

2009-10 HANDBOOK FOR ELEMENTARY STUDENTS AND PARENTS

HARDING ACADEMY MISSION

Harding Academy is dedicated to fostering each student's academic excellence and faith in God through a Christ-centered education, which emphasizes intellectual, spiritual, social, and physical development.

Our Goals:

- Foster each student's faith in God shaped by knowledge of the Bible.
- Promote each student's academic excellence.
- Nurture each student's social and physical development.
- Provide a premier education with high-quality facilities, resources, and technology.
- Recruit, develop, place, and retain high-quality teachers and staff.

ELEMENTARY MISSION STATEMENT

Harding Academy's elementary program is devoted to providing each child a safe and loving Christian environment in which the Bible is taught along with the academic and social skills necessary for future success.

Our goals:

- Develop an understanding of God, a faith in Him, and a respect for his Word
- Emphasize mastery of basic academic skills
- Instill a love for learning
- Teach self-control, responsibility, and a respect for authority and the feelings, rights, and property of others
- Involve the family and community in developing the whole child

THEME

*"They shall all be taught of God."
John 6:45*

CONTENTS

Introduction.....	4
Past and Future.....	4
Statement of Educational Beliefs.....	5
Governance and Management.....	6
Accreditation and Professional Membership.....	6
Responsibility Statement.....	7
Honor Code.....	7

ACADEMICS

Curriculum.....	8
Windows Program.....	9
Grading.....	9
Honor Roll.....	10
Promotion and Retention.....	10
Communication About Progress.....	11
Conferences.....	11
Homework.....	11
Make-up Work.....	12
REACH.....	12
Achievement Tests.....	13
Accelerated Reader.....	13

GENERAL INFORMATION

School Hours.....	13
After-school Care.....	13
Holiday Care.....	14
Summer Activities.....	14
Parents and Visitors.....	14
Parent Involvement.....	14
Dress and Appearance.....	15
Uniform Options & Guidelines.....	15
Attendance.....	17
Absences.....	18
Citizenship Awards.....	18
Conduct.....	18
Harassment Policy.....	20
Weapons.....	20
Problem Resolution.....	20
Chapel.....	21
Bookstore.....	21
Lunch.....	21
Library.....	21
Textbooks.....	21
Technology.....	22
Personal Technology.....	22

EXTRA-CURRICULAR ACTIVITIES

Special Events: Meet-the-Teacher Evening.....	22
Special Events: Kindergarten Phase-In.....	22
Special Events: Parent Orientation Night.....	22
Special Events: Open House.....	22
Special Events: Programs.....	23
Special Events: Class Parties.....	23
Special Events: Birthday Parties.....	23
Special Events: Party Invitations.....	23
LEAP.....	23
Field Trips.....	24
Cub Sports Program.....	24
Cheerleaders.....	25

MISCELLANEOUS

Financial Policy.....	26
Student Recruitment and Retention.....	26
Health Information.....	27
Medications.....	27
Lost and Found.....	28
Property Damage.....	28
Parking Lot Safety.....	28
Accident Insurance.....	28
Emergency School Closing.....	28
Transfers and Withdrawals.....	29
Emergency Preparedness.....	29
Food Allergies.....	29
Right of Access to Records.....	29
Custody.....	29
Asbestos.....	30

NON-DISCRIMINATION POLICY

Harding Academy admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Harding Academy does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

INTRODUCTION

Harding Academy is a Christian coeducational day school for children ages two through grade twelve. The Elementary Program (grades JK-6) operates in four buildings in the Memphis metropolitan area. Harding is a Church of Christ affiliated school but operates independently as a non-profit organization.

This handbook contains information pertaining to school policies, student conduct, student services and extra-curricular activities. Each student is to comply with the school policies and regulations. Parents and guardians should be fully aware of the guidelines. When enrolling a child in Harding Academy, parents and guardians agree to abide by all school policies and regulations, recognizing the Academy's right to regulate student behavior. Parents are expected to cooperate with the school in teaching Christian values that lie at the foundation of Harding's disciplinary standards. Students and parents are encouraged to read this handbook carefully and to refer to it often.

The administration reserves the right to amend the rules, policies, expectations, or procedures outlined in this handbook whenever change is deemed necessary or desirable.

PAST AND FUTURE

The Academy first began in 1952 as Memphis Christian School. It was initiated through the efforts of many dedicated Christians who envisioned a school where the Bible could be taught along side academic subjects.

During the first year, Memphis Christian School met in the Normal Church of Christ (later became Highland Street Church of Christ). The next year, the school moved into the King mansion at 1000 Cherry (now the Harding University Graduate School of Religion).

In 1957, Harding College in Searcy, Arkansas, assumed control of the school and the name was changed to Memphis Harding Academy. The following year the school moved into the present building at 1100 Cherry Road. The Academy separated from Harding College in 1978 and became an independent school under its own Board of Directors. The Academy took on its current name, Harding Academy of Memphis, Inc.

In 1964, the Academy began a long history of operating neighborhood elementary programs in the educational buildings of Churches of Christ throughout Memphis.

An Early Childhood Program for two- and three-year old children was established at Cherry Road in 1991. Another Early Childhood program opened at the Cordova campus in 1997.

In 1996, the Academy opened the first stand-alone elementary facility in Cordova at 8350 Macon Road. A second building opened at 8360 Macon in August 2001. The two buildings house students in Early Childhood through the sixth grade.

In the fall of 2005, Harding purchased 100 acres in Lakeland, Tennessee, as a future site for the middle school/upper school. The property is located between Hwy. 70 and Old Brownsville Road and is bordered by Scott's Creek on the west. Its size allows for expansion for the addition of Early Childhood and elementary school facilities in future years.

STATEMENT OF EDUCATIONAL BELIEFS

Worldview

We believe that God is the omnipotent, unchanging Creator, Sustainer, and Lawgiver. We believe that the Bible is God's Word and that it is inspired, authentic, and authoritative. We believe that God created man in His own image and that God desires a relationship with man. We believe that all have sinned against the Creator and that He has provided redemption and restoration through his son Jesus whom we affirm as Lord and through whose Spirit we are empowered for holy living.

The Purpose of Education at Harding

The primary responsibility for rearing and educating children rests with their parents, who are the first and most important educators in a child's life. Harding Academy exists to help parents accomplish this God-given responsibility.

The most essential purpose of education is the development of the student in the image of God. Every student should grow in wisdom, in stature, and in favor with God and man. Christian education provides a context within which the desires of our hearts and the pursuits of our minds are integrated into a whole. Furthermore, Christian education involves moral education and the foundation of biblical faith for all of the disciplines in a manner enabling students to view themselves, all persons, and the world through the eyes of faith.

Our goal is, through precept and example, to inculcate in every student the Mind of Christ. Realizing that all people are children of God, students will be taught that all people should be valued - that they should be viewed as Jesus would view them and treated as Jesus would treat them.

We desire to inspire and equip students to view learning as an interesting, valuable, satisfying pursuit and to see learning as a lifelong process. Students will also be led to respect and care for their minds and bodies as God's creation and to regard physical and mental wellness as a lifetime endeavor. Because "it is the Lord Christ you are serving" (Colossians 3:24), students should be expected to put forth their best efforts in all endeavors. In every subject and at every level, students are expected to adopt a posture of submission to authority while also being led toward growing independence, able to apply godly wisdom in making choices and willing to take responsibility for themselves.

Content

Christian education rests upon the recognition that all truth is of God and that truth is absolute. Therefore, the Scriptures possess a privileged status at the center of the curriculum, for they are the primary means of conveying the knowledge of God. Students are led to a knowledge of God that is both factual (knowing about God) and personal (knowing God). Though the Word of God is the main source of the knowledge of God, both factual and personal, the works of God are also an important part of the curriculum. Especially is God revealed in His rational creation, man, who having been created in the image of God is the highest of God's works on earth.

