



Hinsdale Adventist Academy  
High School 2022-2023 e-Packet



June 2021

Dear HAA Family,

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

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

Classes are filling up quickly, so if you have not yet registered, please contact us. You may register one of the following ways:

- Call our office at (630) 323-9211. The process takes only a few minutes, and we are happy to assist you!
- Enroll online through RenWeb at [www.RenWeb.com](http://www.RenWeb.com) This is the fastest, most convenient way to secure your place.

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

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

Yours sincerely,

Judie Rosa  
Principal

Kym Parker  
Registrar

## Suggested Plan 2022-2023\*

### *Freshmen\**

<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>
English I	1	Algebra 1	1	College & Career Prep (1 <sup>st</sup> )	.5
PE 1	1	Fine Arts	1	Geography (2 <sup>nd</sup> )	.5
Computer Lit	1	Religion 1	1	Physical Science	1
TOTAL	3	TOTAL	3	TOTAL	2

### *Sophomores\**

<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>
Health (1 <sup>st</sup> )	0.5	World History	1	Religion II	1
Intro to Business (2 <sup>nd</sup> )	0.5	Biology	1	PE 2	1
English I	1	Fine Arts	1	Geometry	1
TOTAL	2	TOTAL	3	TOTAL	3

### *Juniors\**

<b>2020-2021</b>	<b>UNITS</b>	<b>2020-2021</b>	<b>UNITS</b>	<b>2020-2021</b>	<b>UNITS</b>
Chemistry	1	Religion IV	1	Algebra II or PreCalculus	1
Current World (1 <sup>st</sup> )	.5	US History	1	English III	1
Public Speaking (2 <sup>nd</sup> )	.5	Fine Arts	1	Spanish I	1
TOTAL	2	TOTAL	3	TOTAL	3

### *Seniors\**

<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>	<b>2022-2023</b>	<b>UNITS</b>
English III	1	Anatomy & Physio	1	Personal Finance (2 <sup>nd</sup> )	.5
US Government (1 <sup>st</sup> )	.5	Fine Arts	1	Public Speaking (1 <sup>st</sup> )	.5
Spanish II	1	Religion III	1	Calculus	1
Physics	1				
TOTAL	2.5	TOTAL	3	TOTAL	2

\*Some students may be on a different plan, depending on their earned credits.

## Medical/Health Requirements

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

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

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

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

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

**NEW:** Recommended that all students who are eligible to receive the COVID-19 vaccination take it.

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|--|---|
| <b>9<sup>TH</sup> GRADE</b>                  | Physical Examination dated within 1 year. The state <b>requires</b> the parent complete and sign the health history portion of the examination form. Must show proof of two doses of varicella (chicken pox) or proof of immunity.  |
| <b>10<sup>TH</sup>-11<sup>TH</sup> GRADE</b> | Must have previous 9 <sup>th</sup> grade physical on file and be compliant with all immunization requirements.  |
| <b>12<sup>TH</sup> GRADE</b>                 | Must have previous 9 <sup>th</sup> grade physical on file and be compliant with all immunization requirements. <b>All students entering 12<sup>th</sup> grade must show proof of receiving two doses of meningococcal vaccine</b> (meningitis) unless the first dose was given after the age of 16, then only one dose is required. |

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

**Interscholastic Athletics:**

Students wishing to compete in interscholastic athletics in middle or high school must present a completed physical examination form each year that they participate. A completed school required physical examination on the Child Health Examination Form can be used as a sports physical. This form must be on file before the student can attend any practice and must be dated within 395 days preceding the last day of the season for that sport. Please note that the Illinois High School Athletic (IHSA) physical forms do not qualify for required school physicals.

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

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

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

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

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

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

**MEDICATIONS AT SCHOOL**

All over the counter medications as well as prescription medications will only be administered in school when a School Medication Authorization Form is on file in the office and has been completed by the parent/guardian and the healthcare provider. Specialized forms exist for asthma, diabetes, seizures and allergies.

