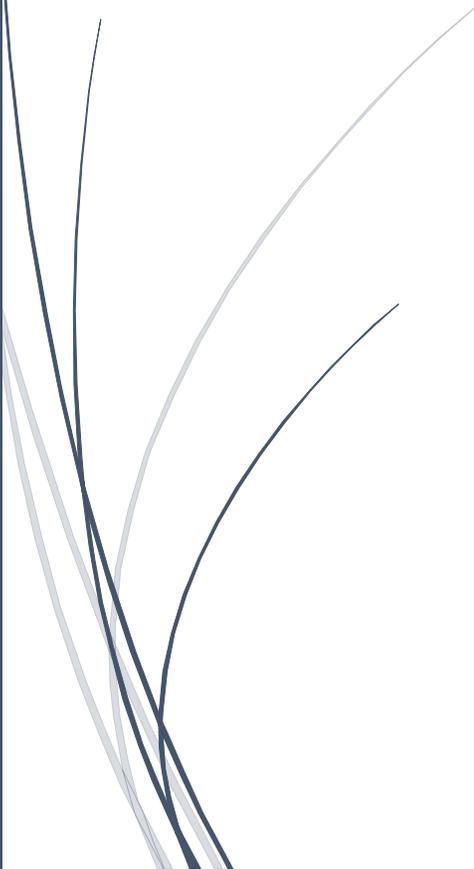




2019-2020 School Year

HMS Richards Adventist Preschool

Handbook



432 SW 42ND STREET
LOVELAND, CO 80537
OFFICE: 970-667-2427
FAX: 970-667-5104 (ATTN. HMS)
WWW.HMSRICHARDS.ORG
HMSRICHARDSELEMENTARY@GMAIL.COM

Welcome to HMS Richards Adventist Preschool



Dear Parents,

Welcome to HMS Richards Adventist preschool! At HMS, we strive to provide excellence in Adventist Christian Education through a nurturing and loving environment to help your child grow academically, socially, emotionally, physically, and spiritually. Communication is vital to the success of both the child and the program we offer. Thank you so much for entrusting your child with us. Helping your child grow and develop is truly a priceless gift!

Through this handbook, we hope the information provided will create a spirit of cooperation and lay a foundation as to what we are all about. We hope you feel loved and know we want every single child here at HMS to succeed here on earth and be ready for our Savior, Jesus, to return.

Thank you for choosing HMS and sharing your child with us. May Jesus bless you!

Sincerely,

HMS Richards Director and Staff

Train up a child in the way he should go, and when he gets old, he shall not depart from it.

Proverbs 22:6

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Introduction:

HMS Richards Adventist School is a private non-profit, pre-kindergarten through eighth grade Christian school. HMS 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 Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and The National Council for Private School Accreditation (NCPSA). It is sponsored by the Rocky Mountain Conference of Seventh-day Adventists and Champion Adventist 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.

While HMS tries to include all of its policies, it can’t list the rules for every circumstance, thus the teachers, staff, administration, and school board will respond to situations on an individual basis that best upholds our values and beliefs as stated in this handbook.

Campion Adventist Church

300 42nd Street SW

Loveland, CO 80537

970-667-7403

Micheal Goetz - Senior Pastor

Nestor Soriano – Evangelism & Worship Pastor

Michael Morss – Youth & Discipleship Pastor

Teresa Johansen – Secretary & Treasurer

www.campionchurch.org

office@campionchurch.org

Faculty and Staff:

