



Hinsdale Adventist Academy

K-8

2022-2023 e-Packet



Summer 2022

Dear HAA Family,

We want to say thank you for choosing Hinsdale Adventist Academy as the place for your child to learn and grow. Welcome to the HAA family! God has been so faithful to our school community, and we continue to watch the ways He pours out His favor on our ministry at HAA.

This e-packet contains useful "need-to-know" information so that you and your child can prepare for the coming year.

The first day of school will start at 8:00 a.m sharp. on **Monday, August 15, 2022, students will be dismissed at noon.** Classes are filling up quickly, so if you have not yet registered, please contact us. You may register one of the following ways:

- Enroll online through Facts Family Portal, formerly RenWeb at www.Factsmgt.com This is the fastest, most convenient way to secure your place.
- If you are experiencing problems with the online portal please call our office at (630) 323-9211. The process takes only 10 minutes, and we are happy to assist you!

Finally, it is our highest priority to stay connected with you and keep you informed. Please be sure to 'like' the [HAA Facebook page](#), you can also follow us on Instagram where we share news and highlights on a daily basis.

If you have any questions about getting started for the new school year, please do not hesitate to contact us directly.

Yours sincerely,

Judie Rosa
Principal

After School Care

After school care for elementary students is available until 6:00pm for an additional fee, more information will be available if requested.

Medical/Health Requirements

All students must be compliant with the State of Illinois **Physical Examination and Immunization requirements on the first day of attendance**. Students that do not meet these requirements **will have until September 15, 2022 to comply**.

If there are religious objections to the immunizations, submit the new CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM (which must be signed by your physician)

Illinois Department of Public Health rules now mandate all students entering **6th grade must show proof of having received one dose of Meningococcal vaccine** (meningitis) and all students entering **12th grade must show proof of receiving two doses of Meningococcal vaccine** (meningitis) unless the first dose was given after the age of 16, then only one dose is required.

Any child entering **kindergarten, sixth, or ninth grade for the first time must show proof of having received two doses of varicella (chicken pox) or proof of immunity**.

All students currently enrolled in grades six through twelve, **shall show proof of receiving one dose of Tdap** (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last Dtap, DT or Td dose.

Pre-school & PK Complete Physical Examination upon entry into Pre-school or PK. Second year students do not require an additional exam. Lead blood test evaluation is required. The state **requires** that the parent complete and sign the health history portion of the examination form.

IMMUNIZATIONS

DPT/DTaP 4 doses (including 1 booster)

IPV/OPV 3 doses (including 1 booster after 4th birthday)

Varicella 1 dose after 12 months OR proof of immunity
MMR 1 dose after 12 months
Hepatitis B 3 doses (at appropriate intervals)
Hib 1 dose after 15 months
Pneumococcal 1 dose (if did not receive primary series of vaccine)

PRESCHOOL Complete Physical Examination dated within 1 year, and provide immunization records.

KINDERGARTEN Complete Physical Examination dated within 1 year. Lead blood test evaluation is required if under age 6. The state **requires** that the parent sign the health history portion of the examination form. A **vision exam** is required (see below). A **dental exam** is required (see below).

IMMUNIZATIONS

DPT/DTaP 4 doses (last one **after** 4th birthday)
IPV/OPV 3 doses (last one **after** 4th birthday)
Varicella 2 doses after 12 months OR proof of immunity
MMR 2 doses after 12 months

1ST-5TH GRADE Must have previous kindergarten physical on file and be compliant with all immunization requirements. **2nd Grade requires a dental exam** (see below).

6TH GRADE Physical examination dated within 1 year. The state **requires** the parent complete and sign the health history portion of the examination form. **MUST** have 3 doses of Hepatitis B vaccine at the appropriate intervals. **MUST** show proof of two doses of varicella (chicken pox) or proof of immunity. **MUST** show proof of Tdap. **MUST show proof of one dose of meningococcal vaccine** (meningitis). A **dental exam** is required (see below).

7TH-8TH GRADE Must have previous 6th grade physical on file and be compliant with all immunization requirements.

****Please Note:** The IHSA Pre-Participation Examination (sports physical) form is NOT acceptable as the school physical in 6th and 9th grades.

Dental Requirements:

A Dental Examination is required for all students in **kindergarten, second, and sixth grades**. The examination by a licensed dentist must be completed between Nov 2021 and April 15, 2023.

Vision Requirements:

Students enrolling in a **kindergarten** program or enrolling for the first time in an Illinois public school shall submit proof of an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year or before October 15th of the school year.

Interscholastic Athletics:

Students wishing to compete in interscholastic athletics in middle or high school must present a completed physical examination form each year that they participate. A completed school required physical examination on the Child Health Examination Form can be used as a sports physical. This form must be on file before the student can attend any practice and must be dated within 365 days preceding the last day of the season for that sport. Please note that the Illinois High School Athletic (IHSA) physical forms do not qualify for required school physicals.

