



**2023-24**  
**Lower School Handbook**  
**for**  
**Parents and Students**  
**SK–Grade 5**

[www.hardinglions.org](http://www.hardinglions.org)

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## **INTRODUCTION**

Harding Academy is a Christian, college preparatory, liberal arts, coeducational school committed to cultivating in students a Christ-centered worldview. Our mission at Harding Academy is to teach students to love others as Christ loves them, to think creatively and learn with open minds, and to live courageously to the glory of God. In every classroom, in every lesson, we are telling God's story. Teaching for Transformation (TfT) in an educational framework to help students discover *their* place in God's story. Our mission is the *what* we are striving for. Teaching for Transformation is the *how*.

This handbook contains information pertaining to school policies, student conduct, student services, and extracurricular 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.

Each qualified student, with parental/guardian guidance, has the unquestioned right to decide whether to choose Harding Academy or not. Those whose decision is to apply for admission to Harding, accept the standards, regulations, and requirements of Harding Academy, and the parent/guardian signature on the enrollment contract is considered a binding agreement for families to abide by Harding's handbook policies and procedures.

When creating policies and expectations at Harding Academy, our administration is guided by the following questions:

1. Does it honor God?
2. Does it exhibit love of neighbor?
3. Does it maintain safety?
4. Does it enhance learning?
5. Does it promote Harding Academy?

Although our specific rules may change from one level of the school to another, the motivation behind our rules remains constant. Each policy or expectation is linked with one of these questions by our administration. We regularly review these questions and our policies to ensure consistency, and we welcome any feedback or suggestions from our parent community as we review.

## **RESPONSIBILITY STATEMENTS**

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/her own actions
- Accept responsibility for his/her own work
- Respect those in authority
- Obey classroom and school rules
- Abide by the guidelines set forth in the student handbook
- 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
- Instill in the student the value of education, a sense of responsibility, and a sense of respect for others
- Provide a time and a place for the child to complete homework
- Look over work and weekly folders sent home
- Keep an open line of communication with the teacher
- Address questions courteously to the proper staff and in the proper sequence

## **ACADEMICS**

### ***Curriculum***

The curriculum of Harding Academy's lower school is challenging and distinguished by high expectations and diverse learning experiences. Teaching methods are varied and include independent exploration, group activities, and teacher-directed presentations. Teachers specializing in the instruction of visual arts, performing arts, Spanish, physical fitness, library, and STEM meet with students regularly to provide unique learning experiences. All aspects of the curriculum are designed to help children grow in their God-given abilities to explore, understand, and appreciate the world in which they live. For a more in-depth view of the curriculum please consult the lower school curriculum grids found on the Harding Academy website, which is [www.hardinglions.org](http://www.hardinglions.org).

### ***Grading***

The purpose of 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 posted online for grades SK-5 in the FACTS management system. The academic grading scale for grades SK-5 is as follows.

A+	98–100%
A	93–97%
A-	90–92%
B+	87–89%
B	83–86%
B-	80–82%
C+	77–79%
C	73–76%
C-	70–72%
D	65–69%
F	64% and below

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 final grade for a grading period reflects the average achievement throughout the grading period.
- Grade weights are used to ensure grades are calculated accurately.

Students in grades SK–5 are evaluated as follows:

- Letter grades are earned in reading language arts, mathematics, science, social studies, and Bible.
- Grades of satisfactory (S), needs improvement (N), or unsatisfactory (U) are earned in the specialty classes of visual arts, performing arts, physical fitness, and Spanish. Weekly grades reflect a child's participation and achievement in the specialty class.
- Grades of excellent (E), good (G), satisfactory (S), needs improvement (N), and poor (P) are given in handwriting, 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.

### ***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
- Weekly classroom newsletters
- E-mails and written notes
- Conferences with an administrator
- Students' papers sent home weekly
- Weekly e-News and individual teacher blogs
- FACTS (online grade access)
- Report cards and teacher comments

### ***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 may also schedule a conference in May to discuss achievement test results and the student's progress during the year.

The teacher or parent may initiate a conference at any time. An advance appointment is necessary when a student's progress is to be discussed, because an impromptu evaluation of student progress may not be thorough.

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

### ***Promotion and Retention***

Four important factors are involved in a student's promotion or retention: academic progress, conduct, work habits, and maturity level. Harding Academy reserves the right to retain or dismiss a student in a grade even though the student may not be making failing grades. Few lower school 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. The following policies are in place to govern promotion and retention at Harding Academy:

- Students earning failing grades for the year or the second semester are subject to retention or remediation at the discretion of the principal of the lower school.
- If the determination is made that the child may receive summer tutoring to enroll in the next grade, a minimum of 25 hours will be required.
- When there are grades of P in conduct or work habits and no significant improvement is made during the course of the year, the student is subject to dismissal at the discretion of the principal of the lower school.

