

## **MISSION STATEMENT**

Houston Adventist Academy is dedicated to providing a Christian experience for each student. We encourage and challenge each student to reach his or her fullest potential, allowing for the development of personal excellence.

## **PHILOSOPHY**

Seventh-day Adventist education is based on the Biblical principle of service to God and man. We believe that God is the source of knowledge and wisdom. In His image, God created man perfect. Because of sin, man lost his original state, and Christian education aims to restore in man the image of his Maker.

We seek to assist each student to accept those values that are essential to the development of a Christ-like character. We will endeavor to help the student to discover the true source of knowledge and to develop the techniques of objective and creative thinking necessary to the search for truth throughout his/her lifetime.

The role of the school is to help students discover the valid sources and skills they need to make education and spiritual growth a lifetime experience. We recognize that the Bible and nature are the most important sources of revelation to man and are amplified by the writings of Ellen G. White.

Our school operates on the premise that students will receive a well-balanced physical, mental, moral and social education in harmony with the Seventh-day Adventist denominational standards and ideals.

Students are encouraged to make wise choices in their individual lives.

The cooperation of parents is essential to the realization of the school's objectives. The teacher's work serves as a supplemental extension to that of the home, and is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to work together to achieve these objectives.

## **STATEMENT OF SPIRITUAL GROWTH**

The purpose of Seventh-day Adventist education is to provide the student with every opportunity to develop a personal relationship with Christ through daily worship, Bible classes, Fall and Spring weeks of prayer, weekly Chapels and personal contact with caring Christian educators.

## **PURPOSE & OBJECTIVES**

The purpose of Houston Adventist Academy is to provide an education that incorporates Christian values with a strong academic program. Parents and students seeking admission agree to support the school's principles, programs, and teachers, agreeing to act in harmony with the standards, requirements, and philosophies of the school.

As a school sponsored by the Seventh-day Adventist Church, Houston Adventist Academy supports the beliefs, standards and ideals of its church. Each school day begins with devotions for teachers and students. Chapel is conducted once a week by pastors of the Seventh-day Adventist churches, special guests, or teachers.

## **NON-DISCRIMINATORY POLICY**

Houston Adventist Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Houston Adventist Academy and the Seventh-day Adventist Church.

## **ACCREDITATION**

Houston Adventist Academy is accredited by

- the Texas Private School Accreditation Commission (TEPSAC)
- the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities,
- the National Council for Private Schools.
- We are Recognized by the Texas Education Agency.

*Houston Adventist Academy is accredited by the Accrediting Association of Seventh day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private Schools and the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency.*

*Houston Adventist Academy may be found in the Texas School Directory under Accredited Non-public Schools. It is listed in the section of the directory under Harris County. The title before our name is the Texas SDA School System. This directory is on the Internet at <http://askted.tea.state.tx.us>*

## **SCHOOL BOARD AUTHORITY**

The School Board is appointed by the managing church boards of the following churches:

Cypress SDA Company  
Fil-Am International SDA Church  
Houston Central SDA Church  
Houston Central Spanish SDA Church  
Robertson Spanish SDA Church  
Spring Branch Spanish SDA Church  
West Houston SDA Church

The School Board is advised by the Superintendent of Education for the Texas Conference of Seventh-day Adventists. The School Board reserves the right to make changes to policies, or to adopt new policies within a school year. Such changes, once communicated to students and parents, will have the same force as any other policy written in the handbook.

## **SCHOOL BOARD MEETINGS**

School Board meetings are held on The Oaks campus the third Monday of every month at 6:30 p.m. If any parent or interested party has an item they wish to be presented to the School Board, this item must be presented in writing to the School Board chair-person or principal one week prior to the meeting.

## **ADMISSION & REGISTRATION**

## ADMISSION AGE REQUIREMENTS

Kindergarten 4	4 years of age by September 1
Kindergarten 5	5 years of age by September 1
First Grade	6 years of age by September 1

## APPLICATION TO SCHOOL

New or transfer students must make formal application to enter any of the grades K4-12 by completing the appropriate forms online at [www.houaa.com](http://www.houaa.com). The Admissions Committee will review the application, and the student will be notified of his/her acceptance.

New student application will be considered on an individual basis during the year. To be considered for admission, all new students must complete the application process that includes:

- A completed application
- The acknowledgments form
- A completed FACTS form
- A copy of their birth certificate
- A copy of their Social Security card
- Current immunization records
- Previous year's report card and copies of all academic records including standardized test scores
- Request for Transcript (Grades 9-12)
- Copy of a current physical from a medical care-giver
- All previous balances with HAA being paid
- Proof of a clear school financial account if transferring from another Seventh day Adventist School

***Students are accepted on a six-week probationary basis.***

## REGISTRATION

Registration for returning and new students is held from March to August. It is highly recommended that parents and students come to the announced registration days. Students unable to register on the days announced may complete registration by appointment only. To be eligible for registration, the student must have completed and submitted the above documents.

An appointment must be made with the Business Office, as this is an opportunity for financial plans to be made for the year, to ensure that all paperwork is completed, and upper school class schedules will be made.

## STUDENT RECORDS AND TRANSCRIPTS

In accordance with FERPA, student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations and reports of behavioral patterns are considered confidential. Release of records is restricted to:

- a. Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- b. Legal guardians - documentation must be provided showing legal guardianship.
- c. School officials who have a legitimate educational interest in a student's records.

## TRANSFER GRADES

## Transcripts from Within the United States

When a transcript is received from an accredited school within the United States, the list below will be used to determine the numerical equivalency to letter grades, when letter grades are all that is listed on the transcript. Midpoint will be calculated and used.

98 for A+	88 for B+	78 for C+
95 for A	85 for B	75 for C
91 for A-	81 for B-	71 for C-

If prior district awarded credit of a D, a grade of 70 would be transferred.

## Transcripts from Outside the United States

Parents are responsible for providing a transcript translated into English before a student will be accepted as a student at HAA. Transcripts that require translation into English will not receive a letter grade or numerical equivalency. A "P" for passing will be assigned to designate that credit was earned. The maximum number of transcribed courses per year is eight.

Accredited international schools that deliver the majority of instruction in English and use an American-based curriculum, as well as Department of Defense schools, will be reviewed in the manner as transcripts received from accredited schools from within the United States.

## GRADE PLACEMENT

New students in the first grade, will have an observation period of 6 weeks. During this observation time, specialized testing may be requested. HAA reserves the right to administer grade placement tests to any new student. The final decision as to grade placement is left to HAA Administration Committee and the school principal. A student's placement will be based on the test results and/or the opinion of the teacher, administration and school board. Houston Adventist Academy may not be able to accommodate special needs children due to the limited staffing and resources available.

## ENRICHMENT & ACCELERATION OF STUDENTS

Seldom does a child benefit by advancing more than one grade per year. When acceleration occurs, the student may miss valuable steps in his development. The student frequently does not have the maturity and experience to do the work and establish the necessary social relationships for the next grade and may display academic and social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may include hobbies, research on related subjects, crafts, art and music, and additional subjects taken by use of current technology.

HAA discourages accelerated grade placement until the 3<sup>rd</sup> grade when formal testing begins. Our program appreciates and recognizes how God has made each child differently, developing at different rates, especially at this time of a child's life. We will continue to work with each student to create an individualized program that meets the child's cognitive, emotional, social, and academic needs. This approach minimizes student frustration, maximizes the joy of learning, and offers the most productive learning experience.

If a parent is considering this, contact must be made with the principal no later than October 1 of the year prior to acceleration.

## PARENT/GUARDIAN RELATIONS

## PARENTAL/GUARDIAN INVOLVEMENT

In order to educate a child effectively, it is necessary that an alliance be formed between the home and school. Without parental/guardian involvement, success is improbable if not impossible. Houston Adventist Academy strives to impress all families to provide the needed input and service in order to create a support network of caring families that positively affects the school and the education of all students.

## CONFLICT RESOLUTION & LEGITIMATE CONCERNS

Comments of a positive, constructive nature, expressed in a Christian manner, are always welcome. When a misunderstanding or disagreement occurs between two persons in our school community the following steps are recommended in sequence (based on the printed guidelines in the Southwestern Union Conference *School Board Manual*):

- In even the best schools, individuals sometimes have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. (Matthew 18:15-18), On occasion, the head of school or the principal may be requested to serve as a consultant regarding specific concerns.
- In the event that the individual's concern continues after a personal visit and consultation with the head of school and/or principal, the individual is requested to express the concern in writing to the school board chairperson.
- The chairperson will call a special meeting of the concerned individual, any involved employee, the head of school and/or the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.
- If satisfactory resolution does not seem possible within this group then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.
- Only after the above suggestions have been carried out, should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.
- Since such resolutions are sometimes of a sensitive nature, the head of school and/or principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

For your convenience, there is a LEGITIMATE CONCERN FORM in the appendix of this Handbook.

## FINANCIAL POLICIES

## STUDENT ACCOUNTS

In order for the school administration to maintain a fiscally responsible program, it is important that all school accounts be paid each month in a timely manner. Houston Adventist Academy must meet promptly its operation costs.

Registration fees are non-refundable. A portion of the registration fees will reserve a student's place in the classroom. All registration fees must be paid in full before the start of school.

The first month's tuition is due at registration.

All monthly tuition payments are to be paid through The FACTS Company automatic withdrawal program. The only exception is if tuition is paid in full at the beginning of the school year, or at the beginning of each semester.

FACTS payments are due on the fifth or twentieth of each month. Once a payment date is selected, monies must be made available for the monthly draw each month. If a payment does not clear, FACTS will continue to attempt to draw the amount until it has been collected. FACTS will charge a \$35.00 fee for each payment that does not clear. If FACTS cannot collect a payment, the student(s) may be suspended until payment is made or an approved payment plan is arranged.

Personal checks returned due to Insufficient Funds, will be charged a \$35.00 fee payable to Houston Adventist Academy. The fee and the full amount of the payment must be made within 24 hours of notification from the Treasurer.

If payments are behind 1 payment (1 month) the responsible party will be **REQUIRED** to meet with the school finance committee. Failure to meet with the committee will require that all back payments will be due by the Friday immediately following the scheduled meeting. Failure to become current by that date will result in immediate dismissal. Students will not be allowed to return to school on Monday.

If payments are behind, students will **NOT** be allowed to be involved in ANY extracurricular activities, graduation, or trips until the account is brought current.

When a student registers mid-year the full registration fee is required. Tuition will be pro-rated based on when the student begins classes. If a student withdraws for any reason tuition will be assessed for the entire month.

Discounts are **NOT** given for students who leave for vacations, out of country trips, or extended illness.

Accounts must be **paid in full**, for all applicable charges before final grades, transcripts, or diplomas are issued. This includes tuition, after school care, transportation, or any other fees/balances due to HAA.

### Family Discounts

Multi-student discounts are available for families with two or more students at Houston Adventist Academy.

2<sup>nd</sup> Student - \$250.00 off the regular yearly tuition rate (\$25.00/month)

3<sup>rd</sup> Student - \$500.00 off the regular yearly tuition rate (\$50.00/month)

4<sup>th</sup> Student - \$750.00 off the regular yearly tuition rate (\$75.00/month)

5<sup>th</sup> Student or more - FREE

### Early Payment Discount

A 10% early payment discount will be given if the full year's tuition is paid in advance. A 5% early payment discount will be given if tuition is paid by semester. Early payment discount must be paid in check or cash. The Oaks will not accept a Debit or Credit card payment.

### Referral Program

Families are encouraged to spread the good news about HAA to their neighbors, friends, and family. Currently enrolled families who recruit new students will be given a credit of one month's tuition. The new

student must remain enrolled for at least one semester and keep their account current to qualify for the discount. After the first semester, one half of the discount will be applied. After the second semester, the second half of the discount will be applied. The discount applies to every new student recruited. (EXAMPLE: Recruit 5 new students = 5 months of FREE tuition)

## Athletics/Sports Team Fees

There is a participation fee for each team sport: i.e. basketball, football, etc. This fee is to help cover costs for referees, equipment, gym rentals, etc. However, this does not cover uniforms, as they are covered by the sports program.

## Graduation Fee

Kindergarten and Senior Graduates will be charged a graduation fee to cover the cost of a diploma, cap, gown and graduation expenses. This fee is approximately \$75.00.

## Upper School Music

Members will be required to purchase the required choir attire.

## Other Yearly Fees

Families can expect to have the following additional fees if students participate in the following programs:

- Senior Class Trip
- Eighth Grade Class Trip
- American History Trip to Washington DC
- Bible Camp – Ninth Grade
- Leadership Camp – Students on the Student Association & Campus Ministries Teams
- Outdoor School – Fifth and Sixth Grade
- Camp Allen – First through Fourth Grade
- PSAT – Tenth Grade
- SAT School Day – Eleventh & Twelfth Grade

\*Please note that fees are subject to change.

# STUDENT CONDUCT

Houston Adventist Academy students are expected to be responsible and considerate in accordance with the Core Values of Houston Adventist Academy. Every effort is made to help further their sense of responsibility for themselves and the entire HAA family, while also affording them redemptive opportunities

when dealing with discipline situations. When a student enrolls at Houston Adventist Academy, they automatically become a representative of HAA.

