

2023-2024 School Year

HMS Richards Adventist School Handbook



342 42ND STREET SW
LOVELAND, CO 80537
OFFICE: 970-667-2427
FAX: 970-667-5104 (ATTN: HMS)
WWW.HMSRICHARDS.ORG
INFO@HMSRICHARDS.ORG

Welcome to HMS Richards Adventist School

Dear Parents,

Welcome to HMS Richards Adventist School! We are so glad that you have chosen to be a part of our HMS family.

At HMS, our goal is to provide excellence in Adventist Christian Education through a nurturing and loving environment to help your child grow academically, socially, emotionally, physically, and spiritually. We want every child to understand that they are loved by God and to grow in a relationship with Him.

The HMS Handbook outlines the principles that HMS follows to reach our goal. We know that you are the most influential person in your child's life, and it is our desire that we, as staff, work with you, in a spirit of cooperation to provide the best education for your child. If at any time you have a question or concern regarding these principles, please do not hesitate to talk with your child's teacher or the principal.

Thank you for entrusting your child with us.

Sincerely,

HMS Staff

Introduction

HMS Richards Adventist School (HMS) is a private non-profit, kindergarten through eighth grade Christian school. HMS has been founded to provide an environment for Christian Education and service. Our program is designed to provide an education that is thoroughly Christian; challenging each student to grow in Christlikeness, 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 (RMC) 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 (MAUC), and the North American Division of Seventh-day Adventists (NAD). A school board elected by the constituent church, Campion Adventist 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

Carey Jordan Principal – 303-328-5435 – carey.jordan@hmsrichards.org
Kari Lange Vice Principal
Aubrey Nelson Secretary & Treasurer – 970-667-2427
info@hmsrichards.org or treasurer@hmsrichards.org
TBD Board Chair

Staff

Kari Lange K-2nd – 720-225-7362 – kari.lange@hmsrichards.org
Dawnmarie Simmons 3rd-4th – 352-812-3783 – dawnmarie.simmons@hmsrichards.org
Shannon Hagen 5th-6th – 352-805-6515 – shannon.hagen@hmsrichards.org
TBD 7th-8th
Melia Williams Music – melia.williams@hmsrichards.org
Nancy Kadlec School Nurse Consultant

Affiliations

Campion Church

300 42nd Street SW
Loveland, CO 80537
970-667-7403
campion.church
office@campionchurch.org
TBD – Senior Pastor
Leandro Bizama – Evangelism/
Worship Pastor
TBD – Youth & Discipleship
Pastor

Campion Academy

300 42nd Street SW
Loveland, CO 80537
970-667-5592
970-667-5104 (Fax)
campion.net
info@campion.net
Don Reeder – Principal
Sue Helm – Secretary
Erica Franklin – Algebra Teacher

Rocky Mountain Conference

2520 S Downing Street
Denver, CO 80210
720-536-5212
Diane Harris – Education Director
Paul Negrete – Associate Director
Sandy Hodgson – Assistant Director

Emergency Information

Fire/Rescue (911)

Thompson Valley EMS
970-663-6025

Police (911)

Loveland Police Department
801 E 10th Street
Loveland, CO 80537
970-667-2151

Fire (911)

Loveland Fire Department
900 Wilson Avenue
Loveland, CO 80538
970-962-2471

Hospital

McKee Medical Center
2000 N Boise Avenue
Loveland, CO 80538
970-820-4640

Hospital

Medical Center of the Rockies
2500 Rocky Mountain Avenue
Loveland, CO 80538
970-624-2500

Health & Environment

1501 Blue Spruce Drive
Fort Collins, CO 80524
970-294-1092

Poison Control

National Hotline
800-222-1222

Safe2Tell

Anonymously Report Concerns
<https://safe2tell.org>
877-542-SAFE

Table of Contents

Welcome Letter	
Introduction	
Faculty and Staff	
Table of Contents	
Hours of Operation	1
Mission Statement	2
Adventist Education Philosophy	3
HMS Core Values	4
Academics	5
Admission Information	11
Financial Information	12
General Information	15
Academic Attire Policy	19
Code of Conduct	21
Grievance	23
Student Technology Policy	24
Emergency Procedures	25
Asbestos Notification	26

Hours of Operation

School Hours

8:00 am to 3:00 pm	Monday thru Thursday
8:00 am to 12:00 pm	Friday

Students may be dropped off at 7:45am and must be picked up 15 minutes after dismissal. There is no student supervision before or after these times.

