

2025-2026 School Year

# HMS Richards Adventist School Handbook



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# Welcome to HMS Richards Adventist School

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Dear Parents,

Welcome to HMS Richards 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

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

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

Education p. 15

HMS Richards Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and The National Council for Private School Accreditation (NCPSA). It is sponsored by the Rocky Mountain Conference of Seventh-day Adventists (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 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:

Carey Jordan Principal – 303-328-5435 – [carey.jordan@hmsrichards.org](mailto:carey.jordan@hmsrichards.org)  
Kari Lange: Vice Principal  
Aubrey Nelson: Secretary & Treasurer – 970-667-2427  
[info@hmsrichards.org](mailto:info@hmsrichards.org) or [treasurer@hmsrichards.org](mailto:treasurer@hmsrichards.org)  
Bob Aitken: Board Chair – 256-527-5201 – [bob@raitken.net](mailto:bob@raitken.net)

## Staff

Kari Lange: K-2<sup>nd</sup> Grade Teacher – 720-225-7362 – [kari.lange@hmsrichards.org](mailto:kari.lange@hmsrichards.org)  
Elizabeth Fresse: 3<sup>rd</sup>-4<sup>th</sup> Grade Teacher – 551-482-1124 – [elizabeth.fresse@hmsrichards.org](mailto:elizabeth.fresse@hmsrichards.org)  
Tallya Waller 5<sup>th</sup>-6<sup>th</sup> Grade Teacher – 720-878-6706 – [tallya.waller@hmsrichards.org](mailto:tallya.waller@hmsrichards.org)  
Sarah Leinberger 7<sup>th</sup>-8<sup>th</sup> Grade Teacher – 615-557-5260 – [sarah.leinberger@hmsrichards.org](mailto:sarah.leinberger@hmsrichards.org)  
Melia Williams Music Teacher – 970-214-9540 - [melia.williams@hmsrichards.org](mailto:melia.williams@hmsrichards.org)  
Nancy Kadlec School Nurse Consultant

## Affiliations

### Campion Adventist Church

300 42<sup>nd</sup> Street SW  
Loveland, CO 80537  
970-667-7403  
[campionchurch.org](http://campionchurch.org)  
[office@campionchurch.org](mailto:office@campionchurch.org)  
Rodlie Ortiz - Senior Pastor  
Leandro Bizama - Worship &  
Youth Pastor  
Joshua Hester - Evangelism &  
Discipleship Pastor  
Teresa Johansen - Secretary &  
Treasurer

### Campion Academy

300 42nd Street SW  
Loveland, CO 80537  
970-667-5592  
970-667-5104 (Fax)  
[www.campion.net](http://www.campion.net)  
[info@campion.net](mailto:info@campion.net)  
Caleb Leeper – Principal  
TBD – Secretary  
Steve Eickmann – Algebra I

### 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 10<sup>th</sup> Street  
Loveland, CO 80538  
970-962-2471

### Fire (911)

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

### Hospital

McKee Medical Center  
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  
[Safe2tell.org](http://Safe2tell.org)  
877-542-SAFE

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# Hours of Operation

## School Hours

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

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, parents will be notified at that time by text or email. Otherwise, if the weather deteriorates overnight and necessitates a closing, parents 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 mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; to embrace all that is true, good, and beautiful.

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness." 2 Timothy 3:16*

## Seventh-day Adventists Believe:

- **Jesus Christ** can be found throughout the entire Word of God. (*John 5:39, 2 Timothy 3:16, 17*)
- **Jesus Christ** is the divine Son of God and our personal Savior from sin. (*John 1:1-3, Heb. 7:25*)
- **Jesus Christ** offers by reason of His death the free gift of His righteousness to all who accept Him by faith. (*Romans 4:3-5*)
- **Jesus Christ** is coming back very soon. His coming will be visible and for all the purpose of raising the dead, giving the righteous immortality, and fulfilling His promise of an eternal home. (*1 Thess. 4:16, 17, Cor. 15:52*)
- **Jesus Christ** is the source of a new birth experience through the power of the Holy Spirit. (*John 3:3-5*)
- **Jesus Christ** is the creator of the world and established the 7<sup>th</sup> 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](http://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 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 8<sup>th</sup> graders, once the certificate is presented, the treasurer will send a check to Champion 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](http://www.nadeducation.org).

HMS has adopted a Standards Based 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 1-8: Pathways
- K-4: 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.

### 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 part of your student's grade. Missed classes and performances cannot be made up.

### **Physical Education**

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

### **Testing**

#### **MAP Growth**

- MAP is a standardized 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.
- Required for all new students as part of admission.
- Schedule academic grade readiness admission test.

#### **DIBELS 8<sup>th</sup> 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**

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 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.

## **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 Mid-America 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 of the current year.
- 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 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 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.

### **Dishonesty, Cheating & Plagiarism**

Students at HMS Richards Adventist School are expected to uphold high standards of academic integrity. Cheating, forgery, or plagiarism undermines these standards and will not be tolerated. Examples of dishonest behavior include, but are not limited to:

**Forgery:** Using a parent or teacher's signature or initials to excuse absences, alter grades, or falsify any school document.

