

# HINSDALE ADVENTIST ACADEMY

## STUDENT HANDBOOK

**K – 8<sup>th</sup> Grade**



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## **GENERAL INFORMATION**

Hinsdale Adventist Academy (HAA) is owned by the Illinois Conference of Seventh-day Adventists which is located in Willowbrook, Illinois, and is operated by the constituency of seven area Seventh-day Adventist churches – All Nations, Broadview, Burr Ridge, Hinsdale, Hinsdale Fil-Am, and Northwest Indiana.

### **History**

Hinsdale Junior Academy was founded by David Paulson in 1914. The first through eighth grade school was established for the children of those who worked at nearby Hinsdale Hospital. Paulson did, however, have personal motives; he wanted a place for his beloved niece to be educated with Seventh-day Adventist influence.

After many moves and building projects, the school finally settled on the current site at 631 East Hickory in Hinsdale, Illinois. In 1958 visionaries decided to add ninth grade. It went so well that the following year they added a tenth grade for local students. The Junior Academy served its community well for the next 38 years.

Again, seeing a need for change, visionaries decided to include an eleventh grade in 1996. The following year the twelfth grade was added. To commemorate the completion of the K-12 grade school, the institution was renamed Hinsdale Adventist Academy.

Now, having been a K-12 school for over 13 years, Hinsdale Adventist Academy has expanded on Paulson's dream. This well-known institution serves more than just the local community, but all of Chicagoland by providing exceptional Seventh-day Adventist Christian education that will serve our students not only in this life, but for eternity.

### **Mission Statement**

Hinsdale Adventist Academy is a Seventh-day Adventist K-12 school, committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service and leadership.

### **Purpose**

It is the purpose of Hinsdale Adventist Academy to provide opportunities for the fullest development of the students' physical, mental, and spiritual faculties.

### **Student Affirmation**

The faculty of HAA accepts you as an individual unconditionally and recognizes that you have unlimited potential and value. We pledge to:

- Affirm you as a person to be appreciated for who you are.
- Create an atmosphere to increase your self-respect, as well as your respect, acceptance, and appreciation of others.
- Plant seeds of greatness by intentionally confronting you with experiences designed to develop your potential.

- Challenge you to look to the Bible, Spirit of Prophecy, and history for examples of how to grow in greatness by service others.
- Invite you to have a personal relationship with and commitment to Jesus Christ.

### **Suggestions for Student Success to Parents or Guardians**

Hinsdale Adventist Academy is a Bible-based, Seventh-day Adventist Christian school. We offer a strong academic program in an environment that emphasizes a student's relationship with Jesus Christ. Assisting each student to develop a vital relationship with Jesus is our ultimate priority. The home, church, and school must have a common interest in working together to this end. Parent(s)/guardian(s) should give prayerful consideration to the following suggestions:

1. Encourage your children to develop the habit of spending time each day in Bible study and prayer, and set an example of this yourself.
2. Have family worship daily.
3. Talk with your children daily about important events in their life.
4. Limit the amount of time your children spend viewing television and playing sedentary games (i.e. computer and video games).
5. Carefully screen television programs and movies.
6. Promote a healthy lifestyle which includes a balanced diet, exercise, and adequate sleep. Talk with your children about Christian values and seek ways to incorporate them into daily living.
7. Please check [www.haa.org](http://www.haa.org) for more suggestions.

## **PHILOSOPHY AND OBJECTIVES**

### **Philosophy**

The Seventh-day Adventist church operates a worldwide system of education. This system, which began in 1872, includes preschool through university levels. The church's beliefs regarding Christian education are based on the Bible and the writings of Ellen G. White, which have provided our church with a distinct philosophy of education.

The aim of Seventh-day Adventist education and Hinsdale Adventist Academy is to provide opportunities for students to develop academic and social skills, as well as a personal relationship with Jesus Christ. Education is "...the harmonious development of the physical, mental, and spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (*Education*, Ellen White, pg. 13). The education program is predicated on a belief in the uniqueness and worth of each student and the importance of the systematic development of the whole person. Students are educated to accept the concept of service as a principle of life, to be sensitive to the needs of people, and to become contributing members in the home, church, and society.

In order that its young people become well-rounded individuals prepared for service in this and the future life, HAA places special emphasis on spiritual development as it trains the physical, mental, and social capabilities of young men and women. We believe the work of education and redemption are one. The training of all the facets of one's character is a distinguishing feature of HAA.

## **Objectives**

The Hinsdale Adventist Academy faculty and staff have five categories of objectives:

### ***Spiritual Objectives:***

1. Present Jesus as Savior, and invite students to accept His offer of a full and eternal life.
2. Inform students of God's loving concern for their welfare, and redemption from sin.
3. Encourage students to grow in a personal faith relationship with Jesus.
4. Present the teachings of the Bible academically and by example.
5. Encourage students to cooperate with God's power in resisting sin and living a sanctified life.
6. Encourage in students an appreciation for the beauty of God's creation.
7. Help students recognize that cooperation with God's plans for their lives brings the greatest satisfaction.
8. Embrace the memorial of creation by observing the Sabbath in an exemplary manner by judicious choices of social and spiritual activities.
9. Provide opportunities for training in spiritual leadership for the home, church, and community.
10. Provide opportunities for outreach that promote unselfish service as an integral part of life.

### ***Intellectual Objectives:***

1. Develop the student's recognition of God as the center of the universe, and the source of all knowledge and truth.
2. Develop skills including the ability to speak clearly, read efficiently, and write effectively.
3. Encourage students to develop the ability to think independently and creatively, and accept responsibility for their academic progress.
4. Provide a range and depth of opportunities to challenge each student to pursue his or her potential.
5. Develop an appreciation of the arts and offer opportunities for creativity.

### ***Physical Objectives:***

1. Encourage students to develop good health habits in diet, sleep, exercise, and self-discipline.
2. Encourage students to adopt a temperate lifestyle and lead by example.
3. Present facts and issues concerning health and disease with particular emphasis on health maintenance.
4. Demonstrate the value of lifetime fitness.

### ***Social Objectives:***

1. Develop a personal concern and an appreciation for the intrinsic value of each individual.
2. Encourage students to affirm one another and show respect for the rights of others.
3. Provide opportunities for students to understand and demonstrate appreciation for all people and cultures without prejudice.
4. Develop Christian social graces that promote Christ-like humility in dress, language, and behavior.
5. Develop acceptable social behavior for interpersonal and societal relationships.
6. Provide opportunities for the student to accept civic responsibility and the maintenance of peace.
7. Create and reinforce an environment of inclusion where all students are regarded as equal contributors.

**Vocational Objectives:**

1. Introduce students to a variety of career opportunities.
2. Develop awareness and the acceptance of responsibility and accountability.
3. Demonstrate efficiency in following instruction and completing assigned tasks.

**ADMISSIONS INFORMATION**

Hinsdale Adventist Academy admits students of any race, color, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, or ethnic origin in administration of its educational policies, admission policies, scholarship and aid programs, and other school-administered programs. All students with a sincere desire to develop mentally, spiritually, and physically, and who willingly support the principles of conduct upon which Seventh-day Adventist Christian education is based are welcome to apply.

All enrolled students will demonstrate their respect and honor for the religious principles on which the school is founded. It should be understood that every student who presents himself/herself for admission to Hinsdale Adventist Academy thereby pledges to:

- observe all its regulations,
- uphold the Seventh-day Adventist Christian principles upon which the school is operated, and
- perform all assigned school duties to the best of their ability.

Failure to honor this pledge may result in the forfeiture of the student's right to attend Hinsdale Adventist Academy. The student may be allowed to remain at the school at the discretion of the administration, faculty, and school board.

HAA seeks to serve those who have a relationship with Jesus Christ or are willing to develop one. Parents or guardians and students are expected to support and uphold school standards. Seventh-day Adventist schools do not knowingly admit students who violate fundamental Seventh-day Adventist principles. Students are liable for serious discipline or immediate dismissal from the school if they deviate from the citizenship standards as outlined in this handbook.