Davin Hammond – Principal

Kari Lange – Vice Principal

Kristie Smith – Preschool Director

Jerry Ellquist – Board Chair

Aubrey Nelson – Secretary – 970-667-2427 – hmsrichardselementary@gmail.com

Treasurer – hmsrichardstreasurer@gmail.com

Pat Autrey – Preschool Teacher – 970-744-8207

Heidy Marroquin – Preschool Teacher – 805-407-7214

Kristie Smith – Kindergarten Teacher – 402-730-2778

Kari Lange – 1st-2nd Grade Teacher – 720-225-7362

Leah Anderson – 3rd-4th Grade Teacher – 920-344-8278

Paul Bragaw – 5th-6th Grade Teacher – 720-985-3886

Davin Hammond – 7th-8th Grade Teacher – 970-2328674

Arlen Meckelberg – 7th-8th Grade Science

Yves Clouzet – Strings of the Rockies Teacher

Clinton Anderson – Bells

Heidy Marroquin – After School Care

David Marroquin – Janitor/Maintenance

Campion Academy

300 42nd Street SW

Loveland, CO 80537

Phone Number – 970-667-5592

Fax Number – 970-667-5104

www.campion.net

info@campion.net

Don Reeder – Principal

Sue Helm – Secretary

Arlen Meckelberg – Algebra Teacher

Hours of Operation

School Hours

8:00 a.m. to 3:00 p.m.	Monday thru Thursday for PreK-2 nd Grade
8:00 a.m. to 3:30 p.m.	Monday thru Thursday for 3 rd -8 th Grade
8:00 a.m. to 12:00 p.m.	Friday for everyone

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.

Students not picked up 15 minutes after their class dismisses will be enrolled in After School Care. Charges will apply. Parents MUST come sign their student out of After School Care.

Late Pickup Policy

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after scheduled pick-up will be charged a late fee. See office for pick up fee amount. If there is an emergency, please notify staff immediately. The following steps will be taken place for a child not picked up on time.

- Staff will make all attempts to call contact numbers including emergency contact numbers.
- HMS Richards Adventist Preschool will not take a child home.
- Staff will call the local police (to ensure child's safety and well-being) if all attempts were made and were unsuccessful in reaching the parents and emergency contacts.
- Staff will inform billing of the incident so it can be put on their next month's billing.

Sign In/Sign Out Policy

All preschool students MUST be signed in and out of preschool on the provided sign in/sign out sheet located in the hall by the classroom entrance. It must have the child's name, sign in/out time, and parental/legal guardian's signature. Parents and/or legal guardians must make personal contact with their child's teacher upon arrival and departure.

Closing/Delayed Starts

In the event of inclement weather, HMS Richards follows Thompson Valley School District R2-J's school delay and closure protocol. HMS Richards staff will text and/or call each family to inform about closures or delays by 6:30 a.m. An email will also be sent out stating the delay or closure. However, sometimes their closures do not pertain to HMS, so if we are closed or delayed, you will hear from one of the staff. If you do not feel comfortable driving in inclement conditions, please keep your student at home and let the staff know that your child will not be in attendance. Please contact your student's teacher for missed assignments.

A delayed start means that classes will begin at 10:00 a.m. Students will receive an excused tardy if they arrive by 10:30 a.m.

Mission Statement:

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

Our mission at HMS Richards Adventist School is to prepare students to be productive citizens on earth and in heaven with Jesus as their forever friend.

HMS Richards seeks to

- Bring Jesus Christ to the center. He is the one who saves through the Holy Spirit.
- Respect the home. Parents, given by God, are the primary educators in their child’s life.
- Treasure students. Each student is a child of God created in His image.
- Esteem teachers. A professional who is given authority by parents to teach their child.
- Develop character. It strives to challenge and discipline students in a spirit of love and honor.
- Excel in academics. It is committed to best practices for its students.
- Reach its community. Extending out and being a part of the community is its commission.

Adventist Education Philosophy:

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.

“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*)
- **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*)

*For more of our Adventist beliefs, ask us or see the book “Seventh-day Adventists Believe...A Biblical Exposition of 28 Fundamental Doctrines.”

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
- **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
- **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
- **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
- **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

Why Core Values?

Rocky Mountain Conference of 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 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.

At the end of every year the staff award one student from grades 1-8 with a CHERISH award, representing students who model each value. With the award comes a \$25 credit toward tuition for the following year.

Financial Information:

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

It is the goal of the school board of HMS to set the school charges as low as can be reasonably consistent with good business principles for the maintenance of quality Christ centered education. The school reserves the right to adjust the rates charged in order to meet changing economic conditions.

It is our privilege to provide an exceptional Christian education at HMS. Our operating budget is based on the support of three primary sources: the Rocky Mountain Conference of Seventh-day Adventists, Campion Academy Church (constituent church), and annual tuition. Subsidies keep tuition as low as possible. We are a non-profit organization.

Registration Fee

Registration fees include upfront costs HMS school incurs upon registration for each student such as student insurance, library fees, yearbook, school pictures, technology improvements and textbook purchases. Registration fee is due in the August billing. All except \$25 of registration fees paid will be refunded if the student is not accepted. Registration is non-refundable if the family voluntarily withdraws. **Registration fees submitted by May 17 will receive a \$50 discount.**

PreK - \$300 due and billed in August or at time of enrollment if enrolled after August.

