



**2024-2025**

**Middle and Upper School Handbook  
for  
Parents and Students**

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## IMPORTANT MIDDLE AND UPPER SCHOOL TELEPHONE NUMBERS

<b>Upper School Office (767-4462)</b>		
Mrs. Ashley Lipe		Upper School Principal
<b>Middle School Office (767-4463)</b>		
Mr. Corey Cunningham		Middle School Principal
<b>Athletic Office (767-4466)</b>		
Mr. Seth King		Athletic Director
Mr. Chris Miller		Assistant Athletic Director
Ms. Sloan Scott		Assistant Athletic Director
Mr. Rob Kurzinsky		Athlete Development Director
Mrs. Stacey Miller		Office Manager
<b>Campus Ministry (312-2864)</b>		
Mrs. Jenna King		Campus Minister
<b>Library and Media Services (312-2866)</b>		
Mrs. Janelle Phipps		Librarian
<b>School Counseling Services (767-4494)</b>		
Mrs. Sarah Banker	Director of Counseling Services and College Counselor	
Mrs. Melissa Canterbury		School Counselor
Ms. Hannah Douglas		School Counselor
<b>Community Engagement and Belonging (312-2861)</b>		
Ms. Sheronda Holmes	Director of Community Engagement and Belonging	

## OTHER IMPORTANT TELEPHONE NUMBERS

Admissions	767-4494
Advancement	767-1033
Alumni Relations	767-1033
Business Office	683-2440
Communications	312-2846
Head of School Office	767-4998
Lower School	767-5344
Technology Office	312-2838

## WHOM DO I CONTACT?

### To find out about...

Athletics (upper and lower school)  
Attendance (report absence, tardiness)  
  
College admissions  
Emergency (need to reach a MS student)  
Emergency (need to reach an US student)  
Enrollment  
Financial aid  
Grades (daily operations in a class)  
Grades (FACTS SIS issues)  
iPad Support  
Medications  
Thrive Support  
Scheduling of classes  
  
Standardized tests (OLSAT, ACT, SAT, AP)  
  
Technology support  
Transcripts  
Tuition (account)  
Discipline (MS)  
Discipline (US)

### contact...

Athletic Office 767-4466  
Upper School Office 767-4462  
(voicemail available 24 hours a day, 7 days a week)  
Counseling Services 763-3280  
Middle School Office 767-4463  
Upper School Office 767-4462  
Admissions 767-4494  
Admissions 767-4494  
The teacher teacher email / 767-4962  
Technology Office [support@hardingacademymemphis.org](mailto:support@hardingacademymemphis.org)  
Technology Office [support@hardingacademymemphis.org](mailto:support@hardingacademymemphis.org)  
Nurse's Office 312-2858  
Learning Lab 312-2855  
Counseling Services 767-4494  
[counseling@hardingacademymemphis.org](mailto:counseling@hardingacademymemphis.org)  
Counseling Services 767-4494  
[counseling@hardingacademymemphis.org](mailto:counseling@hardingacademymemphis.org)  
Technology Office [support@hardingacademymemphis.org](mailto:support@hardingacademymemphis.org)  
Curriculum Coordinator 767-4494  
Business Office 683-2440  
Middle School Office 767-4463  
Upper School Office 767-4462



# 2024-25

## School Year Calendar Grades SK-12

### First Day of School

SK-8, New Students 9-12	August 7
Returning Students Grades 9-12	August 8
New Parent Orientation 6-12	August 8

### Students Out of School

Labor Day	September 2
Fall Break	October 7-11
Teacher Inservice	October 14
Classes resume after Fall Break	October 15
Thanksgiving	November 27-29
Last day before Christmas Break (11:30 dismissal for SK-grade 12)	December 20
Christmas Break	December 21-January 6
Teacher Inservice	January 6
Classes resume after Christmas Break	January 7
Martin Luther King Day	January 20
Presidents Day	February 17
Spring Break	March 10-14
Classes resume after Spring Break	March 17
Good Friday	April 18
Easter Holiday	April 21
Classes resume after Easter Break	April 22

### Last Day of School for Students

Grade 12	May 9
Grades SK-11	May 22

**NOTE:** Little Harding (6 weeks–JK) follows a separate calendar.

## GENERAL INFORMATION

Harding Academy is a Christian, college preparatory, liberal arts, coeducational school committed to cultivating transformation in the lives of our students. In every classroom, in every lesson, we are telling God’s Story.

- **Founded:** 1952
- **First Graduating Class:** 1959
- **Accreditation:** Cognia/Southern Association of Colleges and Schools (since 1960); National Christian School Association
- **Colors:** Royal blue, white, red
- **Mascot:** Lion

This handbook contains information pertaining to school policies; regulations for student conduct; a description of Middle and Upper School Offices; and a listing of school clubs, organizations, and sports programs. Each student is to comply with the school policies and regulations. Parents and guardians should be fully aware of the guidelines. In enrolling a child in Harding Academy, parents and guardians agree to abide by the policies and regulations, recognizing the school’s right to govern student behavior and enforce those regulations. The parents are encouraged, moreover, to partner with the school in teaching Christian values that lie at the foundation of Harding’s disciplinary code. Students and parents are strongly 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:

- Does it honor God?
- Does it exhibit love of neighbor?
- Does it maintain safety?
- Does it enhance learning?
- 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.

### Memberships

National Christian School Association • Memphis Association of Independent Schools • Tennessee Secondary School Athletic Association • Tennessee Music Educators Association • West Tennessee School Band and Orchestra Association • West Tennessee Vocal Music Educators Association • Southern Association for College Admissions and Counseling • Shelby League Athletics

## **ALMA MATER**

*Mrs. Mary Nell Hardeman Powers*

Memphis Harding School's our treasure  
That's our Christian joy and pride.  
'Tis our service, our endeavor  
In these halls our hopes abide.

May the Providence that built thee  
Still continue as our guide.  
Memphis Harding, may God's blessings  
Fall abundantly on thee.  
We will ever love and cherish thee until eternity.

## **HARDING ACADEMY MISSION**

Harding Academy teaches 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.

Our plan to accomplish this mission is the Teaching for Transformation educational framework (TfT). This framework helps students discover their place in God's story. In every classroom, in every lesson, we are telling God's story and living out our mission.

## **GOVERNANCE AND MANAGEMENT**

Harding Academy is governed by a Board of Trustees. As guardians of the school's mission, the Board of Trustees is charged with developing major institutional policies and 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 leadership of the head of school, these Harding Academy employees are charged with developing and implementing programs and operational policies that support the school's mission and goals.



## RESPONSIBILITY STATEMENTS

The educational success of students is a collaborative effort between 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 students with respect
- Create a classroom environment that is conducive to learning
- Expect proper work ethic and appropriate behavior
- Establish behavior guidelines and carry them out consistently
- Keep open lines of communication with parents

It is the responsibility of a Harding Academy **student** to:

- Demonstrate Christian character and attitude
- Treat others with kindness and respect
- Accept responsibility for his/her own actions
- Accept responsibility for his/her own work
- Respect those in authority and obey classroom rules
- Abide by the guidelines set forth in the student handbook

It is the responsibility of a Harding Academy **parent** to:

- Instill in the student the value of education, a sense of responsibility, and a sense of respect for others
- Have the student at school daily and on time
- Be supportive of the school and its staff
- Demonstrate respect for the school and its staff
- Address questions courteously to the proper authorities and in the proper sequence

# COMMUNICATION

## COMMUNICATIONS DEPARTMENT

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, email updates, and the school website. But, telephone calls and mailings are also used.

**Crisis Communication:** In the event of an urgent message or emergency, the following communication will take place:

- Email to parents
- Harding website post
- Social media post
- Notification through news media

**Primary Email Address Required:** Each family is required to have at least ONE PRIMARY email address on file. Harding uses the email addresses and telephone numbers from FACTS SIS (those that parents reported on the enrollment contract).

Please keep your contact information current. You may update your information from the Harding website (Update Parent Profile). [www.hardingacademymemphis.org/update-parent-profile/](http://www.hardingacademymemphis.org/update-parent-profile/).

To ensure that you receive email from Harding Academy, please add [communications@hardingacademymemphis.org](mailto:communications@hardingacademymemphis.org) and [communications@hardinglions.org](mailto:communications@hardinglions.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, photograph and story submissions, and updates to the news media should be made through the Harding communications department ([communications@hardingacademymemphis.org](mailto:communications@hardingacademymemphis.org)).

## FACTS SIS (FAMILY PORTAL)

FACTS SIS (Family Portal) is a vital communication tool from teacher to parent. Teachers are required to post grades and sometimes comments or explanations in FACTS SIS and will expect that parents are regularly checking this important information. Not to check FACTS SIS is to miss out on a vital connection between home and school. If parents or students have any trouble navigating FACTS SIS or getting the information they need, they are encouraged to contact the principal for assistance.

FACTS SIS (Family Portal) is a web-based reporting system that allows parents to see grades online. Parents' instructions and login information come from the technology department. Parents without computer access at home will be able to access FACTS SIS at any computer or phone with Internet access.

FACTS SIS access may be blocked for past-due accounts.

## SCHOOL-TO-HOME COMMUNICATION

Harding Academy expects teachers to communicate with parents directly regarding both victories and concerns with their students' performance in school. Still, it is vital that there be an open line of communication between students and their parents. Students should update their parents regarding their experiences and progress in school, and parents are encouraged to talk with their students about these matters.

The school will post an electronic report card approximately every nine weeks. The dates for report card postings are on the school calendar, as are the dates that mark the half-way point in the quarter (mid-quarter).

- Teacher Meet and Greet
- Letters mailed home
- Conferences
- Email messages
- Parent orientation meetings
- Canvas
- FACTS SIS (Family Portal)
- Telephone calls
- Parent grade-level meetings
- Team parent meetings
- E-News
- School website: <http://www.hardingacademyemphis.org>

## HOME-TO-SCHOOL COMMUNICATION

Parents who wish to confer with teachers may either email the teacher directly or call the upper school office (901-767-4462) during the school day to set up a conference. Teachers will make every effort to communicate within 24 business hours.

Parents may request conferences with one or more teachers by emailing them directly or by calling the upper school office to leave a message for them since teachers will usually be busy with classes during school hours (901-767-4462).

Teachers will make every effort to meet with parents at a time that is convenient and expedient for all. Likely it will be necessary to give teachers a day's notice in order for them to accommodate a conference time.

## CONFLICT RESOLUTION

Because conflicts and concerns can arise in any relationship, it is important for those involved to resolve conflicts by working together in a spirit of gentleness and love.

A family will handle concerns by using the following procedure:

1. If a parent has a staff or faculty-related grievance, an effort must be made to resolve the matter first with that staff or faculty member.
  - a. If the matter is not resolved, the parent must direct the grievance to the individual's immediate supervisor. (If that person is a teacher, then the principal is the immediate supervisor)
  - b. If the matter is not resolved at the supervisory level, the parent must call the head of school to schedule a conference. The conference may include all parties involved.
2. Throughout the problem resolution process, all parties are expected to demonstrate mutual respect. The dignity of all parties involved will be protected. No reprisal or retaliation of any kind shall be taken against any student or parent for using this procedure.

# ACADEMICS

## ADVANCED PLACEMENT AND HONORS CLASSES

All classes at Harding Academy are college-preparatory and are designed to challenge students. In some cases, a class is designated as honors or Advanced Placement (AP). The curriculum in honors classes differs from that in a standard college preparatory class, and students can expect the class to move at a faster, more rigorous pace than in regular classes. Students can expect to be challenged and should not necessarily be alarmed if they do not always make As or Bs.

Advanced Placement courses are college-level courses with a curriculum set by the College Board. Students who choose AP classes must be able and prepared to do college-level work. Advanced Placement classes aim to prepare students to take the College Board's AP examinations in the spring. Depending upon which class is taken, the score on such an examination, and the receiving college's approval, a student may earn college credit.

