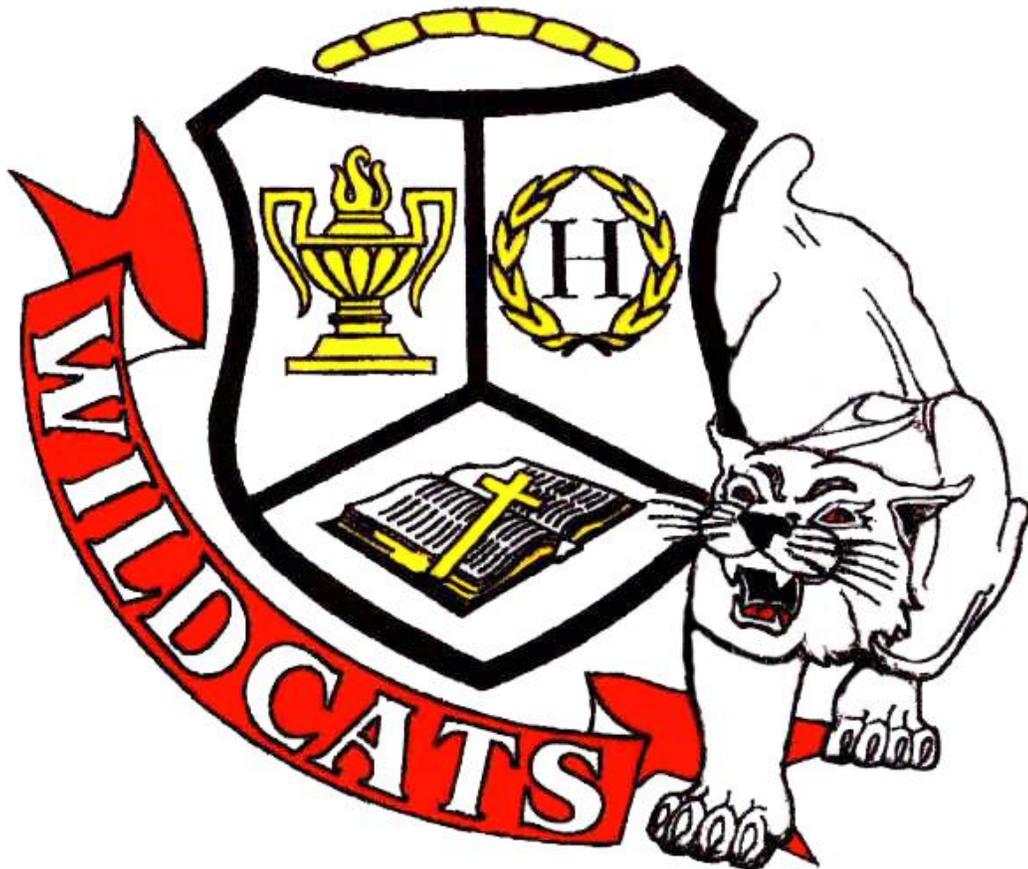


HARDING ACADEMY

Est. 1924



Parent & Student Elementary Handbook 2018-2019

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

PARENT/STUDENT ELEMENTARY HANDBOOK

2018-2019

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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.)

MISSION STATEMENT

Welcome to Harding Academy. We are glad you have decided to join us in this special place and we look forward to working with you and your family.

The goal of our faculty and staff is to fulfill our mission of **“striving to be a Christ-centered school that cultivates a love for learning, while educating the heart and mind for eternity.”** Our prayer is that your time at Harding will prepare you for your adult life as well as your eternal life.

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.

PHILOSOPHY

Spiritual

Harding Academy seeks to provide...

- A distinctively Christian learning environment.
- The example of Christ and His principles as the ultimate source and authority in every involvement and activity.
- The development of the desire for Christian leadership roles at school, at home, in the community, and in the church.
- The development of an awareness of Biblical teachings and principles as they apply to our daily living.
- The development of an awareness of Biblical teachings and principles as they apply to our Christian heritage.
- The acquisition of skills and understandings for use in the development of Christian character and intelligent citizenship.

Academics

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

The Pre-K program for three and four-year olds include learning through play and planned instruction. Each child is considered a unique individual and is encouraged to progress at his own rate of development. Learning takes place both from discovery and guidance from the teacher. The activities of each classroom are hands-on and child guided. In a relaxed learning situation, the curriculum covers alphabet recognition, math activities, science participation, music, art, language activities, and Bible stories. Playtime includes blocks, housekeeping, books, puzzles, musical instruments and dramatic play.

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

In grades 1-6, importance is placed on the academic areas of language arts and math. The reading program emphasizes phonics, basic reading skills, and the joy of reading through the use of Accelerated Reader (AR), comprehension in the context of enjoying literature. Grammar, language usage, vocabulary, spelling, penmanship, and creative writing are also integral parts of the language arts program.

The math program stresses problem solving and mathematical applications while also emphasizing learning basic facts and computational skills. Technology is used to reinforce math skills and sharpen the student's ability to reason and figure.

The areas of science and social studies are a part of the curriculum at each grade level. Hands on discovery and research are a large part of the instructional plan to teach students the importance and enjoyment of asking questions and discovering answers.

Art, music, library, physical education, and computer education are enhanced by specialized teachers working with the students weekly during the school year. These special area programs are taught by highly qualified and certified teachers who have a love for their specialized programs. Special programs and exhibits throughout the year show evidence of learning and mastering techniques taught in these specialized areas.

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

The Academy endeavors to aid each child in developing an understanding of God while cultivating a willingness to obey His commands. Daily chapel and Bible classes, a scoped and sequenced Bible curriculum, and a thematic memory verse program are all ways in which students are exposed to God's Word.

Harding Academy seeks to provide...

- A quality scholastic program.
- The stimulation of intellectual curiosity.
- A preparatory situation for the development of leadership skills during, and following the formal educational years.
- The opportunity for the development of clear, logical, and effective communication in the areas of reading, writing, speaking, and listening.
- The opportunity for individual exploration and for the development of logical reasoning and critical thinking in the areas of science and math.
- The development of a respect for culture, traditions, and ideals of our democratic society.

Social

Harding Academy seeks to provide...

- The development of socially responsible citizens.
- Meaningful lines of communication among students, parents, faculty, and administration.
- The development of constructive peer relationships.
- The development of a respect for positive guidance and authority.
- The encouragement of courtesy and politeness on the part of all individuals.
- The development of a respect for the property belonging to others and to oneself.

Emotional

Harding Academy seeks to provide...

- The development of personal understanding and self-esteem.
- The development of the ability to make decisive choices.
- The development of the ability to discern one's own faults and the decisiveness to make appropriate changes when necessary.
- The development of an appreciation for other individuals and their strengths and weaknesses.

Physical

Harding Academy seeks to provide...

- The development of an interest in and a desire for a healthy and sound physical condition on the part of each individual.
- The development of interest in and appreciation for lifetime skills and sports.
- The development of a desire for a wholesome appearance depicting neatness, cleanliness, and appropriateness of dress and manners.

Responsibility Statement

(Grades PRE-K-6)

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

1. It is the responsibility of a Harding Academy teacher to:

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

2. It is the responsibility of a Harding Academy student to:

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

3. It is the responsibility of a Harding Academy parent to:

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

ACADEMIC INFORMATION

Grading

The purpose for grading is to provide a communication link between the school and home regarding a student's academic and social progress. Grades serve as a tool to help develop the whole child. Grade reports are sent home according to the school calendar. Midterm grades are posted on RenWeb for grades 1-6.

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

A — 90-100

B — 80-89

C — 70-79

D — 60-69

F — Below 60

E – Excellent S – Satisfactory N- Needs Improvement U- Unsatisfactory

Conduct: A- Exceptional B- Good C- Poor D- Unsatisfactory

In all grading, the teachers use their professional judgment. This is especially true for grading projects and hands-on classroom activities which are difficult to grade with numerical percentages. Grades are affected by the following in grades 3-6.