**Non-Discriminatory Policy**

Hinsdale Adventist Academy admits students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school including educational policies, admissions policies, and scholarships.

**Multi-Cultural Education Policy**

It is the policy of HAA to utilize the resources of curriculum, instruction, in-services, counseling, and guidance to reflect the racial, ethnic, linguistic, and cultural heritage of both historical and modern-day America:

1. Seeking materials and methods that will eliminate bias and stereotype.
2. Conducting in-service programs for the staff that will help them to understand a multi-cultural approach and reflect it in their teaching and administrative duties.
3. Encouraging all students to grow in self-esteem and to understand their academic and human

potential.

4. Guarding against the grouping of students that reflects racial, ethnic, linguistic, or cultural bias.

### **Age of School Entrance**

Experience has shown that students do best in school when they have reached a certain age before beginning their school experience. Hinsdale Adventist Academy follows the following guidelines for admission age:

- Kindergarten – Children who are five years old by September 1 of the current school year are eligible for admission
- First Grade – Children who are six years old on or before September 1 of the current school year are eligible for entrance to first grade. Students who enroll in first grade will have successfully completed a kindergarten program. Students who have not attended kindergarten may be submitted to readiness testing.

### **Admission of New or Transfer Students**

New or transfer students must make formal application to enter any of the grades K-12 by completing the appropriate application forms. The Admissions Committee will review the application and the student will be notified of this or her acceptance in writing. **New applicants will be placed on probation for a period of two weeks from the first day of entry.** (Possible teacher interview with middle school up students)

Admission is based on the following satisfactory criteria, which must be verified and voted on by the Admissions Committee prior to the first day of school.

1. Verification of placement from the former school.
2. Completion of two recommendation forms.
3. Financial clearance from the previous school.
4. Submission of current health records.

Hinsdale Adventist Academy accepts credit from any official accredited institution, including many correspondence schools. The Academic Standards Committee will review all transfer credits for acceptance.

It is the responsibility of the student and/or parents/guardians to request an academic transcript from their previous school. This transcript should be available to the registrar when the student transfers to HAA so that the student can be placed in the proper classes.

### **Admission of Returning Students**

The Admissions Committee will review student records and the student will be notified of their acceptance in writing. Admission is based on the following criteria, which must be verified by the Admissions Committee prior to the first day of school.

1. Satisfactory completion of the prior school year.
2. Current financial accounts.
3. Up-to-date health records.
4. Compliance with behavioral standards.

### ***Academic Placement***

Hinsdale Adventist Academy reserves the right to give entrance and qualifying tests to all K-8 students. Math and English placement exams will be given to all 9-12 students. The results of such tests will be used in determining placement in a study program where students may do their best work. All new students should be prepared to provide proof of grade placement at registration.

### ***Student Records***

Hinsdale Adventist Academy will arrange for the transfer of student records from the student's previous school once a parent or guardian signs an authorization form requesting the release of records from the previous school. Grade placement will be based upon verification from the previous school.

### ***Special Needs***

Hinsdale Adventist Academy has not been established for the purpose of offering special education and is therefore unable to accept pupils who have serious learning challenges or needs which require specially trained personnel. Parents or guardians will be requested to contact the appropriate public school district within 30 days and ask for an evaluation of their child. The HAA Resource Team will then review the results to determine whether Hinsdale Adventist Academy will be able to offer an optimum education to the student.

### **Required Healthcare Examinations and Immunizations**

According to the Illinois Department of Public Health the following is mandatory, and students who do not have the required medical and dental examinations or immunizations cannot be retained in school:

#### Medical:

All students new to HAA, and students entering Kindergarten, 6th and 9th grades must fulfill all State of Illinois health requirements:

Forms for the examination are available from the school office.

- Each student must have a minimum of one physical examination every four years.
- Dental Examinations: All students new to HAA, and students entering Kindergarten, and 2nd and 6th grades, must have a dental exam. Results must be reported to the school office.
- Hearing: All new to the school students, Pre-K, Kindergarten, and 1st, 2nd, and 3rd grades.
- Vision: All new to the school students, Kindergarten.
- Illinois law requires that the school have current immunization records on file for all students.

The parent or guardian is responsible for ensuring that the office has current immunization records on file.

This information must be submitted by the first day of school.

### **Registration**

Registration dates and procedures are established and published for each academic year. Students are expected to register by the date specified in the school calendar. Students are encouraged to re-register via our online database (RenWeb) before the end of the current school year. Registration is completed when all fees are paid and all required registration documents are completed.

## **FINANCIAL INFORMATION AND POLICIES**

Every school must operate on a sound financial basis. Prompt attention to financial responsibility is not only appreciated, but also necessary if we are to maintain a quality educational program at HAA. Before a student is enrolled in school, a parent or guardian must accept financial responsibility for the student by signing a contract stating that the account will be paid on a regular basis.

### **TUITION AND FEES**

The tuition and fee schedule is reviewed each year by the finance committee and voted upon at the annual constituency meeting. The fee schedule can be obtained from the business office.

#### **Payment Guidelines**

1. Students may not be allowed to enroll for a new school year unless all past due tuition and fees have been paid and the account shows a zero balance.
2. Payment is due on the 21<sup>st</sup> of each month. In addition to the registration fee, there are ten monthly tuition payments due at the 21<sup>st</sup> of each month, August thru May.
3. A payment will be considered delinquent if it is not received by the 15<sup>th</sup> of the following month.
4. If an account becomes 30 days past due, the student will not be permitted to return to school until the account is made current. When an account becomes delinquent at the 15<sup>th</sup> of the following month, a letter will be sent home notifying parents or guardians of the 30-day policy and notifying them that a late fee has been assessed to the account as of the 15<sup>th</sup> of the month.
5. Payment options include: check, cash, automatic deduction from checking account (APP), and credit card (Visa, MasterCard, American Express or Discover). When payment is made using a credit card, the 2.5% processing fee charged to the school will be added to the payment amount.
6. Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.
7. Students with an overdue balance on their account will not be allowed to participate in extended trips until the account balance is made current.
8. Two returned checks due to insufficient funds during the same school year may result in a requirement of payment by cash or credit card.

## **ADDITIONAL POLICIES AND FEES**

### **Discounts**

#### ***Constituency Membership Rate***

The following constituent churches subsidize the operational costs of Hinsdale Adventist Academy.

- All Nations Fellowship Seventh-day Adventist Church
- Broadview Seventh-day Adventist Church
- Burr Ridge Seventh-day Adventist Church
- Hinsdale Seventh-day Adventist Church
- Hinsdale Fil-Am Seventh-day Adventist Church

Active members in these churches receive a tuition discount. An “active member” is one who is

regular in attendance and supports that church regularly with tithes and offerings.

***Advanced Full-Payment Discount***

There is a 3% discount on tuition when the full amount for the year is paid before the first day of school in August. The discount does not apply to the registration fee or other fees.

***Family Multiple-Student Tuition Discount***

Families with multiple students enrolled at HAA at the same time are eligible for a discount.

Discounts are for tuition only.

The oldest student shall pay the full tuition rate

The 2<sup>nd</sup> child shall receive a 5% discount

The 3<sup>rd</sup> child shall receive a 10% discount

The 4<sup>th</sup> child shall receive a 20% discount

***Financial Assistance***

It is our goal to provide quality Seventh-day Adventist Christian Education to every child who desires such an education experience. Families who anticipate the need for financial assistance should submit an application to the business office and/or church where their membership is held.

Families requiring financial assistance will be required to complete an application and submit a copy of their latest 1040 tax form. This information will be used to determine the level of eligibility. Falsifying information or failing to meet personal financial commitments to the school may disqualify families for tuition assistance.

**Fees**

***Returned Check Fee***

There is a \$25.00 fee charged for each returned check.

***Early Final Examination Fee***

Students wishing to take final examinations earlier than the scheduled date may submit their request in writing to the Academic Standards Committee. If the final request is granted, a \$25.00 fee will be assessed for each examination.

