

**Harding Academy  
Middle School Trips  
Guidelines and Policies  
2025-2026**

**A. Student Rules & Guidelines**

General Considerations

1. Respond to others as Christ would.
2. Be responsible for your choices and choose wisely.
3. Remember who you are and whose you are.
4. Encourage each other.
5. Cooperate with adults and with each other.
6. Clean up after yourself.
7. Communicate respectfully with adults and with each other.
8. Do the right thing whether or not anyone is watching.

Specific

1. Stay with your chaperone and your group at all times. No one should ever be alone.
2. Be aware of the places that we visit and the respect that each one deserves.
3. Be respectful to everyone with whom we come in contact during the trip.
4. Pay attention when others are speaking.
5. Listen and follow directions.
6. Show respect to all adults on the trip.
7. Be on time.
8. PDA (public demonstration of affection) is not allowed.
9. Share the sidewalks and any public areas with other people. Be considerate.
10. Be aware of your surroundings.
11. Check your belongings frequently and never leave your bag unattended.

Bus Ride

1. Boys and girls may not share a seat.
2. You may bring a carry on bag (backpack) and a pillow and blanket on the bus.

3. You must stay seated while on the bus.
4. Snacks are allowed.
  - All drinks must be in a bottle with a cap.
  - No M&Ms, Skittles, or sunflower seeds are allowed.
  - You must throw away your trash and clean any mess that you make.
  - No Cheetos, Cheese Doritos, or other orange snacks are allowed.
5. Each student will be assigned a bus for the duration of the trip.
  - You must ride the assigned bus for the duration of the trip.
  - Boys and girls may not sit together.
  - We will assign seats if needed.
6. We will stop frequently for restroom breaks, but the restroom on the bus will also be available for emergencies.

### Hotel Considerations

1. Students are allowed to request one roommate, but the rooming committee will make the final rooming decisions. There are no guarantees that everyone will get his or her first choice. Three to four students will share a room.
2. You must go straight to your room after devotional each night and may not leave your hotel room at night. If you need something, tell your chaperone and the chaperone will get it for you.
3. Do not open your door to anyone without visually and verbally verifying who is there.
4. Students must secure the bolts and other security locks in their hotel room door each night.
5. You must maintain quiet behavior in the hotel (including your hotel room).
6. Running, jumping, and talking loudly are NOT allowed at any time in the hotel.
7. Do not use the hotel room phone for local or long distance calls.
8. Prank calls will not be tolerated.
9. No student is allowed in a hotel room with students of the opposite gender.
10. No room service. No movies or snacks are to be charged to your room.
11. A security guard will be hired to help monitor at the hotel.

## Technology

Every student who goes on a middle school class trip must abide by Harding's technology policies in addition to the trip-specific policies. In order to do this, each student as well as a parent/guardian must read the technology handbook which can be found on the Harding website at [www.hardingacademymemphis.org](http://www.hardingacademymemphis.org). Click on Academics and then Technology to find the handbook.

1. Students are allowed to have cell phones on the trip, but they may not bring other electronic devices like video games, laptop computers, iPads, or other types of tablets.
2. Please note that all student cell phones will be checked in with chaperones before students enter hotel rooms for the night. No cell phones are permitted in the student hotel rooms. Students will have opportunities to call parents with updates any time they are on the bus, including each evening while riding to the hotel.
3. On tours, cell phones must be out of sight unless being used to take pictures (when allowed).
4. Any adult chaperone (faculty or parent) on the trip may take up a student's phone if abuse or disregard of rules is suspected. If this occurs, the phone may be kept by the Harding faculty for the remainder of the trip.
5. Students may not watch movies on phones on the trip.
6. Games on phones must have appropriate content.
7. Headphones must be left on the bus or in the hotel room. Do not wear headphones while touring any sites.

## Behavior and Consequences

1. We expect full cooperation from every student. Misbehavior may result in a phone call home and could result in sending the student home immediately. Any costs incurred must be reimbursed by the parent/guardian of that child.
2. Any damage incurred to any property will be paid for by the person(s) responsible.
3. Disrespect will NOT be tolerated and is considered grounds for dismissal from the trip.
4. Students and their chaperones must participate in all scheduled events and MUST be on time.

## **B. Dress Code**

Students may choose to wear:

1. Jeans
2. Shorts (athletic or other) Nike shorts are often too short.
3. Capris
4. Pants
5. Sweat pants/warm up pants
6. T-shirts
7. Polo style shirts
8. Button down shirts
9. Comfortable shoes
10. Hats

In addition, girls may choose to wear:

Skirts or dresses (to the knee or maxi)

Specific Considerations:

1. Jeans/shorts/sweat pants/warms ups should not be too baggy or too tight.
2. All clothing must be in good repair. No clothes should have rips, holes, or be frayed.
3. Shorts must be finger-tip length or longer.
4. Shirts should be modest and loose fitting. They should not be low-cut.
5. Students may wear Harding shirts, church shirts, or t-shirts.
6. Words or printing on clothing must not be political in nature. We do not want to draw attention to our clothing.
7. Students may not wear leggings, tights, or yoga pants as pants.
8. Pajamas are not to be worn outside of the hotel room.

## **C. Medication on the Trip**

Whether your student takes daily prescribed medication or simply needs occasional access to over the counter (OTC) medications (such as Tylenol or an antacid), we are charged with overseeing the student's self-administration of medication just as if we were at school. However, the nature of our trip creates some differences in our plan.

1. Because most of our chaperones will be parents, it will not always be a school employee who keeps up with medication. One of the adults in

charge of your student's group will keep the medicines and oversee the student's taking the medicines.

2. We will use the forms you have already provided to school (in the student services office) to record the student's taking the medicine. If there is medication that your child will be taking that is not on record in student services office, please complete the appropriate form(s) *prior* to the trip.

Please note that you need one form per student per prescription medication. You may, however, use one form for multiple over-the-counter medications. For example, you may use a single form to give permission for Tylenol, Sudafed, and Pepto Bismol.

3. Just as you do for school, please send medicine (prescription or OTC) in its original container, labeled with your student's name. We will not retrieve medicine currently in the student services office. You will need to retrieve any medicine you plan to send on the trip *prior* to the trip.

4. We will carry with us copies of each student's forms that indicate health insurance, allergies, emergency numbers, and the like. Each chaperone (whether parent or school employee) will have the forms for that group.

5. Students should not keep any medication with them (exceptions - asthma inhalers, Epi-Pens, etc.)

#### **D. Packing List**

1. One suitcase
2. One carry-on bag (backpack or similar size)
3. Bible
4. Phone charger
5. Two pairs of comfortable walking shoes
6. Toiletries
7. Clothes for the duration of the trip. Please bring a variety of layers to account for different temperatures.
8. Jacket/rain jacket/poncho
9. PJs or sleeping attire
10. Small pillow
11. Small blanket or throw
12. Snacks
13. Money for snacks or souvenirs

**E. Movies**

The buses are equipped with DVD players so students may bring movies to play on the bus while we are traveling. Movies should be rated G or PG. No other ratings are acceptable. Make sure to label movies with student's name. If a parent objects to any particular movies being shown, please identify the movie and state your concerns.

**F. Roommate Assignment**

Each student may request one roommate for the Middle School trips. It works best if your requested roommate also puts your name down as his/her roommate. Pairs of roommates will be placed together for hotel room assignments and group assignments.