It is for this reason that the Christian school gives emphasis to the humanities: the study of man's language, his literature, his artistic achievements, the record of his history, the logic of his mathematical reasoning, and other forms of his personal and cultural expression. In addition, the curriculum includes astronomy, physics, chemistry, biology, mathematics, and related subjects because they provide a knowledge of God's nature and His work in this world. Students will

learn skills in oral and written communication which will be applied across the curriculum. Likewise, opportunities for participation in the visual and performing arts not only serve as necessary outlets for creative expression but represents vital and integral part of the academic curriculum. In contrast to curricula in secular settings, the glorification of God is the purpose and chief component of all Harding curricula.

The established course of study should be general, not specialized; liberal, not vocational. Because the body of what is considered *essential knowledge* is subject to change, students should be equipped to think deeply, analytically, flexibly, and imaginatively and to communicate clearly, concisely, fluently, and effectively. In addition, they will learn to locate, evaluate, and use resources for finding information and to carry out a cycle of learning that involves thinking, planning, acting, reviewing, and revising.

Methods and Model of Education

Effective teaching and learning are largely dependent on well-qualified, experienced, godly teachers who are underpinned by the respect and support of a caring, administration. Classrooms are directed by teachers who are lifelong learners, who love children, and who serve as godly role models for the students. The most successful teachers will employ a variety of teaching methods, considering the needs of both individuals and groups, and will actively organize and direct the instructional process for optimum student learning.

Because of the natural sequence in the maturation process of children, all learning should be sequential, designed to move the student in stages from the concrete (memorization) to the abstract (critical analysis). Students need to understand why they are studying what they are studying and how one concept connects to another as well as how one subject connects to another, all within a Christian worldview.

Education requires effort on the part of the student, and an emphasis is given to the student's taking responsibility for his own learning. The program should be academically rigorous for both slow and fast learners.

GOVERNANCE AND MANAGEMENT

Harding Academy is governed by a Board of Directors. As the guardian of the Academy's mission, the Board of Directors ensures that the mission, faculty, staff, facilities, and resources are appropriate, relevant, and vital to the community Harding serves. The Board is charged with developing major institutional policies and with long-range planning for the school; with hiring the president; and with safeguarding the financial viability and stability of the school.

The day-to-day operations of the school rest with the president, directors, administrative staff, and faculty. Under the president's leadership, these Harding Academy employees are charged with developing and implementing programs and operational policies that support the school's mission and goals.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP

The elementary school is approved by the Department of Education of the State of Tennessee. The school is also a member of the Memphis Association of Independent Schools and the National Christian School Association.

RESPONSIBILITY STATEMENT (Grades JK-6)

The educational success of students is a collaborative effort of teachers, students, and parents. By fulfilling the following responsibilities, the goals set forth in Harding Academy's mission statement can be achieved.

It is the responsibility of a Harding Academy teacher to:

- Be a Christian role model
- Treat children fairly and with respect
- Create an attractive and safe classroom environment
- Present the appropriate grade level curriculum using effective teaching techniques
- Support and enforce school rules
- Establish behavior guidelines and carry them out consistently
- Expect good work habits and appropriate behavior
- Provide opportunities to learn responsibility and cooperation
- Use professional judgment in accurately reporting a child's work and progress
- Keep open lines of communication with parents
- Seek appropriate resources in addressing a child's needs

It is the responsibility of a Harding Academy student to:

- Demonstrate Christian character and attitude
- Treat others with kindness and acceptance
- Accept responsibility for his own actions
- Accept responsibility for his own work
- Obey those in authority
- Obey classroom and school rules
- Abide by the guidelines set forth in the student handbook
- Listen and follow instructions
- Complete all assignments and submit them on time
- Cooperate and participate in class activities

It is the responsibility of a Harding Academy parent to:

- Have the child at school daily and on time
- Support the teacher and school policies
- Expect the child to listen and obey
- Expect the child to be accountable and responsible for his own actions and work
- Expect the child to carry out his responsibilities himself
- Provide a time and a place for the child to do homework
- Teach a good work ethic by encouraging the child to complete homework
- Look over work and weekly folders sent home
- Keep an open line of communication with the teacher

HONOR CODE

Harding Academy expects students to uphold its high standards of integrity, behavior, and work ethic.

- The following Honor Code will be posted in each classroom, grades 1-6.

*A Harding Academy student will not lie, cheat, steal,
or tolerate those who do.*

- Students in grades 3-6 will write “honor” on all tests to indicate the adherence to the following Honor Pledge posted in their classrooms.

“I have not given or received help.”

- Honor Code violations include cheating, stealing, dishonesty, and plagiarism. A violation will not be tolerated. Situations will be handled in light of a student’s age and previous behavior.

Consequences of cheating will include a grade of zero on the work, parents notified, and a report filed in the student’s record. A pattern of dishonorable behavior could result in a student’s dismissal.

ACADEMICS

CURRICULUM

Harding Academy offers a challenging academic curriculum. The combination of average and above average students and a disciplined learning environment makes it possible for the students to experience notable progress and for the teachers to provide enrichment within the regular curriculum.

The Junior Kindergarten program for four-year olds includes learning through play and planned instruction. In a relaxed learning situation, the curriculum covers alphabet recognition, phonemic awareness, math activities, science participation, music, art, language activities, and Bible stories.

The Senior Kindergarten program for five-year olds is academic. All readiness skills necessary for first grade are taught. The program is coordinated, so all classes are taught the same course of study. Phonics, reading of short stories, math concepts, science investigation, handwriting, art activities, and Bible stories are the main components of the curriculum.

An optional afternoon program is offered for students in Junior and Senior Kindergarten. Activities include hands-on math, language experiences, literature-based activities, art, music, computer, and physical and coordination development.

In grades 1-6, importance is placed on the foundational, academic areas of language arts and math. The reading program emphasizes phonics, basic reading skills, comprehension, and the enjoyment of literature. Grammar, language usage, vocabulary, spelling, penmanship, and creative writing are also integral parts of the language arts program.

The math program stresses problem solving and mathematical applications while also emphasizing learning basic facts and computational skills.

The areas of science and social studies are a part of the curriculum at each grade level. Health, safety, fitness, and abstinence from substance abuse are special areas of emphasis.

Art, music, library, physical education, Spanish, and computer education are enhanced by specialized teachers working with the students throughout the school year.

Questioning, problem solving, research, group cooperation, and successful oral and written communication are invaluable skills for a lifetime of learning and working. Teachers strive to incorporate these skills into all areas of the curriculum.

Good study skills and work habits are developed and required at each grade level. Students in grades 1-6 use Harding Academy Assignment Notebooks to help them develop daily study habits and to keep parents informed.

At Harding Academy, Bible instruction is part of the regular academic program on all grade levels. The students are taught the supremacy of God and His Word, the Bible. They learn from it about God's love and plan for His people.

The hallmark of Harding Academy is the care and concern each teacher has for the students. Not every student will be successful in every learning attempt, but it is Harding's goal to provide opportunities for students to succeed and feel pride in their accomplishments.

WINDOWS PROGRAM

Student learning is enriched by the Windows Program which brings specialists in the areas of science, art, music, social living, and drama to the school. Students enjoy productions and hands-on experiences.

GRADING

The purpose for grading is to provide a communication link between the school and home regarding a student's academic and social progress. Grades serve as a tool to help develop the whole child. Quarterly grades are distributed to Junior and Senior Kindergarten and posted online for grades 1-6. Parents of students in the grades will receive User names and Passwords for accessing grades.