- The difficulty of an exam is considered by the teacher.
- The final grade for a grading period reflects the average achievement throughout the grading period. Tests may be weighed more heavily than daily work in determining a grade.

Make-Up Work for grades K-3rd

At the discretion of the teacher, students must make up school work missed because of absences. When a student is absent, the parent may call the school to request assignments after the 2nd consecutive day. School work will then be sent down and can be picked up in the front office. Daily school work is expected within the number of days missed for full credit.

Make-Up Work for grades 4-6th

At the discretion of the teacher, students must make up school work missed because of absences. When a student is absent, the parent may call the school to request assignments after the 2nd consecutive day. School work will then be sent down and can be picked up in the front office.

Daily school work is expected within the number of days missed for full credit. **Work that is turned in ONE day after the expected date is considered late and will only receive ½ credit. After this late date has passed, all outstanding work will result in a “0”.** All work is expected to be turned in regardless of the grade that may or may not be given. All assignments have purpose and validity and students are held to a high standard of accountability and responsibility.

Tests administered while a student is absent must be scheduled with the teacher and taken within a reasonable, agreed upon amount of time. Any test not made up will result in a “0”.

If a student is given an at-home suspension, the student must make up the work the teacher deems appropriate, and the student will be given the grade he earns. The same guidelines identified above are applied to suspension days.

Honor Roll and Principal's List

Students are eligible to be on an Honor Roll and Principal’s list (grades 3-6) **the first three nine week grading periods** if the following minimum qualifications are met. Students will be recognized for this achievement at the end of the year awards chapel. The top two students in 6th grade, based on the highest GPA, are honored at both the awards chapel and sixth grade promotion. This average is figured using all grades including specials for the first three quarters of their 6th grade year.

- Principal’s List - All A’s and A in Conduct
- Honor Roll - All A’s & B’s and A or B in Conduct

Achievement Tests

Students in 1, 2, 3, 4, 5 and 6 grade are administered a nationally standardized achievement test in the spring to measure academic progress. Results of this test are made available to the school administration and teachers to better prepare students in specific areas of weakness. Results of individual students will be included in the fourth quarter report cards.

Communication about Progress

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

- Individual parent-teacher conferences
- Conferences with an administrator
- Students' papers sent home weekly
- Quarterly Report cards
- Quarterly Progress Reports emailed to parents from RenWeb
- Teacher weekly updates
- RenWeb for grades 3-6

Our ParentsWeb website allows parents access to students information. Parents (3-6 grades) can access grades, homework assignments as well as events and activities posted on our calendar. You may go to www.renweb.com to set up your account.

The district code is HA-AR

Conferences

Parents are invited to a conference with the teacher on a designated day in the fall and spring. The student's progress and goals for the year are discussed. A parent-teacher conference may be initiated by either party at any time. An advance appointment is necessary when a student's progress is to be discussed, because an impromptu evaluation of a student may not be thorough. Students need the teacher's full attention during school hours, so teachers are not available to talk to parents or prepare make-up assignments during class time. You will be e-mailed when it is time to call the office to set up an appointment.

Promotion and Retention

Three important factors are involved in a student's promotion: academic progress, work habits, and maturity level. The Academy reserves the right to recommend retaining a student if it is determined that he/she is lacking in any of these three areas. Few elementary students at Harding Academy fail specific subjects or grade levels. However, some children who can do grade level work or slightly below are not prepared for all of the challenges of the next year. Also, students' maturity levels may not be commensurate with that of their peers, and they may need to repeat a grade.

In grades 4-6th the following guidelines will apply to remediation:

- An F average in one skill subject (reading, language, spelling, and math) or in both content subjects (science or social studies) requires 30 hours of summer tutoring to reenroll in the next grade. A list of recommended tutors will be made available upon request from the principal.
- An F average in two skill subjects requires repeating the grade.
- An F average in one skill subject and both content subjects requires repeating the grade.
- An average is determined by all four (4) quarters combined.

In grades K-3rd, if the administration and classroom teacher make the recommendation to retain a student, it is the right of the parent or legal guardian to forgo the recommendation and send the child on the next grade if they so choose. **The parent or legal guardian must sign a waiver stating the refusal of the recommendation which will be kept in the student's permanent file and the child will be placed on academic probation for one year.** If after one year the child has not made significant advancement, the recommendation to retain may be repeated and the child will either be retained or be placed in a school with a specialized curriculum which can better meet the academic needs of the child.

A student may repeat only one grade in elementary school (K-6th grade). If a student who already has repeated a year is not eligible for promotion, he/she is recommended for placement in a school with a specialized curriculum which can better meet the academic needs.

New students must maintain a 2.0 average in all subjects and satisfactory conduct, and work habits grades to be eligible to return the next year. New students are considered to be on an academic watch list until the end of their first year.

Harding Academy students 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 under probationary status and will be required to meet with the Academic Review Board on a quarterly basis throughout the year and will work with a designated faculty mentor 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.

Accelerated Reader

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

Our ultimate goals would be to:

- Create an inner love of reading first and foremost
- Focus on maximizing academic learning time
- Promote appropriate practice
- Monitor student progress through effective assessment, goal setting, and testing outcomes
- Identify and teach skills needed for each student's success

Accelerated Math

As an added supplement to the math curriculum, students enjoy participating in the Accelerated Math (AM) program. AM helps teachers personalize dynamic math practice based on state standards by grouping students according to STAR Math interim assessment data. Teachers can easily provide tailored math practice while monitoring progress toward success on summative exams at a glance using the teacher dashboard. The students receive school wide recognition for completion of their goals.

Our ultimate goals would be to:

- Create an enjoyment of math
- Focus on maximizing academic learning time
- Promote appropriate practice
- Monitor student progress through effective assessment, goal setting, and testing outcomes
- Identify and teach skills needed for each student's success

Homework

Homework is assigned in order to enhance classroom learning and instill self-discipline. Newsletters are sent home or posted on RenWeb on Mondays to inform parents of weekly homework assignments and activities.

Each student may have some form of homework almost every night. The teacher tries to assign homework requiring the average primary student 15-20 minutes to complete, or the average intermediate student 30-45 minutes to complete. Wednesday evening assignments will be limited to enable students to attend evening Bible classes at church. Tests requiring lengthy study are not given on Thursdays. If a student spends an excessive amount of time on homework, a conference with the teacher is needed.

It is very important for the student to have a daily study time away from extraneous noise and activity such as radio and television. The student should be expected to use this time for study regardless of the assigned homework. If a specific assignment is not made, the time can be used to study math facts, spelling words, etc. A daily study routine will develop good study habits for the future. All students are expected to complete all homework. Homework serves several valuable functions.

- Reinforces skills
- Teaches self-discipline and responsibility
- Gives parents insight into their child's academic strengths and weaknesses
- Encourages special projects more conveniently worked on at home
- In some cases parents may provide supervision and assistance such as dictating spelling words, listening to the child read aloud, or helping with number facts. However, parents are urged not to make a habit of sitting with their children as they do homework. This can create a dependency that can limit progress toward self-reliance.

Take Home Projects

On occasion throughout the year, take home projects are assigned that are developed to enhance what is being taught in the classroom. Research, planning and development of the project are all a part of the design to engage your child and encourage parental oversight. However, parents are urged to provide supervision and limited assistance so that the end result can be graded accurately and fairly.

School Records and Educational Records

According to The Family Education Rights and Privacy Act (FERPA) 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.

Parents of students may inspect their children's records and challenge any records that they feel may be misleading, inaccurate, or otherwise inappropriate.

Right of Access to Records

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

Custody

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the 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.

Academy Library

Full scale library services are offered to all Harding Academy students. In addition to being able to check out books regularly, students have opportunities to use reference and periodical materials. Fiction and non-fiction books may be checked out for two weeks and may be re-checked upon request. Reference materials however, are to be used in the library only, unless permission is secured from the librarian to take them elsewhere.

Lost or damaged books or videos must be paid for by the student whose name appears last on the computer check-out list. A refund will be made if a lost book is found. All book fines and/or replacement costs must be paid before final report cards may be obtained. If a student has overdue book(s) they will not be allowed to checkout any more books until the overdue book is returned.