When determining if a student should be placed in honors and AP classes, we consider various factors including previous academic performance, standardized test scores, work habits, conduct, and teacher evaluations. Additionally, resilience, self-management, willingness to read and write independently, pursuit of learning beyond classroom requirements, maturity of thinking, intellectual curiosity, and the ability to think abstractly are important. If students lack these qualities, it may be beneficial to delay the class or opt for a standard college preparatory course.

The counselors and administration will make every effort to enroll each student in a schedule of classes that stretches him or her appropriately and that matches the parents' best judgment of what is right for their children. However, due to class size constraints, not every student will always be able to enroll in any or all honors or AP courses. Harding's standard college preparatory courses are excellent preparation for college and should in no way be deemed inferior to honors and AP courses. The school will work closely with parents to optimize their students' schedules, and the administration will seek to invest in resources and programs that will consider the unique interests, strengths, and challenges of students.

## DUAL ENROLLMENT COURSES

Harding sometimes works in conjunction with universities to offer courses that allow high school students to enroll in college-level classes for credit prior to high school graduation. The students must enroll in the college or university and must meet that institution's requirements for admission. All costs of dual enrollment are borne by the student's family. However, students may be able to apply for a grant to cover the cost.

## QUALITY POINTS FOR HONORS AND ADVANCED PLACEMENT CLASSES

Quality points will be added to honors and dual enrollment classes and Advanced Placement classes only for grades 9–12 and only for the purpose of determining a student's GPA and rank in class.

- Advanced Placement courses carry one extra quality point.
- Honors classes carry ½ an extra quality point.
- Dual enrollment classes can carry up to one extra quality point.
- The grade in the Harding class (on the transcript) is not affected by the extra quality points.
- The extra quality points are assigned at the end of each semester for grade point averages (GPAs) and for class ranking.
- Quality points will be given for grades of C- or higher in these courses.

## ACADEMIC DISHONESTY

Academic Dishonesty or plagiarism is the act of using someone else's work, ideas, or intellectual property without proper acknowledgment. This includes but is not limited to:

- Copying text, images, or other content directly from a source without proper citation.
- Paraphrasing ideas from a source without proper acknowledgment.
- Using someone else's work as your own, including assignments, essays, projects, or any other academic work.
- Submitting purchased or otherwise acquired work as your own.
- Failing to properly cite sources in any form of academic work.

Plagiarism is a serious offense and will be met with strict consequences to ensure fairness and maintain academic standards. Students will receive a Level 2 and a zero on the plagiarized assignment.

**Artificial Intelligence (AI) Policy:** Submitting work that incorporates any form of generative AI without proper citation is Academic Dishonesty. Unless explicitly instructed to do so, students may not use generative AI for completing class work, projects, papers, assessments, or any other assigned task. If students submit work that contains generative AI content, they will receive a Level 2 and a zero on the assignment. Repeat offenses will require a parent, teacher, student, and principal meeting and may result in the student being removed from Harding's honors, Advanced Placement, and Dual Enrollment programs.

## ALTERNATIVE CREDIT

Harding generally does not grant academic credit for experiences other than traditional class attendance, course completion, and passing grades. Exceptions to the physical education policy are outlined later in this handbook (see p 19). No online work, other than Ethos classes, taken toward credits required for graduation (to be calculated in the cumulative GPA) is accepted unless special permission is given by the principal.

Sometimes colleges suggest that students retake courses online in order to improve their GPAs. If a student takes one or more courses under these conditions, and if the institution that teaches the course is accredited by one of the six regional accrediting agencies or Cognia, Harding will post the course on the student's transcript but will not calculate the grade into his GPA.

## FORMATIONAL LEARNING EXPERIENCES (FLEX)

Harding Academy believes that one aspect of a well-rounded education is the involvement in service to others. As part of the educational framework of Teaching for Transformation, students are invited to discover their place in God's story and then live the story. These opportunities to live the story are called Formational Learning Experiences. A FLEx is about doing real work that meets real needs for real people. Students get to use what they've learned inside the classroom to help people outside the classroom.

## BELL SCHEDULE

Grades 9-12			Grades 6-8		
A Day			A Day		
8:00-8:40	B1		8:00-8:40	B1	
8:45-9:25	C1		8:45-9:25	C1	
9:35-10:00	Chapel		9:35-10:00	Chapel	
10:05-10:45	B2		10:05-10:45	B2	
10:50-11:30	C2		10:50-11:30	C2	
11:35-12:15	US P1		11:30-12:00	MS Lunch	
12:15-12:45	US Lunch		12:05-12:45	MS P1	
12:50-1:30	B3		12:50-1:30	B3	
1:35-2:15	C3		1:35-2:15	C3	
2:20-3:00	P2		2:20-3:00	P2	
B Day			B Day		
C Day			C Day		
8:00-9:20	B1	C1	8:00-9:20	B1	C1
9:30-10:00	Chapel	Homeroom	9:30-10:00	Chapel	Homeroom
10:05-11:25	B2	C2	10:05-11:25	B2	C2
11:30-12:15	P1		11:25-11:55	MS Lunch	
12:15-12:45	HS Lunch		12:00-12:45	P1	
12:50-2:10	B3	C3	12:50-2:10	B3	C3
2:15-3:00	P2		2:15-3:00	P2	

## 2024-2025 MIDDLE SCHOOL CURRICULUM (GRADES 6–8)

### SIXTH GRADE

Bible 6—Old Testament Narratives  
English  
Mathematics  
Fitness

Science  
Ancient Civilizations  
Fine Arts Exploration

Electives (Beginner Band, Horticulture, Improvisation Theatre Troupe, Middle School Chorus, Thrive Support, Thrive Extension, Theatre Production, Visual Art)

### SEVENTH GRADE

Bible 7—New Testament Narratives  
English  
Prealgebra

Science  
Geography  
Fitness

Electives (Beginner Band, Horticulture, Improvisation Theatre Troupe, Middle School Chorus, Thrive Support, Thrive Extension, Theatre Production, Visual Art, Movement and Mindfulness, The Hero's Journey Book Club)

### EIGHTH GRADE

Bible 8—Christian Formation  
English  
Algebra I

Physical Science  
American History  
Fitness

Electives (Beginner Band, Horticulture, Improvisation Theatre Troupe, Middle School Chorus, Thrive Support, Thrive Extension, Theatre Production, Visual Art, Movement and Mindfulness, The Hero's Journey Book Club)

## 2024–25 HIGH SCHOOL CURRICULUM (GRADES 9–12)

### BIBLE

Bible 9—Story of Israel  
Bible 10—Story of Jesus  
Bible 11—Story of the Church  
Bible 12—21<sup>st</sup> Century Christian  
Honors World Religion and Ethics

### ENGLISH

English 9  
Honors English 9\*  
American Literature 10  
Honors American Literature 10\*  
British Literature 11  
AP Language & Composition 11\*  
Capstone Senior English 12  
AP Literature & Composition 12\*

### FINE ARTS

Art I  
Art 2-D I\*, Honors II\*  
Art 3-D I\*, Honors II\*, Honors III\*  
Honors Studio Arts Concepts\*  
Digital Art I  
Digital Art II  
Drama  
A Cappella Chorus\*, Honors\*<sup>∞</sup>  
Drama  
Jr. Concert Band\*, Honors\*<sup>∞</sup>  
Sr. Wind Ensemble\*, Honors\*<sup>∞</sup>

### LANGUAGE

Spanish I, II  
Honors Spanish III\*  
AP Spanish Language and Culture\*<sup>◇</sup>  
French I, II  
Honors French III\*

### MATHEMATICS

Algebra I  
Algebra II  
Honors Algebra II\*  
Geometry  
Honors Geometry\*  
Precalculus  
Honors Precalculus\*  
Statistics <sup>◇</sup>  
AP Calculus AB\*  
AP Calculus BC\*

### SCIENCE

Biology  
Honors Biology\*  
Chemistry  
Honors Chemistry\*  
Physics  
AP Chemistry\*  
AP Environmental Science\*  
AP Biology\*  
AP Physics I\*  
Anatomy and Physiology  
Honors Anatomy and Physiology\*

### SOCIAL STUDIES

World History  
American History  
AP US History\*  
African American History  
Honors African American History\*<sup>◇</sup>  
Government/Economics

### MISCELLANEOUS

Accounting  
Computer Applications  
Horticulture  
Yearbook I\*, II\*, Honors III\*,  
Honors IV\*  
Physical Fitness

### FOR-CREDIT COURSE AVAILABLE IN EIGHTH GRADE

Algebra I  
Spanish I

- \* Teacher or departmental approval required
- <sup>∞</sup> Honors Band (9–12) and Honors Chorus (9–12) will be based on the student's selection to and performance in All West.
- <sup>◇</sup> Dual enrollment course



## DIPLOMAS AND CREDITS

### DIPLOMA REQUIREMENTS

<b>SUBJECT</b>	<b>CREDITS</b>	<b>NOTES</b>
Bible	4	
English	4	
Mathematics	4	Must include Algebra I, Algebra II, geometry
Science	4	Must include a physical science, biology, chemistry
Social Studies	4	Must include world history, American history, African American history, and government/economics
Language.	2	Two credits of a single language
Physical Education	1	
Fine Arts	1	Visual or performing art
Electives	4	

### GRADUATION REQUIREMENTS CLARIFICATION

- Students must earn 28 high school credits for graduation.
- Students must take 7 credit-earning courses every year.
- Prealgebra, even if taken in high school, is a no-credit course.
- Bible is required only in those years the student is enrolled in Harding.
- Students must take a math, science, English, Bible, and social studies each year.
- Only for-credit courses taken in grades 9–12, with the exception of physical fitness, are counted in the cumulative GPA.
- Beginning with the Class of 2024, band participation may not substitute for the physical education requirement. See pg 20 for explanation of physical education credit options.
- Every student is required to take the ACT in order to graduate and is strongly encouraged to take the SAT.
- Every student is required to apply to a college or university in order to graduate.

### EARLY GRADUATION

Students will not be permitted to graduate early.

## ELIGIBILITY FOR ATHLETIC AND OTHER CO-CURRICULAR EVENTS

Participation in co-curricular activities at Harding Academy, including athletics, is considered an educational pursuit and a privilege. Accordingly, due to the time commitment of co-curricular activities and because mastery of academic subjects, unlike sports, is measured in grades on transcripts and high-stakes testing, participation in co-curricular activities is subject to the school's eligibility policy. Students who wish to participate in co-curricular activities are expected to maintain satisfactory academic and conduct grades, work habits, and attendance.

All athletes should maintain a 65% current quarter average in each class to be eligible to participate in sports. A student with a current quarter grade below a 65% in a class for more than two consecutive weeks may be ineligible to participate in co-curricular performances and contests such as games, plays, and musicals. Eligibility resets at the beginning of each quarter.

The athlete who does not meet the eligibility requirements may not participate in performances or contests until his or her grades are all a 65% or higher but may participate in practices and rehearsals if and only if he or she properly completes the Plan To Play form each week for each class with a failing grade. The Plan To Play form may be picked up in the principal's office.

To establish an athlete's week-to-week eligibility, the principal checks grades on Fridays and declares students eligible, warned, or ineligible for the upcoming week. Eligibility is communicated to the student, the parent, and the student's coaches, directors, sponsors, and teachers. Students will only be placed on the warning or ineligibility list on Fridays but can be moved to the eligible list at any time if all grades are 65% or higher.

High school students who fail to earn six (6) or more credits for the academic year will be ineligible for the duration of the following school year.

TSSAA eligibility policy also states that any student whose account in the business office is 60 days past due loses his athletic eligibility.

The principal, athletic director, coaches, or arts directors may at times determine that a student may not participate, play, practice, or travel based upon behavioral or academic concerns that are outside of the scope of this eligibility policy.

