



HRM Secondary Academy Policies (revised 2/23/23)

While it is our desire that all demonstrate Godly character and behavior at all times, the following policies have been put in writing since everyone needs to be aware of the consequences that will be enforced in the event of infractions.

Absences

Students who are running a fever of 100 degrees or higher or experience symptoms of illness like vomiting, diarrhea, discolored mucus, excessive coughing/sneezing, bad headaches, pink eye, or any other contagious symptoms need to be kept home to recover rather than brought to school.

In the event of absence for any reason, parents should notify the school office first by message to both the Academic Dean ([Griswold – HRM Karen](#)) and the student's teachers through MSW, or by telephone (281-533-3599). Teachers should be notified of arrangements that have been made to obtain the student's assignments, in order that work may be completed before the student returns the next class period. If prior notification was given, a reminder message should be sent to the office and all teachers the week of the absence. Using our MSW attendance procedure, parents who have set up their accounts for attendance alerts will receive a notification for each class the student misses.

Students missing an excessive number of classes will not make sufficient progress in those classes. Accordingly, students missing more than 25% of the class meetings for any given course may be considered auditors of such a course receiving no HRM Secondary Academy credit for that course. All required assignments must be prepared for the first day the student returns to class if physically possible. Assignments can be obtained by contacting the teacher, another student or checking MSW. Special consideration will be given with a doctor's explanation of a medical condition.

In the interest of maintaining the integrity of the tests and the schedules of our teachers, a student missing a final exam should expect to take the test on the first day of the next grading period in January, during the Standardized Testing during May, or during the week of the HRM Writing Boot Camp in August. If the make-up testing is scheduled outside of these times or normally scheduled classes, and once the test has been administered to the class in its entirety, a \$20 per hour proctoring fee will be collected before testing. Parents should understand that late testing will delay grades.

Concerning Covid-19: If a student has tested positive with Covid, he needs to stay away from campus for 5 days from start of symptoms or exposure/positive test result (for those with no symptoms) or 24 hours with no fever without fever reducing medications (whichever is longer). Students having a subsequent negative test result may return sooner if symptom/fever free.

Academic Probation

For any grade reporting period, students who have earned a grade lower than 70 in any academic subject will be considered on academic probation. During the following grading period, if the student does not earn a grade of at least a 70, he/she may be dropped from that class, issued a continuing academic probation (often in the case of a student who is working hard and trying to grasp the material), or placed on an auditing status for that class. Auditing students will receive feedback from the teacher, but no grade period grades or prerequisite credit for higher level courses will be awarded. Students auditing classes will be dismissed from the class if they cause classroom disruptions or distractions, if they do not participate in class including taking notes from lectures, or if they fail to turn in assignments. As auditing does not earn a grade or credit, it will be up to the parent to decide if the student participates or waits in a study hall while the class tests. If a student earns a grade lower than 70 for any semester grade, no credit will be given for the semester. The student (after repeating the material at home or with a tutor) will be given the opportunity to "test" for mastery of the information (for a fee of \$30) before the end of the next grading period. If the testing does not show mastery of information from the previous semester, he/she will be listed as "auditing" the course and the class will not count as a pre-requisite for additional courses. Students who can demonstrate mastery will be allowed to continue the 2nd semester (or next higher level) of the course for a grade,

although the previous grade will not be changed. The teacher has the option of waving the “audit” if it is felt the student has the necessary skills to continue the course.

Dress Code

Students are to wear neat, modest attire in good repair. Shorts, skirts, and dresses must be at least as long as the end of that student’s fingertips when holding her hands straight down by her sides. Slits in dresses and skirts or rips in clothing must go no higher than fingertip length. No clothes bearing inappropriate graphics or messages, bare feet, or revealing clothing may be worn to/in school. Yoga pants, leggings and other tight-fitting pants require that a long shirt or skirt be worn to cover the behind. Shirts must not be tight-fitting and must completely cover the midriff, regular undergarments, and anything resembling undergarments. The staff reserves the right to determine dress and style infractions at any time, including anything that may distract others.

Facility Usage

Students, teachers, and administration are guests of Kingwood Bible Church and are to keep the building clean and in good repair at all times. Students who write on or otherwise damage furniture, walls, fixtures, or any other parts of the building will be held responsible for repairing or replacing damaged property at their own expense. Home Run Ministries pays rent for the use of certain parts of the building on certain days and at certain times. The areas of the building that may be used by HRM Secondary Academy students are the specified classrooms, the HRM office, the kitchen, gym, microwave room, connecting hallways for passage purposes, and the Connections Café for waiting between classes and at dismissal. No other portion of the building may be used by our students without prior permission from the administrator. The elevator is for use by teachers only unless permission has been given by the administrator due to a medical condition.

Items Brought to School

All electronic equipment including cell phones are to remain in the OFF position in the student’s bag (backpack) and used during class or lunch only with permission of the teachers or administrators. If a wrist device is worn, it must not be synced to a phone during class time or lunch.

Phone messages and texts may be quickly checked in the hall only between classes or during the last ten minutes of lunch (after the 1st bell rings) as long as the student is not late for the next class (If the phone causes the student to be late, the phone will be confiscated). If calls need to be made or the student needs an extended length of time to make a contact, he needs to report to the office until he is finished. Parents needing to make contact during classes or lunch may call the office (281-533-3599) for messages to be relayed to the students. HRM reserves the right to search backpacks/belongings in a student’s presence and to ask students to empty pockets. Students without phones are welcome to use the office phone if they need to contact a parent.