STUDENTS TRANSFERRING FROM OTHER ILLINOIS SCHOOLS OR RETURNING TO IL SCHOOL FROM OUT OF STATE

Students need to provide the documentation of the most recent physical, eye and dental exams that meet the state requirements listed in the grades above. **Documents are due within 30 days of the first day of attendance.**

NEW STUDENTS FROM OUT OF STATE OR FIRST TIME EVER ATTENDING AN ILLINOIS SCHOOL

Physical Examination must be completed within one calendar year prior to date of entry. The exam must include up-to-date immunizations and medical history.

Eye Examination is required and must be performed by a licensed optometrist within one year prior to the first day of entry.

Documents are due within 30 days of the first day of attendance.

MEDICATIONS AT SCHOOL

All over the counter medications as well as prescription medications will only be administered in school when a School Medication Authorization Form is on file in the

office and has been completed by the parent/guardian and the healthcare provider. Specialized forms exist for asthma, diabetes, seizures, and allergies.

HEARING AND VISION SCREENINGS

The Illinois Department of Public Health requires certain grade levels be screened for hearing and vision. Vision screening is not a substitute for a complete eye exam by an eye doctor. If a student has completed an eye exam within the previous 12 months, and that evaluation is on file at the school, the child will not need to be screened. If any child fails either the hearing or vision screenings, the parent/guardian will receive a letter of notification.

Printable health forms are available in the application packets at the HAA website.

PARENT RESOURCE

A Guide to Frequently Asked Questions

ATTENDANCE QUESTIONS

Note: Complete information regarding the Attendance Policy and Procedures can be found in the Student Handbook. You can also link to the Student Handbook on-line through the homepage of the school website. Further questions can be answered by the front office by calling 630-323-9211.

School starts promptly at 8am which means students must be at their desks at that time. Students may be dropped off as early as 7:40am.

1. What is the procedure for reporting student absences?

Attendance procedures are established by the Hinsdale Adventist Academy administration in order to minimize disruption to your child upon his/her return to school. Therefore, it is the parent's or guardian's responsibility to call the front office within 24 hours of an all day absence. Only calls from parents or legal guardians will be accepted. If no call is received by that time, the absence will be considered unexcused, making it necessary to pull your child from class to determine the cause for the absence, thus, disrupting the educational process.

The following information must be provided to excuse the absence for valid cause:

- Student name
- Reason for the absence

Note: If a parent/legal guardian anticipates being out of town and, therefore, will be unable to provide official notification of a student absence, the parent/legal guardian must complete a pre-arranged absence form available in the front office. This written

notification must be turned into the front office prior to the parent/legal guardian leaving town.

2. What is considered a "valid" reason for my child's absence?

According to Illinois School Code, Article 26, the parent or legal guardian can have his/her child excused from compulsory school attendance for the following reasons:

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student

3. Can my student be excused from school for a family vacation while school is in session?

Families must fill out a pre-arranged absence form that is to be submitted to the main office for approval, in conjunction with the classroom teachers. Family vacations are not recommended due to the impact on student learning and the educational environment. No classroom activity or experience can ever fully be replicated outside that time and place of its environment, so students need to miss as few classes as necessary. Student absences due to a voluntary vacation will lead to increased work for the absent student and an undue burden on his/her teachers. Therefore, the school administration reserves the right to determine whether or not to excuse the work associated with a student who misses instruction due to a personal vacation.

4. How do I excuse my child if he/she needs to leave school during the day for an appointment?

Due to the negative impact that missing school can have on your child, you are encouraged to set up appointments outside of the school day. When this is not possible, follow these procedures:

- Parents/guardians must call the front office before the student is to leave the building for the appointment.
- Students must report to the front office and sign out.
- Students must verify that they were at a medical appointment by providing documentation from the doctor's office when they sign back into the front office.
- If students return the following day, they need to bring appointment verification into the front office that morning.

Remember: Your child cannot walk off of school property without prior permission from you. They must ALWAYS sign out in the front office with parental consent.

5. How do I excuse my child from school for an appointment or for an emergency situation when he/she has no prior knowledge of the arrangements?

Unexpected situations that require students to be pulled from class without their prior knowledge can be stressful for them. In addition, this is a disruption to the educational environment. Nonetheless, we recognize that emergency situations do arise. In this event, contact the front office at 630-323-9211 in order to receive assistance.