The academic grading scale for grades 1-6 is as follows.

- A – 93-100
- B – 85-92
- C – 75-84
- D – 70-74
- F – Below 70

In all grading, the teachers use their professional judgment. This is especially true for grading projects and hands-on classroom activities which are difficult to grade with numerical percentages.

Grades are affected by the following.

- The grade is lowered a full letter (A+ to B+) the first day an assignment is late.
- The grade is lowered a step (B to B-) for each additional day an assignment is late.
- The difficulty of an exam is considered by the teacher.
- The final grade for a grading period reflects the average achievement throughout the grading

period. Tests are weighed more heavily than daily work in determining a grade.

Students in grades 1-6 are evaluated as follows:

- Grades 1-2: Letter grades are given in reading/phonics, math, language, and spelling. All other subjects are graded with Satisfactory (S) and Unsatisfactory (U).
- Grades 3-6: Letter grades are given in reading, math, language, spelling, science/health, and social studies. All other subjects are graded with S and U.
- Grades 1-6: Grades of Excellent (E), Good (G), Satisfactory (S), Needs Improvement (N), and Poor (P) are given in conduct and work habits. A grade of P indicates a student is subject to dismissal.

Parents and students should consider the conduct and work habits grades as important as academic grades. The administration considers these grades as important as academic grades in determining admission and retention of Harding students.

HONOR ROLL

Students are eligible to be on an Honor Roll (grades 3-6) or receive a Citizenship Award (grades 1-6) each grading period if the following minimum qualifications are met.

A Honor Roll

- All A's and all S's in academic areas (except S- in handwriting)
- S in conduct and special area subjects
- G in work habits

A/B Honor Roll

- All B's and all S's in academic areas (except S- in handwriting)
- S in conduct and special area subjects
- G in work habits

Citizenship Award

- G in conduct

PROMOTION AND RETENTION

Three important factors are involved in a student's promotion or retention: academic progress, work habits, and maturity level. The Academy reserves the right to retain or dismiss a student in a grade even though the student may not be making failing grades. Few elementary students at Harding Academy fail specific subjects or grade levels. However, some children who can do grade level work or slightly below are not prepared for all of the challenges of the next year. Also, students' maturity levels may not be commensurate with that of their peers, and they may need to repeat a grade.

- An F average for the year or for the second semester requires some form of remediation:
- An F average in one skill subject (reading, language, spelling, math) or in one or both content subjects (science/health, social studies) requires 30 hours of summer tutoring to reenroll in the next grade.
- An F average in two skill subjects requires repeating the grade.
- An F average in one skill subject and both content subjects requires repeating the grade.

Students completing a grade may enroll in the next grade at Harding if their composite achievement test scores are equivalent to the third month of the current grade (for example, 4.3 if in the fourth grade) or higher and their school ability test scores are 95 or above.

A student may repeat only one grade in elementary school. If a student who already has repeated a year is not eligible for promotion, he is recommended for placement in a school with a specialized curriculum which can better meet the academic needs.

New students are on probationary status. They must maintain a C average in all subjects and satisfactory conduct and work habits grades to be eligible to return the next year.

COMMUNICATION ABOUT PROGRESS

In fostering the best possible cooperation between home and school for each student, every effort shall be made by the teacher to keep parents informed of their child's progress. Each teacher is interested in any background information to ascertain effective methods of working with each student. These are some of the means of home-school communication.

- Individual parent-teacher conferences
- E-mails and written notes
- Conferences with an administrator
- Students' papers sent home weekly
- Grade reports

CONFERENCES

Parents are invited to a conference with the teacher on a designated day in the fall. The student's progress and goals for the year are discussed. Parents are encouraged to schedule a conference in May to discuss achievement test results and the student's progress during the year.

A parent-teacher conference may be initiated by either party at any time. An advance appointment is necessary when a student's progress is to be discussed, because an impromptu evaluation of a student may not be thorough.

Students need the teacher's full attention during school hours, so teachers are not available to talk to parents or prepare make-up assignments during class time.

HOMEWORK

Each student may have some form of homework almost every night. The teacher tries to assign homework requiring the average kindergarten student 15 minutes to complete, the average primary student 30 minutes to complete, or the average intermediate student 45 minutes to complete. Wednesday evening assignments will be limited to enable students to attend evening Bible classes at church. Tests requiring lengthy study are not given on Thursdays. If a student spends an excessive amount of time on homework, a conference with the teacher is needed.

It is very important for the student to have a daily study time away from extraneous noise and activity. The student should be expected to use this time for study regardless of the assigned homework. If a specific assignment is not made, the time can be used to study math facts, spelling words, etc. A daily study routine will develop good study habits for the future.

All students in the grades are expected to maintain a daily assignment notebook and to complete all homework. Homework serves several valuable functions.

- Reinforces skills
- Teaches self-discipline and responsibility
- Gives parents insight into their child's academic strengths and weaknesses
- Encourages special projects more conveniently worked on at home

In some cases parents may provide supervision and assistance such as dictating spelling words, listening to the child read aloud, or helping with number facts. However, parents are urged not to make a habit of sitting with their children as they do homework. This can create a dependency that can limit progress toward self-reliance.

MAKE-UP WORK

Students must make up school work missed because of absences. When a student is absent, the parent may call the school by noon to ask for assignments which will be available after 3:30. Daily school work is due within the number of days missed plus one, up to one week after the student's return. After the allotted time for make-up work has passed, the grade for assignments not turned in will be an F and recorded as a zero. Tests scheduled during the absence or for the day a student returns from a planned absence, and announced before the absence, must be taken the day the student returns. Previously unannounced tests must be taken within two days of returning.

Students will be given only routine assignments before a scheduled absence such as a trip.

The first time a student is given at-home separation (suspension), the student must make up the work the teacher deems appropriate, and the student will be given the grade he earns. If a student must stay at home thereafter, the work cannot be made up and zeroes will be given.

After fifteen absences, a student will not be permitted to make up his work unless he has a note or prescription from a physician. Assignments missed will be recorded as zeroes. Exceptions will be made for ongoing health problems.

An alternative make-up work procedure may be developed for students who are frequently absent or tardy.

REACH

REACH is an academic support program for students who need additional assistance with the regular curriculum. The program is customized for the individual child according to the amount and type of academic support needed.

The advantages of the program are numerous.

- The REACH teacher has ongoing communication with the classroom teacher and the parents.
- Support is given on site while the student is at school, without having to take him or her elsewhere for assistance.
- Individual, small group, and in-classroom assistance can be given according to what best benefits the student.
- Assistance is available in all academic areas and in organizational/study skills.

- The number of hours can be flexible. A student may receive ongoing support or may get short-term help, such as a back-to-school review or assistance with one particular skill or topic.

Parents may enroll their children on a semester basis or purchase a minimum of five hours of assistance, payable in advance. As needs determine, additional hours may be purchased with a minimum of five hours each time. A refund will be given for any unused hours the classroom and REACH teacher determine are not needed.

Interested parents should discuss the program with their child's teacher or the REACH teacher.

ACHIEVEMENT TESTS

All students in Senior Kindergarten through sixth grade are administered a nationally standardized achievement test in the spring to measure academic progress. Students in grades 2, 4, and 5 also will be given a school ability test. Students in Junior Kindergarten who exhibit questionable readiness for Senior Kindergarten will be given a Senior Kindergarten readiness test to help determine placement for the coming school year.

ACCELERATED READER

Students enjoy participating in the Accelerated Reader (AR) program in which they read books, answer questions on the computer (aiming for 85% correct), and accumulate AR points for their successful performance on the tests. The teacher helps each student set a point goal for each semester. The students receive school-wide recognition for completion of their goals.