## EXAMINATIONS

### EXEMPTIONS

Whether or not to allow students to be exempt from semester examinations is each teacher's prerogative. It should be considered normal for students to take all exams and the *exception* to be exempt. In classes where exemptions are allowed, the student must meet the academic, attendance, and conduct requirements to be exempt.

#### ACADEMIC REQUIREMENT

The minimum academic requirement for exemptions is a 90% or better for the semester. In addition, a teacher may use a higher standard or other criteria for determining exemptions, such as an exemption test.

#### ATTENDANCE REQUIREMENT

A student who has an unexcused absence from a class or has accumulated 3 or more unexcused tardies in a class in a semester will be ineligible for exemption from the semester examination in that class that semester.

#### CONDUCT REQUIREMENT

- Students who have received a level 2 may not be eligible for exemption from any semester examinations.
- Students who have incurred a level 3 infraction or who have been on behavioral probation are not eligible for exemption in any classes that semester.

#### IN ADVANCED PLACEMENT COURSES

To be exempt from the second semester examination in AP classes, students must have an 83% or better average in that Advanced Placement course, meet the attendance requirement for exemptions, and take the AP exam for that course.

### NOT PERMITTED TO TAKE EXAMINATIONS

Students who fail both quarters in a semester are not permitted to take the semester examination. A grade of NP (not permitted) will be recorded for the examination grade.

### HOLDING OF EXAMINATIONS

Students with outstanding obligations will not be permitted to take their examinations until the obligations are cleared. Examples of outstanding obligations include past due accounts, overdue library books, lost textbooks, fines, fees, unreturned athletic or performance uniforms, and detention time.

## FAILURE AND SUMMER SCHOOL

A student who fails one or two classes must either reschedule the class (by permission of the principal) or go to summer school and pass in order to go on to the next grade. A maximum of two subjects may be made up in the summer. A student in grades 6–12 who fails three or more subjects will have to repeat the grade and will be placed on academic probation the following year at Harding.

An athlete who fails a class and considers rescheduling the class for the next year rather than attending summer school needs to be aware of the TSSAA policy that requires a student to earn six credits in order to participate in athletics the following year. Questions about this policy should be directed to the athletic director and a school counselor.

A student in grades 6, 7, or 8 who does not pass a core subject (Bible, English, mathematics, science, or social studies) must attend and pass summer school to make up that class in order to be promoted to the next grade. A maximum of two core subjects may be made up in summer school.

A student who fails Bible will be required to attend summer school to earn that credit. Tuition will be charged. A student who chooses not to make up a Bible course will not be a candidate to return to Harding for another year. Seniors who fail Bible and do not make up the credit will not graduate.

A student will not be allowed to repeat more than one grade at Harding and may repeat that grade one time only.

If a student repeats a course because of failure, both grades will be reflected on the transcript and calculated into the GPA. The student will receive credit for the repeated course.

Except for Bible (when there is sufficient demand), Harding Academy does not offer summer school. Students who are required to attend summer school must attend a school fully accredited by one of the six regional accrediting bodies, ACSI, ACCS, NCSA, or Cognia. Online coursework approved by the principal is acceptable. Athletes who take an online course to make up a failed course are responsible for making sure the course is NCAA or NAIA-approved.

## PHYSICAL FITNESS CREDIT POLICY

This information applies to high school students, not middle school students. One credit in physical fitness is a requirement for graduation at Harding Academy. This requirement must be satisfied in one of the following ways:

1. *Physical fitness class.* Students may take the year-long physical fitness class in grades 9, 10, 11, or 12.
2. *Athletic equivalency.* One physical education credit will be awarded over a student's four years of high school for participation in the interscholastic athletic program. No grade is awarded, nor is a grade calculated into the student's GPA. The athletic office verifies at the end of each season the names of students who successfully completed the requirement.
  - Students in grades 9-12 may participate one year in one high school sport.
3. *Alternative credit.* Occasionally, a student may be granted alternative credit in consideration of outside-of-school activity (such as swimming, gymnastics, ballet). Alternative credit requires verification from a supervisor of the activity (not a family member) and must be approved by the principal and athletic director. No grade is awarded, nor is a grade calculated into the student's GPA.

## GRADES

### CITIZENSHIP GRADES

**S = Satisfactory**

**N = Needs Improvement**

**U = Unacceptable**

Grades of S, N, and U will be assigned to report on student behavior. Students with a pattern of citizenship grades below satisfactory will be subject to disciplinary action up to and including probation or dismissal from honor societies or elected office, and school probation, as well as dismissal from school.

### Academic Grades

Grades are not an end in themselves but are useful as a means of communication from the school. The extra points added for honors, dual enrollment, and Advanced Placement classes are for grades 9–12. The grade scale for students in 6–12 will be as follows:

	Grade Scale	Unweighted	Weighted	Honors/Dual	AP
A+	98–100	4.00	4.67	+ .5 / credit	+1 / credit
A	93–97	4.00	4.33	+ .5 / credit	+1 / credit
A-	90–92	4.00	4.00	+ .5 / credit	+1 / credit
B+	87–89	3.00	3.67	+ .5 / credit	+1 / credit
B	83–86	3.00	3.33	+ .5 / credit	+1 / credit
B-	80–82	3.00	3.00	+ .5 / credit	+1 / credit
C+	77–79	2.00	2.67	+ .5 / credit	+1 / credit
C	73–76	2.00	2.33	+ .5 / credit	+1 / credit
C-	70–72	2.00	2.00	+ .5 / credit	+1 / credit
D	65–69	1.00	1.00	0	0
F	64 & below	0	0	0	0

### REPORT PERIODS

Every nine weeks (quarterly) a report card is issued for each student. Report cards are posted in FACTS SIS (Family Portal).

## SEMESTER AVERAGES

Each quarter grade counts 40%, and the semester examination counts 20%.

Examples of calculation (2 ways to calculate the same thing):

1Q 89% (B+)	1Q 89 (B+) x 40% = 35.6	
1Q 89% (B+)	2Q 92 (A-) x 40% = 36.8	
2Q 92% (A-)	exam 60 (F) x 20% = 12	
2Q 92% (A-)		
exam 60% (F)		35.6 + 36.8 + 12 = 84.4% (B)
$422 \div 5 = 84.4\% = 84\% (B)$		

## YEARLY AVERAGES

Yearly averages determine the credit earned and quality points received and are the only grades that appear on the permanent transcript. Each semester grade counts 50%.

Example:

1 Sem 89% (B+)	
2 Sem 68% (D)	
$157 \div 2 = 78.5 = 79\% (C+)$	

## GRADE POINT AVERAGE (GPA)

A student's grade point average (GPA) begins to accumulate with the ninth grade year.

Students in grades 9–12 may review their GPAs in the school counseling office and in Scoir. GPAs will change twice per year, in January and in May, after grades have been finalized for each semester. Please allow the counseling office sufficient time after report cards are issued to post GPAs.

Harding calculates two GPAs for each student, a weighted and an unweighted (see p 21). Both GPAs are listed on the Harding transcript.

Grades shown in FACTS SIS (Family Portal) and on permanent transcripts are the percentage grades received in the class. No weighting or extra quality points affect the grades shown in FACTS SIS or on transcripts.

When a student earns a C– or better for the semester, honors classes (taken in grades 9–12 only) carry an additional ½ point for each credit, and AP classes carry one additional point for each credit. These extra points go into the weighted cumulative GPA. The actual grade earned in the class appears on report cards and transcripts, however.

Because there is not a standard honors curriculum used by all schools, when a student transfers into Harding and his transcript shows honors classes, the additional ½ point will be added to those classes at the discretion of the principal. AP classes that are transferred will earn the extra point, even if they are not offered at Harding, because AP curriculum is standardized by the College Board.

## LIBRARY AND MEDIA SERVICES

The library offers a wide range of research and reading materials for students. The library is open to upper school students before school (7:30–7:50, each day). The librarian is available to assist students during those hours. During the day, the library is scheduled to be used by lower or upper school classes.

Students may not bring food or drinks into the library.

Students may print documents in the library when it is open. They may also print in the Upper School Office.

During upper school library hours, permission from a teacher is necessary for students who want to use the library during class, homeroom, or study hall periods

Students may check out books for a three-week period. Books may be renewed as many times as necessary unless there is a waiting list for the book. Books may be renewed once without returning them to the library. Students will be notified by email concerning overdue books.

Reference materials may circulate overnight and are due before the second class of the day (period will vary).

Examinations and grades will be withheld from students with unreturned books. Lost or damaged books must be reported to the library immediately and must be paid for by the borrower.



## **MAKE UP WORK**

### **REQUESTS FOR ASSIGNMENTS**

When a student has been absent, it is the student's responsibility to consult Canvas on the Harding website [hardingacademymemphis.org](http://hardingacademymemphis.org) for assignments. Students are welcome and encouraged to email their teachers to inquire about assignments as well. The parent or student may also call the Middle School Office or Upper School Office to request that assignments be gathered. If the request is made by 9:00 a.m., it is more likely that all assignments can be gathered before the office closes.

### **PROCEDURES FOR MAKING UP WORK**

The following procedures will be followed for making up assignments or tests missed during excused absences:

1. A student must take the tests or turn in long-range assignments before or on the dates they are assigned or due unless the teacher determines that the excused absence prevented the student from being able to meet said deadlines. Extensions may be granted equivalent to the time missed. For example, if a student is out for two days of an excused absence and is sick or otherwise unable to do work, an extension of up to two days may be given at the discretion of the teacher.
2. A student who is absent on the day of a test which has been announced at least two days in advance must be prepared to take the test or turn in the work on the day he or she returns to school unless the teacher determines that the excused absence prevented the student from being able to study. Extensions may be granted equivalent to the time missed. For example, if a student is out for two days of an excused absence and is sick or otherwise unable to study, an extension of up to two days may be given at the discretion of the teacher.
3. For a student who is absent for more than five days, a teacher from Thrive will coordinate with teachers to ensure that the student and teachers have a reasonable plan for making up the work and for any necessary instruction needed to help the student catch up on concepts missed.
4. A student who has missed several tests will take the make-up tests on consecutive days in the order the tests were originally scheduled, except by permission of the teacher and/or principal.

Those projects that are requirements for passing the course because of their length, weight, or importance (for example, a research paper, project, or a presentation) must be submitted even though the date for receiving a passing grade has expired. The project must meet minimum requirements set by the teacher. The student who does not comply with the requirement will receive a grade of Incomplete in the course until the project is satisfactorily completed.

Tests and other work will typically be made up in Early Morning Testing (7:00) or After-school Testing (3:00) unless a teacher makes other arrangements approved by the principal.

### **WORK MISSED BECAUSE OF A SUSPENSION**

A student assigned to in-school or out-of-school suspension must make up all work for full credit.

## SCHOOL COUNSELING SERVICES

School counselors work closely with teachers and the principal to assist students with academic, social, or personal issues. The counselors supervise academic planning and course selection, make referrals for tutoring or professional counseling, proctor standardized tests, and provide academic counseling.

All parents and guardians are welcome to email the counseling office for advice about personal and social concerns, course selection, the college counseling process, and college admission procedures and updates.

Harding's counseling office is comprised of three school counselors, one of whom is the college counselor.

## ACCESS TO STUDENT RECORDS

### RIGHT OF ACCESS TO RECORDS

Student records are confidential. Such records include all information relating to student academic performance, financial status of a student or the student's parent or guardian, and medical or psychological treatment or testing. Access and disclosure of student information shall be done solely for an educational purpose. Such records shall not be made available to unauthorized personnel of Harding Academy, or to the public or any outside agency, without the consent of the student or the parent or guardian of a minor student, except as otherwise provided by law.

### RIGHTS OF NONCUSTODIAL PARENTS

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. A written request to the counseling office is required. The request must include the noncustodial parent's mailing address. (See [TCA §49-6-902.](#))

### COPIES OF TESTS

Teachers may determine whether to allow students to take graded tests home. There are many reasons not to allow tests to circulate, but in general we do not wish to tempt future students to cheat with those tests. Usually, teachers will go over tests with their students. Parents are always welcome to come to school to see tests and are encouraged to email the teacher or call the upper school office to leave a message for the teacher regarding any questions or requests to review tests.

