



# Secondary Academy Policies and Procedures

## 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 case of an absence, parents should notify both the Academic Dean and the classroom teacher/via MySchoolWorx. It is the responsibility of the student to obtain and complete missing assignments. All required assignments must be prepared for the first day the student returns to class if physically possible.

Excessive absences may require further consideration, including, but not limited to:

- Zero grades for missed assignments
- Meeting with parents
- Loss of credit/audit status

If an absence results in missing a final exam, the exam may be rescheduled for the first day of the next grading period. If this is not possible, another date may be scheduled, with a \$25/hr exam proctoring fee.

## Academic Integrity

### Academic Probation

Students receiving a grade lower than 70 on a progress report or report card will be considered on academic probation. If, by the next grading period, their grade does not rise above 70, they may be (based on consultation with student, parent, teacher, and director):

- Dropped from the class
- Issued a continuing academic probation
- Placed on auditing status (continuing in the class but receiving no credit or grades)

Students with a failing grade at the end of 1<sup>st</sup> semester may not be allowed to continue to 2<sup>nd</sup> semester, as they will not have the required prerequisite. Proof of prerequisites through testing for a fee or other means may be allowed.

### Test proctoring

Classroom tests may be sent home to be completed outside of class time. Parents must proctor those tests, ensuring that only the allowed materials are available to the student during testing time. Tests must be returned to class per teacher's instructions.

### Honesty

We expect all students to work to the best of their abilities, with honesty and integrity. Cheating may result in zeroes, suspension, or expulsion.

## Campus Security

All visitors must sign in and receive a nametag upon arriving on campus and sign out when departing.

A security officer will be on campus during all regular classroom hours of the Secondary Academy.

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.

## Technology Policy

All electronic equipment, including cell phones or ear devices, are to remain in the OFF position in the student's bag (backpack). Devices may 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.

Phone messages and texts may be quickly checked in the hall between classes (1<sup>st</sup>-2<sup>nd</sup> periods and 3<sup>rd</sup>-4<sup>th</sup> periods) or the last 10 minutes before 3<sup>rd</sup> period. If the student needs an extended time to make contact, they must report to the office until they are finished. Parents needing to make contact during classes or lunch may call the office (281-533-3599) to relay messages to the students.

Inappropriately used devices will be confiscated and may be retrieved by a parent within 15 minutes of the end of the last class period or during regular office hours.

### 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 not be tolerated. Public displays of affection and/or romantic relationships are inappropriate at HRM Secondary Academy.

Consequences for misbehavior may include:

- Formal written apology
- Parent meeting
- Detention
- Suspension
- Expulsion

### Dress Code

Student clothing must be appropriate for the activity in which they are participating. If a teacher or administrator has concerns regarding student apparel, they will discreetly address it with the student between classes and notify parents as necessary.

Guidelines for student apparel include, but are not limited to:

- Shorts/skirts must be midhigh
- No offensive graphics/messaging
- All undergarments must be covered
- No bare feet or exposed midriffs
- Leggings and yoga pants may be worn with long shirts

Repeated or egregious infractions may result in disciplinary action.

### 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. Students may have only water in class or in carpeted areas. 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
- 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.

### Leaving Campus

Students must be picked up within 15 minutes of the close of the student's last class or attend study hall (\$5) until their 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.

Home Run Ministries **is not responsible** for student drivers leaving or arriving on campus alone or with additional students. It is the responsibility of the parent to communicate with their child regarding permission to leave campus alone or with another student.

### Lunch

Students may choose to eat lunch in the gym or outside but must stay in the area they choose. All students are expected to remain in designated areas in sight of Lunch Monitors. A microwave will be available, and snacks may be purchased. Teachers should review expected lunch behavior at the beginning of each year. Electronic devices should not be visible or used in the lunchroom or outdoors during the lunch period (until 11:50 am).

### Medication

Medicines needed to be taken while on campus must be delivered to the Campus Coordinator in the original packaging with a parent note. Taking or using drugs of any sort without the administration's assistance, including prescriptions, over-the-counter medications, alcohol, or nicotine, maybe reason for expulsion without a refund. The exception is emergency use drugs such as EpiPens or insulin. Vaping (with or without nicotine) is not permitted.

### Study Hall and Social in the Summit

Students with a gap in their schedule may register for Study Hall or Social in the Summit. These programs are not meant as substitutions for academic classes, but as an option for students who are on campus between classes. Snacks and beverages are available for purchase.

#### Study Hall

Study hall is intended for 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. Students may use electronic devices for schoolwork, music, or audiobooks, but all screens must be visible to the teacher at all times and headphones must be worn so as not to disturb other students. Snacks and beverages are available for purchase.

#### Social in the Summit

The Social in the Summit is a social alternative to Study Hall. Students may work on schoolwork but may also play games and visit with friends. Cell phone use will not be allowed.

### Tardiness

Students should arrive 5-15 minutes before class time. Classes begin at the following times:

Monday/Wednesday	Tuesday:
1 <sup>st</sup> - 8:15 am	1 <sup>st</sup> – 8:45-10:15
2 <sup>nd</sup> - 9:50 am	2 <sup>nd</sup> – 10:20-11:50
3 <sup>rd</sup> - 12:00 pm	
4 <sup>th</sup> - 1:35 pm	

Students who arrive late must go to the Campus Coordinator to receive a tardy slip. Parents will be notified via MySchoolWorx. Alerts must be set up for these notices.

Tardies may result in assignment zeroes 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.

Exceptions may be made for special situations (Dr. appointments) and for 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.

Excessive or repetitive tardies may result in:

- Parent meeting
- Detention
- Fines (\$5 per tardy)

**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 behavioral 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.**