

# HINSDALE ADVENTIST ACADEMY

## STUDENT HANDBOOK

### High School



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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 six area Seventh-day Adventist churches – All Nations, Broadview, Burr Ridge, Downers Grove, Hinsdale, and Hinsdale Fil-Am.

### 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 15 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.

### 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 to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of education 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.

## **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.

## **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 three weeks from the first day of entry.**

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 Foreign Students**

HAA accepts foreign students. Before acceptance can be granted and an I-20 form issued, a foreign student must meet the normal entrance requirements for all students. All non-U.S. citizens must provide HAA with copies of visas and/or passports. Foreign students may be requested to pass an English proficiency test. There is a \$250.00 fee for the processing and creating of an I-20.

### **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.

### **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 Administration 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:

1. Medical: All students new to HAA, and students entering 9th grade 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.
2. Dental Examinations: All students new to HAA.
3. Hearing: All new to the school students.
4. Vision: All new to the school students.
5. 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.

### **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.

## **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 will 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 by the 21st of each month. In addition to the registration fee, there are ten monthly tuition payments due at the 21st of each month, August thru May.
3. A payment will be considered delinquent if it is not received by the 15th 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 15th of the following month, a letter will be sent home reminding parents or guardians of the 30-day policy.
5. Payment options include: check, cash, automatic deduction from checking account (ACH), 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.

### **GRADUATION PARTICIPATION**

All financial accounts of graduation participants must be paid in full prior to graduation services. All transcripts will be held until payment is received.

## **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 2nd child shall receive a 5% discount

The 3rd child shall receive a 10% discount

The 4th 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**

Students in grades 9-12 will be expected to purchase textbooks. Textbooks can be purchased at one of the following websites:

[www.mbsdirect.net](http://www.mbsdirect.net)

[www.abebooks.com](http://www.abebooks.com)

[www.alibris.com](http://www.alibris.com)

[www.textbookx.com](http://www.textbookx.com)

[www.amazon.com](http://www.amazon.com)

Books may also be purchased from other students. If books are being used the following school year and are in good shape, MBS Direct will repurchase those books. Books must not show wear and tear or contain writing to be considered "in good shape."

## **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 7:45 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. See high school specific policies for student drivers.

**Visitors to the School**

Guests are welcome to visit the school at any time; however, a phone call to the school a day ahead of time is requested. All visitors must check in at the office when they arrive at the school during school hours. Students who wish to visit during class time must make arrangements with the teacher the day before the visit.

**School Hours**

Following are the school hours Monday through Friday.

Classes begin (grades K-12)	8:00 a.m.*
Dismissal (Monday –Thursday)	3:15 p.m.*
(Friday)	2:00 p.m.*
Half Day Dismissal	12:00 p.m.

\*Certain classes may begin earlier than 8:00 a.m. and/or finish after 3:15 p.m. Senior students may leave campus after their last class with written consent from their parent(s)/guardian.

**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 7:50 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.

Any student who walks or drives home must have a written record of this in the front office.

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. There are certain circumstances when high school students end their day before the regularly scheduled dismissal time. These students must fill out the appropriate forms and return them to the office. Parents or guardians of said student must also fill out and sign a notification form. Once the student has left campus they are not allowed back on the premises until after the school activity in which they take part begins. All students who qualify for early exit will be placed on an official list which will then be distributed to HAA staff.

Note: Sports team members please make arrangements to be picked up immediately following your activities. Prior written arrangements need to be given to the front office. The school will be closed 15 minutes after the scheduled ending time.

### **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 policy.

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 8:00 a.m. or after teacher supervision is completed following dismissal, are expected to go to the designated area for supervision.

Students in grades 9-12 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 3:45 p.m. or go to the designated location until 4:30 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 or guardian should notify the school office by 8:30 a.m. that day. If a child is absent and the parent or guardian has not contacted the school, a call will be placed to the parent or guardian regarding the absence. In the case where an absence is planned, students must complete an "Intent to miss school form" located in the front office at least 5 days prior to the absence, this form must be completed and signed by the parents and classroom teachers before submitting to the office.

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.

Due to state law, a student who is excessively absent will be reported to a truancy officer. A truancy officer will be informed of a child's non-attendance and it will then become a state issue.

"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 any quarter or semester of 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 7:45am—7:50am each morning in order to be on time for class at 8:00am.

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.) 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. (See the Attendance Policy in this Handbook.)
9. Hand-held electronic games, radios, iPods, headphones, etc. are not permitted. These items will be taken from students and returned to the student at the end of the day. For long trips, exceptions may be permitted in advance at the discretion of the teacher in consultation with administration. Headphones are not to be used at any time during school, except in the computer lab or when otherwise allowed by teacher.
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 embraces, 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. Inappropriate sexual behaviors 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. (No backpacks)
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 keep hands, feet, and objects to themselves.
3. Students will keep their belongings off the floor or off the top of lockers. Items left on the floor or on top of lockers during class will be put in lost and found. Musical instruments must be kept in student lockers, classrooms, or designated area. Large instruments may be stored in the band room or, with permission, on top of lockers. Instruments should be taken home daily for practice.

## **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.

## **Suspension**

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

## **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. All clothing worn in the building must be modest, students not adhering to this will be asked to change back into their school uniform.

## **Guidelines for All Students**

Hinsdale Adventist Academy students are to comply with 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 are not in line with Christian standards are not allowed.

2. Necklaces, bracelets, amulets, earrings, and rings of all styles 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 main office.
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, or bandanas 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.
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.

### **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 can be an integral part of classroom instruction. They can contribute positively to the learning experience however, 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 (8:00-3:15) without the permission of a member of the HAA faculty or staff for any reason (calls, texting, apps, etc.). Cell phones must not ring, or otherwise disturb a class, or 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.

