

Revised as of March 14, 2016

Asbestos Notification

As required by AHERA, the federal law that governs asbestos in schools, we are informing you that our school has repeatedly been inspected for asbestos. No asbestos is believed to be located in areas frequented by students. Some non-friable asbestos containing material is present in the furnace room. We are informed this material does not present any health hazard as long as proper maintenance procedures are followed.

There is a Management Plan in our files that is available for you to look at if you so desire. This Management Plan gives instruction regarding the maintenance procedures for materials that contain asbestos. Feel free to contact the school principal or the board chairperson if you need further information.

Adventist Education Philosophy

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Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; to embrace all that is true, good, and beautiful.

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Introduction

HMS Richards Adventist School is a private non-profit, pre-kindergarten through eighth grade Christian school.

It is sponsored by the Rocky Mountain Conference of Seventh-day Adventists and Campion SDA Church. HMS Richards supports the beliefs, standards, and ideals of its church. The educational program is approved by the Rocky Mountain Conference of Seventh-day Adventists, the Mid-America Union Conference, and the North American Division of Seventh-day Adventists. A board of directors elected by the constituent church supervises its operations.

This handbook outlines HMS Richards' policies, programs, regulations and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the course of the school year without prior notice.

- I will not access any inappropriate or unauthorized material on the INTERNET.
- I recognize that an authorized staff member must monitor all use of technology.

Student Technology Policy Agreement

The purpose of the HMS Richards Adventist School technology program is to provide educational services, opportunities and learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication. With this educational opportunity comes responsibility. Access and use of the INTERNET, local area networks, computers, and related equipment is a privilege. When one individual vandalizes or otherwise misuses this privilege, the entire program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment.

- I will use my authorized network account (code) only for appropriate purposes. I will not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users or misrepresent other users on the network. Therefore, I will protect the privacy of others' areas by not trying to learn their password.
- I will not bring ANY software or other unauthorized computer-related materials into the school.
- I recognize that software is protected by copyright laws; therefore, I will not make ANY copies of software, either by copying them onto my own storage device or other computers through electronic mail or bulletin boards; and I will not give, lend or sell copies of software to others.
- I will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data, either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers and not following all boot and shutdown procedures carefully so as not to harm the equipment.
- I will not waste or take supplies, such as paper, printer ribbons, cartridges or storage devices.

Mission

“Train up a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

The Mission of HMS Richards is . . . to prepare students to be productive citizens on earth and heaven with Jesus as their forever friend.

HMS Richards Adventist School has been founded to provide an environment for Christian Education. The program is designed to provide an education that is thoroughly Christian; challenging each student to grow in Christ-likeness, as evidenced by spiritual, academic, physical and personal maturity. It is our belief that the ultimate purpose of human beings is to love and serve God and our fellow human beings, and that all instruction and learning must be directed toward helping young people achieve that goal. The aim of our school can be summed up in the following quotation:

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the Divine purpose in His creation might be realized — this was to be the work of redemption. This is the object of redemption. This is the object of education, the great object of life.”
Education p. 15

HMS Richards is a place where . . .

- Jesus Christ is the center. He is the one who saves through the Holy Spirit.
- Home is respected. Parents, given by God, are the primary educators in their child's life.
- Students are treasured. Each student is a child of God created in His image.
- Teachers are esteemed. A professional who is given authority by parents to teach their child.
- Character is developed. We strive to challenge and discipline students in a spirit of love and honor.
- Academics are stressed. Excellence in academic achievement is promoted.
- Community is important. Reaching out and being a part of the community is our commission.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.”

2 Timothy 3:16

Seventh-Day Adventists believe . . .

