passion for Jesus Christ in the lives of our students.

### **Philosophy of Education**

We believe in the Divine inspiration and inerrancy of Scripture, depending upon its truths as the basis for all learning. Therefore, all curriculum and teaching will be based upon those truths.

### **Statement of Purpose**

The purpose of this organization is to provide quality Christian education at reasonable cost to families, without profit to the organization. It is our intention to partner with Christian families to teach and train children and youth, to build Christ-like attitudes and behaviors in them, while also providing a Biblically based education in reading, writing, speaking, and mathematical and scientific understanding.

## **Statement of Faith**

We believe the Bible to be the only inspired, infallible, authoritative Word of God.

*(2 Timothy 3:16, 2 Peter 1:21)*

We believe there is only one God, in three persons, the Father, Son, and Holy Spirit.

*(Matthew 28:19)*

We believe in Jesus Christ, the only Son of God; that He was conceived by the Holy Spirit, born of the Virgin Mary *(Isaiah 7:14)*; that He suffered under Pontius Pilate, was crucified, died, and was buried *(1 Corinthians 15:3)*; that He arose on the third day *(1 Corinthians 15:4)*, ascended into heaven, where He sits at the right hand of God the Father *(Mark 16:19)* and will come again to judge the living and the dead. *(Acts 1:11)*

We believe in the Holy Spirit *(Romans 8:13,14)*, the worldwide Church, the communion of saints, the forgiveness of sins *(John 3: 16-18)*, the resurrection of the body and life everlasting.

*(John 5:28-29)*

We believe that salvation is only through faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

We believe that the term "marriage" has only one meaning: the unity of one man and one woman in a single exclusive union, as delineated in Scripture. *(Genesis 2:18-25)*

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. *(1 Corinthians 7:2-5)*

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex *(Genesis 1:26-27)*. Those who reject their biological sex reject God's design and the person He created them to be.

We believe that life, created by God, begins at conception and continues until natural death. Any attempt to end life after conception is against God's design.

We believe that God offers every person forgiveness, redemption, and restoration to all who confess and forsake their sin. *(Acts 3:19-21, Romans 10:9-10; 1 Corinthians 6:9-11)*

We believe that a Christian believer is to be distinct from the world by consistent Christ-like conduct and be in the world as life-giving light.

We believe that it is our task as Christians to fulfill the great commission, to make disciples of all nations and to pass that on to the students and their families.

We believe that it is our task to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities provided and made available to students at the school.

## **PROCEDURES SECTION**

### **Admissions**

Application process for Hope Christian Academy:

- ✓ Submit the Application for Admission including the non-refundable Application Fee (Fee is \$50.00 per student).
- ✓ Submit a copy of student's academic records.
- ✓ Parent Interview - scheduled with administrator or a member of the school staff.
- ✓ Entrance Testing - scheduled with administrator or teacher.

After Acceptance to HCA

- ✓ Submit a copy of Birth Certificate.
- ✓ Submit a copy of Immunization Record.
- ✓ Submit copy of dental exam if required for grade level.
- ✓ Submit copy of physical exam if required for grade level.
- ✓ Submit Tuition Payment Policy/Financial Responsibility Statement.
- ✓ Pay the non-refundable Curriculum Fee.
- ✓ Attend New Parent Meetings (dates to be announced).

### **Homework**

Schoolwork classified as "homework" is unfinished classwork, extra drill and practice which the teacher deems necessary or long-term assignments. Homework assignments are given beginning in first grade.

Please note the following:

- ✓ Homework is assigned to aid the student in better understanding the subject for which homework is assigned. It is crucial the student understands that the importance of completing homework in the time given.
- ✓ While parents are encouraged to explain the work whenever necessary, homework must be done by the student. Parents should help the student by providing a quiet place and a regular time for study. Students are expected to complete assignments by the due date.
- ✓ While the school admonishes students to always complete assignments on time, we also realize that circumstances will occasionally prevent homework from being done on time. The acceptability of such circumstances will be at the discretion of the individual teacher. It is not our desire to penalize students in such situations, but rather to penalize work that is consistently late.