## **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.

## **Student Drivers and Vehicle Policy**

Driving to school is a privilege granted to students by parents/guardians and school administration. Before driving to school, students must apply for permission, read, and understand the student driver policy, and be willing to abide by all requirements. All forms must be filled out, signed by student, parents/guardians, and the school administrator, and will be kept on file in the school office.

Students are required to park in the diagonal parking on Mills Street near the baseball fields. Students will not be allowed access to their vehicles during the school day unless permission has been granted by an HAA office staff member.

Cars are to be used only for the purpose of transporting to and from school and will remain parked during the school day. Student drivers may not offer rides to other students. Any student being transported by a student driver will need to be authorized by the parents/guardians of the driver, by the parents/guardians of the passenger, and by the school administrator. This authorization must be in written format.

The first infraction of these rules will cause the student to be on probation for two weeks and turn their keys in to the office daily. The second offense may cause the student to lose driving privileges for the remainder of the quarter. The school administrator has the authority to immediately suspend any student driver privileges. Please note that not only offending drivers, but also offending passengers will be disciplined in a way which is deemed appropriate by the Administrative committee that deals with student discipline.

Students and parents/guardians need to remember that this school is in a residential neighborhood. Hinsdale Adventist Academy drivers can show their maturity and respect for others by observing posted speed limits. Please observe the painted arrows on the driveway. Traffic enters in a counterclockwise rotation past the front of the school. When leaving at the end of the day, please follow this circular exit route.

## **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 school 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.

### **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. Such offenses are not subject to the list above and will be handled on an individual basis.

### **Demerits (Grades 9-12)**

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 = 1st suspension (2 days)

25 Demerit points = 2nd 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.

**First Offense:** No credit given, a zero score, for the assignment or activity and the incident will be documented and the student will be given a demerit.

**Second Offense:** 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 and the teacher/administration.

**Third Offense:** 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.

### **Work Opportunities**

Limited work opportunities are available for students as teacher assistants, janitors, and preschool assistants. The business office, in conjunction with administration oversees the student work program.

*Work Permits:* Students between 14-16 years of age who wish to obtain a work permit must provide the following;

1. Birth certificate to be copied for school records.
2. Letter of intent to employ from prospective employer stating the nature of the industry and the specific job and hours of employment along with their signature and address.
3. Letter authorizing the student to work at the above place with signature and address of authorizer.
4. Student's Social Security number to be copied at the school.
5. Principal's statement for students from other schools, not ours.

Students who are 16 years or older and need proof of age for the employer, will need to provide the following:

1. Birth certificate to be copied for HAA records.
2. Letter of intent to employ from prospective employer stating the nature of their industry and the specific employment along with their signature and address.

### **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 charges to replace and reprocess lost books will be \$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.

### **Electronic Bulletin Board**

The widescreen monitor located in the lobby which will display upcoming announcements.

### **Emergency Closing Information**

Emergency school closing due to inclement weather, lock downs etc. will be announced 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:	<a href="http://www.emergencyclosingcenter.com/complete.html">http://www.emergencyclosingcenter.com/complete.html</a> 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)

### **Grades/Class Progress**

Reports RenWeb is updated twice a week to reflect the students' grades and progress reports. To find out their children's grades, parents should check RenWeb daily.

## **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. Please visit the Home and School website for more information [www.haahomeandschool.com](http://www.haahomeandschool.com)

## **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. These sponsorships allow us to produce high quality, affordable yearbooks.

*Parent Newsletter:* A parent newsletter, The HAAppenings, will be produced monthly 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 . 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. Because of the potential problems with Reye's Syndrome, especially in older students, aspirin will not be given without a doctor's authorization. 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**

### **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 not 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

The policies listed below are in addition to the Student Conduct and Student Life Policies listed previously in this handbook.

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.

### **Attendance Guidelines**

Hinsdale Adventist Academy is pleased to be able to offer a variety of spiritual, social, musical, and sports related activities to enhance the school program. The primary function of our school, however, is to provide academic instruction for our students. In an effort to maintain a balance between our primary purpose and our extra-curricular activities, and to minimize the burden placed on students from excessive absence due to school trips, family requests, and illness, Hinsdale Adventist Academy requires a minimum of 85% attendance per class (per semester). **A student who misses more than 15% (13 class period absences) of a class per semester can expect to forfeit class credit.** This policy relates to total absences per class, pre-arranged and unexcused combined. Classes dropped due to excessive absences will receive a WF (withdrew failing) on the transcript. Students with extenuating circumstances (e.g. long-term illness) may appeal for an exception to this policy by submitting a written request to the committee that deals with academic standards.

### **Attendance Grading Scale**

High school students receive an attendance P/F grade each semester. The semester grade does not affect the cumulative grade-point average, but a failing attendance grade has the same consequences as other failing grades (e.g. loss of class office, ineligibility for sports teams, removal from NHS, etc.). It is the students' responsibility to know how many absences and tardies they have, attendance can be viewed via RenWeb.

Once a student reaches 14 absences (in a semester) the student will be assessed a fine (\$50) or community service hours (5 hours arranged by the student completed with two weeks of notice). If you miss more than 15% of any one class you cannot receive credit for that class. Three tardies are equal to one absence.

### **Tardies**

HAA emphasizes that timeliness in getting to school each morning and to class throughout the day is vitally important to the educational process. **If a student's first period tardiness is eligible to be excused, he/she must stop by the school office to receive an excused tardy slip to gain entrance into class. If the student is more than 10 minutes late, the tardy becomes an absence.** If a student is late to class throughout the day, the tardy can only be excused at the discretion of the administration/faculty member.