6. What is the policy regarding students arriving late to school?

Our goal is to assist you in developing your students into responsible young adults. Promptness and good attendance are desirable behaviors, which our policies seek to reinforce. Therefore, the following reasons in this non-inclusive list are examples of absences without valid cause, thereby, resulting in an unexcused status:

1. Oversleeping
2. Car trouble
3. Missing one class to study for another or make-up test and quizzes
4. Babysitting

7. What does an unexcused status mean?

For most students, there is a direct correlation between their attendance and achievement. Regular class attendance not only helps to develop habits of self-discipline and responsibility but also translates into greater achievement academically and in all areas of life. For this reason, unexcused absences are handled as significant behavioral infractions.

Unexcused absences are defined as those absences which are not authorized and/or school related. No make-up privileges are allowed for the period(s) in which the unexcused absence(s) occurred.

8. What if my child is late to school because he/she was at a medical appointment?

If your child arrives late due to a medical appointment, he/she should follow these procedures:

Students must report to the front office, and sign in upon arriving to the building.

Students must verify that they were late due to a medical appointment by providing documentation from the doctor's office when they sign in. Parents/guardians must call the front office before the student arrives late in order to verify that they were aware of the appointment and want it excused.

9. What if my child is late to school due to another valid cause, such as feeling ill when he/she awoke?

For other valid causes, the student must proceed directly to the front office. A parent/guardian phone call must be received in the front office prior to the students arrival that day in order for the partial day absence to be excused.

10. If my student's absence is classified as excused, can all of the work be made up?

Students who have excused absences will be expected and allowed to make-up missed work in a reasonable amount of time, to be determined by their individual teachers. Nevertheless, there are some classes that, due to the content or nature of an assignment, will not permit make up of particular assignments. Such assignments will be clearly identified in the course syllabus distributed to students the first week of class. It is the student's responsibility to contact his/her individual teacher about his/her make-up assignments.

HEALTH RELATED ISSUES

1. What should my child do if he/she gets ill during the school day?

Tell your child to ask his/her teacher for a pass to go to the office when feeling ill while at school. The office will contact you if it is necessary to send your child home for the remainder of the day. They will have your child properly signed out of school so that the absence will be recorded as excused for medical reasons.

MISCELLANEOUS QUESTIONS

1. What are the procedures for parents visiting the building during the school day?

In order to maintain a secure and safe environment, all visitors must enter the school at the main entrance and sign in at the front office. Guests must have a prearranged appointment.

2. Am I allowed to deliver an item to my child in his/her class?

The academic environment needs to be maintained. Thus, lunches, flowers and other such items can not be delivered to classrooms. You may drop off important items in the front office, the item will then be delivered to the student. Lunches can be dropped off at the front office.

3. How do I find out if there is no school due to inclement weather or an emergency situation?

To determine a school closing, please call the HAA switchboard line at 630-323-9211.

Through a centralized system, school district closings are posted at www.emergencyclosings.com, a text message and email message will be sent to all parents via RenWeb, as well as it being announced on the following radio and television stations:

- WGN 720AM, and WBBM 780AM
- CBS – Channel 2, NBC- Channel 5, ABC- Channel 7, WGN – Channel 9, Fox TV – Channel 32, and CLTV News.

4. What is the school phone #, address, and website?

- HAA main line – 630-323-9211
- HAA school address – 631 E Hickory St, Hinsdale, Illinois 60521
- HAA website address -- <http://www.haa.org>
- HAA fax number – 630-323-9237

Uniform Policy

Hinsdale Adventist Academy seeks to educate the whole person; body, mind, and spirit. In an attempt to create an environment where minimal distractions exist, such as fashion competitiveness and statements, Hinsdale Adventist Academy has adopted a uniform policy to:

- Reduce superficial competitiveness in dress among the student body
- Encourage a focus on the character of students, rather than fashion
- Maintain a proper academic tone within the school family
- Encourage a collective uniformity and school spirit for the student body

All students are required to follow the dress code when on campus or when participating in school functions. Administration reserves the right to interpret and/or make changes to the dress code as outlined below. All clothing must be clean, in good condition, modest, and of appropriate size and fit without being too tight or baggy.

School Wear

The following guidelines indicate appropriate dress during the school day (8:00-3:15):

Uniform shirts with HAA logo:

- Polo (Kindergarten – 5th grade: baby blue, light gray, or Burgundy. 6th – 8th grade: Baby blue, navy, white, or Burgundy.

Note: Fridays students can wear jeans (no rips or tears) and any shoes with an HAA polo.

Uniform Pants/Skirts:

- K-5: Navy blue uniform shorts/skort, skirts (length to the knee) and pants – **All worn to the knee.**
- 6-8: Navy blue or khaki skirts and pants, NO shorts. Skirts – **All worn to the knee.** Skirts are only for female students.
- 6-8: **Plain** black dress belt and buckle.

Note: HAA defines a modest length in the shorts/skort as coming to the knee. Belts must be worn in belt loops.