A student may repeat only one grade while in the lower school. A student who has already repeated a year is not eligible for promotion and will be recommended for placement in a school with a specialized curriculum that can better meet the child's academic needs.

All new students are on probationary status. They must maintain a C average in all subjects and satisfactory conduct and work habit grades, as well as satisfactory attendance, to be eligible to return the following year.

### ***Homework***

Each student may have some form of homework almost every night. The teacher tries to assign homework requiring the average senior kindergarten student 15 minutes to complete, the average primary (grades 1–2) student 30 minutes to complete, or the average intermediate (grades 3–5) student 45 minutes to complete. Wednesday evening assignments will be limited to enable students to attend evening Bible classes at church.

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.

All students in grades 1–5 are expected to maintain a record of daily assignments and to complete all homework. Homework serves several valuable functions.

- Reinforces skills
- Teaches self-discipline and responsibility
- Gives parents and teachers insight into the child's academic strengths and weaknesses

In some cases parents may provide supervision and assistance such as dictating spelling words, listening to the child read aloud, or helping with math 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 will limit the child's progress toward self-reliance.

### ***Make-up Work***

Students must make up schoolwork missed because of absences. When a student is absent, the parent may call the school by noon to ask for assignments that will be available after 3:30. Make-up 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.

After fifteen absences, a student will not be permitted to make up his work unless he has a note 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.

### ***Achievement, Ability, and Formative Assessments***

In order to measure academic achievement, every student in grades 3–5 is assessed using a standardized test. The purpose of this testing is to assess student growth and performance at the time of testing. This enables the school to identify strengths and weaknesses on an individual and group level. At Harding Academy, standardized tests are considered “low stakes” and are intended to help teachers and administrators make decisions about curriculum and classroom instruction to better meet the unique needs of each student.

Students in grades SK – 2 do not take a comprehensive achievement test. Instead, they are given the same formative assessments (STAR) that 3-5 grades take throughout the year. The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. All formative assessments are “low stakes”. This means that STAR test results will not be reflected on childrens' report cards. STAR Reading and STAR Math are strictly assessment-based tools used for guiding classroom instruction and increasing student learning.

Fifth grade students take the Otis-Lennon School Ability Test or OLSAT 8. This assessment measures cognitive abilities that relate to a student's academic success in school. The OLSAT focuses on verbal, nonverbal, and quantitative reasoning ability to provide parents, teachers, and administrators with valuable information about student ability.

## ***Student Support Services***

### **Assistant Principal**

The assistant principal acts as a resource for student support. Based on classroom observations and teacher recommendations, the assistant principal provides support for struggling students. The assistant principal also acts as an instructional coach for teachers as they teach students with different talents and challenges.

### **Learning Specialist**

The learning specialist acts as a resource for student support. Screenings are used to identify students needing intervention or remediation. This intervention or remediation is given during Thrive time to ensure that students do not miss classroom instruction, recess, or specialty classes.

### **Lower School Counselor**

The lower school's professional school counselor is responsible for working with students within three domains: academic, career, and personal/social. The counselor serves all students through classroom guidance lessons, group counseling, individual counseling, conflict resolution groups, and school-wide events. To receive individual services, a child may request aid or be referred to the counselor by a teacher or parent. The counselor's other responsibilities include data interpretation, student enrichment, transitional events, student observations, crisis intervention, and much more. The lower school counselor works closely with the upper school counselors in order to assure that each child receives appropriate support and services throughout their entire time at Harding Academy.

### ***Accelerated Reader***

Students enjoy participating in the Accelerated Reader (AR) program in which they read books, answer questions on the computer or iPad, and accumulate AR points for their successful performance on the tests. The teacher helps each student set a point goal for the semester. The students receive classroom and school-wide recognition for completion of their goals. Students at Harding Academy have access to all the quizzes created by AR. A searchable list of quizzes is available on Harding's website.

### ***UPROAR***

The lower school enrichment program is designed to provide enrichment opportunities for Harding students. This program recognizes that all children are gifted and talented in some areas. When a student shows continued success in a specific area, that student will "sidestep" some of the basic curriculum activities and venture into a more challenging assignment developed to match a special area of interest. The student will not be penalized with a lower grade for working on more challenging material.

### ***Thrive***

Thrive is an academic differentiation philosophy for all students in K-12. In lower school, Thrive time is built into the school day, and students receive extra support or challenges based on their individual needs. Learning specialists focused on Reading/Language Arts offer intervention or remediation during this time. Teachers use the time to support or enrich student progress.



### ***Field Trips***

Occasionally, off-campus field trips are scheduled for students in grades SK–5 to extend classroom learning. Parents are informed when a trip is planned and asked to return permission forms. Buses are used to transport students on school field trips. However, a parent may transport their own child to the field trip if they desire.