Therefore, students should behave at all times in ways that will honor HAA. This is especially true on campus or at all HAA sponsored activities when all HAA rules of conduct and responsibilities will apply. In addition, student conduct off campus or during vacation periods which reflects a disregard for the norms of social behavior expected of a Houston Adventist Academy student (including, but not limited to, violations of rules stated in this Handbook) may, at HAA discretion, subject students to Suspension or Expulsion.

In the investigation of any suspected student conduct, Houston Adventist Academy reserves the right to question students without parental consent, search students and/or their belongings, involve law enforcement, and confiscate all prohibited items. Houston Adventist Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.

The parent may be assured that students will be given every opportunity to develop a Christian character as long as he/she expresses a desire to cooperate with the institution.

Whenever, in the judgement of HAA, the character of a student's work is such that attendance is no longer profitable to him/her, or the nature of his/her conduct is such that he/she is a detriment to the school, HAA reserves the right to dismiss the student. The administration also reserves the right, when occasion demands, to impose fines or other penalties for the violation of its regulations.

Houston Adventist Academy defines discipline as acts of love taken to bring one who has strayed back into harmony with the body.

Because Houston Adventist Academy is a school based on cooperation and commitment to Jesus Christ, we expect every student to abide by the following code:

- I will be respectful, responsible, and prepared.
- I will act in a safe manner.
- I will do all I can to foster an atmosphere of cooperation and trust.
- I will respect myself, others, and the environment.
- I am here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included, from learning.
- I will do all I can to treat others the way I would like to be treated.

## LIFESTYLE COMMITMENT AGREEMENT

Houston Adventist Academy is a Christian school, striving to maintain the highest moral standards of behavior while expecting the highest level of academic performance. HAA is committed to providing an education that addresses the four goals of Christian Education: Spirituality, Scholarship, Sportsmanship, and Service.

### **Preamble**

By attending Houston Adventist Academy, you have chosen to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with the education in a Christ-centered school, whether on or off campus. Houston Adventist Academy accepts and retains only students who are willing to make this commitment. It is hoped that adherence to this commitment while you are at Houston Adventist Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

### **Pledge**

As a student of Houston Adventist Academy, I pledge to support HAA's efforts to provide a positive, safe and orderly environment by first promising to read, become familiar with, and follow the policies outlined in this Handbook, and secondly, by choosing to be a student who both on and off campus adheres to the following:

### **Attendance**

Regular attendance and punctuality are expected from every student. I am aware of HAA's Attendance Policy as outlined in this Handbook and I will strive to uphold it by:

Being in class regularly and on time.  
Being responsible for addressing and resolving any attendance or punctuality irregularities in a timely manner.  
Accepting responsibility and submitting to consequences of my failure to meet this commitment.

### **Dress**

Houston Adventist Academy adheres to a Dress Code that addresses the need for Dress Code parameters in a school setting. I am aware of HAA's Dress Code as defined in this Handbook and I will strive to uphold it by:

Dressing in a manner that honors the letter as well as the spirit of the Dress Code.  
Being in Dress Code during the entire school day and on all school-sponsored activities.  
Accepting responsibility and submitting to consequences of my failure to meet this commitment.

### **Honesty**

The Honesty Policy is intended to reaffirm our commitment to excellence, to maintain the integrity of our curriculum, and to honor the diligent efforts of all Houston Adventist Academy students and graduates. I am aware of the HAA's Honesty Policy as outlined and defined in this Handbook and I will strive to uphold it by:

Maintaining the highest level of personal integrity and honesty in all my academic work.  
Refraining from submitting any work for personal credit that is not a product of my personal effort by copying, duplicating, plagiarizing, or any other similar dishonorable practices of other individuals work product.  
Accepting responsibility and submitting to consequences of my failure to meet this commitment.

### **Academics**

The curriculum and assessment methodologies of Houston Adventist Academy are intended to challenge the mind and waken the inner motivation to excel. Mediocrity is not an acceptable measure of performance. I am aware of HAA's expectations as outlined in this Handbook and I will strive to uphold it by:

Striving to give my best effort in all my classes.  
Investing the time and effort necessary to succeed to the best of my ability.  
Accepting responsibility and submitting to consequences of my failure to meet this commitment.

### **Lifestyle**

The word *honor* is defined as "a keen sense of right and wrong; adherence to action or principles considered right; integrity." The word *integrity* is defined as, "the quality or state of being of sound moral principles; uprightness, honesty, and sincerity." The word *moral* is defined as, "capable of making the distinction between right and wrong in conduct." I am aware of Houston Adventist Academy's School Lifestyle Policy as outlined in this Handbook and in the Lifestyle Commitment Agreement and I will strive to uphold it by:

Practice principles of honesty, integrity and morality.  
Seek to develop physical, mental and spiritual energies to serve and honor God.  
Respect and protect the rights of all people.  
Pledge to make consistent and lasting progress toward achieving my highest academic potential.  
Refuse to use or support the use of tobacco, alcohol or drugs of any kind.  
Endeavor to influence and assist fellow students in supporting these ideals.

## **HONOR CODE**

**I will maintain my self-respect and respect for others.  
I will not lie, cheat, plagiarize, steal, sexually harass,  
bully, or fight, nor condone anyone who does.**

The purpose of the Honor Code is to strengthen the basic values and beliefs that our students come to us

with. We feel very strongly that one of the greatest services we can provide our student is to send them on from Houston Adventist Academy with a system of values that will put them in good stead for the rest of their lives.

## CONDUCT ACTIONS

There are 10 key principles of conduct involved in the HAA merit/demerit system. The merit/demerit system aims to encourage students to attain the high standard of behavior expected of them. This is a system to monitor individual students' conduct and help them make good decisions. Good behavior is built on the 10 principles of our school: respect, effort, compassion, accountability, desire, determination, initiative, esteem, honor, and victory.

1. HAA will nurture a culture based on **respect**
2. Respect takes **effort** in every situation
3. Respect leads to a **compassionate** learning environment.
4. All students and teachers are **accountable** for their actions
5. Students and teachers must **desire** a positive and helpful environment
6. All students and teachers must be **determined** to make the best choice in every situation
7. All students and teachers will **initiate** great choices in every situation
8. Great choices lead to higher self-**esteem**
9. Self-esteem leads to **honoring** everyone's time, ideas and work
10. Leading to **victories** for everyone

### MERITS (Merits reset to "0" at the end of each semester)

#### 3 Merit Compliances

- Cleaning classroom without being asked
- Pick up trash without being asked
- Wiping down tables/doorknobs/etc. without being asked
- Pick up things left in the gym without being asked

#### 5 Merit Compliances

- Helping another student
- Helping a teacher
- Opening a door for another person
- Listening to another person's concerns
- Shows compassion to others
- Takes initiative in any way

#### 10 Merit Compliances

- Achieving A/B Honor Roll

#### 15 Merit Compliances

- Achieving A Honor Roll
- Improving by a letter grade in any class

#### 20 Merit Compliances

- Achieving Principal's List

### DEMERITS (Demerits will reset to "0" at the end of each semester)

#### 2 Demerit Infractions

- In the hall without an authorized pass
- Running in the hallway
- Jumping down the stairs

### 3 Demerit Infractions

- Inappropriate attire/lack of face mask or other PPE
- Unprepared for class
- Playing with/taking other people's food

### 5 demerit Infractions

- Chewing gum in school buildings
- Disruptive/boisterous behavior
- Profane, obscene, disrespectful or degrading language
- Teasing
- Poor sportsmanship
- Loitering in any hallway, in any room, or outside any building
- Leaving any activity without permission (worship, class, school, social activities, etc.)
- Display of inappropriate behavior

### 10 demerit Infractions

- Unauthorized possession of any electronic device (plus confiscation & fee of \$100.00)
- Improper or foul language
- Stealing
- Disrespect
- Irreverent behavior: Any behavior that causes a distraction or interrupts a worship service or a program
- Gambling
- Violation of Student Driving Policy
- Intentional deception of school personnel (lying)
- Insubordination/Defiance/Noncompliance (willful and obvious disrespect of and/or failure to comply with a directive of an official of the school or anyone in authority). Only five demerits points will be applied for insubordination when it is in conjunction with another infraction.

### 15 demerit Infractions

- Bullying
- Fighting
- Sexual Harassment
- Food fight
- Inappropriate display of affection
- Horseplay
- In locations deemed off limits without appropriate clearance/supervision

### 25 demerit Infractions

- Cheating or Plagiarism
- Vandalism
- Failure to sign in/out for a campus leave without notifying the office
- Possession/use of contraband of any kind (alcohol, tobacco, drugs, firearms, or any other item deemed by the faculty as harmful)

### **ALERT** (1-10 demerits)

- Notification from FACTS SIS automated system
- Parents/guardians notified by person issuing the demerits (5 or more) – notification can be by email.

**WARNING** (11-15 demerits)

- Person issuing the demerits will follow up by notification to parents/ guardians
- Counseling with the Assistant Principal, Guidance Counselor, and/ or Campus Chaplain
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with Campus Life Committee

**REPRIMAND** (16-25 demerits)

- Person issuing the demerits will follow up by notification to parents/ guardians
- Assistant Principal or designee will also notify parent(s)/ guardian(s)
- Counseling with assistant Principal, Guidance Counselor, and/or Campus Chaplain
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with the Campus Life Committee
- Denied the privilege to participate in the next two on-campus social or recreational activities
- Denied the privilege to participate in sports
- A student may be suspended or dismissed if he/she commits another infraction while on probation, depending upon the seriousness of the infraction

**PROBATION** (21 – 25 demerits)

- Admonished by person issuing the demerits followed by notification to parents/ guardians
- Admonished by Assistant Principal or designee who will also notify parent(s)/ guardian(s)
- Counseling with Assistant Principal, Guidance Counselor, and/or Campus Chaplain
- Denied the privilege to represent the Academy at any off-campus event
- An action plan developed in association with the Campus Life Committee
- Denied the privilege to participate in the next two on-campus social or recreational activities
- Denied the privilege to participate in sports
- A student may be suspended or dismissed if he/she commits another infraction while on probation, depending upon the seriousness of the infraction

**SUSPENSION** (26 or more demerits)

- Student will be suspended for 3 school days
- Student will be placed on two weeks probation upon returning to school
- The student must be given the opportunity to explain his / her version of the facts concerning the misbehavior before the decision to suspend is made.
- The student's parent must be notified of the suspension as soon as possible

**Inspection/Search Policy**

Houston Adventist Academy reserves the right to conduct inspection and searches of students' persons or of personal property that has been brought onto Houston Adventist Academy property. Searches may include, but are not limited to students' clothing, purses, lockers, backpacks, parcels or bags, lunchboxes, desks, work areas, personal vehicles, smartphones, phones, laptops, tablets, iPads, iPods, social media and other personal property while in the possession of students or while located on Houston Adventist Academy property, including all parking areas. A search of students and of their clothing will be conducted by a person of the same gender as the students being searched. For security purposes, a second school official will be present during any search or inspection. By attending Houston Adventist Academy, students (and their parents/guardians) consent to inspections and searches. Students who refuse to cooperate with a search or inspection are subject to disciplinary action, up to and including expulsion [LEVEL 4] from HAA. The Inspection/Search Policy applies to any HAA sponsored event, whether on campus or off campus, during or outside of regular school hours.

On occasion, Houston Adventist Academy will conduct sweeps for drugs, alcohol, tobacco, or other illegal or prohibited items. Such sweeps may involve law enforcement and specially trained K-9 units.

**Insubordination**

Students shall comply with the directions of teachers, substitute teachers, Administration, and all other school personnel during any period of time when students are under the authority of the Academy.

Insubordination includes, but is not limited to; disrespectful behavior toward Academy personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, or failure to wear appropriate attire in the classroom. The repeated violation of any rule, directive, or disciplinary procedure will also constitute insubordination. Instructions from a staff member, teacher, or other authorized adult, should be followed immediately as long as such instructions are not illegal, unethical, or dangerous.

### **Lockers**

Lockers are assigned upon request to students for securely storing books, school supplies and personal articles. Students must use only the locker assigned to them and are responsible for keeping the lock provided on the locker at all times. The locker must remain locked when not in use. Locks are provided for all lockers in the building. Missing/lost locks must be replaced through the business office at the students' expense immediately.

Students are to write their names on all their possessions and to take responsibility for their safekeeping. Houston Adventist Academy does NOT assume any liability for items that may be taken from lockers or other areas of the School.

All lockers are Academy property; therefore, the Academy reserves the right to open lockers when necessary. Students may NOT put stickers or marks on their lockers. Students will be billed for repair of damages on the inside or outside of the locker and may be subject to disciplinary action.

### **Valuables**

***Please do not bring valuables or large sums of money to school! Houston Adventist Academy is not responsible for the loss or theft of personal items on campus.*** If valuable items or money must be brought to school, they should be locked in the locker or brought to the office for safekeeping.