Inclement Weather Response

Delayed Start – Typically, HMS does not call for a delayed start. However, if one is called, parents will be notified by text or email by 6:00 am. Our delayed start time is 9:00 am. Students will receive an excused tardy if they arrive by 9:30 am.

Closings – A closing will be called as early as possible. If the weather has significantly deteriorated by 10:00 pm, you will be notified then by text or email. Otherwise, if the weather deteriorates overnight and necessitates a closing, you will be notified by text or email by 6:00 am.

If you do not feel safe driving in inclement conditions, please let the staff know that your student(s) will not be in attendance. Please contact their teacher(s) for missed assignments and due dates.

Recess In Cold Weather

Please send your student to school prepared to go outside for recess. We plan for students to go outside each day unless the temperature is below 20 degrees. We will also monitor the wind chill factor when deciding whether to go outside.

Mission Statement

Know: *Jesus*

Grow: *In Character & Education*

Go: *Change the 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:

- Have Jesus Christ, our Savior, as the focus and center of all that we do;
- Honor, and work with, our parents/guardians who are the primary educators of their child;
- Treasure each child as an individual who is made in God’s image;
- Respect, value, and support our teachers;
- Challenge and discipline our students in a spirit of love and understanding;
- Provide excellent academics and best practices for each student;
- Serve our community.

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 merely reflect 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, Hebrews 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 to all. He will raise the dead, give the righteous immortality, and fulfill His promise of an eternal home. (1 Thessalonians 4:16, 17, Corinthians 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. (Hebrews 1:1, 2, Exodus 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. (Malachi 3:10, Matthew 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. (Ephesians 4:8-11, 1 Corinthians 12)
- **Jesus Christ** expects the principles of modesty and deportment to be recognized in His children. (1 Timothy 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.” (Revelation 14:6-12, Hebrews 8:1-6)

*For more of our Adventist beliefs, see the book *Seventh-day Adventists Believe...A Biblical Exposition of 28 Fundamental Doctrines*. Refer to the copy in the office or 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, 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 intentionally uses this theme in our classrooms and supports students in living these ideals every day by recognizing them for behaviors that exemplify our core values. Our students, staff, and families cohesively work together to build the seven core values as part of our foundational standards. HMS shares 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 HMS staff awards one student from grades K-8 with a CHERISH award, representing students who model each value. With the award comes a \$50 credit toward one month of tuition for the following year. Families will need to present a copy of the CHERISH certificate to the treasurer to receive the credit. For 8th Graders, once the certificate is presented, the treasurer will send a check to Campion Academy to be paid toward tuition there.

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 – K-8

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 curricula, go to www.nadeducation.org.

HMS has adopted a Standards Base Learning (SBL) approach as a system of instruction and assessment. Teachers use a variety of supplemental curriculum to meet standards and different learning styles. For more information about SBL and classroom curriculum, please see your child’s teacher.

Bible

- Grades K-8: Encounter

Math

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

Language Arts

- Kindergarten: Stepping Stones
- Grades K-8: Pathways
- K-6: Unlocking the Reading Code

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 media.
- Grades 1-4: Deep Space Sparkle

Music

A generalized music program overview of vocal and instrumental music K-8.

Current schedule: Tuesday and Thursday - 30 minutes per classroom.

- Grades K-2 instrumental experience: Boomwackers, tone bells.
- Grades 3-4 instrumental experience: Recorder Karate.
- Grades 5-6 instrumental experience: Percussion (drumsticks) and introduction to Handbells).
- Grades 7-8 instrumental experience: Handbells.

All levels will

- Be introduced to music theory (notation, rhythm, chords).

- Will participate in singing (memorization, languages, part singing).
- Participate in performance.

Musical performances, including church services, are required and are a part of your student's grade. Missed classes and performances cannot be made up.