**Refund Policy**

Registration fees are not eligible for any refund. When a student withdraws from school during the academic year, tuition shall be refunded on a prorated basis based on the number of days the student was in school. All other fees and financial obligations to the school must be met before a refund will be issued.

**Textbooks**

***Elementary School Textbooks***

Textbooks make up a significant part of our budget each year; consequently, the school must protect this investment. Students are assigned numbered textbooks each year. Students are responsible for taking care of their textbooks and will be charged at the end of the year for damages beyond normal use and books lost or not returned. At the end of the year, teachers

check in student textbooks and assess a reasonable amount according to the value of the book and the damage done.

**A number of elementary textbooks are consumable. Students are expected to take care of these books, if these books become lost or unusable during the school year, you will be responsible for purchasing a new replacement within one week. If a replacement is not ordered within a week, a nonrefundable charge for the cost of the book will be added to the parents' next tuition statement.**

## **STUDENT CONDUCT AND STUDENT LIFE**

### **GENERAL POLICIES**

Listed below are the Student Conduct and Student Life General Policies. Policies specific to the Elementary School and High School are listed separately.

Students are expected to behave in a responsible manner, with consideration and respect for others. Every student is responsible for knowing the school's rules and regulations. Whenever the student's relationship to the school is no longer profitable to himself or his influence is detrimental to others, the parents will be requested to withdraw the student from school. Any unlawful act taking place on the school grounds makes the student subject to penalties which the courts may prescribe, and may result in suspension or dismissal from school.

#### **Office Hours**

The HAA office will be open weekdays from 7:30 a.m. to 4:00 p.m. except on Fridays when the office will close at 2:30 p.m. Appointments after these hours can be arranged by calling the office at 630-323-9211.

#### **Lost and Found**

Hinsdale Adventist Academy maintains a lost and found collection. Articles found should be turned in to the office immediately. All unclaimed articles in lost and found are given to an area community service center at the end of each quarter.

#### **Closed Campus**

HAA is a closed campus. Once students arrive at school, they are not to leave campus until school is dismissed at the end of the day or through completion of their last appointment.

#### **Visitors to the School**

Guests are welcome to visit the school at any time; however, an appointment must be made. All visitors must check in at the main office when they arrive at the school during school hours and must sign in and out of the logbook.

#### **School Hours**

Following are the school hours Monday through Friday.

\*Certain classes may begin earlier than 8:00 a.m. and/or finish after 3:15 p.m.

Classes begin (grades K-12)

Dismissal (Monday–Thursday)  
(Friday)

Half Day Dismissal

Classes begin (grades K-12)

### **Arrival and Departure Times**

The doors will be open at 7:30 a.m. and students will be supervised in the gym or other designated areas until the classrooms open at 7:50 a.m. There is no extra charge for students in K-12 who arrive between 7:30 a.m. and 8:00 a.m.; however, all students who arrive before 7:30 a.m. will be charged for morning childcare services and must be in the appropriate supervised areas.

Any student on school property must be in an appropriate and supervised area at all times before, during, and after school hours. Parents or guardians, your cooperation with this policy is essential in the management of our school facilities and, more importantly, to better ensure the safety of your child.

After school, students should be picked up within 15 minutes of dismissal time. This 15-minute timeframe also applies to all extra-curricular activities and functions. All students in grades K-8 that are not picked up within 15 minutes of dismissal time will be charged for afternoon supervision services and must be in the appropriate supervised areas.

The school will not be responsible for unauthorized playground activity before, during, or after school. The staff takes its responsibilities very seriously, including supervision at all times during the school day. Teacher supervision is provided in the morning from 7:30 a.m. until the classrooms open at 7:50 a.m., for fifteen minutes after school closes in the afternoon, and during school-sponsored activities.

### **Little Lambs Early Learning Center - Preschool Program (Ages 3-5)**

To help meet the needs of our school family and the surrounding community, Hinsdale Adventist Academy has established the Little Lambs Early Learning Center, a full-time preschool program for children ages 3-5. The Center is open Monday-Thursday from 8:00 a.m. to 3:15 p.m. and Friday from 8:00 a.m. until 2:00pm

### **Before and After School Supervision**

Any student on school property at any time must be in designated areas under adult supervision. Failure to comply with this policy will result in disciplinary action. Repeated violations may jeopardize continued enrollment at HAA please see the disciplinary guidelines.

Before and after school supervision is provided for students who must arrive between 6:30 a.m. and 7:30 a.m. or remain after school until it closes at 6:30 p.m. Students who must be on campus before teacher supervision is provided at 7:30 a.m. or after teacher supervision is completed following dismissal, are expected to go to the designated area for supervision.

Students in grades 6-8 have the after school options of varsity appointments, intramurals, or work. Those who do not have any after school appointments are asked to leave the premises by 3:30 p.m.

### **Attendance**

The attendance policy of Hinsdale Adventist Academy is based on the conviction that classroom learning incorporates far more than daily assignments. Professional teachers have invested a great deal of their lives in training for this profession, and on a daily basis they invest a great deal of time in the development of meaningful lesson plans and classroom activities; hence,

there is no adequate replacement for what is missing when a student is absent from school.

### ***Attendance Guidelines for all Grades***

In order for the Academy staff to do the best possible job of educating the students entrusted to them, students must be regular and punctual in their attendance. A successful attendance program requires the cooperation of the parents or guardians, student, and school faculty. A high level of cooperation and commitment towards attendance results in a stronger academic program and teaches the student responsibility.

When a student is absent, a parent /guardian should notify the school office by 8:00 a.m. that day. If a child is absent and the parent/guardian has not contacted the school, a call will be placed to the parent or guardian regarding the absence.

According to Illinois State policies there are only four legally acceptable excuses for a student to be absent from school:

1. Illness and/or medical/dental appointments.
2. A death in the family or family emergency.
3. Observance of a religious holiday.
4. Bad weather which makes traveling unsafe.

When an excused absence does occur, the student should bring in a note or email from their parents/guardians or their doctor within three days of their return to school. Written notes should be given to the main office.

Family vacations do not meet the criteria for excused absence from school. Students taken out of class for an extended period of time miss valuable learning time and fall behind in their work. The class time they miss cannot be duplicated and students seldom make up all the work they miss. Parents or guardians are urged to plan their special trips and vacation time when students are not scheduled to be in school.

“Perfect Attendance” means that a student has no tardies or absences for a particular grading period. Students will be recognized in an awards assembly for attaining perfect attendance for the school year. Special recognition may be given for those who achieve perfect attendance for the entire school year. An absence due to participation in a school-sponsored activity (field trip, leadership retreat, choir trip, etc.) will not count against a student’s perfect attendance record.

Please remember that students should be in their seats ready for class to start when the bell rings for that class. Being in the parking lot or just inside the building at 8:00 a.m. does not constitute being in class on time. Students are to arrive between 7:50 a.m. – 7:55 a.m. each morning in order to be on time for class at 8:00 a.m.

To better meet the needs of our different age levels and class schedules, Hinsdale Adventist Academy administers separate attendance policies for elementary and high school students.

### **Student Conduct**

Hinsdale Adventist Academy supports and maintains the ideals of the Seventh-day Adventist Church in morals, dress, and conduct. The standards for conduct are intended to improve the

students' character, intellect, and standing in society. The standard of good conduct is expected at school and at all school-sponsored functions or trips.

The following guidelines govern the entire curricular and extracurricular program of the school. These guidelines are simple and straightforward, but are not meant to be all-inclusive. It should be the student's purpose to abide by the regulation of HAA as a matter of honor and respect.