Textbooks

Books and workbooks for the students in all grades will be issued and checked in by the teacher. The cost of this service is included in the book fees. Assessments will be made for books that are lost or damaged. The fine for any lost or destroyed book will be the total replacement of book. Not every content area requires a text book. Some text may be issued as a class set and kept in the classroom unless checked out through the classroom teacher.

Instructional Accommodations Policy

Harding Academy strongly believes that each and 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/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 to not 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/her needs exceed that of the school's resources and could best be met through other educational services.

GENERAL INFORMATION

Admissions policy - Kindergarten

- Child must be 5 years old before August 1 of the enrolling year
- Completion of an online Application
- Completion of Early Prevention of School Failure Screening and follow-up conference

- Copy of official Birth Certificate from the State
- Copy of Social Security Card
- Copy of up to date shot record
- Completed Physical – signed by Physician
- Completion of Student Survey - online
- Completion of two on-line references
- \$50.00 nonrefundable placement fee is assessed when completed online
- Completion of Financial Agreement Form found online

Admission policy – Elementary School

- Completion of Application online
- Completion of 2 references from previous teachers and school personnel - online
- Request for transfer of records from former school (must contain up to date shot record, medical forms, birth certificate, social security card, Accelerated Reader records, achievement test scores and grades.)
- Copy of current report card from previous school year
- Completion of Financial Agreement Form - online
- \$50.00 nonrefundable placement fee
- 1st through 3rd Grade Assessment Testing
- Principal Interview with parent and student

Transfer Students

Students who are transferring to Harding Academy from Home-schooling must be evaluated and screened by Harding Academy personnel to ensure proper grade placement upon entrance. Achievement test scores are recommended. The evaluation results, along with a portfolio of current work samples, age, achievement test scores, and past academic history, will be taken into consideration to determine an appropriate grade placement.

When students transfer from another public or private school into Harding Academy they must have successfully completed the previous grade before they can enter the subsequent grade. Transfer students may be required to take an assessment placement test upon entrance. All required information must be turned into the office before students can begin attending school.

Priority Enrollment

Priority enrollment will be granted to those students who:

- have a parent who works within the Harding System
- have siblings who are already enrolled in Harding Academy
- were enrolled in Harding Academy or Harding Pre-K the previous year

Non-Discrimination Policy

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.

Student Conduct Expectations

Students are encouraged to display good conduct at all times. School personnel endeavor to use positive methods in guiding students' behavior. Each staff member is given the authority to correct any misbehavior. Unless there is an immediate safety issue, parents must not confront other children about their behavior. Any parent with a complaint about another child's behavior should discuss the problem with school personnel.

If, after learning what is expected of students and parents at the Academy, you find that you cannot wholeheartedly support its principles and regulations, you are encouraged to bring your concerns to a member of the administration. If your concerns cannot be resolved to your satisfaction, you should seek another school more consistent with your expectations.

Respect for Authority

Students must comply with reasonable directives and requests of administrators, staff, and support personnel. Students who refuse to do so are considered to be insubordinate. Persistent insubordination may result in suspension or expulsion.

Classroom Behavior

Students must comply with the following guidelines:

- I will follow rules and regulations respectfully.
- I will be in my seat with all materials when class begins.
- I will be kind and considerate at all times.
- I will keep my hands and feet to myself.
- I will speak with permission.

ANY activity contrary to the mission statement of Harding Academy may result in dismissal. The following behaviors are regarded as major infractions and may result in suspension or expulsion upon the first offense:

- Use or possession of tobacco in any form
- Illegal use or possession of drugs or other toxic substances
- Possession or use of alcoholic beverages
- Stealing
- Sexual immorality or other inappropriate sexual behavior
- Use, possession, or threats related to firearms, knives, or other potentially harmful devices
- Physical endangerment of self or others

Punishment

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

Misbehavior such as defying authority, destroying property, lying, cheating, fighting, stealing, profanity, inappropriate language or gestures, bullying, name calling, demeaning another student, making threats, deliberately hurting someone, bringing an explosive device or weapon to school, or continuously exhibiting disruptive behavior are considered serious offenses.

When a student chooses to commit a serious offense, he also chooses to receive consequences that will help him/her make better choices. The consequences for serious offenses include, but are not limited to, in-class separation, student's call to the parent, in-school suspension, suspension, loss of school activity privileges (field trip, sports, etc.), physical work (such as cleaning), loss of privileges, lunchroom duty, after school detention corporal punishment and expulsion.

Harassment/Bullying Policy

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

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

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

Harassment includes but is not limited to:

- **Physical, verbal, or emotional bullying**
- **All forms of insulting remarks about race, gender, socioeconomic status, disability, or sexual orientation, including oral, written, or printed remarks or images**
- **Threats, intimidation, or coercion in any form**
- **Unwelcomed or inappropriate contact**
- **Crude, vulgar or inappropriate contact or communication by phone, e-mails, text messages, or in other source of social media. This would include direct or indirect**

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 administration's 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.

In-School Suspension

When deemed appropriate, in-school suspension (ISS) can be used as a punishment. The student will be provided school work that is being missed while out of the classroom as well as other school work that the teacher/administration feels is appropriate.

The student will spend their detention where the administrator feels is a safe, monitored environment, and will serve the amount of time deemed necessary and appropriate by the administrator.

Home Suspension

Home school suspension (HSS) is a more severe form of punishment and will be assigned when the administrator feels it is appropriate. When a student is assigned a HSS, the student must make up the work the teacher deems appropriate, and the student will be given the grade he/she earns for those assignments. No additional time or due dates will be provided for this work, it will be due upon the student's return to school. Students who have missed school due to a HSS consequence, are not allowed to participate in any extracurricular activity that same day. This would include but not be limited to PeeWee sports, cheerleading, or chorus or play performances.

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

Corporal Punishment

If in the event it is decided that corporal punishment is to be used as a consequence, the following guidelines will be followed:

- Parents or guardian will be contacted before punishment is made
- Is administered by the principal or other authorized person in the presence of another staff member
- Is not administered in the presence of other students
- Is administered without malice or anger or in excess
- Is preferably administered in the principal's office and witnessed by another employee
- The person administering must file a written report in the principal's office, stating reasons for the punishment, the number of swats administered, and the name of the adult witness

Search and Seizure

The Academy reserves the right to search and seizure of students' lockers, desks, personal effects, and clothing whenever reasonable suspicion exists. Parents of enrolled students are deemed to have given implied consent to this policy.

Weapons

Students/parents may not take any explosive device or weapon, including any type of knife, to school or to any school activity. Likewise, parents may not take weapons onto school property or take them to any school activity. All weapons or semblance of a weapon are strictly prohibited from school grounds and functions unless permission from the dean has been granted under special circumstances.

Appearance and Dress Code

The purpose of the dress code is to maintain an appearance among students that is appropriate for high academic and Christian standards. A neat appearance is of utmost importance for all students. Students' attire must reflect good taste. It must not attract undue attention.

Members of the faculty and administration have the responsibility to counsel and advise students on matters of appearance. Teachers and principals make every effort to carry out this responsibility with tact so the student will not be embarrassed. A student wearing something to school that is inappropriate will be instructed not to wear it again and may be asked to call home for an immediate change. However, any student who is uncooperative in complying with school standards of appearance may be asked to make an immediate adjustment. Students who fail to comply with the guidelines regarding the length of shorts may lose the privilege of wearing them for a period of time.

When classes are going on field trips, students and chaperones must select clothing that will appropriately represent Harding Academy.

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

Because of changes in styles, an all-inclusive dress standard cannot be established. Specific guidelines will be given as needed. **The following basic guidelines need to be followed when selecting school attire.**

Shorts

Shorts may be worn to school between the beginning of school and the last day of October and again from April 1st through the end of school. Shorts must be no shorter than three inches above the knee and modest in style. Shorts are defined as short pants that reach mid-calf or higher.