## COLLEGE COUNSELING

Harding is committed to helping each student with creating a comprehensive and personalized college counseling plan. Students and parents have access to Naviance which will allow students to assess their abilities and interests, explore various college options, take virtual tours of universities, and stay on track for meeting college application deadlines.

Harding's college planning program begins long before the senior year. In addition to assisting students, Harding's program involves and educates parents about the process, as well. Counselors schedule night-time

parent meetings of high school students and meet with students individually and in small groups.

Parents of juniors and seniors will be invited to attend Think College Night where they will learn about the college application process and applying for financial aid. Senior parents can also receive help completing FAFSA forms at the FAFSA Parent Help session.

### **ACCOMMODATIONS ON NATIONAL EXAMINATIONS**

Harding Academy does not make the decision about extended time requests for PSAT, SAT, AP, or ACT tests. The College Board and ACT, Inc., are the organizations that evaluate and grant requests for extended time on those tests. There is a rigorous approval process for gaining accommodations, and students must begin the process with the counseling office by spring of their sophomore year at the latest to have the best chance of being approved in time to take the tests during junior and senior year.

College Board (PSAT, SAT, AP) : <http://student.collegeboard.org/services-for-students-with-disabilities>

ACT, Inc. (ACT) : <http://www.actstudent.org/regist/disab/>

### **THRIVE: ACADEMIC DIFFERENTIATION**

Thrive is our academic differentiation program for all students in K-12. We provide extra supports or challenges based on students' individual needs to help them thrive in every class. In Middle School and Upper School, all of our classes are structured in a way that provides everyday differentiated instruction for our students. Our students who need academic support can enroll in small-ratio math classes, a general academic support class, and/or our Thrive Dyslexia class. Our Learning Specialists primarily provide academic support for students specifically enrolled in our Thrive Support classes; however, their reach expands to all students who need support throughout the school year. Our Upper School students can enroll in Honors, Advanced Placement, and/or Dual Enrollment classes to enhance their learning of specific content areas. In an effort to extend these opportunities to our Middle School, qualifying students will have the opportunity to enhance their learning through a Thrive extension class.

### **INDIVIDUALIZED LEARNING PLANS**

For our students who have documented learning differences, we offer Individualized Learning Plans (ILPs). These plans are created in collaboration with the student, parents/guardians, teachers, learning specialists, principals, and providers and reviewed each year. In order to establish and maintain an updated ILP, families must provide a complete psychoeducational evaluation conducted and written by a clinical psychologist, psychiatrist, licensed psychological examiner, or other licensed professional (in cases where the learning disability is caused by hearing or vision problems). Families must also follow the documentation guidelines below:

- All documentation must be current (students must be reevaluated every three years). Documentation must be on file with the student's permanent record.
- Each evaluation must contain a DSM IV (Diagnostic Statistical Manual) diagnosis and specific recommendations for accommodations such as testing environment and additional time allowed.

Harding may provide extended time on tests and examinations if the student's needs are consistent with the evaluation. Having extended time accommodations on a Harding ILP does not guarantee a student extended time on standardized tests such as the ACT and Advanced Placement Exams. ACT and College Board approve all accommodations independently of Harding Academy.

## COLLEGE ENTRANCE TESTING

Taking the ACT is a requirement for graduation. Harding encourages students to take the ACT in the spring or summer of the junior year. It is the student's responsibility to register for the ACT or SAT. This process is completed through a student's personal online account. Harding's school code is 431-417.

For ACT, go to <http://www.actstudent.org> for more information.

For SAT, go to <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines> for more information.

## SCHOOL-ADMINISTERED STANDARDIZED TESTS

- PSAT (Preliminary Scholastic Aptitude Test) / NMSQT (National Merit Scholarship Qualifying Test) for grades 10 and 11
- CPT for middle school (6, 7, 8)
- Otis-Lennon School Ability Test (OLSAT) for grades 7 and 9
- ACT administered on campus to juniors
- Advanced Placement Program (AP) Examinations. Go to <https://apstudent.collegeboard.org/home> for more information.

## SCHEDULE CHANGES

The master schedule of course offerings is created each spring. Decisions about which courses to offer and how many sections to offer are based on students' course requests and ongoing administrative and community assessment of the curriculum that best fulfills the mission of Harding Academy. Once the master schedule is built and teachers are hired to teach the needed classes, it is difficult or even impossible to make schedule changes for individual students because every change affects the entire master schedule. For this reason, classes or class periods will not be switched or dropped after school begins except by special administrative ruling.

## TRANSCRIPT OF RECORD

Transcript requests are made through the student's Scoir account or by emailing the counseling office. The official Harding transcript will report both the unweighted and weighted GPAs as well as class rank. Please allow up to one week for processing transcripts.

## TEXTBOOKS

The school provides most textbooks to students for their use during the school year. Textbooks must be covered at all times. Textbooks are to be kept clean and handled carefully, or a fine will be levied at the end of the year. Textbooks must not be used to store papers (worksheets, notes).

The student's name is to be written in the books so that the books can be identified if they are lost. Replacement books may be purchased in the upper school office. If the original book is located later, the replacement fee will be refunded based on the condition of both books.

## CAMPUS LIFE

Above all else, Harding Academy strives to foster in students a true commitment and a desire to serve and please Christ. In alignment with our mission, we utilize the Teaching for Transformation (TfT) framework in all aspects of campus life. Students are regularly taught to recognize how their learning connects them to God's story. These connections—called throughlines—ensure our focus is not just about what students know; it's about who they are called to be within God's story. Our throughlines:

- Creation Keeper
- Order Discoverer
- Beauty Creator
- Servant Worker
- God Worshiper
- Wisdom Pursuer
- Image Reflector
- Community Builder
- Justice Seeker
- Idolatry Discerner

### AFTER-HOURS SUPERVISION

Whenever students are on campus, they must be in the presence of an adult who directly supervises them. The campus, including halls, gymnasiums, lobbies, and parking lots should be cleared after 3:30 p.m. unless students are accompanied by an adult (parent, teacher, coach, for example) or unless they have a hall pass from Ride Waiting.

Upper school students in grades 10–12 who drive may be in the parking lots until 3:30 to visit after school, but they must never cause a disruption by playing loud music or blocking the flow of traffic or engage in behavior that is inappropriate. These upper school students are expected to use good judgment and to be courteous, responsible, and dependable.

### RIDE WAITING

The school day ends at 3:00, and students are expected to be either off campus or under the supervision of an adult (teacher, coach, director) by 3:30. Ride Waiting is a service for students (6–12) who do not have transportation at 3:30. Ride Waiting hours are 3:30–6:00. Students still on campus are expected to go on their own to Ride Waiting by 3:30. Disciplinary action will be taken for students who do not comply.

Students who use Ride Waiting may either sign up for Ride Waiting for the year for an annual fee or may pay a daily drop-in fee. Parents will come to the lower school entrance (circle drive on northwest side of campus) and must enter the building to sign out their students. Parents whose children are not picked up by 6:00 will incur additional fees. See a separate flier about the specifics of Ride Waiting expectations and fee schedule (<https://www.hardingacademymemphis.org/campus-life/before-after-care>).

## ATTENDANCE POLICIES

Because Harding Academy takes seriously the integrity of the school's total educational program, and because the school calendar provides generous vacation times, we expect each student to be present for every class.

If a student is to gain the most from the experiences at Harding Academy, he or she must attend classes. Regular and punctual attendance is necessary, not only for a student to succeed academically, but also for a student to establish the self-discipline important for lifelong success.

### REPORTING AN ABSENCE

To report an absence, a parent must call Mrs. Webb (767-4462) by 7:45 a.m. each day the student is absent and report the reason for the absence. Voicemail is available 24 hours a day, seven days a week, for parents calling when offices are closed. Failure to notify the school on the morning of the absence will automatically result in an unexcused absence unless the parent notifies the school within 24 hours. Absences will not be reversed or changed after 24 hours.

### EXCUSED ABSENCES

Excused absences will include absences for the student's illness and for a death in the family. Work missed may be made up during Early Morning Testing, After-school Testing, or other times arranged with the teacher.

A student who misses school for a medical-related appointment will be excused if he or she brings a note from the provider to the Upper School Office.

Harding Academy respects the primary role of the parents as the educators of their child. Occasionally, there is the rare need to take a student out of school for an event. To clear such an absence, parents or guardians must confer with the school office, giving as much notice as possible before the event. The student must complete missed work and take tests before the absence unless the teacher designates otherwise.

When checking a student out of school, the parent or guardian should call (767-4462) or email ([webb.melinda@hardinglions.org](mailto:webb.melinda@hardinglions.org)) Mrs. Webb prior to picking up the student.

### COLLEGE VISITS

Parents are encouraged to use the school breaks built into Harding's schedule for making college visits, but since all the high school college preparatory program is aimed at the college decision, administration will be supportive of students visiting colleges as is necessary to make the best decision for the student. The same attendance policies that govern family events govern college visits. To clear such an absence, parents or guardians must confer with the school office with as much notice as possible before the event.

If a student must miss class time for a college admissions event, verification from the college's admissions office must be submitted to the Upper School Office for the absence to be excused.

### UNEXCUSED ABSENCES

All other absences will be considered unexcused. Students are not eligible for after school activities if an absence is unexcused, and they will receive a zero for any classwork, tests, or quizzes missed on that day. Students are not eligible for exemption from semester exams if they have an unexcused absence.

## **EXCESSIVE ABSENCES**

After missing thirty days in a class (excused or unexcused), a student becomes ineligible to receive credit for the year's work in that class, except by special ruling of the principal.

## **ABSENCES AND EXTRACURRICULAR PARTICIPATION**

A student who participates (attends, practices, plays, rehearses, cheers, competes, performs) in an after-school or night-time activity must have been in attendance for a full day of school. Students with unexcused absences will not be allowed to participate in any after-school activities for that particular day. However, a student will be able to participate if their absence is excused, if they've attended school for part of the day, and if they have a note from their doctor. When a school team or group is returning late at night from a school-related event, the coach or sponsor will coordinate with the principal for a possible late arrival time for school the next day.

## **PARTIAL-DAY ABSENCES**

### **EARLY DISMISSAL**

For a student to be dismissed during the school day, a note from a parent must be presented to the Upper School Office. (See reasons for excused absences.) Unless a student has his own transportation, an adult listed on the student's pick-up list must sign the student out of school. ID will be required. Notes of dismissal will be subject to confirmation by telephone at any time.

### **LATE ARRIVAL**

When a student is absent the first part of the day but comes to school for the remainder of that day, the parents must notify the Upper School Office of the reason. (See reasons for excused absences.) The student should go directly to the Upper School Office to check in.

## TARDINESS

Harding expects students to arrive at school and to class on time. Punctuality is vital for academic success and a productive learning environment, demonstrating responsibility, respect, and commitment. Being on time prevents missed instructions and disruptions, fostering discipline and reliability. We encourage parents to ensure their children arrive promptly, reinforcing the importance of punctuality. All tardies are reported to the student services office and recorded in the official attendance record.

### TARDINESS TO SCHOOL

Any student arriving at school any time after the first class has begun must check in with Mrs. Webb in the Upper School Office and should have a note or have a parent call explaining the reason for the tardiness.

Students are allowed five excused tardies to the first class of the day per semester. After the fifth excused tardy, all subsequent tardies will be unexcused. Five tardies or five early dismissals from a class equals one absence in that class (to be counted toward the 30-day absence limit).

### TARDINESS DURING THE SCHOOL DAY

A student who is tardy to a class other than the first class of the day will go directly to class; the teacher will determine whether the tardy is excused or unexcused.