No weapons, or anything easily used as a weapon, or in any way deemed dangerous, may be brought into the building or on the premises. Teachers will confiscate forbidden items brought to school or items inappropriately used at school—for instance, cell phones seen or ringing/binging during class or lunch. Parents may collect confiscated belongings from the office.

Medicines the student needs to take while on the premises must be delivered in original packaging with a parent note to the administrator rather than left in the possession of the student. Taking or using drugs of any sort without assistance of the administration, including prescriptions, over the counter, alcohol or nicotine, will be reason for expulsion without a refund. The exception is emergency use drugs such as EpiPens or insulin. Vaping is not permitted with or without nicotine and is subject to the same consequence.

Leaving Campus

All students are expected to remain on campus for lunch unless they are picked up by their own parents, picked up by another parent approved adult, or have permission from a parent to drive personal vehicles during lunch. No student may take another student (other than a sibling) in his/her vehicle without permission from both students' parents on file in the office. Parents need to make arrangements for students to be picked up within 15 minutes (This also applies to drop-off) of the close of the student’s last class or make arrangements for the student to attend study hall (\$5) until the ride arrives. Students wanting to leave early after completion of final exams need to provide permission from a parent in writing to the Academic Dean and have a ride awaiting on campus. Students checking out during a class should sign out at the reception desk.

Lunch and Classroom Behavior

Each teacher will explain expected classroom behavior and consequences for misbehavior within his/her classroom. However, disobedient behavior and disrespectful behavior toward another student, the teachers, the administrators, or the parents will not be tolerated. Students are expected to act and speak in a manner reflecting the HRM Statement of Faith, Gender and Sexuality while on campus. Bullying and other demeaning behaviors towards other students will require a written apology to the individual and/or group to which the offense occurs. Parents will be contacted, and the administration will determine if further action is warranted based on the severity of the offense. Students should always follow the teachers' and administrator's directions the first time given and be respectful at all times. Public displays of affection and/or romantic relationships are not appropriate at HRM Secondary Academy. Teachers should review expected lunch behavior at the beginning of each year. Students are to remain in the gym during lunch period unless a monitor is available outdoors (weather permitting). The electronic device policy for lunch is the same as for class time, so that phones should not be visible or used in the lunchroom or outdoors during lunch period.

Study Hall

A student who has no scheduled class but is in the building should be in a study hall for a nominal fee. Since students' parents pay for study hall and out of consideration for the other students, those students in study hall should use it for doing academic work. If students have completed their work, they may read a book, but they may not disturb others with laughing, talking, or playful behavior. The study hall monitor will provide guidelines for the study hall. The policy for use of electronic devices in study hall is the same as for any other class. The exception would be using an electronic device for schoolwork or other online classes. Use of a device requires the parent notify the Academic Dean in writing (from his/her MSW account or a written note) stating: the student name and study hall period, the device to be used, the class it will be used for (HRM or other), any websites the student will be using, and how often the device will be used (daily, occasionally, one-time). Notices will be placed in the student file for the year. Students who arrive more than 15 minutes early for a class need to pay for and attend study hall. If a student who is not regularly scheduled for study hall would like to pay (\$5) and attend for a period, the parent needs to contact the office to make a reservation. Students remaining after pick-up time for more than 15 minutes will be sent to a study hall and will need to bring \$5 the next class day to cover the cost.

Tardiness

Although certain events outside the student's control sometimes cause tardiness, out of respect for the time of the teacher and classmates, students need to consistently arrive on campus on time for classes. It is suggested that the arrival goal should be at least 5-15 minutes before class begins, depending on the distance of the commute. Classes begin at the following times: 1st – 8:15 am, 2nd – 9:50 am, 3rd – 12:00 pm, and 4th – 1:35 pm.

Students who arrive late need to present an administrator/parent signed tardy slip to be admitted into class. The Academic Dean will sign the slip for the student and notice will be sent to the parent. If a student is perpetually tardy (3 or more times), the parent/student and administrator will need to meet to discuss how to help the student arrive on time. Students already on campus but arriving late to the next class will be asked to sign a tardy slip, and parents will be notified. Missed graded work due to tardies may result in zeroes on that work without the opportunity to make it up, and/or points may be deducted from the class participation grade.

All student drivers must have a "Teen Driver Safety" form on file in the office before driving on campus. Student drivers should allow even more time to arrive safely on time. Student drivers arriving late will be required to complete a tardy slip, and notification will be sent to the parent. Student drivers repetitively late (more than twice), may lose privileges of driving on campus.

Exceptions will be made for unexpected traffic incidents (or such) that delay large numbers of students simultaneously. If a parent becomes aware of such a situation, he/she should notify the Academic Dean. The tardy policy does not apply to study halls, as participation is optional, however, parents will still receive a notice of the student's absence/or arriving late.

Consequences

While some consequences have already been stated above, those not stated may follow a pattern similar to this: a warning, parent contact, parent conference with the teacher/administrator/student, suspension with zeroes on missed graded work, and finally expulsion without a refund. For more serious behavior infractions, the consequences will be more serious. Home Run Ministries reserves the right to determine the consequences based on the circumstances.

I understand that e-signing the HRM Secondary Academy Policies on the website, I am signifying that I have read and reviewed the above policies with my student(s) and agree to support the teachers and administration in enforcing them with the students. I understand that these are representative of behavior situations that may arise but that additional policies may need to be adopted or may not have been specifically expressed on these pages. I will support the teachers and administration in the enforcement of policies as needed.