1. Respect is to be shown at all times to God as our Creator and Redeemer, and to teachers, staff, volunteers, and fellow students.
2. Federal, state and local laws are to be respected and obeyed.
3. Considerable emphasis is placed on intangibles such as attitude, spirit, cooperation, and positive contribution to the spiritual, social, and academic atmosphere of HAA.
4. To develop a strong moral character, HAA will not permit dishonesty, theft, foul language, or other misconduct at school and school-related functions.
5. Each student is to behave in a courteous and cooperative manner at all times.
6. Any behavior that could result in physical harm to another will not be tolerated at HAA.
7. Bullying in any form will not be tolerated. This includes but is not limited to:
  - a. PHYSICAL BULLYING (hitting, punching, pinching, tripping, kicking, pushing, scratching, spitting, damaging or stealing property, throwing objects at someone, hiding/taking belongings, etc.)
  - b. VERBAL BULLYING (teasing/name calling, making offensive remarks, making discriminatory remarks, insulting, threatening, repeated teasing, intimidating someone, etc.)
  - c. EMOTIONAL/SOCIAL BULLYING (spreading rumors, excluding someone, ignoring, making fun, preventing people from befriending someone, etc.)
  - d. CYBERSPACE BULLYING (any form of bullying using cell phones, computers, Facebook, any other electronic equipment or social media, etc.)
  - e. All of the above items are especially offensive when connected with someone's gender, race, religion, ethnic origin, sexuality, or economic status.
8. All students are expected to meet their scheduled appointments and should never be in an unsupervised area.
9. All items that are brought to school should be in harmony with Seventh-day Adventist values and standards. Inappropriate items, such as offensive printed materials and playing cards, are not allowed and will be confiscated.
10. Hand-held electronic games, radios, iPods, headphones, etc. are not permitted. These items will be taken from students and returned to parents or guardians only. For long trips, exceptions may be permitted in advance at the discretion of the teacher in consultation with administration.
11. Cell phones are not to be used during school hours (8:00-3:15) without the permission of a member of the HAA faculty or staff for any reason (calls, texting, apps, etc.). Phones must be out of sight, and if they ring, buzz, or otherwise disturb a class, they will be confiscated.
12. Gum is not permitted in the building at any time.
13. When accidental damage to school property occurs and is reported immediately there will be no penalty other than restitution. Willful damage or destruction of school property will call for restitution and additional discipline. Accidental damage is often covered by personal liability insurance.
14. Public displays of affection (PDA) are inappropriate and will not be permitted at school or on school related activities. Hand-holding, lap-sitting, extended embracing, kissing, and other inappropriate gestures will not be tolerated. Students engaged in such practices will be subject

to social probation, and if the behavior persists, suspension or expulsion. Social probation shall consist of no less than one week's restriction of all communication and interaction at school between the participants.

15. Inappropriate sexual behavior or language will not be tolerated. Students at HAA should demonstrate a commitment to Biblical standards of preserving sexual activity for the marriage relationship. Students who are sexually active, indicate sexual activity through their conversations, or display items on their clothes or body that indicate a participation in this lifestyle, will be subject to disciplinary action and possible expulsion from HAA.

16. Possession of weapons, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted and will be confiscated and may also result in suspension.

17. The use, possession, or distribution of tobacco, alcoholic beverages, illegal drugs, narcotics, and/or controlled dangerous substances by HAA students is prohibited and is cause for immediate suspension and possible expulsion. Suspected students may be asked to take a drug or alcohol test.

18. School administrators have the right to search school lockers, desks, and personal property to enforce school policy.

19. Students must acknowledge the existence of additional classroom rules and should understand that they will be held accountable for the individual rules as outlined by the teacher as well as all announced rules and policies during the school year.

### **Assembly/Chapel Conduct**

1. Enter and exit in an orderly manner.
2. No booing, hissing, yelling, whistling, name calling, or loud talking is permitted.
3. Keep hands, feet, and objects to yourself.
4. Do not bring books, papers, or other materials unless asked to do so.
5. No food or beverages allowed.

### **Hallway Conduct**

Students are not to be in the hallway during class time without their teacher's permission. When students are in the hall the following guidelines will be followed.

1. Students will walk, not run, in the hallway.
2. Students will be quiet.
3. Students will keep hands, feet, and objects to themselves.
4. Students will eat and drink in designated classrooms only – not in the halls.

### **Playground Policy and Conduct**

The playground is meant for faculty-supervised student use. Not only do we want the equipment kept in good working condition, but we want to ensure, as much as possible, the safety of those on the premises. The community is not allowed to use the playground during operating hours, weekdays 8:00 a.m. to 6:00 p.m.

As always, we encourage quality family time. Parents or guardians of HAA students may make use of the playground after school with the understanding that they are responsible for supervising their own children. The child is not the responsibility of the After School Care supervisor.

There is a section of the playground dedicated to preschool. That equipment is designed

specifically for the size and weight of the youngest members of the HAA family. No one else should use the aforementioned equipment in order to maintain its integrity.

Following is an outline of the conduct expected on the playground.

1. Students will respect the school property and all persons on the playground.
2. All playground equipment will be used safely and for its intended purpose.
3. Running and throwing games are to be played in the grassy areas, not in the play equipment area.

### **Personal Appearance Standards**

Participating in a school function is an important experience demanding an atmosphere and spirit of thoughtfulness and respect that begins with how an individual prepares his personal appearance at the beginning of the day. This means clothes, hair, accessories, and makeup should all be representative of the high standards of HAA.

Students will follow personal appearance standards at all school functions whether they are on campus or off campus. The uniform attire will be worn at all school-sponsored activities that take place during regular school hours.

### ***Guidelines for All Students***

Hinsdale Adventist Academy students are to comply with both the letter and the intent of the following appearance standards at all school functions on or off campus including class trips and student association activities. Students who are not in compliance may be asked to leave school or discontinue participation until they comply:

1. Lettering, emblems, and pictures on all personal items including clothing, hats, backpacks, lunchboxes, etc., that do not uphold Christian values are not allowed.
2. Necklaces, bracelets, amulets, earrings, and rings of all styles, with the exception of wedding bands, are not to be worn at any school sponsored events, including performances, and/or while under direct staff supervision. The items in question will be surrendered to any staff member when requested. Arrangements for the return of surrendered items will be made with the secretary or principal.
3. Clothing must be clean, modest, and appropriate. This means clothing should not be ripped, no spandex, no short shorts, and no form-fitting clothing. Shoulders must be covered and there are to be no bare midriffs. Undergarments, cleavage, stomachs, or backs must not be showing.
4. No hats, hoods, bandannas, or headwear should be worn indoors during school hours, or in inappropriate places such as religious meetings, churches, restaurants, museums, homes, etc.
5. No gang symbols or attire, including permanent and temporary tattoos.
6. Shorts, skirts, and slits should be knee length.
7. No open-toed shoes are permitted.
8. Makeup should be selected and used in a manner to produce a natural look. In addition, nail polish should not be worn.
9. Hairstyles must not be extreme and attract undue attention. Hairstyles should be appropriately groomed and away from the face. Hair color must appear natural with the person's skin tone. Students with hairstyles that attract undue attention will be evaluated on a case by case basis. Boys' hair must be neatly trimmed or styled at all times. Sideburns must be thinned and trimmed. The face must be clean shaven.
10. For announced dress-down days students will follow posted guidelines.

**Anti-Bullying Statement**

Students are expected to act with consideration and respect for other students, staff, and their property. School personnel are responsible for creating a safe, civil, and respectful learning environment where students can gain the knowledge and the interpersonal skills they need to succeed. Bullying creates a climate of fear and hostility, disrupts the educational process, inhibits the ability to learn, adversely affects student participation in educational programs and activities, has a negative effect on a school's social environment, and leads to antisocial behavior.

Bullying behaviors may focus on an actual or perceived characteristic such as race, disability, religion, national origin, sexual orientation or gender identity/expression (lesbian, gay, bisexual, or transgender students), or other reasons related to a student's distinguishing characteristic. Bullying may also occur with the intent to force gang involvement. Hinsdale Adventist Academy prohibits any and all forms of bullying by students and will not tolerate acts of retaliation for reporting of bullying.

School staff will attempt to identify and stop bullying behavior and refer students for appropriate discipline. For more information please see item 7 on page 14 under Student Conduct.