A list of over 8,500 AR quizzes can be accessed from the Harding Academy website home page. The list can be searched by title, author, subject, reading level, or points.

GENERAL INFORMATION

SCHOOL HOURS

8:15 a.m. - 3:15 p.m.	Full-day students
8:15 a.m. - 12:15 p.m.	Half-day kindergarten students
3:15 p.m. - 6:00 p.m.	After-school Care

The school buildings open at 7:00 a.m., and large-group supervision is provided at no charge for students whose parents' work schedules necessitate early arrivals. The ideal time to arrive is about 8:05. It is very important for students to arrive in time to get out their books and materials so that they are prepared for the day when school commences. Arriving late often adversely affects the entire day for a student, and it disturbs the rest of the class.

Students must be picked up promptly at their dismissal times. Any student who is not picked up on time, 12:15 or 3:15 dismissal, will be sent to an afternoon class or to After-school Care, and parents will be charged a drop-in fee plus the cost of lunch.

AFTER-SCHOOL CARE

After-school Care is available at all locations for students whose parents work. Each center is open on school days during the hours of 3:15-6:00 p.m. After-school Care is not available when

school is closed for bad weather and on half days of school. Some of the features of the program are game centers, recess, homework time, and arts/crafts.

Charges for this program are added to each student's account and may be paid by the year, semester, or month.

HOLIDAY CARE

Holiday Care is offered at the Cordova location to all elementary students during fall break and spring break. A deadline for registration for each session will be announced, and advance payment is required. The hours are 8:00-4:00 with extended care available. Students must take lunches and drinks which do not require refrigeration.

SUMMER ACTIVITIES

Harding offers various summer activities, some of which are open to the community. A wide variety of Short-term LEAP camps provide exciting enrichment activities in areas such as art, music, drama, athletics, technology, Camp Invention, science, and academics. Sports camps for boys and girls are offered at the Cherry Road campus.

Summer Day Camp for Harding families is available at the Cordova and Cherry Road locations. The Cordova camp is for students who have completed grades JK through fifth, and the Cherry Road program is for students who have completed JK and SK. Each group of children, under a qualified teacher, participates in art, games, and activities which support academics. Also available are specialized mini camps. Summer day camp enrollment is on a weekly basis, and parents may enroll their children every week it operates.

PARENTS AND VISITORS

Upon entering the building, a parent or visitor must report to the office, sign in, and obtain a guest badge. Exceptions to wearing badges are days when many people are in the building for a major, special activity. The attire of parents and visitors is expected to reflect the modesty standards of Harding Academy.

PARENT INVOLVEMENT

Many factors contribute to the academic success of a student. One very significant factor, according to studies, is parent involvement in the educational process. Harding expects parents to be involved. Some of the many avenues for parental involvement are staying abreast of homework assignments and verifying that homework, including studying for tests, is completed; being apprised of classroom and school-wide activities by reading weekly notes from the teacher and the principal; volunteering to help with special activities; participating in the parents club; being a room parent; coaching a Cub Sports team; and attending special meetings and programs.

Some parents may not be able to attend every meeting and event. However, some are especially important, and every effort should be made to attend these: Meet-the-Teacher Evening (for all JK and SK students and new students in grades 1-6), Parent Orientation Night, parent/teacher conferences, music or play performances, and Open House.

DRESS AND APPEARANCE

The appearance of Harding students should be appropriate for the high academic and Christian standards Harding maintains. To help maintain these standards, students will wear clothing from Parker School Uniforms' approved list. Uniform attire must be modest, neat, attractive, and well-fitted.

Members of the faculty and administration have the responsibility to counsel and advise students on matters of appearance. Teachers and principals make every effort to carry out this responsibility with tact so the student will not be embarrassed. A student wearing something to school that is inappropriate will be instructed not to wear it again.

Any student who is uncooperative in complying with school standards of appearance may be asked to make an immediate adjustment. Students whose dress code violations are not handled in a timely manner, as determined by the principal, will not be permitted to return to school.

On days students have physical education classes, they should wear athletic shoes.

UNIFORM OPTIONS AND GUIDELINES

Girls Required Items: Any Parker white blouse; Parker plaid jumper (JK-6) or plaid skort (JK-4) or plaid pleated skirt (5-6); Parker modesty shorts for jumper and skirt

Girls Optional Items: Blue and white overblouses (SS, LS, and 3/4 S), navy & white turtlenecks, khaki and navy shorts and slacks, khaki capris, navy sweater vest, navy fleece and nylon jackets, red cardigan sweater, leggings (navy, black or white), belt (solid black, brown, black/brown), plaid tie, hair ribbons (solid navy, red, black, or white) and Harding plaid or plain head bands (navy, red, black, white, or tortoise shell).

Grades 5-6 Girls Optional Items from Secondary: red pullover and navy cardigan sweaters

Kindergarten Options for Boys and Girls: navy sweatsuit

Boys Required Items: Parker red knit shirt; khaki pants; and belt

Boys Optional Items: White and navy knit shirts (SS, LS), navy and white turtlenecks, navy and khaki shorts and pants, navy sweater vest, navy fleece and nylon jackets

Grades 5-6 Boys Optional Items from Secondary: white and blue/white striped oxford shirts, red/navy striped tie

Purchased from Any Vendor: These items may be purchased from any vendor as long as the guidelines are followed.

- Outerwear
- Pants
- Socks
- Hair accessories
- Shorts
- Belts
- Undershirts/camisoles
- Shoes

All other items must come from Parker School Uniforms.

Guidelines

Outerwear: Only Parker or school-sold spirit outerwear (coats, jackets, etc.) may be worn in the classroom. Sweatshirts, except kindergarten uniform sweatshirts, of any kind are not permitted in the classroom.

Shoes: All shoes sold at Parker are acceptable. Shoes for both boys and girls must be low quarter, low heel, closed toe, and closed heel. Acceptable categories of shoes are 1.) solid brown, tan, black, and navy leather or suede; 2.) black/white or navy/white saddle oxfords; 3.) predominantly solid black, gray or white athletic shoes. Shoes strings must match the shoes. Athletic shoes may have a small amount of contrasting color such as a small logo, limited accent color, or a stripe around the sole. Contrasting colors must be black, navy, royal blue, red, gray, or white.

Socks: Socks that are visible are required for boys and girls except when girls wear tights. Socks must be solid white, black, brown, tan, or red (girls only). Knee socks (navy, red, black, or white), tights (navy, black, or white), and leggings (navy, black, or white) must be purchased at Parker. Socks must be worn with leggings. Girls' ankle socks (socks which come to the ankle bone) may be worn only with shorts or capris.

Shirts: All shirts (navy, red, and white) must come from Parker. For grades 1-6, turtlenecks (navy and white) and all boys' shirts must be tucked in.

Blouses: White blouses with blue trim may be worn only with jumpers and skorts. Girls in grades 1-6 must tuck in turtlenecks and white blouses with blue trim.

Pants and Shorts: Khaki or navy pants and shorts (not capris) may be purchased from any vendor but must be similar enough in color and style to appear to be the same as the traditional khaki and navy pants offered by Parker, with pleated or plain front. No cargo pants are allowed. Possible sources are the uniform lines offered at Gap, JCPenney, Lands End, Sears, and Target.

Belts: Belts must be worn in grades 1-6 when loops are visible. They must be solid black, brown, or black/brown.

Undergarments: Undergarments may not show below shirts or blouses. Any undershirt or camisole must be plain white with no lace or trim.

Modesty Shorts: Modesty shorts purchased at Parker are required under jumpers and skirts unless tights or leggings are worn.