PE

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

Testing

MAP Growth

- Standardized Testing for K-12
- MAP is a computer-adaptive assessment that measures growth and mastery for each student K-12
- MAP Growth includes Reading (K-8), Language Usage (2-8), Math (K-8), Subject Specific Secondary Math (Algebra I, II, Geometry and Integrated Math I, II, III) and Science (3-8)
- 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
- Required for all new students as part of admissions

DIBELS 8th Edition K-8 (Dynamic Indicators of Basic Early Literacy Skills)

- A set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be issued to regularly detect risk and monitor the development of early literacy and early reading skills in Kindergarten through Eighth grade
- Three interim assessments per year (Fall, Winter, Spring) to guide and track learning

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

Parent/Teacher Conferences

The administration will schedule conferences at the close of the first and third quarters. Students' report cards will be presented at that time and/or are available through FACTS SIS. 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.

Academic Acceleration and Retention Policies

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 Mid-America Union Education code, Chapter 3 Article 4, p.26-27 from where these guidelines are taken.

Teachers and Parents must consider:

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement determined by:
 - a. Teacher evaluation of academic progress
 - b. Teacher observation of the student's ability to reason and to express ideas logically
 - c. Current norm-referenced test scores

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

Acceleration

When acceleration is considered, the following criteria are to be met as minimal requirements:

- The 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 or legal guardian satisfactory evidence of academic, chronological, emotional, and social readiness.
- Prior written requests for acceleration of the student in elementary education (i.e., 2 years in 1, or 3 years in 2) must be submitted to the RMC Office of Education. Written approval from the RMC 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 RMC Office of Education. This application must include the written consent of the parent/legal guardian.
- The application must be approved by the RMC Office of Education in writing before a student is permitted to begin work on advanced placement.

Retention

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 to the decision.

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

- The 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 guardian evidence of unsatisfactory academic, emotional, or social readiness/growth.
- Prior to retention, the RMC Office of Education approved intervention plan must be implemented by February 1 of the current year.
- The intervention plan should be developed by the teacher, in consultation with the parents/legal guardian and student. The intervention plan should include a description of the 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 RMC Office of Education by May 1 of the current year. Written approval from the RMC Office of Education must be kept in the student's cumulative record.

Academic Probation

Students are placed on academic probation if, after evaluating their 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.

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 obtains the use of Campion Academy's vans, 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 Sterling Volunteer online course, as well as provide 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 5'7" (4'9") or shorter are **REQUIRED** to have a booster seat. If a parent does not leave a booster seat, their student will not attend the field trip. No student under the age of 13 will be allowed to sit in the front seat of any vehicle (<https://www.codot.gov/safety/carseats/colorado-child-passenger-safety-law-1>).

Graduation

Kindergarten caps and gowns are property of the school and are rented for use. Both must be returned immediately following the graduation ceremony or a replacement fee will be charged to your account. \$80 will be charged to your Smart Tuition account in the first month, for pictures, gown rentals, and reception. Student graduation dress must meet school handbook guidelines and be approved by school administration and kindergarten teacher.

Eighth grade graduation is conducted in the Campion Adventist Church, with the reception to follow in the Church Community Center. Caps and gowns are property of the school and are rented for use. Both must be returned immediately following the graduation ceremony or a replacement fee will be charged to your account. \$80 will be charged to your Smart Tuition account in the first month, for pictures, gown rentals, and reception. Students' graduation dress must meet school handbook guidelines and be approved by school administration and 8th grade teacher.

Outdoor School

HMS offers Outdoor School each year. Students are encouraged to participate. Time and date may change from year to year. Parents will be notified.

Readiness

Readiness is a large 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 MAUC Education Code. See your child's teacher for possible readiness tests to administer at home or in-person consultation.

School Materials

Textbooks and school handouts or materials that are written in, destroyed, water damaged, or lost, must be replaced at cost by the student.

Sports Program

HMS Richards 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.

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.

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 students of any religious affiliation. However, 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 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 will have a one-month probation period before receiving full acceptance.

HMS Richards Adventist School 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. Parents or legal guardians must disclose all appropriate information to school staff before registering to determine if we can meet your student’s needs.

Age of Admission/Requirements

Kindergarten: Must be 5 years of age on or before September 15 of the current year, according to NAD policy.

First Grade: Must be 6 years of age on or before September 15 of the current year, according to NAD policy.