Jesus Christ can be found throughout the entire Word of God. (*John 5:39, 2 Timothy 3:16, 17*)

Jesus Christ is the divine Son of God and our personal Savior from sin. (*John 1:1-3, Heb. 7:25*)

Jesus Christ offers by reason of His death the free gift of His righteousness to all who accept Him by faith. (*Romans 4:3-5*)

Jesus Christ is coming back very soon. His coming will be visible and for all the purpose of raising the dead, giving the righteous immortality and fulfilling His promise of an eternal home. (*1 Thess. 4:16, 17, Cor. 15:52*)

Jesus Christ is the source of a new birth experience through the power of the Holy Spirit. (*John 3:3-5*)

Jesus Christ is the creator of the world and established the 7th day Sabbath for His people to remember as a memorial of His creative power. (*Heb 1:1, 2, Ex. 20:8-11*)

- If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the Conference K-12 administrative body or its duly appointed committee which deals with such matters. The decision of this committee shall be considered to be final.

For each major offense, the student will be removed from the situation and sent to a respective place determined to be applicable to the offense. Any damages resulting from the offense are the responsibility of the student and/or parent. The school will follow disciplinary guidelines for these offenses:

- **First:** written warning
- **Second:** parent conference
- **Third:** suspension
- **Fourth:** suspension with possible expulsion

Grievance

“But Jesus said, Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.”
Matthew 19:14

Grievance Procedure

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between home and school. When on occasion problems arise between parents and teachers, the following conciliation procedure based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problems.

- The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis. Remember that this should happen outside of school hours.
- If the problem is not resolved, the parent should ask the school principal or his/her designee to help resolve the problem on an informal basis.
- If the problem is not resolved on the school level, the parent then contacts the school board chairperson who will attempt to resolve the problem on an informal basis.
- If the problem is still not resolved, the school board chairperson will convene a formal meeting of either the school board's executive committee or the school board. The Conference Superintendent of Education must be informed of a potential problem.
- If the problem is still not resolved by the executive committee, or school board, the parent then contacts the Conference Superintendent of Education and provides a written explanation of the problem. The Conference Superintendent of Education attempts to resolve the problem by meeting with the parent, teacher, principal, and the school board chairperson.

Jesus Christ is our example that the Ten Commandments law is a reflection of God's perfect character and, through living obedience, can be our pattern for a successful, vibrant life.

(John 15:10, James 2:8-12)

Jesus Christ, in both the Old and New Testaments, outlined the free giving of tithes and offerings as a means of curing selfishness and supporting the work of the church. *(Mal. 3:10, Matt. 23:23)*

Jesus Christ will make certain that His church has all the gifts of the Spirit for the unity of the faith and the perfection of the saints. *(Eph. 4:8-11, 1 Cor. 12)*

Jesus Christ expects the principles of modesty and deportment to be recognized in His children. *(1 Tim. 2:9, 10)*

Jesus Christ is now active as our heavenly Priest and His last message for all mankind is that “the hour for God's judgment is come.” *(Rev. 14:6-12, Heb. 8:1-6)*

HMS Core Values

C · H · E · R · I · S · H

We are committed to:

- **Christ-centered living—Reflecting God’s character in attitudes and actions.**

“You come to Him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” I Peter 2:5

- **Honor—Showing value, dignity, and high regard for people and property.**

“Honor everyone. Love the brotherhood. Fear God.” I Peter 2:17—HCS Bible

- **Exploration—Discovering new information to gain a deeper understanding of God and His creation.**

“For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see His invisible qualities—His eternal power and divine nature.” Romans 1:20—NLT

- **Responsibility—Following directions, completing tasks, and taking ownership of choices, words, and actions.**

“In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3:23—ERV

Hair Color:

- Hair color should not be an unnatural color.

Noncompliance:

It is our desire that every student and parent have a clear understanding of how we will follow through with implementing our dress code. We have taken the “team effort” approach when it comes to enforcement. Any item that is worn to school must not undermine the integrity of the Unified Dress Code Policy, serve as a disruption to the educational process, or present a health or safety hazard to an individual or his/her peers. Any classroom time missed due to dress code violations will be considered unexcused.

- Students who violate the dress code will have to call a parent to bring appropriate clothing to school.
- The student will be fined \$5.00.
- A parent conference will be scheduled for those students who choose to continuously violate the dress code. Any habitual dress code violations after the third violation will be handled at the administrator’s discretion.

The goal of our dress code is to have our students be neat and tidy in appearance. If every detail of this policy is followed and a student is still appearing untidy, the student will be considered out of dress code and will be asked to adjust their appearance.

worn to school and during recess, but will not be worn during the day inside the school building.