Tuition 2018-2019

Preschool - \$5304 per year (see website for daily options)

After School Care - \$4 per hour

Please visit www.hmsrichards.org for current updates to tuition rates, fees, and discounts. If any conflict, the later modified handbook/web page controls.

Payment Plans

Families choose from payment plans:

- 10 month for PreK
- Semester pre-pay (2% discount)
- Full year pre-pay (5% discount)

Tuition Discounts

- Semester pre-pay discount of 2%
- Full year pre-pay discount of 5%
- 2nd Student discount of 5%
- 3rd Student discount of 10%

NOTE: the prepay discount is not available to families requesting financial assistance.

Tuition Assistance

HMS may be able to provide tuition assistance. Assistance is need-based and available from the below listed resources. All assistance is considered using the SMART AID assessment application process (below). Contact the school office if you need help completing the online application.

SMART AID

Apply online at <https://smartaidforparents.com>

We request SMART AID be completed no later than June 1st, prior to the next school year. We encourage early submission as the funds are limited.

Church Student Assistance

Seventh-day Adventist churches are faithful supporters of our schools. At each church's discretion, attendance, grades and current school payments may be requirements of assistance. Contact your church pastor or educational representative for details. Churches of other denominations may also offer financial aid opportunities; we encourage you to inquire.

Financial Policies

- Unpaid accounts with HMS or another school must be settled prior to enrollment of a student each year. Pre-registration becomes invalid after August 10th in the event of an outstanding balance.
- Statements are monthly and balances are due in full on the 5th of each month or upon receipt of a statement, whichever is earlier. Balances due and not paid within 15 days of the due date will be delinquent and subject to a past due service charge of 1.5% per month (18% per annum) on the unpaid balance. In the event the account is serviced by Smart Tuition or another electronic billing system than balances, interest and service charges are due as agreed when registered with such system. Complimentary statements are emailed each month.
- A reminder notice may be sent to accounts that are past due. If the account becomes 30 days past due and HMS has not received payment or the responsible party has not agreed to a written payment plan that pays the account in full together with current tuition charges, HMS may send a letter outlining the consequences of delinquent accounts. HMS will ask the responsible party to:
 - Agree to have HMS contact the pastor of either the responsible party, the student or both (as appropriate) to see if there might be financial support available from their church.
 - Immediately work out a written payment plan with the HMS treasurer to bring the account current.
 - If HMS has not received payment, or the responsible party has not agreed to a written acceptable payment plan by the time the account is 45 days past due, HMS may ask the parents to withdraw the student.
 - If the responsible party fails to follow a written agreed upon payment plan on more than one occasion without contacting HMS, the finance committee may send a termination letter and skip any intervening steps.
- HMS School may provide assistance with facilitating scholarships, grants or student aid. However, no such assistance is guaranteed and the parent or guardian is ultimately responsible to acquire and ensure payment of any scholarship, grant or student aid to the school.

- Recipients of student aid and other tuition assistance must maintain attendance, grade and personal financial commitments.
- Returned checks could be subject to a \$50 fee. A history of returned checks may result in a request that payments be made by cash or money order.

Volunteers

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. Volunteer time must be logged in the binder in the school hallway in order to be counted. All volunteers must complete the online Verified Volunteers course. If driving for field trips, volunteers must submit a copy of driver's license and insurance. If volunteering or driving for PreK, there are other state requirements. Please see preschool handbook.

Other Fees

- Hot Lunch – TBD
- Pizza Fundraiser – TBD

Field Trip Fees

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

Admission Information:

“The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding.” Psalms 111:10

HMS Richards Adventist School is happy to accept student of any religious affiliation. But it is required that students and families willingly uphold our school’s Adventist principles and standards, while maintaining a positive attitude to best work together.

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.

Students entering HMS Richards must meet all age, academic, immunization, return pastor and teacher recommendations, and any other requirements set forth by the HMS Richards board and stated in this handbook. New Students will be tested and serve a one month probation period before receiving full acceptance.

HMS Richards may not be able to accept students with special academic, behavioral, or physical needs as we do not have a Special Education teacher on staff. We will do our best to meet their needs. Parents or legal guardians must disclose all appropriate information to school staff before registering to determine if we have the ability to meet your student’s needs.