General Dress Code

- **Girls** should appear feminine, clean, and modest. Blouses must cover midriff and no spandex may be worn. Shirts and tops must have a minimum of a 1" strap on the shoulders. **Skirts must follow the same guidelines as shorts regardless of what is worn under them. Shirts and tops worn with leggings must be long enough to cover the mid-section.**
- **Boys** are to appear masculine, clean, and modest. No tank tops without an undershirt. Earrings may not be worn.
- Caps are not to be worn inside the building.
- **Jeans must not have holes in the fabric.**
- **Hair is to be clean and neatly cut above the eyebrows and not touching the shoulder.**
- **Hair should not be tinted, dyed, painted or cut to an unnatural color or style.** The school administrator will determine what is natural and unnatural in questionable circumstances. Hair styles which are not permitted would include mohawks and sheared messages within the cut.

Academy students are expected to be neat and well-groomed at all times. Dress must be modest and appropriate for the occasion.

Problem Resolution

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

- If a parent has a staff or faculty related grievance, an effort must be made to settle the matter first with the staff or faculty member.
- If the matter is not resolved, the parent would then direct the grievance to the principal.
- If the matter is not resolved at the principal level, the parent would then contact the Superintendent and schedule a conference. The conference may include all parties involved.
- Matters related to the administration's decision to suspend or expel a student may be appealed. A written appeal must be filed within five days of the decision. Specific guidelines for the appeal procedure are available through the office of the Superintendent

The process of this resolution policy originated from the text Matthew 18. Jesus goes into great detail on how we are to resolve conflicts. Throughout the problem resolution process, all parties should demonstrate mutual respect. The dignity of all parties involved must be preserved. No reprisal or retaliation of any manner will be taken against any student or parent for utilizing this procedure.

It is the desire of administration and the teaching staff of Harding Academy to resolve all concerns before they become problems. Many times today, even in Christian circles, our first response to problems with others is to post our complaints on social media, looking for those who may agree with the way we feel rather than discussing the matter as recommended in Matthew 18 directly with the person we have an issue with. Parents and students are strongly encouraged to refrain from discussing problems with other students or parents on social media. **Rather, administrators, teachers, parents, and students are encouraged to openly discuss these issues while we pray and ask God for wisdom and discernment while resolving any differences which may come between us.**

Lost and Found

The elementary lost and found is located inside the main entrance by the administrative office. Parents and students are encouraged to check there for missing possessions. Items left on a bus, in the gym or on the playground can be claimed there. Twice a year the contents of the lost and found are donated to a local charity. The unclaimed items are taken over Christmas break and when school is dismissed.

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

Attendance

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

School Hours

8:05 a.m. - 3:05 p.m.

The school building is open at 7:30 a.m., and large-group supervision is provided until 7:55. **No student should be dropped off prior to 7:30 a.m. unless they have made arrangements with the principal.** The ideal time to arrive is about 7:45. It is very important for students to arrive in time to get out their books and materials so that they are prepared for the day when school commences. Arriving late often adversely affects the entire day for a student, and it disturbs the rest of the class. Students arriving at school after 10:00 will be given a half day absence. If a student leaves school by or before 12 noon, he or she will be given a half day absence.

Students are expected to be picked up promptly at their dismissal time. Any student who is not picked up by the end of the car line or 3:35 will be asked to phone home and will be waiting in the office area. Consistent late pick-ups without prior approval from the principal may be charged an additional fee for child care. These fees would be for \$10 per/half hour and charged to your child's account.

Parents must call the school office by or before 9:00 a.m. when their children are absent.

- In accordance with Act 60 of 1983, Harding Academy complies with compulsory school attendance laws for students.
- **Students must attend a minimum of 160 days each year in order to receive credit for the year's work.** This means a student may not accumulate more than 20 absences within one calendar school year. Exceptions may be made for students whose absences are due to illnesses for which a physician has given a written excuse or for absences related to highly unusual circumstances.
- Absences will be considered excused for the following reasons:
 1. Personal illness, injury, or physician's appointment which 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.)
 2. Illness in the family which requires the student's presence.
 3. Death in the family.
 4. **Absences which have been approved by the principal prior to the occurrence. All other absences are likely to be considered unexcused.**
- When there is advance knowledge that an absence will occur, a student should bring a note from his parents to the principal several days prior to the absence, requesting permission. If permission is granted, the student should notify each teacher who will be affected by the absence in order to get assignments or instructions on make-up test.

- Students may not leave the building during the school day without permission from the principal's office or being checked out by a parent or person designated by the parent.
- 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.
- 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.
- **Students who miss school because of illness may not participate in extracurricular activities later on the day of the absence unless they have been in classes from noon until the end of the school day.**
- Students are considered tardy at 8:05 a.m. Tardies will be recorded. Late students need to report to the office for a tardy pass and order a lunch. Each student must be signed in prior to receiving their tardy pass to class.
- When a child is absent, it is the child's responsibility to make up assignments the teacher deems necessary. It is impossible for the teacher to re-teach certain concepts as presented in the classroom.

Doctor Visits and Appointments

Dental appointments and other activities should be scheduled after school hours, if possible. If it is necessary to take a child from school, **a note must be sent to the teacher**. A note from the doctor or dentist must be sent the next day. Please make every effort to schedule hair appointments for after school hours.

Parents must go to the office to pick up their child. For the safety of all children, every visitor on campus is requested to check-in at one of the three school offices when entering the building. Children are not permitted to wait at the door or office to be picked up during the day for safety reasons and to minimize loss of class time.

Student Pick-up

At the end of the school day, parents may pick up their child from school in one of two ways. They may choose to pick up their child as a "walker", which means their child will be released from the classroom at 3:05 to get into line with the other walkers. This line then proceeds by escort to the parking lot on the north side of Park St. and Moss where parents are waiting for their children. Any child not picked up, will be escorted back to Harding to be delivered back to their classroom. During questionable weather, a parent alert will be sent from the office to indicate whether the decision is to walk or hold the walkers. .

The second alternative is to be picked up through the car line. **Parents will enter the parking lot on the far east entrance off of Park Ave.** forming **two parallel lines** then merging to follow the car line to the front of the academy. Their child will then be loaded with the assistants of the safety patrol and assigned staff members. **Please notify substitutes of the process and order of this procedure.**

Please make the decision to either walk or ride prior to your dropping off your children in the morning. Being consistent will work better for your children and make things easier on your classroom teachers. Communicate your decisions to your classroom teacher so that they will be aware of your intentions.

Caution about releasing children is exercised. When a child is to be picked up by someone other than the usual person, **a note of explanation to the teacher is mandatory. Students will not be released to another parent without either written consent or phone contact with the classroom teacher, secretary or school principal.** Please assist us in this regard. If you know your child is to ride with another adult, please write a note to the homeroom teacher or call the school office BEFORE 3:00 to notify us of the change. The school phone may not be answered during dismissal.

If a high school student is to pick up an elementary student, the high school student will need to come to the elementary foyer or drive through to pick them up line. **Elementary students are not allowed to wait on the high school side for older siblings.**

If a student does not live with both parents, the child will be released only to the parent who has legal custody unless otherwise instructed by the custodial parent. Custody documents must be on file in the Elementary Office.

Early Pick-ups

It is very important for the student to be in the classroom the entire school day. Instruction continues until the last few minutes of the day when final homework instructions are given and students have time to gather their things to go home. **A student who leaves early disrupts the teacher, other students and the office staff at a very critical and important time of the day.** Therefore, a student should leave early only when circumstances make it a necessity.

Parking Lot Safety

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

Family Trips

When at all possible, trips should be scheduled during school vacations since any absence affects the learning process. This is especially true in the elementary grades since so many activities missed cannot be made up. When trips must be made, we request the following:

- Contact the school office to obtain permission from the principal.
- When permission is granted, the family trip form should be signed by the office, must be taken to the teacher(s) and arrangements made for make-up work. These arrangements will be at the teacher's discretion and approval.
- Students are to make up all work within the allotted time or a grade of zero (0) will be given for any work not completed. It is the responsibility of the students and parents to see that all make-up work is finished and turned in on time.