**HEARING AND VISION SCREENINGS**

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

# PARENT RESOURCE

## A Guide to Frequently Asked Questions

### ATTENDANCE QUESTIONS

*Note: Complete information regarding the Attendance Philosophy and Procedures can be found in the Student Handbook. You can also link to the Student Handbook on-line through the home page of the school website at [www.haa.org](http://www.haa.org). Further questions can be answered by the front office by calling 630-323-9211.*

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

#### 1. What is the procedure for reporting student absences?

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

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

- Student name
- Reason for the absence

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

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

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

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency

- Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student
- Quarantine due to a COVID-19 known exposure, if you are not vaccinated

### 3. Is a visit to a college considered an excused absence?

Hinsdale Adventist Academy accepts a college visit as a legitimate reason for a student to miss school even though it is not specified in the Illinois School Code. The absence will be excused as long as the "Pre-arranged Absence" procedures are followed, as outlined in the Student Handbook. NOTE: allow your student a week to process these forms and get them turned into the front office in order to ensure an excused status for the absence.

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

Family vacations are not recommended due to the impact on student learning and the educational environment. No classroom activity or experience can ever fully be replicated outside that time and place of its environment, so students need to miss as few classes as necessary. Student absences due to a voluntary vacation will lead to increased work for the absent student and an undue burden on his/her teachers. Therefore, the school administration and the state of Illinois does not excuse a student who misses due to a personal vacation. Contact your child's teacher to discuss such a situation.

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

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

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

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

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

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

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

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

- Oversleeping
- Car trouble
- Missing one class to study for another or make-up test and quizzes
- Babysitting

## 8. What does an unexcused status mean?

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

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

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

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

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

Students must verify that they were late due to a medical appointment by providing

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

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

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

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

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

### **HEALTH RELATED ISSUES**

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

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

### **MISCELLANEOUS QUESTIONS**

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

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

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

You may drop off important items in the front office, the item will then be delivered to the student. Lunches can be dropped off at the designated area in the front office.

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

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

You will receive a text, email and phone call through Facts school management and through, school district closings are posted through a centralized system at [www.emergencyclosings.com](http://www.emergencyclosings.com) as well as announced on the following radio and television stations:

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

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

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

## SCHOOL SUPPLY LIST GRADES 9-12

**TEXTBOOKS:** Must be purchased through the school and students will receive a digital copy, charged through FACTS.

**Mr. Ferguson: English/U.S. History/Government/Geography**

- College-Rule non-spiral notebook paper
- Blue and/or Black ink pens, or pencils

**Dr. Frederick: Religion/Public Speaking/Life Skills**

- Bible
- Notebook
- Journal – provided by teacher

**Pr. Parker: World History**

- Notebook

**Ms. Raimundo: Music**

Performance Attire:

- Men - Black Suits/Tie/Shoes, White Shirt
- Women - Sofia dress from Southeastern apparel:

<https://sepapparel.com/sofia-dress-concert-choir.html>

**Mr. Clayburn: Science**

- Pencils & Erasers
- Blue & black pens
- Graphing Calculator (see math)
- Paper or composition book for note taking
- Color Pencils (A&P - optional)

**Mr. Doolin: Math/physics**

- Multiple Pencils, Erasers, and a pencil sharpener
- Access to computer/device with data or internet outside of class
- 2 pocket plastic folder
- Dedicated math composition notebook for daily class notes
- Scissors, colored pencils
- **TI-83 or TI-84 graphing calculator (mandatory for all math & physics classes)**
- Graph Paper

**Geometry:**

- Geometric Bow compass (preferably metal) (i.e. Offizeus metal compass from Amazon; plastics don't hold their arcs)
- Protractor
- Ruler - imperial AND metric

**Coach Alabata: P.E./Health/Intro to Business:**

- Uniform (1 pair of shorts and 1 shirt provided by school, others available for purchase)
- Gym shoes – non marking & outdoor shoes

## 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 - Please note the uniform changes this year.**

The following guidelines indicate appropriate dress during the school day (8:00-3:45):

Monday-Thursday students must follow the guidelines below, on Friday students may dress down in HAA spirit wear (please note items not permitted below).