Shirts/Sweaters:

- Long or short sleeved collared plain polo shirts required in navy, white, grey, red, pink, or black. Any vendor is acceptable.
- Long or short sleeve oxford shirts or buttoned blouses in the same colors are also acceptable.
- Transparent blouses, through which undergarments can be seen, are not acceptable.
- All shirts must have collars and sleeves. No cut-offs.
- Cardigan, V-neck and crew neck sweater vests are allowed in the classroom over polo/oxford shirts.
- No designs, emblems, insignias, monograms and logos on polo shirts, oxford shirts, blouses or sweaters.
- Solid undershirts may be worn under polo/oxford shirts with only the neck line showing. Undershirts must be the same unified dress code colors- navy, white, grey, red, pink, or black. Undershirts may not have designs, emblems, insignias, monograms or logos.
- Students are encouraged to tuck-in shirts. Every shirt and blouse must be tucked in UNLESS it has a straight edged hem (front of shirt is the same length as the back of shirt).

Field trip attire:

- Khaki pants/skirts/skort/Capri's /jumpers/gauchos only. Navy polo with HMS logo required. Unless otherwise specified by staff.

Cosmetics:

- If worn, make-up and nail polish should be natural in appearance.

Jewelry:

- Jewelry is not permitted, unless medically required.

- **Integrity—Being truthful, fair and deserving of the trust of others.**

“Whoever can be trusted with very little can also be trusted with much.” Luke 16:10—NIV

- **Service—Working for the benefit of others.**

“Use your freedom to serve one another in love.” Galatians 5:13

- **Heroism— Making decisions that align with convictions and beliefs even if it means standing alone.**

“Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9—NIV

Why Core Values?

Rocky Mountain Conference Seventh-Day Adventist schools hold many things in common. We use the same curriculum and we focus on the same ultimate goal of leading our students to Jesus. We also share a set of common core values. These principles express our definitive purpose. They direct our interactions with each other, our students and their parents, and the members of our community. Banners and posters around the school help to encourage kids to hold these core values in their minds and hearts. HMS Richards wants to intentionally use the vocabulary in our classrooms and support students in living these ideals every day by recognizing them for behaviors that exemplify our core values. We want our students, staff and families to cohesively work together to build the seven core values as part of our foundational standards. HMS wants to share the unified purpose of educating our students beyond academics through –Christ-Centered Living, Honor, Exploration, Responsibility, Integrity, Service and Heroism.

Tuition and Fees

“But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.” Matthew 6:33

Registration Fee

\$300 for Pre-K and \$700 for Kindergarten-8th grade which includes student insurance, library fees, yearbook, school pictures, technology improvements, and textbooks. Registration fees is due with application or at time of registration. All except \$25 of registration fees paid will be refunded if the student is not accepted. Registration is non-refundable if family voluntarily withdraws. **Fees submitted by May 31 will receive a \$50 discount.**

Tuition

HMS recognizes the importance of volunteers; therefore tuition will be reduced by \$10 per month with a maximum \$100 discount per student over 10 months of tuition for those families who volunteer at least 40 hours per student per school year. Volunteer discount will be applied to the June statement upon the completion of the 40 volunteer hours. Families unable or unwilling to volunteer will not receive the discount. If financial aid is being received, volunteer time is mandatory.

**Please visit www.hmsrichards.org for current year tuition rates, subsidized rates, fees, and discounts.*

Tuition/Registration is divided into twelve monthly payments (except for Pre-K) from July to June. If Tuition Assistance is needed sign-up is required before registration. Monthly payments are due by the 15th of the month. Complimentary statements are mailed each month.

Pants, Shorts, Skirts, Skorts, Capri's, Gauchos and Jumpers:

- Plain solid color Khaki or Navy Blue, twill or corduroy from any vendor is acceptable.
- Designs, contrasting stitching, embroidery, emblems, insignias, monograms, and logos other than HMS's are not allowed.
- Sagging, baggy pants are not allowed.
- No undergarment waistbands can be exposed.
- No footless tights, track pants, sweat pants, flannel pants, pajama pants, camouflage, fleece pants, cargo pants or jeans.
- No ripped, torn, or frayed clothing is allowed.
- For garments with belt loops, a belt is encouraged.
- Skirts, dresses, jumpers, skorts, and scooters must come to the top of the knee or below when standing.
- Shorts must cover at least three-fourths (3/4) of the thigh when standing.

