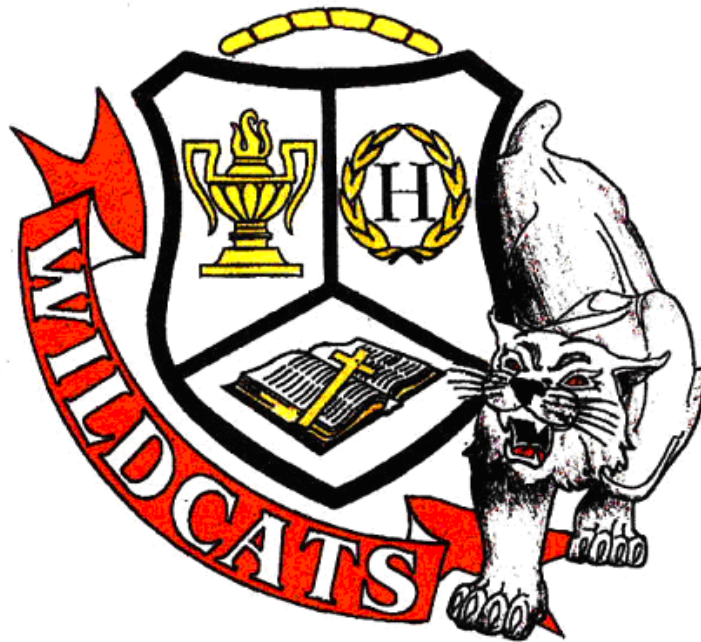


HARDING ACADEMY

Est. 1924



Parent & Student Handbook *2015-2016*

Striving to be a Christ - centered school that cultivates a love for learning, while educating the heart and mind for eternity

PARENT/STUDENT HANDBOOK

2015-2016

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Membership in & Accreditation by:
AdvancED (formally North Central Association N.C.A.)
National Christian School Association (N.C.S.A.)
Arkansas Nonpublic School Accrediting Association (A.N.S.A.A.)

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GREETING

It is with a great deal of pleasure that we greet you at Harding Academy. First, we are happy that you have selected Harding Academy for your Alma Mater, and we are glad that you possess qualities of mind and character that permits Harding to accept you as a student.

Harding Academy pledges its resources to assure the complete development of each student. At Harding we do not believe in, nor do we practice, “mass education.” We want to help you as an individual. We hope that very soon you will feel that you are an important part of the Academy family. Make yourself at home from the beginning. Be friendly and never hesitate to introduce yourself or call upon any student or faculty member when you need help.

There are many things you need to know in order to make the best adjustment to life on the Harding campus. This handbook has been prepared to assist you in these matters. Please read it carefully. **The administration and faculty of Harding Academy assume that students and parents will read and understand this handbook before school begins.**

PURPOSE

The primary purpose of Harding Academy is to provide a high quality academic education in a Christian environment. Believing that Christianity is vital for genuine character development, we intend for the Bible to be the center from which everything radiates. The program is designed to develop Christ-centered lives by cherishing and practicing the ideals of Christ seven days a week.

One purpose set forth by the founders is “to teach the Bible as the revealed will of God for man, as the only and sufficient rule of faith and practice, and to train in pure Biblical Christianity.” It is our conviction that we are living in God’s world and that we cannot live rightly in His world unless we live in harmony with His will and purpose. We believe that the Bible is His expressed will. Hence, Harding Academy undertakes to develop both the spirit and the mind. To accomplish this, we strive to maintain academic work of high quality and to teach the Bible to every student.

Those whose responsibility it is to administer and guide Harding Academy believe that all education should be basically and thoroughly Christ-centered. Hence, it is our aim that all course activities and regulations be related to this ideal.

You have come to Harding Academy for the purpose of preparing yourself for the fuller, happier life and for more effective service in the world. We want to help you make the most of your opportunities. We hope that you will be happy while you are here and that you will come to love and appreciate Harding Academy. Generally, you will find teachers and counselors unselfishly interested in helping you with any difficulty. Go to them at any time.

PHILOSOPHY

The administration and staff of Harding Academy believe that education is a growth process that should include spiritual, social, emotional, intellectual, and physical development. Students, faculty, staff, administration, and parents share responsibility for this growth.

The administration and staff of Harding Academy believe that the home has primary responsibility for rearing children and the school seeks to encourage, support, and reinforce that effort. A strong Christian environment is the best place for learning. Christian teachers working with parents make an important team. The foundation of the Harding Academy philosophy is the belief that Jehovah God exists as a very real being; that sin separated man from God; that Jesus Christ, God’s Son, came to earth in the form of a man and died so that man might have forgiveness of sin and receive eternal life; and that the Bible is God’s final and complete revelation to man and is, therefore, the ultimate source of truth.

The administration and staff of Harding Academy believe that the spiritual is as real as the physical and that spiritual things are eternal, while physical things are only fleeting and temporary. Therefore, spiritual matters should assume a greater importance than physical matters.

MISSION STATEMENT

Striving to be a Christ-centered school that cultivates a love for learning, while educating the heart and mind for eternity.

VISION STATEMENT

Harding Academy will be recognized as a leader in advancing Christ-centered living and learning through its spiritual development, high quality academics, and co-curricular programs for pre-kindergarten through 12th grade students.

ACADEMIC INFORMATION

COMMUNICATION OF STUDENT PROGRESS

It is our belief that learning encompasses more than what is taught in the classroom, and that a coordinated effort between the home and school is the key to success. Therefore, communication with parents is a major priority at Harding Academy. Teachers have the responsibility of keeping parents informed of student progress. Parents have the responsibility to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. Although the following methods have been instituted as means with which to keep lines of communication open, communication between the home and school is not restricted to these methods. Constructive parent feedback is always welcome.

- **OPEN HOUSE:** Open house is designed to give parents an opportunity to meet their child's/children's teachers and become familiar with their daily schedule and routine.
- **REPORT CARDS:** Report Cards are sent out at the end of every nine weeks.
- **PARENT /TEACHER CONFERENCES:** Conferences are scheduled midway between the nine weeks grading periods. These conferences provide the opportunity for evaluation of student progress and to establish a good working relationship between teacher and parent (See the school calendar for specific date). Additional conferences may be scheduled at the request of the parent or the teacher.
- **WEBSITE/PARENTSWEB:** Our "Parents Web" website allows parents access to their child's information. Parents can access grades, homework assignments as well as events and activities posted on our calendar. You may visit academy.harding.edu or go to <https://app1.renweb.com/ParentsWeb/login.aspx>

HANDLING CONCERNS

Invariably questions and concerns arise during the school year. These can be teacher-student, student-student, teacher-parent or parent-administrator related. It is important that these be dealt with courteously and promptly. The following steps are an application of the biblical model in Matthew 18.

1. Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the **BEST** way to resolve the issue, not for having one's own way.
2. If unresolved, contact the principal, who will work to facilitate communication and resolve the problem. Please do not contact the principal however, if step #1 has not been addressed.
3. If still unresolved, the problem can be brought before other leadership. The principle underlying this procedure is clear: **SOLVE EACH CONCERN WITH THE PERSONS DIRECTLY INVOLVED AT THE LOWEST LEVEL POSSIBLE, MOVING THE MATTER UP THE CHAIN OF COMMAND TO THE LEVEL WHERE IT IS FINALLY RESOLVED.**

REQUIREMENTS FOR GRADUATION

To receive a diploma from Harding Academy, a student must be full-time and earn a minimum of twenty-five solid units of credit in grades 9-12. He/She must also earn credit in Bible and Physical Education as explained below. Requirements are as follows:

1. English-4 units. (Requirement of senior year is to write a passing research paper.)
2. Social Science-3 units including at least 1 unit in American History, 1 unit in Modern World History, ½ unit Civics/Government and ½ unit Economics.
3. Mathematics-4 units. (At least 1 unit Algebra other than elementary Algebra, 1 unit in Geometry, 1-2 units higher math beyond Algebra II.)
4. Science-3 units (At least 1 unit of science must be in Biology and 1 unit in Physical Science.)
5. Foreign Language-1 unit
6. Fine Arts- ½ unit.
7. Health- ½ unit.
8. Electives-8 units (each 2-period class taken, such as college classes, will reduce the elective requirement by 1 credit).
9. Physical Education- ½ unit.
10. Bible- ½ unit each semester a student is enrolled at Harding Academy (not included in 25 total units).
11. Oral Communication- ½ unit.
12. Must take ACT standardized test to be recorded on final transcript during Junior or Senior year. Note: must have test results sent to Harding Academy, school code 042-245. For ACT score to count for scholarships and NCAA Clearing House the test must be taken on a national date.