**Dating Violence Statement**

Dating violence includes violent and controlling behavior such as threats, name-calling, threats of suicide, physical, verbal, emotional, or sexual abuse, and stalking. School employees who are notified by a student or parent/guardian of dating violence or who have reason to suspect such behavior shall immediately report the information to the principal and the proper disciplinary steps will be taken.

**Substance Abuse Policy**

Substance abuse is a serious act, which violates state and federal laws, the policies of Hinsdale Adventist Academy, Seventh-day Adventist standards of conduct, and is a threat to the health and safety of abusers and others who come under its influence.

The possession, use of, or selling/distributing of any form of alcohol, tobacco, narcotics, or illegal drugs, or the abuse of any substance of any kind is a serious threat to the safety of students and the school environment. Students who participate in such activities either on or off campus or at any school-sponsored or non-school sponsored activity will be subject to immediate suspension and/or possible expulsion. The student will also be reported to the appropriate authorities. The student will be required to participate in a drug awareness program. School Administration will review such cases for assessment and final determination of consequences. Every effort will be made by HAA to keep parents/guardians informed and involved.

Whenever there is evidence or reasonable suspicion of drug or alcohol use by students, the administration reserves the right to require suspected students to submit to an alcohol or drug test. Any student suspected of possession or substance abuse who refuses testing may be suspended or expelled.

**Cell Phone/Technology Policy**

Cell phones and technological devices (laptops, iPads, iPods, etc.) are not an integral part of

classroom instruction. They do not contribute positively to the learning experience. Therefore, students who choose to bring cell phones to school will be required to put them on silent or turn them off during school hours. Technological devices may be used in the classroom with the teachers' permission. Students are not allowed to use their phones during the school day for any reason without permission of a member of the HAA staff. If students are found using their phones for any reason without permission, the phone will be taken by that staff member. Cell phones are not to be used during school hours (8:00-3:45) without the permission of a member of the HAA faculty or staff for any reason (calls, texting, apps, etc.). They must be out of sight, and if they ring, buzz, or otherwise disturb a class, they will be confiscated. The phone will be returned at the end of the school day. In the case of an emergency, any student may use the office phone.

If a student is concerned about their cell phone being stolen or getting damaged, they may turn the phone over to the classroom teacher or office for safe keeping during school hours. The student is responsible for picking up the phone at the end of the school day.

### **Cyber bullying (zero tolerance)**

1. First offense: immediate removal of any posts/pictures/videos, etc. and immediate suspension
2. Second offense: expulsion

### **Inappropriate Social Media Usage**

1. First offense: removal of any posts/pictures/videos, etc.; demerit(s); meeting with parents
2. Second offense: suspension
3. Third offense: expulsion

### **Bicycle Regulations Skateboards/Roller Blades/Heelys**

Skateboards, scooters, Heelys, and roller blades are not permitted on campus.

1. Students may not ride bicycles, scooters, roller blades, skateboards, or roller skates on or through school property during school hours or after school events.
2. Students are required to follow all state and village bicycle safety regulations.
3. Bicycles and scooters should be locked. The school is not responsible for theft or damage.

### **Discipline Policy**

The basic guidelines for student conduct grow out of the school's philosophy and objectives. Respect for the rights of others, applicable state laws, insurance regulations, care of school property, and church standards are all considered in determining specific citizenship guidelines. Some school rules are overtly spiritual in nature, while others are part of the need for orderly and safe conduct while at school. The goal of the administration in every discipline situation is the redemption of the student.

To that end, our behavior goals are based on the following beliefs:

1. We believe that learning increases when there is good behavior.
2. We believe that every student can behave well.
3. We believe that our success is measured by how well we teach students to be self-managers.
4. We believe that our standards for behavior should be those taught in the Bible.
5. We believe that when students misbehave, they should be given the opportunity to correct the

effects of their misbehavior. This may include the principles found in Matthew 18.

### **Suspension**

In certain cases the Administrative Council may recommend that a student be suspended from school as a consequence for serious behavioral choices. Documentation of the suspension will be placed in the student's file.

### **Severe Disciplinary Offenses**

Severe offenses (such as, but not limited to: fighting, possession of weapons, possession of drugs or other illegal items, and/or open threats/defiance of teachers and staff) requires immediate intervention. Students who commit a serious offense will be given a student conduct referral. A copy of this referral must be signed by the parent and returned to the main office the following school day. Student will not be allowed in class the following day without parent's signature.

### **Demerits (Grades 6-8)**

Disciplinary actions include but are not limited to the demerit system. Demerits listed are recommendations for particular infractions. Faculty and staff have discretion to modify the number of demerits. Each semester the student will start at zero points, however any previous disciplinary action will not be erased.

15 Demerit points = 1<sup>st</sup> suspension (2 days)

25 Demerit points = 2<sup>nd</sup> suspension (5 days)

35 Demerit points = Expulsion, with the option to reapply for school the following year on probation status.

### **Academic Dishonesty**

Academic dishonesty can take many forms, including, but not limited to, copying assignments, conferring with other students, stealing test answers, taking answers into a test, plagiarism, and other forms of falsification. Students need to be particularly careful to cite references whenever material is copied, shared, or downloaded. Academic dishonesty will be dealt with in a swift and fair manner using the following guidelines:

These disciplinary actions are enforced each time a student is involved in academic dishonesty, regardless of class or teacher during an academic school year.

<b>First Offense</b>	No credit given, a zero score, for the assignment or activity and the incident will be documented.
<b>Second Offense</b>	The student will be suspended, placed on probation and no credit given for the assignment or activity. A conference will be scheduled for the student/parent/guardian/teacher/administration.
<b>Third Offense</b>	The student will be subject to expulsion from school and forfeiting academic credit for the class or classes in which dishonesty occurred.

## **Due Process**

Most serious disciplinary actions are decided by the Administrative Committee, which consists of the principal and other staff members appointed by the administration. Students may request to have a teacher or staff member of their choice added to the committee in the event they become involved in some incident requiring disciplinary action. A student's church pastor may also be invited. A student may, upon request, state his or her cause in person before the committee. This courtesy is also extended to parent or guardian of a student undergoing disciplinary action.

The student gains the most from the school experience when there is a good home-school relationship. We encourage parental input in disciplinary matters for the mutual benefit of the student and the school. Information that the parent or guardian may share with the faculty will be helpful in the overall educational program of the student.

## **Asbestos Assurance**

Hinsdale Adventist Academy is inspected for asbestos every six months. A copy of the inspection report, as well as the asbestos management plan, is available for review at any time in the school office.

## **Academic Services**

### ***Computers and Network Usage Policy***

Computer and network access are available to students and teachers at Hinsdale Adventist Academy. We are pleased to provide these resources and believe the computer and network access offers vast, diverse, and unique resources to both students and teachers. Our objective is to create a safe educational environment by facilitating innovation and communication.

To maintain a safe and functional computer lab, it is mandatory that each student sign a "Terms and Conditions of Use Policy" if they wish to use these resources. These terms and conditions shall be governed by the policies set forth by Hinsdale Adventist Academy and in accordance with the laws of the State of Illinois and the United States of America.

### ***Library Policy***

All pupils in the school are entitled to use the library and to check out books. Reference materials such as encyclopedias and dictionaries are to be used only in the library.

1. A fine is charged for each day a book is overdue.
2. Damage to materials beyond reasonable wear and all losses shall be charged to the student who checked the book out.
3. No materials may be taken from the library without being checked out.
4. Each borrower is held responsible for all books drawn on his assigned computer number and for all accrued fines.
5. Minimum charge to replace and reprocess lost books is \$15.00

## **Methods of Communication with Parents or Guardians**

### ***Bulletin Boards***

Bulletin boards are maintained in many parts of the school. All announcements and notices placed on the bulletin boards or walls must be approved by administration. Posters and

announcements are to be taken down immediately following the activity.

