Handbook



HMS Richards

Adventist School

WWW.HMSRICHARDS.ORG

INFO@HMSRICHARDS.ORG

2020

-

2021

School Year

342 42ND STREET SW

LOVELAND, CO 80537

OFFICE: 970-667-2427

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# Welcome to HMS Richards Adventist School



Dear Parents,

Welcome to HMS Adventist School! 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. Thank you so much for entrusting your child with us.

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.

Sincerely,

HMS Staff

Table of Contents:

|  |  |
| --- | --- |
| Welcome Letter | 1 |
|  |  |
| Table of Contents | 2 |
|  |  |
| Introduction | 3 |
|  |  |
| Faculty and Staff | 4 |
|  |  |
| Hours of Operation | 5 |
|  |  |
| Mission Statement | 6 |
|  |  |
| Adventist Education Philosophy | 7 |
|  |  |
| HMS Core Values | 8 |
|  |  |
| Financial Information | 9 |
|  |  |
| Admission Information | 12 |
|  |  |
| Academics | 17 |
|  |  |
| Code of Conduct | 23 |
|  |  |
| Unified Dress Code Policy | 25 |
|  |  |
| Grievance | 28 |
|  |  |
| Student Technology Policy | 29 |
|  |  |
| Disaster Preparedness Policy | 30 |
|  |  |
| COVID-19 Policy | 33 |
|  |  |
| Asbestos Notification | 37 |
|  |  |
| Colorado Car seat Safety Laws | 38 |
|  |  |
| School Calendar | 39 |

Revised 08/17/2020 AN

**Introduction:**

HMS Adventist School (HMS) 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 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 Campion Adventist Church. HMS 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’ 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.

**Faculty and Staff**

**Administration**:

|  |  |
| --- | --- |
| Paul Bragaw: | Principal |
| Kari Lange: | Vice Principal |
| Kristie Smith: | Preschool Director |
| Codi Jahn: | Board Chair |
| Aubrey Nelson:  **Staff**: | Secretary & Treasurer – 970-667-2427  info@hmsrichards.org or hmsrichardstreasurer@gmail.com |
| Kristie Smith: | Kindergarten Teacher – 402-730-2778 – kristie.smith@hmsrichards.org |
| Kari Lange: | 1st-2nd Grade Teacher – 720-225-7362 – kari.lange@hmsrichards.org |
| Alisha Anderson: | 3rd-4th Grade Teacher – 509-434-8367 – alisha.anderson@hmsrichards.org |
| Paul Bragaw: | 5th-6th Grade Teacher – 720-985-3886 – paul.bragaw@hmsrichards.org |
| Carey Jordan: | 7th-8th Grade Teacher – 303-328-5435 – carey.jordan@hmsrichards.org |
| Yves Clouzet: | Strings of the Rockies Teacher (SotR) – 970-685-7895 – yves.clouzet@campion.net |
| Anne Moyer RN: | School Nurse Consultant |
| **Campion Adventist Church Campion Academy**  300 42nd Street SW 300 42nd Street SW  Loveland, CO 80537 Loveland, CO 80537 970-667-7403 Phone Number – 970-667-5592 [www.campionchurch.org](http://www.campionchurch.org/)  Fax Number – 970-667-5104 office@campionchurch.org www.campion.net  Micheal Goetz - Senior Pastor info@campion.net  Nestor Soriano – Evangelism & Worship Pastor Don Reeder - Principal  Michael Morss – Youth & Discipleship Pastor Sue Helm - Secretary  Teresa Johansen – Secretary & Treasurer Erica Franklin – Algebra Teacher | |

**Hours of Operation**

## School Hours

8:00 a.m. to 3:30 p.m. Monday thru Thursday everyone

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~~. – Temporarily unavailable during COVID

## Closing/Delayed Starts

In the event of inclement weather, HMS follows Thompson Valley School District R2-J’s school delay and closure protocol. HMS 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 the secretary or a teacher. 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:**

**Know***: Jesus*

**Grow***: In Character & Education*

**Go***: Change Your World*



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

*Proverbs 22:6*

**HMS 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 3:35*)
* **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, see the book “Seventh-day Adventists Believe…A Biblical Exposition

of 28 Fundamental Doctrines.” A copy is in the office or refer to www.adventist.org

**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. All of our schools use the same curriculum and 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 K-8 with a CHERISH award, representing students who model each value. With the award comes a $50 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 rages 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 with application for registration or included with approval of 12-month payment plan if application for registration prior to July for the following school year. 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 July 1, 2020 will receive a $50 discount.**

Preschool Registration Fee – $300 due and billed in August or at time of enrollment if enrolled after August.

Grades K-8 Registration Fee – Two months of tuition (if 12-month payments plan and enrolled prior to July for the following school year, billed as July and August payments.)