Application Process

Current Students:

- Complete re-enrollment through Parent’s Web account on FACTS SIS (<https://cam-co.client.renweb.com/oa/login.cfm?memberid=2145>).
- Pay tuition on Blackbaud Tuition Management, the remaining balance of the Registration fee, and any outstanding balance to receive financial clearance from the treasurer.
- Submit physical examination and updated immunization record, if required. (These must be updated every three years.) Exemption forms must be completed **EVERY** year and submitted **BEFORE** the first day of school. Medical forms can be obtained from the school office.
- Receive acceptance from HMS School Board.

New/Transfer Students:

- Complete an online application form through our website(<https://hmsrichards.com/enroll-your-student>).
- Pay the \$20 non-refundable fee when application is submitted.
- Submit references and a copy of birth certificate.
- Submit a current physical examination, and current immunization record or the exemption form. Medical forms can be obtained from the school office.
- Register with Blackbaud Tuition Management (<https://parent.blackbaud.school/Login.aspx>) and set up payment schedule.
- Pay tuition on Blackbaud Tuition Management and any remaining balance of the registration fee to receive financial clearance from the treasurer **NOTE: Any outstanding balance with another school must be paid before acceptance to HMS.**
- Complete all HMS testing.
- After successfully completing a one-month probation, receive acceptance from the HMS Admission Committee and the HMS School Board.

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 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 Church (constituent church), and annual tuition. Subsidies keep tuition as low as possible. We are a non-profit organization.

Registration Fee

\$600 per child to be paid as follows:

- \$100 due when registration opens to hold a place for your child.
- \$500 due in July.

Registration fees cover, but are not limited to, upfront costs HMS school incurs upon registration for each student such as student insurance, library fees, yearbook, school pictures, technology improvements, textbook purchases, and Spirit Wear – t-shirts, hoodies, etc.

Registration fees are non-refundable. A partial refund can be requested if one or more of the exceptions listed below are met, and documentation is provided to the office outlining the request. The exceptions are:

- Moving/relocating 50+ miles away from HMS Richards Adventist School.
- The family has completed and verified application for tuition assistance on file by the deadline and has determined that the amount is not sufficient.
- Educational needs for the student can no longer be met at HMS Richards as determined by Administration.
- Withdrawal at the request of HMS Richards.
- Family status change supported by court documents.
- Military service orders supported by documentation.

If your request for a partial refund is approved, you will receive a refund of \$450 per student, which will be given prior to classes starting in August.

Tuition

Grades K-8 - \$6230 (Full year pre-pay discount of 2% = \$6105.40)

Kindergartners have the option of attending a ½ day; however, the tuition remains the same as a full day.

Tuition Discounts

	Monthly Rate	Campion Church Subsidy (20%)	Adventist Member Subsidy (10%)
Child 1	\$623	\$498.40	\$560.70
Child 2 (5%)	\$654.15	\$473.48	\$532.66
Child 3 (10%)	\$560.70	\$448.56	\$504.63

- Rocky Mountain Conference employee benefit.
- CHERISH Scholarship - \$50 (one time).

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 may choose from two payment plans:

- 10 months (August-May).
- Full year pre-pay with a 2% discount **(This plan is not available to families requesting financial assistance.)**

Tuition Assistance

HMS – Offers limited tuition assistance. Assistance is need based and uses the Blackbaud Financial Aid Management assessment application found at <https://studentfinancialaid.blackbaud.school>. The application fee is \$35 and must be submitted by June 1. We encourage you to apply early as funds are limited. Students receiving tuition assistance must maintain their attendance and grades. Families must agree to stay current with their portion of tuition.

Seventh-day Adventist Churches – Many have been strong supporters of our school. Contact your church's pastor for information regarding assistance and requirements.

Other Churches – Churches of other denominations may also offer tuition assistance. Contact your pastor for information regarding assistance and requirements.

Additional Fees

- Hot Lunch – \$6.00 per meal
- Sports Program – fees vary-will be disclosed at start of specific sport season
- Algebra I (select 8th grade students) – additional tuition required
- 7th-8th grade class trips – based on current travel costs
- Kindergarten and 8th grade graduations – See page 9
- Strings of the Rockies – \$100 per semester (when offered)
- Outdoor School – \$100 (Grades 5-8 – See page 9 for more details)
- Music Festival – \$30
- Classroom supplies are provided for each student. \$45 K-2nd grade, \$35 – 3rd-8th grade (This fee is charged in July.)