Age of Admission/Requirements

Preschool:

- Must be 3 years old on or before October 1 of the current year.
- Fully potty trained
- Email school secretary
- All registration paperwork/online must be completed
- Registered with SmartTuition
- Entrance fee must be paid in full
- Show up the first day of school (if out of town or sick, must call in or have written approval.)
- Order of student enrollment priority
 1. Full time PreK students have priority over part-time PreK students.
 2. Staff students have priority over all other students
 3. Returning students have priority over new students
 4. Siblings of older current HMS Richards students have priority over new students
 5. Kindergarten students have priority over PreK students.
 6. Have completed all bulleted items listed above in order.

Kindergarten:

- Must be 5 years of age on or before October 1 of the current year.
- If Kindergarten is ever combined with PreK, the order of acceptance as stated above in the bulleted items will be followed.

Application Process

Current Students

- Complete re-enrollment through Parent's Web account
- Clear financial arrangements with the treasurer
- Pay tuition due on or before July 5 or 20 as determined by parent's choice through SmartTuition
- Receive acceptance through school board

New/Transfer Students:

- Complete an online application form through RenWeb
- Submit a transcript request
- Register with SmartTuition and set up payment schedule
- Complete 30 day probation period
- Receive acceptance through school board

Withdraw Process

If you are withdrawing your student, you must give a two week written notice with the reason of withdraw to the office. Then the treasurer will compile your final bill and post it to Smart Tuition.

Unpaid Accounts

Students having an unpaid account with HMS Richards or another school will not receive an acceptance letter until financial clearance has been obtained.

Attendance

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

Unless the work missed is satisfactorily made up, a student absent more than 20 percent (20%) of school days, including excused absences, in any grading period may forfeit their grade and receive

an “F” or “N” for that period.

Child Abuse

What is child abuse? Abuse is an act or omission where a child subject to neglect, sexual assault, molestation, exploitation, emotional abuse, or prostitution; where a child is in need of food, clothing, shelter, medical care or supervision because a parent or guardian fails to do so; where a child exhibits evidence of skin bruising, bleeding, malnutrition, burns, fractures, etc.; or where circumstances indicate a condition that may not be the product of an accidental occurrence.

All staff members are mandated reporters and are legally responsible to report any suspicion that a child has been subjected to abuse or neglect. Staff are required to immediately report any facts to the Department of Social Services Division of Childcare. Informing parents of being reported is not required of staff. Investigators from the Department of Social Services shall be given the right to interview staff and children and to obtain names, addresses, and telephone numbers of parents of children enrolled. Department of Social Services: 1575 Sherman Street, Denver, CO 80203, 303-866-5958 or 1-800-799-5876. Staff will document suspicious behavior and will inform the Rocky Mountain Conference, Education Department Superintendent prior to reporting to Social Services.

Filing a complaint

If you suspect child abuse or neglect that occurred at HMS Richard’s Adventist Preschool, you must report the suspected abuse to the county department of social services, police department, or other law enforcement agency. The statewide hotline to speak with someone about a concern or to file a report is 1-844-CO-4-KIDS (24 hours a day/7 days a week).

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 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.

Release of Student

We will not release any student to any adult other than those listed on the Authorized Pick-up-Drop-off form, without written consent from the parent or guardian. We will check ID’s and make sure photocopies of driver’s licenses of your authorized pike up contacts match. Please inform them of our policy. Authorized pick up persons who fail to provide ID will not be allowed to take your child from the school.

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 RenWeb. 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.

Communication

- Weekly school wide E-newsletter
- Classroom newsletters
- Social Media: Website (www.hmsrichards.org) and Facebook
- Email updates as needed sent from the school office
- School calendar
- Parent surveys sent via Communication Committee
- Parent/Teacher Conferences at the end of first and third quarters
- RenWeb
- SmartTuition
- Notices posted on front doors

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. The Home and School leader holds a school board position, and is required to attend monthly school board meetings.

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. Calls placed to classroom teachers are very disruptive to the ongoing educational process. Parents are asked to contact the school office and a message will be relayed to the teacher or your student. You may text a teacher, but please know that the teacher may not get back to you until they have a break or the end of the school day.