**Cheating:** Taking dishonest academic advantages such as:

- Glancing at another test or quiz
- Unsanctioned collaboration on assignments
- Habitual absenteeism on test/assignment days
- Failure to cite sources properly
- Copying a portion of a research project
- Altering answers
- Using unauthorized notes or aids
- Stealing exam materials
- Removing tests from the classroom
- Submitting copied work
- Excessive outside assistance on assignments
- Plagiarism
- Unauthorized use of AI to complete assignments

### **Support for Classroom Guidelines**

HMS supports teachers' classroom cheating guidelines as outlined in their course materials and communicated to students.

### **Use of AI and Academic Tools**

Students may only use AI or other academic tools with **explicit permission** from the teacher. All AI-generated content must be cited appropriately.

### **Consequences of Academic Dishonesty**

Violations of academic integrity will result in disciplinary action, which may include:

- Referral for disciplinary review
- Possible failure of the assignment, test, or project
- Notification of parents/guardians
- Potential one-day suspension for repeat offenses

- Loss of extracurricular privileges, such as participation in sports or robotics
- Loss of leadership positions, such as class president or student representative

### **Field Trips**

Field trips are approved by the administration and are educational in nature. Parent participation is encouraged, and parents may transport their own student. Sometimes the school is able to obtain the use of Campion Academy's vans, or we may be able to use our bus, but the majority of the time we rely on parents driving multiple students. Your volunteer time is very valuable to our out of classroom learning. Parents are required to complete the Sterling 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 following website for current state laws and recommendations. (<https://www.codot.gov/safety/carseats/faq>). For field trips students ages 4-9 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.

### **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 the replacement fee will be charged to your account. A fee of \$80 will be charged to your Smart Tuition account in the first month. This is used for kindergarten 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 the replacement fee will be charged to your account. A fee of \$80 will be charged to your Smart Tuition account in the first month. This is used for 8<sup>th</sup> grade pictures, gown rentals, and reception. Girls' graduation dress must meet school handbook guidelines and be approved by school administration and 8<sup>th</sup> 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. This will be charged to the students account when replacement item is purchased by the school.

### **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. But it is required that students and families willingly uphold our school’s Adventist principles and standards, while maintaining a positive attitude to best work together.

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

Students entering HMS 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 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. 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

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:

- Pay tuition on FACTS Tuition Management, the remaining balance of the registration fee, and any outstanding balance to receive financial clearance from the treasurer.
- Physical examination and updated immunization record, are 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 or online on the ‘**health**’ page.
- Receive acceptance from HMS School Board.

New/Transfer Students:

- Complete an online application form through our website ([hmsrichards.com/enroll](https://hmsrichards.com/enroll))
- 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 or on the ‘**admissions**’ page.
- Register with FACTS Tuition Management (<https://factsmgt.com>) and set up payment schedule.
- Pay tuition and any associated fees on FACTS Tuition Management to receive financial clearance from the treasurer **NOTE: Any outstanding balance with another school must be paid before acceptance to HMS.**
- To complete application process, student must schedule grade readiness testing with school administrator. After successfully completing a one-month probation, receive acceptance from the HMS Administration Committee and the HMS School Board.



### **Continuous Enrollment & Financial Policy**

HMS utilizes a Continuous Enrollment system, meaning students are automatically re-enrolled each year unless the office is notified in writing by January 15 of intent to withdraw.

- Registration Fee: A \$600 non-refundable registration fee is billed in two parts:
  - \$100 charged February 1
  - \$500 charged July 1
- Tuition Payment Options:
  - All families must be enrolled in an automatic payment plan through FACTS.
  - Families who pay tuition in full by July 1 receive a 2% discount.
- Re-enrollment & New Student Enrollment:
  - New students applications open February 1 and are reviewed on a rolling basis.
  - Siblings of current students receive priority placement, but a completed application is required.
- Financial Aid:
  - Applications are accepted as early as February 1.
  - Families must reapply annually to be considered.

For more details, please contact the school office.

## Financial Information:

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

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

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

### Registration and Additional Fees

\$600 per child to be paid as follows:

\$100 due in February – to hold a place for your student(s)

\$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, and textbook purchases, 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 of 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 minus a \$150 administrative fee per student, which will be given prior to classes starting in August.

### Tuition

Grades K-8 - \$6700 (Full year pre-pay discount of 2%=\$6,566 due in July)

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

### Tuition Discounts

	Monthly Rate	Adventist Member Subsidy (10%)	Campion Member Subsidy (20%)
Child 1	\$670.00	\$603.00	\$536.00
Child 2 (5%)	\$636.50	\$572.85	\$509.20
Child 3 (10%)	\$603.00	\$542.70	\$482.40

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

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

## **Tuition Assistance**

HMS – Offers limited tuition assistance. Assistance is need based and uses the FACTS Grant and Aid assessment application found at (<https://factsmgt.com>) The application fee is \$40 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. Tuition assistance does not cover registration fee, it only covers the 10 months 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.