Guidelines for graduation:

- I. With approval of school officials, a student may earn 2 units of credit from an accredited correspondence school.
- II. Time required for graduation - A student must be in grades 9-12 (not necessarily all at Harding Academy), a minimum of eight semesters. To receive a diploma from Harding Academy a person must be enrolled full-time in Harding Academy during his/her last semester. Foreign students must be enrolled at Harding Academy no less than two regular semesters.
- III. As a general rule, a student may not take courses required for graduation during summer school unless the course he or she is taking is to make up for one that he or she has failed.
- IV. As a general rule, high school credit will not be given for college classes taken during intercession or summer school.

REQUIREMENTS FOR 7th & 8th GRADE PROMOTION

A seventh & eight-grade student will be promoted unless he or she fails three or more subjects. After repeating the required work and receiving faculty recommendations, a student who has failed a grade may be promoted at the beginning of the next school year.

GRADING SCALE & WEIGHTED COURSES

The current grading scale for Harding Academy is as follows:
90-100=A, 80-89=B, 70-79=C, 60-69=D, 59 & below=failing

A.P. classes and 200 level college classes (including math 151 & 171) will have a weight of 1 point added to the grade. AP exams must be taken for the class to have the 1 point weight added.

TESTING REQUIREMENTS

Harding Academy is required to give standardized tests for our accreditation memberships. Each year a student attends Harding Academy they are required to take a specific standardized test according to the following schedule:

- Grades 7-9 will take the Iowa Test of Basic Skills (ITBS) in the spring at no cost to the student. This test will be given on campus over a three day period. If a student misses any portion of this test they will be required to take the test on the make-up date.
- Sophomores are encouraged to take the PSAT (Pre-SAT) in the fall. This test will be given on campus at the cost of the student. Taking this test as a sophomore prepares you for next year (junior year) when it qualifies you for the National Merit Scholarship program.
- Juniors are required to take the PSAT (Pre-SAT) in the fall. This test will be given on campus at the cost of the student. This is the test that qualifies students for the National Merit Scholarship program.
- Seniors are required to take the ACT as a graduation requirement. This test is given on a national testing date and at a national testing location. Students must register online for this test at their cost.

*If a student misses the PSAT they will be required to make up the test by taking the ACT or SAT during the school year they missed the pre-test. Due to the fact this test is pre-ordered, students will also be required to pay for the missed test.

HONORS RECOGNITION

CIRCLE OF EXCELLENCE:

Circle of Excellence is Harding Academy's academic awards recognition. Full-time students in grades 7-12 that have attended Harding Academy for the first three 9 weeks of the present school year and have achieved a cumulative numeric average of 95% or higher (physical education classes are excluded) for the first three 9 weeks of the school year will be inducted into the academic "Circle of Excellence". A program will be held to honor these students at the end of the school year. Students with a 99% average or higher will receive special recognition with a plaque. AP and 200 level college classes (including math 151 & 171) will have five points added (not to exceed 100) to each numeric nine weeks grade for Circle of Excellence recognition.

HONOR GRADUATE:

Students that have a 90% average over their 4 years of high school will be considered and recognized as an Honor Graduate by wearing a gold cord at the graduation ceremony.

DISTINGUISHED HONOR GRADUATE:

Students that have a 95% average over their 4 years of high school will be considered as a Distinguished Honor Graduate and be recognized by having their name engraved on the "Wall of Academic Honor" plaque. To be considered, the student's transcript must be able to have a numerical grade assigned to the academic plaques.

NATIONAL BETA CLUB & JUNIOR BETA CLUB:

Beta Club is a national organization that recognizes academic achievement among junior high and high school students. It also promotes the principles of honesty, justice, service, cooperation, responsibility, industriousness, humility, and charity.

Students in Grades 10-12 become eligible for and maintain membership in Senior Beta Club by attaining an average of 90% or above in solid subjects plus Bible. Dues are required only once during senior high school. Junior Beta Club, Grades 7-9, has the same requirements. Dues are required only once during junior high school.

HARDING ACADEMY DUAL ENROLLMENT PROGRAM

Policy

1. Purpose

- The purpose of the dual enrollment program is to enrich the student's academic experience. A student may receive both high school and college credit through Harding Academy's dual enrollment partnership with Harding University. They are not eligible for extracurricular activities at Harding University.

2. Eligibility of Students

- As a general rule, qualifying high school juniors who are full-time students of Harding Academy may take **one** course per semester at Harding University. Seniors may take **two** courses per semester. This policy does not include courses that would substitute for junior & senior English, which must be taken at Harding Academy.
- To meet the academic requirements, a student must have a composite score of at least 19 on the ACT plus a grade point average of 3.0 or better. In addition the student must meet the academic course pre-requisites determined by the Harding University catalog.
- The ACT **must be taken on a national test date** before enrollment into the Dual Enrollment Program can be considered.
- Students must receive administrative approval before they enroll in the program. Harding Academy will consider the students' attitude, level of maturity, and conduct before permission is granted.
- If a student scores below the grade of a C in a college course, that student will be ineligible to take a college course in the future as a high school student.
- A student that scores a C in a college class must meet with the dual enrollment committee before gaining approval to enroll in a college class the next semester.

3. Cost to Students

- Courses will have tuition discounts available.
- Dual enrollment students are responsible for obtaining their textbooks.

4. Credit

- One-half credit will be given by Harding Academy for satisfactory completion of each semester course provided that the course meets three times a week or is worth three or more college hours' credit.
- A class that meets fewer than three times per week may be taken; however, a student will not receive high school credit for a class that meets fewer than three days per week unless Harding University offers three or more hours of credit for the class.
- Physical education courses may not be taken at the University except as outlined above.

5. Scheduling

- Students may not take any class at Harding University that is scheduled at a time which will cause them to be late to a Harding Academy class. First, fourth, fifth, sixth, seventh, and eighth periods are possible time slots for college classes. The corresponding times are 7:00am, 8:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm and 3:00pm.
- If students enroll in a college class first semester, then they must enroll in a college class second semester at a block of time corresponding to the first semester class. A student cannot enter a year-long class at Harding Academy at the semester break.

6. Available Courses

- Refer to Harding University on-line catalog which can be found on Pipeline at www.harding.edu
- Restriction: Freshman composition can be taken for elective credit, but cannot be taken to replace junior or senior English, which must be taken at Harding Academy.

7. Assessment

- The college instructor will assign the grade for the Dual Enrollment Program. The grade will then be added to the high school transcript.

8. Expectations

- Students in the Dual Enrollment Program are not required to be at Harding Academy during times that college classes do not meet. These times should be used for study and research in the Harding University facilities for those classes. At all times responsible student behavior is expected. Abuse of these privileges could result in removal from the program and forfeiture of credit.
- Students taking college classes are to return to the Harding Academy campus as soon as possible and not be late for their next high school class.

Procedure

1. When to register

- Students should apply for participation in the program during the semester prior to the beginning of the college course. Students should pre-register so that high school classes will not be missed because of registration.

2. How to register

- First, students that qualify for the Dual Enrollment Program must apply for admission to Harding University and be accepted before they begin the registering process.
- Second, a student must obtain the Harding Academy Dual Enrollment Program Approval Form from Harding Academy's guidance counselor's office, select a class from the available course list, and gain an approval signature from the principal or counselor.
- Third, the student must take the Dual Enrollment Program Form to the Harding University registrar's office.

3. Forms

- Harding Academy Dual Enrollment Program Approval Form

VALEDICTORIAN AND SALUTATORIAN

The following rules apply for determining Valedictorian and Salutatorian:

- The student(s) with the highest grade point average will be Valedictorian.
- The student(s) with the second highest grade point average will be Salutatorian.
- The five point grading scale will be used to determine class rank. A.P. classes and 200 level college classes will have a weight of 1 point added to the grade. AP exams must be taken for the class to have the 1 point weight added. Students are required to pay the cost of the AP exam.
- In the event of a tie, co-winners will be named. Numerical grade point averages will be carried out to four decimal places.
- To be eligible for selection as Valedictorian or Salutatorian, a student must have been enrolled and attending Harding Academy for at least the last four consecutive full high school semesters (junior and senior years); however, students transferring to Harding Academy during the first semester of their junior year may have their status subject to administrative review.

PREREQUISITES FOR AP COURSES

English III:

1. Must have taken the PSAT as a sophomore.*
 - a. Must achieve a 60th percentile or higher in the verbal section of the PSAT
 - b. Or must achieve a reading score of 23 (or higher) on the ACT.
2. Must have AP teacher's approval.
3. All A.P. English students must take the A.P. exam at the end of the year. Some exceptions apply to AP English IV.