Hem Lengths: Boys' shorts and girls' jumpers, skirts, skorts, and shorts must be no more than three inches (3") from the top of the knee.

Sweatsuits (JK & SK): The sweatpants and sweatshirts for kindergarten students must be worn as a suit.

Non-uniform Guidelines:

- Hats, hoods, and caps may not be worn indoors.
- Hair must be clean and neat and not extreme in style. Unnatural hair coloring and carvings are not permitted.
- Boys' hair must not be longer than the eyebrows, top of the collar, or middle of the ear.

- Girls' hair accessories may be purchased from any vendor and must be solid navy, red, black, white, or tortoise. Harding plaid and all solid color hair accessories available from Parker are acceptable.
- Body piercing is not permitted, other than girls' ears (maximum of two earrings per ear).
- Boys may not wear earrings.
- Visible tattoos (real or fake), writing, or drawing on the skin are not permitted.
- Girls may wear small pieces of jewelry including wristwatches, small earrings, and small necklaces.
- Make-up and body glitter are not permitted.

There may be special occasions when students will be permitted to wear clothing other than uniforms. On these occasions, clothing must be modest, neat, clean, appropriately fitted, in good repair, and in keeping with the principles of a Christian school.

ATTENDANCE

Two very important factors for a student's success in school are arriving on time every day and being at school every day. Tardiness and absenteeism adversely affect the student, teacher, and classmates. Problems of excessive lateness and absences will be handled on an individual basis. They can result in not being permitted to make up work, required tutoring, retention in a grade, or dismissal from Harding. Teachers are not expected to give individual directions and instruction to frequent late comers. More than five tardies and/or early dismissals make a student ineligible to receive a perfect attendance award.

Children who arrive late more than 15 times will be charged a \$10 late arrival fee each time they are late after the fifteenth time. These fees are added to students' accounts. Early dental or medical appointments will not apply to the late arrival policy if the child presents a note from the dentist or physician. The late arrival fee is assessed to try to limit the number of times an entire class is disturbed by a student's chronic late arrivals.

A parent must go to the office to sign in a late student. Students who are in the building but not in their classrooms by 8:15 are considered tardy.

Tardies and half-day absences are considered late arrivals. Late arrivals and early dismissals are recorded as follows.

Kindergarten:

Late Arrival:

Tardy -- arrives up to 30 minutes late

Half-day Absence -- misses 30 minutes-2 hours

Full-day Absence -- misses more than 2 hours

Early Dismissal:

Misses any part of the last half hour

Grades 1-6:

Late Arrival:

Tardy -- arrives up to 30 minutes late

Half-day Absence -- misses 30 minutes-4 hours

Full-day Absence -- misses more than 4 hours

Early Dismissal:

Misses any part of the last half hour

ABSENCES

Parents must call the school office by 8:00 a.m. when their children are absent. No later than two (2) days after the absence, a note stating the reason for the absence must be sent to the teacher by the parent/guardian or other appropriate person (e.g. a physician).

When a student is absent for any reason, it is the student's responsibility to make up assignments the teacher deems necessary in a timely manner. Yet, it is impossible for the teacher to reteach certain concepts as presented in the classroom.

After fifteen (15) absences without a note from a physician, a student will not be permitted to make up the work without a signed note from a physician. Assignments missed will be recorded as zeroes.

Thirty absences is the maximum allowed during one school year. After thirty absences, a student is ineligible to receive credit for the year's work except by special administrative ruling.

In the best interest of all students, a student must be free of fever and symptoms for 24 hours before returning to school after an illness.

Dismissals

It is very important for a student to be in the classroom the entire school day. Instruction continues until the last few minutes of the day when final homework instructions are given and students have time to gather their things to go home. A student who leaves early disrupts other students and misses instructional time and homework assignments. Homework assignments will not be given unless prior notice is provided. Therefore, a student should leave early only when circumstances make it a necessity.

If it is necessary to take a child from school before dismissal, a note must be sent to the teacher, and a note from the doctor or dentist must be sent the next day. Parents must go to the office to pick up the child. Children are not permitted to wait at the door to be picked up during the day for safety reasons and to minimize loss of class time.

If a parent needs to rearrange the pickup plan, the school should be called no later than 2:30.

Caution about releasing children is exercised. When a child is to be picked up by someone other than the usual person, a note of explanation to the teacher is necessary to ensure safety. If a student does not live with both parents, the child will be released only to the parent who has legal custody unless otherwise instructed by the custodial parent. Custody documents must be on file in the Admissions Office.

CITIZENSHIP AWARDS

At the end of the year, a boy and a girl from each class will be selected by their classmates to receive a special citizenship pin. These awards will honor the students who help others, who always play fair, and who treat everyone with respect.

CONDUCT

Students are encouraged to display good conduct at all times. School personnel endeavor to use positive methods in guiding students' behavior. The school believes that home and school

must work cooperatively to train students to learn respect and self-control. Each staff member is given the authority to correct any misbehavior. Unless there is an immediate safety issue, parents must not confront other children about their behavior. Any parent with a complaint about another child's behavior should discuss the problem with school personnel.

Harding Academy recognizes its responsibility to safeguard its good name and the welfare of all of its students. The school reserves the right to respond as it sees fit to the misbehavior of its students, including those actions that take place outside school hours and away from school property and activities. Additionally, the school reserves the right to suspend or expel from school any student, if, in the sole discretion of the administration, such suspension or expulsion is necessary to protect the best interest or welfare of the school.

Consequences for misbehaviors are proportionate to the seriousness of the offenses. The school reserves the right to determine the appropriate consequence. Various consequences, administered with care and concern for the student, are used after counseling with the student to be certain he relates the consequence to the misbehavior. The following misbehaviors are considered serious offenses.

- defying authority
- lying
- fighting
- using profanity
- inappropriate language/gestures
- demeaning another student
- deliberately hurting someone
- bringing an explosive device or weapon to school
- destroying property
- cheating
- stealing
- bullying
- name calling
- making threats
- continuously exhibiting disruptive behavior

When a student chooses to commit a serious offense, he also chooses to receive consequences that will help him make better choices. The consequences for serious offenses include, but are not limited to, in-class separation, student's call to the parent, in-school or at-home suspension, loss of school activity privileges (field trip, sports, etc.), school chore, remaining after school, and expulsion.

The first time a student is given at-home separation, the student must make up the work the teacher deems appropriate, and the student will be given the grade he earns. If a student must stay at home thereafter, the work cannot be made up and zeroes will be given.

Any student who is given at-home separation must meet with the principal and his parents before returning to the classroom. He or she must apologize to the appropriate person(s) and have a written statement of how his/her behavior will improve.

Threats of violence will be taken seriously and may result in suspension, required counseling, or dismissal of any student making threats.

Consistent misbehavior, behavior that disrupts the learning process, or a single incident of severe misbehavior may result in dismissal. Families of students who are dismissed are responsible for the entire year's tuition. The tuition refund insurance pays a percentage of the unused tuition, and the family is responsible for the balance.

HARASSMENT POLICY

Harding Academy students are entitled to an environment free from all forms of discrimination and from conduct that can be considered harassment or intimidation or bullying of any kind. Harding expects that all of its students will treat each other with courtesy, dignity, and respect. Harding does not tolerate violation of federal and state laws prohibiting harassment.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any school designated bus stop, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to a student's property; or
- Creating a hostile educational environment.

Harassment includes but is not limited to:

- Physical, verbal, or emotional bullying
- All forms of insulting remarks about race, gender, appearance, socioeconomic status, disability, or sexual orientation, including oral, written, or printed remarks or pictures
- Threats, intimidation, or coercion in any form
- Unwelcome physical contact, telephone calls, email, text messages, or social network postings

A student who believes he is a target of harassment, intimidation, or bullying must report such conduct immediately to any teacher or administrator.