Only three tardies per quarter will be excused for transportation problems such as:

- Heavy traffic
- Accident
- Morning fog
- Car wouldn't start
- Flat tire
- Ride was late
- Stopped by train
- Parent/guardian running late

**Prearranged Absences** If a student is going to miss classes to accompany parents/guardians on an activity, an "intent to miss school" form must be submitted to the school office a minimum of five 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. Following a prearranged absence, a teacher will allow the same number of days missed for the assigned work to be turned in. Prearranged absences do not 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. If the written request is not submitted five days prior to the absence all work is considered unexcused and will be subject to the unexcused absence policy.

**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 can be made up at the teacher's discretion.**

**Results of Excessive Absences and/or Tardies** When a student's attendance grade is failing (14 or more absences), during the quarter, two consequences will occur:

1. The student will lose the following privileges for the remainder of the quarter:
  - a. Holding an office in any class or organization.
  - b. Participating in all varsity sports activities.

2. The student is required to pay a re-registration fee of \$50 within 7 business days or make arrangements to complete community service work. Failure to comply will result in a meeting with the administration to discuss further disciplinary actions including, but not limited to, expulsion.

3. Further consequences, such as suspension, may occur if a student repeatedly has failing attendance grades.

**Notification** If for any reason, a student is absent and it has not been prearranged, we ask that the parent/guardian telephone the school office before 8:00 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 Academic Standards 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.

## **Personal Appearance Standards**

### **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 before, during and after school:

Uniform shirts with HAA logo:

- Oxford –tucked in during school day (High School: blue or white Monday through Thursday, White on Friday ). Girls may wear  $\frac{3}{4}$  sleeve length at any time. Undershirts must not be visible through the oxford shirt, plain white undershirts are suggested.

**Note:** Long sleeved shirts must not be worn under short-sleeved oxford’s. Shirts worn under a collared shirt must not have a collar and must not extend below the bottom of the shirt. High School boys must wear a navy blue tie, tight to the neck on Friday’s, ties must be the appropriate length for the student.

#### Uniform Pants/Skirts:

- 9-12: Navy blue or khaki skirts and pants, **NO** shorts. HAA plaid skirt must be worn on Fridays – **All worn to the knee.** Skirts are only for female students.
- Plain black dress belt and buckle.

**Note: HAA defines a modest length in the skirts as touching the knee.** Belts must be worn in belt loops.

#### Uniform Outerwear with HAA logo:

- Uniform sweaters, vest and cardigans in grey, navy or burgundy, available from Dennis Uniforms

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:

- 9-12: Solid black flat dress shoes must be worn with either solid navy, solid black or solid white opaque tights (no sheer) or knee high socks. Black, navy or white socks must be worn for both females and males.

School uniforms may be purchased either from the Dennis Uniform Company website - [www.dennisuniform.com](http://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.

#### **Banquet Attire**

On certain occasion, Hinsdale Adventist Academy students have the opportunity to wear more formal attire. Although formal wear is appropriate, church attire is also appropriate and students should not feel pressured to buy expensive formal wear. Whether formal wear or church wear, all clothing should be modest.

#### Ladies dresses for banquets:

- Must have 1 inch shoulder straps
- Should cover the back from the waist up to the shoulder blades
- Should not have cutouts or sheer panels
- Should not reveal cleavage

- Should have hems that are on the knee

Gentlemen's attire should include:

- Dress pants
- Dress shirt
- Dress shoes

### **Jewelry**

Jewelry (metal, plastic, rubber, leather or cloth) of any kind, including rings, earrings, (studs, or similar items), bracelets, anklets, necklaces, or friendship bands, is not permitted on campus or at any school sponsored off campus function. Jewelry will be taken from the student. The students' parents/legal guardians can pick up confiscated items from administration.

### **Religious Services**

Hinsdale Adventist Academy encourages students to help set a sacred and special atmosphere for religious services by wearing clothes which are appropriate for the program.

### **Swimwear**

*Ladies:* Only modest, one-piece swimwear is to be worn at any school-sponsored event where swimming is an activity. (Monokinis and bikini's are not considered appropriate swimwear)

*Gentlemen:* Board-shorts type swim-trunks are to be worn at any school-sponsored event where swimming is an activity. (Spandex/Lycra briefs, e.g. Speedos, and shorts are not considered appropriate swimwear)

### **Consequences for Uniform Violation**

When a student is found to be violating school uniform policy during a school day the following steps will be taken:

Upon being found to be in uniform violation the student will sign a form acknowledging his or her infraction. Each teacher, for a full school day cycle, must sign the form indicating that the student is adhering to Uniform policy.

Students will receive a demerit for each infraction.

**Dress code should not be an issue. Violations of dress code that cannot be corrected on campus will require students to go home and make the correction. Parents/guardians will be contacted. Once the uniform correction has been made, students may return to school. Repeated dress code violations become an insubordination issue and may result in more consequences. All classes missed will be unexcused.**

## **HIGH SCHOOL ACADEMICS**

### **Progress Reports**

Evaluating a student's progress is 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 parents or guardians informed of their child's achievement. In addition, final grade reports will be mailed to parents or guardians of all 9-12 students. The final report cards at the end of the school year are mailed when accounts have been paid in full. Semester grades are the only grades that appear on the student's permanent record (transcript). Please note that at any point in the quarter, a parent may view their child's progress report via RenWeb.

### **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 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 third 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.