Shoes:

- Close-toed shoes are required. (tennis/running/court shoes, dress shoes, casual shoes, or slip-ons)
- If the shoes have laces, they must be laced up and tied.
- No flip-flops or beach sandals.

Socks:

- Socks are required UNLESS wearing strapped sandals.

Hats:

- No hats/caps/hoods may be worn within the school buildings.

Outerwear:

- Appropriate coats, jackets, and fleece pullovers may be

Unified Dress Code Policy

It is HMS Richards Adventist School's desire to project a positive, professional image on campus and in the community. The principles that guide our dress code are consistent with our standards of educational excellence and are meant to encourage modesty and simplicity.

Reasons for the Policy:

- A unified dress code can help students to perceive each other as equals. Fewer occasions for rivalry can focus attention on the main reason for our school – a sound, quality education.
- Unified dress can be a constant reminder of the special nature of a private school and can help foster an important group consciousness important in a society emphasizing only personal individuality.
- A unified dress code can help students learn to distinguish themselves by performance, achievement, and other important ways, rather than by non-merit reasons such as wardrobe.
- An atmosphere of professionalism and dignity can be encouraged with a unified dress code and students can learn to appreciate the identification and the privilege that wearing a uniform representing HMS Richards Adventist School means.

We require our students to adhere to the dress code guidelines while on campus, at school functions, and on school sponsored trips, unless specific instructions are given to indicate an exception. Students will be excluded from class of school functions until their attire meets expectations.

Discounts

- *Family Discount – 5% tuition discount for second student, 10% discount for third student, & 10% per additional student.
- *Prepayment Discount – 5% discount on prepayment for school year or 2% discount per semester prepayment.
- *Campion SDA Member Discount - \$90 per child, per month, is subsidized by Campion SDA church.
- *Non-Campion SDA Members— receive \$45 per child, per month subsidized by Campion SDA church. For additional assistance families are encourage to contact their home church before approaching HMS Student Aid board.

Other Fees

Music – fees & rates *may* vary
Sports Program – fees *may* vary-will be disclosed at start of specific sport season; i.e. volleyball, basketball...
Campion Academy class—additional tuition required
7&8th grade trips-based on current travel costs
Strings of the Rockies—\$10 per month for rental of violin.

Refunds

The date effective for the refund calculation is the date the student officially withdraws. This must be done in writing so that the prorated amount can be documented.

Late Payments

Student's accounts are considered due on or before the 15th of the month and past due after 35 days. Any account with an outstanding balance that is past due will be assessed a \$25 late payment fee. Families with outstanding balances who have more than one student will be charged one \$25 fee and not \$25 per student.

Past-Due Actions

If payment is 35 days past due, an email or letter from the HMS Treasurer MAY be sent to the parents or guardian and a late payment fee will be applied. After 45 days, a letter from HMS Treasurer and HMS Finance Chairperson MAY be mailed to the parents or guardian. A second letter indicates that their student will need to be withdrawn at 59 days post the first due date unless a written arrangement concerning is memorialized with arrangements for payment have been made and received by the school.

Tuition Assistance

Non-Constituent members need to apply to their constituent church for financial assistance. Constituent members can apply to the HMS Tuition Grant Committee by filling out an application form found on the website or from the HMS Treasurer. After applying to home church Non-Constituent members may apply to the HMS Tuition Grant Committee by filing an application form with the HMS Treasurer.

Home-School Fees

For an entrance fee of \$50, home-schooled students can enroll in P.E., Spanish, Music, and Art at a rate of \$30 per class per month per student, or enroll in all four classes per month per student at a rate of \$100.

Field Trips are provided at the same group rate per child; however, parents are required to provide their own transportation and supervise their children.

racial slurs, sexual jokes, ethnic jokes, derogatory remarks, insults, threatening bodily harm, extortion, etc.