A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. Any complaints of harassment, intimidation, or bullying will be treated as confidential to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against any student who, in good faith, reports a claim of harassment, intimidation, or bullying, or who cooperates in the investigation of any such claim, will not be tolerated and will be subject to appropriate disciplinary action.

WEAPONS

Students may not take any explosive device or weapon, including any type of knife, to school or to any school activity. Likewise, parents may not take weapons onto school property or take them to any school activity.

PROBLEM RESOLUTION

Grievances are handled best at the level at which they occur. If a grievance should arise with any Harding Academy program or the administration of discipline at Harding Academy, parents are encouraged to handle all such grievances by going to the appropriate person at the school and communicating their grievance by utilizing the following procedure.

- If a parent has a staff or faculty related grievance, an effort must be made to settle the matter

first with the staff or faculty member.

- If the matter is not resolved, the parent must direct the grievance to the principal.
- If the matter is not resolved at the principal level, the parent must contact the office of Harding Academy's President and schedule a conference to resolve the grievance.
- Matters related to the administration's decision to suspend or expel a student may be appealed to the Board. A written appeal must be filed within five days of the decision. Specific guidelines for the appeal procedure are available through the office of the President.

Throughout the problem resolution process, all parties should demonstrate mutual respect. The dignity of all parties involved must be preserved. No reprisal or retaliation of any manner will be taken against any student or parent for utilizing this procedure.

CHAPEL

Students attend regular chapel services. These services consist of songs, scriptures, prayers, a flag salute and any special program that might be planned. The purposes of chapel are to worship God and to promote leadership by the students taking part in planning and directing the services. Parents are always welcome.

BOOKSTORE

Each elementary location has a school store which stocks basic supplies--pencils, tablets, erasers, and Bibles. First and second grade tablets used in first and second grades are available, but may be purchased anywhere if the format is the same as those sold in the school store.

LUNCH

The length of the lunch period prohibits leaving school for lunch, so all students must buy their lunches in the cafeteria or bring them from home. At schools with the soup/sandwich program, students are given guidance in selecting balanced meals. Every student must choose a beverage. (Carbonated beverages are not sold in the cafeteria and should not be brought to school.) Students in grades K-3 will be limited to one dessert. Fourth through sixth graders may select two desserts if one is ice cream. Students who use the meal plan are entitled to select food from three categories each day. Refunds of cafeteria charges are not available for absences. The use of the meal plan cannot be transferred to another person.

In emergency situations, students may charge lunch and must pay for it the following school day. If a balance exists, a student may charge only an entree and milk, or the parent may be called to bring money or lunch for the student.

LIBRARY

Each location has a library, and students in grades SK-6 may check out books. If a book is lost, the student will be charged the replacement cost. The fine for an overdue book is 50 cents for any part of a week.

TEXTBOOKS

Hardbound textbooks are assigned to students for their use during the school year. Books must be kept clean and handled carefully. A fee will be charged if a book is lost, written in, or excessively damaged.

TECHNOLOGY

All classrooms have computers with Internet access. Each teacher of grades SK-6 reviews and explains to the class the responsible use of technology. A violation may result in the loss of computer privileges and/or an obligation to make financial restitution. Depending on the severity of the offense, additional disciplinary actions may be taken. In general, the child must agree to the following.

- Software must be used as intended and copyright laws respected.
- Hardware must not be taken or damaged intentionally.
- E-mail and on-line communications must always be honest, polite, and appropriate.
- Students may go only to teacher-approved Internet sites and may not visit chat rooms.
- The teacher must be informed if inappropriate or questionable matter comes across the Internet.
- Hardware, software, and telecommunications must be used only for projects which pertain to the class. Students may print only class-related materials.

PERSONAL TECHNOLOGY

Student cell phones must be put away and not be turned on during the school day. Their use is limited to calling parents before or after school. Use of camera and game functions is prohibited on campus. A violation of this policy will result in the phone being taken away, and the parent must come to school to claim it.

Hand-held technology devices must not be brought to school.

EXTRA-CURRICULAR ACTIVITIES

SPECIAL EVENTS

Meet-the-Teacher Night: A visit is scheduled prior to the opening of school for all Jr. and Sr. Kindergarten students and their parents and for new students in Grades 1-6 and their parents. This provides an opportunity to meet the teacher and to see the classroom before the first day of school.

Kindergarten Phase-in: Kindergarten students attend only one of the first three days of school to allow for a small-group orientation. Parents are notified in late July of the date of their child's small-group orientation day.

Parent Orientation Night: A meeting for parents is held in each classroom sometime during the first two weeks of school. This occasion provides an opportunity for parents to meet the teacher and see the classroom. The teacher discusses school policies, class plans, and objectives for the year, as well as the specific curriculum and materials for that particular grade level. Since this is a group meeting, all personal conferences will be scheduled at another time. Students should not be brought to school this evening.

Open House: Each year an open house is planned so that parents and students may visit the classroom to see exhibits of work and projects. The students are hosts for this event and take much pride in preparing for it. No conferences are possible on this evening, and any discussion of progress or problems will be deferred to another time.

Programs: Students may be asked to participate in an evening performance. The purpose of this is to provide the experience of performing before an audience. Because it is designed to benefit the student and school hours are used for practice, every student is required to participate unless satisfactory arrangements are made with the classroom or music teacher. Unexcused absences from programs directed by the music teacher affect music grades.

Class Parties: Four class parties are held in elementary school: Halloween refreshments, Christmas, Valentine, and end-of-the-year. Room parents may collect money to partially defray the party expenses for the year. No more than \$4.00 per party should be collected from each child for the first three parties. Additional money may be collected from each student for the end-of-the-year party if a special activity is planned. Parents may be asked to donate items for the parties.

Halloween refreshment parties may begin 30 minutes before the end of the day. Refreshments are served, but there are no games. The harvest theme is emphasized, so parents are asked not to provide items with ghosts and witches.

Other parties should begin about one hour and ten minutes before the school day ends, with the last ten minutes allotted for cleaning up and preparing to go home. If possible, the teacher and students will leave the classroom for about ten minutes before a party begins so parents can prepare. Approximately two games and refreshments should be planned.

For safety reasons, swimming is not permitted at school parties.

Birthday Parties: If a parent wishes to celebrate a child's birthday at school, arrangements must be made with the teacher for refreshments at lunch or during the last fifteen minutes of school. This time allotment must not be exceeded. No games may be planned.

Parents sometimes wish to have flowers or balloons delivered to their child at school. These are left in the school office for the child to pick up at the end of the day.

Party Invitations: Attempts are made to consider all students' feelings. At school, students may distribute invitations to personal parties only if all students or if all students of the same gender in the class are invited.

LEAP

The Learning Enrichment Advantage Program (LEAP) offers after-school and summer enrichment classes in the arts, technology, study skills, personal development, life skills, science, problem-solving, kinesthetics, math, and other fun courses. It provides students the opportunity to take part in enriching experiences beyond the daily classroom environment. LEAP is designed to encourage a greater love for learning, enhance classroom performance, teach life skills, and provide a venue for creative expression.

Short-term classes address a variety of student interests, needs, abilities, and learning preferences as they teach, stretch, and challenge students. A catalog of class listings and enrollment form is available on the school website and sent home each semester and summer.

FIELD TRIPS

Occasionally, field trips away from the campus are scheduled for grades 2-6 as extensions of classroom learning situations. Parents are informed when a trip is planned and asked to return permission forms. Only bus transportation is used unless each student can ride with his own parent.