### **Grading System**

Grades 9-12    98-100% A+  
                  93-97% A  
                  90-92% A-  
                  88-89% B+  
                  83-87% B  
                  80-82% B-  
                  78-79% C+  
                  73-77% C  
                  70-72% C-  
                  68-69% D+  
                  63-67% D  
                  60-62% D-  
                  0-59% F

Grades 9-12    AU = Audit  
                  WP = Withdrew Passing  
                  WF = Withdrew Failing  
                  P = Pass  
                  F = Fail  
                  I= Incomplete

### **Grade Point Average**

A grade point average (GPA) is an accumulative average of a student's grades. It is based on all A, B, C, D, and F grades recorded on a student's transcript. The current GPA represents the accumulated grade point average of letter grades earned for a given grading period and the cumulative GPA represents the average of all grades earned for the student's entire secondary experience to date. A student's grade point average is calculated by dividing all quality points by total letter grade credits earned (A, B, C, D, F). Quality points are earned according to the following scale:

A = 4.00	B- = 2.67	D+ = 1.34
A- = 3.67	C+ = 2.34	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

Grades transferred from other established secondary schools are calculated into the GPA, so long as those grades have a similar representation of student accomplishment as Hinsdale Adventist Academy. 29 Transfer grades from schools, primarily international schools, that do not have a clearly established letter grade system that is sufficiently similar to the HAA system will be recorded as “credit received.” This does not influence the cumulative GPA either positively or negatively.

Each student’s transcript reports cumulative and current GPA’s, as does the semester report.

### **Recognition of Student Achievement**

It is the pleasure of the administration and faculty to honor students who excel in academics and in other areas of the school program. The following programs are used to recognize these students:

#### **Honor Roll**

Recognition for academic achievement will be based upon the GPA and will be displayed in the school and published in the local community newspaper.

9-12 Honor Roll:           Principal’s List 3.75-4.00  
  Honors 3.50-3.74

**National Honor Society** DIFFERENCE MAKERS is the name of the Hinsdale Adventist Academy chapter of the National Honors Society. The National Honors Society is organized to recognize exceptional students who distinguish themselves by their academic achievement, positive leadership, and service to their school and community. To be eligible to apply for membership, a student must have completed his or her freshman year, have a minimum 3.5 cumulative GPA, and be involved in a personal service project. To become a member of the National Honor Society a student must apply, be approved by the faculty, and participate in the formal induction ceremony. Members will receive special recognition at graduation. National Honor Society membership is maintained by upholding the tenets of academic achievement, positive leadership, outstanding character, and service. Any academic dishonesty jeopardizes membership. An annual membership fee of \$25.00 is required. Students transferring to HAA from another school where they have been an NHS member will be recognized as members of the society according to this chapter’s requirements.

**Perfect Attendance** Students with perfect attendance for each quarter will receive an award during the Awards Assembly.

**Student Leadership Qualifications** Many organizations function on campus with student leadership and faculty sponsorship. Students are encouraged to become involved with these organizations and broaden their experiences.

Offices in organizations are defined as major and minor. **Students who hold major offices must maintain a current quarterly GPA of 3.00 or above (with no failing grades), an attendance grade of 70% or above, and must be in good and regular citizenship standing. Other offices require a current quarterly GPA of 2.3 (C+) or above.**

Major Offices	Minor Offices
Student Association President/Vice Presidents	All remaining Student Association offices
Class Presidents/Vice Presidents	All remaining class offices
Yearbook Editor	All remaining yearbook offices
	All remaining campus organization offices

**Students may hold only one major office per year. Students wishing to hold multiple offices must petition the Academic Standards Committee.**

### **Academic Testing**

Each year Hinsdale Adventist Academy administers national achievement tests, Iowa Assessments (Formerly known as ITBS) to students in grades 3-10. The test results are communicated to parents/guardians during parent-teacher conferences in March.

ACT and SAT are offered for high school students. **The ACT is required for graduation.** The guidance counselor will review their test results at the request of parents or students.

A comprehensive testing program is administered to all students. These tests enable HAA to better assist the students in planning their course selection. This also helps the student plan a future educational program and career. The following tests are offered to the students at Hinsdale Adventist Academy. Before graduation, all students must take the ACT (in their Junior or Senior year).

Freshman:	IA Level 15/Form E
Sophomore:	IA Level 16, Form E, ACT, and PSAT
Junior:	IA Level 17, Form E, PSAT/NMSQT
Senior:	IA Level 18, Form E, ACT

Hinsdale Adventist Academy administers the PSAT in October. It also serves as a Sunday Test Center for the college entrance ACT and SAT examinations. Students are responsible to register for ACT and SAT testing on their own.

\*We recommend that the ACT is taken at least one time during their junior and senior years.

### **Academic Credit**

HAA grants academic credit on the basis of the Carnegie Unit. A Carnegie unit is equivalent to 36 weeks of school with 200 minutes of classroom instruction per week. If the class is a laboratory science class, then 240 minutes per week are required.

## Class Load

A full class load is 6.5 Carnegie units. The maximum class load is 8.0 units. All correspondence work will be considered part of the student's load. Students who desire to take more than 8.0 units may apply to the Academic Standards Committee. They must maintain an acceptable GPA and be reviewed periodically by the committee. The committee will permit or deny the request after considering the student's total program and academic history.

