



HRM Elementary 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 the event of absence for any reason, parents should notify the school office first by message to both the Elementary Director and the student's teachers or by telephone (281-533-3599).

Students missing an excessive of classes will not make sufficient progress in those classes. Accordingly, students missing more than 25% of the class meetings may not be eligible to proceed to the next level.

Arrivals and Dismissals

Students may arrive as early as 8:30 for first period (or 10 minutes before subsequent class periods) and wait for the bell in the downstairs foyer area. Parents may walk their child to the door or drop them off at the walkway in front of the double-door entrance. For dismissal, parents may walk up to the entrance for their child or drive up to the walkway in front of the double-door entrance. Children will not be released into the parking lot. Afternoon pickup will be conducted "curbside". Please create a paper or poster sign for your car that clearly states your child(ren)'s name. Please let the office know if another adult or sibling will be picking up your child. If you are running late, please text (832-233-7557) and let me know. Parents arriving 15 minutes after their child is dismissed from class may be charged a fee.

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.

Campus Security

All visitors must sign in and receive a nametag upon arriving at HRM and sign out when departing.

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.

Cell phones and headphones

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 (1-2 periods and 3-4 periods) or the last 10 minutes before 3rd 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.

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 Elementary Academy.

Discipline Procedures

In the case of misbehavior, the teacher will remind the student of expected behavior. Should the misbehavior continue, the student will be sent to the director. The student will be counseled about expected changes in behavior, and their parent will be called. If an additional offense occurs, the student will be suspended for one class period, and their parent will be called. At this time, a behavior plan may be made to help the student succeed. Any subsequent offenses or more serious behavior infractions may result in the child's removal from the program without a refund. Home Run Ministries reserves the right to determine the consequences based on the circumstances.

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 address it with them discreetly between classes. Guidelines for student apparel include, but are not limited to:

- Shorts/skirts fingertip length
- No offensive graphics/messaging
- All undergarments must be covered
- No bare feet or exposed midriffs
- Leggings may be worn with loose shirts

Repeated or egregious infractions may result in:

- Parent meeting
- Being sent home
- Suspension

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. The areas of the building that HRM Elementary Academy students are the specified classrooms, the HRM office, the gym, connecting hallways for passage purposes, and the Connections Café for waiting between classes and at dismissal.

Lunch

Teachers will 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). Students staying for lunch must pack a sack lunch that does not require heating or preparation. All students should bring their own water bottle. We are a NUT-FREE program, so pack accordingly. Electronic devices are not permitted during lunch.

Medication

Medicines needed to be taken while on campus must be delivered to the office 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, alcohol, or nicotine, will be 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.

Progress Reports

HRM Elementary Academy is not a graded program, but rather a partnership with parents. Teachers will send out progress reports every 4-5 weeks to communicate your student's engagement with the material in class and suggest areas for improvement.

Study Hall

We do not offer a study hall in the Elementary Academy. If your child has a gap in his schedule, the parent will need to meet their child and provide supervision between classes.

Tardiness

Although certain events outside the student's control sometimes cause tardiness, out of respect for the teacher and classmates' time, students need to consistently arrive to campus on time. The arrival goal should be at least 5-15 minutes before class begins.

Classes begin at the following times:

1st – 8:45 am

2nd – 9:50 am

3rd – 10:55 am

Lunch 11:55

Afternoon Block – 12:30 pm

I understand that by checking the HRM Elementary 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 are 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.