



HRM Secondary Academy Policies

While we desire that those who attend HRM Secondary Academy demonstrate Godly character and behavior at all times, the following policies have been written to outline the consequences that will be enforced in the event of infractions.

Absences

Students who have 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. Students must be fever-free for 24 hours without fever-reducing medication.

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 made to obtain the student's assignments so work may be completed before the student returns to 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.

Students missing excessive 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 or 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 in 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.

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, they 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. 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 class will have to be repeated or proof by testing of completing the work (during the summer or with a tutor), which will have to be provided as a prerequisite to continuing to receive credit for the class or continuing to higher-level courses.

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 side. 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 tight, revealing clothing may be worn to/in school. Shirts 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 HRM Secondary Academy students may use are the specified classrooms, the HRM office, the kitchen, the gym, the microwave room, connecting hallways for passage purposes, and the Connections Café for waiting between classes and at dismissal. Our students may use no other portion of the building without prior permission from the administrator. The elevator is for use by teachers only unless the administrator has given permission due to a medical condition.

Items Brought to School

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

During school hours, phone messages and texts may be quickly checked in the hall only between classes (1-2 periods and 3-4 periods) or the last 10 minutes before 3rd period as long as the student is on time for the next class. If calls need to be made or the student needs an extended time to make contact, they must report to the office until he is finished. Devices misused will be confiscated. Parents needing to make contact during classes or lunch may call the office (281-533-3599) to relay messages to the students.

No weapons, anything easily used as a weapon, or anything 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. 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 student's possession. Taking or using drugs of any sort without the administration's assistance, 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 their own parents pick them up, picked up by another parent-approved adult, or have permission from a parent to drive personal vehicles during lunch. Students must have permission to take another student (other than a sibling) in their vehicle with permission from both students' parents on file in the office. Parents need to make arrangements for students to be picked up within 15 minutes 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 waiting on campus.

Lunch and Classroom Behavior

Each teacher will explain expected classroom behavior and consequences for misbehavior within their classroom. However, disobedient 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 that reflects the HRM Statement of Faith, Gender, and Sexuality while on campus. Bullying and other demeaning behaviors towards others will require a written apology from 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 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 inappropriate at HRM Secondary Academy. Teachers should review expected lunch behavior at the beginning of each year. Students are to remain in the gym during the lunch period unless a monitor is available outdoors (weather permitting). The electronic device policy for

lunch is the same as for class time, so devices should not be visible or used in the lunchroom or outdoors during the lunch period (until 11:50 am).

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. Students consistently coming unprepared to work or read will be asked to drop 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 courses per the guidelines with permission on file. 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 (space available), the parent needs to contact the office to make a reservation.

Tardiness

Although certain events outside the student's control sometimes cause tardiness, out of respect for the teacher and classmates' time, students need to arrive on campus on time for classes consistently. 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 must present an administrator/parent-signed tardy slip to be admitted to class. The student must proceed to the HRM office to obtain a slip. Parents should be notified through My School Worx. Students who are already on campus but arriving late to the next class will also be asked to sign a tardy slip, and parents will be notified. For unexcused tardies, missed graded work may result in zeroes on that work without the opportunity to make it up, and points may be deducted from the class participation grade. Teachers should not be expected to repeat missed instructions. Excuses will be given for doctor's appointments and other special situations requiring late arrival. Student drivers should allow even more time to arrive safely on time. Student drivers who are repetitively late (more than twice) may lose the 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, they should notify the Academic Dean. The tardy policy does not apply to study halls, as participation is optional.

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. The consequences will be more serious for more serious behavior infractions. Home Run Ministries reserves the right to determine the consequences based on the circumstances.

I understand that by checking the HRM Secondary Academy Policies agreement box 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 represent 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 enforcing policies as required.