Racial

Racial harassment includes, but is not limited to, the following: subjecting students to derogatory remarks, insults, slurs, jokes or tricks based on race or ethnicity.

Discipline

Teachers will deal with children in accordance with the teaching and philosophy of Jesus. Teachers will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally stop any behavior or conduct that interferes with the learning activities. Children will be taught to understand that for happy living together, it is necessary to love one another, serve one another, forgive one another, and respect one another's rights and privileges. In keeping with the forgiveness, all consequences will take place in a timely manner, thus giving the child a chance to start anew. Actions taken by the teacher could include student contracts, conferences, in-school suspension, suspension, expulsion or any other necessary actions to discipline the student.

Suspension

In case of suspension, the student will be required to make-up all missed work and tests. A suspension is a significant disciplinary measure to let the student and his/her parents know that he/she is on the verge of expulsion unless a positive and consistent change in behavior is seen. The Board of HMS Richards Adventist School will be notified.

Expulsion

Chronic or serious misbehavior may result in expulsion. When the school feels that there is no significant progress in the behavior or attitude of an individual, the last resort will be expulsion. The Board of HMS Richards Adventist School will make this final decision.

Weapons and Incendiary Devices

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the administration and Fire Marshall or Sheriff, as appropriate to the situation.

Property Rights

Areas used by students to store books and belongings are school property and may be searched by the faculty at any time. When there exists reasonable suspicion, belongings may be searched.

Harassment/Bullying

HMS Richards Adventist School is committed to providing a school environment free from harassment for all students. Students who harass others are subject to discipline up to and including dismissal. Students who have experienced harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the teacher. If the harassment comes from an adult, the student shall report directly to the principal or school board member.

- **Sexual**

Sexual harassment is unwelcome. Sexual advances or requests and other conduct of a sexual nature, which is offensive, and/or is spoken, written, or of a physical nature will not be tolerated. This includes offensive pictures, graffiti, jokes, and gestures.

- **Physical**

Physical harassment is defined as slapping, hitting, poking, punching, kicking, pushing, shoving, or any inappropriate body contact, etc.

- **Verbal**

Verbal harassment is defined as any activity which includes

Admission—General Pol-

“The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding.”

Psalms 111:10

School Hours

8:00 a.m. to 3:00 p.m. Monday thru Thursday
8:00 a.m. to 12:00 p.m. Friday

Drop off is 15 minutes before school starts and the latest pickup is 15 minutes after school is dismissed. Prior arrangements need to be made if you cannot meet these times.

Admission

- Students entering Pre-kindergarten should be four years of age on or before October 1st of the current year, (Kindergarten-5years, 1st grade-6 years).
- All first time applicants may be asked to take a placement test before they are admitted.
- All newly accepted applicants must serve a one month trial period before receiving full acceptance.

HMS Richards Adventist School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students as outlined in this handbook.

Attendance

- Every student is expected to attend school *punctually* and regularly.

Student Code - Discipline

- To leave school during the day, students need written permission from their parents.
- *Particular attention should be given to getting to class on time.*
- An absence may be excused only in case of the student's illness, death in the immediate family, medical/dental appointments, or absences prearranged with the principal. A written note or contact with the teacher from the parent explaining the absence is required within one school day. Students will be given one school day for each day missed to make up the missed assignments.

A total number of unexcused absences equaling fifteen percent (15%) of the school days (6.5 days per quarter) may result in a failing grade or dismissal from school. Assignments for unexcused absences may receive a "0" grade.

If your child is tardy two or more times in one week (Monday-Friday), then on the following Monday they must stay after school for 45 minutes and do work for the school. There will be a teacher supervising the work during that time.

Physicals and Immunization

It is the policy of the General Conference of Seventh-day Adventists that all Kindergarten students and new students in other grades must present a current physical examination and proof of Immunization or Exemption before entering school. All forms must be updated every 3 years. Medical forms can be obtained from the school office.

Birth Certificate

All new students must present a copy of their birth certificate for their file.