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

- Chaperones must remain with their assigned student group at all times to provide careful supervision, including correcting any misbehavior and attending to any potentially dangerous situation.
- Students must be sent to the restroom in pairs if an adult cannot accompany them.
- 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 individuals or small groups of children.
- Siblings may not attend field trips.
- The attire of chaperones should reflect the modesty standards of Harding Academy.
- Chaperones may not use profanity, smoke, carry weapons or use illegal drugs or alcohol.

### ***Classroom Technology***

Students in grades SK–5<sup>th</sup> have access to iPads (one iPad for every three students). Each teacher reviews and explains to the class the responsible use of technology. A violation may result in the loss of technology privileges and/or an obligation to make financial restitution for damaged devices. Depending on the severity of the offense, additional disciplinary actions may be taken. All students are required to adhere to the comprehensive Technology Policy that can be found on the Harding website.

### ***Textbooks***

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.

### ***National Junior Beta Club***

Harding Academy is a chapter of the National Junior Beta Club, the nation's premier organization for recognizing outstanding students who demonstrate excellence in the areas of scholarship and character. Students in fifth grade may become candidates for membership. The selection will be based on students maintaining an average of 90% or above in each of the academic subjects, as well as a grade of "S" or better in conduct and work habits. A satisfactory grade must also be maintained in all specialty classes. The semester grades for fourth grade will be considered to determine eligibility. Induction into the National Junior Beta Club will be held each fall.

### ***Quarterly Student Recognition***

#### **Quarterly Honor Roll (Grades 3-5)**

Students are eligible to be on an Honor Roll (grades 3–5) and/or to receive an Excellent Conduct ribbon (grades SK–5) each grading period if the following minimum qualifications are met. Ribbons will be presented for the President's List, Honor Roll, and for Excellent Conduct.

President's List: The quarterly President's List is composed of those students in grades 3-5 who earn A's in all academic subject areas and who have earned a minimum of an "S" (satisfactory) in conduct, work habits, and specialty classes. Handwriting grades are not considered for this recognition.

Honor Roll: The quarterly Honor Roll consists of those students in grades 3-5 who maintain a minimum of one A with B's in all academic subject areas and who have earned a minimum of an "S" (satisfactory) in conduct, work habits, and specialty classes. Handwriting grades are not considered for this recognition.

Excellent Conduct ribbon: The quarterly Excellent Conduct ribbon is given to those students in grades SK-5 who earn an "E" or above in conduct for that quarter's report card.

### ***End of Year Honor Roll Awards (Grades 3-5)***

#### **President's List**

Students in grades 3-5 who have been named to the President's List every quarter of the school year will receive the end of year President's List trophy. Parents of children who will be recognized at Awards Day will receive invitations to the event.

#### **Honor Roll**

Students in grades 3-5 who have been named to the Honor Roll or a combination of Honor Roll and President's List every quarter of the school year will receive the end of year Honor Roll medallion. Parents of children who will be recognized at Awards Day will receive invitations to the event.

### **ATTENDANCE**

Two very important factors for a student's success in school are arriving on time every day and being at school every day for the entire school day. Tardiness and absenteeism adversely affect the student, teacher, and the child's 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 students who are frequently tardy or absent.

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 a.m. are considered tardy. A student who is tardy or leaves early is ineligible for the perfect attendance award. Tardies and half-day absences are considered late arrivals. Late arrivals and early dismissals are recorded as follows:

#### ***Late Arrivals***

- 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 of the school day

#### ***Absences***

When a student is absent for any reason, it is the student's responsibility to make up in a timely manner those assignments the teacher deems necessary. Yet, it is impossible for the teacher to re-teach certain concepts as presented in the classroom. The teacher will strive to provide support to students as they complete make-up assignments.

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

Thirty absences is the maximum allowed during one school year. After thirty absences, a student is ineligible for grade level promotion except by special administrative ruling.

### ***Tardiness and Early Dismissal Policy***

Harding expects students to arrive at school on time and to remain in class until the end of the school day. All tardies and early dismissals are entered into the official attendance record. Five tardies or five early dismissals equals one absence (to be counted toward the 30-day absence limit). The only exception to this policy is if the tardiness or early dismissal is pre-approved by the principal for a Harding Academy event.

### ***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 to students who are being dismissed early 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 should be sent to the school so the teacher will know to have the child prepared to leave school early. 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 p.m.

Caution about releasing children is exercised. When a child is to be picked up by someone other than the usual person, a note or email 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.

### ***Perfect Attendance Award***

This award is presented to students who excelled in attendance by not missing any school. Students are eligible for this award if they have no tardies, early dismissals, or absences (this includes full or half-day absences and excused or unexcused absences).