All student cell phones should be turned off during the school day and secured in backpacks or lockers while students are in attendance on campus, unless directed otherwise by a teacher for use in classwork.

Bicycles & Scooters

Bicycles and scooters may not be ridden on the school grounds during school hours. Bicycles and scooters ridden to school must be locked and kept in the designated bicycle parking. Safe bicycle and scooter operation and observation of traffic laws is required at all times and places on campus. Students must wear a helmet and all safety gear. Please walk your bicycle or scooter down the school sidewalk. The school assumes no responsibility for bicycles or scooters left on the premises.

Skateboards & Rollerblades

Skateboards and rollerblades are not permitted on the school grounds. Roller shoes, or wheels tied to shoes, are not permitted on school grounds.

Personal Property

Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. HMS does not assume liability for personal property loss due to accidents, vandalism, theft or any other cause. Personal property brought onto school grounds is done so at the owner's risk. Personal belongings for a child should be limited to an extra set of clothes, backpack, lunchbox, coat, blankets for nap time, and if necessary, ONE security item to sleep with at nap time. If lunch money is brought in, please have your child keep it in his/her cubby to give it to your child's teacher for safekeeping. If toys from home are brought in, the child must keep them in his/her cubby until recess or "Show and Tell." Toys with weapons or toys that promote violence in any form will NOT be permitted at HMS Richards Adventist Preschool. Unsuitable toys will be taken to the office or stored in a locked closet until picked up by the parent.

Lost and 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 lobby.

Meals and Snacks

Snack foods may be eaten during lunch or during a snack break. Students are not allowed to share their snack because of possible allergies. Snacks will be served between 9:15 & 10:00am. Snack options depend of what is provided that week. Hot lunch is available for purchase Monday through Thursday. The school sends home lunch menus every month.

Health

Your child's health is important to us. Hand washing is a **MUST** after using the bathroom, before snack, and after coughing and sneezing. The school uses reasonable precautions to ensure a healthy environment. If your child becomes sick during school, he/she will be taken to the sick room and be made to feel as comfortable as possible while waiting to be picked up.

In order to safeguard the health of your child and the other children, please keep your child at home if any of the following symptoms are observed:

- A temperature of 101 degrees or above. Child should stay home for 24 hours after temperature returns to normal.
- Contagious skin or eye infection, rash, head lice, or fever. (See below for details)
- Communicable diseases (chicken pox, measles, strep, etc.)
 - Please note that if enrolled children and or immediate family members are exposed to communicable diseases such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, TB, giardia, chickenpox, and shingles, the exposure must be reported to the office.
- Excessive coughing.
- Is not rested and alert enough to pay attention in class

Contagious Conditions

DO NOT send your child to school if your child has a contagious condition (ie a rash, fever, pink eye, diarrhea, or vomiting). Students must be symptom free for 24 hours before returning to school. Students must present a doctor's note to return to school with a rash or pink eye. If your child has not met these requirements to be in school, they will be excluded and sent home.

DO NOT send your child to school with active head lice. Such students will be sent home for treatment. The student will be re-examined upon return and will be re-admitted when there is no further evidence of live lice. Nits must be removed or at least one inch away from scalp.

Immunizations

A Certificate of Immunizations or approved alternate Certificate of Immunization must be on file the **first day** the child enters school. This school accepts children who have not had immunizations due to medical, religious, and/or personal exemption as stated on the Certificate of Immunization form.

Medications at School

It is recommended that medications be given at home! A registered nurse will train designated staff members to administer medications. This is in compliance with the Delegation Clause of the Nurse Practice Act. If your child has any special allergies, emergency medication or special medical needs, please talk with the director or principal to set up a plan of action **prior** to enrollment. If your child must take medication at school, by law, the details below must be followed:

- Provide written permission (forms available at school) by **BOTH** the parent and student's physician for **BOTH** prescription and over-the-counter medications.
- Make sure all prescription medication has pharmacy label attached.
- All over-the-counter medication must be in the original box and have the students name on it.
- All medication must be delivered to the school office by the parent or guardian.
- Medications must be stored in zip-lock bags containing all the necessary paperwork plus a photograph of your child. These bags are stored in locked cabinets out of the reach of children. Medications that need refrigeration are placed in a locked medication box in the school refrigerator that is also out of the reach of children.
- Students may not keep medications with them unless they have been identified as a self-manager, need immediate access to medication, have written parental and physician permission, and are cleared by the director or principal. Such students may only possess that amount needed for that school day.
- Sharing or borrowing is strictly prohibited and may result in loss of the privilege and serious discipline.
- Make sure the school has an adequate supply of all required medications.
- Medication that is no longer needed or expired will be sent home with a parent or guardian.