## **Other Fees**

- Financial Aid Application - \$40 per family, if applying
- FACTS SIS Application Fee - \$20 per family (paid by family when application is submitted)
- Hot Lunch - \$6 per meal
- Classroom supplies are provided for each student. \$35 – K-8<sup>th</sup> grade (This fee is charged in July.)
- Graduation (Kindergarten & 8<sup>th</sup> Grade) - \$80 one-time fee
- Algebra - \$488 one-time fee (select 8<sup>th</sup> grade students)
- Music Festival - \$35 one-time fee
- Outdoor School - \$100 one-time fee (5<sup>th</sup>-8<sup>th</sup> graders)
- Washington DC (even year)/Mission Trip (odd year) – Cost TBD one-time fee (7<sup>th</sup>-8<sup>th</sup> graders)
- Sports (soccer, basketball, volleyball, cross country, etc.) - \$80 per sport
- Electives (robotics, etc.) - \$80 per elective

## **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 10<sup>th</sup> 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 5<sup>th</sup> 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 FACTS Tuition Management 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:

1. 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.
  2. Immediately work out a written payment plan with the HMS treasurer to bring the account current.
  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.
  - 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.
  - 8<sup>th</sup> Graders must have financial clearance in order to receive diplomas.

### **Early Withdrawal Process**

If you are withdrawing your student, you must give a two-week written notice of withdrawal to the office. Your final bill will then be compiled and posted to FACTS 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/per child

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 if 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. After having that form signed by each of his/her teachers and parents, 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 or 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 Protocol

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.

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 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
- Make sure all prescription medication has pharmacy label attached
- All over-the-counter medication must be in the original box and have the student's 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 the 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.

### **Bicycles, Scooters, Skateboards, Roller-skates and Rollerblades**

Bicycles, scooters, skateboards, roller skates, and rollerblades 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.

### **Cell Phone/Smart Watch**

Calls or messages to classroom teachers during school hours are disruptive to the learning environment. Parents are asked to contact the school office if they need to relay a message to their child or a teacher. Office staff will ensure the message is delivered at an appropriate time. Parents may text or email teachers, but please be aware that teachers may not respond until a scheduled break or the end of the school day.

All student cell phones, and smart watches must be turned off and placed in the designated cell phone pocket in the classroom upon arrival and remain there during the school day while students are on campus.

## **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, & phone
- Social Media: Website ([www.hmsrichards.org](http://www.hmsrichards.org)) Facebook and Instagram
- School calendar
- Parent surveys
- Parent/Teacher Conferences at the end of first and third quarters
- FACTS SIS
- FACTS Tuition Management
- Notices posted on front doors
- Remind App

## **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 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**

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. 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 the Lost and Found Box, located in the school lobby.

### **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.

### **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 ([rmcsda.org/departments/hr/volunteer-information-and-forms](http://rmcsda.org/departments/hr/volunteer-information-and-forms)).



# Academic Attire Policy

## Philosophy and general statement

HMS believes that school performances 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 academic attire policy 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.

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 such as Spirit Days, should align with our HMS core values, dress code guidelines, 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, off shoulder tops, spaghetti straps, see-through clothing, and tank tops 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 not 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	Closed 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	Closed toed
Socks	Student choice within dress code guidelines	Student choice within dress code guidelines

\*Unless the teacher leading the field trip specifies different attire.

Sports Events*	Boys	Girls
Top	School Uniform, HMS spirit wear t-shirt or hoodie, or athletic shirt <b>Not allowed:</b> Halter tops, exposed midriffs, strapless or low-cut tops, exposed backs, off-shoulder tops, spaghetti straps, see-through clothing, or tank tops with oversized armholes.	School Uniform, HMS spirit wear t-shirt or hoodie, or athletic shirt <b>Not allowed:</b> Halter tops, exposed midriffs, strapless or low-cut tops, exposed backs, off-shoulder tops, spaghetti straps, see-through clothing, or tank tops with oversized armholes.
Bottom	Gym shorts or loose-fitting gym pants. Pants must be worn securely at the waist; sagging is prohibited <b>Not allowed:</b> Bicycle shorts, form-fitting, or skin-tight shorts/pants (e.g. spandex) worn alone. <b>Shorts: Minimum inseam of 7 inches</b>	Gym shorts or loose-fitting gym pants. Pants must be worn securely at the waist; sagging is prohibited <b>Not allowed:</b> Bicycle shorts, form-fitting, or skin-tight shorts/pants (e.g. spandex) worn alone. <b>Shorts: Minimum inseam of 5 inches</b>
Shoes	Close-toed tennis shoes (no black soles)	Close-toed tennis shoes (no black soles)
Socks	Athletic socks in solid colors	Athletic socks in solid colors

\*Games/Meets: HMS Game jerseys are required

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 are prohibited. Sandals and light-up shoes are prohibited (no open toes, slingbacks, or spike heels). Footwear with wheels or characters are 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 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 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. 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 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.

## 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 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.

### **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.

### **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 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.

# 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 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 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 considered to 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. 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 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:
  - Hold
  - Secure
  - Lockdown
  - Evacuate
  - 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:

- Parents are notified after teachers have been given the okay to do so by the authorities and principal.
- Students are only to 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 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.