### **CONDUCT**

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

### ***Serious Offenses***

Consequences for misbehavior are proportionate to the seriousness of the offenses. The school reserves the right to determine the appropriate consequences. 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 misbehavior is considered a serious offense:

- defying authority
- lying
- fighting
- using profanity/inappropriate language/gestures
- demeaning another student
- deliberately hurting someone
- bringing an explosive or weapon to school
- destroying property
- cheating
- stealing
- bullying
- making threats
- inappropriate online searches and behavior
- 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 in the future. The consequences for serious offenses include, but are not limited to:

- in-class separation
- phone call to the parent
- in-school or at-home suspension
- loss of school activity privileges (field trips, sports, etc.)
- remaining after school
- expulsion

Quarterly conduct grades will reflect a child's choice to commit a serious offense. Grades of N or P will be earned on that quarter's report card.

The first time a student is given at-home separation, the student must make up the work the teacher deems appropriate. Credit for work will be given at the principal's discretion. If a student must stay at home thereafter, the work cannot be made up and zeroes will be given.

The parents of any student who is given at-home separation must meet with the principal, along with the student, before returning to the classroom. The student must have a written statement of how to improve behavior and apologize to the appropriate person(s).

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, 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 or 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
- 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, emails, 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 a 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 students who engage in retaliation will be subject to appropriate disciplinary action.

### ***Weapons***

State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. (TCA §39-17-1309) As an added precaution, students are not permitted to bring fake or toy weapons to school.

### ***Use of Personal Technology***

Student cell phones must be put away and not be turned on during the school day. Their use is limited to contacting parents before or after school. Use of camera and game functions is prohibited on campus. If this policy is violated, the phone will be taken away, and the parent must come to school to claim it. Other personal technology devices must not be brought to school unless approved by the principal.

### ***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 by the principal, the parent may contact the office of the Head of School to schedule a conference to resolve the grievance.

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.

### ***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.

## **STUDENT HEALTH AND SAFETY**

### ***Health Information***

All new students entering Harding Academy in grades SK–5 must present or have on file the following documents on or before the first day of school.

- Tennessee Child Health Record–This form includes an immunization record and evidence of a physical examination. Students entering SK-5th grade must have immunizations required for school attendance.
- Students with deficient immunization records will not be permitted to attend school until the deficiency is corrected.
- Birth Certificate–A certified copy of the child’s birth certificate, not the Mother’s Copy, is required.
- 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 concerned about protecting the health and safety of each student. 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 original containers and taken to the school office or front desk. 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 in a manner that will not obscure the original container label.

- For each medication that a student takes, the parent/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, mix medications (such as those used to treat asthma), or perform blood sugar tests. Medication of an invasive nature may be administered only in an emergency.
- 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 parent/guardian.
- Only those medications that 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.

### ***Illness***

A child should not come to school sick. If a child is not feeling well enough to participate in school-day activities, that child should not come to school. A child who develops a fever of 100.4 or higher at any time during the school day or while in Lion Care, must be picked up by a parent and may not return to school the next day. The child must be free of fever for 24 hours without medication before returning to school. Likewise, a child who develops fever during the night should not be brought to school the next day. Please do not send fever medications to school to treat fever. A child who develops diarrhea or vomiting at school, must be picked up by a parent and may not return to school the next day. The child must be free of diarrhea and vomiting for one full school day before returning to school. When the school calls a parent to pick up a sick child, parents should make every effort to pick up the child within one hour. If your child is sent home with a contagious illness (ex. pink-eye), a doctor's note will be required to return to school.

It is imperative that Harding Academy has a valid telephone number that does not default to voicemail to use to make contact in case of emergencies. Parents are asked to include such a number on the student information form and enrollment contract.

### ***Food Allergies***

Students with EpiPens due to food allergies will not be permitted to eat any food item not brought from their own homes unless the food is in the original package that 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 cannot have what other students are given.

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

***Emergency Preparedness***

Emergency preparedness drills and procedures are in place for fire, earthquake, storm, and intruder related situations.

***Emergency School Closing***

In the event of adverse weather conditions, Harding will make an independent decision and announce a closing or delay on its website, via email and through local media channels.

Lion Care is closed and LEAP classes are canceled if school is closed. School functions scheduled for an evening in which school is canceled usually are postponed.

***Child Abuse and Neglect***

All staff members are trained in the detection and reporting of child abuse and/or neglect. We are required by state law to report any signs of suspected child abuse or neglect.

***Parking Lot Safety***

Extreme caution must be exercised while driving in 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 on their surroundings; therefore, cell phones must not be used while driving on campus.

***Student 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 the limits of the policy. In case of injury, a parent should contact the principal for information about filing a claim.

***Insect Repellent***

Public health authorities recommend using insect repellents that contain DEET. It should only be applied once per day. If it must be done at school, the parent or guardian must send in written permission and the repellent in its original container labeled with the child's name.