Parents may be asked to chaperone field trips. These guidelines must be followed.

- A child who weighs less than 40 pounds must ride in his parent's vehicle since Tennessee law requires a booster seat, and the buses are not equipped with them.
- Students must be kept with the chaperone at all times and supervised carefully, correcting any misbehavior and attending to any potentially dangerous situation.
- Students must be sent to the restroom in pairs if they cannot be accompanied by an adult.
- Students will not be released to anyone, including their parents, without the teacher's consent.
- In the interest of the feelings of students in the entire class, treats should not be purchased for a small group.
- If space permits, parents may ride the bus but siblings may not.
- The attire of chaperones should reflect the modesty standards of Harding Academy.
- Chaperones may not smoke or carry weapons.

CUB SPORTS PROGRAM

The Cub Sports program has two divisions--recreational and competitive. Recreational sports are offered to students in all grades, and competitive sports begin at fifth grade.

An annual physical examination is required of all participants in the program. A medical release form signed and dated by a physician after May 1 must be on file in the Cub Sports Office at Cherry Road.

Once a season's practices begin, the Cub Sports program will not refund any money.

Sportsmanship is stressed in the Cub Sports Program. Good sportsmanship is expected of players, coaches, and spectators.

To teach players responsibility and to be fair to all team members, each student participating in sports must attend practice sessions and games.

- At the discretion of the Cub Sports Director or coach, any player who has one unexcused absence from practice during a week may not be permitted to play at the next game.
- At the discretion of the Cub Sports Director or coach, anyone who has two absences, excused or unexcused, during a week may not be permitted to play at the next game.
- Attendance at all games is required except for absences excused by the Cub Sports Director or coach.
- A student who is absent from school may not play at a game that evening.

Any time a player receives a P (poor) in conduct on the report card, he/she is ineligible to play the two subsequent games. After the two games, the coach will contact the teacher to see if improvement has been made. If not, the student will sit out the next game and continue to do so until improvement is made. Players must attend practices during this time.

Recreational Sports:

- Soccer - Grades JK-6
- Basketball - Grades SK-6
- Volleyball, girls - Grades 3-6
- T-ball/coach pitch ball - Grades Sr. K-2
- Baseball, boys - Grades 5-6
- Flag football, boys - Grades 3-4

The program promotes the physical, social, mental, and emotional growth of the students. While winning is important in any sporting event, it is not the primary goal for the younger students at the elementary level. Any student who wishes to play a sport may be on a team, and each team member plays in every game if he/she has attended practices.

Competitive Sports:

- Tackle football, boys - Grades 5-6
- Basketball - Grades 5-6
- Volleyball, girls - Grades 5-6
- Cheerleaders - Grades 5-6

The competitive sports program is designed for more skillful players to learn more about a sport. Players are selected by tryouts to be on basketball, football, and volleyball teams. These teams play in local leagues and follow each league's policies which may mean that a player may not play in some games. Expectations of the players in this program are greater, and there are many more practices and games than in the recreational program.

Students in competitive sports must maintain a C average.

CHEERLEADERS

Fifth and sixth grade girls at each location may form a cheerleading squad to cheer at football and/or boys' 5th-6th grade basketball games. Volunteer mothers are used as sponsors and are encouraged to become certified by the National Youth Sports Coaches Association. For information about this certification, one should call the Cub Sports Office at 767-4466. These policies apply.

- A fifth grade squad cheers for its fifth grade team, and a sixth grade squad cheers for its sixth grade team. A fifth/sixth grade squad cheers for the fifth and sixth grade teams each week or, at the sponsor's discretion, may cheer for the fifth grade team one week and sixth grade the next week.
- There may be enough students to form more than one squad. If so, the squads will alternate cheering at games.
- Parents must give written permission for their daughter to cheer, understanding that they are responsible for transportation to and from practices and games.
- Each student participating must attend practice sessions and games.
 - At the sponsor's discretion, any girl who has one unexcused absence from practice during a week may not be permitted to cheer at the next game.
 - At the sponsor's discretion, anyone who has two absences, excused or unexcused, during a week may not be permitted to cheer at the next game.
 - Attendance at all games is required unless excused by the sponsor.
 - A student who is absent from school may not cheer at a game that evening.

- Each student is responsible for providing her own uniform. Uniform lengths will be approximately fingertip length, but the sponsor may determine that some girls' uniforms need to be longer. Hem lengths must be approved by the sponsor before hemming.
- No stunts, except thigh stands, are permitted.
- An annual physical examination is required of all cheerleaders. A medical release form, signed and dated by a physician after May 1, must be on file in the Cub Sports Office at Cherry Road.

MISCELLANEOUS

FINANCIAL POLICY

Since the operating costs of a school are based on an estimated enrollment, all students are granted admission for the entire year. If a student withdraws after May 31, parents are obligated for the entire year's tuition. The tuition refund insurance protection covers a part of the obligation for unused tuition charges only. A student must attend school 10 days for the insurance to be effective.

Student records, including report cards, will not be released to parents or to other schools if the student account is past due.

STUDENT RECRUITMENT AND RETENTION

A robust enrollment is important for the future of the school. Every stakeholder in the school is needed in the process of recruiting and retaining students. This is one of the most important ways that parents can support and help the school.

The following guidelines for recruiting new students and retaining current students should be followed.

- According to MAIS membership guidelines, no student who attends another MAIS school may be recruited by anyone employed by the school.
- Information given by parents to recruiters must be considered confidential and should be shared *only* with Harding's administration unless permission is given to share that information with other Harding families.
- The school must observe rules of confidentiality and may not be able to share information sought by recruiters.
- School representatives must be sensitive to the situations families might be experiencing. Some people are very private about personal matters (financial, divorce, child's problems, etc.) and feel pressured if asked too many questions.
- Care must be taken to ensure that potential parents or parents considering reenrollment do not feel that they are being pressured.
- Attempts at encouraging currently enrolled students to transfer to another location for numbers' sake is not permitted.
- When conversing with parents, the emphasis should be centered on the potential positive gain for the child and not on any positive gain that would be realized by an employee of the school.
- Elementary students must not be involved in the process in any way.
- Written recruitment plans must be submitted for approval to the location principal or the President, prior to announcing plans to others.
- Once the firm date has passed, students enrolled in any of the MAIS schools are obligated to

the full amount of tuition under the contract they signed. It would be unethical to encourage a family to consider changing schools at that time.

HEALTH INFORMATION

The following documents must be presented by all new students entering Harding Academy JK-6th grades on the first day of school.

- Tennessee Child Health Record - This form includes an immunization record and evidence of a physical examination. Students entering Jr. Kindergarten must have the immunizations listed for child care attendance, and students entering Sr. Kindergarten through the sixth grade must have immunizations required for school attendance. Students with deficient immunization records will not be permitted to attend school until they are corrected.
- Birth Certificate - The certified copy of the child's birth certificate, not the Mother's Copy, is required. Students must be four, five, or six years old respectively before August 1 to enter Jr. Kindergarten, Sr. Kindergarten, and First Grade.
- Health History - Harding provides this form for parents to complete.
- Individual Health Plan - Any student with asthma, seizures, diabetes, cardiac condition, sickle cell anemia, or any other chronic or acute disease must submit an individual health plan completed by the parents and physician. The school will provide the form.

MEDICATIONS

Harding Academy is very concerned about protecting the health and safety of each student. Parents are urged to administer medications to their children outside of school hours. If this is not possible, the following requirements of the State Board of Education will apply to students self-administering medication at school.