English IV:

1. Must have a minimum grade of a B in English III.
2. Must achieve a reading score of 23 (or higher) on the ACT.
3. Must have AP teacher's approval.

Note: A student must complete the AP course and take the AP exam in order to have a quality point added to their GPA.

Prerequisites for other courses:

Advanced Math: Must have completed Alg. I, Alg. II, & Geometry.

Human Anatomy: Must have completed chemistry with a minimum grade of a C or completed Biology II with a minimum grade of a 90% or an ACT score of 24 or better.

Art II & III: Must have completed Art I with a minimum grade of a C.

Chorus: Senior High students must audition prior to the beginning of school.

WWII: Must have a minimum grade of a B in U.S. and or Mod. World History

Honors English: Must have approval of instructor.

*Transfer students already enrolled in an AP program may not be required to meet this guideline.

ADDITIONAL CURRICULUM INFORMATION

COLLEGE ENTRANCE & SCHOLARSHIP APPLICATIONS

1. Some colleges and universities require more for entrance than Harding Academy requires for graduation. This may be true in relation to science, math, social studies, foreign language, ACT or SAT scores, and grade point average. You should check with the institution of your choice as early in your high school career as possible so that you can meet its requirements.
2. Many scholarships are available to qualified students. Your guidance counselor can help you learn the qualifications for each program. One of those programs is called the “**Arkansas Academic Challenge Scholarship Program.**” It provides scholarship opportunities annually for tuition for Arkansas residents who are U.S. citizens that attend a four year institution in Arkansas and who have a composite score of 19 or more on the ACT.

STUDENT ACADEMIC INSUFFICIENCIES

1. **Academic Probation:** Students in grades 7-12 who receive a failing grade in one or more core subject for any given quarter will be placed on Academic Probation and will be required to appear before the Academic Review Board to discuss and develop a course of action for academic improvement. This course of action can include, but is not limited to, 1) scheduled meetings with teacher of course that the student is failing, 2) scheduled meetings with the high school guidance counselor 3) private tutoring (at parents’ expense), and/or 4) summer instruction. The student will meet with the academic review board at the end of each grading quarter until sufficient progress has been demonstrated and the board believes that the student is capable of independently maintaining progress. If the student does not demonstrate appropriate progress, the academic review board may recommend other educational opportunities for the student to pursue. The Academic Review Board consists of three individuals: the high school guidance counselor, the Coordinator of Enhanced Learning, and a faculty representative for the subject area(s) of concern. The Academic Review Board reports directly to the high school principal.
2. **Credit Recovery:** Students in grades 9-12 who fail math or English are required to recover the credit prior to the start of the next school year. Students may recover the credit through an accredited summer school program or through an accredited correspondence school. Students must earn a grade of 60 or higher in the credit recovery class. Students may not transition to the next sequential level (Algebra 1, Algebra 2, Geometry or English 1, 2, 3, 4) without successful completion of the prior level. Students who have failed math or English are not allowed to enroll in two math or two English classes simultaneously. Students who do not recover the credit prior to the start of the next school year will be required to re-take the failed course and will need to schedule a meeting with school administration to discuss a new graduation timeline for the student.

INSTRUCTIONAL ACCOMMODATIONS POLICY

Harding Academy strongly believes that every child is uniquely blessed by God, having “different gifts-according to the grace given” by our Heavenly Father (Rom. 12:6). Because they recognize the unique learning strengths and challenges of each child, teachers utilize a variety of instructional strategies as they equip students to effectively serve the Father. However, the administration and faculty recognizes Harding Academy’s limitations in meeting some instructional needs. Harding Academy does not have the resources necessary for pull-out, intensive one-on-one instruction, and/or therapies. Consequently, the Academy is not equipped to meet the instructional needs of students with moderate to severe learning challenges and cannot be expected to admit students whose instructional, social, and/or emotional needs exceed the school’s capabilities.

Instructional modifications are not allowed at Harding Academy. Students are expected to perform at or above grade level expectations. Instructional modifications require changes to the level of classroom instruction (what the student is expected to learn) and affect learning expectations. Accommodations address the format of the instruction and performance (how the student learns & is assessed) and do not affect learning expectations. Consequently, Harding Academy does allow some minor accommodation to be implemented to assist students with mild learning challenges.

Some minor accommodations may be implemented based on teacher recommendation. However, most accommodations will require documentation of instructional need. Documentation may be provided by a licensed child psychologist, speech therapist, occupational therapist, physical therapist, and/or behavioral specialist and must include (a) results of evaluation measures that point to specific instructional needs and (b) recommended accommodations and/or instructional strategies. All evaluations will be completed at the parents’ expense. Copies of all evaluation records and recommendations will be kept on file with the Coordinator of Enhanced Learning and/or with the student’s academic file.

Accommodations will be documented by the classroom teacher and/or Coordinator of Enhanced Learning (CEL). This documentation of effective accommodations and teaching strategies will be kept on file and shared with the student’s teachers as he or she progresses through school. Harding Academy reserves the right to require specific evaluations (including, but not limited to, intelligence, individual achievement, audio/visual perceptual, behavioral, and speech/language) before implementing any instructional accommodations. Evaluations may be conducted by the student’s public school district or by a private evaluator. Evaluations completed through a public school system will be coordinated by the CEL. Private evaluations will be conducted at the parents’ expense. Harding Academy also reserves the right not to implement accommodations due to insufficient resources and/or potential disruption to the learning environment.

The policies outlined above are designed to assist students with mild learning challenges. Harding Academy is not equipped to meet the instructional needs of students with moderate to severe learning challenges. The school cannot be expected to admit students whose instructional needs exceed the school’s resources. In the event the administration – through information provided by teachers, the CEL, and other support staff – feels that the Academy is not meeting the educational needs of a student, Harding Academy reserves the right to dismiss a student on grounds that his or her needs exceed that of the school’s resources and could best be met through other educational services.

SPECIAL PROGRAMS

The Independent Studies program is designed for students with special needs, which prevent normal classroom attendance. These programs include:

- **Harding University International Program Studies**
*Harding Academy students who travel with their parents while teaching in the Harding University International Program will have the following payment policies apply: They are required to pay for 100% of book fees, activity fees, technology fees, registration fees, and building fees. They will be required to pay ½ of the tuition for the year. These fees cover the teacher assisted lessons through the semester and also holds a place for your child in the classroom upon their return.**
- **Students who have medical difficulties that require extended time away from class**
Students must have documented evidence from a physician and receive approval from the academic review board and the superintendent of Harding Academy. Absences from school will have limitations.
- **Students with special needs approved by the administration of Harding Academy**

*Enrollment in the International Program Studies is upon request by the student's parents and approval by the superintendent. Students will be enrolled in the Academy through a special enrollment and will pay a registration fee. Enrollment in this program is for course work only; other activities offered by the Academy will not be included unless specified.

The student must meet with the guidance counselor to determine the needs and the course work necessary to progress toward graduation. The student will be guided on the impact such a semester will have on future course work needed for completion of a degree. The guidance counselor will work out the details of the appropriate courses. This may be done through the use of correspondence program through an accredited program, independent study programs arranged through the Academy teachers, or through special permission to use college work taken in International Programs to count for high school credit. The guidance counselor can be contacted for further information.

TRANSFER POLICY

In relation to credit granted to students transferring from other schools, Harding Academy recognizes credit given by schools which are accredited by their respective state or regional accrediting associations. Credit given by non-accredited institutions may or may not be recognized by Harding Academy. Furthermore, students from non-accredited schools may be asked to take a series of tests in order that officials of Harding Academy may determine the amount of credit, if any, that will be recognized. In order to be accepted at Harding Academy, transfer students must be presently enrolled and in good standing with the school from which they are transferring.

Any student moving from the 6th grade to the 7th grade with a core subject GPA of less than 2.0 will be admitted under a 1 year probationary status and will be required to meet with the Academic Review Board on a quarterly basis throughout the year. If, at the end of the 7th grade, the student has not demonstrated sufficient progress, the Academic Review Board may recommend that the student be required to complete a specific course of action for academic improvement for continued enrollment at Harding Academy. This course of action can include, but is not limited to, summer instruction and private tutoring (at parents' expense). The Academic Review Board may also recommend other educational opportunities for the student to pursue.

SEMESTER EXAM PROCEDURES

Semester exams are scheduled during the last three or four days of each semester. Students should not request permission to take exams early. (In case of extreme emergencies, the principal and teachers involved may grant permission for a student to take an exam a day or two early. A \$10.00 fee will be charged for each exam administered early.)