### **Attendance**

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

#### **1. Tardiness**

- a. Being tardy due to a lack of self-discipline is contrary to a well-ordered life.
- b. Coming into school, class, or a special activity after the scheduled start time will not be tolerated.
- c. When a student arrives after the start of the school day (see School Start and Dismissal), a parent must sign in the student at the Office or the student must present a signed note from the parent explaining the tardiness.

#### **Consequences for Unexcused Tardies**

AFTER 5 UNEXCUSED TARDIES:

- ½ day absence will be marked on the attendance record

AFTER 10 UNEXCUSED TARDIES:

- 1 day absence will be marked on the attendance record

ALL TARDIES ARE CUMULATIVE

**2. Excused Absences:**

- a. Illness- a certificate of a physician is required for an absence of 3 days or more
- b. Quarantine
- c. Death in family
- d. Impassable roads
- e. Emergencies or circumstances deemed a good and sufficient cause for absence by the Administration.

Written excused must be provided upon return to school and must state the reason of absence. After 3 consecutive days of absence, a Doctor's excuse is required.

**3. Unexcused Absences:**

- All other absence for any reason other than those listed above will be considered unexcused, unless, they are preapproved with the administration. When a student has an unexcused absence, it is the responsibility of the student to get all homework assignments and class work completed and handed in to the teacher one day after return.

**Consequences for Unexcused Absences**

5 UNEXCUSED ABSENCES:

- A letter will be sent home explaining policy

10 UNEXCUSED ABSENCES:

- A meeting will be scheduled with Administrator, teachers, students, and parents to discuss damage done by these habitual absences. Any unexcused absences will result in detention from 3-4 PM within one week of the unexcused absence. A doctor's note will be required for excused absences. No family days or educational days may be scheduled for the remainder of the year.

15 UNEXCUSED ABSENCES:

- Another meeting will be scheduled with Administrator, student and parents to discuss absentee policy. Each additional unexcused absence will result in one day of in school suspension.

20 UNEXCUSED ABSENCES:

- Another meeting will be scheduled with the Administrator, student and parents to discuss absentee policy. Retention may be recommended. Referral to an appropriate agency will be made.

Limitations and conditions:

- The maximum number of Excused and Unexcused absences is twenty (20) day per school year. It is very questionable whether a student can meet academic requirements if he or she is absent more than the maximum number of days. Students missing more than the maximum number of absences in any school year may not be eligible for promotion, graduation, or scholarship money for the following school year. These cases will be reviewed by the administration to evaluate extenuating circumstances.

**FAMILY LEAVE (PLANNED ABSENCE)**

Families are allowed a maximum of five (5) excused absences for family activities during the course of a school year. Parents must make a request to the school administrator prior to these absences in order for them to be excused. Parents must allow sufficient notice for the school to make provisions for the student's learning to continue during the absence.

All requests for these absences must be submitted in writing a minimum of three (3) days prior to the absence. Work assignments must be obtained from the teacher before student leaves for vacation. The teacher will have assignments three (3) days before student leaves on vacation. All work assignments must be labeled well, completed and handed in to the teacher one day after day of return. Missed quizzes and tests must be made up within 3 days of return to school, counting the day of return. It is the student's and not the teacher's responsibility to obtain work assignments, and make sure they are turned in

promptly. All work that is past the due date is considered incomplete and the student will receive a zero for any assigned work, including tests and quizzes that are not completed before the deadline.

Students are allowed one (1) educational day per school year. An educational day must be clearly and primarily educational in nature, should be clearly enunciated in an age- appropriate project, or a neat, grammatically correct essay of length and scope to be determined by the administration in consultation with teachers. All requests for these absences should be submitted for approval in writing a minimum of three (3) days prior to absence. Absences denied the status of educational days will be considered unexcused.

### **Student Conduct**

The administration and teachers of the Hope Christian Academy expect conduct and behavior from students that exemplifies Jesus Christ at all times. The discipline policies and procedures are designed to foster accountability, responsibility, and self-discipline. These qualities will enable students to bring honor and glory to God, family, community, and country.