### CONSEQUENCES FOR TARDINESS

- |                                 |  |
|---------------------------------|--|
| ● 1st, 2nd, 3rd Unexcused Tardy | Warning and FACTS notification emailed to family                         |
| ● 4th Unexcused Tardy           | Detention  |
| ● 5th Unexcused Tardy           | Level 1, Detention, Parent Meeting with the Principal                    |
| ● 6th-9th Unexcused Tardy       | Level 1, Detention   |
| ● 10th+ Unexcused Tardy         | Level 2, Detention, Parent Meeting with the Principal and Head of School |

\*Students with a pattern of chronic tardiness may be subject to additional disciplinary actions and interventions, including a review of their academic standing and eligibility for extracurricular activities.



## CAMPUS MINISTRY

*Our Deep Hope is that our hearts and minds would be open to the gift of listening to God and those around us.*

Campus Ministry at Harding Academy exists to point students, families, faculty, and staff to the heart of Jesus. Campus Ministry fosters opportunities for intentional discipleship, nurtures the school-wide spiritual environment, builds service opportunities throughout our city, and develops mission trips. The Campus Minister is available to meet, discuss, and pray with students, faculty, staff, and parents, regardless of their faith background. The campus minister works in concert with the school counseling office in order to provide students with the proper resources when personal or spiritual issues arise in students' lives.

## CHAPEL

Chapel at Harding provides an opportunity for each person to sense the powerful presence of God and to respond in worship. Harding's purpose is brought into focus when faculty and students assemble for chapel.

Chapel is planned by campus ministry and seeks to provide our students with worship experiences including speakers, singing, testimonies, small group discussion, and exploration of spiritual disciplines. Chapel programs will take varied approaches to reflect the diverse worship backgrounds of the Harding community.

Attendance at chapel and assemblies is required of all students unless they are excused by an administrator.

## CELL PHONES AND OTHER DEVICES

Phones are not to be used during school hours. Every student is assigned a personal Yondr pouch. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

### Daily Process

As students arrive to school, they will:

- 1) Turn their phone off, silence it, or place it in airplane mode.
- 2) Place their phone and any smart watch, if applicable, inside their pouch and secure it.
- 3) Store their pouch in their backpack for the day.
- 4) B1 and C1 teachers will check pouches to ensure they are secured.

At the end of the day, students will go to one of the designated exits to unlock and open their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.

Students arriving late or leaving early will pouch/unpouch their phones in the Student Services office.

### Violations

Consequences for failure to place devices in a locked school issued pouch:

**1st Offense:** The device will be confiscated, and the student will receive a Level 1 disciplinary infraction and serve a detention. A parent must pick up the device from the school office.

**2nd Offense:** The device will be confiscated, and the student will receive a Level 1 disciplinary infraction. A parent must pick up the device from the school office and meet with the school principal. The student will serve a detention, read an article related to teen cell-phone usage, and write a one page reflection to be turned into the principal.

**3rd Offense.** The device will be confiscated, and the student will receive a Level 2 disciplinary infraction. A parent must pick up the device from the school office and have a formal meeting with the school principal. The student must then turn the device into the principal's office upon arrival at school for three weeks.

**4th Offense:** The device will be confiscated, and the student will receive a Level 2 disciplinary infraction. If the infraction occurs before P1, the student will be sent home immediately and receive an unexcused absence for the day. If the infraction occurs during P1 or later, the student will not be allowed to come to school the next day and will receive an unexcused absence. Students may not participate in extracurricular activities or return to school until a parent meeting with an administrator has occurred.

**5th Offense:** The device will be confiscated, and the student will receive a Level 2 disciplinary infraction. The student will be suspended for two days, and the student will not be able to return to school or participate in school-related events until a parent meeting with an administrator has occurred.

Consequences for damaging/tampering with/losing the school-issued pouch:

- These school-issued pouches are property of Harding Academy. If a pouch is lost, replacement pouches can be purchased for \$50. If a student has intentionally damaged or tampered with the school-issued pouch, a Level 2 disciplinary infraction will be assigned and a new pouch must be purchased.

Examples of damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

### **Forgotten Pouch**

If a student forgets their pouch, they must take their phone to Student Services before the start of school. Their phone will be kept in the office for the day, and a principal will make contact with the parent to remind them of the policy. The phone will be returned to the student at dismissal. If a student consistently forgets their pouch, disciplinary action may be taken and a new pouch must be purchased.

### **Earbuds/Headphones**

Earbuds and/or headphones are a required school supply that are intended to be used in classes, when appropriate. Students may not use earbuds or headphones in classes without teachers' permission. Students may not use earbuds or headphones outside of class. If a student is found to be wearing/using earbuds/headphones outside of their intended purpose in the classroom, the earbuds/headphones will be confiscated and disciplinary action will be taken.

## **CLASS TRIPS FOR MIDDLE SCHOOL**

School-sponsored class trips may be planned for sixth, seventh, and eighth graders each year. These trips take place during school time rather than during vacation time; and because the trips take students outside the normal school routine, the trips are rare and valuable opportunities for students to grow academically, socially, and spiritually.

Ideally, all students will participate in their class trips; however, it is always the parents' prerogative not to have their students participate.

The cost of these trips is borne by the student and parents.

When a student has demonstrated a failure to meet the standards of good behavior, the school reserves the right to revoke the student's privilege of going on the trip. Because students on these trips are representing Harding Academy and because students on these trips are granted a degree of independence, the school expects students who go on the trips to have established a record of responsible behavior at school. Additionally, a student whose account is more than 60 days past due will not be allowed to go on the trip.

A student who does not meet the criteria for the trip will not be allowed to go on the trip. If a student commits an infraction after the stated refund deadline, parents need to know that any money paid up to that point is nonrefundable.

## **STUDENT HEALTH INSURANCE**

Students are required to have health insurance in order to travel on any school trips. Parents of students going on any trips are required to furnish the student's health insurance information including a photocopy of the student's insurance card.

## DRESS CODE 2024-2025

The purpose of a dress code and of uniforms at Harding Academy is to guide students to dress neatly and modestly and to create a climate that focuses on students' spiritual, academic, and personal growth rather than on fashion or popularity. All parents are expected to be the primary enforcers of dress code policy. Parents are expected to monitor what their children wear to school in a manner consistent with the school's policies. When parents fail to do so, teachers and administrators spend time correcting problems that could have been addressed at home. This is a distraction from learning and can be avoided with teamwork between home and 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.

### GENERAL GUIDELINES

Students must enter and exit the building each day adhering to the following guidelines:

- Unless otherwise specified, all clothing items must come from Dennis Uniforms. The uniform chart will show which items must come from Dennis and which may come from any vendor.
- All clothing must be clean, must fit properly, and must be in good repair.
- Khaki pants may be purchased from any vendor but must look like the ones that come from Dennis. Acceptable khakis must not be cut like jeans. They must fit at the waist, not ride below the waist and must be the traditional khaki color similar to that of Dennis. No joggers or cargo pants are allowed.
- Writing or drawing on the skin, on the shoes, or on uniform pieces is not permitted.
- Tattoos, real or fake, that are visible during the school day are not permitted.
- Undergarments should not be visible.
- There will be special school days when students will be permitted to wear clothing other than uniforms. On these occasions (homecoming week, for example), clothing will be expected to be appropriate. Clothing that is short, revealing, tight, or otherwise immodest is not acceptable.
- Fridays are designated as Spirit Days. Students may wear any approved 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 skirts, khaki pants, or modest jeans in good repair, approved Harding outerwear, and uniform shoes. Shirts do not have to be tucked in.

#### Outerwear:

- The following outerwear may be worn into classrooms or through the halls: jackets from Dennis; Harding letter jackets; Harding team or club jacket in school colors.
- Every student must wear a collared uniform shirt under jackets, sweatshirts, and sweaters.
- Hats, bandanas, hoods, and caps may not be worn indoors.
- Any outerwear that is specially made to be worn during the school day must be approved. All wording and logos must be approved by the communications department.
- Blankets are not considered outerwear and cannot be brought to school.

#### Shoes and socks:

- Shoes must be low heel (flats), closed-heel, and closed toe. Shoes must be worn properly on the foot. Moccasins, house shoes, and boots are not permitted.
- Socks are required for both boys and girls. The color, pattern, or style of socks is not dictated.

#### Hair:

- Hair must be clean and neatly styled and not extreme or distracting to the learning environment. Unnatural hair coloring, mohawks, long sideburns, shaved heads, or artwork/designs cut into the hair or eyebrows, and overly large or tall hairstyles are not allowed.

- Hair must be out of the eyes. 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.

**Specific to Boys:**

- Boys’ shirts must be tucked in. Belts are required.
- Middle school boys must be clean shaven. Upper school boys are allowed to have facial hair as long as it is neatly trimmed and close to the face.
- Boys may not wear earrings during the school day, nor may they wear spacers or band-aids over earrings. Body piercings should not be visible.
- Boys may not wear makeup either during the school day or at extracurricular events.

**Specific to Girls:**

- Girls may wear opaque tights or full-length leggings. Girls tights or leggings may not be worn as pants. Tights and leggings may be solid navy, black, or gray.
- Skirts must be no more than 3” above the kneecap, both front and back, whether a girl is standing, sitting, or bending. Shorts may not be visible outside of the skirt.
- Jewelry should be minimal and non distracting. Girls may wear small pieces of jewelry including small earrings (maximum of two per ear), and small necklaces. A small nose stud is allowed for girls in grades 9-12; no other facial piercings are permitted.

**Dress Code Outside of School Hours:**

- Students are not required to wear uniforms at co-curricular activities (sports events, performances, competitions, and any other extracurricular activity) unless uniforms are specified. During these times, students must dress in appropriate attire that reflects Harding’s values and promotes a respectful image.
  - Clothing should be neat, clean, and free of rips or tears.
  - No revealing attire, such as short shorts, crop tops, or excessively tight clothing.
  - Clothing should not display inappropriate or offensive language, graphics, or images.
- Students are expected to adhere to these guidelines during all school functions and when representing Harding in any capacity. Failure to comply will result in disciplinary action.

**CONSEQUENCES OF DRESS CODE VIOLATIONS**

The school administration reserves the right to make any final judgements regarding school dress and student appearance. The parent of a student who is in violation of the dress code policy may be required either to take the student home to get appropriate attire or to bring appropriate attire to the school. Students who are not in dress code will be removed from class until they are in dress code. Any class time missed due to being out of dress code will be marked unexcused.

1st-3rd Offense	Removed from class; Warning recorded in FACTS
4th Offense	Removed from class; Level 1 recorded in FACTS; Detention
5th Offense	Removed from class; Level 1 recorded in FACTS; Detention; Parent meeting
6th Offense	Remove from class; Level 2 recorded in FACTS; Detention
7th + Offense	Removed from class, Level 2 recorded in FACTS; Parent meeting

## UNIFORM PURCHASING GUIDELINES

<b>Items for Girls</b>	<b>Dennis</b>	<b>Any Vendor</b>
Plaid pleated skirt	X	
Harding polo shirt (red or navy, long or short sleeves)	X	
Socks or tights (must be visible and matching)		X
Khaki pants		X
Bike shorts (black, navy)		X
Hair accessories (headband, scrunchy, bow, barrette, etc.)	X	X
Belt (black or brown leather)		X
Tights (solid black, navy, or gray heavy weight)		X
Leggings: full-length (solid black, navy, or gray heavy weight)		X
Navy microfleece jacket	X	
Navy wind anorak jacket	X	
Navy quarter zip sweatshirt	X	

<b>Items for Boys</b>	<b>Dennis</b>	<b>Any Vendor</b>
Khaki pants		X
Harding polo shirt (red or navy, long or short sleeves)	X	
Socks (must be visible and matching)		X
Belt (black or brown leather)		X
Navy microfleece jacket	X	
Navy wind anorak jacket	X	
Navy quarter zip sweatshirt	X	

	<b>Dennis</b>	<b>Any Vendor</b>
<b>Optional for Seniors Only (boys and girls)</b>		
Navy and white striped polo shirt		***

## DISCIPLINE

### PHILOSOPHY OF DISCIPLINE

We believe in a restorative philosophy of discipline that includes active participation from the individual student, faculty, and families. Our philosophy focuses on fostering a sense of community and encouraging students to accept responsibility and rebuild relationships. This collaborative approach that upholds respect, relationships, and responsibility is a Christlike approach that emphasizes critical-thinking and problem-solving skills as a way to take personal responsibility for their actions. Our goal is to equip students with the structure and support they need to grow into the people God intended for them to be. The end result is the creation of a culture of care that supports students in their school community.