### **Out of Bounds**

During the school day, students are to remain where they can be adequately supervised. No one is allowed outside the school building ("Out of Bounds") except when accompanied by a faculty/staff member. Students may not walk or ride their bikes off campus, except to and from home before and after school. This includes, but is not limited to, walking to the businesses across the street. ***All students who violate this policy will be subject to suspension [LEVEL 2 or LEVEL 3] or expulsion [LEVEL 4] from Houston Adventist Academy.*** Out of Bounds areas are all areas outside of the building. All students leaving the building for any reason should check with the office before doing so. The only exception is students who are outside with a teacher for recess or PE.

### **Skateboards/Longboards, Rollerblades, Other Wheeled Items**

No wheeled items are to be ridden on campus. Bicycles may be ridden to or from home before and after school, but must be locked up during school hours.

### **Threats**

Credible threats that endanger life and/or property will be handled in the following ways:

- Students making a threatening statement will be suspended immediately, pending a full investigation, and their parents will be notified.
- Parents of students being threatened will be informed.
- Students who are determined to have made threats against another person may be required to undergo an independent psychological evaluation to assess their stability prior to being readmitted to Houston Adventist Academy.
- Students will return to HAA only when the psychological evaluation assures that the health and safety of Houston Adventist Academy students and faculty are not at risk.

### **Appeals Process**

Discipline decisions of the Administration Committee may be appealed to Houston Adventist Academy's School Board. Parents/Guardians wishing to appeal a decision made by the Administration Committee will need to submit a *Legitimate Concern* form to the Principal within three (3) business days after being notified of the Administration Committee's decision. The Administration Committee will have five (5) business days

to respond to the written appeal with the date and time that the School Board will meet regarding the written appeal. This meeting will be scheduled with the School Board as soon as practical.

### **Reporting of Disciplinary Records**

Houston Adventist Academy does not generally report disciplinary actions to colleges and universities to which a student may apply. The exception to this policy is with expulsions [LEVEL 4]. Expulsions are reported. Because of the potential negative impact of this action, parents of students facing expulsion [LEVEL 4] may, at the school's discretion, be given the opportunity to withdraw the student. If offered, this choice must be made prior to the consideration of the case by the Administration Committee. Once the Administration Committee has met and made a decision, the ability to withdraw in lieu of expulsion is no longer available.

## **SUBSTANCE ABUSE & TESTING POLICY (the "Drug Policy")**

The Seventh day Adventist Church has, since its inception, promoted a philosophy of health and healing. This philosophy applies to Church Schools and Academies, which strive to provide students with a safe, positive, and Christian learning environment. The Texas Conference of Seventh day Adventists ("Conference") and Houston Adventist Academy ("Academy") strictly prohibit the use of illegal drugs, and the use of alcohol and tobacco products, whether on or off campus. The Conference and the Academy also strictly prohibit the presence of illegal drugs, alcohol, or tobacco on campus at any time for any reason.

### **Prohibitions**

The Conference/Academy prohibit the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products (including electronic cigarettes) on Conference/Academy property or while participating in Conference/Academy-sponsored activities. For the purpose of this Policy, Conference/Academy property includes all properties and buildings, including parking areas, grounds, Conference/Academy vehicles, and all on- and off-campus locations where students are participating in Conference/Academy-sponsored activities. Students who fail to comply with these requirements are subject to disciplinary action, up to and including expulsion [LEVEL 4] from the Academy.

Illegal drugs include all controlled substances prohibited by state or federal law, synthetic compounds designed to mimic the effect of controlled substances, prescription drugs used inconsistently with the prescription, and any substance used in a manner inconsistent with its labeling to "get high" or create a similar physiological or emotional response.

### **Use of Non-Prescription Medication and Prescription Drugs**

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by the Conference/Academy. However, students who are bringing non-prescription medications or prescription drugs onto Academy property must submit the medication to the Administrative Assistant. Medications should be marked with the student's name and dosage to be given.

The Academy may require parents/guardians to provide proof of a current drug prescription. Students and their parent(s)/guardian(s) may verify a current drug prescription by:

- Producing a copy of the prescription;
- Producing a written statement from the prescribing physician that the student has a current prescription for the drug; or
- Producing the prescription drug in the original container that identifies the student, the drug, dosage, prescription date, and the prescribing physician.

## **TESTING PROGRAM**

### **Mandatory Drug Test**

The Academy requires a mandatory drug test of all students each academic year. Every student will be tested. The Academy will request parents complete the mandatory testing process within 2 days of the selection process. Students who enter the Academy during the second semester will also be subject to mandatory testing. Students will be chosen for their mandatory test through a random selection process. All students are subject to additional testing during the academic year as described below.

### **Random Testing**

To assist in identifying students who need assistance overcoming substance use or addiction, and to give students an opportunity to “save face” and just say “no” when tempted to use drugs by their peers, the Academy will also conduct random testing throughout the academic year. Approximately five (5) percent of the student body will randomly be selected for testing each month. The random selection process will be conducted by Concentra (Jones and 290 area). Any student selected for random testing will remain in the student random “pool” for the remainder of the academic year. There is no maximum number of times a student may be randomly tested.

### **Reasonable Suspicion Testing**

Testing of students for the current illegal use of drugs, alcoholic beverages or tobacco (nicotine) may be conducted if there is reasonable suspicion that a student is using or has a reportable level of alcoholic beverages, drugs or tobacco in his or her body, or is impaired by drugs or under the influence of alcohol.

“Reasonable Suspicion” means a belief that a student is using or has used drugs, alcohol, or tobacco in violation of this policy. Reasonable suspicion may be based upon, among other things, (1) observations while at School, such as drug, alcohol, or tobacco use or the physical symptoms or manifestations of being under the influence of alcohol and/or impaired by drugs; (2) abnormal conduct or erratic behavior on Conference/Academy property or a significant deterioration of performance and/or conduct that is not otherwise explainable; (3) a report regarding the use of drugs, alcoholic beverages or tobacco that is provided by a (i) teacher, staff member, or administrator of the Conference/School, or (ii) a reliable and credible source that has been corroborated by other sources or information; or (4) information that a student has used, possessed, sold, solicited, or transferred illegal drugs, alcoholic beverages or tobacco while on Conference/School property, or while participating in on- and off-campus Conference/Academy sponsored activities.

### **Follow-Up Testing**

Students who resume normal school attendance following a positive test for drugs, alcohol or tobacco will be required to submit to follow-up testing, conducted at the discretion of the Academy for a period of one (1) year, in addition to other testing required by this policy. There is no maximum number of times a student may be tested. Such testing will be performed at the expense of the student and his/her parent(s) or guardian(s).

## **TESTING METHODS**

### **Summary of Testing Procedures**

To ensure the accuracy and fairness of the Academy’s testing program, all testing will be conducted utilizing recognized methodologies by Concentra Laboratory and will include review by a Medical Review Officer (including the opportunity for students who test positive to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result) and a documented chain of custody.

The substances that will be tested are cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone, and hydromorphone), methamphetamine, Ecstasy (MDMA), Eve (MDEA), phencyclidine (PCP), alcohol and tobacco.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of hair follicles or urine. Testing for the presence of alcohol will be conducted by analysis of breath and/or blood. Testing for nicotine (tobacco) will be conducted by the analysis of urine.

### **Confidentiality and Dissemination of Results**

All students will be responsible for confidentiality of their results. Parents are to take the student directly to Concentra for all testing. The parent will then return the results to the Academy within 24 hours. Test results should be returned, by the parent, to the Academy Principal. He/she will deliver the results to the Conference Education Department. The Superintendent of Education, or his representative, and the Academy Principal will confer regarding the results, as needed.

### **Written Consent**

Prior to the beginning of the academic year, each student and his/her parent(s) or guardian must sign a consent form authorizing the taking and testing of samples for mandatory, random, reasonable suspicion and follow-up testing outlined in this policy during the academic year. Failure or refusal to sign the academic year consent form or submit to testing upon the request of the Academy will result in withdrawal or dismissal of the student. The written consent of the parent(s)/guardian(s) will be required for minor students.

### **CONSEQUENCES OF POLICY VIOLATION**

Students who fail to comply with the requirements of this Policy are subject to corrective action, up to and including expulsion from the Academy. The procedures set forth below generally will apply in the event of a positive test result.

The Academy will require a conference between the parent(s)/legal guardian(s), student, and Administration (Principal, Vice Principal and Academy Counselor) within three (3) business days of receiving a positive test result. At that meeting, the Academy will discuss the results of the positive test and the community resources available to provide treatment and assistance and the actions to be implemented by the Academy. A student who tests positive but refuses to attend the Academy meeting is subject to expulsion from Houston Adventist Academy.

Houston Adventist Academy will require that the student immediately obtain a substance abuse evaluation ("evaluation") through a qualified counselor or rehabilitation agency and provide a copy of the evaluation report to the Academy. If the evaluation report recommends treatment and/or counseling and provide a copy of the evaluation report to the Academy, the student will be required to undergo counseling as a condition of resuming normal school attendance. The Academy requires the student and parents or guardian to authorize regular reports from the qualified counselor or rehabilitation agency on the progress of the student. All cost for the evaluation and any subsequent counseling are the responsibility of the parents. A student who tests positive and refuses to obtain an evaluation, or attend substance abuse treatment or counseling as recommended by the evaluation, will be subject to expulsion from HAA.

Any student who tests positive will be re-tested under the policy within approximately 90 days after the student resumes normal school attendance and, tested periodically thereafter for one year (follow-up testing), at times selected in the discretion of the Academy. Such testing will be performed at the expense of the student or his/her parents.

A second positive test at any time during the student's enrollment at the Academy (during the same academic year or a subsequent academic year) will result in the student being asked to withdraw from the Academy. If the parent(s), legal guardian(s), or student refuses to withdraw, a recommendation to the School Board will be made to expel the student. The student may reapply a later date when proof of successful treatment and a negative drug test is provided

Any student who tests positive will be removed from all extracurricular activities where the student represents the Academy for the remainder of the academic year. In extenuating circumstances (such as a positive test result at the end of an academic year), the Academy may extend this restriction into the next academic year. Such extracurricular activities include, but are not limited to, class office, Student Association, Campus Ministries, performing arts groups (Choir), and all sports.

Participation on any Conference or Academy-sponsored trips will be reviewed on an individual basis by the School.

**No Liability**

Although all students at the Academy are subject to testing under this Policy, the School expressly disclaims any legal duty to test any student. By signing the "Student Drug, Alcohol and Tobacco Testing Authorization and Release" form, each student and his/her parent(s)/legal guardian(s) expressly waives any claims they may have against the Conference/Academy that may result from the student's participation in extracurricular activities following a violation of this Policy.

**Parental/Guardian and Guest Responsibility**

For the welfare of our students and the staff, as well as to promote a drug free environment, the entire Academy community, including parents and guests, should not be in possession or under the influence of alcohol, tobacco or illicit drugs during any activity on Academy property or at any Conference/Academy sponsored event held at another location. The cooperation of parents and guests is need to send a strong message to our students that the use of these substances is not appropriate or tolerated at our school.

If a parent/guardian or guest is found in violation of this Policy, that parent or guest will be asked to leave and not return until he/she has obtained Houston Adventist Academy Administration approval.

## **GENERAL ATTENDANCE POLICY: GRADES K-12**

Houston Adventist Academy begins its school day at 8:15 a.m. One of the most valuable life skills a student can learn is taking the responsibility of arriving at school on time each day. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when we dedicate each day to the Lord, important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout life. The school should be notified by 9:00 a.m. if a child is not able to attend on any given day. Please either call the school office or email the office.

## SCHOOL SCHEDULE AND TARDY PROCEDURES

- 8:10 a.m. All students are released from Before School Care and are required to quietly proceed to their homeroom classroom.
- 8:16 a.m. Students arriving at this time are TARDY. Teachers will not accept students into the classroom without a tardy pass from the office. Students reporting for school after 8:16 MUST report to the office for a tardy pass.

## CONSEQUENCES FOR TARDINESS

- 1<sup>st</sup> tardy verbal warning
- 2<sup>nd</sup> tardy – letter sent to parent/guardian outlining this policy
- 3<sup>rd</sup> tardy – parent/student conference with the principal to resolve the issue
- 4<sup>th</sup> tardy – letter mailed home regarding consequence with next tardy
- 5<sup>th</sup> tardy – parent/student will be fined \$25.00 for each additional tardy during the quarter
- Additional tardies – report sent to state truancy court

## EXCESSIVE TARDINESS

Excessive tardiness is defined as being tardy more than 10% of the current school session. Students who have excessive tardiness may miss the next class activity/fieldtrip or special event. Students with excessive tardiness will be restricted from attending Outdoor School, Hoop Fest, Senior Class Trip and other special trips attended by HAA.

Additionally, attendance is essential for student success. When students miss school, they miss educational opportunities. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth. When a student is absent, they miss a large chunk of learning. It is essential that students attend school every day they are healthy. The law is very specific on how to respond to excessive absences or tardiness, also known as truancy.

Specifically, the law states: “It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session...” Additionally, “the parent may be subject to prosecution and the student may be referred to truancy court if the student is absent 10 or more days or parts of days within a six month period.” (Texas Education Code 25.085-.086).

## GUIDELINES FOR A REFERRAL

School personnel will refer student absences to the truancy court using the following guidelines:

Three (3) days or parts of days for unexcused absences within a four-week period (**May file court case for Failure to Attend School and/or Parent Contributing to Nonattendance**).