Teachers, staff, and school board members are the authority in classrooms, on campus, and at school sponsored events. Disrespect and disobedience will not be tolerated.

*Board of Trustees Approved Attendance Policy 08-26-2019*

### **Student Discipline**

Appropriate behavior is expected of all students, staff, and volunteers. There is to be respect for everyone in the building. Name calling, hitting, fighting, spitting, bullying, or other disrespectful actions will not be tolerated. Students displaying such actions will be:

Removed from that location, questioned, and kept in a supervised area until the details are gathered. Consequences may be missing an activity, writing a description of the incident, writing a letter to their parent about the incident

If a similar incident occurs with the same student(s) the length of time to miss an activity will increase, the written letter to their parent and the description of the incident will be repeated.

Violent behavior will especially not be tolerated. Violent behavior may include hitting, scratching, striking with an object, threatening or carrying out physical hurt or damage to another person. The offending student(s) will be removed and separated, supervised, until the details of what happened are fully gathered from all who were involved or witnessed the behavior.

Consequences may include: removal from the activity, extended alone time in a supervised area, a written report from the student(s), and a call to the parent(s) of the student(s). Depending on the age and condition of the student(s), the parent may be called to come to pick up the child. In case of a second incident, the students may be assigned out of school suspension for a day or more.

Bullying is a serious problem that causes harm to many students; therefore it will not be tolerated. It can be displayed physically, verbally or non-verbally, or electronically. Specific actions may be hitting, pushing, tripping, teasing or taunting, criticizing, spreading rumors, racial or ethnic slurs, nasty looks, ignoring or excluding on purpose, sending cruel or threatening messages.

- Students need to report bullying to a teacher or adult immediately; if a child comes home and accuses a student of bullying, the parent needs to report the accusation to the administration; if a staff member or volunteer sees a student being bullied, that adult needs to report to a teacher immediately; if a teacher sees a student being bullied, that teacher should stop the situation immediately in a calm, yet firm way, then document the situation and report the incident to the administrator; the administrator and teacher will discuss consequences for the bullying student.

- In order that students and staff may know and be able to correctly identify bullying, staff will be instructed according to the definitions supplied by the Center for Safe Schools:

- When intentional electronic, written, verbal or physical acts which are directed at another student or student(s) which occur in a school setting that is severe, persistent, or pervasive that has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

*(School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.)*

In addition to training for the staff, students shall also receive training to identify bullying and to learn how to protect themselves, how and when to report it and to whom, and what and when they may help another student who is being bullied. This training shall be based upon the Pennsylvania Bullying Prevention Toolkit.

Whenever an incident of bullying or disrespect as described above occurs, the witness is expected to report the incident to the teacher or supervisor, who will first deal with the students involved, then document the report in writing and forward it to the administrator.

The administrator will then review the report and talk with those involved. If the appropriate disciplinary reaction has occurred, the administrator will sign the report and it will be logged in a discipline folder, with a copy placed in the student's cumulative folder.

Depending on the seriousness of the incident, the administrator may converse with the student, to be certain the student understands the difficulty he/she has caused and why it is not acceptable. If the incident is a repeat offense or it is of a more serious nature, additional discipline may result; an additional report to another agency may be required. In such a case, the administrator is the responsible party. After these actions have occurred, within 24 hours, the teacher or parent who handled the initial incident will receive a verbal and a written report of what has been done.

If the student, parent, teacher, or supervisor is not satisfied with the outcome of these actions, he/she may complete and submit a Complaint form to a committee of the Board which will be responsible for reviewing all complaints and responding to them.

*Board of Trustees Approved Discipline Policy 09-09-2019*

### **Student Dress Code**

Hope Christian Academy has an important testimony to maintain in the community. Even though God looks at the inward man, the world looks at the outward appearance. There is clear Biblical teaching on the difference between the sexes (1 Samuel 16:7), therefore it is necessary that everyone associated with HCA be above reproach in the matter of outward appearance.