## Tuition 2020-2021

~~Preschool – $5410 per year (see website for daily options)~~ – Temporarily unavailable during COVID Elementary (Grades K-4) – $5618 per year

Middle School (Grades 5-8) – $5680 per year

~~After School Care - $4 per hour~~ – Temporarily unavailable during COVID

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

## Payment Plans

Families choose from payment plans:

* 12 month (July-June)
* 10 month for Preschool
* 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%
* Campion Church member subsidy 20%
* Adventist member subsidy 10%
* Rocky Mountain Conference Employee benefit
* CHERISH Scholarship - $50

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.
* Parents who enroll at HMS have entered into a contractual agreement with the school and are expected to keep those commitments. Monthly balances or approved financial agreements must be kept current.
* It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need to contact the school office to make other arrangements when they cannot make on-time tuition payments. In addition, it is HMS’ policy that no student shall receive a diploma/transcript/report card if any financial obligations are outstanding.
* 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.
* 8th Graders must have financial clearance in order to receive diplomas.

## Volunteers – Temporarily unavailable during COVID

~~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 Preschool, there are other state requirements. Please see Preschool~~ ~~handbook.~~

### Other Fees

* ~~Sports Program – fees~~ *~~may~~* ~~vary-will be disclosed at start of specific sport season; i.e. volleyball,~~ ~~basketball, and soccer~~ – Temporarily unavailable during COVID
* Campion Academy Classes – additional tuition required
* 7th 8th grade class trips-based on current travel costs
* Kindergarten and 8th Grade Graduations – See page 22
* Strings of the Rockies *–* $20 per month for rental of violin ($240 per year)
* ~~Advanced Strings – $35 if renting or $25 if you own your instrument (some instruments may have~~ ~~an additional fee)~~ – Temporarily unavailable during COVID
* Sack lunches if child forgets their lunch at home – $4.00
* Outdoor School – Grades 5-8 – See page 21 for more details

## Homeschool Fees – Temporarily unavailable during COVID

~~For an entrance fee of $75, home-schooled students can enroll in P.E., Strings, Music and Art (or any other~~ ~~core classes at the teacher and principal’s discretion) at a rate of $55 per class, per month, per student. For~~ ~~Strings of the Rockies or Advanced Strings see the above fees.~~

~~Homeschoolers can participate in field trips but must pay the office prior to the trip for the cost of all~~ ~~attending in the group.~~

**Admission Information:**

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

*Psalms 111:10*

HMS Adventist School is happy to accept students 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 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 must meet all age, academic, and immunization requirements, return pastor and teacher recommendations, and complete any other requirements set forth by the HMS board as stated in this handbook. New students will be tested and serve a one-month probation period before receiving full acceptance.

HMS 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 about applying at info@hmsrichards.org
* All registration paperwork/online must be completed
* Registered with Smart Tuition
* 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 Preschool students have priority over part-time Preschool students.
  2. Staff students have priority over all other students
  3. Returning students have priority over new students
  4. Siblings of older current HMS students have priority over new students
  5. Kindergarten students have priority over Preschool 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 Preschool, the order of acceptance as stated above in the bulleted items will be followed.

First Grade:

* Must be 6 years of age on or before October 1 of the current year.

**Application Process** Current Students:

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

New/Transfer Students:

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

### Withdrawal Process

If you are withdrawing your student, you must give a two-week written notice of withdrawal to the office.

Then the treasurer will compile your final bill, to include two weeks of tuition, and post it to Smart Tuition.

### Unpaid Accounts

Students having an unpaid account with HMS 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.
* An absence may be excused only in case of the student’s o Illness
  + Death in the immediate family o 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

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

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 and/or The Colorado Child Abuse and neglect Hotline @ 844-CO-4-KIDS (844-264-5437). Staff will document suspicious and/or concerning behavior and will inform the Rocky Mountain Conference Education Department Superintendent prior to reporting to Social Services.

### 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 – Temporarily unavailable during COVID

~~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.

**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 & email updates as needed sent from the school office
* Teacher communication via classroom newsletters, text, email, & phone
* Social Media: Website ([www.hmsrichards.org)](http://www.hmsrichards.org/) and Facebook
* School calendar
* Parent surveys
* Parent/Teacher Conferences at the end of first and third quarters
* RenWeb
* Smart Tuition
* 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 given to teachers 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.

### 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.

### 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.

### Health

Your child’s health is important to us. Hand washing is a **MUST** after using the bathroom, before/after snack, and after coughing and sneezing. The school uses reasonable precautions to ensure a healthy environment.

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.)

o 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. Our school nurse will be notified and will give further instructions.