- All medications, prescription or nonprescription, must be correctly labeled and brought to school in their original containers and taken to the school office. Prescription medicines must have a label from the pharmacy or from the physician's office. The label must include the following information.
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed prescriber's name
 - Pharmacy name, address, and phone number

Nonprescription (over-the-counter) medication must be in the original container and must be labeled with the student's name, but in a manner which will not obscure the original container label.

- For each medication which a student takes, the parent or guardian must complete a Parental Authorization/Daily Log for Self-Administration of Medication.
- School personnel may not administer any medication or perform any medical procedures. They may only supervise the student as he takes the medication himself. For example, school

personnel may not break pills, may not mix medications (such as those used to treat asthma), and may not perform blood sugar tests. Medication of an invasive nature may be administered for emergency action only.

- Permission for long-term medications must be renewed annually. When the duration of a medication is complete, the parent/guardian is responsible for picking up the remaining portions of the medication.
- No student will be allowed to carry any medication with him during the school day. (The only exception will be for students who use asthma inhalers.) Students will not be permitted to take any medication without the supervision of school personnel or their parents.
- Only those medications which absolutely must be given during school hours should be sent to school.
- School personnel will not assist with any medication if these guidelines are not followed.

LOST AND FOUND

Each school office has a lost and found. Parents and students are encouraged to check there for missing possessions. Items left on a bus or at the Cherry Road campus, except for Cub Sports practices and games, can be claimed in the Office of the Dean of Students at that campus. The Cub Sports Director should be contacted about anything left at Cub Sports games.

Proper labeling will help prevent permanent loss of most items at school. It is important for all belongings, especially jackets and sweaters, to bear the student's name.

PROPERTY DAMAGE

Students are expected to acknowledge and reimburse the school for property they damage. In the event of major damage, parents are encouraged to check their homeowners insurance for possible coverage in these circumstances.

PARKING LOT SAFETY

Extreme caution must be exercised while driving on school parking lots. In the interest of the students' safety, vehicles must be driven very slowly on campus. Unattended vehicles must not be left running. Drivers' attention must be focused; therefore, cell phones must not be used while driving on the school lot.

Parents must not leave valuables, such as purses, in unattended vehicles, even for a brief time. Such practices attract undesirable people to school campuses.

ACCIDENT INSURANCE

Harding provides student accident insurance for accidental injury during the school day or while participating in school-sponsored activities. The insurance is designed to pay medical expenses not covered by the family's health policy, within limits of the policy. In case of injury, a parent should contact the principal for information about filing a claim.

EMERGENCY SCHOOL CLOSING

In the event of adverse weather conditions prior to the beginning of the school day, the school will follow the decision made by Shelby County Schools. Harding will not issue media announcements before school. If adverse weather conditions arise during the day, Harding will

make an independent decision and announce a closing on its website, by email, telephone, and the media.

After-school Care is closed if school is closed. School functions scheduled for an evening in which school is canceled usually are postponed.

TRANSFERS AND WITHDRAWALS

A request to transfer to another Harding location during the school year must be directed to the Admissions Office.

A request to transfer to another Harding location for the next school year is made by completing a transfer request form distributed to all students in January. Such requests must be submitted to the registrar in the Admissions Office. Requests will be honored on a priority basis before a new applicant is enrolled to fill a vacancy. Priority for any vacancy is determined by the date of a student's original application for enrollment.

A notification of withdrawal from Harding during the school year must be made in writing and directed to the Admissions Office.

EMERGENCY PREPAREDNESS

Emergency preparedness drills and procedures are in place for fire, earthquake, storm, bomb threat, and crisis situations which might endanger the students.

FOOD ALLERGIES

Students with epi pens due to food allergies will not be permitted to eat any food item not brought from their own homes unless the food is in its original package which displays the ingredient list. Parents of students with food allergies must send special snacks to school for the teacher to give the student when he/she cannot have what other students are given.

A nut-free/allergy-free lunch or snack table will be provided for any class which has a student with nut and other food allergies. Other children may sit at the table if they do not have any items to which students are allergic.

Exemptions to this policy will be made upon a written request by the parent of the student with an allergy.

RIGHT OF ACCESS TO RECORDS

Parents may have access to educational records by making a written request. A request must be submitted to the custodian of the records, who is the principal. Available records include copies of report cards/evaluations, diagnostic testing reports, and results of achievement and school ability tests.

CUSTODY

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the Admissions Office. When this document is on file, a student will

not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent's consent.

Any non-custodial parent of a student enrolled in Harding Academy may request to receive a copy of his/her student's report card, notice of school attendance, name of teacher, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing, must include the non-custodial parent's mailing address, and must be submitted to the principal. (T.C.A. §49-6-902)

ASBESTOS (AHERA Notice)

Harding Academy has submitted to the State of Tennessee its Asbestos Management Plan. A copy of this plan is on file and available for review in the school's administrative offices. Each elementary location has a copy of the portion of the management plan applicable to that location.

The management plan includes a record of the inspections for friable (easily crumbled) materials that contain asbestos and a diagram of the locations of friable asbestos-containing material (ACM). It also contains a description of planned activities to maintain ACM in good condition until it is removed prior to demolition or renovation, as well as a copy of relevant EPA regulations.

All friable ACM is re-inspected every 6 months by specially trained personnel who look for damage or signs of deterioration. All appropriate repairs are done under the supervision of trained personnel.

Every three years all friable and non-friable ACM are re-inspected and reevaluated by EPA Certified Asbestos Inspectors and Management Planners as required by EPA regulations. A three-year inspection was conducted during the summer of 2007. The next inspection is scheduled in the summer of 2010.

Questions regarding the Asbestos Plan at Harding Academy may be directed to the facilities director at 683-4506.

See Next Page for the Index

INDEX

Absences.....	18
Academics.....	8-13
Accelerated Reader.....	13
Accidents.....	28
Accreditation.....	6
Achievement Tests.....	13-14
After-school Care.....	13
Asbestos (AHERA).....	30
Athletics.....	24-25
Attendance Policies.....	17
Bookstore.....	21
Chapel.....	21
Cheerleaders.....	25-26
Citizenship Awards.....	18
Communication.....	11
Conduct.....	18-19
Conferences.....	11
Crisis Plan.....	29
Cub Sports.....	24-25
Curriculum.....	8
Custody.....	29-30
Day Camp.....	14
Discipline.....	18
Dismissal.....	18
Dress Code.....	15-17
Early Dismissals.....	18
Educational Beliefs.....	5-6
Emergency Closing.....	28
Extra-Curr. Activ.....	22-26
Failure.....	9-10
Field Trips.....	24
Financial Policy.....	26
Food Allergies.....	29
Grading.....	9-10
Harassment.....	20
Health Records.....	27
Holiday Care.....	14
Homework.....	11-12
Honor Code.....	7
Honor Roll.....	10
Injuries.....	28
Insurance.....	28
Kindergarten Phase-In.....	22
LEAP.....	23
Library.....	21
Lost and Found.....	28
Lunch.....	21
Make-up Work.....	12
Medications.....	27

Meet-the-Teacher	22
Open House.....	22
Parent Orientation.....	22
Parking Lot.....	28
Parent Involvement.....	14
Parties.....	23
Past and Future.....	4
Performances.....	23
Personal Technology.....	22
Problem Resolution.....	20-21
Programs.....	23
Promotion.....	10
Property Damage.....	28
REACH.....	12-13
Recruitment.....	26
Responsibility Statement.....	7
Retention.....	10
Right to Records.....	29
School Hours.....	13
Student Insurance.....	28
Student Records.....	29
Summer Activities.....	14
Tardies.....	17
Technology.....	22
Textbooks.....	21
Transfers.....	29
Uniforms.....	15-17
Weapons.....	20
Windows Program.....	9
Withdrawals.....	29
Visitors.....	14