***Sunscreen***

If sunscreen must be applied at school, UVA and UVB protection of SPF 15 or higher is recommended. Written parental permission is required for sunscreen to be applied at school. The sunscreen must be in its original container and labeled with the child's name.

***Optional Health Screenings***

Throughout the year, outside organizations provide screenings at the school. Parents will be notified of these events and asked to sign a parent permission slip to allow the child to participate in these screenings.

Occasionally, teachers and/or parents identify the need for additional screening and referral for professional diagnostic assessment. Teachers, principals, learning specialists and the school counselor are great resources in these situations and should be involved in the process. All student assessments are confidential and are only shared with the parents and pertinent staff/support personnel.



## **PARENT INFORMATION**

### ***Parents and Visitors***

Upon entering the building, a parent or visitor must report to the office and sign in. When leaving the building, parents need to sign out. The attire of parents and visitors is expected to reflect the modesty standards of Harding Academy. All Harding campuses are smoke-free and alcohol-free.

### ***Parent Involvement***

Many factors contribute to the academic success of students. One significant factor is parental involvement in the educational process. Harding encourages 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 providing a current email address, checking the website weekly, reading weekly notes from the teacher and principal; volunteering to help with special activities; participating in the Parents Club; being a room parent; coaching a lower school athletics team; and attending special meetings and programs.

Some parents may not be able to attend every meeting and event. However, some events are especially important, and every effort should be made to attend these: Meet the Teacher Night, parent/teacher conferences, student performances, and the annual open house event.

### ***Right of Access to Records***

Parents may have access to educational records by making a written request. A request must be submitted to 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 the student's report card, notice of school attendance, name of teacher, 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)

## **SPECIAL EVENTS**

### ***Meet the Teacher Night***

A meeting for parents is held in each classroom sometime during the first week 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 Event***

Each year an open house event is planned so that parents and students may visit classrooms to experience some of the amazing things that are happening each day at Harding Academy. No conferences are possible this evening and any discussion of progress or problems will be deferred to another time.

### ***Programs/Chapels***

There are several programs and performance opportunities throughout the year. Parents will be invited to attend programs and made aware of extracurricular performance opportunities.

### ***Class Parties***

Three class parties are held in lower school: Fall, Christmas, and Valentine's Day. During our Fall party, the harvest theme is emphasized, so parents are asked not to provide items with ghosts or witches. Room parents may collect money to partially defray the party expenses for the year. No more than \$5.00 per party should be collected from each child for the three parties. Parents may be asked to donate items for the parties. Individual teachers may choose to celebrate other holidays or special days with activities or treats.

## **DRRESS CODE AND UNIFORM GUIDELINES**

### ***Dress and Appearance***

The purpose of the dress code and of uniforms at Harding Academy is to create a climate that focuses on students' spiritual, academic, and personal growth rather than on fashion or popularity. Parents are asked to monitor what their children wear to school in a manner consistent with the school's policies.

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 discretion so the student will not be embarrassed. A student wearing something to school that is inappropriate will be instructed not to wear it again and parents will be notified. 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.

While it is impossible to name every possible dress code issue that might come up, the following guidelines are given to help parents and students have an idea of the school's expectations. To help maintain these standards, students will wear clothing from Dennis School Uniforms' approved list. Uniform attire must be modest, clean, well-fitted, and in good repair.

### ***Spirit Day***

Fridays are designated as Spirit Days. Students may wear any Harding-logo t-shirt or sweatshirt (team, club, event) that says "Harding" on it, that is in good repair, and that is worn with the normal uniform bottom or modest jeans in good repair (no holes, rips, patches, or paint), approved Harding outerwear, and uniform shoes. Jeans shorts may not be worn. Shirts do not have to be tucked in on Spirit Day.

### ***Uniform Guidelines***

- Outerwear: Only outerwear (coats, jackets, sweatshirts, etc.) sold by Dennis School Uniforms or Harding Academy may be worn in the classroom. Outerwear purchased from other vendors may only be worn to school, on the playground, and at dismissal - but not in the classroom. Every student must wear a collared uniform shirt or blouse under jackets, sweatshirts, and sweaters.