- The school's dress standards should be enforced at all school activities unless the students' parents are notified of a change in advance of the activity.
- School authorities will be the final authority on whether dress meets school standards.
- HCA reserves the right to make rulings on any new fads or changes in style that may occur. Parents, too, should observe the school dress standards when attending school functions.
- A major principle underlying all standards of dress is modesty. This obviously applies to common decency, but it also involves calling undue attention to oneself. Bizarre dress that makes a person a spectacle is as inappropriate for Christian dress as clothing that calls inappropriate attention to the body.

GIRLS:

1. Modest shirts, polo or tee shirt, may be monogrammed (HCA logo or text, Polo, Under Armor, etc.). No words, pictures, or graphics \*Please see example below.
2. Modest pants
3. Dresses of modest length (to the knee)



4. Skirts and shorts of modest fit and length (to the knee)
5. Shorts are to be worn only during the months of May through September.

**BOYS:**

1. Modest shirts, polo or tee shirt or collared, may be monogrammed (HCA logo or text, Polo, Under Armor, etc.). No words, pictures, or graphics \*Please see example below.
2. Modest pants
3. Shorts are permitted if of modest fit and length (to the knee)
4. Shorts are to be worn only during the months of May through September.

A copy of this policy is available in the office.



*Board of Trustees Approved Dress Code 08-26-2019*

**Opportunities for Parent Involvement**

Parental involvement is critical to Hope Christian Academy's overall effectiveness. Parents can get involved by:

**Fund-Raising**

A major source of revenue for Christian Schools is fundraising, that is, selling a product or service for a profit. Carefully planned, well-managed fundraising activities can be successful and can result in greatly needed funds for the school. Students may also profit by working together toward a common goal. Likewise, fundraising can often unify the faculty, staff, parents, and students in a way not experienced previously.

**Volunteering**

Volunteers are an essential part of Hope Christian Academy. With time, skill, and patience our volunteers help our students and our school in the following areas of need:

- ♥ Chaperoning
- ♥ Classroom Activities
- ♥ Office Help
- ♥ Lunchroom Monitor
- ♥ Cleaning
- ♥ Maintenance
- ♥ Other

**HEALTH AND SAFETY ISSUES**

**Health**

A complete school health examination record is kept for each student. This record shows the health history of the child, his physician's name, and emergency telephone numbers where either parents or relatives can be reached. It also lists diseases and other serious illnesses, injuries, or health conditions the student has had.

Purpose:

1. To ensure a safe environment.
2. To monitor correct Administration of medications that must be given during school hours, often by non-medical personnel.
3. To coordinate medical care between private physician, home and school (which includes not only medication administration but observation of the child for adverse side effects as well as good response to medication therapy).

## **Distribution and Consumption of Medication**

### **Policy:**

No medication will be given by school personnel unless the following guidelines are met:

1. Prescription drugs must have a completed physician authorization form and parental permission in writing, completely filled out. New forms must be submitted each school year and as necessary for changes in medication order.
2. All medications must come to school in the original container, marked by the pharmacy, label to include child's name, medication, dosage, route of administration and frequency.
3. It is advised that all medication should be brought to school by the parent or responsible adult and given to the school secretary or nurse. Do not send medication in the lunch box. The medication will be kept locked in the school/nurse's office. A written record of administration of medication will be kept.
4. Non-prescription medications (e.g. Aspirin, Tylenol, Benadryl), even topical ointments, must have a parental permission form with the labeled medication brought to the school/nurse's office. If the non-prescription medication is to be used more than five (5) consecutive school days, a physician authorization is required.
5. Medication to be given on an as needed basis requires written parental permission (as well as written physician permission for prescription medication) with specific guidelines as to indication for use. The parent will be called if there is any question as to the appropriate use. Examples of this type of medication include inhalers for respiratory problems, allergy medication, pain relievers (Aspirin, etc.). This medication must be supplied by the parent.
6. When the child is usually responsible for taking his/her own medication, he/she may do so in school without supervision by school personnel, provided the physician and parent provided the required authorizations. In such instances, it is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken, and the parent should provide a written statement relieving the school of such responsibility.
7. Any medication found in the child's possession which is not covered by the above descriptions, will be given to the administrator or school nurse and the parent will be notified.