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.
- 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 Blackbaud Tuition Management, or another electronic billing system then 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:

1. Immediately work out a written payment plan with the HMS treasurer to bring the account current.
 2. 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.
 3. 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.
 4. 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 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.
 - Students will not receive a diploma, transcript, or report card if any financial obligation is outstanding.
 - 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.

Early Withdrawal Process

If you are withdrawing your student, please give a two-week written notice of withdrawal to the office. Your final bill will then be compiled and posted to Blackbaud Tuition Management.

Homeschool Students

Classes such as PE, Strings, Music, and Art are available to homeschool students. Other core classes may be available at the teacher and principal's discretion, and if there is space available.

Entrance Fee - \$80

Class Fee - \$60 per class/per month

Field trips are also available. The fees must be paid to the office prior to attending, whether it is an individual or group attending the field trip.

General Information

Attendance

Attendance at school is critical to the success of the student. There is often a correlation between attendance and academic performance. Lectures, discussions, and activities are carefully planned by the teacher to enhance lessons and book work. Sometimes work can be made up, but the student may be unable to recover all that was lost on a particular school day when he or she is absent.

Mid-America Union Code states that each student is expected to attend school punctually and regularly. Attendance will be taken at 8:00 am, when school begins. Students are encouraged to arrive by 7:50 am, so they are ready to start on time. If your student is tardy or absent, excused, or unexcused, a phone call to the school should be made **before 8:00** the morning of the absence. Students arriving late must sign in at the administrative office when they arrive. Students leaving early must sign out at the administrative office.

The student/parent responsibilities for school are:

- Student attends school for all days of the established school calendar.
- Student appears in class on time, prepared for academic endeavor.
- Student must participate in his/her P.E. class unless he/she has a doctor's note stating otherwise.
- Student contacts teacher immediately upon return from absences to arrange to complete all makeup work assigned to establish when this makeup work is due. Work may be required to be completed and submitted in advance of a planned absence at the discretion of the teacher.

Excused absences include illness of the student, attendance at a funeral, court appointments, and unavoidable doctors' appointments. To be excused for scheduled doctors' appointments or other pre-arranged absences, a student should obtain a Planned Absence Request form from the administrative office or from our website. After having that form signed by each of his/her teachers and parent, the student should return the form to the administrative office. Permission should be arranged before commitments are made and/or plane tickets are purchased.

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed. Routine dental or medical treatment should be arranged outside of school hours. Vacations and family outings are unexcused absences; please try to plan these events during school breaks. A parent may be asked to meet with staff if absences or tardiness become excessive.

Any student electing to miss a performance responsibility without approval of the Administration will receive a zero for the performance.

Notation will be made on report cards when students are habitually tardy (4+ times per month or 10+ times per year.)

Illness Protocols

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

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:

- Any contagious condition such as fever (temperature over 100.4 degrees), rash, pink eye, diarrhea, or vomiting. Students must be symptom free for 24 hours before returning to school. A doctor's note is required for admittance after a rash or pink eye.

- Active head lice. Students will be sent home for treatment and will only be re-admitted when there is no further evidence of live lice. Nits must be removed, or at minimum, be one inch away from scalp.
- Communicable disease symptoms or exposure. If enrolled children and/or immediate family members are exposed to diseases such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, giardia, chickenpox, shingles or TB, the exposure must be reported to the school office. The school nurse consultant will be notified and will give further instructions.
- Excessive coughing.
- Student is not rested and alert enough to pay attention in class.

If your child becomes sick during school hours, you will be notified, and they will be taken to the sick room where they will be made as comfortable as possible until you arrive.

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 Delegatory 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.
- Ensure all prescription medication has pharmacy label attached.
- Provide original box with student name on it for over-the-counter medication.
- Deliver all medication to the school office by the parent or guardian.
- Store all medications 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.
- Self-carry guidelines must be approved with the school nurse consultant and principal prior to in school medication use.
- Verify that 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.

Bicycles, Scooters, Skateboards, Rollerblades and Roller-skates

Bicycles, scooters, skateboards, rollerblades, and roller skates may not be ridden on the school grounds during school hours. Roller shoes or wheels tied on shoes are not permitted. 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.

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.