NOTE: Medication left at the end of the school year will be discarded properly.

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. For standards, links, resources, and a complete list of curriculum, go to www.adventisteducation.org.

Preschool curriculum is mostly hands-on. Some of the kindergarten curriculum is adapted for younger children. Project-based learning ideas are taken from www.teacherspayteachers.com as well as some phonics, letters, and color activities. Teachers aim to give opportunities for age appropriate activities, learning centers, and social interaction. The Colorado Pre-K state standards are used (<http://www.cde.state.co.us/early/preschoolstandardsresource>). For worship and Bible, we use stories from the Bible.

HMS Richards is excited to say that we have adopted project-based learning model in our school. Project-based learning is cross-curricular, student-driven, teacher-assisted, and engages active learning. It looks different in lower grades vs. upper grades. PBL is 21st Century learning, inquiry-based, and explores real-world challenges and problems. It promotes creativity, collaboration, and higher-level thinking.

Teachers supplement a lot of curriculum to meet standards and different learning styles. For more information about classroom curriculum, please see your child’s teacher.

Bible

- Kindergarten: Stepping Stones
- Grades 1-8: Encounter (This is a brand-new curriculum this year.)

Science

- Kindergarten: Stepping Stones
- Grades 1-8: By Design

Social Studies

- Kindergarten: Stepping Stones & Stairway to Reading
- Grades 1-8: SoSmart/McGraw-Hill

Art

- For all grades, art is teacher led. Creativity and self-expression is encouraged through different medias.

Music

- Music is heavily encouraged here at HMS Richards. See below for more information about our music program.

Language Arts

- Kindergarten: Stepping Stones
- Grades 1-8: Pathways

Math

- K-6: Go Math!
- Grades 7-8: Big Ideas Math

PE

- Each teacher facilitates PE and encourages a healthy, active lifestyle. PE is taught 2-3 days per week in addition to having daily recess time.

Testing

Standardized Testing

- The Iowa Test of Basic Skills is given to students Grades 3-8 in the fall of the school year. All students should be in school during this time. This test is used to help identify each student's relative strengths and weaknesses in order to meet individual student needs. Testing results provide important information for tracking individual student growth and progress through school. A copy of the results will be given to parents. Testing dates will be announced and printed in the calendar and weekly newsletter.

D.I.B.E.L.S (Dynamic Indicators of Basic Early Literacy Skills)

- DIBELS is a non-standardized assessment given three times a year to students in grades Kindergarten through 6th grade to determine their progress in acquiring the early literacy skills and to plan instruction as needed.

WRAT (Wide Range Achievement Test)

- The WRAT provides an accurate and easy-to-administer way to assess and monitor the reading, spelling, and math skills in people aged 5-85+, helps identify possible learning disabilities, and helps with grade placement for new students. It measures word reading, sentence comprehension, spelling, and math computation.

Grading Scale

Grade Kindergarten

- 0 Non evident
- ✓ Developing
- + Consistently Displayed

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.

Readiness

Readiness is a determining factor in determining grade placement for a student. It varies in students and needs individual attention. We determine grade placement on teacher recommendations and state requirements, and based upon criteria stated in the Mid-America Union Conference Education Code. See your students for possible readiness tests to administer at home.

Acceleration & Retention

HMS discourages any acceleration of a student ahead of his/her age grouping. If consideration is being given to acceleration the following criteria, as established by the North American Division (what are those guidelines)

Retention is sometimes in the best interest of the student. A student's teacher will make a recommendation based on both academic and behavioral performance. Students sometimes need the gift of time to better be prepared for the next grade level. Emotional stability is also a contributing factor.