Visitors

- Parents are welcome to visit the school. All visitors, including parents, are required to sign in at the school office

"For the grace of God that brings salvation has appeared to all men. It teaches us to say 'No' to ungodliness and worldly passions, and to live self-controlled, upright and godly lives." Titus 2:11, 12

Conduct

Certain behaviors are not in harmony with the Christian lifestyles and/or contrary to the purposes of HMS Richards Adventist School. We desire our students to exhibit the Christian lifestyles on and off campus. Because we wish to provide an environment that is safe and stimulates academic and spiritual growth, we will abide by the following standards:

Each student is expected to maintain respect for teachers, staff, classmates, and property. Teachers will teach their students what respect for each person and property means. The basics included in this are: treating each person as a valued, needed member of our community and caring for property in a way that does not degrade it.

Substance

Use, possession or trafficking of tobacco in any form, alcoholic beverages, illicit drugs or drug-related paraphernalia, narcotics or any substance used for narcotic effect will not be tolerated. This policy is in effect while a student is on school property, attending or participating in any school-sponsored activity, including any activity associated in any way with HMS Richards Adventist School (such as off-campus school parties).

Academic Probation

Students are placed on academic probation if, after evaluating their first progress report, they have a grade below 70 percent. Students on the probation list will not be allowed to take part in extracurricular non-academic school sponsored activities for a minimum of one week. After one week, participation will be determined by the weekly progress report. If the student's grades are above the probation standards, he/she will be able to take part for the following week. Once the student is placed on probation, he/she must continue the process throughout the quarter.

Sports Program

HMS Richards Adventist School participates in sporting events whenever possible. Currently HMS plays against other private schools in the local area.

Field Trips

Field trips are approved by the administration and are educational in nature. School transportation is provided. Parent participation is encouraged, and parents may transport their own child/children.

Video Policy

We believe that every aspect of our school program should reflect Christian values and appropriate taste. The principle which must guide our choices for classroom and entertainment viewing is Philippians 4:8: "...whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think of these things." Any student who objects to viewing a particular video because of personal values may be excused from viewing the video.

upon entering the school during the school day.

- No student should bring relatives or friends without prior approval from their teacher. Requests must be made at least one day in advance. Student guests who have been approved must follow all school regulations.

Parent/Teacher Conferences

Conferences will be scheduled by the administration at the close of the first and third quarters. Students' report cards will be presented at that time and/or are available through Ren-Web. The school requests the presence of the student and their parent or guardian at each conference. Additional conferences can be arranged at any time by the parent and teacher as needed.

Home and School Association

All parents of school children are members of the Home and School Association. This organization benefits the school and all children involved. Parental support is encouraged for the success of the program which provides fundraising, room parents, programs, social events, and feedback to the board and administration.

Lost & Found

The school cannot be responsible for articles lost or stolen on school premises. Students should not leave clothing at school. To prevent loss, clothing should be marked with the student's name. Items not claimed at the end of each quarter will be donated to a local charity. Please check the Lost and Found Box, located in the School Office.

Telephone

- Students are asked not to use the school phone without permission. Except in case of emergencies, all calls to students and teachers should be made outside of school hours.

- All student cell phones should be turned off during the school day and not visible.

Medications

All medications are to be given by authorized personnel and accompanied by a completed Permission for Medication form signed by the parent and the student's physician.

Academics

“For everything that was written in the past was written to teach us, so that through endurance and the encouragement of Scriptures we might have hope.” Romans 15:4

Curriculum

HMS Richards Adventist School follows the education curriculum recommendations of the Rocky Mountain Conference, Mid-America Union Conference, and the North America Division of Seventh-Day Adventists

Grading Scale

Grades Kindergarten	0	Non evident
	√	Developing
	+	Consistently Displayed
Grades 1 - 3	1	Meeting expectations
	2	Needs Improvement toward Objective
	3	Requires assistance to achieve objective
Grades 4 – 8		
A+	98 - 100	A 92—97
B+	88 – 89	B 82 – 87
C+	78 – 79	C 72 – 77
D+	68 – 69	D 62 – 67
F	59 – below	A- 90—91
		B- 80 – 81
		C- 70 – 71
		D- 60 – 61