Technology

All Harding Academy students spend time reviewing the Acceptable Use Policy for Harding Academy Technology. Each student must sign an agreement to abide by this policy, and it must be on file before a student is permitted to use the computers. A violation of the agreement may result in the loss of computer privileges. Depending on the severity of the offense, additional disciplinary actions may be taken. In general, the child must agree to the following.

- Software must be used as intended and copyright laws respected. .

- Hardware must not be damaged intentionally.
- Students may go only to teacher-approved Internet sites.
- The teacher must be informed if inappropriate or questionable matter comes across the Internet.
- Hardware, software, and telecommunications must be used only for projects which pertain to the class.

Personal Technology

Technology devices such as Game Boys must not be brought to school. **All cell phones that are brought to school MUST be turned off and turned into the principal's office by or before 8:05 a.m. and picked up after school.**

When personal technology devices are brought to school for academic use, the following will apply. Using technology in the classroom is a special privilege, as well as added responsibility for the child who brings it to school. Personal tech devices that are currently permissible to have in the classroom include: Kindles, Nooks, iPads, and other E-Readers and tablets.

Please read carefully the guidelines detailed below. These guidelines are also stated on a contract entitled, "Personal Technology Contract for Harding Academy Elementary School". If you agree to the stipulations provided, you will be required to send a signed copy to the elementary office prior to your child bringing their device to school. A PDF copy of this contract may be downloaded through RenWeb under Resource Documents.

Rules for having personal tech devices in the classroom are as follows:

- Individual teachers will stipulate the extent tech devices can be used within their own classrooms.
- 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 tech device is damaged, stolen, or lost.**
- Devices with 3G/4G capabilities must be set so that 3G may not be activated at school.
- Accessing the wireless network for internet searches will be under the supervision of the classroom teacher only and is not allowed under any other circumstances.
- E-books are not to be shared or copied among students without written consent of a parent and assuming guidelines from the provider are followed. No infringed copyrights.
- Applications (apps) on these devices may only be used with permission of the classroom teacher.
- All devices brought to school must have a protective case and a screen saver.
- Teachers will not be responsible for maintenance, upkeep, or general technical problems.
- All devices brought to school will be used primarily for reading purposes only.
- All devices must be taken home for re-charging. It is recommended that all devices be taken home each day. Devices being left overnight are the responsibility of the student. Please note our classrooms are not locked until late afternoon/evening for the benefit of the custodial staff. **Please do not leave devices unattended.**

Please discuss with your child the importance of taking care of any tech device that is brought to school and the responsibility of following the stated guidelines. **Any student who does not follow the guidelines may lose the privilege of bringing his/her device to school.** By signing this document, you are agreeing to the stipulations set forth and assume the responsibility of the tech device your child brings to school.

Property Damage

Students are expected to acknowledge and reimburse the school for property they damage. Parents are encouraged to check their homeowners insurance which sometimes covers such damages.

Health Records and Medications

Shot Records

All Students must have a medical examination including a shot record on file in their accumulative folders upon admission to Harding Academy. All immunizations must be current with Arkansas regulations.

Medications

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

- All medications, prescription or nonprescription, must be correctly labeled and brought to school in their original containers and taken to the school office. Prescription medicines must have a label from the pharmacy or from the physician's office. The label must include the following information.
 1. Student's name
 2. Name of the medication
 3. Strength of each unit of the medication
 4. Dosage amount and time
 5. Physician's name/phone number
- Non-prescription (over-the-counter) medication such Tylenol/Ibuprofen and cough drops will be on hand when the need arises. Parental permission must be provided before children will be given any non-prescription medication. Children will not be given any medication prior to 10 am. A log will be kept in the office containing information on when students have been given medications. In addition to the log, parents are emailed when a child has been provided medications.
- Permission for long-term medications must be renewed annually. When the duration of a medication is complete, the parent/guardian is responsible for picking up the remaining portions of the medication.
- **No student will be allowed to carry any medication with him/her during the school day.** Students will not be permitted to take any medication without the supervision of school personnel or their parents.
- Only those medications which absolutely must be given during school hours should be sent to school.

How Sick Is Too Sick for School?

Determining whether or not a child should attend school due to illness is not always an easy call. It's sometimes not easy to distinguish simple theatrics from true illness. There are a few rules of thumb you can follow when determining whether a child is up to the task of a full day at school.

Fever

In the best interest of all students, it is fairly standard that children are required to be fever-free without medicine for 24 hours before returning to school. This practice is a useful method of limiting the spread of infection during the period when children are thought to be most contagious. **A fever is defined as a temperature at or above 100°.**

A fever isn't the only symptom to track when it comes to judging a child's ability to attend school. Vomiting, diarrhea, rashes, and a host of other indicators can also determine if a child needs to stay home.

Vomiting and Diarrhea

Vomiting and Diarrhea can be a tremendous source of discomfort for children if severe or uncontrolled. In these cases, home may be the best option. If a child is vomiting, it is inconvenient for the teacher and the other classmates. If a child feels OK and has not vomited since midnight the night before, the child should be OK to attend school the next day.

Rashes

Rashes, especially those that cannot be readily explained, may also be a cause to keep your child at home – and perhaps even require a doctor's opinion.

Pink Eye

Children with a case of conjunctivitis – more commonly known as pink eye – should also be kept home from school. Students should not return to school until after they have been medicated for a minimum of 12 hours.

Severe Cough, Cold Symptoms, and Strep

A serious cough could be a symptom of contagious conditions like whooping cough, viral bronchitis, or coup. It can also be a warning sign of asthma or allergies. A student with a mild cold can come to school, but if your child has been diagnosed with strep throat, they need to stay home for at least 24 hours after they have started on antibiotics.

Parental Instincts

In most cases, the decision of whether or not to send a sick child to school will not be clear-cut. Parents must ask themselves certain questions to help them decide.

- Will the illness prevent my child from participation in normal school activities?
- Will my child's illness place an unusual burden on the staff at school?
- Will my child's illness pose a risk to other children or staff members?

Accidents While Attending School

While a child is attending school or on a school sanctioned trip, and is injured with a non-life threatening or considered to be a less serious injury, the following steps shall be take.

- The child will be sent to the office or looked at by the adult “in-charge” for an evaluation of the injury.
- If it is warranted, the high school athletic trainer may be called in for an additional evaluation.
- If it is warranted, a phone call will be made to the parents to alert them of their child’s situation and provide information regarding their injuries and what steps may need to be taken.

While a child is attending school or on a school sanctioned trip, and is injured with a life threatening or considered to be a more serious injury, the following steps shall be take.

- Emergency medical personnel will be called
- Emergency and trauma treatment will be provided until the EMP arrive
- Parents will be notified and informed of the situation along with information regarding where the child is being taken and for what reason.

Head Lice

Occasionally students will contract head lice. Head lice most commonly is contracted through head-to-head contact, but sometimes can be contracted in public places such as fair rides or movie theatres. There are numerous websites available through a simple Google search which will provide you with pictures of what to look for in the event you think your child make have them. Sites will also provide you with information regarding treatments and preventative measures from spreading the condition.

There are some common sense tips to prevent head lice from spreading

- Avoid head-to-head contact
- Don’t share what’s on your hair such as combs, brushes, hats, hair bands, ribbons, etc.
- Don’t use pest sprays or fogs – use pharmacy suggested shampoos and sprays
- Say “no” to sleepovers for a while
- Removed lice from your home – pillows, bedding, towels, hats, etc.

Students must be clear and free from either **lice and or nits** before being admitted back into the school classroom.

- A “No-Nit” Policy is enforced. Students must have written clearance from a physician or be cleared by the school administrator before they can returning to class.
- Students may be rechecked by the administration for up to 2 weeks after returning to class.

Classroom Head Checks

Typically we wait to do an entire class head check until we at least two students in that class who have checked positive for lice. If we have reason to believe that students may have been exposed, we will check those individual students as deemed necessary. In the event we have multiple students in one or more classes with head lice, we will begin taking the following measures to better insure that no other students contract them.