The following things are to be done before the end of the second day prior to the first final exam day each semester: all library books turned in at both libraries; borrowed money from the office repaid; accounts at the health center, book store, and business office paid or cleared by proper authorities; and all other accounts cleared. Tardies and/or unexcused absences will be given to those who are late for an exam or who miss an exam as the result of not following this procedure.

In order for a student to be exempt* from a final, the following requirement must be met.

1. The student must maintain a percent average for the class for both nine weeks.
2. The student must have no unexcused absences in the class.
3. The student must then meet the absence/tardy guidelines.
4. These guidelines are combined in the following manner:
95% Any combination of 5 Absences/Tardies
90% Any combination of 4 Absences/Tardies
80% Any combination of 3 Absences/Tardies
70% Any combination of 2 Absences/Tardies

These guidelines apply to 7th-12th grade students for ONE class only per semester. Also the student must notify the teacher of his/her wishes to skip the exam on the Friday before exams begin.

*All absences, including excused absences, count. The total will be tabulated for each individual class to determine eligibility for exemption in that class. Tardies accumulated throughout the semester count towards ALL classes.

Seniors may skip any final exam for the spring semester in which they have all of the following:

1. a 90 or better average for the spring semester,
2. a 90 or better average for the last grading period,
3. a "S" in conduct for the spring semester, and
4. no less than an "S" in conduct for the last grading period.

**The privilege of skipping finals does not apply to classes in which projects, performances or papers are used in lieu of final exams.

Note: Students skipping finals must participate actively as usual in any reviews in preparation for those finals.

IMMUNIZATION RECORDS

State law requires that we keep health records on file for each student attending Harding Academy. Seventh graders and transfer students are required to have 2 MMR vaccinations, 3 doses of Polio vaccines, 2-3 HEP B vaccinations, 1 dose Meningococcal, 3-4 doses of DTP, DT, Td, DTaP (with one dose on or after 4th birthday) and 1 dose of Tdap as well as proof of chicken pox or record of 2 injections of Varicella shot.

SCHOOL RECORDS & EDUCATIONAL RECORDS

1. According to the Family Education Rights and Privacy Act of 1974 (Public Law 93-380) "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials."

2. Parents of students may inspect their child's records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. Changes will be made according to evidence presented.
3. Harding Academy will not release personally identifiable data from a student's records without written permission from the parents of the said child. However, a school directory may be printed which contains the address and phone number of parents and students. Those who do not want this information printed should make their desire known in writing to the administration of the school.
4. When any student has reached the age of 18 or is attending an institution of post-secondary education, "the right according to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."

CUSTODY

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the school administrator's 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 unless specified otherwise by the courts. A non-custodial parent may not designate another person to pick up a child without the custodial parent's consent.

Any non-custodial parent of a student enrolled in Harding Academy may request to receive a copy of his/her student's report card, notice of school attendance, name of teacher, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent's mailing address.

Such written requests must be submitted to the principal.

SCHOOL LUNCHESES

Lunches are provided by Aramark food service each day. The daily lunch order is taken each morning in the 1st period class or can be preordered at home through RenWeb. Students may pay each day or pay in advance and keep a declining balance for their lunch account. The items and prices for the Junior and Senior High School lunches will be announced each year.

TEXTBOOKS and LOCKERS

Individual textbooks and lockers will be assigned to students at the beginning of the year. Students are responsible for their care. Students who damage lockers or textbooks will be expected to pay for replacement.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers (keep doors shut/locked and combinations private). Lockers will be properly cared for by the students and will not be used for storage of illegal, unauthorized or contraband materials. Periodic general inspections of lockers may be conducted by school authorities for any reason and at any time without notice, without consent and without a search warrant.

VISITORS ON CAMPUS

Students may have visitors **occasionally** come eat lunch with them. All visitors must sign in at the high school office and wear a visitor identification badge while on campus. Visitors must be dressed appropriately, no shorts or sleeveless shirts. Visitors not following guidelines may be asked to leave. Harding Academy students may not have outside students "shadow" them during the day without the prior approval of the high school principal. The administration reserves the right to prohibit visitors.

SCHOOL SAFETY

Our mission is to create a safe learning environment for our children by partnering with Harding University Security and Searcy law enforcement. Through this collaboration, we have spent hours developing a very comprehensive school security plan of action which better prepared us for many varied scenarios. Through the planning and preparation process for this plan, we developed a better understanding of the security needs of all learning institutions, and we were able to develop a needs list for the protection and well-being of all Harding Academy students and staff members. School safety is an ongoing process and our goal is to continue to provide a safe and happy place to work and learn.

EMERGENCY PREPAREDNESS

Emergency preparedness drills and or procedures are in place for fire, earthquake, storm/tornado, bomb threat, and crisis situations which might endanger the students. Drills are executed on a regular basis and are monitored by school administrators, teachers and support staff. In the event of an emergency, parents will be notified via our emergency notification through RenWeb.

SCHOOL HOURS

Regular school hours are from 8:00 a.m. to 3:25 p.m. Monday thru Friday.
Regular bell schedule will be on Monday, Tuesday and Friday. It is as follows:

8:00-8:45	1 st period
8:50-9:35	2 nd period
9:35-10:00	Chapel
10:05-10:50	3 rd period (Bible)
10:55-11:40	4 th period
11:45-12:30	5 th period
12:30-12:55	Lunch
1:00-1:45	6 th period
1:50-2:35	7 th period
2:40-3:25	8 th period

Block schedule will be on Wednesday (odd periods), and Thursday (even periods).
(Block schedule is designed to allow classes time for labs and special projects.) It is as follows:

8:00-9:30	1 st or 2 nd period
9:30-10:00	Chapel
10:05-10:50	3 rd period (Bible)
10:55 -12:25	4 th or 5 th period
12:25-12:55	Lunch
1:00-2:30	6 th or 7 th period
2:35-3:25	8 th period

***periods 3 and 8 are held on both block days**

SPECIAL SCHOOL DAYS

Academy students throughout the year may have their schedule affected due to extracurricular activities, special events and holidays. Parents will be contacted as these events come forth during the school year.

1. Typically, the Monday of the week before graduation is designated as “Senior Day.” The purpose of the day is to allow the graduating class to present a special chapel program and to practice for commencement exercises. The seniors are dismissed for the day afterwards. Some classes have chosen to take a trip or outing later in the day. Though the school may not disapprove of the outings, they are not school sponsored. Boarding students are not allowed to attend these outings without written permission from their parents and unless proper chaperons are available.
2. Harding Academy does not necessarily close because of snow or ice; however, parents are at liberty to use their discretion about sending their own children to school when they feel the danger of sending them is greater than they are willing to bear. Parents should notify the principal’s office of their decision to keep students home. In situations where there is a question about school being in session, a person may listen to KWCK, Searcy or KAPZ-KKSY, Searcy; or Channels 4, 7, or 11 TV stations for clarification and check RenWeb/Parent Alert system.
3. In the event Harding Academy is closed during a regular school day, students can access Cyber Day activities via RenWeb. These activities are designed to avoid having to make up the day missed due to inclement weather or some other significant event. Every student is held accountable for the assignments which have been posted and all assignments are due within one week of the day we are out of school.

SCHOOL ATTENDANCE

1. In accordance with Ark. Code Annotated 6-18-207 and amended by Act 570 in 1999, Harding Academy complies with compulsory school attendance laws for students.
2. Students must attend a minimum of 160 days each year in order to receive credit for the year’s work. Exceptions may be made for students whose absences are due to illnesses for which a doctor has given a written excuse or for absences related to highly unusual circumstances.
3. Students whose absences exceed 10 days per semester will be required to meet with a designated committee, which will determine whether credit will be given in the affected class or classes. (Exceptions will be made for absences in excess of 10 if doctor’s excuses are on file in the principal’s office.)
4. Absences will be considered excused for the following reasons:
 - a. Personal illness, injury, or doctor’s appointments that cannot be scheduled after school hours. (Repeated appointments, such as orthodontist appointments, should be scheduled at different times of the day so that the same classes will not be missed often.)
 - b. Illness in the family, which requires the student’s presence.
 - c. Death in the family.
 - d. Those absences that have been approved by the principal prior to the absences. All other absences are likely to be considered unexcused. (Refer to #11)
5. When there is advance knowledge that an absence will occur, the student should bring a note from his parents to the principal at least 2 days prior to the absence requesting permission to be absent. If permission is granted, the student should notify each teacher who will be affected by the absence in order to get assignments or to get instructions on make-up tests.
6. **When absences are necessary without advance knowledge on the part of the parent, the parent should report the absence and the reason for it to the principal’s office before 9:00 a.m. on the day of the absence. If the school does not receive a call from the parent the absence is considered unexcused.**
7. Parents may request homework assignments for their children who are absent but should do so before 9:00 a.m. in order to be able to pick up assignments by the end of the school day.
8. Students may not leave the building during class time for any reason (other than to attend P.E. classes) including illness, without permission from the principal’s office. Students who leave school during the lunch hour knowing they will not return for afternoon classes must also check out in the office.