### ***Emergency Closing Information***

Emergency school closing due to inclement weather will be announced on the school answering machine and on the following radio and television stations:

Telephone Number: 630-323-9211  
Television Stations: WGN Channel 9, WFLD Channel 32  
Radio Stations: AM Stations WGN 720, WBBM 780, WMAQ 620  
FM Station WFYR 103.5  
Closing Website: <http://www.emergencyclosingcenter.com/complete.html>

Search for HAA by typing in the school name (Hinsdale Adventist Academy) and city (Hinsdale) or the main school phone number (630) 323-9211.

Parent Alert: Notification will be sent out via RenWeb to all families (email, text message & phone call)

### ***Home and School Association***

All parents/guardians of HAA students are members of the Home and School Association. This organization plays an integral part in making the connection between home and school. This organization operates under the direction of volunteer personnel. Parents/guardians are invited to assist as well as support and participate in the program should they so desire.

### ***Publications***

There are three main publications at Hinsdale Adventist Academy:

*Yearbook:* HAA students prepare a yearbook each year. Every student in grades K-12 will receive a yearbook. Sponsorship and advertisement space is available. Please encourage your employer or friends to purchase an advertisement in the yearbook. This extra revenue keeps our books affordable and high in quality.

*Parent Newsletter:* A parent newsletter, *The HAApenings*, will be produced regularly to report on school activities and announce any calendar changes. This newsletter will be e-mailed home to all families with current e-mail addresses, and is sent home to families without e-mail.

*Renweb Parent Alerts:* Emails, text messages, and phone messages will be sent out to parents or guardians periodically from the Renweb Parent Alert system. Please ensure that all your information is updated. These messages will include urgent information, school closings, etc.

### ***Telephone Calls***

**The school telephone is for business use and emergency calls only. Students and teachers will not be called from their class to answer the telephone. Messages will be taken and conveyed in such a way as to cause the least possible disruption.**

### **Medical/Emergency Related Information**

#### ***Communicable Disease***

Parents or guardians are asked to notify the school office when their child has a communicable

illness or a condition which may present potentially serious health problems for those who come in contact with the disease and/or disease carrier. Students are not to attend school if they are not fever, vomiting or diarrhea free for 24 hours.

### ***Medication***

School personnel are not permitted to give a student any medication unless a signed copy of the "Permission to Administer Over the Counter Medication" form is on the file in the office. All medications prescribed by a doctor must be given to the office in the original container and be accompanied by a signed note from the parent or guardian that includes specific dosage directions. In all emergencies, authorization may be given by a parent/guardian over the phone.

### ***Accident Insurance***

A student accident insurance policy is carried by the school on each student and is included in the registration fee. The school will fill out the appropriate information on the insurance form. Parents or guardians are responsible to see that the form is completed by the appropriate personnel and filed with both school and personal insurance companies. A copy of the policy is available in the school office.

### **Social Development**

#### ***Music***

HAA has a strong tradition of musical excellence. Students in grades K-8 have weekly classroom music. Students in grades 5-12 have the opportunity to participate in band and choir. All students may take private voice and instrument lessons. For private lessons, students should contact specific teachers regarding scheduling lesson times and payment arrangements.

#### **Athletics Policy**

*Athletics Mission Statement:* Hinsdale Adventist Academy's Athletic Department is dedicated to use organized sports, fitness, and health in order to help students strive for success both on and off the court/field with the goals of progressing physically, mentally, emotionally, socially, and spiritually. The program is developed to prepare students for everyday life and follows the vision, mission, and values of Seventh-day Adventist Christian principles. Strong emphasis is placed on the following:

- Integrity – We will demonstrate Christ-like wholeness privately and publicly
- Teamwork – We will express our unity in Christ
- Excellence – We will honor and glorify God in all we do
- Purpose – We will aspire to live according to our God-given potential
- Service – We will model Jesus' example of serving
- Leadership – We will be Christ-like examples

#### **Core Values**

While participating in the P.E. classroom, intramurals, and interscholastic competition, the participants of Hinsdale's athletic program follow these core values:

1. Keeping their priorities straight: (1) God, (2) Family, (3) School, and (4) Sports

2. Staying in good communication and standing with God, parents, school administration, teachers, coaches, and teammates
3. Going above and beyond by showing maturity in the classroom, community service projects, and school functions
4. Maintaining a balanced life of discipline and fun
5. Striving to become the best and aiming to reach their God-given potential
6. Practicing healthy habits in diet, rest, and exercise
7. Enjoying sports and physical activity

### **Adapted Physical Education**

It is the responsibility of parents/guardians to notify the school of any physical and medical considerations that would affect their child's physical ability to participate in recreational or physical activity. We will do our best to accommodate such needs while continuing to offer a quality physical education program.

### **Physical Education**

Hinsdale Adventist Academy has a strong P.E. program for all students. Developmentally appropriate activities, including sports and fitness, are incorporated into the program.

High school and Middle School students (Grades 6-12) who are enrolled in a gym class are required to wear a P.E. uniform, which is purchased from the school. All students must wear non-marking tennis shoes specific for use only in the gym during PE classes. Students are expected to be ready for class on time. Absolutely no street shoes will be allowed in the gymnasium when the cover is removed from the gym floor.

### **Gym Lockers**

Each High School or Middle School student who is enrolled in a gym class will be allowed to use gym lockers. Students will not be assigned a specific gym locker and will be used on a first come basis. To protect their personal property, students should keep their lockers locked when storing items in them. The school cannot be liable for any items that are lost, stolen, or damaged. Combination and key locks must be approved by the PE Teacher before being used on gym lockers.

### **Intramurals**

7<sup>th</sup> to 12<sup>th</sup> grade students may participate in an after-school intramural program in team sports which may also include participants from faculty, staff, alumni, and parents. Intramurals are usually scheduled after school, one or two days a week.

### **Interscholastic competition**

High school students are given the opportunity to participate in interscholastic competition. A student athlete must realize that **IT IS A PRIVILEGE TO BE PART OF THE ATHLETIC PROGRAM.** By participating in interscholastic sports, students are considered leaders of the school. They must meet and uphold the following criteria:

- Attendance: A student-athlete must maintain a passing attendance grade (60% or above) in order to remain active in interscholastic competition.
- Grades: In order to remain eligible in interscholastic competition, a student-athlete must maintain a 2.5 GPA and are only allowed to have the following letter grades: A, B, C, and no more than one D.
- Citizenship: A student-athlete must exhibit good behavior during school hours. Suspension from interscholastic competition will occur if a student exceeds 15 demerits. Suspension time will be determined by a school administrator, the Athletic Director, and head coach.

### ***Tryout Eligibility***

All students are allowed to try out for fall sports. For winter and spring sports, tryout eligibility is determined by meeting the above criteria regarding attendance, grades, and citizenship.

### ***Grade Check***

Grade checks are done every week on Friday. Students not meeting the required criteria will not be allowed to dress or play for any games the following week. Students cannot dress for any games in the middle of the week and must wait until the next grade check. Students are required to go to practice, so they do not get behind with their team. However, arrangements can be made with the Athletic Director and head coach if a student needs to miss practice due to academic reasons. Students who do not qualify to rejoin the team for four total weeks within the season will be removed from the team.

### ***Schedules***

Sport seasons are listed below:

- Middle School Girls Volleyball & Boys Soccer
  - August to middle of October
- Middle School Boys Basketball
  - October to middle of December
- Middle School Girls Basketball
  - January to middle of March
- High School Girls Volleyball & Boys Soccer
  - August to middle of October
- High School Girls Basketball & Boys Basketball
  - November to beginning of February
- High School Boys Volleyball
  - March to beginning of May

We try to keep closely to the schedules, but inevitably there will be changes.

### ***Cost***

Team fees for the season are **due one week after the team is officially selected**. A student will not be able to participate in interscholastic competition until the full payment is paid. (\*Note: A payment

plan can be arranged with administration, the Athletic Director, and the school Business Manager.)

**THIS FEE IS NONREFUNDABLE AFTER THE FIRST WEEK'S PRACTICE.**

The cost for sports fees are as followed:

- High School: \$200 for the first sport of the school year (\$100 for the second sport)
- Middle School: \$160 for the first sport of the school year (\$100 for the second sport)

### ***Pick Up After Sports Events***

Sports team members (intramurals or interscholastic competition) should make arrangements to be picked up immediately following their activities. The school will be closed 15 minutes after the scheduled ending times.