Uniform shirts with HAA logo:

- Oxford –tucked in during school day (High School: blue or white Monday, Tuesday, and Thursday, **White on White on Wednesday**). 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 shirt. 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 Wednesday's**, ties must be the appropriate size for the student.

Uniform Pants/Skirts:

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

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

Uniform Outerwear with HAA logo:

- Uniform sweaters, vest and cardigans in gray, navy or burgundy, available from Dennis Uniforms. Only HAA logoed sweaters purchased from Dennis Uniform may be worn in the building.

**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 shoes must be worn with either solid navy, solid black or solid white opaque tights (no sheer) or knee high socks while wearing skirts, any appropriate dress sock when wearing pants. Socks must be worn.

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, 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.



## Volunteer Recruitment Form 2022-2023

NAME (Please print clearly): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

\*EMAIL: \_\_\_\_\_

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

Meetings are held the 1<sup>st</sup> Tuesday of the month at 6pm in the library.

### **VOLUNTEER OPPORTUNITIES** **(List includes some, but not all, possible events)**

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

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

\_\_\_\_\_ No preference-please contact me \_\_\_\_\_ Walk-a-Thon (September)  
whenever help is needed!

\_\_\_\_\_ Pancake Breakfast (February) \_\_\_\_\_ Last Day Picnic (June)

\_\_\_\_\_ Fall Fest (November) \_\_\_\_\_ Teacher Treats

Please complete and email or send to

hsa@haa.org

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

THANK YOU, IN ADVANCE, FOR VOLUNTEERING!

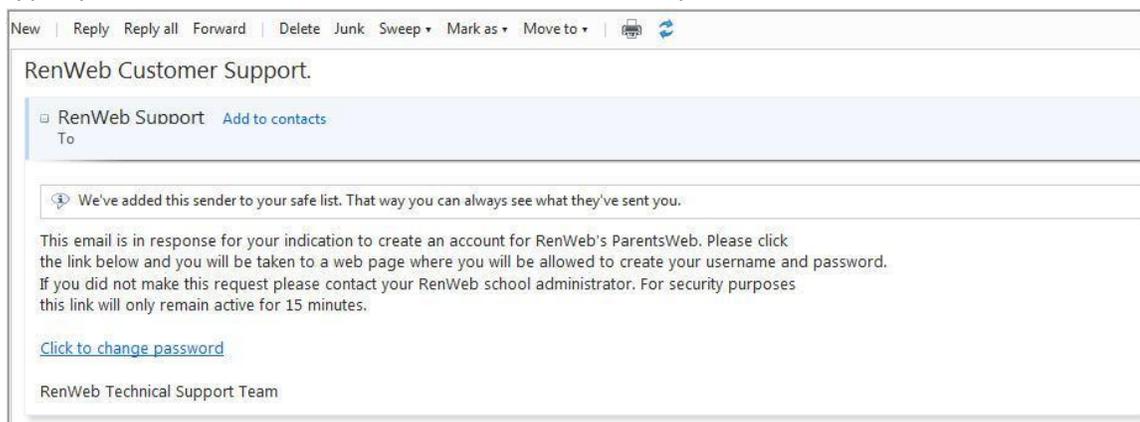
## FACTS Family Portal

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

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

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

- First, you need to make sure that the school has your email address in FACTS.
- Next, go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login**.
- Click **Facts Family Portal Login**.
- Type your school's **District Code HA-IL**
- Click **Create New ParentsWeb Account if you don't already have one**.
- Type your email address and an email is sent to you.



- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and Facts portal ID.



- Type a **User Name**, **Password** and **Confirm** the password.
- Click **Save Password**.
- A message displays at the top of the browser, "**User Name/Password successfully updated.**"



- You can now log into Facts Family Portal using your new User Name and Password.

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