- Taking up and treating shared stuffed animals, hats, and dress-up clothing.
- Taking up and treating bean bag chairs, rugs, and other student sitting areas.
- Treating auditorium seats

- Requesting that students wear their hair up in ponytails

Student Accident Insurance

Harding provides student accident insurance for accidental injury during the school day or while participating in school-sponsored activities. The insurance is designed to pay medical expenses not covered by the family's health policy, within limits of the policy. In case of injury, contact the assistant to the Superintendent's office at 279-7202 for information about filing a claim.

MISCELLANEOUS INFORMATION

Emergency School Closing and Severe Weather

In case of severe weather, snow, low temperatures, ice, etc., **the primary announcement for school closings will be provided to you through the use of RenWeb with texts and email.** In addition, global notifications will be posted on the following television stations:

KARK – Little Rock	(Channel 4)
KATV – Little Rock	(Channel 7)
KTHV – Little Rock	(Channel 11)

In addition, global notices will be sent via RenWeb in the form of texts and email.

Cyber Day

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 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. The entire facility is equipped with entrance locked on all exterior doors and a camera/doorbell system for gaining entrance to each or the main entrance locations. The facility is also equipped with cameras to monitor interior hallways and major entrances. Our facility is closely monitored by Harding University security as well as safeguarded with high end fire and severe weather alarms and communication devices. Each classroom is equipped with a Emergency Response Chart which breaks down the response and responsibility of each teacher for any one of many threats to our facility or school community.

Volunteers/Parent Involvement

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

Some parents may not be able to attend every meeting and event. However, some are critically important, and every effort should be made to attend these: Kindergarten and New Student Orientation, parent/teacher conferences, and Open House.

At Harding Academy, volunteers are used in meaningful and effective ways, including:

- Parents demonstrate talent in special areas such as art, foreign cookery, medicine, and coaching, during the Outdoor Education Program and other special projects planned by teachers.
- Parents sometimes have input in the planning of the curriculum; parents who are specialists in certain areas are used in an advisory capacity.
- Each class has numerous homeroom mothers who plan two parties each school year, assist at P.F.T.A. (Parents-Friends-Teachers-Association) functions. In addition, they help with decorations and costumes for the fall and spring programs.
- In the Kindergarten Superstar Program, parents and grandparents share their hobbies, professions, and personal collections with the kindergarten students.
- Parents assist in clerical work, in the office and the library.
- Harding University education students perform volunteer duties in cooperation with classroom teachers. Teacher aide work and tutoring are required by certain classes at the University.
- Parent volunteers are used in various special event activities such as the P.F.T.A. golf tournament organizers, Silent Auction organizers, etc.
- Local professionals-physicians, dental hygienists, policemen, artist, and florists-visit the school and talk with students.
- Local physicians administer physical exams to children participating in athletics.
- Parents assist with the construction and maintenance of some of the outdoor equipment.

- Student nurses from Harding University administer physical screenings.
- Watch D.O.G.S. (Dads of Great Students) – volunteer dads, stepfathers, grandfathers or father figures sign up to be a special guest on campus for a day.

Parents are surveyed in order that they may specify their preferences with respect to volunteer activities. Responses are organized and volunteer service is recorded in order to help encourage and ensure widespread participation.

The administration must be made aware of the situations in which volunteers are used. For security reasons, **Parents and Volunteers should check in through the office and obtain a guest sticker upon arrival in the building.** Exceptions to wearing stickers are days when many people are in the building for a major, special activity. Background checks on parents and other volunteers may be warranted depending upon the activity of the school.

Teacher Request

Teachers and administrators confer about students' class placements in an attempt to balance classes academically, socially, and numerically in the best interest of all students. Classes are mixed from year to year so that groups do not remain static. With these goals as priorities, parent requests for certain teachers cannot always be honored.

Requests may be made but must be made in writing to the principal and received between May 1 and June 15. Not all requests can be met because of limited classroom availability and other factors which have already been described.

Changes in requests will not be accepted. If a request is made for a teacher who does not return, the student will be placed in the class of the incoming teacher. Due to time constraints, teachers are not available to be interviewed.

Class List

Class assignments are finalized prior to teacher in-service. Notification is made by posting class list outside the elementary office and RenWeb at 3 pm on the Friday before school is scheduled to start. Class rosters will not be given over the telephone.

Telephone Use

With teacher permission students can use the telephone in the office to phone home or working parents. *This will only be allowed in an emergency situation.* Forgetting homework or school supplies is not considered an emergency situation.

Student Cell Phones

Personal phones are not allowed in class during the typical school day. Elementary age students are encouraged not to bring a cell phone to school unless it is determined by the parents that it is necessary for communication purposes after school hours.

For those **students who bring a cell phone to school it must be turned in to the office prior to the start of school.** All phones are to be placed in the basket in the principal's office where it can be picked up after the dismissal bell and with permission from the homeroom teacher. Failure to follow these guidelines will result in the phone being taken up and held in the principal's office

until the parent of that child personally picks it up. Continued failure to follow this policy will result in the phone being held until the end of the current semester.

Student/Family Services

The following services are available for the well-being of the student body.

Guidance and Counseling

Guidance and counseling are part of the Academy's program. The entire faculty provides friendly counsel in regard to personal and educational decisions. Counseling is offered on a limited basis to elementary students by a licensed counselor during the school day. Referrals may be made to the principal's office if you feel your child is in need of counseling services.

Additional, more in-depth counseling is available through the Harding University Counseling Center or the Marriage and Family Therapy Program.

Medical and Therapeutic Services

The university maintains a health service for all students, including Academy students. A qualified nurse is in charge.

- Minor medical attention is provided. More serious problems result in a phone call to parents and are referred to local physicians.
- A health form including an immunization record, required by law of all students, is kept in the Academy office.
- Physicals are required before a child may participate in athletics.
- A "No-Nit" Policy is enforced. Students must have written clearance from a physician or be cleared by the school administrator before they can return to class.
- **Harding Academy requests that students NOT attend school until they are free from fever and/or vomiting for 24 hours.**
- Harding University School of Nursing provides vision, hearing, and scoliosis screenings.
- Speech therapy is available through the Department of Communications at Harding University.

Food Services/Cafeteria/RenWeb Lunch Ordering

Lunches, milk and/or juice may be purchased daily from ARAMARK. Lunch accounts must be kept in the positive. An email will be generated from RenWeb when your student's balance is at 0. Students may bring sack lunches. If possible, students who bring a lunch need to bring it to school when they arrive. **It is the responsibility of the student to check the office before they go to the cafeteria for their lunches that are arriving late.** Parents are welcome and encouraged to join their children for lunch. You are welcome to sit with your child or at the tables set up outside the classroom tables. If you choose the latter we ask that you take no more than one classroom friend to sit with you. Birthday treats should be passed out while students are seated. We ask that you bring any needed plastic ware and plates. We also request that you not set up any decorations. Microwaves are **not** provided for elementary age students. For students without a lunch, one will be provided by ARA at the expense of the parents.

Parents can order lunch from home using ParentsWeb. Go in to your ParentsWeb account, Click Student Information and then click Lunch, a menu will pop up. Click the lunch item for the date

your student will be eating. You can order for as many days as you desire. Lunch payments should be sent to your child's teacher.

Book/ELearning Fees

This fee will be posted on your Business Office Account. Any damages that have been identified as the responsibility of the renter, appropriate repairs or replacement fines will be assessed.

Activity Fee

An Activity Fee will be charged to your business office account. This fee covers; Outdoor Education, music programs, class parties, HU Spring Sing, Homecoming musicals, and all expenses in which your child may require throughout the school year. This would also include but not be limited to field trips, special events, particular classroom needs and other items needed by the classroom teacher for special projects. There may be additional items that are requested which will be communicated either on your student supply list or discussed by your teacher at the beginning of school.

Financial Policies

At registration, parents are given a brochure with accurate information about tuition and fees.