## **STUDENT CONDUCT AND STUDENT LIFE ELEMENTARY-SPECIFIC POLICIES**

### **Elementary Attendance**

There will be a quarterly attendance point system for elementary students in grades 1-8.

- If the student arrives between 8:00am-8:10am - 1 point
- If they arrive any time after 8:10 - 2 points
- If they are absent (Unexcused) - 3 points

At 21 points or more the family will be required to meet with the academic standards committee to develop an action plan to address their excessive tardy/absenteeism, and they will be assessed a fine of \$50 per student. If the family has not met with the committee within 2 weeks, the student will be at risk of suspension until the meeting takes place. This suspension will be considered unexcused.

If a student maximizes the attendance points a second time in any quarter, the family will be required to meet with the academic standards committee to develop an action plan to address their excessive tardy/absenteeism and will be fined \$100 per child. At this time the student's enrollment in Hinsdale Adventist Academy may be jeopardized.

***Excused Absences*** are defined as:

1. Verified illness of the student.
2. Medical, dental, or optometric service.
3. Quarantine.
4. Bereavement.
5. Court appointments, with verification.
6. Absences specially permitted by the Academic Standards Committee.

For an absence to be excused it must:

1. Meet the definition listed above.
2. Have parent/guardian verification.
3. Be submitted in writing to the office with the following information:
  - a. First and last name of the student,
  - b. Date(s),

- c. Reason for absence,
- d. Parent(s)/guardians signature.

### ***Prearranged Absences***

If a student is going to miss classes to accompany parents/guardians on an activity, a written request must be submitted to the school office a minimum of five school days prior to the absence. Teacher will provide the students with whatever work possible. However, some work done in the classroom cannot be adequately duplicated outside of the classroom and it will be missed. As would be expected, this will affect the student's grade. If the prearranged form is not completed 5 days prior to unexcused absence, late work policy will apply. Following a prearranged absence, a teacher may allow the same number of days missed for the assigned work to be turned in. Prearranged absences do not necessarily constitute excused absences. Prearranged absences may not be taken during the final two weeks of a semester unless arrangements have been made and a fee paid for early examination.

### ***Excused Absences***

According to Illinois State policies there are only four legally acceptable excuses for a student to be absent from school:

1. Illness and/or medical/dental appointments.
2. A death in the family or family emergency.
3. Observance of a religious holiday.
4. Bad weather which makes traveling unsafe.

When an excused absence does occur, the student should bring in a note from their parents/guardians or their doctor within three days of their return to school. Written notes should be given to the secretary.

Family vacations do not meet the criteria for excused absence from school. Students taken out of class for an extended period of time miss valuable learning time and fall behind in their work. The class time they miss cannot be duplicated and students seldom make up all the work they miss. Parents or guardians are urged to plan their special trips and vacation time when students are not scheduled to be in school.

### ***Unexcused Absences***

Any absence which does not meet the conditions of an excused or prearranged absences automatically considered unexcused. **Schoolwork missed due to an unexcused absence cannot be made up.**

### ***Notification***

If for any reason a student is absent and it has not been prearranged, we ask that the parent or guardian telephone the school office before 8:30 a.m. on the day the absence occurs.

### ***Appeals***

If the student feels that justifiable or extraordinary circumstances have contributed to his exceedingly high number of absences, the student may appeal to the Administrative Committee for consideration for credit. Such an appeal should include all appropriate documentation necessary to support the "extraordinary circumstances" which contributed to the excessive absences. The ruling of the school Administrative Committee will stand as final in such cases.

### **Uniform Policy**

Following are the dress code guidelines by grade and gender.

Grade	Gender	Uniform
K-5	Male	<p>Pants/Shorts: Navy blue pants or shorts, flat front or pleated uniform style, purchased from any store. NO cargo, knit or sweat pants.</p> <p>Shirts: Monday thru Thursday, baby blue or gray logo polo-styled long or short-sleeved shirts. Friday, burgundy logoed polo-style shirt, purchased from Dennis Uniform Company. All buttons but the top one must be buttoned.</p> <p>Shoes: Solid black dress shoes or solid black gym shoes (no pictures, lights etc.) with non-marking soles. No open-toed shoes are permitted. White or navy socks must be worn.</p> <p>Optional Sweater: HAA logoed cardigan, vest or pullover sweater available from Dennis Uniform Company.</p>
	Female	<p>Pants/Shorts/Skirts/Skortts/Jumpers: Navy blue pants or shorts, flat front or pleated uniform style, Flat front or A-line skirts/skortts/jumpers, purchased from any store. It is recommended that shorts or spandex be worn under skirts or jumpers. NO cargo, knit or sweat pants.</p> <p>Shirts: Monday thru Thursday, baby blue or gray logo polo-styled long or short sleeved shirts. Friday, burgundy logoed polo-style shirt, purchased from Dennis Uniform Company. Shirts tucked in for 4<sup>th</sup> and 5<sup>th</sup> grades. All buttons but the top one must be buttoned.</p> <p>Tights/Socks: Solid navy, black or white opaque (no sheer or patterned).</p> <p>Shoes: Solid black dress shoes or solid black gym shoes (no pictures, lights etc.) with non-marking soles. No open-toed shoes are permitted. Socks must be worn.</p> <p>Optional Sweater: HAA logoed cardigan, vest or pullover sweater available from Dennis Uniform Company.</p>
6-8	Male	<p>Pants: Navy blue or khaki pants, flat front or pleated uniform style, purchased from any store. NO cargo, knit or sweat pants. Pants are to be worn with plain black, dress belt.</p> <p>Shirts: Monday thru Thursday, baby blue, navy or white logo polo-styled long or short sleeved shirts. Friday, burgundy logoed polo-style shirt, purchased from Dennis Uniform Company. Shirts tucked in for all grades. All buttons but the top one must be buttoned. Optional Friday wear – oxford shirt with logoed cardigan, vest or pull over sweater.</p> <p>Shoes: Solid black dress shoes with non-marking soles. No open-toed shoes are permitted. Navy or White socks must be worn.</p> <p>P.E. Uniform: 6<sup>th</sup>- 8<sup>th</sup> grades are required to wear PE uniforms for gym class (available from athletics dept.).</p>

- Optional Sweater: HAA logoed cardigan, vest or pull over sweater available from Dennis Uniform Company.
- 6-8 Female Pants/Skirts/Skort: Navy blue or khaki pants, flat front or pleated uniform style, Flat front or A-line skirts/skort, purchased from any store. NO cargo, knit or sweat pants. Pants are to be worn with plain black dress belt. Skirts/skort are not to be rolled at the waist to alter length. Must reach the knee.
- Shirts: Monday thru Thursday, baby blue, navy or white logo polo-styled long or short sleeved shirts. Friday, burgundy logoed polo-style shirt, purchased from Dennis Uniform Company. All buttons but the top one must be buttoned. Optional Friday wear – oxford shirt with logoed cardigan, vest or pull over sweater.
- Tights/Socks: Solid navy, black or white opaque (no sheer or patterns).
- Shoes: Solid black dress shoes with non-marking soles. No open-toed shoes are permitted. Socks must be worn.
- P.E. Uniform: 6<sup>th</sup>- 8<sup>th</sup> grades are required to wear PE uniforms for gym class (available from athletics dept.).
- Optional Sweater: HAA logoed cardigan, vest or pull over sweater available from Dennis Uniform Company.

Denim material of any kind, lounge-wear, and workout clothing are not considered appropriate school attire.

### ***Consequences for Uniform Violation***

The guidelines for dress are intended to be concise and easy to interpret. If a student has a question about whether or not a garment is within the dress guidelines the student should take the garment to school and show it to an administrator before attempting to wear the item in question.