Uniform Outerwear with HAA logo:

- Uniform sweaters, vests, and cardigans in gray, navy, or burgundy, available from Dennis Uniforms. Only HAA logoed Dennis Uniform sweaters can be worn in class.

Note: HAA hoodies are not considered uniform outerwear and are not to be worn during the school day (8:00-3:15). Non-uniform outerwear including athletics warm-up apparel will be taken and returned at a later time.

Footwear:

- K-12: Solid black gym shoes or dress shoes must be worn with either solid navy, solid black or solid white socks or tights.

School uniforms may be purchased either from the *Dennis Uniform Company* website - www.dennisuniform.com (school code: GHDAL) or from their local store located in Lombard at: 1141 North Main Street, Lombard (630) 932-7171

The following clothing/styles may **NOT** be worn: **off the-shoulder tops, baggies, overalls, jams, leggings, stirrups, tight pants/shorts, pajamas, combat-style boots, hats, bandanas, unnatural hair color, distracting hair styles, visible underwear, any clothing that is offensive (i.e. drug, alcohol, sexual references), immodest, torn, cut, or inappropriate. Jewelry, tattoos, or body/facial piercing (ears, lips, tongues, noses) must not be visible on any part of the body while on campus or at school sponsored events, this includes sports games, talent show, tournaments etc.** Note: Band-Aids/other coverings cannot be used to cover jewelry.



SCHOOL SUPPLY LIST GRADES PK-8

School supplies are provided for preschool through 4th grade. Students will need to provide a backpack and gym shoes that can stay at school for PE.

MIDDLE SCHOOL SUPPLY LIST (GRADES 5-8)

TEACHERS: MR. J CARLOS, MS. HEIDI DAVIS, PR. KENNETH PARKER

The following list is a consolidation of the materials that students will need on a regular basis. While students may find other materials to be of use to them individually, this list indicates what the teachers foresee as the general requirements for the classes this year.

For the Student's Use:

- Holy Bible - NIV or NLT preferred
- 6 single-subject notebooks (college ruled)
- 1 composition books
- Loose-leaf notebook paper (college/white or recycled with 3 holes) **LOTS**
- 3-Ring Binder (zipper or Velcro closure) - Will be used in multiple classes
- 1 pack notebook dividers with pockets, preferably an 8-pack
- Zippered Pencil Pouch
- 1 packages of graph paper (4 squares per inch)
- 3X5 notecards
- Black/blue pens
- Red pens
- Pencils (#2 or mechanical with extra 0.7 led) and extra erasers
- Highlighters
- Colored pencils
- Scotch tape
- Glue sticks
- Ruler with metric and standard measurements
- Scientific calculator
- Compass and protractor

For Class Use:

- 2 canisters of Clorox (or similar) wipes
- 4 Facial tissues (e.g. Kleenex)

Specials:

Gym: HAA gym uniform (1 uniform will be provided by school, additional uniforms will be available for purchase), gym shoes that can stay at school for PE
Music: 1 inch plain black binder

Reminder: Some supplies are consumable and will need to be replaced during the school year.

Hinsdale Adventist Academy



Home & School Association

Volunteer Recruitment Form 2022-2023

NAME (Please print clearly): _____

HOME PHONE: _____ **CELL PHONE:** _____

***EMAIL:** _____

*All contact/requests for help communicated via email! Again, please print clearly!

Meetings are held the 1st Tuesday of the month at 6:00pm in the library.

VOLUNTEER OPPORTUNITIES

(List includes some, but not all, possible events)

You **are** volunteering to provide help and support in various ways at the events.

You **are not** volunteering to be a chairperson of the event or committee.

_____ No preference-please contact me
whenever help is needed!

_____ Walk-a-Thon (September)

_____ Pancake Breakfast (February)

_____ Last Day Picnic (May)

_____ Fall Fest (November)

_____ Teacher Treats

Please complete and email or send to

hsa@haa.org

631 E Hickory Street, Hinsdale, IL 60521, 630-323-9211 (school)

THANK YOU, IN ADVANCE, FOR VOLUNTEERING!

FACTS FAMILY PORTAL

FACTS School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS Family Portal (Formerly RenWeb) is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **FACTS Family Portal**:

- First, you need to make sure that the school has your email address in RenWeb.
- Next, go to www.factsmgt.com and click **Logins**.
- Click **Parents Login**.
- Type your school's **District Code HA-IL**
- Click **Create New Parent Portal Account**.
- Type your email address and an email is sent to you.
- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.
- Type a **User Name, Password** and **Confirm** the password.
- Click **Save Password**.
- A message displays at the top of the browser, "**User Name/Password successfully updated.**"
- You can now log into Family Portal using your new User Name and Password.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.