- Shoes: Shoes must be low heel (flats), closed toe, and closed heel. No boots, booties, sandals, moccasins, or house shoes are permitted. Children should wear or bring athletic shoes for P.E.
- Socks: Socks must be visible and matching, but the color, pattern, or style of socks is not dictated.
- Tights and Leggings: Girls' tights or full-length leggings may not be worn as pants. Tights and full-length leggings may be solid navy, black, or gray and must be in good repair (no holes).
- Shirts/Polo dresses: All shirts and polo dresses must come from Dennis School Uniforms. All boys' shirts must be tucked in. No long sleeved shirts may be worn under short sleeved uniform shirts or polo dresses.
- Peter Pan collared blouses: These white blouses for girls may be worn only with the plaid shift dress.
- Khaki Pants and Shorts: Khaki pants and shorts 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 offered by Dennis School Uniforms (pleated or plain front). No cargo pants, cargo shorts, or joggers are allowed.
- Belts: Belts must be worn in grades 1–5 when loops are visible. They must be solid black, brown, khaki, or black and brown. Black or brown belts with small team logos are permissible.
- Undergarments: Undergarments may not show outside or through shirts or blouses.
- Modesty Shorts: Modesty shorts are required under dresses and skirts unless tights or leggings are worn. Shorts may not be visible outside of the skirt.
- 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, both front and back, whether standing, sitting, or bending.

### ***Non-uniform Guidelines***

- Hats, hoods, and caps may not be worn indoors.
- Hair must be clean and neatly styled and not extreme or distracting to the learning environment. Unnatural hair coloring, mohawks, long sideburns, shaved heads, facial hair, artwork or designs cut into the hair or eyebrows, and overly large or tall hairstyles are not allowed.
- Hair must be styled in such a way that it is out of the eyes during the school day. Boys' and girls' hair may be pulled back with a headband or worn in a bun, ponytail, or braid(s) with appropriate hair accessories: only Harding plaid, navy, red, white, black, or gray. Adornments such as feathers and sparkles may not be worn.
- Body piercing is not permitted, other than girls' ears (maximum of two earrings per ear).
- Boys may not wear earrings.
- Makeup and body glitter are not permitted for girls during the school day.
- Boys may not wear makeup either during the school day or at extracurricular events.
- Girls may wear small pieces of jewelry including wristwatches, small earrings (no larger than a quarter), and small necklaces.
- Visible tattoos (real or fake), writing, or drawings on the skin, shoes, or on uniform pieces is not permitted.
- There may be occasions, during the school day or at school-sponsored events, 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.

<b><u>Lower School Dress Code Grid</u></b>	Dennis Uniforms	Any Vendor
<b><i>Items for Girls</i></b>		
Peter Pan collared blouse - long or short sleeved (worn only under plaid shift dress)	X	
Plaid shift dress (SK-gr. 5)	X	
Plaid skort (SK-gr. 5)	X	
Plaid pleated skirt (gr. 3 - gr. 5)	X	
Navy jersey Polo dress (SK - gr.2)	X	
Modesty shorts (must be worn under any skirt or dress) - solid navy or black	X	
Polo shirts (monogrammed) - navy or red, long or short sleeved, feminine or standard cut, jersey or performance fabric	X	
Cardigan sweater (monogrammed) - red	X	
Sweatshirt (monogrammed) - navy	X	
Fleece jacket (monogrammed) - navy	X	
Anorak jacket (monogrammed) - navy	X	
Hair accessories - Harding plaid	X	
Socks (must be visible and matching)		X
Tights - solid navy, black, or gray		X
Leggings (full-length) - solid navy, black, or gray		X
Khaki pants (SK only may wear pull-on pants)		X
Khaki walking shorts (SK only may wear pull-on shorts)		X
Harding team jacket in school colors (navy, red, gray, white, or black)		X
Belt - khaki, black, brown or black/brown (gr. 1-5)		X
Hair accessories - solid navy, red, white, black, or gray		X
Shoes - low heel, closed toe, and closed heel		X
<b><i>Items for Boys</i></b>	Dennis Uniforms	Any Vendor
Polo shirt (monogrammed) - navy or red, long or short sleeved, jersey or performance fabric	X	
Cardigan sweater vest (monogrammed) - red	X	
Fleece jacket (monogrammed) - navy	X	
Anorak jacket (monogrammed) - navy	X	

Harding team jacket in school colors (navy, red, gray, white, or black)	X	
Sweatshirt (monogrammed) - navy	X	
Khaki pants (SK only may wear pull-on pants)		X
Khaki walking shorts (SK only may wear pull-on shorts)		X
Belt - khaki, black, brown or black/brown (gr. 1-5)		X
Socks (must be visible and matching)		X
Shoes - low heel, closed toe, and closed heel		X

## **GENERAL INFORMATION**

### ***School Hours***

Official lower school hours are 8:15 a.m. - 3:15 p.m. The school building opens at 7:00 a.m. Large-group supervision is provided at no charge for students whose parents' work schedules necessitate early arrivals. For students in grades SK–5, the ideal time to arrive is 8:00 a.m. 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 adversely affects the start of the day for the student and disturbs the rest of the class.

Students must be picked up promptly at the end of the day. Students not picked up by 3:30 will be sent to Lion Care, and parents will be charged a drop-in fee.