* Excessive coughing
* Is not rested and alert enough to pay attention in class
* 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

### 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 Delegatroy Clause of the Nurse Practice Act. If your child has any special allergies, emergency medication or special medical needs, please talk with the director and/or principal, administration and school nurse 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 (see form in the back of the handbook)
* 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, principal, and school nurse. 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 – Preschool

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](http://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)](http://www.cde.state.co.us/early/preschoolstandardsresource). For worship and Bible, we use stories from the Bible.

### Curriculum – K-8

HMS 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.nadeducation.org.](http://www.nadeducation.org/)

HMS is excited to say that we have adopted project-based learning model in our entire school. Projectbased 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 realworld challenges and problems. It promotes creativity, collaboration, and higher-level thinking. The Rocky Mountain Conference has encouraged all of our schools to adopt this method.

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 and Stairway to Reading
* Grades 1-8: Encounter

### Math

* K-6: Big Ideas Math
* Grades 7-8: Saxon Math

### Language Arts

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

### Science

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

### Social Studies

* K-8: Unit based
* Grades 1-4: McGraw-Hill
* Grades 5-8: Prentice Hall & Scott Foresman

### Art

* For all grades, art is teacher led. Creativity and self-expression are encouraged through different medias.
* Grades 1-4: Deep Space Sparkle

### Music

• Music is heavily encouraged here at HMS. See page 21 for more information about our music program.

### PE

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

### Testing

MAP Growth

* Standardized Testing for K-12
* NOTE: This has replaced IOWA Test of Basic Skills for Grades 3-8
* MAP is a computer-adaptive assessment that measures growth and mastery for each student K-12.
* MAP Growth includes Reading, Language Usage, Math, Subject Specific Secondary Math (Algebra I, II, Geometry and Integrated Math I, II, III) and Science
* Three interim assessments per year (Fall, Winter, Spring) to guide and track learning
* It can be used as a formative and interim assessment to inform instruction and increase proficiency.
* Aligns with multiple standards (NAD, ACT, SAT, CCSS and NGSS)
* Adventist national norms available

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.

### Report Card Grading Scale Grade Kindergarten Marking Codes

#### Performance Key

* I = Achieves objectives and performs skills independently
* P = Progressing toward achieving objectives and skills
* NT = Needs more time to develop
* BLANK = Indicates skill was not addressed in this marking period.
* NOT EVALUATED = Grayed out indicates skill was not addressed and/or evaluated at this time. **Grades 1 - 2 Marking Codes**

#### Summative Grades

* I = Achieves objectives and performs skills independently
* P = Progressing toward achieving objectives and skills
* NT = Needs more time to develop

#### Domain Levels of Proficiency

* 4 = Exceeds: I understand, I can teach a friend. I can even show you more.
* 3 = Proficient: I understand and can do it by myself.
* 2 = Developing: I understand some and can get started, but I’m a little confused.
* 1 = Novice: I don’t understand. I can’t start without help. Instructional Level
* X = Student is working with enrichment materials and/or accelerated instruction
* Y = Student is using grade level materials and functioning without modification or extra assistance.
* Z = Student is receiving modification of assignments, materials, and/or special assistance Social Development/Work Ethic
* O = Outstanding
* S = Satisfactory
* N = Needs improvement

### Grades 3-8 Marking Codes

#### Summative Grades

A+ - A- (100%-90%) = Excels in understanding content and applying concepts

B+ - B- (89%-80%) = Masters most content and skills

C+ - C- (79%-70%) = Demonstrates basic understanding of the concepts and skills

D+ - D- (69%-60%) = Understanding of concepts and skills is limited and incomplete F (59%-below) = Shows an unacceptable level of understanding and/or effort

#### Domain Levels of Proficiency

* 4 = Exceeds: I understand, I can teach a friend. I can even show you more.
* 3 = Proficient: I understand and can do it by myself.
* 2 = Developing: I understand some and can get started, but I’m a little confused. • 1 = Novice: I don’t understand. I can’t start without help. Instructional Level
* X = Student is working with enrichment materials and/or accelerated instruction
* Y = Student is using grade level materials and functioning without modification or extra assistance.
* Z = Student is receiving modification of assignments, materials, and/or special assistance Social Development/Work Ethic
* O = Outstanding
* S = Satisfactory
* N = Needs improvement

### Academic Probation

Students are placed on academic probation if, after evaluating their first progress report, they have a grade below 70 percent (or a D). 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 child’s teacher for possible readiness tests to administer at home or in-person consultation.

### Acceleration & Retention

The decision to accelerate or retain a student has intense short and long-term effects on the student and his/her family. It is important that sensible, well-researched, and defensible acceleration or retention decisions are made. Teachers are to consult with the Rocky Mountain Conference and refer to the MidAmerica Education Code for further guidelines as follows. These guidelines are taken from MAUC Education Code Chapter 3, Article 4, p. 26-27.