Charges for tuition and fees are payable at the beginning of each term. Students must complete registration before attending classes. Registration is not complete until satisfactory financial arrangements have been made with the office of the superintendent.

Payment of Accounts

You must choose one of the following options. All accounts must be paid in full by May 15, 2019.

4 Payment Options

1. **Pay entire year in full** – Pay the total balance by 8/23/18 (a 2% discount on tuition will apply for this option – No discount will be given after 8/10/18)
2. **Pay by semester**- Pay ½ of year balance by 8/23/18 and 1/11/19. (No fees or interest will apply)
3. **Automatic Bank Withdrawal (ACH)** - forms available in each office. There is an annual enrollment fee of \$35.00 for this option. We draft on the 1st or 15th of each month.
4. **Payroll deduction** - Harding University faculty/staff will be eligible for this choice.

A \$25 late fee will be assessed at the end of each month in which a payment is not received.

Accounts must NOT be more than 30 days past due in order for report cards to be received and to allow participation in ANY extra-curricular activities. Transcripts will be withheld on any student leaving the Academy with an outstanding balance until paid in full.

Late Registration for New Students

Tuition charges will be pro-rated for new students entering school 30 days after start date.

If a student leaves school for reasons other than disciplinary reasons, the refund policy is as follows:

- The registration, insurance, admission, tech, book, and activity fees as well as the post office box will NOT be refunded.
- **Tuition:** 1st and 2nd week – 90% refund
 3rd week – 80% refund

- 4th week – 60% refund
- 5th week – 40% refund
- 6th week – 20% refund

- If withdrawal results from a student's misconduct, the institution is under no obligation to make any refunds and the full tuition for the semester is due immediately.

Neither student grades nor school records will be released until all accounts are paid. Any necessary conference concerning an account should be requested early in the semester.

Harding University International Program Studies

Harding Academy students who travel with their parents while teaching in Harding University in Florence (HUF), Harding University in Australia (HUA), Harding University in Greece (HUG) etc. The following payment policies apply:

The Registration, Building, Book/ELearning, Tech, and Activity fees are required. These fees cover the teacher assisted lessons through the semester and also holds a place for your child in the classroom upon their return. You will be responsible for tuition the semester your child is in class.

EXTRA-CURRICULAR ACTIVITIES

Harding Academy provides diverse extracurricular activities programs. Students participate in academic contests, sports, fieldtrips and music presentations. Our programs are designed to build strong bodies, teach healthy attitudes toward competition, and develop self-confidence, leadership, and cooperation.

- Students must maintain good academic standing in order to participate in extracurricular activities. **Good academic standing is determined by a 70% or better in each curricular area and maintaining good standing in the area of conduct.**
- Each participant of an activity must attend a half-day of school on the day of the event unless the event is being held on a weekend. If a child has been suspended for any reason, they may not participate on the same day as a suspension.
- Class interruptions are kept at a minimum, but if situations arise when the student participating in the activity is absent, he or she is expected to do any work missed because of the activity.
- Each student participating in a group is expected to have behavior which would be a credit to the school.
- The dress and appearance of the participant is expected to be neat and appropriate for the activity.

Sports

1. Football (Boys in Grades 4-6)

- Practice is after school.
- Games are played after school, and/or at half-time of senior high games

2. Basketball (Boys and Girls in Grades 5-6)

- Practice is during the regular P.E. class period.
- Players will be divided into teams and play each other.

3. Track (Boys and Girls Grades 5-6)

- Practice is during the regular P.E. class period.
- Class participation will be used to choose participants for the White County schools track meet.

Cheerleaders

- All sixth grade girls who desire to be cheerleaders may do so (no tryouts).
- Cheerleaders must provide their own uniforms.
- Uniforms must meet the dress code of the school. Skirts must be no more than two inches above the knee.
- Uniforms must be worn at times determined by the sponsor.
- Cheerleaders may wear uniforms to school on game days.
- Cheerleaders are expected to cheer at all games unless they have received permission from the sponsor.
- If the number demands, the group will be divided into squads.
- Cheerleaders are expected to display a cooperative attitude at all times.
- Cheerleaders practice during the regular P.E. class period or after school upon sponsor request.

Academic Contests

- Harding Academy participates in the White County Spelling Bee, Art Contest, Quiz Bowl, and Robotics.
- A teacher is selected by the principal to act as sponsor-coach of the contestants.
- Practices are held during special periods and before school.
- Contestants are expected to attend all practices.
- Contestants are expected to do extra study on their own.
- An alternate is selected from each grade. The alternate is also expected to attend practices.

Kindergarten/New Student Orientation

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

Open House

Each year an open house is planned so that parents and students may visit the classroom to see exhibits of work and projects. No conferences will be possible on this evening, and any discussion of progress or problems will be deferred to another time.

Programs

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

Class Parties

Harding Academy celebrates with 2 classroom parties every school year. The first is Christmas then followed by Valentine's Day. The expenses for both parties are included in each student's activity funds. Classroom parties are held on campus unless other alternatives are discussed and approved by the principal ahead of time. One hour is allotted for each party and time will be provided for set-up if weather permits or gyms are available. Room mothers and other volunteers for the classroom parties may seek reimbursement of up to \$2 per/student per/party. All original receipts must be turned in to the elementary office following the party for reimbursement.

Birthday Parties

Many parents wish to celebrate their child's special day at school. We too want to honor our children; however in an effort to minimize the loss of instructional time, parties in the classroom are not permissible. If you would like to provide your child and their classmates a simple snack, we request that you bring it to the cafeteria and pass them out towards the end of their lunch break. We also request that you either bring enough for the entire class or you are welcome to bring enough for the grade level. Please do not bring decorations or party favors. (Please review "Food Services/Cafeteria on page 26 for more information)

Special Deliveries

Parents sometimes wish to have flowers or balloons delivered to their child at school. To avoid a disruption to the academic school day these items are left in the school office and delivered to the student prior to the end of the school day.

Party Invitations

Attempts are made to consider all students' feelings. At school, students may distribute invitations to personal parties **only if all students or if all students of the same gender in the class are invited**, otherwise we request that party invitations be delivered outside of school.

Private Parties

Harding Academy recognizes and encourages celebrations and shared the student/family times (i.e. birthday parties, sleepovers and other events). **At the same time, we must be sensitive to the feelings of all students and parents.** Arrangements for these types of events should be made outside of the school.

1. Invitations should be mailed, not handed out at school
2. Birthday gifts, sleeping bags, or other overnight gear may not be brought into the building. We realize that these arrangements may be inconvenient; however, in an effort to be considerate of every family/students' feelings, we will follow these procedures.

Field Trips and Overnight Stays

Occasional field trips and overnight stays such as Ocean Camp or Outdoor Education are scheduled as extensions of classroom learning situations. Parents are informed when a trip is planned and asked to return permission forms. Only bus transportation is used under normal circumstances.

Parents may be asked to chaperone these trips but there are those trips which limit the number of overall participants and parents may be asked not to volunteer. The following guidelines must be followed when a parents travels with the school group.

- Students must be kept with the volunteer at all times and supervised carefully, correcting any misbehavior and attending to any potentially dangerous situation.
- Students must be sent to the restroom in pairs.
- Students will not be released to anyone, including their parents, without the teacher's consent.
- In the interest of the feelings of students in the entire class, treats should not be purchased for a small group.
- If space permits, parents may ride the bus but siblings may not.
- The attire of chaperones should reflect the modesty standards of Harding Academy.
- Chaperones are not permitted to smoke, consume alcoholic beverages, or carry weapons on any school sponsored event.

The number of chaperones needed on any given trip will be determined by several factors which include but are not limited to:

- Destination
- Age of students
- Request of host
- Transportation
- Venue space
- Learning environment

All students who wish to participate in non-athletic events including field trips and overnight excursions must maintain a minimum 2.0 GPA. Students who wish to attend overnight extra-curricular field trips must be current on all financial obligations to Harding Academy.