### **Illness**

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children on the bus and in the classroom. Working parents, please check your child before you go to work and be sure that he is well. If your child becomes ill at school and is unable to attend class, we will contact you. Please have on file in the school office instructions for whom to contact if you cannot be reached. Be prepared to pick up your child in a timely manner.

### **Health and Safety Standards**

At the start of each school year, each family will fill out an emergency release form. If a student becomes ill, parents will be contacted to make arrangements to pick up the child. It is the responsibility of the parents to ascertain the child's physical condition before leaving home and not allow a sick child to come to school.

According to state law, the school is not permitted to give out medication (not even aspirin) without a parental or doctor's note. Students are not permitted to carry their own medication unless they have parental and/or physician permission. The school office will administer the medication upon proper notification.

All buildings are maintained to achieve the maximum level of safety and health standards. Buildings meet all the requirements of the Pennsylvania Code. All classrooms, corridors, etc., will be kept free from stored equipment to assure safety and freedom of movement.

There will always be a fire and disaster alarm system in operation, evacuation plan and periodic fire drills will be held in accordance with state law. Students will be trained as to the correct procedures to follow and up-to-date records will be kept.

### **Immunization**

All of the following immunizations are required as a condition of attendance at school in this Commonwealth:

1. Diphtheria, tetanus and pertussis
2. Poliomyelitis
3. Measles (rubeola), mumps and rubella (German measles)
4. Hepatitis B
5. Varicella (chickenpox)

### **GENERAL AND MISCELLANEOUS INFORMATION**

#### **Campus Hours**

The school office is open during the school year from 8:00 AM to 3:00 PM, Monday through Friday. When coming to the school for any reason, please come to the office first. Do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office to be delivered. The school office phone number is 717-375-5078.

#### **Campus Visitors**

All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, please call the school office 717-375-5078.

#### **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the year, please contact the school office with this change information.

#### **Conference Scheduling**

Appointments with the classroom teacher must be arranged in advance. Please do not go directly to the classroom before or after school to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill. An unscheduled visit can often disrupt the entire day. An appointment is the most courteous and necessary way to discuss your concerns.

#### **Delivery and Pickup of Students**

Students can be dropped off at the school front entrance between 8:00 AM and 8:15 AM and picked up at the school front entrance at 2:45 PM. Students not picked up by 3:00 PM. will be taken to the office. Students are not permitted to roam about the building unsupervised.

#### **Lost and Found Items**

Items that are lost or found can be turned in to the office.

#### **Lunch Program**

Hope Christian Academy students bring their own lunches (brown bag or lunch box). Specialty food items may be available for sale. For holidays or special occasions, a hot meal may be catered in for HCA staff & students.

#### **Messages**

Students can receive messages from their parents at school by contacting the school office.

#### **School Calendar**

A copy of the School Calendar can be picked up in the office.

#### **Parent/Student Handbook**

A copy of The Parent/Student Handbook can be picked up in our office or a digital copy can be obtained by submitting a request to our email [hopechristianacademy@yahoo.com](mailto:hopechristianacademy@yahoo.com).

**School Closing & Delays Information**

Whenever the Administrator deems it necessary, he will delay or close school because of inclement weather or unforeseen emergencies. School delays and closings will be broadcast over the following local radio stations:

WQCM	WIKZ	WCHA	WHAG
WDLA	WAYZ	WWMD	WCRH

School delays and closings will also be broadcast over the following tv stations:

WJAC                      WDVN (WHAG).

In addition to these broadcast announcements Hope Christian Academy’s Facebook Page will be updated and an email will be sent out to parents to the email address on file.

It is not our policy to dismiss school early because of weather conditions. However, parents who live in heavy snow areas may obtain early dismissal for their children by reporting in person to the school office.