Teachers will document when students (K-8) are out of uniform and notify administration and parents via RenWeb, multiple offenses will result in disciplinary action. Demerits will be given to students in all grades for uniform violations.

### **Discipline Policy**

HAA wishes to encourage the development of a strong Seventh-day Adventist Christian character in every student and enable them to develop self-control, self-government, and responsibility. The basic guidelines for student conduct grow out of the school's philosophy and objectives. Respect for the rights of others, applicable state laws, insurance regulations, care of school property, and church standards are all considered in determining specific citizenship guidelines. Some school rules are overtly spiritual in nature, while others are part of the need for orderly and safe conduct while at school. The goal of administration in every discipline situation is the redemption of the student and every action taken will be one that seeks to bring healing and recovery.

It is our goal at HAA to run a quality school program where discipline is not an issue. To that end, our behavior goals are based on the following beliefs:

1. We believe that learning increases when there is good behavior.
2. We believe that every student can behave well.
3. We believe that our success is measured by how well we teach students to be self-managers.
4. We believe that our standards for behavior should be those taught in the Bible. Jesus emphasized that we “should love one another,” and that we should even “love our enemies.” Our behavior should be gracious, kind, patient, and respectful.
5. We believe that when students misbehave, they should be given a chance to “fix” the effects of their misbehavior. This may include the principles of peacemaking as found in Matthew 18.

### **Lockers**

Hall lockers are available for student use in grades 6-8. The lockers are the property of the school and as such, students may not put stickers or write on or in them. Any pictures displayed inside a locker must be in harmony with Christian standards and of high moral character. All students are expected to keep their lockers and locker area clean and tidy. To protect their personal property, students should keep their lockers locked when storing items in them. The school cannot be liable for any items that are lost, stolen, or damaged.

Hinsdale Adventist Academy reserves the right to inspect all lockers without prior notice as deemed necessary.

## **ELEMENTARY SCHOOL ACADEMICS**

### **Progress Reports**

Evaluating a student’s work and progress are an important part of a teacher’s work. Teachers evaluate student progress daily; however, a more formal assessment is done quarterly at the end of each nine-week period. Progress reports will be issued for all subjects for each nine-week period during the school year to keep parent or guardians informed of their child’s achievement. In addition, mid-term reports will be mailed to parents or guardians of all K-12 students. The final report cards at the end of the school year are mailed when accounts have been paid in full. Please note that at any point in the quarter, a parent may view their child’s progress report via RenWeb

### **Mid-Term Grades**

Mid-term grades are available in RenWeb. When grades are unsatisfactory, HAA believes parent or guardians would like to know so that they can encourage their students to work to bring up his/her grade by the end of the nine-week period. When grades are satisfactory, HAA knows parents or guardians will want to praise their student for his/her efforts and encourage a continuance of effort. Parents or guardians should feel free to contact the teacher if they have specific ideas that would be helpful. The teacher will do the same. If a parent/guardian would like a conference, he/she should contact the teacher.

### **Parent-Teacher Communication**

Open communication, cooperation, and supportive relationship between parents/guardians, students, and teachers will create the most positive and effective climate for learning. When there is frequent communication between parents/guardians and teachers, concerns and

problems can be addressed as soon as they arise, before they escalate. Parents/guardians wishing to visit the classroom should observe the following guidelines:

1. Teachers are available to speak with parents/guardians when prior arrangements are made.
2. Please call in advance and make arrangements to visit the classroom or make an appointment to talk with the teacher.

If a parents/guardians have questions/issues with a classroom situation, they should talk with the teacher in an effort to clarify issues and seek a positive solution. If desired, the principal is available to help clear up misunderstandings and resolve problems.

Every effort should be made to solve problems with the instructor in a kind and direct manner. When problems occur, it is important to first make every effort to work with parties involved for a mutually satisfying resolution before information on the perceived problems is circulated to parties not involved. Students' observations should be considered and respected; however, teachers and parents/guardians should not assume children have all the relevant information for a decision.

### **Parent-Teacher Conferences**

Regularly scheduled parent-teacher conferences will be held twice a year at the end of the first and second quarters. The office will work with parents or guardians to arrange these appointments in advance. These conferences are crucial for teachers to share any news about student progress and work in class. It is also helpful for parents or guardians to share their input and suggestions. The school calendar lists the scheduled days for conferences.

At the end of each quarter, parents/guardians may be contacted to schedule a mandatory academic performance meeting with the administration and faculty to discuss intervention strategies to improve a student's academic progress.

Parent-teacher conferences may be arranged on the initiative of the parents/guardians or teacher at any time. Such conferences should be held after school hours or in accordance with the teacher's daily time schedule. HAA teachers consider good communication and parent/guardian input most helpful in individualizing and meeting the unique needs of each student.

### **Testing**

Each fall HAA administers national achievement tests, ITBS and ITED, to students in grades 3-10. The test results are communicated to parent(s)/guardians during parent-teacher conferences in January. Individual conferences may be requested to review achievement test results. DIBELS is an early literacy assessment tool administered K-6 three times per year (Fall, Winter, Spring).

### **Grading System**

- K I = Achieves objectives and performs skills independently
- P = Progressing toward achieving objectives and skills
- NT = Needs more time to improve

3-8	98-100%	A+
	93-97%	A
	90-92%	A-
	88-89%	B+
	83-87%	B
	80-82%	B-
	78-79%	C+
	73-78%	C
	70-72%	C-
	68-69%	D+
	63-67%	D
	60-62%	D-
	0-59%	F

### **Honor Roll, Grades 6-8**

Recognition for academic achievement will be based upon the GPA and will be displayed in the school.

6-8 Honor Roll:           Principal's List 3.75-4.00  
                                   Honors 3.50-3.74  
                                   Recognition 3.00-3.49

### **Acceleration and Retention**

In special situations, a student may be retained or accelerated depending on the student's needs. Both the local school board and the Illinois Conference Office of Education must approve either the retention or the acceleration.

#### ***Acceleration***

Those desiring acceleration must fill out an acceleration application and submit it to the school office by February 15. There may be no more than one acceleration experience during grades K-12.

Pre-requisite for accelerated application are:

1. Placement at or above the 90<sup>th</sup> percentile on the Iowa Assessment (IA). **(All subject areas in every grade)**
2. A 3.5 grade point average.
3. A satisfactory citizenship grade.

***Retention*** A student who is unable to achieve grade level expectancy must be given special consideration. Retention may be considered for a student who has not met minimum requirements in at least three major subjects. The teacher will work with the parents/guardians to plan an educational program that best meets the needs of the student.

#### **Home School Credit**

When a home-schooling program is designed by a teaching parent or guardian, whether materials used are from a home school organization or developed by the teaching parent or guardian, the Academic Standards Committee will only consider requests for credit that include careful documentation of learning.

The normal pattern of HAA course work verification must be followed and submitted to the academic registrar. This includes the textbook title, author, publisher, edition, course description, course outline, verification of accomplishment, and time invested. Upon receipt of this documentation, the Academic Standards Committee will give consideration to the application of credit and the specific amount of credit assigned. The Academic Standards Committee may request that subject tests be administered in order to apply credit to a student's transcript. The actual application of credit is done after the student has successfully completed a minimum of one full semester of HAA enrollment. The Academic Standards Committee is the authoritative body to apply or not apply such credit as it determines appropriate.

### **Off-Campus/Correspondence Coursework Policy**

Any student enrolled at HAA who wishes to take coursework off campus via summer school, correspondence, or other sources must clear such requests with the Academic Standards Committee prior to enrolling in off-campus coursework. As a rule students are expected to take classes at HAA in the normal sequence in which they are offered.

Any exceptions will be reviewed by the Academic Standards Committee and considered on a case-by-case basis.

Under normal circumstances, approval will not be given for students enrolled at HAA to take courses offered at HAA from other sources. Exceptions to this might include

- Remedial work where a D or F was previously made in the class at HAA.
- Scheduling conflicts.

***School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with government regulations, conference policy, board or faculty decisions, and are subject to such review and alteration as becomes necessary for the routine operation of the school.***