Ten (10) days or parts of days for unexcused absences within a six-month period (**Shall file a court case for Failure to Attend School and/or Parent Contributing to Nonattendance**).

Five (5) consecutive days of absence without illness verification being provided by a parent or guardian or a health care provider.

**Note: Unexcused arrival at a class after more than ten (10) minutes of the class period shall be regarded as an unexcused absence.**

The attendance record will become a part of the student’s permanent record and will be recorded on the student’s report card. Attendance records are legal documents and can be subpoenaed by a court of law.

## WARNING NOTICES TO PARENTS

A student absent from school three (3) days or parts of days in a four-week period without an excuse will generate a court warning letter to the parent(s) or guardian(s). Any more absences without an excuse MAY subject the student and/or parent(s) or guardian(s) to prosecution for Failure to attend school TEC Sec. 25.094 and/or for Parent Contributing to Nonattendance TEC Sec. 25.093

A student absent from school ten (10) or more days or parts of days in a six-month period without excuse, SHALL be subject student and/or parent(s) or guardian(s) to prosecution for Failure to attend school TEC Sec. 25.094 and/or for Parent Contributing to Nonattendance TEC Sec. 25.093

#### PARENTS CONTRIBUTING TO NONATTENDANCE Texas Education Code Chapter 25

Sec. 25.093. PARENT CONTRIBUTING TO NONATTENDANCE. (a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.

A TARDY or ABSENCE from school may be excused for the following reasons:

- Illness of the student or family
- Medical and dental appointments or treatment (efforts should be made to schedule all medical and dental appointments outside of school class hours)
- Death in the immediate family
- Weather or road conditions
- Required court appointments
- Religious holy days
- College visitations
- 

An ALLOWED ABSENCE may consist of the following pre-approved events: Pathfinder outings, school field trips, or church related events.

Upon entering or returning to school after an excusable tardy or absence, it is required that an explanation requesting that the tardy/absence(s) be excused be presented to the administration office. This explanation must be made by each student's parent/guardian. A letter of explanation for an absence is not by definition considered an excuse for an absence. The explanation must be legitimate and meet guidelines. A period of three (3) school days will be the maximum number of days allowed to turn in an excuse. After this period has passed, all absences are considered unexcused. ***It is the student's or parent/guardians' responsibility to respond to this requirement and not the attendance office's.***

A student detained by a teacher should submit an excuse note to the teacher for entry into the next class.

- Notice will be communicated to parents or guardians reflecting the accumulation of any unexcused tardies or absences when warranted.
- Additionally, summary attendance reports will be mailed to parents at the end of each nine-weeks grading period as part of the report card.
- Make-up work (including tests) may be allowed for unexcused absences at the discretion of the teacher.

AA – Allowed Absence  
EA – Excused Absence  
UA – Unexcused Absence

ET-- Excused Tardy  
UT-- Unexcused Tardy  
ASF – Absent due to School Function

Students are to take the initiative for making up any work missed. Requests for exceptions from the above policy need to be addressed to the principal.

## MIDDLE SCHOOL & UPPER SCHOOL ATTENDANCE POLICIES

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. Houston Adventist Academy seeks to have the student develop good attendance habits each year through the collaboration of parents, staff, and administration.

State law requires Houston Adventist Academy to maintain regular attendance and punctuality records. To receive credit in a class, a student must attend at least 90% of the days the class is offered. According to the state of Texas, if a student misses more than 10% of instructional time in a semester, they may not receive credit for that class for that semester and could be dropped from the class.

Students seeking to apply for a driver's permit or license will need to have the Administrative Assistant complete a VOE (Verification of Enrollment) form which states that the student is in compliance with the state of Texas attendance requirements. The truancy court may also order a suspension or delay of the student's driver's license or permit (Texas Education Code 25.0915, 25.0951; Texas Family Code 65.003, 65.009, 65.103 [2019]).

**Students** are expected to know and abide by the attendance policy. Students must take responsibility for knowing and handling their own attendance records and attendance grade for each quarter. Attendance grades will be reported quarterly on student report cards. Students should monitor their attendance record on FACTS SIS. Attendance will not be factored into the over-all GPA of students.

**Parents** are urged to know and understand the attendance policy. Parents are expected to help their student comply with the attendance policy and develop good attendance habits. Parents should stay fully aware of their student's current attendance record and attendance grade. Attendance records can be monitored through FACTS SIS.

**Teachers** will take and record attendance daily in each class. Teachers are urged to model quality class time management and to design class incentives for good attendance. Teachers are expected to notify administration when they become aware of a student demonstrating a pattern of poor attendance.

**Administrators** will keep accurate and current records of student attendance and attendance grades. Administrators will regularly communicate attendance records to students and parents through email communication, phone messages, quarterly attendance grades and communication sent home when a student reaches 2, 5, 8 absences in a class.

## TERMS TO KNOW

**Excused Absence** is an absence due to illness, a medical appointment, a court appearance, a funeral in the immediate family, or any other emergency approved by the Administrative Committee. *Consequences:* The student will be allowed to make up school work according to the specific time frame of individual instructors as outlined in the class syllabus. These absences do count towards the 10% of missed instructional time.

**School Event** is an absence or tardy due to a school related activity. *Consequences:* The student is able to make up all class work, and there are no further consequences.

**Pre-Arranged Absence** is an absence due to a planned family outing or trip that has been pre-approved by Administrative Committee. Parents/students must complete the Pre-Arranged Absent Request Form available from the Registrar's office. Only one prearranged absence request is allowed per semester. *Consequences:* General class work can be completed, however learning experiences such as discussions, group projects, and laboratory experiments are difficult to make up. Teachers are not expected to provide the missing work ahead of the pre-arranged absence. These absences do count towards the 10% of missed instructional time.

Semester exams not taken at the scheduled time will be assessed a fee of \$100 per exam. The \$100 fee must accompany the request for the pre-arranged absence.

**Unexcused Absence** is an absence that does not qualify as excused, pre-arranged, or school event. This also counts for students who do not attend field trips, class trips, and whole-school events such as Community Service Days. These events are not optional and are counted as part of the instructional time. *Consequences:* The student is subject to consequences outlined in the attendance grade scale found in the Attendance Policy of the Student Handbook. The student cannot make up the work. These absences do count towards the 10% of missed instructional time. Students will receive absences for each academic class they miss through 8th period.

**Excused Tardy** is a tardy that is out of the control of the student, such as a meeting with another staff member. The student must obtain a tardy slip from the staff member they are meeting with and present it to the teacher for whose class they are tardy.

**Unexcused Tardy** is a tardy that does not meet conditions for excused tardy. Three tardies in a class will equal one absence. Any tardies later than 10 minutes will equal an absence for the class and be marked as such by the teacher.

**Chapel Absences and Tardies** – Since this worship period is core to the mission of Houston Adventist Academy and short in length, being late to the worship period is counted the same as being absent.

**Community Service Days** are required school days. – Community service is an integral part of our citizenship and Christian calling; therefore, all community service days count as school days.

## CONSEQUENCES OF POOR ATTENDANCE

- A student will not be eligible for any elected office if he/she receives a Quarter Attendance Grade of C- or less prior to elections.
- Class and Student Association officers will forfeit their office if receiving a Quarter Attendance grade of C- or less.
- Students involved in sports must maintain a Quarter Attendance Grade of C or above to remain eligible to play.

## WHAT TO DO WHEN A STUDENT IS . . .

### Late to class:

If a student is late first period, the transporting adult should come to the Main Office by the front door to sign the student into school and provide the documentation if tardy or absence is excused. If the student drove to school, they are to come to the office to sign in and provide appropriate documentation if the tardy or absence is excused. Occasional tardies due to transportation problems or accidents on the freeway may be excused. Repeated first period tardies will not be excused.

If a student is late for another class period because they were meeting with a staff member, they shall get a signed tardy slip from the staff member and submit this tardy slip to the teacher of the next class.

Excused tardies are not issued for students who are late from changing clothes after PE class.

### Sick:

A parent/guardian should notify the school office by 8:30 a.m. that their child is sick. They may contact the office by e-mail at [haa@txsda.org](mailto:haa@txsda.org) or by phone at 832-701-3675. If a student is sick for more than 3 days, they will need to present a written excuse with a doctor's signature as a proof of sickness. Although the absences are excused, the student will still need to meet with each teacher to get any assignments, readings and notes that were missed while the student was gone. This absence will count towards the 10% of missed instructional time.

Should a student become sick during the day, they should go to the Main Office after notifying the classroom teacher or principal. Sick students will wait in the office until a parent/guardian can come and sign them out at the front office.

**Absent from class for a doctor's appointment:**

As much as possible, doctor's appointments should be scheduled before or after school. Parents or guardians should notify the Academic Office of the appointment with the date and time or submit a written notice from the doctor's office when the student returns to school. Students should meet their parent/guardian in the Administrative Office and have them sign the student out. A doctor's appointment is considered an excused absence and students will be able to make up assignments. This absence will count as 10% of the missed instructional time.

## ATTENDANCE AT SEMESTER EXAMS

All students in grades 7-12 are expected to take semester exams when scheduled. The days of semester exams are made known well in advance of the examination period. Families should avoid making travel plans that conflict with the examination period. Under extraordinary situations, a student may be given permission to take semester exams at a later time. There will be a fee of \$100 per exam that needs to be rescheduled.

# ACADEMIC POLICIES

## ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education, integrating Bible, Math, Social Studies, and Language Arts, etc. This includes an awareness of the principles of human growth and development, which encourages, guides, and sustains students as they seek to understand themselves and to relate to their fellow human beings and to their Creator.

## UPPER SCHOOL GRADE PLACEMENT

The following guidelines must be met to be a member of each class:

- Freshmen are first year upper school students having an 8th grade graduation certificate and who are enrolled in enough classes to give them a minimum of eight (8) academic credits.

- Sophomores are second year upper school students having completed a minimum of eight (8) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of sixteen (16) academic credits at the end of the year.
- Juniors are third year upper school students having completed a minimum of sixteen (16) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of twenty-four (24) academic credits by the end of the year.
- Seniors are fourth year academic students who have earned a minimum of twenty-four (24) academic credits and who are enrolled in an acceptable course of study that will enable them to meet graduation requirements that equal a total of 30 credits or more.

## ACADEMIC STANDARDS FOR MIDDLE & UPPER SCHOOL

Parents and students have immediate access to grades through the online FACTS SIS site.

1. Grade notifications are sent each Sunday morning through FACTS SIS.
2. The Principal will meet with each student that is failing. These meetings will be documented and will be followed up with documented communication (letter, email, or phone call) to the parent/guardian of the student.
3. A student will be placed on Academic Probation if the student's GPA at the end of the nine (9) week grading period is lower than 1.75. The parents will be notified that if the student's GPA is not higher than a 1.75 at the end of the next nine (9) week grading period, the student will be asked to not return to The Oaks until after the student has completed one (1) semester at another accredited campus. The student must have passing marks in all subjects at the other institution.
4. Students in Academic Probation will not be allowed to participate in extracurricular activities like:
  - Sports
  - class field trips and overnight trips
  - Student Association activities (with the exception of spiritual activities)
  - senior privileges revoked
  - other activities as deemed necessary by the administration

## GRADE SCALE

Houston Adventist Academy uses the following scale to determine grades and GPA:

A = 94-100  
 A- = 90-93  
 B+ = 87-89  
 B = 83-86  
 B- = 80-82  
 C+ = 78-79  
 C = 76-77  
 C- = 75  
 D+ = 73-74  
 D = 71-72  
 D- = 70  
 F = Below 69

## GRADING PERIODS

The school year is divided into four quarters for all students. Each quarter is a marking period. At the conclusion of a quarter, a student receives an evaluation in each academic area. For the Upper School student, the permanent grades will be recorded at the end of each semester. Each semester successfully completed earns a 1/2 credit.

The upper school semester grades are calculated through the following breakdown:

- each quarter grade makes up 40% of the semester grade
- the final exam/project grade makes up 20% of the semester grade

A student may receive an Incomplete (I) in a subject because of illness or at a teacher's discretion. An incomplete is not a permanent grade on a report card or transcript. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed within two weeks of the end of the quarter.

## CARNEGIE UNITS

A class which meets a minimum of 200 minutes per week for two semesters (36 weeks) receives one (1) Carnegie Unit of credit. Laboratory classes must meet 240 minutes per week.

## COMMUNITY SERVICE

HAA students and faculty are encouraged to be active in community service. As our goal is to be like Jesus as Matthew 20:28 states "just as the Son of Man did not come to be served, but to serve" we must also "serve wholeheartedly, as if [we] were serving the Lord [and] not men" in Ephesians 6:7. Houston Adventist Academy developed this policy to provide opportunities that give students space to serve God and to encourage students to serve in their local and global communities.

Each Upper School student is required to complete 25 hours of community service or outreach for each school year they are in attendance at HAA. Community service hours can be obtained by volunteering for Vacation Bible School, participating on a mission trip, participating on school-sponsored community service days or a combination of these activities. Any other volunteer activities must be pre-approved by Houston Adventist Academy Administration.