Field Trips

Field trips are approved by the administration and are educational in nature. Parent participation is encouraged, and parents may transport their own student. Sometimes the school is able to obtain the use of Campion Academy's vans, or we may be able to use our bus, but the majority of the time we rely on parents driving multiple students. Your volunteer time is very valuable to our out of classroom learning. Parents are required to complete the Verified Volunteer online course, as well as providing copies of driver's license and auto insurance. Each child must have a seatbelt and abide by the Colorado Car Seat/Booster laws. Please see the school office for a brochure. For field trips students 57" (4'9") or shorter are REQUIRED to have a booster seat. If a parent does not leave a booster seat, their student will not be able to attend the field trip. No student under the age of 13 will be allowed to sit in the front seat of any vehicle. If transporting PreK students, other state regulations apply, please see Preschool Handbook.

If you are running late, please notify the director or your child's teacher. If you arrive at the school on a field trip day after our child's class has departed, you may transport your child to the field trip location where your child will meet his/her teacher, or take your child home. Staff members present at the school cannot care for your child after the class has left.

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.

The developmentally-appropriate curriculum at HMS Richards Adventist Preschool is a hands-on approach to learning that requires a child's mind and body to be actively involved in the classroom environment. Therefore, the HMS staff limits passive activities such as television-viewing. Rare

exceptions occur if a video or program is used to enhance the child's knowledge of a particular topic. In those cases, videos will be used alongside additional developmentally-appropriate activities. In addition, a few times a year, the school hosts a "pajama party" in which the children may watch a short, G-rated movie.

Music Program

Students in grades 1-8 are required to participate in music. Leah Anderson teaches grades 1-8. In PreK and Kindergarten, the teachers are in charge of their own music class.

In addition to the Christmas and Spring concerts, various music groups will perform at one or more weekend church performances. Student grades are based on concert and church attendance, participation in rehearsals, and maintaining a positive attitude.

Kindergarten Graduation

Kindergarten graduation is conducted in the Campion Church fellowship hall. See teacher for costs. Preschoolers are asked to be at the kindergarten graduation to be presented (for those moving up) as the next graduating class. Preschool parents are asked to help with graduation serving and clean up as it is difficult for kindergarten parents because they may have family members in town and need to take family pictures.

Code of Conduct:

“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).

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 or 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 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.

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.

Anytime a student is at school or representing the school (e.g. athletics, activities, and programs) they are required to dress appropriately. If the student does not meet the dress or grooming requirements of the activity, he/she will be removed from the program.

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

- Plain solid color Khaki or Navy Blue, twill or corduroy from any vendor is acceptable.
- Uniform jeggings for girls are acceptable as long as the shirt comes to the hips or longer.
- 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, pajama pants.
- No ripped, torn, or frayed clothing is allowed.
- Skirts, dresses, jumpers, skorts, and scooters must be the students hand width when standing
- Shorts must come to your fingertips when standing.

Shoes:

- Gym shoes are preferred, but students may wear the following types of shoes:
 - close-toed strapped sandals
 - tennis/running/court shoes
 - dress shoes
 - casual shoes
 - slip-ons
- Shoes for PE should be field or court appropriate.
- Cleats for soccer and football and court shoes are preferred and help prevent injuries.
- No flip-flops.

Hats:

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

Outerwear:

- Appropriate coats, jackets, and fleece pullovers may be 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, light blue, 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.

Field trip attire:

- Jeans or Uniform pants
- Navy polo with HMS logo required. Unless otherwise specified by staff.
- Friday attire, unless stated otherwise by staff.

Friday Attire:

- Monday through Thursday dress is allowed.
- Jeans that are not torn, ripped or frayed may be worn
- Track pants, sweat pants, flannel pants, fleece pants, cargo pants, camouflage,
- Shorts, skirts, dresses, etc. must come to your fingertips.
- Leggings may be worn by PreK-2nd grade students.
- T-shirts with no cartoons, movie, Disney, explicit or vulgar graphics.

Cosmetics

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

Jewelry

Necklaces, earrings, rings (*including toe rings*), bracelets (*including ankle and friendship bracelets*), and other jewelry are not allowed. Students wearing these items will be requested to hand them immediately to the staff member bringing the matter to their attention. Confiscated items may be picked up at the school office at the end of the school day, or at the end of the next school day if on a weekend. Repeat offenders are subject to a fine and/or further discipline.

Hair Color

Hair should be neat and clean at all times. Extreme hairstyles are not acceptable. Boys' hair length should not be excessively long. If boys' hair is longer than shoulder length, boys must wear it up in a pony-tail. Hair must be a natural hair color (not purple, blue, green, orange, bright yellow, etc.)