### ***Birthdays at School***

- If a parent wishes to celebrate a child's birthday at school, arrangements must be made with the teacher for refreshments to be served during lunch. No other activities may be planned.
- Parents are encouraged to bring in small treats (mini-cupcakes, one regular sized cookie per child, etc.) Large desserts and meals (pizza) should not be brought for birthdays.
- Parents sometimes wish to have flowers or balloons delivered to their child at school. These should be left in the school office for the child to pick up at the end of the day.

### ***Bookstore***

The lower school has a bookstore which stocks basic supplies—pencils, tablets, erasers, and Bibles.

### ***Chapel***

Students regularly attend chapel. These services consist of songs, scriptures, prayers, and special programs. The purposes of chapel are to worship God and to promote leadership by the students and teachers taking part in planning and directing the services. Parents are always welcome to attend.

### ***Financial Policy***

Harding Academy must make financial commitments on an annual basis to provide adequate faculty, staff, and other resources to educate its students. Because of those commitments, parents are obligated under the enrollment contract to pay the annual tuition charges for the entire school year unless the enrollment is canceled. The date of withdrawal will be effective the date written notice is received by the school or date sent, if sent via

certified or registered mail. Financial commitments are outlined in the enrollment contract and the Tuition and Fee schedule. Student records, including report cards, will not be released to parents or to other schools if the student account is past due.

### ***LEAP***

The Learning Enrichment Advantage Program (LEAP) offers after-school and summer enrichment classes in a variety of areas. It provides students the opportunity to take part in enriching experiences beyond the daily classroom environment. Class descriptions and registration information are listed on the school website.

### ***Library***

Students have opportunities to visit the school library. They are allowed to check out books during this time. If a book is lost, the student will be charged the replacement cost.

### ***Lost and Found***

The lower school office has a lost and found area. Parents and students are encouraged to check there for missing possessions. Labeling items with the child's name will help in the event an item is lost.

### ***Lunch***

The length of the lunch period prohibits leaving school for lunch. All students must either buy their lunches in the cafeteria or bring them from home. Food brought from home will not be heated in a microwave or warmer and cold items will not be refrigerated.

### ***Party Invitations***

Students may distribute invitations to personal parties only if all students or all students of the same gender in the class are invited. This policy also applies to children bringing gifts to school. Gifts can only be given if each child or each child of the same gender receives the same gift.

### ***Recess and Physical Fitness***

If it is necessary for a child to refrain from physical activity for an extended period of time, a statement from a physician will be required. Likewise, one will be required if a student must remain indoors during recess or P.E. Students should wear or bring athletic shoes for P.E. classes.

### ***Service Projects***

Lower school students participate in service projects throughout the year. As a part of Teaching for Transformation where students are invited to see the story, we provide opportunities for them to live the story. Formational Learning Experiences (FLEx) are about doing real work that meets real needs for real people. Students love FLEx projects because they get to use what they've learned inside the classroom to help people outside the classroom. When students become engaged at that level, so does their mastery of knowledge and skill.

### ***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 re-enrollment do not feel that they are being pressured.
- When conversing with parents, we 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.
- Lower school students must not be involved in the process in any way.
- Once the firm enrollment 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.

## **COMMUNICATIONS**

The goal of the communications department is to keep parents and the public informed about events at Harding Academy. General school news is communicated mainly through weekly eNews posts, email updates, and the school website. Telephone calls and mailings may also be used.

### ***Crisis Communication Plan***

In the event of an urgent message or emergency, the following communication will take place.

- Harding website will be updated with vital information
- Parents will receive an email from Harding Academy
- When appropriate, social media posts will be made and local media outlets will be informed

### ***Primary Email Address Required***

- Each family is required to have at least one primary email address on file.
- Harding uses email addresses and telephone numbers from FACTS. Parents provide this vital information on enrollment contracts. Parents may add to or change this information at [www.hardinglions.org/updateparentprofile](http://www.hardinglions.org/updateparentprofile).
- To receive emails from Harding Academy, please add [communications@hardinglions.org](mailto:communications@hardinglions.org) and [communications@hardingacademymemphis.org](mailto:communications@hardingacademymemphis.org) to your address book. Parents are urged to visit the Communications tab under "About" on the Harding website to learn more about communication avenues and to update contact information.

### ***Press Releases and News Submissions***

All communication including press releases, photographs and story submissions should be made through the Harding Communications Department ([communications@hardinglions.org](mailto:communications@hardinglions.org)).

## **LOWER SCHOOL ATHLETICS (SK-5)**

- Information about seasonal athletic offerings for lower school may be found on the Harding website: <https://www.hardingacademymemphis.org/athletics/lower-school-teams>
- A student who is absent from school due to illness may not play at a game that evening.
- Students involved in 5th grade sports must maintain a 65 D average in all subjects. The principal and classroom teacher will prepare an improvement plan in the event grades go below this average.