## COURSE WORK DEADLINE

All classroom course work must be completed by the close of the last day of classes prior to graduation. Students must complete any courses taken off campus (correspondence courses, independent study, distance education, dual credit, etc.) by **April 15<sup>th</sup>** with a final grade/transcript being received in the Administration Office at least 3 weeks prior to graduation.

## GRADUATION ELIGIBILITY

Seniors eligible to participate in graduation services must meet the following requirements:

1. Be a full-time student during the final semester of the senior year.
2. Complete all graduation requirements (including the classes enrolled in during the final semester) by the specified deadline.
3. Submit all transcripts from previous schools. Transcripts must verify completion of requirements for Houston Adventist Academy, the Texas Department of Education and the North American Division Office of Education.

4. Complete all "off-campus" course work by April 15<sup>th</sup>, with a final grade received by the Office of the Academic Principal at least 2 weeks prior to graduation.
5. Complete all community service hour requirements by May 1<sup>st</sup>.
6. Have financial clearance by the Finance Office.

## GRADUATION HONORS

Graduation with honor will be awarded to students who earn a cumulative GPA to fit the following scale:

Graduation with Honors	3.000 - 3.499 (white cords)
Graduation with High Honors	3.500 - 3.750 (silver cords)
Graduation with Highest Honors	3.751 - 4.000 (gold cords)

## DUAL CREDIT/CONCURRENT ENROLLMENT OF COLLEGE COURSES

Houston Adventist Academy juniors and seniors may enroll in courses from Southwestern Adventist University. Students must meet the enrollment requirements of the university and be prepared to put time and effort into completing the college course requirements. These courses are part of the normal class schedule. However, enrollment in the dual credit part of the course is optional. The cost is \$50.00/credit hour. Most classes are an additional \$150.00 above normal HAA tuition.

## CURRICULUM SEQUENCE

Students are encouraged to stay in sequence and not alter their class schedules. Houston Adventist Academy does not promise to meet the scheduling requirements for students needing courses out of sequence. Class schedules may change from year to year. The administration reserves the right to change class offerings and time schedules based on need, enrollment, or staffing. Specific class offerings, especially electives, cannot be guaranteed for each year.

## ACCELERATION OR EARLY GRADUATION

Houston Adventist Academy does not recommend early graduation. For the intellectual, physical, social, and spiritual development of young people, it is usually in the best interest of the student to attend four (4) years of high school. Individual exceptions will be considered. The Southwest Union Conference of Seventh-day Adventist's Board of Education has established specific guidelines for acceleration.

## NOTIFICATION OF GRADES & LESSON PLANS

Student grades and teacher lesson plans are posted to RenWeb.com on a weekly basis. Each student in grades 1 - 6 should have a minimum of two or three grades entered weekly for each enrolled class. Students in grades 7-12 should have a minimum of two grades entered for each day that class met that week.

FACTS SIS allows parents/guardians and students to have online access to the student's progress reports. Each student and parent/guardian should to have their own account access. Information on setting up accounts will be given during the registration process and are available online.

Even though notifications are sent by email alerting students and parents of grades being entered by the teacher, it is a wise habit to check the FACTS SIS site or use the FACTS SIS app frequently. Parents using FACTS SIS are better informed about the student's progress. Using FACTS SIS is not a substitute for visiting with the classroom teacher.

For high school students, the 9-week (midterm) grades are only progress reports. Semester grades are the permanent grades recorded on the transcript.

## UNSATISFACTORY GRADES

In the event that a student in 2nd-8th grade fails half a year or more of English, Reading, or Math, the student will be required to make up the work by attending a public summer school.

If a student enrolled in Upper School classes obtains an F at the end of a semester grading term for a required course at Houston Adventist Academy, the student must re-take the course to receive a passing grade. These deficiencies in course work are to be made up by the completion of an approved online course or summer school course, or if scheduling allows, at HAA. The Registrar has a list of accredited educational options.

Students receiving a D in a course at the end of the semester grading term may be given permission to re-take the course to improve the grade on the transcript. The original grade will remain on the cumulative transcript and the new grade will show also. Permission must be granted by the Principal to re-take the course and the coursework must be taken at an approved school or program.

## HONOR ROLL

At the end of each quarter students have the opportunity to achieve Academic Distinction. Academic Distinction is an honor granted to students in Grades 3 through 12. Academic Distinction is divided as follows:

Academic Distinction	3.000-3.499
High Academic Distinction	3.500-3.750
Highest Academic Distinction	3.751 – 4.000

\*\* Grades of a "C", "D" or "F" in any class will disqualify the student from honor roll status.

## ACADEMIC NOTICE

Should a student receive two D's, an F, or fall below a 70 overall average for any marking period, he/she will be placed on academic notice. Academic notice is a period during which the student works to improve his or her academic position. Should the situation warrant a parent/teacher conference, the teacher will arrange the conference with the parents/guardians and as many of the faculty as necessary. The notice will contain a statement of the student's needs and what corrective steps the student should take during an established time frame (usually until the next interim report or report card is issued). This attention is intended to help the student improve so that he/she will move off academic notice. A student on Academic Notice must:

- Meet with the principal/registrar to outline a program of study for success.
- Not violate the attendance policy (no unexcused absences).
- Bring grades up during the following grading period.
- Meet with teachers weekly to evaluate progress in classes with low grades.
- Not participate in trips if he/she has an F.

After the stated time period, the teacher and principal will review the student's progress and effort. They will have two options:

1. Remove student from Academic Notice.
2. Place student on Academic Probation.

If there has been no academic improvement after the remaining 4 weeks, the student will be placed on Academic Probation for the next 4 weeks until a new interim report or report card is issued.

## ACADEMIC PROBATION

When a student continues to suffer academically, even though several methods of help and support have been previously agreed to and implemented, it will then be necessary to make arrangements by the school and the parents/guardians so that the student can succeed. Decisions are individualized to meet the needs of the student and the school. A letter detailing the conditions and expectations of the probation will be sent to the parents/guardians by the principal.

A student on Academic Probation will have the previous restrictions as well as:

- Must not miss any classes or study halls to participate in trips and/or organizational activities
- May not hold student leadership positions.
- May not participate in athletic and extra-curricular activities including trips, tournaments, and programs.

Students who violate these restrictions or continue to fail multiple courses may be asked to withdraw from school.

## GRADUATION REQUIREMENTS

Beginning with the student who entered grade 9 in the 2014-2015 school year, the default graduation program in Texas is the Foundation High School Program.

Students are enrolled in the Recommended Program while attending Houston Adventist Academy. Graduates are expected to complete 30 credit hours, plus 100 Community Service Hours for graduation.

If a student fails more than one course, and cannot re-take that course, the Foundation Program requirements may be used if applicable.

Please refer to the chart below to see requirements for graduation.

### HIGH SCHOOL GRADUATION REQUIREMENTS Based on State of Texas & Southwest Union of SDA Requirements

Subject Area	FOUNDATION	RECOMMENDED PROGRAM
RELIGION	4 credits 1 unit required for each year in attendance at an SDA school	4 credits 1 unit required for each year in attendance at an SDA school
ENGLISH	4 credits English I, II,III, & IV	4 credits English I, II,III, &IV

MATH	3 credits Algebra I, Geometry, and advanced math course ( Algebra II, or Pre-Calculus)	4 credits Algebra I, Geometry, Algebra 2, Pre-Calculus
SCIENCE	3 credits Biology, Chemistry & advanced science course (Human Anatomy, Physics, Environmental Science)	4 credits Biology, Chemistry, Human Anatomy, Physics, or science elective
FINE ARTS	1 credit Art, Music	1 credit Art, Music
SPEECH	0.5 credit	0.5 credit
SOCIAL STUDIES	3 credits US History, US Government (0.5 credit), Economics (0.5 credit), World Geography, or World History	4 credits World Geography, World History, US History, US Government (0.5 cr), Economics (0.5 cr)
HEALTH	0.5 credit	0.5 credit
TECHNOLOGY	1 credit	1 credit
FOREIGN LANGUAGE	2 credits in same language	2 credits in same language
PHYSICAL EDUCATION	1 credit	1 credit
ELECTIVES	4 credits	4 credits
TOTAL	26 credits	30 credits
NOTE: Some Texas schools do not transfer grades below "C".		

## HOMEWORK POLICY: GRADES 7-12

### INCOMPLETE OR MISSING WORK

It is the goal of Houston Adventist Academy that teachers and parents will work together to develop skills and behaviors of success and responsibility in each student. The level of student responsibility and accountability increases as the student progresses through school. The ultimate goal is to have students graduate from HAA who understand the importance of meeting deadlines and developing personal responsibility in all areas of their lives. The has developed a "graduated" program where expectations increase as the student enters a "new" grade level group.

Students with excused absences will be allowed to make up any work missed. Teachers will inform students and parents of the time allotted for completing makeup work after an EXCUSED absence.

Generally, this is one school day for each school day missed. Each student shall be responsible for finding out about the assignments and for satisfactorily making up the work with the allotted time.

Students without an excused absence will be given a zero for any work that was not turned in on time.

## GRADES 5 & 6 MISSING & LATE WORK POLICY

“In class assignments” are intended to be completed in class or completed as homework the day it is assigned. Homework at this level of school may consist of in class work not completed, studying and reviewing activities, or enrichment, extension, or practice of concepts learned. These daily assignments are due the next time the class meets and will be considered late if submitted after the teacher-designated due date. Penalties will be in effect for

- 10% off penalty for every day late up to five (5) days. After the 5<sup>th</sup> day the assignment will be given an automatic “0”.

**No work accepted after 5 days late. The teachers want the student to get into the habit of turning their work in completed and on time.**

## GRADES 7-12 MISSING & LATE WORK POLICY

Homework, which is practice, reinforcement, and extension to classroom learning, is due at the beginning of the next class period or as directed by the classroom teacher. **Penalties will be in effect for all late work:**

- 10% off penalty for one day late
- 20% off penalty for two days late
- 30% off penalty for three days late
- 40% off penalty for four days late
- 50% off penalty for five days late
- **No late work accepted after five (5) days of being due.**

# DAILY OPERATION

## SCHOOL HOURS

Official school hours are from 8:15 a.m. until 3:20 p.m. (8:15 a.m. to 2:45 p.m. on Fridays). Students in grades K-12 that are dropped off on HAA campus before 8:15 AM must be signed into the Before School Care program. All school regulations apply during this time including:

- Conduct
- uniform compliance
- restrictions on leaving campus

Students in grades K-12 must be picked up at dismissal time or they will be placed in the After School program.

## BEFORE SCHOOL PROCEDURES

HAA opens at 7:00 AM for Before-Care. Students will be supervised in a designated area until the official beginning of the school day. Students are not allowed on campus before 7:00 AM.

## AFTER SCHOOL PROCEDURES AND CARE

**PROCEDURES FOR DISMISSAL:** Students will have a dismissal procedure where parents drive up to dismissal door for pick up. Students remaining on campus after dismissal procedures are placed in the After School program at 3:35 p.m. After School Care Charges are \$5.25 per hour, per child. If After School Care is used on a daily basis, there is a flat fee of \$125.00 per child, per month. This fee will be added to the FACTS Contract.

Students who ride the bus will be dismissed and escorted to the bus for boarding.

Students involved in after-school sports will be under the direct supervision of the Athletic Director and coaches.

After school supervision by an older sibling is not allowed.

Middle School and Upper School students who are participating in the sports program will need to remain with their coaches and Athletic Director during practice, and once practice ends, students will remain with their coaches and/or Athletic Director until they are picked up by parents/guardians. Elementary age siblings of students participating in the sports program that remain on campus are required to be in the After-School Care program. Regular charges will apply.

Students involved in after-school music programs will be under the supervision of the Music Teacher.

All students participating in school-sponsored, extracurricular activities are to be in an area designated by their sponsor.

## STUDENT PARKING AND DRIVING

The following general regulations apply to all student vehicles including cars, scooters, bicycles, motorcycles, and/or other transportation devices:

- Student must have a current valid driver's license and a copy of the valid driver's license must be submitted along with a completed Student Driver Registration Form.
- Vehicle must be covered by Texas auto insurance, and a copy of proof insurance must be submitted along with the Student Driver Registration Form.
- Vehicle is to be locked and parked in the student's assigned parking space. Students will park their vehicles in the parking lot between the school building and the gymnasium. Houston Adventist Academy does NOT assume responsibility for damage or loss.
- Students are not to leave campus during school hours for any reason unless prior arrangements have been made between parent and principal.
- Student drivers are not allowed to take other students off-campus during lunch, after school, or on school-sponsored outings and events.
- Vehicle is to be operated in a safe and legal manner at all times.
- Students are not to be in the student parking area during school hours.
- Vehicles are to be operated by their designated drivers only.
- All student vehicles on campus are to be parked in the student parking area. HAA does not assume responsibility for damage or loss.
- Vehicles are not to be used during school hours, except by permission granted from the principal or administration office. Permission will not be granted for a student to leave campus in a borrowed vehicle.
- Students are to obey posted signs at all times and are held responsible for their driving habits and the use of their vehicles.