Communication Methods

- Weekly school wide E-newsletter & email updates as needed sent from the school office
- Teacher communication via classroom newsletters, text, email, and phone
- Social Media: Website (www.hmsrichards.org), Facebook, and Instagram
- School calendar
- Parent surveys
- Parent/Teacher Conferences at the end of first and third quarters
- FACTS SIS
- 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.

Hot Lunch

The hot lunch program is dependent on the availability of volunteers. When available, the weekly menu will be published for families. The fee may be paid to the secretary in advance, or it will be charged to your account.

Sack Lunches

Microwaves are not available for students in grades K-4. Students in grades 5-8 are limited to 60 seconds or less of microwave use.

Snacks

Healthy snack foods may be eaten during lunch or during a snack break. Students are not allowed to share their snack due to possible allergies.

Lockers and Backpacks

Areas used by students to store their books and belongings (such as lockers) are school property and may be searched by administrators at any time. Locks are not allowed. Lockers are not to be decorated. Backpacks and bags are for storage and transport of school related items and personal effects. The administration reserves the right to inspect a student's bag or backpack at any time. Because of the school's limited ability to track items removed from unattended backpacks and bags, students are encouraged to leave personal items at home.

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 with your child's teacher for lost and found items.

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.

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.

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.

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.

Volunteers

All volunteers must complete the online Sterling Volunteers course and the School Volunteer Checklist, available in the office. If driving for field trips, volunteers must submit a copy of driver's license, insurance and be cleared through Sterling Volunteers. www.rmcsda.org/departments/hr/volunteer-information-and-forms/

Academic Attire Policy

Philosophy and general statement

HMS believes that school performance and future success are enhanced by appropriate dress and grooming. Parents/guardians are encouraged to work closely with the school by emphasizing to their students, standards of neatness, cleanliness, safety, and modesty in dress and grooming. It is our desire to encourage each student to be Christ-centered, choosing a manner of dress that would be modest, neat, and bring glory to God rather than to the wearer. The academic attire policy is in effect for all students while attending school functions or school sponsored activities on or off the school property. Exceptions to the dress code for certain school-related events are determined by administration, and families will be notified of occasions when exemptions to the normal academic attire policy apply.

While it is inevitable that there may be a difference of opinion regarding appropriateness of clothing, grooming, and/or determining whether a student's attire is disruptive or distracting to the educational environment of the school, final determination will be made by school administration. Any student who does not comply with the dress code will be removed from the regular school setting until a parent can provide proper attire.

Clothing

Any apparel or attire that is considered to be inappropriate, distracting and/or disruptive to the educational environment or is considered a safety concern is prohibited. Clothing worn for events that are exceptions to the uniform dress code (i.e., Fridays or Spirit Days) should align with our core values and not include inappropriate advertising or statements that are offensive or inflammatory (i.e., referencing alcoholic beverages, profanity, sex, tobacco, drugs, gang affiliation, satanic themes, promoting violence, bands, etc.)

Shirts should cover the shoulders. Halter tops, exposed midriffs, strapless and/or low-cut tops, exposed backs, cold shoulder tops, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted. Undergarments shall not be visible or exposed. Uniform approved fleece jackets, cardigans, sweaters, and sweater vests may be worn for warmth. Other jackets, hats and gloves may be worn in the gym or outside at recess only.

Pants shall be worn securely at the waist. Sagging is prohibited. Bicycle shorts, gym shorts, form fitting, and skin-tight shorts or pants of spandex or other similar materials may not be worn as pants alone. HMS Administration will determine the appropriate length, but in general, skirts, dresses, jumpers, skorts and shorts should fall no shorter than the students hand width from the knee. Excessively high slits in skirts will not be permitted.

During the winter months students should bring appropriate winter clothes to play outside in the snow. This includes snow pants, winter coat, winter gloves, snow boots, and a winter hat.