Teachers and parents must consider:

* Chronological age.
* Emotional, physical, and social development.
* Scholastic achievement as determined by the following measures:
  1. Teacher evaluation of academic progress.
  2. Teacher observation of the student's ability to reason and to express ideas logically.
  3. Current norm‐referenced test scores.

### Academic Acceleration

Criteria for acceleration of a student are to be based on the following minimal requirements:

* A student is expected to have a composite score on a standard achievement test battery at the 90th percentile or above.
* The student must demonstrate to the school staff and to the parent’s/legal guardian’s satisfactory evidence of academic, chronological, emotional, and social readiness.
* Prior written requests for acceleration of the student in elementary education (i.e., two years in one, or three years in two) must be submitted to the Conference Office of Education. Written approval from the Conference Office of Education must be kept in the student’s cumulative record.
* The student must maintain an average or above level of achievement on the accelerated program.
* To initiate this program the teacher/school administrator must submit a letter of application to the Conference Office of Education. This application must include the written consent of the parent/legal guardian.
* The application must be approved by the Conference Office of Education in writing before a student is permitted to begin work on advanced placement.

### Retention of Students

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.

Criteria for retention of a student are to be based on the following minimal requirements:

* A student has a composite score on a standardized achievement test battery which places the student at or below the 25th percentile. Other conference approved testing methods may be used to determine testing criteria.
* The student demonstrates to the school staff and to the parents/legal guardians evidence of unsatisfactory academic, emotional, or social readiness/growth.
* Prior to student retention, the RMC Office of Education approved intervention plan must be implemented by February 1.
* The intervention plan should be developed by the teacher, in consultation with the parents/legal guardians and student. The intervention plan should include a description of desired student learning to occur over a recommended time frame. Without an intervention plan, the student will be promoted to the next grade level.
* Written request for retention of the student in elementary education must be submitted to the Conference Office of Education by May 1. Written approval from the RMC Office of Education must be kept in the student’s cumulative record.

## Sports Program – Temporarily unavailable during COVID

~~HMS Adventist School participates in sporting events whenever possible. Currently students in grades 5-8~~ ~~play against other private schools in the local area. To play in these games, students must not have failing~~ ~~grades (70% or below), or be on academic probation for any reason.~~

## Field Trips – Temporarily unavailable during COVID

~~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 (please see the chart at~~ ~~the end of the handbook). If transporting Preschool students, other state regulations apply, please see HMS~~ ~~Preschool Handbook.~~

### 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.

### Music Program

At HMS, all students in grades Preschool-8 participate in music.

Students in grades 1-4 are enrolled in Strings of the Rockies (SotR). They practice Monday through Thursday. Yves Clouzet, the orchestra teacher at Campion Academy, is the instructor. When Campion Academy is on leave or the music department is on tour, we do not have SotR.

~~Students in grades 5-8 are enrolled in handbells~~. – Temporarily unavailable during COVID

~~In addition to the Christmas and Spring concerts, various music groups will participate at one or more~~ ~~weekend church performances. A portion of student grades are based on concert and church attendance,~~ ~~participation in rehearsals, and maintaining a positive attitude~~. – Temporarily unavailable during COVID

## Outdoor School – Temporarily unavailable during COVID

~~Outdoor School takes place in the fall. Details are given out later~~

**Kindergarten Graduation**

Kindergarten graduation is conducted in the Campion Church fellowship hall. See teacher for costs.

### Eighth Grade Graduation

Eighth grade graduation is typically conducted in the Campion Academy Chapel, with the reception to follow in the HMS School gymnasium. Caps and gowns are provided by the school. A meeting will be held with the graduates’ parents to discuss costs. Girls graduation dress must meet school handbook guidelines and be approved by school administration and 8th grade teacher.

**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 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: Following our core values, 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 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 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, 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, 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 to happily live 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, communication with parents, parent/teacher conferences, in-school suspension, suspension, expulsion or any other necessary actions to discipline the student. Each classroom has grade appropriate policies.

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

### 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 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 Adventist School will make this final decision with a recommendation from the teacher of school administration.

**Dress Code Policy**

It is HMS 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 that represents HMS.

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, and skorts 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:

o close-toed strapped sandals o tennis/running/court shoes o dress shoes o casual shoes o slip-ons

* Shoes for PE should be field or court appropriate.
* 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 inside the school building during the day.