- Students with irresponsible driving habits may not be allowed to bring their vehicles on campus.
- No loitering in the parking lot. The parking lots is off-limits unless the student is entering or leaving campus (except by permission).
- Permission will not be granted for students to ride with people other than his/her parents or guardians, immediate family members, or faculty member -- unless proper arrangements have been made with the principal's office and proper document is on file in the administration office.

\*For your convenience, there are Student Driving forms in the appendix of this Handbook.

## SCHOOL PROVIDED TRANSPORTATION

To ensure the safety of all trip participants, students are expected to ride to and from school trips (field trips, overnight trips, team members and student-coaching assistants for athletic practices and games) on school provided transportation, unless riding with a parent.

## VISITORS

All students must obtain permission at least 24 hours in advance from their principal and teacher before bringing visitors to school. When any visitor arrives, he/she must sign in at the security desk to receive a Visitor's Identification Badge. The Identification Badge must be visible at all times during the visit. Badges should be returned to the security desk upon exiting the building. Visitors will be escorted to their designated visiting location.

To maintain the appropriate levels of student privacy, we request all visitors to refrain from photographing and videoing students on campus during school hours.

Parents are welcome to visit classes in session when appointments are made with the principal and teacher. However, as a courtesy to both the teacher and students, no parent should interrupt a class to converse with the teacher or any student. At any time throughout the day, including drop off and pick up times, visitors or parents wishing to meet with teachers need to enter the school through the administration office.

## SECURED CAMPUS

Houston Adventist Academy strives to create a secure campus for the safety of our students. HAA is a closed campus. Students are not permitted to leave the school grounds once they arrive without having received proper authorization from a parent/guardian and school designee to leave. No student should leave or be taken off campus without notifying teachers and the administrative office. ***If someone other than the parent/guardian is taking the student, the office must have permission in writing.***

## AFTER SCHOOL PICK - UP & PARKING LOT SAFETY

All students and parents must observe safety rules in the parking lot. All drivers, students and parents alike, must also observe traffic lanes, drive slowly, and carefully watch for children.

Parking is not allowed in designated "Fire Lane" areas as marked on the parking lot, this includes leaving your car parked in front of the main entrance while you are in the building. If you must leave your car, please use a designated parking place.

## CHAPEL/ASSEMBLY

Worship services and assemblies are a very important part of our education program at HAA. They allow for spiritual growth and building school spirit. A regular chapel/assembly period is built into the weekly schedule of all grade levels, and all students and staff are expected to attend chapels and Weeks of Prayer. Occasionally special chapels or assemblies will be announced. Students may be assigned seats.

Students show respect to the speakers by:

- leaving books, backpacks, IPADS and school supplies in their classroom or in the student's locker
- not bringing food or drink into the chapel
- not sleeping or studying during the program

## TELEPHONE & PHONE MESSAGES

Students must receive permission from the administration to use the school phone. Students will be asked for an explanation as to why they must use the phone. Remember, this is a business phone.

Note: The school respectfully asks that students and parents contact the teachers through the school office during office hours. Please refrain from calling them at home except in an emergency.

Please use your discretion when calling our office to leave messages. Students will not be disturbed during class except in an emergency. We will be happy to relay messages concerning change of appointments, or unexpected transportation problems whenever necessary, but please make the arrangements concerning after-school activities, carpool arrangements, etc., before your child leaves home each morning. After 2:45 p.m. we may not be able to deliver last minute messages to your child unless it is an emergency. That time of day is particularly busy in the office. We appreciate your cooperation.

Student Cell Phones are not permitted on campus from 8:15 A.M. to 3:20 P.M. All student phones will be collected each morning. If a student does not turn in the phone and is caught using it during the day, it will be confiscated and a fine up to \$300.00 will be assessed to retrieve the device. (See Discipline Policy)

## FIRE DRILLS & OTHER EMERGENCY DRILLS

Fire drills and other emergency drills will be conducted in accordance with county and state regulations. During a fire drill all students and staff are expected to exit the building to the designated area in an orderly fashion, proceed to the location directed by the teacher and remain there silently until the signal is given to return.

## SCHOOL LUNCHES

Parents should send a nourishing lunch for the noon meal. Parents are requested not to send caffeinated beverages in school lunches. Meals consumed on campus are to follow the health practices taught by the SDA Church and be free from pork, ham, shrimp, crab, and lobster.

Students **may NOT** order food and have it delivered to campus for lunch from any delivery service or restaurant.

## HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association. The purpose of this organization is to promote a better understanding and cooperation between parents and teachers as they work together to educate the children attending Houston Adventist Academy. The Home and School Association conducts several programs during the school year. All parents are encouraged to attend these functions.

## PERSONAL PROPERTY

Because school should be an environment of mutual respect, students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment by: labeling their possessions, storing them in the proper places, and keeping their lockers locked. Students' desks (Lower School) and locker contents (Middle and Upper School) and teachers' desk contents are personal property and are not to be touched or borrowed without permission. Student's personal games and gaming devices are not allowed on campus.

## PARENT/TEACHER CONFERENCES

Parent-student-teacher conferences are held twice a year, in the fall and spring. The main purpose of these

conferences is to review the student's total progress and development and to help the student set goals for the future. Parent/teacher conferences may be requested at any time during the year by contacting the office to set up appointments.

## **LOST AND FOUND**

Lost and Found items must be claimed by Friday of each week. Items not claimed by Friday of each week will be donated at the close of the day.

## **LOCKERS**

Houston Adventist Academy maintains the right to inspect a student's locker whenever necessary. The Oaks is not responsible for items taken from lockers. A student should not leave his/her locker unlocked. **LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH BY ADMINISTRATION WITHOUT WARNING WHEN DEEMED WARRANTED.**

## **MIDDLE SCHOOL OUTDOOR EDUCATION WEEK**

Each April, the fifth and sixth graders participate in the Texas Conference Outdoor School. They spend one week during the spring studying, worshipping, and playing in God's second book, Nature. Each fifth and sixth grader attending Houston Adventist Academy is required to attend - this is not an optional activity. There is an additional fee; however, fundraisers may be interspersed throughout the school year to help defray expenses.

## **CRISIS MANAGEMENT PLAN**

In case of a crisis (tornado, fire, etc.) the school maintains a Crisis Management Plan. Please feel free to review this document. It is located in the main office.

## **SEVERE WEATHER CLOSING**

On days that Houston Adventist Academy must close due to bad weather, a message will be placed on the school website at [www.houstonoaksda.org](http://www.houstonoaksda.org) and a Parent Alert sent out via FACTS SIS.

In addition, attempts will be made to give the local news stations information concerning school closings. Houston Adventist Academy follows the same closing guidelines as the Cypress-Fairbanks Independent School District. Any time the Cy-Fair ISD closes for bad weather, Houston Adventist Academy will also be closed, but we do not follow their schedule for delayed openings.

## **BOOKS AND SUPPLIES**

All books in grades Kinder-8, and certain supplies, are covered with the registration fees and belong exclusively to HAA. Lost or defaced materials will result in the student's family purchasing new materials at cost PLUS shipping.

Each classroom may require additional supplies to be purchased by the students for personal use. It is the parent's responsibility to make sure that each student has the required supplies from the list provided to them by the classroom teacher upon entering Houston Adventist Academy.

## **SCHOOL PROPERTY**

Books, equipment, furniture, or other school property which are misused, broken, damaged, defaced or lost will be charged to the account of the responsible student. In the case of willful damage or vandalism, we reserve the right to take disciplinary action. Defacing school walls or furniture. writing in or mutilating textbooks will be considered an act of vandalism.

## **SCHOOL RIGHTS**

Houston Adventist Academy reserves the following rights:

- To add or modify rules that ensure the proper environment is maintained at school

- To request the withdrawal of any student whose presence is determined to be detrimental
- To search a student's locker or other property, with or without his/her permission or presence
- To question a student (WITHOUT parental consent) about his/her behavior
- To request drug testing when determined necessary.

## **UNIFORM AND DRESS CODE**

Appropriate dress for all students will reflect modesty and Christian values. Students are expected to adhere to the dress code while on campus during regular school hours. Students who choose to violate the dress code will be subject to the Code of Conduct/Citizenship policies. Parental support is essential in this area. The administration has the right to make interpretations and changes to the school dress code as needed.

### **GENERAL INFORMATION**

All clothing must be in good repair. Frayed, torn, ripped, or otherwise defaced uniform is not acceptable. All uniforms must be appropriate size.

Shoes or closed-toed must be worn at all times and must be appropriate and safe for the situation. Flip flops, sandals, or open -toed shoes are not allowed as part of the dress code.

Head covers (hats, sweatshirt hoods, bandanas) are not appropriate for either gender during school hours

unless warranted for a medical condition and requested in writing by a physician.

No jewelry (rings, bracelets, necklaces, earrings, etc.) is to be worn during the school day.

Tattoos (permanent or temporary) must be covered at all times while on campus. Including during PE classes and/or sports activities.

Physical Education uniform for students in grades 5-12 enrolled in a PE class must be worn. They can be purchased through the Fan Cloth fundraiser held each fall.

Embroidered School Logo Shirts – Both men and women enrolled at Houston Adventist Academy must wear the embroidered school polo shirt. The shirt may be worn with the approved list of bottoms listed below. The shirt should be RED for grades K4 through 6<sup>th</sup> and GRAY for students in grades 7 through 12. It must be tucked into the bottoms for all students in grades 5 through 12.

Uniform Bottoms include NAVY BLUE pants, shorts, skirts or skorts only. All bottoms must be FRENCH TOAST brand. Students who choose to wear clothing other than that purchased at the official supplier will be suspended from class until an approved uniform is supplied by the parent. The appropriate length for skirts, shorts and skorts is no more than 2 inches above the middle of the knee when standing. Shorts or other garments worn under a skirt must not be visible.

If the uniform bottom has provision for a belt (belt loops) a black belt must be worn.

The only outerwear allowed in the classroom will be a NAVY cardigan, embroidered with the school logo. No sports hoodies will be allowed in the classroom.

Leggings are never appropriate for school attire. The only exception is during cold weather when they can be worn under the navy skirt or skort. If worn, they must be SOLID NAVY BLUE.

Field Trip Attire - On field trips, students in grades K through 6 are to wear their "field trip" shirt. Other clothing items will vary due to the nature of the trip and will be announced.

Cold Weather – An HAA approved NAVY CARDIGAN embroidered with the school logo is the only approved outerwear to be worn inside the school buildings. For the entire school, non-HAA outerwear may be worn to school, during recess and PE, but must be placed in a locker, backpack or on a classroom hook during class time.

Accessories - Accessories (i.e. jewelry, wrist bands, friendship bracelets, anklets, necklaces, earrings, etc.) are not to be worn on campus, to field trips or at school events. Unauthorized items will be confiscated and taken to the principal's office. Students in Middle School and Upper School will face consequences of Code of Conduct/Citizenship infractions. New piercings are not an acceptable reason to wear studs. Hair accessories, (i.e. headbands, scrunchies), if worn, are not to be distracting nor extreme in style.

Cosmetics - Cosmetics and fingernail polish must be natural in appearance. Deep or bright colors are not allowed.

Haircuts/ Styles - Hair must be neat, clean, a natural, non-distracting color, and not extreme in style.

## CASUAL DAYS/SPIRIT DAYS

Casual Days/Spirit Days are allowed as determined and announced by the Principal. Students are allowed to wear clothing of their choice within the following guidelines and in harmony with school values:

All blouses, shirts, and dresses must have sleeves. Blouses and shirts must be long enough to be tucked in when arms are lifted above the head. T- shirts with objectionable wording or pictures, and tank tops are

not permitted at any time.

Skirts must reach the top of the knee in length. Slits in skirts must not go above the knee.

Slacks/jeans must be clean, well fitted without being tight or baggy, with no tears or frays.

Low necklines, front or back, are not permitted.

Jewelry and faddish adornments, toe rings, ear studs, or piercing protectors are not permitted.

Shoes must cover the entire foot. Sandals or flip-flops are not allowed.

No athletic wear (sweats, basketball shorts, etc.)

## HIGH SCHOOL BANQUET ATTIRE

For girls, banquet dresses will meet the following guidelines:

- Knee length or longer with no slit above the knee
- Back of the dress is to come to the shoulder blade or higher
- No sleeveless, spaghetti strap or strapless dresses are allowed
- No visible cleavage
- Modest neckline with no low cut or revealing styles
- No jewelry

For guys, no denim and no jewelry.

## TECHNOLOGY POLICY: GRADES K-12

All students and all electronic devices (computers, tables, cell phones, cameras, IPODs, and other music playing and communication devices, etc.) whether student-owned or school-owned are subject to the following acceptable use policies and procedures. These policies and procedures govern student use of electronic devices while at school and while on school-sponsored trips and events. School-owned devices are covered by this policy at all time and in all places.

Houston Adventist Academy embraces the appropriate use of electronics as a learning tool in our academic environments. School-owned electronic devices are intended to enhance learning while limiting overuse or distractions from superfluous personal electronic devices.

**Student-owned personal electronic devices including: cell phones, computers, tablets, cameras, IPODs, other music-playing devices, headphones/earbuds or any other device restricted by the School Principal must be powered off and stored with the homeroom teacher during school hours of 8:15 AM to 3:20 PM.**

Parents may apply for a technology acceptable use exception with documented medical conditions or documented learning differences.