9. Should an emergency arise during the lunch period, which causes the student to be absent any or all of the afternoon, the parent must notify the principal's office immediately. If the parents are unavailable, the student must make such notification, which will then be confirmed by the parents as soon as possible.
10. Failure to follow the above guidelines may result in the absences being declared unexcused.
11. The penalty for unexcused absences may be a withdrawal of privileges, in-school suspension, or other measures deemed appropriate by the administration. In addition, missed work may not be made up. Furthermore, the student must attend Detention Hall for each class missed.
12. Suspension of a student from a class for disciplinary reasons for any portion of a period will be treated as an unexcused absence for the entire period. Furthermore, the student must attend Detention Hall.
13. Hair appointments are NOT an excused absence. Requests should not be made for permission to miss class because of hair appointments. These absences will be treated as an unexcused absence.
14. Oversleeping or sleeping in will be considered an unexcused absence.
15. Skipping class will not be tolerated. Such absences will be considered unexcused. A person who skips class jeopardizes his or her privilege of continuing as a student at Harding Academy. He or she may be suspended or expelled.
16. Tardies will not be counted as excused or unexcused. Students will be required to spend one session in detention hall for every third tardy up to 12 tardies per semester. After 12, a student must go to Detention Hall for each tardy.
17. Special rules on attendance apply to boarding students. See "Boarding Students' Regulations" for these.
18. Students who are tardy or previously absent do not have to report to the office. Tardies will be turned in by the teacher. Previously absent students who have not followed proper procedures will be counted as unexcused and will be sent to the office by the 1st period teacher to rectify the absence.
19. A student who misses school because of illness may not participate in or attend school activities on the day of the absence unless he/she has been in classes from noon until the end of the school day.
20. Students who elect to miss school with an unexcused absence must have written permission on file in the principal's office and have the principal's approval.
21. Students whose absences are excused will be allowed to make up work missed.
22. Harding Academy does not allow its students to be involved in an early work release program.

SUSPENSION & EXPULSION

1. Harding Academy uses both in-school and out-of-school suspension.
2. Suspensions for brief periods of time are at the discretion of the principal.
3. Suspensions involving longer periods of time and expulsions will be determined by the Discipline Committee with the approval of the administration.
4. Before suspension or expulsion occurs, a student will be told of the charges against him/her. He/she will then be given an opportunity to defend himself/herself in the presence of the principal and/or the Discipline Committee.
5. Parents will be at liberty to have a hearing before the principal and/or Discipline Committee on behalf of their child.
6. Appeals may be made to the principal, Discipline Committee, or superintendent, preferably in that order.

FAIR PROCESS

1. Prior to any suspension, the school principal shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
4. Any parent(s) or legal guardian of the pupil suspended shall have the right to appeal to the Superintendent.

STANDARD OF CONDUCT

In order to encourage the Christian character and ideas of Harding Academy, there are standards of conduct that all Harding students must follow. The standards have been preserved through the years and have proved their value. No student, however, should find these goals hard to reach.

It is the desire of the Harding Academy administration, faculty, and the students to reach the level of spiritual maturity where conduct and attitudes are directed by sensitivity to God's word in the inner man rather than by external regulations.

The policies contained herein are the official student discipline policies for Harding Academy. They have been prepared with input from the students, parents, faculty, and administrators. Factors of influence, which have brought them to be, are principles of Christianity, purposes of the school, traditions of the school, the judgment of those having input, and regulations of the State of Arkansas and accrediting associations.

The rules of Harding Academy are designed for the welfare of the entire group and for the purpose of creating an environment in which Christian character is encouraged. A Student may be disciplined for his/her actions, indulgence and negative influences on others. Discipline may not just be punishment to fit the offense but discipline for the good of the individual. The philosophy will prevail on the Harding campus in general, yet there may be specific acts that so affect the entire school and are so far from the purpose of Harding Academy that one violation will automatically sever a student from the institution.

If, after learning what is expected of you as a student at Harding, you find that you are not in harmony with her principles and purpose and cannot wholeheartedly support them, you are urged to go to some member or the staff who will give a sympathetic hearing to your difficulties. If you find you are still out of harmony with these purposes and cannot cooperate in the support of them, you are urged to seek another school wherein you can be happy.

If a student's desire is to do what is right all the time, he or she will seldom find a rule offensive or hard to keep. All students are under Harding's rules from the time they leave home for school or while on school-sponsored activities until they return home. Furthermore, students must abstain from things such as the use of alcohol and other drugs, the use of tobacco, stealing, sexual immorality and violation of law twenty-four hours per day, seven days per week.

By enrolling at Harding, each student is pledging himself to live according to the purpose and regulations of Harding Academy. These regulations are as follows and fall into four categories:

- A. Absolutes: Discipline is likely to be strict for violation of these regulations—students will likely be expelled from Harding Academy.
 1. The illegal use, possession, distribution, or sale of drugs or drug-related paraphernalia and other chemical substances.
 2. The first offense involving the use, possession, or storage of alcoholic beverage in any form and at any time.
 3. The first offense involving sexual immorality.
 4. The first offense involving the possession of a firearm or the semblance of a weapon on school property. The offense is a mandatory expulsion by the Arkansas state legislature Act 621-608.
- B. Contrary to the mission of Harding Academy: Discipline is likely to be strict for violation of these regulations—students may be expelled from Harding Academy.
 1. A student shall comply with reasonable directions & requests of teachers, student teachers, substitute teachers, principals, administrative personnel, the superintendent, school bus drivers, custodians, school security officers, and other authorized personnel.
 2. Cheating, lying, and other forms of dishonesty will not be tolerated.
 3. Harding Academy does not permit its students, at or away from school, to use or possess tobacco in any form. The use of electronic cigarettes is not allowed.
 4. The first offense involving stealing is sufficient for removal from school.
 5. Profane and/or vulgar language is strictly forbidden.

6. The use of another person's identification card or the loaning of one's identification card for any purpose is not permitted. (This specifically prohibits checking out library materials, entering athletic contests, and entering the swimming pool using another's ID card.)
7. Gambling or wagering on or off campus is not permitted.
8. Fighting will not be tolerated.
9. The use or possession of pornography in any form is strictly forbidden.
10. Violation of Code of Computing Practice.
11. Destruction, misuse, damage or deliberate defacing of Harding Academy/University, city, county, state or personal property will not be tolerated.
12. Unauthorized entry into Harding Academy or University facilities or unauthorized possession of keys to Harding Academy or University facilities.
13. Entering false alarms, bomb threats, or tampering with other fire safety equipment.
14. Misuse of electronic devices: Electronic devices shall not be used in a manner that causes a disruption. Use of devices for purposes of photographing test questions is clearly a violation of academic honesty and will not be tolerated. Abuse of any electronic devices with photographic capabilities, such as photographing individuals in secured areas such as bathrooms, locker rooms and other areas where there is reasonable expectation of privacy and/or taking photographs of an individual against their will is strictly prohibited. Students who misuse electronic devices will be subject to dismissal.
15. Any form of sexual harassment, which is any students who harass other students through conduct or communication of unwelcome sexual advances, requests and other inappropriate oral, written, or physical conduct of a sexual nature as defined below, but not limited to the following:
 - a. verbal harassment or abuse
 - b. pressure for sexual activity
 - c. repeated remarks to a person with sexual or demeaning implications
 - d. inappropriate and unwelcome touching, patting or pinching
16. Students are prohibited from participating in any conduct that constitutes any form of bullying or hazing while in school, on school property, in school vehicles, on school buses, at school-sponsored activities, or at school sanctioned events. Conduct that constitutes bullying includes any activity or behavior in which a student or students are threatened, harassed, personal property damaged, or intimidated by another student or students in a manner that could reasonably cause a student(s) to be or feel unsafe and/or in danger of physical injury. This includes cyber-bullying.

**Acts of bullying or harassment are not limited to those acts which happen during the school day or at a school sanctioned event. Any act, regardless of its origination that may disrupt the school day is subject to the administrations investigation.