* When it snows students should being winter clothes to play outsideo Snow pants, coat, gloves, boots, and hat

### Shirts/Sweaters

* Long or short sleeved, plain colored, collared polo shirts required. Any vendor is acceptable.
* Long or short sleeve oxford shirts or buttoned blouses 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 neckline showing. 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, sweatpants, flannel pants, fleece pants, cargo pants, camouflage pants may be worn
* Shorts, skirts, dresses, etc. must come to your fingertips
* Leggings may be worn by Preschool-2nd grade students only plain colors, no patterns
* T-shirts with no cartoons, movie, Disney, explicit, or vulgar graphics
* Tank tops, sleeveless or cold shoulder shirts are not allowed
* Midriff shirts are not allowed

### Cosmetics

If worn, make-up should be natural in appearance, and nail polish should be clear or transparent pink. If nail polish is not clear or transparent pink, a staff member will remove the nail polish with non-acetone nail polish remover.

### Jewelry

Necklaces, earrings, studs, 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. Repeated 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 ponytail. 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.

**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.

**Student Technology Policy Agreement:**

The purpose of the HMS 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.
* If equipment is vandalized, I recognize that the cost to repair or replace will be charged to my Smart Tuition account.

**Disaster Preparedness Policy/Evacuation Plan**

|  |  |
| --- | --- |
| **Facility Name** | HMS School (and Preschool) |
| **Facility Address** | 342 42nd Street SW  Loveland, CO 80537 |
| **Facility Phone** | 970-667-2427 |
| **Facility Principal** | Paul Bragaw |
| **Facility VP** | Kari Lange |
| **Preschool Director** | Kristie Smith |
| **Facility Secretary** | Aubrey Nelson |
| **1st Aid Kit Location** | In the school office and in each classroom |
| **Universal Spill Kit** | In school office |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Contacts** | Contact Name | Phone Number | Other info: |
| **Fire/Rescue (911)** | Thompson Valley EMS | 970.663.6025 |  |
| **Police (911)** | Loveland Police Department  801 E 10th Street  Loveland, C0 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** | 300 SW 42nd Street  Loveland, CO 80537 | 970.667.7403 | Constituent Church |
| **Campion Academy** | Don Reeder, Principal  300 SW 42nd Street  Loveland, CO 80537 | 970.667.5592 |  |
| **Safe2Tell** | Anonymously Report Concerns | 1.877.542.SAFE | https://safe2tell.org/ |

### Possible Types of Emergencies

|  |  |
| --- | --- |
| • | 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 |

HMS 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:

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| **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. |

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| **Decision to Evacuate:** | The HMS School Principal will make the decision to evacuation 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:** | 911 will be called by HMS Secretary  Parents will be notified of the evacuation via phone call or text by the child’s teacher or other school personnel |
| **Emergency Kits/ Information:** | Emergency kits will be taken when possible by HMS School Secretary  Student medication will be brought to the evacuation site by HMS  School Secretary or the student’s teacher  Whenever teachers leave the classroom with children, they will carry a binder with each child’s emergency contact information. |

**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.

### 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.

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| **Notification:** | * Information on evacuation site will be disclosed to parents/guardians. NOTE – For some cases this site may not be made public, but only given to parents/guardians in case of emergency pickup. * School secretary has all the student emergency contact info in the office and will bring it to the evacuation site. * Each teacher has their students contact information in their cell phones and will contact each parent/guardian. * Contact information for teacher – cell phone. * Any staff member may be contacting parents/guardians. * Parents/Guardians are welcome to contact their child’s teacher or the school office for more information. |
| **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, by whom, and record it on the designated record sheet.  After reunification, HMS School Staff will monitor children for psychological impacts of the incident. |

**COVID Procedures for 2020-2021**

As Colorado is reopening, we are excited to welcome our students back to HMS Richards Elementary (HMS). In light of COVID-19, operations will be different for a time, and we deeply appreciate your support and prayers as we implement guidelines that allow us to open our doors this fall.

In response to the COVID-19 pandemic, we will implement new routines and processes. These plans will not eliminate the potential spread of COVID-19 but are intended to minimize risks to students and employees. This plan is based on the recommendations of the Colorado Department of Public Health & Environment, the Larimer County Health Department, the Centers for Disease Control and Prevention, and the Rocky Mountain

Conference of Seventh-day Adventists. Our efforts will focus on enhanced hygiene practices, health screening, physical distancing, and face coverings based on the most current research. As guidelines change, we will update our procedures and provide notification.

Administrators, teachers, board members, and parents with specific expertise in the medical field have reviewed these plans. We will review these plans monthly as new or updated information is released with a focus on the safety of our school community and adherence to government guidelines.

HMS will maintain the calendar we published. Activities, field trips, and programs will remain on our calendar; however, these programs may change based on local government guidelines

#### Contingency Plans for In-Person Learning

Our intent is to begin in-person classes on August 18 while ensuring Executive Orders and County Health Orders are followed. Students will be in cohorts, based on their classroom. Classroom cohorts will function independently from all other student groups. Each cohort will recess together, eat together, have passing time together, etc.