## USE OF COMPUTER RESOURCES

The technology network, and internet resources provided by the school for the use of its students are expressly for the purpose of advancing the educational mission of the school. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, nonacademic purposes. HAA reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any school-owned device to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

Note: The term "school-owned device" also applies to any off-campus storage device or company which the school uses for electronic storage.

## USE OF PERSONAL ELECTRONIC DEVICES

Student's use of personal electronic devices, including cell phones, iPhones, cameras, personal laptop computers, PDA's and Blackberries on campus or school-sponsored activities is for academic use only. Students have a responsibility to know and follow school guidelines regarding what is appropriate and permissible in this area. The school reserves the right to confiscate and examine the contents of students' personal communication devices, including cell phones, laptops, etc., if we have reason to believe there is evidence of harassment, bullying, pornography, the transmission of sexual material/inappropriate pictures or videos, illegal activity, etc. Students who refuse to surrender their phone or to make the information accessible to us may be subject to further discipline, up to and including expulsion.

## CELL PHONE POLICY

Students must turn in their cell phones to their homeroom teacher at the beginning of each school day. It is at their teacher's discretion to allow access to their device during their allotted lunch time.

Students will be allowed to retrieve their cellular device at the end of the school day just prior to dismissal. The only exception to this rule is if the classroom teachers has planned an intentional activity where the use of a cell phone is critical in accessing or retrieving the information, and then they will need to post the "cell phones in use" placard in a visible location on the white board.

No earbuds/headphones are allowed in any class at any time. I-pads and other tablets are not subject to this policy. However, if non-educational tasks are taking place during any part of the school day besides lunch, then they will be confiscated as well, and subject to the same policy as the mobile phones.

1<sup>st</sup> offense – Confiscation of phone until the end of the school day, when it can then be purchased back for \$100.00

2<sup>nd</sup> offense – Confiscation of phone until the end of the school week, and a parent/administrator conference is scheduled. At the conclusion of the conference the phone can be purchased back for \$150.00

3<sup>rd</sup> offense – Confiscation of phone until the end of the respective semester, and a parent/administrator conference is scheduled. At the conclusion of the conference the phone can be purchased back for \$300.00

## ELECTRONIC COMMUNICATION

Correspondence via electronic communication on Houston Adventist Academy network or on personal electronic devices during school hours is to be used primarily for education and administrative purposes. The content of electronic messages, documents, and/or images must conform to HAA's ethical and educational standards. The use of profanity, vulgarity, ethnic, or racial slurs, and other inflammatory language in any communication is prohibited. Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters, or broadcast indiscriminately. Electronic messages by students during school hours are not private and may be monitored to ensure appropriate use.

If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others and to notify a faculty/staff member immediately.

In addition, any electronic communication sent by or to HAA students and/or faculty/staff members which is contrary to our ethical and educational standards is strictly prohibited, regardless of whether the communication is sent on an HAA-owned or privately-owned device. If inappropriate communication is sent or received by students or faculty/staff members which is contrary to the ethical and educational standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, HAA shall have the right to inspect any electronic device and the entire contents of the device, no matter if the device is on or off school property.

NOTE: The term "contents of the device" includes any physical or electronic information stored on the device.

## SCHOOL I-PAD USE GUIDELINES

### **About the iPad**

This document contains information on using the school-issued iPad, expectations for learning, care and handling of the device, and basic trouble-shooting tips. Each student receives an iPad, charger, and a protective case.

### **Access and iPads**

Students who have signed and returned the Acceptable Use Policy (AUP) and the iPad Consent Form may be eligible to have and take-home iPads. Parents/guardians must give permission for access, and they must indicate on the AUP and Consent form that they are aware of the financial behavior responsibilities they are accepting.

School administrators, the technology director, or another person appointed by those individuals may restrict access. Students who fail to bring the device to school daily or have a history of damaging the device or accessing/transmitting prohibited content may be temporarily or permanently restricted to School Access.

iPads will be checked in and out at the beginning and end of each semester with the technology director.

### **General iPad Use and Care**

Each iPad has unique identification numbers and is assigned to a specific person. The names and numbers on the iPad and case are stored with the technology director. **STUDENTS MAY NOT REMOVE ANY ID FROM THE DEVICE OR CASE.**

Students will be allowed to use remote devices such as a Bluetooth keyboard. This will however come at the student's expense.

Students caught in possession of or tampering with another school owned device will be subject to a \$25 fee and disciplinary action.

Devices should never be left unattended or in unsecure areas (i.e. unlocked lockers or classroom) and should never be stored in vehicles either on school grounds or away. An iPad found in an unsupervised area will be taken to the technology director, and the student's access to the device may be restricted. Unsupervised iPads may be returned to the student after a \$25 fee is paid.

If you misplace, lose, or have the iPad stolen while in your possession, contact school administration immediately. You will be responsible for the full amount of a new device. The same applies for original iPad charger (AC adapter and cable) and case.

iPads must always be kept in the protective case and should not be used in places where they might be damaged (is near water or on a bus).

Any activity you engage in on the device will be tracked and the contents may be searched at any time. The school will install a management application on the iPads. The school technology policy found on page 15 of the student handbook applies to each iPad regardless of where a student may be using the equipment.

### **Handling**

- Use a soft, clean cloth to clean the screen, and never use any sort of cleanser.
- Do not expose the iPad to extreme heat or cold.
- Be careful inserting cords or cables into the iPad and remove them carefully as well.
- The charging cable must be treated gently, and should not be tightly wound, crimped, or pulled on. Rough handling of the cord will damage it to the point where it will no longer charge the device.
- Bring a fully charged iPad to school every day.
- Do not mark the iPad, case or charger with pens, markers, stickers or anything else.
- iPad screens are made of glass and are particularly sensitive to damage from impact and pressure. If the screen chips or cracks, do not attempt to fix it. Instead, bring it to the attention of the technology director as soon as possible.

### **Expectations for Student Learning**

- Come to school with a fully charged and working iPad. Students are responsible for getting course work completed even if they have left their device at home.
- Use your HAA ID and know your password.
- Use a passcode lock and make sure the technology director has the code also.
- Bring it to all classes unless told specifically not to do so by a teacher.
- Use the iPad to accomplish tasks assigned by teachers, and refrain from using it in any ways that violate the term of the AUP, including playing games and watching movies during the school day.
- Report issues/concerns/questions to the technology director.

If any of the above requirements become problems, the student will be referred to administration and the technology director.

### **Lost, Missing, or Stolen iPad**

From the time the iPad is issued to the student until it is returned to the school, the student is responsible for it. If the device is not returned, the student will be charged for replacement.

- If the iPad is lost, missing, or stolen, the student must report it to the school immediately. You will be responsible for the full amount of a new device. The same applies for original iPad charger (AC adapter and cable) and case.
- If the iPad is returned damaged, your deposit will go towards the repair of the device and will not be returned at the end of the year.

Houston Adventist Academy may request that a device be returned at any time. All devices and provided accessories must be returned to the school at the end of the semester year or when requested.

## ACCEPTABLE USE POLICY (AUP)

Houston Adventist Academy's technology resources are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

**Students and Parents:** Please initial each section of the policy.

\_\_\_\_\_ Students must:

1. Respect and protect the privacy of others.
  - Use only assigned computers and accounts
  - Not access accounts, data, or networks to which they are not authorized
  - Not distribute private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all technology policies as posted
  - Report security risks or violations to a faculty member or network administrator.
  - Not destroy or damage data, networks, equipment or other resources that do not belong to them.
  - Conserve, protect, and share these resources with other students, faculty and staff.

3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, software, or movies).
  - Not plagiarize
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a faculty or administration member.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as sites or messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to further other acts that are criminal or violate policies in the student handbook.
  - Not photograph or videotape students or adults without consent.
  - Not send spam, chain letters, or other mass unsolicited mailings
  - Not use the resources for commercial purposes.
  - Share limited bandwidth and access to computers by limiting non-educational behaviors such as playing video games, watching videos and using social media sites for personal use.
5. Respect and preserve the original condition of the iPad and accessories.
  - Maintain cleanliness and structural integrity of all components

\_\_\_\_\_ Consequences for Violation

Violations of these rules may result in disciplinary action, up to and including the possible loss of privileges to use the school's information technology resources, suspension or expulsion.

\_\_\_\_\_ Supervision and Monitoring

School administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to ensure the health, safety, and security of our community members, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

## ACCEPTABLE USE POLICY (AUP)

continued

**ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_ Please print name

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

**PARENTS/GUARDIANS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT SCHOOL, AT LIBRARIES, OR ANYWHERE.**

*Adapted for use from the United States Department of Justice, Division of Cyber Crimes*

## **SECURITY AND CONFIDENTIALITY**

Houston Adventist Academy shall implement, monitor, and evaluate networked and non-networked devices including personal electronic devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. HAA does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed through HAA. Houston Adventist academy will not be responsible for any damages suffered as a result of an individual's use of its computer system, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed through HAA, including but not limited to email transmissions, shall not be considered private. Houston Adventist Academy may access individual files or activity logs at any time. All computer files students save or work on may not be kept confidential from students' parents/guardians.

## **USER RESPONSIBILITIES**

- Students assume personal responsibility for the use of their network user account and are responsible

for maintaining the security of the account. Students are prohibited from disclosing their network use password and from otherwise making the school's computer or network resources available to unauthorized individuals, including family and friends. Students' possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other users is prohibited. Use of another user account is prohibited.

- Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, internet sites, language, or images. If such information is accessed, students must notify a faculty/staff member immediately. Houston Adventist Academy cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for students accessing inappropriate, offensive, illegal, or obscene materials.
- Use of the internet should be primarily for academic purposes as directed by faculty/staff members. Students shall not reveal personal information about themselves. Students shall not arrange meetings with anyone met online. Students shall not enter any internet "chat rooms" unless authorized by faculty/staff. Any inappropriate use of the internet should be reported to a faculty/staff member.
- Transmission of any material in violation of federal or state regulations is prohibited. Students shall not violate copyright laws or plagiarize the work of another. HAA shall not be liable for students' inappropriate use of electronic communication resources, violations of copyright restrictions, or other laws, students' mistakes or negligence, or costs incurred by students.
- Use of any school computer or network for commercial or political purposes, is a violation of these terms and conditions of use.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on HAA computers. Transmission of such software over the school's network is prohibited. Only the IT Department is authorized to install or uninstall software on the school's computers and devices.
- Students may use only the computing resources for which they are authorized and only for the purposes specified.
- The introduction of data or programs which in some way endangers computing resources, or the information of other users, (e.g., a computer worm, virus, or other destructive code), or which infringes upon the rights of other school computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any Houston Adventist Academy network or system, nor may students attempt any such activity against other systems accessed through the its computers. Execution or compilation of programs designed to breach system security is prohibited.
- If students' personal electronic devices are encrypted and HAA deems it necessary to inspect the devices, students must make all data available in an unencrypted format.
- The printing facilities of Houston Adventist Academy should be used sparingly. Unnecessary printing may result in the loss of printing privileges. There is a per page charge for printing any copies and must be paid to the office prior to printing.
- Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with Houston Adventist Academy policy and the discipline code. Vandalism includes any malicious attempt to access, copy, use, harm, or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the internet, and as the intentional damage or destruction of HAA-owned hardware or software.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of HAA.
- Access to Houston Adventist Academy's electronic computer system is a privilege, not a right. Students shall be required to acknowledge receipt of these policies. Students will be required to comply with these guidelines.
- These procedures, guidelines, and/or policies are subject to modification at any time.

## SOCIAL NETWORKS

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Houston Adventist Academy, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening, or profane comments against fellow students, faculty/staff, and school. Students found to be posting such comments are subject to disciplinary action by HAA's discipline committee.

## CONSEQUENCES OF VIOLATIONS

Any use of Houston Adventist Academy's computer resources which violates the school's policies and procedures involving the use of computers and networks may result in disciplinary action, including, but not limited to, HAA removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, suspension, or expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

In addition to violating HAA policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, illegally gaining access to data, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner.

Violators of such misconduct may be reported to appropriate law enforcement

## ATHLETIC POLICY

Houston Adventist Academy provides an athletic program and extracurricular activities that are intended to compliment the overall mission of the school. Emphasis will be placed on teamwork, the development of positive group participation, and good sportsmanship. HAA expects that the student-athlete will cooperate within the rules of play guided by an attitude of fair play and respect for authority, fellow team members and opponents.

## ELIGIBILITY FOR ATHLETICS

The primary emphasis at HAA is academic excellence. Students participating in athletics, although extremely important to the development and experience of many students, should be secondary to performance in the classroom. An Upper School athlete must:

- Demonstrate a Christ-like character that is in harmony with the philosophy and goals of Houston Adventist Academy.
- Maintain all passing grades (from A to C-). D's and F's are considered failing grades. Continued eligibility will be determined every week on Monday morning. If a student athlete is deemed ineligible on Monday morning, the student will not be eligible to **practice or play for that week**. If a student has two

consecutive weeks of ineligibility, the student will lose their team position.