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

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

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

C. Additional School Regulation:

1. No fireworks or firearms are allowed on school premises or at school-sponsored activities.
2. Pocket knives and non-approved electronics are not allowed at school.
3. It is unlawful for a student to possess a hand-held laser pointer without the supervision of school personnel. Violation will result in seizure of hand-held laser pointer with appropriate discipline action.
4. No gum chewing is allowed in the building at any time.
5. Dancing is not permitted at school functions, and is discouraged at non-school functions.
6. Cell phones may not be in use during the school day without permission from an administrator. Note – The high school office will keep the phone for three (3) school days. The parents may pick up the phone after school hours on the third day. The student will be assessed a d-hall.
7. Cell phones, purses, and back packs are not allowed in the classrooms. If these items are at school they should be left in the student's locker.
8. Generally on the first offense of cheating, a student will receive a "U" in conduct, a zero on the assignment, detention hall, and a parent will be contacted.

D. Driving and Parking Regulations:

1. Driving to school and parking on school grounds are privileges. One or both of these privileges may be suspended or revoked at the discretion of the administration. Students driving on campus must use caution, follow all campus regulations, and adhere to the normal traffic patterns. Driving too fast or recklessly and/or poor or disruptive parking will not be tolerated.
2. Maximum speed limit on campus parking lots and drives around the building is 10 MPH. Careful, considerate, and reasonable use of motor vehicles is expected at all times.
3. Riding in open beds of trucks and on the outside of automobiles or trucks (on fenders, hoods, trunks, etc.) is forbidden.
4. All students who drive to and from school must purchase a parking permit from the office within two (2) weeks of the first day of school for a cost of \$5 or within two (2) weeks of when they start driving.
5. Students will be allowed to park in the designated spots ONLY. Students may not park in unmarked areas or in faculty, visitor, or handicapped parking spaces. Violations will result in appropriate consequences.
6. The administration reserves the right to search vehicles parked on campus; additionally, vehicles parked on campus are required to be free of visible bumper stickers, decals, or other inappropriate items not adhering to Harding Academy standards. No one is permitted to leave campus without checking out in the office, exceptions are made for students attending college classes. Unless permission is granted from the office, all students should stay out of the parking lot areas during the school day.

The penalty for the violation of any rule is at the discretion of the principal and/or the Discipline Committee, which is used in more serious situations, especially where expulsion/suspension is a possibility. The expulsion of a student must have the approval of the superintendent. Expulsions may occur not only in those situations indicated above but for the persistent violation of any rule or regulation and/or for insubordination.

DISCIPLINE FOR THE HANDICAPPED

1. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not have an unreasonable detrimental effect on the student.
2. The superintendent of Harding Academy will serve as grievance officer of Act 504.

HARDING ACADEMY 1:1 IPAD INITIATIVE

The Harding Academy 1:1 iPad Initiative intends to provide equitable 21st century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with around-the-clock access to technology through the use of the Apple iPad.

The policies, procedures, and information within the HA iPad handbook apply to all Harding Academy iPads used in our schools, including any other device deemed by the Administration to come under this policy. The information and agreements found in the iPad handbook represent a clear and comprehensive attempt to explain to our parents, students, and teachers, the level of responsibility necessary to participate in this initiative. Harding Academy reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all of our students.

The use of technology resources at Harding Academy is a privilege, not a right. Our policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, the iPad. If a person violates any of the tenets named in the policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

By signing the Code of Conduct the parent and student also agree to uphold the policies within the iPad handbook. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

PERSONAL TECHNOLOGY DEVICE POLICY

Students may be permitted to bring and use some personal electronic devices to school **for educational purposes, under the supervision of the administration and faculty**. Harding University Wireless Network will provide filtered Internet access and related web-based services only. Using technology at school and in the classroom is a special privilege, as well as added responsibility for the student who brings it to school. Personal technology devices that are permitted at school and in the classroom include but are not limited to iPads, Kindles, Nooks, E-readers and laptop computers. **This list does not include phones, or gaming devices.**

In addition to complying with the AUP and Code of Computing Practice of Harding Academy, students must agree to adhere to the following guidelines prior to bringing their technology to school and utilizing the wireless access. Non-educational use of these devices will be seen as a violation of school policy and will result in, at the very least, the following disciplinary action. First offense will result in confiscation of device for three (3) school days, parents must come to the office to pick up the device at the end of the third day, and the student will be assessed a d-hall. Second offense, the device will be confiscated for 1 week at which time it will be returned to the parents and the student will lose personal technology device privileges for the remainder of the school year, and the student will be assessed three (3) days of d-hall.

Rules for having personal technology devices at school and in the classroom are as follows:

- Individual teachers will stipulate the extent technology devices can be used within their own classroom.
- Students should access only files or apps on the device, or internet sites which are relevant to the classroom curriculum. Games are not permitted.
- Students may not loan or allow other students to use their device at any time.
- Devices brought from home are the sole responsibility of the student who brings it, and the parent who allows their child to bring the device to school. **Harding Academy will not be held liable if the technology device is damaged, stolen, or lost.**
- Only Wi-Fi may be used. Devices with 3G/4G capabilities must be set so that 3G/4G may not be activated at school.

- It is strongly advised that personal technology devices that are brought to school have a protective case and a screen saver and be marked visible with student's name.
- Teachers will not be responsible for maintenance, upkeep, or general technical problems.
- Personal technology devices should be in silent mode while at school.
- A student's personal technology device should be charged prior to bringing it to school and run off its own battery while at school.

**Harding Academy has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

CODE OF COMPUTING PRACTICE

Technological tools including networked computers are made available to students as a resource for learning. This use of these tools is a privilege. To prevent unauthorized use and/or abuse, students must adhere to the district's standards of conduct.

1. The user is responsible for following local, state, federal, and international copyright, intellectual property rights, and adhering to acceptable network use.
2. The user is responsible for all actions taken while accessing and using information resources and agrees to work in a moral and ethical fashion.
3. The user further agrees not to violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add/delete any programs or information resources.
4. The network will not be used to intimidate or harass.
5. The user agrees to keep his/her account password private and agrees to log off the network after personally logging on.
6. All activity involving the user's personal account is the user's responsibility.
7. Deliberately wasting/overloading computing resources, such as printing too many copies of a document, is forbidden and may result in a charge.

Violation of this Code of Computing Practice may result in, but not limited to, the following actions:

- Temporary or permanent suspension of the user account
- Disciplinary action through the Principal and/or Discipline Committee
- Prosecution under federal or state law

Harding University reserves the right to review, monitor, intercept and record all activities transpiring on Harding computers for the purposes of enforcing this Code of Practice, securing the Harding computer environment and performing general system maintenance. Further, by the user accessing Harding systems, he or she expressly consents to such reviewing, monitoring, intercepting or recording.

SEARCH & SEIZURE

The student, by being enrolled at the Harding Academy, consents and grants to Harding Academy the right to search student's lockers, automobiles on campus, students' persons, possessions that are in or on Harding's property, to search computer files and data-storage devices, and for a reasonable period of time, to maintain possession of anything by which the student violates the rules and regulations of Harding Academy.

Harding Academy also reserves the right to search rooms of boarding students, with or without the student's presence, any time the administration feels that such action is justified and appropriate.

Cell phones and other personal technology devices are allowed to be on campus and used under beforehand mentioned guidelines. Any violation of these guidelines or disruption could result in the confiscation of the device which could result in all or some of the following; discipline action, parent involvement, device being searched. Search dogs may be used whenever the administration feels such action is desirable.

CORPORAL PUNISHMENT

It is our desire to maintain an atmosphere of love and respect. However, there are occasions that occur during the school year that are contrary to our mission. This type of misbehavior may be corrected by corporal punishment. Under Act 904 of 1977 the state authorizes the use of corporal punishment for maintaining discipline and order within the school. The typical offenses that merit such punishment include, but are not limited to, disrespect, fighting, lying, and profanity.

1. Corporal punishment must be administered by certified personnel and in the presence of another certified staff member, preferably the principal.
2. Corporal punishment must not be administered in the presence of other students, except those who are receiving similar punishment at the same time.
3. Corporal punishment must be administered without malice or anger or in excess.
4. It is preferable that corporal punishment should be administered in the principal's office.
5. The person administering the corporal punishment must file in the principal's office a written statement about the punishment including the reasons for the punishment, the number of swats administered, and the name of the adult witness.

APPEARANCE & DRESS CODE

Harding Academy strives to teach and uphold Christian ideals and maintain an orderly and productive educational environment. Clothing, oftentimes more than anything else, reflects how we wish to represent ourselves (an attitude). Therefore, we believe that the appearance and dress of our students should be modest and appropriate for the occasion to reflect the goals of the Academy.

It is difficult to always prescribe what is appropriate dress and what is not (clothes fit different students differently, different ideas and background of students and parents, etc.). In general "appropriate" may be defined, as clothing, jewelry or grooming that does not draw attention to itself in an undue manner. Clothing that is "in style" may not always be appropriate. Students and parents should use care when choosing clothing and when in doubt choose not to wear it. Harding Academy expects a higher standard of its students than the world expects. If there is ever any question, the administration of Harding Academy will be the final authority on dress and grooming matters.