We require each guest to wear a mask, have their temperature taken, and answer a series of health questions\* before entering HMS. Anyone with a temperature greater than 100.4 or with signs or symptoms of COVID-19 in the prior 14 days, will not be allowed to remain in the building. Symptoms include a temperature greater than 100.4 with at least one other COVID-19 symptom (shortness of breath, coughing, muscle aches, fatigue).

**HMS School Building**

• Face masks must be worn at all times in the school building.

#### Athletics

* Recess, PE, and team sports will be outdoors as much as possible to allow team play.
* Sports equipment must be disinfected between each use.
* Traveling sports events are temporarily postponed, pending further information.

#### Cafeteria

• Hot lunches will not be provided this school year. Students must eat in their classrooms and remain in their seats while eating.

#### Classroom Protocol

* Students will have assigned seats in the classroom.
* Desks will be positioned with six feet between students as much as possible.
* Students must enter their classrooms and immediately go to their desks, with no congregating in halls, locker areas, or classrooms.
* Each classroom will provide hand sanitizer, which students are required to use upon entry.
* Teachers will maintain a distance of at least six feet from the students during teaching. If personal instruction needs to occur with less than six feet of distance, the teacher and student will be required to wear a face mask per CDC instructions (covering both mouth and nose).
* Teachers will dismiss students individually starting with the desk nearest the exit.
* While seated at their desks, students may remove their masks if there is a six- foot distance between them and others. Students must replace masks to leave their seats.

#### Cleaning and Disinfecting Procedures

* All cleaning or janitorial staff will be thoroughly trained in procedures and equipment use.
* Teachers will use the health department approved disinfectant (AQ Cleaner) to disinfect daily all chairs, desks, doorknobs, and any other potentially infected surface.
* All high traffic areas will be disinfected at a minimum of twice per day (door crash bars, doorknobs, drinking fountain bottle fillers, railings, countertops, etc.).
* All classrooms and any other rooms used will be disinfected at the end of each day with approved disinfectant.

#### COVID-19 and Flu Testing

* Any student suspected of having either COVID-19 or the flu must wait in a supervised isolation area until a designated adult arrives to pick up him/her. Families are responsible to seek appropriate testing and treatment before a student’s return to school.
* Administration and a nurse consultant must approve all students returning to campus after leaving HMS due to illness.

**Drinking Fountains**

* Drinking fountains will be available only to fill water bottles.

#### Face Masks

* Face masks must cover mouth and nose in compliance with CDC-recommended instructions.
* Anytime that students/staff cannot maintain a six-foot distancing, face masks must be worn.
* The use of hand sanitizer is recommended if students/staff must touch their masks.
* Any staff or student conducting any cleaning tasks must wear a face mask.
* Students and staff will be responsible to have and wear their own personal face mask.
* Students must bring two clean/washable masks in a sealed sandwich-size bag on the first day of school. If students forget their mask or need one while at HMS, they will use one of their back-up masks. After a mask is used, it will be washed and returned to the sealed bag.

#### Meetings

• Any meeting at HMS (small groups, class meetings, committees, staff meetings, conferences, etc.) must occur according to classroom guidelines. (Refer to Classroom Protocol.)

#### Music

* All indoor, in-person large sing groups (25 or more) will be suspended until the American Choral Directors Association (or other reputable association) issues a statement regarding reduced risk or new/updated guidelines for choirs/singing.
* Students playing bells and string instruments may meet in person following the same guidelines outlined in the classroom protocol.
* Small group ensembles may meet with a minimum of six-foot physical distancing with the director at least 10 feet away from any student. The area must have ventilation.

#### Physical Distancing

* Physical distancing will be required of staff and students at school as much as feasible.
* Administration and staff will determine when a space is not sufficient for six-foot distancing and alternatives will be considered.

#### Restrooms

* Bathrooms will be cleaned/disinfected routinely, three times per day minimum.
* Communal bathrooms will allow a maximum of two people at a time, following physical distancing guidelines as much as possible.

#### Sick Student Procedures

* Any student who exhibits a temperature greater than 100.4 with at least one other COVID-19 symptom (shortness of breath, coughing, muscle aches, fatigue) must leave school. That student must have clearance from school nurse consultant/administration before returning to school.
* Any student who has tested positive for COVID-19 OR develops symptoms of COVID-19 should be in isolation (stay away from others) until they have been fever-free for at least 72 hours AND other symptoms have improved (when cough or shortness of breath have improved) AND at least 10 days have passed since symptoms first appeared. A negative COVID test is not required to return to school.
* Students will wait in a separate sick room for a parent to pick them up. They must be checked on every 15 minutes and wear a face mask per CDC guidelines (covering mouth and nose) when a staff member enters the room to check on them. No other student is permitted to enter a sick room. Staff members entering the sick room must wear a mask and follow proper hand washing when entering and leaving the sick room.
* Students with a temperature of greater than 100.4 without COVID-19 symptoms must stay home and be fever free for 72 hours before returning to school.