A Middle School student-athlete must maintain passing grades (from A to C-); D's and F's are considered failing grades, and must demonstrate appropriate behavior in all school related activities as a prerequisite for participation in athletics. Continued eligibility will be determined every week on Monday morning. If a student athlete is deemed ineligible on Monday morning, the student will not be eligible to **practice or play for that week**. If a student has two consecutive weeks of ineligibility, the student will lose their team position.

If a student, who is failing more than one course during the sport season, will be placed on academic probation and becomes ineligible to participate in scheduled contests until eligibility is regained.

The Athletic Director, along with the Principal, will complete a weekly grade check on Monday morning of all athletes in Middle School and Upper School.

All athletes must possess a current sports physical due by the beginning of the school year. Student athletes may not try out nor participate in any sporting event or practice unless they have a current physical on file in the Administrative offices.

A student is ineligible to participate in a game and practice if he/she was unable to attend all his/her classes or meet his/her school appointments the day of the game/activity unless the absence is excused. If a student is sick and does not attend school, they shall not participate in that day's sporting events although sickness may be an excused absence from class.

Any student who participates in a sport tryout, subsequently makes the team and attends one practice will be considered part of the team. Accounts for all team related fees will thereafter be assessed and are not refundable. If a student-athlete makes the team, they may prohibit another from the benefit of participating in that sport due to size limited of the team as determined by the coach and therefore should forfeit repayment of fees.

Extracurricular activities may cause some absences from class. It is the athlete's responsibility to ensure their work is current with their respective teachers.

Playing time is not guaranteed in any varsity sport. Players are continually evaluated by a highly competent coaching staff that has the individual player's and team's interest at heart. Players will be given an opportunity to succeed when the coaches determine they are ready for the task. Parents are highly encouraged to attend all sporting events. If a student athlete has any issue with a coach, they should approach the coach during practice or afterward to discuss any issue related to that sport. During or immediately after a game is not a time for an athlete or parent to discuss issues with a coach. Issues should proceed in a logical manner, coach, athletic director, principal until the issue is resolved.

## SPORTS OFFERED AT HOUSTON ADVENTIST ACADEMY

HAA is a part of the Texas Christian Athletic League (TCAL) for sports but may schedule events with other schools outside the TCAL

- Women's Volleyball
- Men's Basketball
- Women's Basketball

## **MEDICAL INFORMATION**

### **PHYSICALS AND IMMUNIZATIONS**

It is the policy of the General Conference of Seventh-day Adventists, and a Texas State law, that all students must have proof of immunizations before entering school. The law requires that students be fully vaccinated against the specified diseases or provide an Official Affidavit from the State of Texas.

All new students are required to bring current immunization records at the time of registration. If the needed immunizations are not current, students in grades 2-12 will be allowed two weeks in which to receive the needed immunizations. After that time, the student will not be allowed to return to school until the required immunizations have been received. Students in grades Kinder-1st must have all immunizations completed (or in progress) before the first day of class.

If your child has any special medical conditions such as severe allergies, asthma, diabetes or other physical problems, please provide the office and teacher with the necessary information in writing.

### **HEALTH SERVICES**

All schools in the state of Texas are required by state law to perform the following health screenings for all

new students and selected grade levels for returning students:

Hearing and Vision	Grades K, 1,3,5,7,9
Scoliosis	Grades 6 and 9
Acanthosis Nigricans	Grades 1,3,5,7

## ILLNESS

The following are guidelines for parents/guardians in regard to when children will be sent home due to illness and when children should be kept home due to illness. Our primary concern in doing this is that our school remains as healthy a place as possible for the children and that the spread of any contagious illnesses be limited.

If your child has **any** of the following symptoms or communicable diseases or illnesses, please keep the student at home until he/she is free from these symptoms and is ready to return to a working classroom.

- **COLD and or FLU with FEVER:** Keep child at home until symptoms return to that of a common cold (no fever for 24 hours and mild cold symptoms). A fever of 100°F or more will result in the child being sent home.
- **PINK EYE:** See a physician. Keep children out of school until discharge clears up. Student must be on medication for a minimum of 24 hours before returning to school.
- **NAUSEA/VOMITING:** Remain at home until cleared up for 24 hours.
- **UNUSUAL RASHES:** Remain at home. Student may return to school with a physician's note stating he / she is not contagious.

## LICE

Head lice are a common pest in schools. They are not respecters of persons or places; anyone can get them. Lice are not a serious health hazard. They are simply a nuisance and can be easily handled if given prompt attention.

If your child has lice, please notify the school immediately. They spread rapidly from child to child if they are not isolated and treated as soon as possible. If your child is diagnosed as having head lice, he or she will be sent home until proper treatment has been administered. Please note that HAA has a "no nit" policy. Your child will be checked by administration to confirm the removal of all nits.

## MEDICATION

Whenever possible, medications should be scheduled to be given at home. When necessary, designated school employees may administer medications with strict adherence to the following:

- Medication must be brought to school by parent/guardian.
- Medication must be in original container with correct pharmacy labels and student's name.
- Documentation for the administration of medication by school personnel must be signed by both the physician and the parent. It must include: name of medication, dosage - amount, time and route of administration, any possible side effects, condition for which prescribed and doctor's phone number.

Authorized students may need to carry emergency medications (asthma inhalers, insulin, severe allergic reaction kits or anti convulsants). Documentation for students who are required to carry and self-administer medication must include the signed consent of physician, parent, and student. Without the signed consent form in the school office, no medication either prescribed or over-the-counter may be carried or self-administered by any student.

## PHYSICALS

Physical examinations are required of all students entering HAA for the first time. All students participating in HAA sports programs must provide a current physical to be eligible to practice, try out, or participate in the varsity sports. All students in ODD Grades (1, 3, 5, 7, 9) must have a physical including vision, hearing, and spinal curvature exams.

## SCHOOL COUNSELING

Houston Adventist Academy's Counseling Department strives to support the societal, emotional, and spiritual growth of learners. Learners will explore and identify passion, talents, career interests, career personality, work values, and abilities to aid their engagement in school and decision-making process in choosing a career. In collaboration with the stakeholders, the school counselor ensures all students of Houston Adventist Academy become lifelong learners and prominent members of society.

Houston Adventist Academy is committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. Services include intake assessment, short-term individual counseling, crisis intervention, group counseling, and referrals as needed. These services are aimed at the more effective education and socialization within the school community. Counseling services are not intended as a substitute for psychological counseling, diagnosis, or medication. I acknowledge that it is my responsibility to determine whether additional or different services are necessary and whether to seek them for my child.

There is a referral form in the Appendix of this document. You may also access the referral form at:  
[https://docs.google.com/forms/d/e/1FAIpQLSebDRtnakXdziELaBf6Z6Y7WdyIEyyWmrdY\\_yMqxtolq3GvQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSebDRtnakXdziELaBf6Z6Y7WdyIEyyWmrdY_yMqxtolq3GvQ/viewform)

The following link is the official site of the HAA Counseling Department.  
<https://sites.google.com/houaa.org/schoolcounselingdepartment/home>

## MISCELLANEOUS INFORMATION

### STANDARDIZED TESTS

The following tests are administered at HAA as a continued effort to achieve the highest potential of each individual student. Our complete testing program is in preparation for the students' college readiness.

#### MAP

Students in grades 1-12 will participate in a series of tests that will reveal their strengths and weaknesses. MAP tests are performed at the beginning of each semester (September/January) to provide teachers with the most up-to-date information regarding student performance.

#### PSAT/NMSQT

The PSAT/NMSQT test is a nationally administered test given to students in October each year. This is the test from which National Merit Scholars are chosen and is considered to be a practice test for the SAT. Parents can visit the PSAT website at:

[www.collegeboard.com/student/testing/psat/about.html](http://www.collegeboard.com/student/testing/psat/about.html)

Sophomores are **encouraged** to take the PSAT. The cost is approximately \$40.00. Registration is required.

## SAT SCHOOL DAY

The SAT School Day is a national administered test given to high school students in the Spring of each year. This test is scored the same as an SAT administered on the weekend, but has the advantage of the student taking the test during the school day on their home campus. This is a relatively new option for the SAT test. Juniors and Seniors are encouraged to participate in the SAT School Day program. The cost is approximately \$40.00. Registration is required.

## SAT WEEKEND TEST CENTER

Houston Adventist Academy is an approved SAT weekend testing site. Students must use the college board website (above) to register for the SAT.

## CLEP

Students in the 12<sup>th</sup> Grade will be given the opportunity to study for several CLEP subject tests. If they are successful in completing the test, they will be awarded college credit for the course. Students must obtain a 75% to pass the test.

## FIELD TRIPS/ TOURS

The trips that each teacher plans throughout the school year are meant to be experiences where the students will feel and be safe. The school and faculty are liable for each student in their care throughout the school day. All volunteers who accompany students on a field trip must be approved through Verified Volunteers **prior** to the trip. (Please see the organizing teacher to complete Verified Volunteer training.) The field trips are also meant to stimulate growth in the students' personal, spiritual, and/or academic life. The administration has set the following guidelines:

- All students must use school sanctioned transportation throughout the field trip.
- Trips are only for eligible students, faculty, administrators, and invited sponsors.
- There will be a male and female sponsor for all field trips.
- Faculty sponsors will be utilized as much as possible before inviting outside sponsors.
- Reduced rates and discounts available on field trips or study tours are available only to the eligible students, faculty, administrators, and invited sponsors.
- Students are not to invite or encourage ineligible peers to attend field trips or study tours.
- Students on restricted status of a C- or below (academic, attendance or citizenship) will not be permitted to attend field trips/tours.
- Students who possess a grade lower than a C- will not be permitted to attend the field trip/tour until the grade is raised to a C or better. This policy will not be enforced during the first two weeks of any semester and may be waived at the principal's discretion.
- Students participating in any field trips or off-campus trips understand that all school rules and policies apply during the transport process and during the event. All students are expected to show the same level of respect towards fellow students and faculty and other adults in authority as would be expected on campus.
- Students and their parents/guardians understand that if a student participates in activities that are not in accordance with HAA's Code of Conduct, the student will be sent home at the expense of the parent/guardian and the appropriate discipline actions will be faced.

Houston Adventist Academy sponsors a variety of upper school, over-night trips each year: senior class trip, Washington DC history trip, outdoor education trips, leadership camp, music tours, varsity sports tournaments, and a variety of day field trips. All standards contained in the Student Handbook or announced by the faculty apply to all school-sponsored trips.

All organizations requesting overnight trips must submit their agenda to Houston Adventist Academy School

Board for approval two scheduled board meetings before the trip. All school trips that take place during regular school days are considered under the stated attendance policies of the school. Students not going on the scheduled trip must attend school or have permission from the Administration to not attend. If permission is not received to miss school then the student will receive unexcused absences. Students going on trips will be expected to make up any work missed in their classes.

From time to time, classes will go on an educational field trip off campus for the day. A permission form with the information pertaining to the trip will be issued and must be returned signed before the student will be allowed to attend.

Parents driving groups of students on off-campus field trips are required to have "100/300" insurance coverage. Proof of such coverage must be provided to the treasurer's office before any trips are taken.

## **LEADERSHIP ORGANIZATIONS**

### **UPPER SCHOOL STUDENT ASSOCIATION**

Houston Adventist Academy Student Association (SA) is an organization of elected student officers that plans various activities for the student body during the school year.

### **CLASS OFFICERS**

A student seeking class office must meet and maintain the same criteria as a student seeking office in the Student Association.

### **CAMPUS MINISTRIES**

Campus Ministries is a volunteer organization developed to provide ministry opportunities for the students at Houston Adventist Academy. Spiritual enrichment and development are the goal of all activities planned.

### **OFFICER ELIGIBILITY**

The candidates for any office must be approved by HHA's Administrative Committee. They will evaluate each candidate on the basis of grade point average, citizenship (behavior) record, and attendance. The following qualifications must be met by the candidates for Student Association, class office, and other leadership positions:

Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of HAA.

The positions of president, vice president, and spiritual vice president for Student Association, Campus Ministries and class office are considered major offices. These candidates must have a GPA of 2.5 or above and have no failing grades for the preceding grading period, a minimum of a C- or above in attendance and citizenship grade. Other officers must have a GPA of 2.0 and have no failing grades. Once elected, these qualifications must be maintained and will be evaluated every grading period.

Candidates must have been in attendance at Houston Adventist Academy from the beginning of the school year during which the office is held. The senior class president must have attended HAA for at least one semester of his/her junior year.

Candidates must have good citizenship. Citizenship is evaluated weekly and is a reflection of the student's attendance record, discipline record, and dress code compliance. Loss of office or eligibility for office may result if a student does not improve the citizenship, attendance, or academic record for the second quarter in a row.

## **LOSS OF OFFICE**

Any student who holds an elected office or office of responsibility and falls below a C- in citizenship (which may include major discipline or repeated minor discipline, or does not maintain the required academic standards (including attendance), automatically forfeits his/her right to continue in office. A student not meeting the requirements in GPA or receiving an F or 2 D's will be removed from office immediately following any nine-week grading period. The class or organization will need to meet to elect a new officer.

### **APPENDIX 1**

Legitimate Concern Form

### **APPENDIX 2**

Student Driving Information

### **APPENDIX 3**

Counseling Referral Form