## Class Standings

Membership and eligibility to participate in class activities requirements:

Senior Class:	<ol style="list-style-type: none"><li>1. Passing grades in at least 16.5 units of credit and currently taking at least an additional 5.5 units toward graduation</li><li>2. All official transcripts of previous work taken at other schools must be recorded in the Registrar's office.</li><li>3. All correspondence course work must be completed and the transcript recorded in the Registrar's office by May 15.</li></ol>
Junior Class:	<ol style="list-style-type: none"><li>1. Passing grades in at least 11.0 units of credit and be currently taking at least 6.5 additional units toward graduation.</li><li>2. All official transcripts of previous work taken at other schools must be recorded in the Registrar's office.</li><li>3. All correspondence course work must be completed and the transcript recorded in the Registrar's office.</li></ol>
Sophomore Class:	<ol style="list-style-type: none"><li>1. Have passing grades in at least 6.5 units of credit and be currently taking at least an additional 5.5 units toward graduation.</li><li>2. All official transcripts of previous work taken at other schools must be recorded in the Registrar's office.</li><li>3. All correspondence course work must be completed and the transcript recorded in the Registrar's office.</li></ol>
Freshman Class:	<ol style="list-style-type: none"><li>1. Must be currently taking at least 6.5 units of credit toward graduation.</li><li>2. All official transcripts of previous work taken at other schools must be recorded in the Registrar's office.</li><li>3. All correspondence course work must be completed and the transcript recorded in the Registrar's office.</li></ol>

## ACADEMIC POLICIES

### Academic Probation

Academics and learning are one of the major purposes for HAA. Grades are a different reflection of a student's progress. When a student is struggling academically, the school has a responsibility to help that student refocus his attention. Academic probation is designed to help the student prioritize his

time. Students will be placed on academic probation at the end of each quarter or nine-week period if either of the following occurs:

1. The student receives an F in a required class.
2. The cumulative grade point average is 2.0 or below.

The following action will be taken when a student is placed on academic probation:

1. The parents/guardians will be notified in order to schedule a mandatory meeting with teachers and administration.
2. The student will be encouraged to consider his use of time and priorities, including the possible need for tutorial help.
3. He/she will lose the privilege of participating in all or some extra-curricular activities for the next nine week period.

If a student remains on academic probation for two consecutive quarters, the following actions will be taken:

1. The student may be asked to withdraw from elective classes.
2. The student will forfeit any class and/or SA office he may hold, for the remainder of the school year.
3. A parent/guardian/student/teacher conference will take place to discuss alternatives. At this point, tutorial help may be necessary. The student will remain on academic probation until he receives a nine week grade of D- or higher.

### **Add/Drop Policy**

Students may drop classes up to the end of the tenth day of classes at the beginning of each semester without it appearing on the transcript or up to the end of the first nine-weeks of each semester at which time a WP (withdrew passing) or WF (withdrew failing) will be entered on the student's permanent transcript. A student may not drop a class after the first nine-weeks of each semester.

Permission to add or drop classes must be obtained from the registrar's office on the basis of permission from the parents or guardians. No student will be officially added to or dropped from any class until the properly signed Add/Drop voucher has been completed and returned to the registrar.

### **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. **Only students who have received prior approval will receive credit for any class taken.**

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.

A senior who takes a correspondence course that is required to graduate must complete the course, and the transcript must be received in the registrar's office by May 15 in order to participate in graduation exercises.

Correspondence credits are earned through an accredited correspondence school and are accepted by Hinsdale Adventist academy and applied to the student's transcript.

### **Home School Credit**

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

### **Incomplete Grades**

A temporary grade of incomplete (I) is given to a student who has not completed required assigned work due to extenuating circumstances. A grade of I will automatically become failing (F) if the work is not satisfactorily made up before the close of the next marking period (quarter).

### **Repeating Courses**

Courses repeated may not earn duplicate credit, exceptions to this policy are Concert Band, Concert Choir, Praise Spectrum, Hand-Bells, Drama, and Yearbook. A further exception exists when a student desires to repeat a course in which the first attempt resulted in an unsatisfactory grade. When a course is repeated for this reason, the better of the two grades will be included in the cumulative GPA and credit for only one course 33 will be included in the accumulated transcript total. If a student wishes to repeat a course due to failing the course previously, the student must obtain permission from the course instructor, Administration, or the Academic Standards Committee.

## GRADUATION REQUIREMENTS AND RELATED INFORMATION

### Diplomas

High school students may choose one of three academic tracks to pursue in earning their diploma. All of the requirements for a particular diploma must be completed before a diploma is earned. The graduation requirements on page 42 give a description of these tracks and list the required course work.

*Certificate of Completion:* A certificate of completion may be issued for students whose scholastic ability/achievement does not qualify for a regular diploma.

*General Diploma:* The general diploma is granted to graduates who have earned 22 credits in the required curriculum areas as listed in this handbook. The general diploma verifies the student's completion of their secondary experience without regard to eligibility for college acceptance. However, the general diploma does not necessarily exclude a graduate from college eligibility.

*College Preparatory Diploma:* The college preparatory diploma is granted to graduates who have earned 25 credits in the required curriculum areas as listed in this handbook. Students should become aware of the specific entrance requirements for the college of their choice and are urged to exceed these minimums by taking courses and earning credits in a broad and carefully selected manner. It is the student's responsibility to select the courses and earn the GPA that will support the future of their educational decisions; however, class sponsors, teachers, the registrar, and the principal are available for consultation and advisement.

*Enriched Academic Diplomas:* The enriched academic diploma is granted to graduates who have earned 28 credits in the required curriculum areas as listed in this handbook. The program is rigorous and demanding, but the teachers and staff at Hinsdale Adventist Academy are committed to helping any student who desires to earn this diploma achieve his or her goals. **The student must earn at least a C in every qualifying course in order to be granted this diploma.**

### Graduation Acceleration

Students desiring to complete their high school work in three years will be permitted to graduate and obtain a diploma providing they meet the following criteria:

1. Have and maintain a 3.50 GPA.
2. Have a composite score which places them at the 90th percentile or above on the ITED.
3. Meet all HAA requirements for a college preparatory graduation diploma.
4. Have one year of Bible credit for each year of attendance in any academy, which must include Bible III and IV in the senior year.
5. Be in good standing with no recurring or major discipline issues.
6. Parents must submit a letter before the end of the freshman year stating their reasons for wanting their child to graduate in three years.
7. Be a student at HAA for at least one semester during the regular school term prior to evaluation for admission to accelerated study.