#### Temperature Checks and Screenings

* Parents must take the student’s temperature and review screening questions\* before leaving home for school each day.
* All students will enter in and dismiss from their classroom each day from the same specified entrance/exit.
* All students’ temperature will be taken daily at the entrance of the classroom. Students must respond to screening questions\* before attending class.
* All staff will record their temperature daily on a monthly chart. The chart will be submitted to the secretary at the end of the month and kept on file for the school year. If their temperature is greater than 100.4, they will notify administration and the school nurse consultant immediately

**Transportation**

* Field trips are temporarily postponed.

#### Entrance Routine

* Parents will perform a symptom check before students leave home.
* Parents will remain in their cars at HMS.
* Students will be on time and enter their classroom and walk directly to their desks.
* Playing outdoors and lingering outside of the car is discouraged.

#### Dismissal

* Parents will remain in their car.
* A staff member will notify classroom teacher(s).
* Students will exit classroom on time and walk directly to their vehicle.
* Playing outdoors and lingering outside of the car is discouraged.

**After School Care**

* After school care is temporarily unavailable.

#### Safety Drills

• Lock Down, Lock Out, Intruder, Evacuate/Shelter drills will be modified with consideration to health safety.

#### Vaccinations

* All students must provide documentation of up-to-date vaccinations or an appropriate letter of exemption before attending school. **Visitors**
* Visitors/parents may enter only at the front door wearing a mask following CDC guidelines (covering both mouth and nose). They will be limited to the tiled entrance area. Restrooms are limited to student and staff only. **Volunteers**
* To limit outside exposure, volunteers must be parents of students at HMS and will be kept to a minimum until further notice.

#### Campion Academy Workers

• Campion Academy students working at HMS, must wear a face mask, per CDC guidelines (covering mouth and nose), and maintain a physical distance of six feet as much as possible.

#### Sources

* Colorado Department of Public Health: [https://covid19.colorado.gov](https://covid19.colorado.gov/)
* Rocky Mountain Conference of Seventh-day Adventists:

<https://www.rmcsda.org/announcements/#1592402101220-894988d8-fc5f>

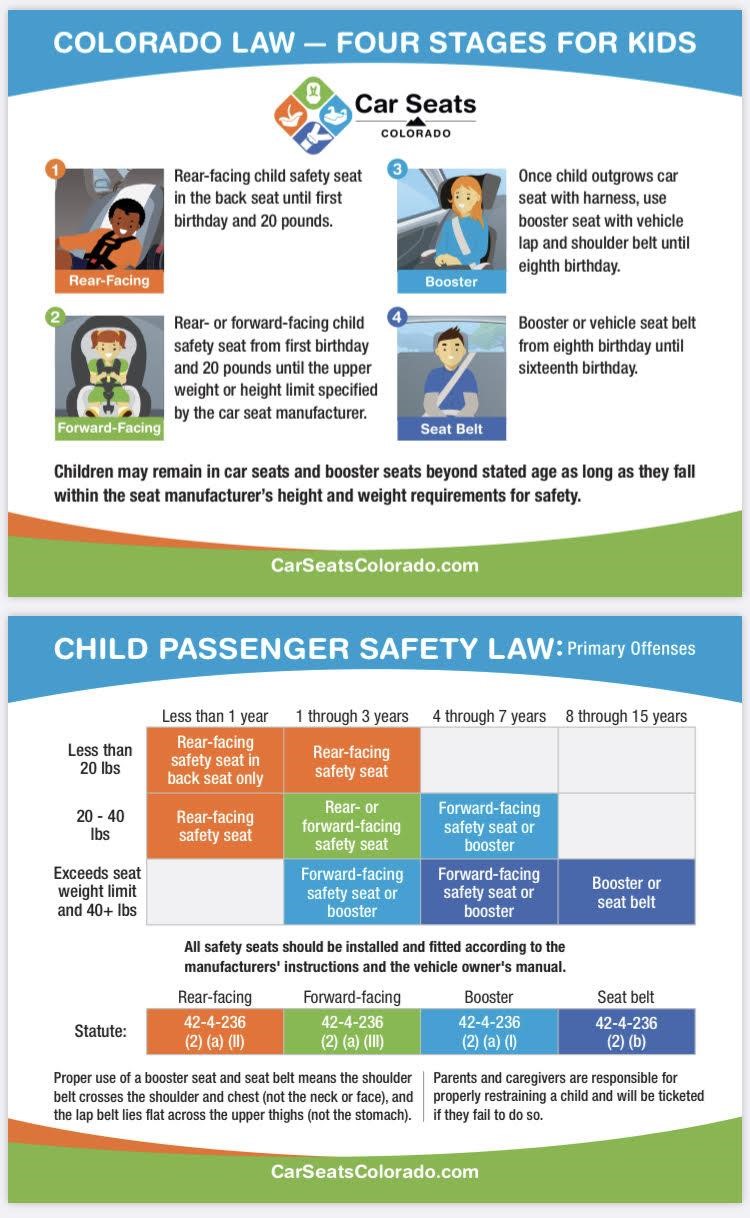
* Larimer County: <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19>
* Centers for Disease Control and Prevention: [https://www.cdc.gov/coronavirus/2019-nCoV/index.html:](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)
* American Choral Directors Association: [https://acda.org/wp-content/uploads/2020/06/ACDA-COVID19-Committee-Report.pdf](https://acda.org/wp-content/uploads/2020/06/ACDA-COVID-19-Committee-Report.pdf)