To assist students and parents in making clothing decisions the following guidelines are provided:

Boys:

Shirts: All boys' shirts must either have fold down collars, be an approved Harding logo t-shirt, a t-shirt of an event that Harding Academy has participated in (i.e. state or regional academic/athletic events), or a striped or solid color t-shirt with appropriate writing/logo no larger than a pocket logo.

Sweaters and sweatshirts may be worn by both boys and girls. **No silk screen** unless it is an approved Harding logo, an event that Harding Academy has participated in (i.e. state or regional academic/athletic events), or a solid color sweatshirt with appropriate writing/logo no larger than a pocket logo.

- **Not acceptable:** no sleeveless shirts, tank tops, and garments designed as underwear must not be worn as outerwear and should not show at all. Shirts may not be worn over other shirts and left unbuttoned. No sheer or see-through material can be worn.

Girls:

Skirts & Dresses: Dresses, skirts and split skirts that are no shorter than 2 inches above the knee may be worn. Split skirts must not be mistaken for shorts. Capri pants must extend to the top of the calf muscle.

- **Not acceptable:** Dresses, or skirts that are too tight or revealing. Plunging necklines, low backlines, and cut out backs may not be worn. (This includes banquet attire.)

Shirts/Tops: Girls may wear shirts, blouses or collarless knit shirts that are of a more superior quality than t-shirts. They may wear an approved Harding logo t-shirt, a t-shirt of an event that Harding Academy has participated in (i.e. state or regional academic/athletic events), or a striped or solid color t-shirt with appropriate writing/logo no larger than a pocket logo. Shirts that are waist length should be worn with an undershirt that is tucked in so that the midriff or back is not exposed when bending or reaching. **Sweaters and sweatshirts** may be worn by both boys and girls. **No silk screen** unless it is an approved Harding logo, an event that Harding Academy has participated in (i.e. state or regional academic/athletic events), or a solid color sweatshirt with appropriate writing/logo no larger than a pocket logo.

- **Not acceptable:** No sleeveless garments can be worn. No tank tops, halters, shrugs, or tops that expose the midriff or undergarments can be worn. Girls' shirts, tops, etc. should not be too tight or expose the midriff when reaching up or bending over. Shirts may not be worn over other shirts and left unbuttoned. No sheer or see-through material can be worn.

Boys/Girls:

Pants/Jeans: Should be neat, clean, with NO holes or cuts, un-frayed and worn with the waistband fitted at the waist.

- **Not acceptable:** tight or form-fitting attire (such as leggings or "yoga" pants) sagging pants and pants that are so long that the cuffs are being walked on, warm-ups, sweats, shorts, scrubs, overalls, fatigues or camouflage. Chains are not allowed on pants or other clothing. Some exceptions apply to teams on game day.

Shoes: Shoes should be worn at all times. They must be clean, neat and not excessively worn. Nice/neat sandals may be worn.

Hats/Caps: Are not to be worn in the buildings by boys or girls.

Grooming & Jewelry Hair should be clean, well groomed and out of the eyes. The color should not vary greatly from its natural color (no extreme colors). Boys' hair length should not be beyond the collar of the shirt, eyebrow, or over the ear canal. Boys should be clean-shaven and sideburns must not extend below the earlobe. Girls may have modestly pierced ears. No extreme piercings. This will be determined by the administration.

- **Not acceptable:** Boys may not wear earrings. No pierced jewelry on any part of the body except girl's earrings worn on the ears only. No exposed tattoos. No studded bracelets or necklaces. No extreme hairstyles (hair tails, multicolor hair, partially shaved heads, pony tails on boys, etc.)

**Any attire that advertises professional entertainers or athletes, music groups or philosophies inappropriate to the mission of Harding Academy should not be worn.

Teachers and administrators have the responsibility to counsel students towards appropriate dress. It is never the intention of any staff member to embarrass a student in these situations. A student may be asked to leave an event or change if he or she has chosen to wear inappropriate clothing. Parents' guidance will be helpful in ensuring students make good decisions about dress.

Dress code violations can result in a **D-HALL**. The student may be sent home to change or be required to wait in the office until clothes are brought from home. This could result in unexpected absences from class.

A student receiving his/her 7th **D-HALL**, for whatever reason in a semester could be required to attend Saturday school. There will be a \$50.00 supervision fee paid to the school on the morning of the designated Saturday. Saturday school is from 8:00am – 12:00pm. A student that is absent from Saturday school will be suspended from school. Saturday school will continue for a student on their 10th and 13th **D-Hall**.

CHAPEL

Chapel services are held each school day, and attendance is required. The moments of worship and the varied programs should be a constant source of inspiration, relaxation, and education. Students and faculty approach this worship period quietly & reverently.

SERVICES AVAILABLE

The following services are designed for the well-being of the student body:

1. Guidance & counseling. Guidance and counseling are part of the Academy's program. The entire faculty provides friendly counsel in regard to personal and educational decisions. The staff includes one certified guidance counselor. He will assist students who need special help in all areas of their lives including those that are against school rules. If a student is in need of help with a situation involving school rules, the student is encouraged to speak to the guidance counselor.
2. Medical & hospital services. Harding University maintains health services for all students, including Academy students. A qualified nurse is in charge.
 - a. Minor medical attention is provided. More serious problems are referred to local doctors.
 - b. A medical examination is required for all new dormitory students.
 - c. A health form, including an immunization record, is required by law of all students.
3. An annual Scoliosis screening is required by the Arkansas State Department of Health. Students and parents will be notified of this process through mail out and school announcements.

HEALTH CENTER HOURS ARE AS FOLLOWS:

Monday-Friday

7:30 a.m. – 4:15 p.m. during regular school year.

Closed on Saturdays, Sundays, during vacations, and days when Harding University is not in session.

Real emergencies—that is, sudden or acute illness or injuries—will be given immediate attention at any time. If a student is injured at school or a school activity they must notify the office of this injury and fill out an injury report. There is a 90-day time period during which a claim can be filed. Claims after this time frame may not be reimbursed. Boarding students are required to subscribe to Harding Academy's International Health insurance (refer to International brochure). See the superintendent's office for all forms.

ACADEMY LIBRARY

Reference material, periodicals, and newspapers are to be used in the library only, unless permission is secured from the librarian to take them elsewhere. Books may be checked out for 3 weeks and are subject to renewal. Students who are called out of class or study hall to take care of overdue or lost library materials during the last week of each semester will be charged with a tardy or unexcused absence. (This could cause a student to become ineligible to skip a final.) The last student whose name appears on the book record must pay for lost books or damaged books. A refund will be made if a lost book is found. E-mail accounts may be accessed through the library computers before 8:00 a.m. and after 3:25 p.m. only.

UNIVERSITY LIBRARY

Academy students who are 16 or older may use the University's library, IF they have received library instruction from their teacher or librarian. Students under the age of 16 must be accompanied by an adult when at the library.

Checking out materials. Academy students may check out circulating materials with their Academy ID. Stack books are checked out for 2 weeks and may be renewed one time. When a book is 4 weeks overdue, a \$60.00 charge is sent to the Harding University Business Office. If the book is returned, the \$50.00 replacement fee will be refunded. However, the \$10.00 late fee is non-refundable. Other types of circulating materials (juvenile books, bestsellers, videos, and cassettes) have differing guidelines. Please inquire at the Circulation Desk for additional information.

Library Hours: When University classes are in session, the library is open at these times:

Monday-Thursday	7:45 a.m. – 11:00 p.m.
Friday	7:45 a.m. – 5:00 p.m.
Saturday	11:00 a.m. – 7:00 p.m.
Sunday	1:30 p.m. – 11:00 p.m.

EXTRA-CURRICULAR ACTIVITIES

The Arkansas Activities Association, the State Department of Education, the Arkansas Nonpublic School Accrediting Association, and Harding Academy each have regulations that affect student's eligibility to participate in extracurricular activities. As a result, eligibility rules are complicated. The following are guidelines that are related to academics only:

1. **Junior High**

- a. First-semester seventh graders are automatically eligible after being promoted from the sixth grade.
- b. Second-semester seventh graders, all eight graders, and all ninth graders must successfully complete four courses approved by the Arkansas Department of Education, three of which must be in the core curriculum. Note: Core curriculum classes are English, Science, Math, and Social Studies. Approved courses are all classes Harding Academy offers (including physical education) except Bible.
- c. Junior high students must have earned a grade-point average of at least 1.8 on a 4-point scale or a 70 on a 100-point scale (except first-semester seventh graders). Second-semester ninth graders must earn a minimum GPA of 2.0 or a 70 to be eligible in the tenth grade. Physical education may be used in calculating the GPA for ninth graders. Note: Bible may not be used in calculating GPA.