Everyday Attire	Boys	Girls
Top	Uniform polo of any solid color, solid colored oxford shirts or buttoned shirts	Uniform polo of any solid color, solid colored oxford shirts or buttoned blouses Solid colored polo uniform dresses
Bottom	Pants or shorts in khaki, navy blue or black	Pants, shorts, or skirts in khaki, navy blue or black
Shoes	Close toed	Close toed
Socks	Solid colored socks in uniform colors (navy blue, white, black, gray)	Solid colored socks in uniform colors (navy blue, white, black, gray)
Outerwear	Uniform fleece, cardigans, sweaters, and Sweater vests (solid colors)	Uniform fleece, cardigans, sweaters, and Sweater vests (solid colors)

Friday/Field Trip Attire*	Boys	Girls
Top	School uniform, HMS spirit wear t-shirt or hoodie	School uniform, HMS spirit wear t-shirt or hoodie
Bottom	Uniform pants or jeans	Uniform pants or jeans
Shoes	Close toed	Close toed
Socks	Student choice within dress code guidelines	Student choice within dress code guidelines

*Unless the teacher leading the field trip specifies different attire

Music Performance	Boys	Girls
Top	White button-up shirt or White polo shirt (Tucked in)	White top Black & white dress (No sleeveless)
Bottom	Black pants	Black pants or skirt
Shoes	Black close toed	Black close toed
Socks	Black or white	Black or white socks or tights

Footwear

Closed toed shoes are required. Footwear with toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited. Sandals and light-up shoes are prohibited (no open toes, slingback, or spike heels). Footwear with wheels or characters is prohibited. Rain or snow boots may be worn on rainy or snowy days for outside play only. (Regular shoes should be worn inside.)

Hair, Nails, Tattoos, Accessories

Hair must be combed, neat, clean, and a natural hair color. Unconventional hairstyles that are considered to be distracting and/or disruptive to the educational environment are prohibited. Nails or nail polish should be natural in appearance. Fake and acrylic nails are not acceptable. Nails should be neat and trim, a length that will not impede writing, recess, and PE activities. Visible tattoos and similar body paintings are prohibited or must be covered at all times. Jewelry is not allowed at HMS. Watches with audible alarms/notifications need to be silenced. HMS is not responsible for loss or injury due to accessories. Hats, caps, or other head apparel, including sunglasses, are not permitted to be worn in the school building. Hair accessories are limited to hair ties, barrettes, and plain headbands. Feathers, fake hair, extreme headbands, and glitter strands are prohibited.

Code of Conduct

“For the grace of God has appeared, bringing salvation for all people, training us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age.”

Titus 2:11, 12

Conduct

Certain behaviors are not in harmony with the Christian lifestyles and/or contrary to the purposes of HMS. 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 standards listed.

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 involves. The basics included in this are:

- Following our core values
- Treating each person as a valued, needed member of our community
- Caring for property in a way that does not degrade it

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 principle of 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 will be notified when a suspension occurs.

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 will make this final decision with a recommendation from the teacher and school administration.

Harassment/Bullying

HMS 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 to a 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, as well as any inappropriate body contact.

- **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, subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity.

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 to do so.

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 (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 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.

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 RMC Superintendent of Education will 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 RMC Superintendent of Education and provides a written explanation of the problem. The RMC 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 RMC K-12 administrative body or its duly appointed committee which deals with such matters. The decision of this committee shall be final.

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. While using the school network I will not copy, modify, or use files, data, or passwords belonging to other users.
- I will not misrepresent other users on the network.
- 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 bootup and shutdown procedures carefully so as not to harm the equipment.
- I will not waste or take supplies, such as paper, printer 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 Blackbaud tuition management account.

Emergency Procedures

HMS places high priority on student safety. HMS will do its best to communicate with parents promptly and follow safety emergency procedures set in place.

- Teachers are informed of all emergency drills and procedures.
- Students are taught to know what to do for the following procedures which are practiced routinely:
 - Lock out
 - Lock down
 - Evacuation
 - Shelter
- Evacuation routes are posted in each classroom.
- Classrooms are equipped with emergency backpacks.
- For emergency contact numbers, refer to the beginning of this handbook.
- If a child with special accommodations or functional needs is enrolled, a specific evacuation and reunification plan will be developed.

At the time of an emergency:

- Evacuation site locations are communicated to parents by email, text or phone.
- Parents are notified after teachers have been given the okay to do so by the authorities and principal.
- Students are only be released to contacts listed on their release form. Teachers keep record of who was picked up and by whom and record that information in their emergency binder.

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 have been informed that this material does not present any health hazard as long as proper instructions regarding the maintenance procedures for the materials that contain asbestos. The Management Plan is in our files and is available for you to look at. Please feel free to contact the school principal or the school board chairperson if you need further information.