## **LION CARE**

Lion Care is available on school days from 3:15 p.m.–6:00 p.m. Lion Care is not available when school is closed for inclement weather or 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.

### ***Lion Care for the Holidays***

Lion Care for the holidays is offered to all lower school students during Fall Break, Christmas, and Spring Break. A minimum of ten students must be enrolled by the deadline for the service to be provided. A deadline for registration for each session will be announced, and advance payment is required. The hours for holiday Lion Care are 7:00 a.m.- 6:00 p.m. Students must bring lunches and drinks that do not require heating or refrigeration.

### ***Lion Camp***

Lion Camp is available for Harding families during the summer months when school is not in session. Each group of children, under the supervision of a qualified counselor, participates in art, games, field trips, and activities which promote experiential learning. Lion Camp enrollment is on a weekly basis.

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, science, and academics. Sports camps are also offered.

### ***Lion Care: Homework***

Homework time is provided at school each day of the week except Fridays. Homework time lasts approximately 20–30 minutes. Talking is not permitted during this time and children remain seated. The Lion Care homework policy states that each child must do homework during this time unless a note from the child's parent requests other arrangements. If this is the case, the child must sit quietly either reading a book or coloring. No toys are allowed during homework time. If a child finishes all homework before homework time is over, the child will be allowed to read quietly or color.

### ***Lion Care: Conduct***

Children are expected to display good behavior in Lion Care. The conduct rules for Lions Care are the same as the school rules. Consistent misconduct, disrespect, or lack of cooperation will result in the loss of Lion Care privileges or in termination of enrollment.

### ***Lion Care: Outdoor Recess***

Children must have weather-appropriate attire to be allowed to participate in outdoor recess. Parents are asked to notify the Lion Care director in writing if a child has health issues that restrict participation in outdoor recess.



***Lion Care: Lower School Athletics***

Children that are involved in lower school athletics must have a completed and signed Harding Academy lower school athletic permission form on file with the Lion Care director. Children will not be released from Lion Care to attend practices without this form. Parents must notify the Lion Care office if anyone other than the parent/guardian will be picking the child up for practices.

***Lion Care: LEAP***

Children will be dismissed from Lion Care to participate in LEAP classes only if a completed and signed LEAP permission form is on file with the Lion Care director.

***Lion Care: Enrollment Procedures***

Parents may enroll a child in Lion Care as a part of the enrollment process. To enroll during the school year, parents should contact the business office to make the appropriate arrangements. Once the business office has been contacted, the parent should go to the Lion Care director to fill out the necessary paperwork prior to the child staying in Lion Care.

***Lion Care: Snack Time***

Parents may send snacks for their child to eat during Lion Care.

***Lion Care: Pickup***

Parents must come into the school to pick up children from Lion Care. When a child is to be picked up by someone other than the designated person listed on the student information form, a parent/guardian must send a note or call the school office to inform the Lion Care staff. The person picking up the child will be asked to show a photo I.D. Sometimes even a parent may be asked to show a photo I.D. if the person working the desk does not recognize the parent. For this reason, parents should always have I.D. available when picking up a child. These measures are in place to protect the children.

***Lion Care: Drop-in Fees and Late Fees***

Children who are not enrolled in Lion Care may attend on a day-to-day basis. When this occurs, parents will be charged a drop-in fee of \$25.00 per day, due on the day of service. Lion Care ends at 6:00 p.m. Children that are not picked up by 6:00 will be charged a late fee of \$15 for up to 15 minutes (6:15 p.m.). A \$1.00 per minute charge will be assessed for every additional minute a child is left in care after 6:15 p.m.

***Withdrawal from Lion Care***

Two weeks written notice must be submitted to the Lion Care director if a family chooses to withdraw from Lion Care. Charges will be adjusted accordingly.

**NONDISCRIMINATORY POLICY**

Harding Academy admits students of any race, color, or national or ethnic origin. Also, as required by Title IX of the Education Amendment 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.

## **GOVERNANCE AND MANAGEMENT**

Harding Academy is governed by a Board of Trustees. As the guardian of Harding Academy's mission, the Board of Trustees 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 head of school; and with safeguarding the financial viability and stability of the school.

The day-to-day operations of the school rest with the head of school, administrative staff, and faculty. Under the head of school'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 lower school is approved by both Cognia and the National Christian School Association. Both of these organizations are recognized national accrediting agencies. The school is also a member of the Memphis Association of Independent Schools.

## **AHERA NOTICE (Asbestos)**

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 office. The management plan includes a record of the inspections for friable 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. All appropriate repairs are done under the supervision of trained personnel. Every three years all ACM are re-inspected and reevaluated by EPA Certified Asbestos Inspectors and Management Planners as required by EPA regulations. Questions regarding the Asbestos Plan at Harding Academy may be directed to the facilities director.