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\* Have you experienced a reduction of sense of smell or taste, fever, dry cough, runny nose, sore throat, shortness of breath, diarrhea? Have you been tested for COVID-19?

**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.



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| Tentative School Calendar  August 2020 – May 2021    **HMS Richards Elementary**    [**www.hmsrichards.or**](file://campion2/hmsstaff/Terri%20(Secretary)/Calendars/www.hmsrichards.org)[**g**](file://campion2/hmsstaff/Terri%20(Secretary)/Calendars/www.hmsrichards.org)  970-667-2427 office  342 42nd Street SW      Loveland, CO 80537    Updated 08/18/2020 AN | | | | | | | | |
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|  |  | **1** | **2** | **3** | **4** | **5** | 1. CA Church Christmas Program 2. International Sabbath |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** | **16** Christmas Program – Time 7:00 |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** | **17 Noon Dismissal** 2nd Quarter ends |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** | **Dec 18 – Jan 4** Christmas Vacation |
| **27** | **28** | **29** | **30** | **31** |  |  |  |

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| **3** | **4** | **5** | **6** | **7** | **8** | **9** | **5** School Starts, 3rd Quarter begins |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** | HMS Music at Campion Church – PreK-K |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** | **18** MLK Day, HMS Service Day –  Teachers serve breakfast\* |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |  |

**December 2020**

**January 2021**

**31**

**August 2020 February 2021**

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | |  |  |  |  |  |  | **1** | **3** HMS Staff Meeting – All Staff  **5-7** Teacher Inservice | | **2** | **3** | **4** | **5** | **6** | **7** | **8** |  | | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **15** Campus Dedication | | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **18** **FIRST DAY OF SCHOOL!**  **21** Picture Day | | **23** | **24** | **25** | **26** | **27** | **28** | **29** |  | | **30** | **31** |  |  |  |  |  | **27** Parents Night Zoom – 6:30\* | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | |  | **1** | **2** | **3** | **4** | **5** | **6** | PreK/K Round-up Day\* Early Registration – TBD | | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **11 Noon Dismissal**  Teacher Inservice Day @ RMC | | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **12-15** February Break: No School | | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **15 No School** – Presidents Day  **22-26** Week of Prayer | | **28** |  |  |  |  |  |  | **25** Ski Day – Grades 1-8 | |

**September 2020 March 2021**

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**October 2020 April 2021**

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**November 2020 May 2021**

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** Daylight Savings (Fall Back) | | **8** | **9** | **10** | **11** | **12** | **13** | 14 | **7** Fall Festival 6:00-9:00  **(Required)\*** | | **15** | **16** | **17** | **18** | **19** | **20** | **21** | HMSMusic – Campion Church | | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **20** Thanksgiving Program – 10:00\* | | **29** | **30** |  |  |  |  |  | **23-29** **No School** Thanksgiving  Break | |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **2** HMS Music at Campion-All School | |  |  |  |  |  |  | **1** | **3-7** Teacher Appreciation Week | | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **7** Track & Field Day  **12** Spring Concert | | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **15** Volunteer Picnic/Awards 8:30am | | **16** | **17** | **18** | **19** | **20** | **21** | **22** | 1. Boyd Lake – Grades 5-8 2. Kindergarten Graduation 2:00 | | **23** | **24** | **25** | **26** | **27** | **28** | **29** | 1. 8th Grade Graduation 7:00 2. **NOON DISMISSAL** – Last day of school | | **30** | **31** |  |  |  |  |  |  | |

39

\*Dates are subject to change or be canceled. We don’t know what regulations will be surrounding COVID-19.

40