8. Complete an interview with the principal and registrar prior to submission of the request to the staff.

Final acceptance into the accelerated program is dependent upon the review of the student’s final grades at the end of the second semester of the sophomore year. In addition, a student may have only one acceleration 34 experience during their 9-12 educational career. A transfer student on an accelerated program will be accepted on a continuation of their accelerated status, provided the student meets the HAA criteria.

**Transcripts**

One transcript of high school credit will be issued without charge. A \$5.00 fee will be required for each additional transcript. A transcript will not be issued if the student has an unpaid bill at the academy.

**Graduation Honors**

Students who have a cumulative GPA for seven semesters of 3.00 or above will be graduated with honors according to the following scale:

- 4.00 – 3.75 Highest Honors
- 3.74 – 3.50 High Honors

**Graduation Requirements**

A diploma will be granted to a student who has been in attendance at HAA for at least the final semester of the school year, providing he or she has met the academic requirements for graduation, has maintained satisfactory attendance grades, and has completed all financial obligations with the business office. **Students who have an unpaid balance will not receive their diploma or transcript. Financial clearance must be met by May 10.**

Following are the requirements for the diplomas offered at Hinsdale Adventist Academy. All candidates for graduation must pass a U.S. and Illinois Constitution test.

Area of Study	Enriched Academic Diploma*	College Preparatory Diploma	General High School Diploma
Applied Arts	1.5 units	1.5 units	1.5 units
Computer Literacy	1.0 units	1.0 units	1.0 units
English	4.0 units	4.0 units	4.0 units
Fine Arts	3.0 units	3.0 units	3.0 units
Foreign Language	2.0 units	2.0 units	None
Health	0.5 units	0.5 units	0.5 units
Mathematics	4.0 units	3.0 units	3.0 units
Physical Education	2.0 units	2.0 units	2.0 units
Religion**	4.0 units	4.0 units	4.0 units
Science	4.0 units	3.0 units	2.0 units
Social Studies	1.5 units	1.5 units	1.5 units
United States History	1.0 units	1.0 units	1.0 units

American Government	0.5 units	0.5 units	0.5 units
Economics	0.5 units	0.5 units	0.5 units
Electives – enough to bring total credits to:	28 credits	25 credits	23 credits
Volunteer Service	250 hours	200 hours	100 hours
Minimum Class Load Per Year:	7.00 credits	6.25 credits	5.50 credits

\*To qualify for enriched diploma will have a minimum 3.00 GPA with no semester grades below C-

\*\*Students will take one religion course for each year of attendance in a Seventh-day Adventist school

### **COURSE DESCRIPTIONS**

(Not all classes are offered each year. \* Indicates required courses.)

The following course descriptions provide an outline of topics covered in the courses offered at Hinsdale Adventist Academy. Instructors may choose to cover additional topics not listed specifically in the descriptions below.

### **APPLIED ARTS**

#### **IMPACT – 1.0 credit per year**

Students will be involved in a number of various ministry areas that may include but are not limited to drama, outreach, preaching, and children’s ministries. The goal of this class is to instruct and equip students to spiritually reach-out to our school, our community, the local churches, and ultimately, the world. There will be some weekend and/or evening time commitments, but these will be done with the understanding that students have other obligations in their lives. It is also understood that the students have different strengths and gifts, but the goal is to make this a meaningful and memorable experience for the students in the class as well as every single person, through the strength of God, we are privileged to impact.

#### **\*Life Skills – 0.5 credit per semester**

Students are introduced to a wide variety of life experiences that range from automotive and culinary skills to witnessing and social skills.

#### **Yearbook –1.0 credit per year**

Students in this course prepare the annual yearbook.

### **BUSINESS, COMPUTER EDUCATION, AND TECHNOLOGY**

#### **Accounting – 1.0 credit per year**

Students are introduced to basic accounting principles, procedures and terminology, and explore careers available in the field of accounting.

#### **Marketing – 1.0 credit per year**

Students learn the fundamentals of marketing concepts and strategies, explore careers in marketing, and participate in hands-on marketing projects as identified by instructor. The goal of this class is to examine the role that marketing plays in the business world, and in society as a whole.

**\*Computer Literacy – 1.0 credit per year**

*Pre-requisite: Keyboarding.*

This is a general introductory course to computers and information processing. The course will cover Microsoft Word, Access, PowerPoint, and Excel.

**\*Economics – 0.5 credit per semester**

This is a course that introduces students to key economic concepts and skills, specializing in the evolution of economic systems, focusing on capitalism and its relationship with globalization.

**Desktop Publishing: Adobe PageMaker – 0.5 credit per year**

*Pre-requisite: Computer Literacy.*

This course teaches the fundamentals of desktop publishing including layout, prepress, and the integration of graphics/imaging.

**ENGLISH**

**Honors English – 1.0 credit per year**

*Prerequisites: Yearly average grade of 83% (B) in English I, II, and American Literature. A composite score of 20 or better on the ACT.*

Honors English is designed to be a college/university style literature course that focuses on reading and responding to American and British literature. Students in this course will exercise critical thinking and literary analysis as they respond to the works read in class. The course also prepares students to sit for the AP English Literature and Composition Exam given in May (required).

**\*English I – 1.0 credit per year**

This course is designed to immerse Freshmen in the rudiments of the English language through the study and discussion of various literary forms, written grammar exercise, and practice at simple written composition. Specific attention will be given to the literary genres of short story, historical fiction, and the novel.