As part of our approach, students are expected to abide by the Code of Conduct:

#### Code of Conduct:

- I will respect people.
- I will respect property.
- I will respect the learning environment.

In the process of administering discipline, we will ask the following questions: Was harm done to people? Was harm done to property? Was harm done to the learning environment? Harding Academy faculty, staff, and administration will determine the answers to these questions.

All discipline infractions (warnings and levels) will be logged in FACTS, which will result in an automated email to the student and parents/guardians. If the behavior violation results in a consequence that requires before- or after- school attendance, at least 24 hours notice will be given to the student and parents/guardians before the assigned consequence must be served.

#### Level 1 Misconduct

Level 1: Minor infractions of the Code of Conduct that are resolved by supervising faculty or staff. Acts which interfere with persons, property, or the learning environment.

Possible Level 1 Infractions: Talking out of turn or disrupting class; failure to bring required materials to class; accumulation of tardies or dress code violations; talking back to the teacher; inappropriate/disrespectful language; failure to follow instructions; accumulation of two (2) behavior warnings in Facts.

Possible Consequences: Detention, Reflection Form, Silent Lunch, Work Detail

#### Level 2 Misconduct

Level 2: Significant infractions of the Code of Conduct that are referred to the principal. Acts that cause damage to persons, property, or the learning environment.

Possible Level 2 Infractions: Academic dishonesty (cheating or plagiarism in any form); failure to adhere to cell phone policy; vandalism; PDA; bullying or harassment that causes emotional distress to another student; accumulation of tardies or dress code violations; skipping class; insubordination; significant disrespect toward student, faculty, or staff; accumulation of three (3) or more Level 1s.

Possible Consequences: Detention, Reflection Form, Work Detail, Silent Lunch, Suspension from Extra-curricular Activities; Zero on assignment (re: cheating), Suspension, Lowered Conduct Grade.

\*Multiple Level 2s may result in a drop in conduct grade, behavioral probation, or, in extreme cases, expulsion.



### **Level 3 Misconduct and Possible Responses**

Level 3: Severe infractions of the Code of Conduct. Acts directed against persons or property, which endanger the spiritual, physical, or emotional health or safety of others in the school.

These acts may be considered criminal. These offenses are not calculated in the cumulative disciplinary measures taken with Level 1 and 2 offenses. Level 3 infractions are addressed independently of other infractions.

Possible Level 3 Infractions: Physical assault or fighting that results in injury; theft or significant damage to school property; bringing weapons to school; being in possession of or distributing illegal substances; vaping; threatening the safety of others; engaging in or promoting illegal activities on school grounds.

Consequences: Suspension, Reflection Form, Expulsion.

In some cases, the student may be immediately removed from the classroom and local law enforcement may be contacted depending on the severity of the level 3 infraction. The principal will log the event in FACTS SIS and will initiate disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The principal will meet with the student(s) involved and communicate to the parents the student's misconduct and the immediate resulting disciplinary action. The student will be suspended during the investigation and the duration of the discipline committee hearing and may be expelled. The committee will include the head of school, the principals, and two faculty or staff members, with at least one of them being directly connected to the student. The ultimate decision over the infraction will belong to the head of school. If necessary, the head of school will contact the local law enforcement agency, and restitution for property and damages will be required.

## **DISCIPLINARY OPTIONS**

Options include suspension from school and school-related activities, expulsion, transfer to home school, involvement of law enforcement agencies, and other action that results in appropriate placement/treatment.

- **Detention**  
Before school detention is held from 7:00 to 7:45 and after school detention is held from 3:15 to 4:00 on Monday-Thursday. Activities may include detention and service rendered to the school. Detention may also be served as a Silent Lunch at the discretion of the principal.
- **Disciplinary Meeting**  
In certain situations when harm has been done, it may be necessary to meet together with all parties involved, including faculty and family members. This process is meant to address the needs of each individual, which may include providing a learning opportunity for the person who caused the harm. These meetings serve as an opportunity to restore respect, relationships, and responsibility within the school community.
- **Work Detail**  
Work detail involves assigning a student to specific tasks around the school. This approach aims to encourage students to reflect on their actions, contribute positively to their environment, and understand the value of hard work and responsibility. It is supervised by school staff to ensure tasks are completed correctly and safely.
- **In-School Suspensions**  
The student will attend school but will be separated from the activities of the day, including after-school activities such as practices, games, or performances. A suspended student is not permitted to attend or participate in any

school activity that day. Students are responsible for all school work missed during their suspensions.

- **Behavioral Probation**

When a student has continually disrespected persons, property, and/or the learning environment at Harding Academy, he or she may be placed on behavioral probation for a time determined by the principal. During this time, the student will work with the principal, the counseling department, and/or selected teachers to develop a plan to restore respect within the school community. When on probation, the student may not be allowed to participate in any extracurricular activities. If the student violates the terms of his or her probation, out-of-school suspension or expulsion may occur.

- **Out-of-School Suspensions**

A student who is suspended (out-of-school) is required to make up all academic assignments. A student may not participate in any school activity during the period of suspension.

- **Expulsion**

The expulsion committee will include the head of school, the principals, and two faculty or staff members, with at least one of them being directly connected to the student. The ultimate decision over the infraction will belong to the head of school based on the recommendation of the committee. Expulsion does not change or cancel the financial obligations of the parents as specified in the enrollment agreement.

## Drug Testing

Drug testing may be required at the discretion of the administration in the case of suspected use of illegal substances. All individual results will be confidential, and specific information will only be known by the head of school, principal, and faculty/administrators on the disciplinary committee. All possible steps will be taken to ensure privacy for the individuals being tested. A decision to drug test is not an accusation or assumption of guilt but rather a prudent response to symptoms that often are associated with illegal substance use.

Indicators of drug or alcohol use may include, but are not limited to, the following:

- Uncharacteristic behavior that reflects the individual could be under the influence
- Possession
- Unusual or excessive discipline problems
- Sudden or marked decline in academic progress
- Excessive or unaccounted-for absences
- Reliable substantiated information indicating consumption

All students are presumed innocent until they test positive. A refusal to be tested will result in expulsion from Harding Academy. Enrollment of their students in Harding Academy constitutes the parents' consent for and cooperation with drug testing at the discretion of the administration. Parents will be notified before any test is administered.

## **HARASSMENT (BULLYING)**

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 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 any of the following:

- 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 physically or emotionally hostile educational environment

Harassment includes but is not limited to the following:

- Physical, verbal, or emotional bullying
- All forms of offensive remarks about race, religion, gender, sexuality, physical appearance, socioeconomic status, disability, or sexual orientation, including oral, written, or printed or electronically transmitted remarks or images
- Threats, intimidation, or coercion in any form
- Unwelcome physical contact, telephone calls, texting, email, social media postings

Students who believe that they are a target of harassment, intimidation, or bullying should report such conduct immediately to any teacher, counselor, or administrator. A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment, intimidation, or bullying will be treated as confidential.

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 in itself be subject to appropriate disciplinary action.

## **MISBEHAVIOR OR DISRUPTION AT COMMENCEMENT**

Any senior's action that disrupts the dignity and seriousness of the ceremony will be considered by the administration to be a discipline issue. The school reserves the right to take appropriate actions which may include but are not limited to the following:

- Holding the diploma for a specified time
- Holding the final transcript for a specified time
- Sending an official letter from the school indicating that the diploma and/or final transcript are being held as the result of a discipline issue and misconduct on the student's part
- Attaching a letter to the permanent record indicating that the student was involved in misconduct

## PUBLIC DISPLAY OF AFFECTION

While on campus or at school-sponsored events, students are not permitted to engage in behaviors such as holding hands, kissing, embracing, etc. Students should maintain an appropriate distance from each other.

## TECHNOLOGY POLICY FOR STUDENTS AND PARENTS

Harding Academy's complete [Technology Policy](#) is available on the Harding website.

### APPS POLICY FOR iPADS

Students may download only authorized apps on their school iPads. The list of authorized apps is found at [Hardingacademymemphis.org/ApprovedApps](http://Hardingacademymemphis.org/ApprovedApps). The list is constantly being revised as apps are added.

#### REQUEST FOR AUTHORIZATION FOR NEW APPS

Teachers may request that educational apps be added to the authorized list. Students may suggest apps to a teacher; and then, if the teacher approves, the teacher will email the principal for administrative approval.

#### CONSEQUENCES FOR DOWNLOADING UNAUTHORIZED APPS

Students who download unauthorized apps will not be able to delete them. The technology office will regularly run a report of unauthorized app downloads. Students in violation of the policy (whether in summer or school year) will be subject to the school's disciplinary policy, which includes use of technology. A report of each violation will be sent to the parent and given to the principal, who will administer discipline according to the discipline policy.

## ISSUES WITH SOCIAL MEDIA AND ONLINE COMMUNICATION

Harding's desire is that students will honor God in every facet of their lives, including their online lives. Because one's digital life cannot be separated from the rest of life, students' online communication must be appropriate to this Christian school setting.

Students may be held accountable for online behavior, even if it occurs off campus. See the [Technology Handbook](#) (particularly sections 15 [all]; 16.2; 17.1;) for a complete policy. Online communication that is false or misleading or that does harm to a person, a group, or an organization is a crime. Transmission, distribution, and storage of sexually explicit content/nudity involving minors is a crime and will be treated as such. Online communication that uses inappropriate language or that is derogatory toward the school is subject to disciplinary action.

## DRIVING, PARKING, AND PARKING LOTS

Driving and parking on Harding’s campus are privileges. Student parking is limited strictly to the designated student parking areas. Each vehicle must occupy only one parking space. No parking is allowed in the fire lanes, in loading zones, or on the unpaved areas of the campus. Vehicles in spaces designated for handicapped parking must display the proper permits.

All students who park on campus must have a parking pass registered with the Upper School Office and on display in the student’s car. Replacement passes are \$10.

The speed limit on campus is 10 mph.

All drivers are expected to exercise safety, courtesy, and discretion when driving in the neighborhood as well as on campus. Behavior such as loud music, excessive honking, or any activity that negatively impacts our neighbors will not be tolerated.

Students may not go into the parking lots or to their cars during the school day without explicit faculty or administrative permission. Backing into angled parking spaces is prohibited. Reckless driving is prohibited. Students should not play loud music from their vehicles. All student drivers using school parking must be licensed and insured. The school is not responsible for automobiles.

Parking lots are assigned as follows:

Upper school faculty and staff  
Lower school faculty and staff

Visitors  
All students

immediately north of building, softball field lot, or behind the gates  
south of building (library/football field area), near LS front entrance,  
auditorium parking lot  
designated spaces, north of the building  
east of campus, behind the gates (Gates will be closed when school  
begins. Late students will have to park outside the gates. Students  
should not follow faculty or staff into the lot behind the gates before  
or after school.)

Students are not to park in the faculty-designated areas. Students who arrive to school late and find the gate closed may find parking in other non-employee parking lots.

Suspension of parking privileges, towing of vehicles, and/or suspending the student from school may occur when driving or parking regulations are abused.

## DRIVER’S LICENSE

Students may receive an excused absence for taking a driving examination if (1) their parents notify the Upper School Office at least a week before the absence, and (2) if the students complete their work ahead of time.

When a student applies for a driver’s license, he or she must take with him to the DMV a certificate of compulsory attendance. The Upper School Office will have those attendance forms and will complete them as students request them. The certificate is good for only 30 days.