2. **Senior High**

A student must have passed four academic (solid) classes during the previous semester and earned a GPA of 2.0 or a 70. Physical education may be used the first two semesters it is recorded on the transcript after the student enters the ninth grade. Note: All classes offered by Harding Academy except Bible are considered academic classes for purposes of eligibility.

3. **Cheerleaders**

The AAA also governs cheerleading. The AAA Official Handbook states that students trying out for, or participating as a cheerleader must meet the eligibility requirements stated above.

4. **Other Guidelines Related to Academics**

A student must be passing Bible and four solid subjects in order to represent the school in a public and official capacity such as an interscholastic sports, cheerleading, interscholastic academic competition, chorus trips, mission trips, dramatic productions, speech festivals, Model UN, etc.

If a student does not pass Bible and four solid subjects for a nine-week's grading period, the student is ineligible in the areas mentioned for nine weeks. If failing Bible is the only reason for ineligibility, the student may petition a designated committee, appointed by the principal, for reconsideration of eligibility after the third week of the next grading period. If he/she does not meet the requirements on a semester basis, he/she is ineligible for a semester. However, if the only reason for ineligibility is because of failing

Bible, he/she may petition a designated committee for reconsideration of eligibility after any grading period.

All students who wish to participate in non-athletic, extra-curricular events and field trips that occur during the school day must maintain a minimum 2.0 GPA. Students who wish to attend overnight extra-curricular field trips or school sponsored mission trips must be current on all financial obligations to Harding Academy. Each club may have additional policies & procedures required for membership.

5. **Sports**

The Academy engages in junior and senior interscholastic athletics, including basketball, track, cross-country, tennis, golf, softball and baseball. Boys compete in football and girls also compete in volleyball. According to the regulations of the Arkansas Activities Association, new boarding students in grades 11 and 12 are ineligible for interscholastic competition at Harding for one calendar year after they enroll. The AAA Handbook has additional regulations related to residence, age, etc. that can be explained by the principal.

6. **Clubs**

Art: For students in grades 10-12 interested in art. (Art class not required) Activities include fundraising, Christmas dinner, art club trip, and service projects. Dues are required.

Chess: For students 7-12. Must meet AAA guidelines and be members of CAAS. Dues are required

Family & Consumer Sciences Club: All students who have been in or who are presently enrolled in a home economics class may join. Dues are required.

Future Business Leaders of America: Any student who has been in or who is presently enrolled in a business class may join FBLA. Dues are required.

Foreign Language Club: The Foreign Language Club is open to any student who has been in or who is presently enrolled in a foreign language class. Dues are required.

History Club: For students in grades 10-12. Its purpose will be to allow students with a natural interest in the study of history to explore & expand that interest by taking part in projects, field trips & involvement in local government activities. Requirements include club dues & participation in the History Fair.

Key Club: This is a service club open to any student in grades 7-12. Dues are required.

Pep Club: The Pep Club supports the school's athletic program and is open to all girls in Grades 7-12. Dues are required.

Music Groups: For those interested in music in Grades 10-12, there is a Senior Chorus, a class for which auditions are required for membership and for which credit is given for successful completion. A chorus/music class is available to all students in Grades 7-9.

Student Association: All students in Grades 7-12 are members of the Student Association. The Executive Council is an elected group, composed of two representatives from each class, and three officers elected by the student body in the spring. Those wishing to be candidates for these positions must have an academic grade not lower than B- and conduct grade not lower than S for the two previous grading periods.

DISTRIBUTION OF LITERATURE

Students must have permission/approval from the administration before distributing literature to any part or all the student body and/or faculty.

SCHOOL NEWSPAPER & UNOFFICIAL PUBLICATIONS

All publications and the contents of such publications that are produced by or with the assistance of students must have the approval of their respective sponsors and/or the administration. It is intended that these publications be a part of the educational process.

FINANCIAL PROCEDURE

TUITION AND FEES

Harding Academy desires to extend every courtesy and consideration but must also consider their responsibility and the basic principles of good management. Students and parents should carefully consider the regulations regarding accounts and arrange to take care of them on time.

Any necessary conference concerning an account should be requested early in the semester.

- Neither student's grades nor school records will be released until all accounts are paid.
- A rental system is in effect for textbooks. The fee is \$265.00 (subject to change).
- Students must complete registration and sign the financial agreement before attending classes. Registration is not complete until satisfactory financial arrangements have been made.
- School Accident Insurance: All students are covered by an excess coverage insurance policy during school hours. Protection covers all students during scheduled school activities.
- No refunds or pro-rate on non-tuition fees.
- 100% of annual fees due regardless of enrollment duration.

INTERNATIONAL STUDENTS

All international students are required to pay the following (see International Program brochure):

- International Program includes: Tuition, Books, Technology Fee, E-learning fee, Building Fee, Activity Fee, Registration Fee, Tutoring, English as a Second Language Class, International Student Life Program, Orientation Program, College Admission Service, VISA/I-20 preparation, TOEFL preparation, Organize Cultural Trips, Health Care Coordinator, ACT preparation course (if applicable) and Transportation.
- Insurance: All international students must enroll in a 10 month health insurance policy through Harding Academy. The policy will cover the student from August 1, 2015 – June 1, 2016. The policy will cover up to \$100,000 in medical cost with no deductible. A separate brochure is available to explain benefits. Insurance rates are subject to change depending on rates at time policy is implemented.

BOARDING STUDENTS

- Charges for boarding students include: room rent, supervision fee, and cafeteria charges (mandatory for dorm students). **NOTE:** A \$100.00 non-refundable room reservation fee must accompany application for admission for boarding students. This fee will be applied to the student's account upon enrollment.
- Boarding students will be responsible for adhering to all information in the Student Handbook and Boarding Student handbook.

REFUND POLICY

If a student leaves school for disciplinary reasons, Harding Academy is not obligated to give any refund and the full tuition for the semester is due immediately. If a student leaves school for any reason, other than for disciplinary reasons, the refund policy is as follows:

1. The registration fee, insurance, admission fee, tech fee, building fee, book fee, activity fee and post office box will **NOT** be refunded.
2. 100% of annual fees are due regardless of enrollment duration.
3. Tuition:

1 st and 2 nd Week	90%
3 rd Week	80%
4 th Week	60%
5 th Week	40%
6 th Week	20%

After seventh week - no refund and the full semester's tuition will be due.
4. Board: Board will be refunded when the student ID card is returned to the Business Office. Cost of meals will be due for any week started. Remaining declining balance may be refunded. No refund can be made for meals missed while the student is enrolled. The official check-out from the dormitory is the determining factor for meal refunds.
5. Room rent: Rent on the four-week period started will be due. The balance of the semester will be refunded.
6. Supervision fee and transportation charges: any four week period started will be due. The balance will be refunded.
7. If withdrawal results from the student's misconduct, the institution is under no obligation to make any refunds.

All refunds will be calculated from the published date from the beginning of the semester

CONCLUSION

Those who have been responsible for the publications of the Handbook have done so with the hope that those who read it would better understand what Harding Academy is, what she stands for, and what she expects of those who would take advantage of the opportunities offered. It is hoped that the student's experiences here will be both pleasant and profitable. Each student and his/her parent will be asked to sign the Code of Conduct Contract at the beginning of each school year. This is mandatory for enrollment. A copy of the contract is included in this book in the next page.



**Harding Academy
Code of Conduct**

We have read the Parent & Student Handbook and understand the rules and regulations presented within. We understand the primary purpose of Harding Academy is to provide a high quality academic education in a Christian Environment. The Academy believes that Christianity is vital for genuine character development and intends for the Bible to be the center from which everything radiates. We realize the school is designed to develop Christ-centered lives by cherishing and practicing the ideals of Christ seven days a week.

We understand that if the student's choices and decisions lead to actions that are contrary to the philosophies of Harding Academy, they will experience consequences for their actions. We understand the serious nature of these consequences and realize their intent.

We hereby pledge to uphold the high standards set forth by Harding Academy and to be an asset for her.

Student(s) Signature _____ Date _____

_____ Date _____

_____ Date _____

Parent Signature _____ Date _____

We are pleased that you have decided to be a special part of Harding Academy. It is our prayer that both you the parents and you the student will benefit from our relationship.

Policy on Non-Discrimination

Harding Academy admits students of any race, color, and national origin or ethnic origin. Also, as required by Title IX, Harding Academy does not discriminate on the basis of sex