**\*English II – 1.0 credit per year**

*Prerequisite: Yearly average grade of 60% (D-) or better in English I*

With a focus on world literature, this course will immerse Sophomores in the rudiments of the English language through the study and discussion of various forms of literature and through practice of written grammar exercises and written composition. Specific attention will be paid to works that deal with the importance of family, the role of education in society, and the devastating effects of prejudice in its many forms.

**\*American Literature – 1.0 credit per year**

*Prerequisite: Yearly average grade of 60% (D-) or better in English II*

Through a study of major American authors of the 17th to the 20th century, Juniors will read and analyze American classics written in a variety of genres. Students will focus on the role played by these works in the shaping of the ideas and values within their historical context, as well as the role they continue to play in shaping and reflecting current ideas and values.

**\*British Literature – 1.0 credit per year**

This course is designed to introduce Seniors to the various works and genres of the British literary canon from the 16th to the 20th century. Students will focus on the role played by these works in the shaping of the ideas and values within their historical context, as well as the role they continue to play in shaping and reflecting current ideas and values.

**Creative Writing – 0.5 credit per year**

*Prerequisite: Yearly average grade of 60% (D-) or better in English I and II*

Students in this class will study and produce four different types of literary forms: Nonfiction, fiction, poetry, and drama.

**Christian Literature – 0.5 credit per year**

*Prerequisite: Yearly average grade of 60% (D-) or better in English I and II*

Through a study of literature written by Christians and/or dealing with Christian issues, students will thoughtfully explore and discuss issues raised in literature within a Christian context.

**ENGLISH LANGUAGE LEARNING**

**E.L.L. Study Skills – 1.0 credit per year**

Students in this course will have the opportunity to learn the skills necessary to succeed in all their high school courses. They will also receive any auxiliary support to be successful and to gain independence.

**E.L.L. Bible – 1.0 credit per year**

Students in this course will be introduced to the philosophy and beliefs of the Seventh-day Adventist faith that is the foundation for Hinsdale Adventist Academy. They will gain a foundational knowledge of the Bible, the story of Christ's salvation, important doctrines, and a variety of stories from the Bible, in order to give them a familiar feel for the school's spiritual culture and for the Person who is the most important to HAA, Jesus Christ.

**E.L.L. English – 1.0 credit per year**

Students in this course will gain a two-fold education: the first objective will be the scaffolding necessary to improve English-language skills: writing, grammar, literature, pronunciation, vocabulary, listening, conversation, test-taking, and fluency. The second objective will be for students to gain the literature-based skills they need to be fluent and ready in any and all mainstream English classes they'll be taking in the future.

## FINE ARTS

### **Drama Performance – 1.0 credit per year**

Students will perform various types of dramatic productions throughout the year, both at school and at local churches as an outreach team.

### **Concert Choir – 0.5 credit per year**

A performance-oriented vocal course with regular performances in the Chicagoland area. Frequent Saturday appointments can be expected.

### **Chamber Singers (Select Choir) – 0.5 credit per year**

*Prerequisite: Concert Choir and Audition.*

A performance-oriented vocal course of selected vocalists with regular performances in the Chicagoland area. Frequent Saturday appointments can be expected.

### **Academy Band – 0.5 credit per year**

*Prerequisites: Audition.*

A performance-oriented instrumental course with regular performances in the Chicagoland area. Frequent Saturday appointments can be expected.

### **Photography – 0.5 credit per year**

## HEALTH AND PHYSICAL EDUCATION

### **\*Health – 0.5 credit per semester**

Various aspects of health and health related problems of daily life will be studied.

### **\*Physical Education I – 1.0 credit per year**

Individual sports and team sports are studied in this course. Knowledge of rules and techniques are stressed.

### **\*Physical Education II – 1.0 credit per semester**

This class is intended to help students develop good methods for maintaining strength and good physical conditioning.

### **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.

## HISTORY AND SOCIAL STUDIES

### **\*Advanced Study Skills – 0.5 elective credit per semester (not included in the high school history requirement)**

Advanced Study Skills is designed to enable students to be able to reach their full potential in the area of academics. It is the goal of this class to have the student discover the optimal plan that will help them be successful, both inside the classroom and out, and for them to lay a study foundation that will extend to college and beyond in the areas of organization and time management.

### **Adventist Heritage – 0.5 elective credit per semester**

Adventist Heritage is a class designed to enable students to explore the early foundations of the Seventh-day Adventist Church. It will explore the leaders who were instrumental in the beginnings of this world-wide movement with special emphasis on Ellen White and the topic of the Spirit of Prophecy. Students will be able to see how God has led in the past and how He continues to lead in the present and future of our church.

### **\*American Government – 0.5 credit per semester**

This course will acquaint the student with the foundations and function of the American Government which will be accomplished through the study of the basic theories of government and The Constitution. Students will study the importance of our political system, see the beginning of our country, and discuss how The Constitution still survives in today's world. The three branches of government will be examined and we will discuss how God has led in our country and His expectations of us as Christian citizens.

### **\*U.S. History – 1.0 credit per year**

The purpose of U.S. History is to show students the development of the United States and how the foundation of this country impacts us today. Students will evaluate their heritage and will also examine how God has led in this nation's history and how He continues to lead in current events.

### **Current World Issues – 0.5 credit per semester**

This course will acquaint the student with the events and people that are shaping the world today. In discussion of the major issues that affect each and every one of us, each student will gain a better appreciation and understanding of the world around them.