## SEARCHES

By law, a school's standards for searches differ from those under which the police or other law enforcement officials must operate.

A student's vehicle, locker, backpack, bag, school-owned iPad, or clothing is subject to search by the administration if there is a reasonable suspicion that drugs, alcohol, tobacco, weapons, pornographic materials, or other contraband are being concealed by the student. The administration retains the right to search, at any time, any vehicle parked in the school parking areas. In the event that a search takes place, the parents/guardians of that student will be notified.

## EXTRACURRICULAR OFFERINGS

Harding Academy offers many opportunities for student involvement in various activities. The list of organizations and clubs may change as student needs and interests change or as the school deems necessary to fulfill its mission.

CLUBS AND ORGANIZATIONS	GRADES	MEMBERSHIP REQUIREMENTS
<b>Student Government Association</b>		
Student Government Executive Officers	10-12	Election; leadership and service; interest in fellowship and spiritual growth; good academic and conduct standing; minimum GPA: B-
Class Officers	12	Election; satisfactory conduct in and out of the classroom; minimum GPA: B-
Class Leaders	9-11	Election; satisfactory conduct in and out of the classroom; minimum GPA: B-
<b>Honors Organizations</b>		
International Thespian Society	9-12	Accumulation of points; 3.0 cumulative unweighted GPA
Junior Thespians	6-8	Accumulation of points; 3.0 cumulative unweighted GPA
Mu Alpha Theta • Ronn Rubio Chapter (mathematics honor society)	10-12	Unweighted B+ (3.67) or better GPA in Algebra I, Algebra II, and geometry or the honors classes for these courses; at least an unweighted B (3.33) overall GPA; complete one semester at Harding before induction; satisfactory conduct in and out of the classroom
Senior Beta Club	9-12	Scholarship, leadership, character, service; satisfactory conduct in and out of the classroom; cumulative weighted GPA: 4.2 or better
Junior Beta Club	5-8	Scholarship, leadership, character, service, citizenship; satisfactory conduct in and out of the classroom; cumulative weighted average: 4.2 or better in core classes
National English Honor Society • Betty S. Bates Chapter	10-12	Completed minimum of 1 semester at Harding before induction; 2 semesters of English courses with a minimum unweighted 3.67 GPA in those courses; overall cumulative 3.33 GPA; satisfactory conduct in and out of the classroom recommendation from an English teacher
Rho Kappa • Ruth B. French Chapter (social studies honor society)	11-12	Completed 2 core social studies courses with a minimum unweighted 3.67 GPA in those courses; overall cumulative 3.33 GPA; satisfactory conduct in and out of the classroom recommendation from an English teacher
Science National Honor Society	11-12	Enrollment in at least one honors or upper-level science class each year (junior/senior); minimum unweighted 3.67 GPA in all science classes; cumulative 3.33 GPA; satisfactory conduct in and out of the classroom
Sociedad Honoraria Hispánica	9-12	completed 3 semesters of Spanish with an A- or better average and completed a service commitment related to the Spanish speaking community. Dues are required.
30+ Club	12	Composite score of 30 or better on the ACT (any one testing; no super scoring)
Tri M Music Society	10-12	Completed minimum of 1 semester at Harding before induction; 1 semester in music ensemble at Harding with a minimum unweighted 3.67 GPA in music courses; overall cumulative unweighted 3.33 GPA; satisfactory conduct in and out of the classroom; teacher recommendation
<b>Publications</b>		
<i>Shield</i> (yearbook)	9-12	Selection by adviser
<b>Service and Special Interest</b>		
Anime Club	6-12	Interest
Art Club	9-12	Enrolled in or previously taken art; satisfactory conduct
Bible Club	9-12	Interest in service, fellowship, spiritual growth
Book Club	9-12	Interest in reading and participating in discussions about books
Campus Life Ambassadors	6-12	Serve as greeters at school functions; selection through application process in the spring semester for the following year
D&D Club	9-12	Interest in tabletop and role-playing games
Diversity Club	9-12	Interest
Fellowship of Christian Athletes	9-12	Interest in athletics as a platform for growing in knowledge and service to Christ
International Club	9-12	Interest in learning about world cultures and fellowship; satisfactory conduct
Ultimate Frisbee	9-12	interest in playing ultimate frisbee

## ATHLETICS

### ATHLETIC DEPARTMENT MISSION STATEMENT

We want to build a tradition of competition where success is not measured by comparison to others but by the standard of excellence we expect of ourselves. We celebrate selfless action, sincere encouragement, intelligent play, and intense preparation. We seek not to find our value in the score on the board, rather in the intensity of our effort, in the depths of our friendships created, and in the excellence of our attitudes. Our focus is in our willingness to prepare to win, not in the winning itself.

Athletes must submit all required health forms to participate. Health forms can be found on the Final Forms platform and completed electronically. Health forms required are a Physical, TSSAA Eligibility Form, HIPPA Form, Consent to Treat Form, Sudden Cardiac Arrest, & Concussion Form.

The athletic program offers students the opportunity to learn sportsmanship, teamwork, respect for others, and sacrifice for the good of the team. Tryouts and organizational meetings are announced at various times throughout the year through the athletic office.

FALL	WINTER	SPRING
Football (6-12/B)	Basketball (6-12/B&G)	Baseball (6-12/B)
Soccer (6-12/G)	Bowling (8-12/B&G)	Softball (6-12/G)
Volleyball (6-12/G)	Cheer (6-12/G)	Track (6-12/B&G)
Golf (8-12/B&G)		Tennis (9-12/B&G)
Cheer (6-12/G)		Soccer (6-12/B)
Cross Country (6-12/B&G)		
Tennis (6-8/B&G)		

### PARTICIPATION STATEMENT

In concert with present research regarding multi-sport participation as well as Harding's athletic philosophy, we strongly encourage prospective student-athletes to participate in multiple sports and extracurricular activities.



## **INCLEMENT WEATHER POLICY**

In the event of adverse weather conditions prior to the beginning of the school day or during the school day, Harding will notify parents by email, website post, and media announcements. It is important that parents have correct and current email addresses and telephone numbers on file with the school.

Please keep the following in mind whenever winter weather is being forecast.

1. Do not assume that Harding is closed if other schools are closed.
2. We will do our best to make a timely decision and notify our school community using the communication tools listed above.
3. It is often challenging to make a decision that is ideal and reflective of the greater Memphis area. Because we serve families from a wide variety of zip codes, we trust parents to make a decision that is in the best interest of their children. If we remain open, and if the conditions are more severe where you live, please use personal judgment regarding safe travel. The fact that Harding is open does not mean that roads are safe everywhere. We do our best, but will understand if you choose to avoid hazardous road conditions. Ultimately, the decision resides with you as parents.

## **LOCKERS AND PERSONAL BELONGINGS**

At the beginning of the year, each student is assigned a locker and is responsible for its appearance inside and outside. The lockers are designed for the use of only one student; therefore, only one student is assigned to a locker. Students are not to share lockers. Students are not to give their locker combinations to other students. The lockers are the property of the school and are subject to inspection by authorized personnel at any time. Locker malfunctions should be reported to Mrs. Gilreath in the Middle School Office. It is the student's responsibility to keep the locker locked at all times and to be responsible for all personal items.

A student in fitness class or athletics is assigned a specific locker room or area. The student may be required to furnish the lock for this locker. It is the student's responsibility to put all belongings in the locker and to lock the lock.

Bringing large sums of money and expensive items to school is discouraged. The school is not responsible for stolen items.

A \$5 fine will be imposed on the student to whom the locker was assigned if the lock is lost or stolen.

## **LUNCH**

No student is allowed to leave the elementary gym/lunchroom area or go to the parking lot during lunch time without permission from an administrator or the faculty member monitoring lunch.

No students from other schools are allowed on campus during lunch without permission from the principal.

## MEDICAL ISSUES

Harding Academy does not maintain a clinic. A student who is injured or who is too ill to attend class will be able to wait in the nurse's office until a parent arrives to pick up the student.

Students who are ill or who need medication must check in with their teachers before going to the nurse's office. Students may not call their parents directly to pick them up. Students must go to the nurse's office when they are ill.

## INJURY REPORTS

All injuries occurring during the school day are to be reported to the nurse's office. If there is any doubt as to the seriousness of any injury, the student will be taken immediately to that office.

Before leaving school because of injury or illness, a student must be given permission by Mrs. Webb in the Upper School Office. Parents or guardians must give explicit permission before a student will be allowed to check out of school. No student who is ill will be dismissed from school without the knowledge of Mrs. Webb.

## MEDICATIONS

Harding Academy, in compliance with [TCA §49-5-415](#), the legislation adopted in 1996 to govern health care services within school facilities, has implemented the following rules for assisting in the self-medication of students.

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, Harding Academy's school nurses will be responsible for administering the medication. If this is necessary, please adhere to the following rules.

- All prescription medications must be correctly labeled and brought to school in their original containers and taken to the school nurse. 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
- 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 exceptions will be for students who use asthma inhalers or insulin) Students will not be permitted to take any medication without the supervision of school personnel or their parents.
- School personnel will not assist with any medication if these guidelines are not followed
- Nonprescription (over-the-counter) medication is provided by the school, but parents must complete the

annual Medical Information Update to give their child permission to receive any OTC medications.

- All visits to the nurse, for medication or examination, will be logged in the FACTS Family Portal Medical tab. Parents will receive an email notification of this event. Depending on the nature of the visit, parents may be contacted directly as well.

## **IMMUNIZATIONS**

Immunizations, as required by the State of Tennessee, must be current, and an immunization record must be on file before the first day of school.

## SICK CHILD POLICY

In an effort to prevent the spread of sickness at school, Harding asks parents to use the following guidelines in determining whether to keep students home from school.

### **Please keep your student home from school if the following symptoms are present:**

- Fever of 100° or higher—must be fever-free for 24 hours *without the use of fever-reducing medications*
- Respiratory symptoms/breathing difficulty that makes student uncomfortable (severe or uncontrollable cough, productive cough, difficulty breathing, wheezing)
- Nausea/vomiting—must be symptom-free for 24 hours
- Diarrhea/abnormally loose stools—must be symptom-free for 24 hours
- Eyes/ears/nose/throat (unusual drainage, discomfort, or pain)
- Skin (undiagnosed or contagious rash, sores or skin changes, excessive itching or scratching)
- Lethargy and/or body aches (an abnormal decrease in activity, increase in sleep activity, out of character complaining)

### **Please stress to your student (and we will do the same) the importance of basic hygiene:**

- Wash hands thoroughly and often—20 seconds of scrubbing.
- Use paper towels to turn off water and open doors.
- Use hand sanitizer when soap-and-water washing is not available.
- Keep hands away from eyes, nose, mouth.
- Sneeze and cough into the crook of the elbow, not the hands.
- Do not drink or eat after other people.
- Blow noses away from other people.
- Stay away from sick people.
- Be aware that viruses are airborne. Standing near someone who sneezes provides an opportunity to pick up a virus.

### **Lice. (*Pediculosis Capitis*)**

- Head lice are tiny (about 1/10- to 1/8-inch in length), wingless brownish insects that live in the hair of the head. For 2 weeks after exposure, observe your child's hair and scalp at the neckline and around the ears for eggs or nits (tiny, silvery grey spots that are glued to the base of the hair shaft). An infected child may also complain of an itchy head or may scratch his/her head.
- Students must stay home from school until the day after treatment begins. If you have any doubt if head lice are present, check with a health professional.
- Head lice must be treated with medication (depending on doctor's advice, could be prescription or over-the-counter). Before the student returns to school, the parent must send Mrs. Webb the box top and receipt for the OTC medication or a doctor's note.
- Treat your environment, and notify the school nurse (901-312-2858/[nurse@hardingacademymemphis.org](mailto:nurse@hardingacademymemphis.org)). Check all family members.
- Consult the Center for Disease Control page about head lice. <https://www.cdc.gov/parasites/lice/head/schools.html>

## **NON-HARDING-SPONSORED ACTIVITIES**

Harding recognizes that many worthwhile activities planned by parent and church groups and not by Harding may benefit our students. We wish to support parents and churches in their efforts to provide wholesome activities for students. However, Harding must be concerned with the school's responsibility and liability when the activity is perceived as a school-sponsored event.