Temporary Tattoos

Temporary tattoos are not allowed to be worn in visible locations. If visible, a staff member will remove it with baby oil.

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.
- 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.

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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 it’s 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

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.
- 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.

Disaster Preparedness Policy/Evacuation Plan

Facility Name	HMS Richards School (and Preschool)
Facility Address	342 42 nd Street SW Loveland, CO 80537
Facility Phone	970-667-2427
Facility Principal	Davin Hammond
Facility VP/Preschool Director	Kristie Smith
Facility Secretary	Aubrey Nelson
Emergency Kit Location	In the school office and in each classroom;

Emergency Contacts	Contact Name	Phone Number	Other info:
Fire/Rescue (911)	Thompson Valley EMS	970.663.6025	
Police (911)	Loveland Police Department 801 E 10 th Street Loveland, CO 80537	970.667.2151	
Fire (911)	Loveland Fire Department 900 S Wilson Avenue Loveland, CO 80538	970.962.2471	
Hospitals	McKee Medical Center 2000 N Boise Avenue Loveland, CO 80538	970.820.4640	
	Medical Center of the Rockies 2500 Rocky Mountain Avenue Loveland, CO 80538	970.624.2500	
Health Department & Human Services	1501 Blue Spruce Drive Fort Collins, CO 80524	970-498-6300	
Colorado Office of Early Childhood	Licensing Specialist: Marlene Mackenzie Licensing Office: 1575 Sherman Street Denver, CO 80203	303.914.6100 ext. 3065 800.799.5876	License: #1689638
Poison Control	National Hotline	800.222.1222	
Rocky Mountain Conference	Superintendent: Lonnie Hetterle 2520 S Downing Street Denver, CO 80210	303.733.3771	Employer/Insurance
Campion Church	Teresa Johansen, Secretary 300 SW 42 nd Street Loveland, CO 80537	970.667.7403	

Campion Academy	Don Reeder, Principal 300 SW 42 nd Street Loveland, CO 80537	970.667.5592	
Safe2Tell	Anonymously Report Concerns	1.877.542.SAFE	https://safe2tell.org/

Possible Types of Emergencies

<ul style="list-style-type: none"> Fires General Safety Utility Outages & Blackouts Explosion Environmental Hazards Hazardous Materials Intruder, Criminal Activity, & Active Shooter Missing, Lost, or Abducted Child Severe Weather and Geological Events Illness Outbreaks Food Safety
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HMS Richards Staff will test and up-date our plan as we see fit in order to be as prepared as possible. We are open to community input and suggestions for our specific location for emergency procedures.

Evacuation Procedures:

In the unlikely event of an evacuation, our staff will follow these procedures:

Evacuation Routes:	Evacuation Routes are posted in our classrooms by our doors.
Evacuation Sites:	Evacuation site locations will be communicated to parents by: email, Parent-Teacher Conferences, and letter home.

Decision to Evacuate:	The HMS Richards School Principal will make the decision to evacuate our school. In the event of a campus-wide evacuation, evacuation may be determined by the Campion Academy Principal, or Campion Church Pastor (or pastoral staff)
Notification:	Once all children are safely evacuated: 911 will be called by HMS Richards Secretary Parents will be notified of the evacuation via phone call or text by the child's teacher
Emergency Kits/ Information:	Emergency kits will be taken when possible by HMS Richards School Secretary. Student medication will be brought to the evacuation site by HMS Richards School Secretary.

	Whenever teachers leave the classroom with children, they will carry a binder with each child’s emergency contact information.
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Accommodations for Children with Disabilities and Those with Access & Functional Needs

A specific plan will be made if/when a child with those needs plans to enroll for both evacuation and reunification procedures.

The secretary will get any medication needed from the office. If the secretary is not available, the medication will be brought to the evacuation site by the child’s teacher.

Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Notification:	Parents/guardians are provided: Information on each evacuation site. Contact information for teacher – cell phone. Parent/guardian contact numbers: Information on each evacuation site. Stored in teacher's cell phone. Attached to binder that each teacher carries. Kept in records in school office.
Release:	Children will only be released to contacts listed on the child's form with proper identification. Designated staff will account for the children in their classrooms and keep record of who was picked up and by whom and record it on the designated record sheet. After reunification, HMS Richards School Staff will monitor children for psychological impacts of the incident.

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.