### **Global Studies – 0.5 credit per semester**

This class will clearly demonstrate how the event of the past have directly influenced the monumental changes taking place in Europe, the Middle East, Africa, and other locales around the world. There will also be special attention given to the ways geography and environmental factors impact the development and interaction of the world's cultures.

### **World History – 1.0 credit per year**

This course is designed to be a survey of events and people that have helped to shape the world. It will explore the development of Western and Non-Western cultures, examining the attributes that make them great or led to their eventual downfall.

## MATHEMATICS

### **Pre-Algebra – 1.0 elective credit per year**

This is a general mathematics course intended to prepare students for

### **Algebra 1. \*Algebra I – 1.0 credit per year**

This course is the introduction of variables, constants, equations, expressions, and function. Concepts studied include simplifying expressions, solving equations, rational, radical, quadratic and exponential equations, systems of equations, percentages and proportions, polynomial equations, and expressions. Concepts are also applied to life.

### **Geometry – 1.0 credit per year**

*Prerequisite: yearly average of at least 70% or C- in Algebra 1*

This course is the study of logic and reasoning. Students will use deductive reasoning as the properties and relationships of geometric figures are studied. The theorems, postulates, and definitions of geometry are used to solve real-life problems. Concepts studied include lines, triangles, quadrilaterals, similarity, trigonometry, circles, polygons, polyhedrons, area, surface area, volume, transformations, and coordinate geometry.

### **Algebra II – 1.0 credit per year**

*Prerequisite: Yearly average grade of at least 70% or C- in geometry and Algebra 1 or permission of instructor by petition.*

This course includes further study of equations and functions and how they relate to real-world problems. Students will be challenged by new concepts that require graphing skills, functional analysis, solving higher order equations, investigating complex number systems, and working with matrices, conic sections, sequences and series, logarithms, data analysis and probability. A TI-83 or TI-84 graphing calculator is required.

### **Pre-Calculus – 1.0 credit per year**

*Prerequisite: Yearly average grade of at least 70% or C- in Algebra 2 or permission of instructor by petition.*

This course reviews and introduces concepts necessary to perform calculus. The class includes a full quarter on the study of trigonometry. Students focus on the use of technology, modeling, and problem-solving involving data analysis and probability, trigonometric and circular functions, their inverse, polar coordinates, complex numbers, conics, characteristics of functions, the binomial Theorem, sequences and series, logarithmic and exponential functions, and basic calculus concepts. This course builds tactics for successfully completing college placement exams and provides a good foundation for college mathematics courses. A TI-83 or TI-84 graphing calculator is required.

### **Calculus – 1.0 credit per year**

*Prerequisite: Yearly average grade of at least 70% or a C- in pre-calculus or permission of instructor by petition.*

The concepts presented in this course are those traditionally offered in the first semester of calculus in college. The topics studied include limits, continuity, derivatives and integrals or algebraic,

trigonometric, and transcendental functions, and their applications. Students are required to remember the algebra and trigonometry learned in previous courses. Understanding concepts, terminology, and notation will be emphasized. Calculus opens the door to higher mathematics. A TI-83 or TI-84 graphing calculator is required. A CLEP test may be arranged for students wishing to receive college credit for this course.

## MODERN LANGUAGES

### **Spanish 1 – 1.0 credit per year**

This course emphasizes understanding the language and learning to speak Spanish through the study of grammar, vocabulary, and culture.

### **Spanish 2 – 1.0 credit per year**

*Prerequisite: Spanish 1*

This course is a continuation of Spanish 1 and emphasizes conversation, vocabulary, grammar, and culture.

## RELIGION

### **\*Religion 1 – 1.0 credit per year**

This course studies Biblical history beginning with the book of Genesis and continuing through the life of Christ.

### **\*Religion 2 – 1.0 credit per year**

This course surveys the history of God's leading and the movement of His chosen people with particular emphasis on the history of the Seventh-day Adventist church.

### **\*Religion 3 – 1.0 credit per year**

This course studies the key doctrinal and prophetic themes presented in scripture as germane to the Adventist church.

### **\*Religion 4 – 1.0 credit per year**

This course provides Biblical guidance in the areas of life philosophy, college and career selection, marriage and family.

## SCIENCE

### **\*Physical Science – 1.0 credit per year**

Earth Science deals with the constitution of the earth and its atmosphere. The various branches of this subject include geology, oceanography, and meteorology.

### **\*Biology – 1.0 credit per year**

Biology is the study of life and its Creator. The laboratory course is based on the interaction of living and nonliving things. Emphasis is placed on scientific method, controlled experiments, content, and theory. Scientific laws, theories, principles, and concepts are stressed during the course.

**Chemistry – 1.0 credit per year**

*Prerequisite: A yearly average grade of C in Physical Science or permission of instructor through petition.*

Chemistry is the study of composition and changes of matter. Chemistry is a descriptive and quantitative science based on controlled experiments, logic, and theory. Emphasis is placed on measurement, problem solving, and the process of physical and chemical change. Scientific law, theories, principles, and concepts are taught from a perspective that promotes an appreciation for the wisdom and creative power of God.

**Physics – 1.0 credit per year**

*Prerequisite: A yearly average of B in Algebra II or the permission of instructor through petition.*

Physics is a laboratory science based upon the analysis of data. The realm of physics includes interaction of energy and matter in the physical universe. Scientific law, theories, principles, and concepts are taught from a perspective that promotes an appreciation for the wisdom and creative power of God.

**Anatomy and Physiology – 1.0 credit per year**

*Prerequisite: A yearly average of B or better in Biology or the permission of the instructor through petition.*

This course is designed for students who are interested in pursuing careers in the medical field. This course will include anatomical terminology, physiology, structure and function of body systems, and their interdependence.

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.