First, parents and groups must check with the principal to make sure that the event being considered does not conflict with a school event already in place. Before a venue is booked or a deposit is paid, the parents planning an event must get calendar clearance from the principal.

Second, in order to cooperate with parent-sponsored events, Harding expects parents to ensure that activities are not contrary to our Christian mission and purpose or are not in the best interest of the school.

Literature and announcements about non-Harding-sponsored activities must carry a prominent statement that clearly defines Harding's role in the activity.

In all cases, information that carries the Harding Academy name must be approved before it is mailed or announced to members of the school family. Any item posted in the building must also receive prior approval. Approval should come through the principal.

## **PROMS AND DANCES**

Harding Academy does not sponsor or supervise dances.

## **MARRIED STUDENTS**

Married students are not permitted to attend Harding Academy.

## RECOGNITION AND AWARDS

### VALEDICTORIAN AND SALUTORIAN

The valedictorian and salutatorian are the students in the graduating class with the highest and second highest 7-semester cumulative grade point averages, respectively. To be valedictorian or salutatorian, a student must have been at Harding Academy for four semesters.

Once grades are figured for the final semester, grade point averages are also refigured. At this time, a student's class rank may change. The final transcript will reflect the change.

### ACADEMIC AWARDS DAY

Near the end of the school year, the middle and upper school will host an Academic Awards day where students are recognized for outstanding achievement.

#### TFT AWARDS

Students in upper school who have best exemplified our Tft throughlines will be recognized at the school's annual Awards Day. The recipients of these awards are chosen by faculty and staff.

#### STRAIGHT-A AWARDS

Students in upper school who have achieved straight As for the first three quarters of the year will be recognized at the school's annual Awards Day. Students who earn this honor will also earn points in their House competition.

#### SUBJECT AREA AWARDS

Additionally, outstanding students in grades 6–12 receive subject-area awards. The recipients of these awards are selected by the teachers who take into consideration not only the students' grades but also their leadership, intellectual curiosity, desire to go beyond requirements, and contributions to the class.

### MR. AND MISS HARDING ACADEMY

Two members of the senior class, a male and a female student, are selected by vote of the high school students, faculty, and staff to represent Harding Academy as Mr. and Miss Harding. The individuals chosen for this honor represent the ideals for which Harding Academy stands. The names of those students chosen for this honor are announced when the *Shield*, the school yearbook, is previewed in May each year.

### SCHOLAR ATHLETE

Scholar Athlete Awards are given each year, generally to one male and one female student from the graduating class who have excelled in both athletics and academics. A candidate is a senior who has excelled in and lettered in at least two varsity sports, who has excelled academically, and who has exhibited character and leadership representative of the ideals of Harding Academy. In the selection process, the following academic criteria are considered, along with the student's success in athletics: grade point average, class rank, and ACT/SAT scores. The selection is made by a panel that comprises the principal, the college counselor, and the athletic director.

## **ATHLETE OF THE YEAR**

One boy and one girl from the graduating class are named Athletes of the Year. The announcement of the recipients of these awards is made at the year-end athletic awards ceremony. The selection of the recipients of these awards is made by vote of all coaches, under the direction of the athletic director.

## **SMOKE-FREE, TOBACCO-FREE, AND ALCOHOL-FREE**

Harding Academy maintains a smoke/tobacco/alcohol-free environment. Smoking, tobacco, and alcohol are not permitted at any time on campus. The policy is in effect at all school events and on all school trips, on the school grounds as well as inside buildings, both before and after school hours and during school hours.

Parents and guardians who chaperone events or trips or who travel with Harding groups are expected to refrain from consuming alcoholic beverages during the course of the event or trip.

## **CARRYING WEAPONS**

State law ([TCA §39-17-1309](#)) prescribes a maximum penalty of six years imprisonment and a fine not to exceed \$3000 for carrying weapons on school property. As an added precaution, students are not permitted to bring fake or toy weapons to school.

## **TELEPHONES**

Emergency calls during school hours must be made from the telephone in the Upper School Office with the permission of Mrs. Webb.

## **VISITORS**

In compliance with [TCA §49-6-2008](#), Harding Academy maintains a closed campus. All visitors to the school campus must sign in with the receptionist at the front of the building to receive clearance and a name tag. The campus is closed to student visitors.

However, Harding welcomes family and pre-approved guests to join their students for lunch, and Harding Academy graduates are permitted to visit, as well. These guests are asked to come dressed appropriately and to sign in with the receptionist. Other guests at lunch time cannot be accommodated.

As a matter of safety for all of our students, parents and guardians who wish to confer with a teacher during school hours must make an appointment ahead of time. Conferences can be scheduled by emailing teachers directly.

Note: Occasionally, the admissions office will arrange for a prospective student to attend some classes with a current student. Students themselves are not permitted to arrange for such visits.



## **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.

The management plan includes a record of the inspections for friable (easily crumbled) materials that contain asbestos, 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 six 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 re-evaluated by EPA Certified Asbestos Inspectors and Management Planners as required by EPA regulations. A 3-year inspection was conducted during the summer of 2022. Questions regarding the Asbestos Management Plan at Harding Academy may be directed to Dr. Scott Frizzell at [frizzell.scott@hardingacademymemphis.org](mailto:frizzell.scott@hardingacademymemphis.org).

## **NON-DISCRIMINATORY NOTICE**

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.

## **PARENT ORGANIZATIONS**

All parents and guardians are encouraged to support Harding Academy by belonging to and working with the Parents Club, the Athletic Boosters Club, and POP (Parents of Prayer).

## **USE OF ALCOHOL**

Alcohol is not permitted on campus nor at any Harding-associated event, even off campus events. Parents and guardians who chaperone events or trips or who travel with Harding groups are expected to refrain from consuming alcoholic beverages during the course of the event or trip.

## HARDING ACADEMY HOUSE SYSTEM

Every middle school student will be sorted into a mixed-grade House. Houses are named to honor specific values and traits of our city, school, and faith. Students will compete in their Houses throughout the year with other Houses to win the House Cup. Points are awarded for behavior, outstanding academic success, service, and other events. Each House has a faculty sponsor who will oversee his or her House. A student's House affiliation and sponsor will remain the same throughout his or her time at Harding to allow for a more personal connection. Ideally, there will be at least one adult on our campus with whom each student spends regular time throughout his or her time here.

In addition to two faculty House Sponsors, each House will elect captains. These students are in charge of leading the House and helping to promote a sense of unity and camaraderie, while modeling a Christian example.

### HARDING'S MIDDLE SCHOOL HOUSES

#### 1. **Grit n Grind House of Sports**

- a. The Grit 'n' Grind House of Sports honors the heritage of sports in the Bluff City. Whether we are cheering for Tigers, Grizzlies, Redbirds, or Lions, dedication to success through consistent practice and an unwillingness to back down from a challenge help define Harding students as Memphians and followers of Christ.
- b. House Color: Grizzly Gold
- c. Short Form: Grit n Grind House
- d. Sponsors: Ms. Murphy

#### 2. **Harold Bowie House of Education**

- a. The Harold Bowie House of Education honors educational achievement, both in teaching and learning. The most effective teachers are lifelong learners. Furthermore, the most effective students can teach concepts to their peers. Through the two interrelated concepts of teaching and learning, this House values study, achievement, and success. The same cycle to teaching and learning is a central aspect of being a follower of Christ.
- b. House Color: Silver
- c. Short Form: Bowie House
- d. Sponsors: Ms. Rogers

#### 3. **Ida B. Wells House of Advocacy**

- a. The Ida B. Wells House of Advocacy honors the Bluff City's long history of civil rights. As a location, Memphis has seen numerous important battles for social equality throughout the last two hundred years. This House aims to honor those Memphians who would not back down despite the odds they faced until all shared full equality. The fight for equality is central not only to Memphians' identity, but also to that of Christians, who are commanded to love their neighbors.
- b. House Color: Red
- c. Short Form: Wells House
- d. Sponsors: Mr. Hayden

#### 4. **Rendezvous House of Cuisine**

- a. The Rendezvous House of Cuisine honors Memphis's culinary contributions to the world. Whether we are speaking of pulled-pork barbeque or any of the area's other noted delicacies, Memphis has always done food well. Memphis embraces flavor, refusing food that doesn't pack a punch. Rendezvous House is the same, honoring God and their fellow students by embracing diversity and its delicious results.

- b. House Color: Maroon
  - c. Short Form: Rendezvous House
  - d. Sponsors: Mrs. Shelby
5. **Robert Church Jr. House of Enterprise**
- a. The Robert Church House of Enterprise honors entrepreneurial leadership. Starting and running a successful business requires a diverse set of skills including smarts, research, flexibility, and endurance. Furthermore, the best businessmen give back to their communities. Harding students aim to implement these same traits not just in business endeavors, but also in their schoolwork and Christian walk.
  - b. House Color: Green
  - c. Short Form: Church House
  - d. Sponsors: Mrs. Griffiths
6. **Stax House of Music**
- a. The Stax House of Music honors Memphis's unique contributions to the world through sound. From the Blues, to Soul, to Rock 'N' Roll, Memphis embraces music and the emotions attached to it. Music can celebrate success, express pain, or provide joy. This House celebrates that ability, which is important to the city of Memphis and followers of Christ.
  - b. House Color: Navy
  - c. Short Form: Stax House
  - d. Sponsors: Mrs. Cox
7. **Mississippi House of the River**
- a. River House honors the tradition of the Mississippi River. Throughout Memphis history, the river has been a lifeline to the Bluff City. It has provided trade, communication, and nutrients to the agricultural delta. The proximity of the river has been a source of life, just as Christ is a source of eternal life to Christians. This house honors Christ and the river, and the many contributions they make to our lives.
  - b. b.House Color: Aqua Blue
  - c. c. Short Form: River House
  - d. Sponsor: Mrs. Cloer
8. **South Main House of the Arts**
- a. The South Main House of Arts honors Memphis's visual art contributions. Magnificent works of art can remind viewers of the majesty of God's creation and the beauty of His love. Creating beautiful things is both an act of love mirroring our Creator, and one of comfort through creative expression.
  - b. House Color: Purple
  - c. Short Form: South Main House
  - d. Sponsor: Mr. Frizzell

## HOW TO EARN POINTS

House Points can be earned in numerous ways. Some of the major ways are listed below, but this list is far from inclusive. Also, remember that House Points can be lost based upon student behavior.

1. Points awarded by a teacher during class for exceptional work, answers, or behavior in class
2. Any honor received in sports, arts, or school, such as straight A's for a quarter, MVP award, All-West Band or Chorus
3. Behavior or attitude outside of the classroom as noted by another teacher
4. Friday Fundays (see below)

**Friday Fundays.** On sporadic Fridays throughout the year, we will host contests among the Houses based on school spirit, academics, athletics, or creative thinking. Through these different competitions, students can win additional House points in large increments.

**Recording House Points.** Students are responsible for keeping up with their House points. Point Tally Sheets are available in the campus life office or in each teacher's classroom. For example, if a teacher verbally awards House Points during class, the student must record the information. After class is over, the student must approach the teacher and have the teacher stamp off on the points. Students should follow the same procedure with any other teacher or staff member who awards them points at any other time.

At the end of a Points period (usually one week), students will turn in their sheets to a team captain (or sponsor if captains are absent), who will turn in the tally sheets to the office. After they are tallied, the House standings (displayed in the hallway and on our website) will be updated.

**Rewards.** The House that receives the most points each quarter will receive a prize, while the year-long champion will be awarded the House Cup.