Field Trips and Overnight School Sponsored Trips

- A parental permission release is required for all school-sponsored trips.
- Notes/emails are sent home to remind both parents and students of upcoming trips
- Field trips are planned to complement or extend regular classroom experiences.
- Background checks may be requested of the volunteers.

Outdoor Education for grades K through 6th

To expand learning outside the classroom, Harding Academy has an Outdoor Education (OE) experience each year at Camp Tahkodah located just 45 minutes from Searcy in the Ozark Mountains. The program is under the supervision of the superintendent, principal, and classroom teachers. Parents are encouraged to attend as cabin and group chaperones, teacher's assistants and kitchen help.

Topics for study rotate every other year and are extensions of the classroom.

- Kindergarten, first & second grade spend one full day at OE.
- Third & fourth grades spend two days and one night.
- Fifth and sixth grades spend three days and two nights at OE.

5th Grade Ocean Camp

To expand learning outside the classroom, Harding Academy has an Ocean Camp experience each year at Gulf Shores in Alabama. This program is under the supervision and direction of the principal and classroom teachers. Parents who are interested in attending are encouraged to enter a random drawing. Six men and six women are drawn as chaperones to attend this event. Chaperones are responsible for 3-4 like gender students throughout the event and assist with kitchen help, cooking, cleaning, and monitoring students. Each chaperone will be required to have completed a background check prior to attending.

HARDING ACADEMY Pre-K PROGRAM

Program Philosophy

Jesus said, “*let the little children come to me and do not hinder them, for the kingdom of God belongs to such as these.*” Mark 10:14 is the foundation on which Harding Academy Pre-K operates daily. Children need to know they are a blessing to God, to their parents, and to other Christians. Parents are the most important teachers and nurturers of their children. We want to partner with parents in teaching each child that they are special because God made them. Helping parents write the word of God on their child’s heart is our passion.

Developmental Goals for Children

The children will experience intellectual growth and educational stimulation by:

- Developing positive attitudes toward learning.
- Making choices and decisions about what to do and how to do it.
- Sharpening sensory awareness by exploring, observing, listening to, touching, tasting and smelling their environment.
- Developing language skills by verbally expressing thoughts, ideas and feelings, speaking about, dramatizing, and graphically representing experiences.
- Developing the ability to comprehend others’ spoken, written, dramatic, and graphic representations.
- Developing concepts and understandings to the world from mathematics, science, social science, language arts, and other curriculum areas.
- Experimenting with materials, tools, and equipment.

The children will experience emotional growth by:

- Developing a positive self-concept by learning to value themselves as unique individuals.
- Becoming independent and thinking of themselves as capable individuals.
- Learning to persevere and experience success.
- Learning how to deal with opposition and lack of success.
- Identifying and expressing emotions in acceptable ways.

The children will experience social growth by:

- Building positive relationships with their family, peers, and other adults.
- Learning to respect the rights of others.
- Accepting responsibility for oneself and the group; learning how to cooperate.
- Participating as a leader as well as a follower.
- Accepting responsibility for caring for oneself, possessions, and the property of others.
- Accepting the limits involved in a democratic society.

The children will experience physical growth by:

- Developing both large and small muscle control and coordination.
- Establishing desirable health habits.
- Developing wholesome attitudes toward the body and bodily functions.
- Practicing safety procedures, including poison, fire, and traffic safety, as well as safety practices during work and play.

- Experiencing a balanced program of activity, relaxation, and rest.
- Accepting and understanding individual differences in themselves and others.

The children will experience creative growth by:

- Using language and art as well as other materials to express thoughts, ideas and feelings.
- Being allowed to explore and discover for oneself.
- Exploring actively with all the senses.
- Discovering relationships through direct experiences.
- Being allowed to choose materials and activities for oneself.
- Drawing, painting, and making models out of clay, blocks, etc.

The children will experience spiritual growth by:

- Listening to and appreciating Bible stories and music.
- Interacting with Christian teachers.
- Developing an awareness of God and His love.
- Developing an overall Christian attitude toward life.

Attendance

The Harding Academy Pre-K is open from 7:30 a.m. to 3:30 p.m., Monday through Friday. The PRE-K will follow the same vacation schedule as Harding Academy. We ask that all children arrive to school no later than 8:00 a.m. **If you arrive between 8:00 and 8:25 you are requested to go to the elementary office to sign in and then stay with your child until the class has returned from chapel.** Children may arrive as early as 7:30 a.m. and stay as late as 3:30 p.m. depending on their scheduled times. A monetary fee of \$10 per/half hour will be assessed when you pick up your child after 12:00 a.m. for morning attendance or 3:30 p.m. for all day attendance.

3 Year Old Student Sign-in/out

Students in the 3 year old class must be by state law, signed in and out by a parent or legal guardian who is at least 18 years of age. The sign-in sheet is located just inside the classroom.

4 & 5 Year old Drop off and Pick Up

Parents of 4 and 5 year olds in the Pre-k class have the option of either parking on the east side of the facility and walking with your student into the classroom or dropping them off on the north side of campus with the other elementary students in the drop off zone. Once your child learns the routine, the drop off will become an easier way for you to come and go without having to park and come inside. One of our pre-k teachers/aids will be on the patio or in the doorway to assist your child to their classroom.

After school pick up for 4 and 5 year olds parents have the option of either picking up your child in the car line or park and enter the building through the pre-k entrance. Having your child as a “walker” is only possible if they have an older sibling that can assist them in making their way to your parked vehicle.

We must also have on file a list of anyone who has permission to pick up your child. Please cooperate with us in this matter as this is for your child’s safety.

Schedule

You are invited and encouraged to come visit the school at any time throughout the day. There are observation rooms located where you may watch unobtrusively, or you may arrange a time with the teacher to come visit the class in person. A daily schedule is posted in each classroom. Please allow for flexibility.

Policy and Procedure

The program is operated by Harding Academy and provides opportunities for child care experiences for Harding University students, while offering a quality learning environment for young children. The head teachers have at least a bachelor's degree in education.

Harding Academy Pre-K is fully licensed by the Department of Human Services and the Arkansas Quality Approval System. Harding Academy Pre-K shall make no distinction in its admission or operating policies with regard to an individual's race, color, gender, and national or ethnic origin because we recognize that there can be no preferential treatment with God. (Romans 2:11) Classes will be filled in the following order: Students who have a parent working for Harding on a full time basis; New students of siblings already enrolled in Harding Academy; Date of received application as space permits. The program is designed primarily for the 3, 4 and 5 year old child. Children must be 4 by August 1 to enroll in the PRE-K. Children must be 3 by August 1st to enroll in the 3 year old class. **All children must be potty trained before enrolling in the program.**

Your understanding of and cooperation with these policies is an important factor in making the Harding Academy Pre-K program a good place for your child. If you have any questions regarding these policies, feel free to speak with the director or head teacher about them at any time.

After School Day Care

At Harding Academy Pre-k, we now offer an after school day care for students whose parents choose to leave their children with us from 3:30-5:30 PM. Child care providers oversee this extension of our program with classroom activities, free play time, snacks and videos. Parents who wish for their child to participate must register their child. There is a 20 student cap and the program is set up on a first come, first serve basis. If you would like to complete a registration form, please contact the director or assistant director for the proper forms.

The fee for this service will be \$25 per week and charged to your account. Credit will be provided for those days in which the pre-k is closed due to professional development dates and or pre-determined school closings. When registered, billing will be accrued for every week your child is attending the Harding Academy Pre-k and school is in session.

Financial Policies

At registration, parents are given a brochure with accurate information about tuition and fees.

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Late Registration for New Students

Tuition charges will be pro-rated for new students entering school 30 days after start date.

If a student leaves school for reasons other than disciplinary reasons, the refund policy is as follows:

- The registration, insurance, admission, tech, book, and activity fees as well as the post office box will NOT be refunded.
- **Tuition:**
 - 1st and 2nd week – 90% refund
 - 3rd week – 80% refund
 - 4th week – 60% refund
 - 5th week – 40% refund
 - 6th week – 20% refund
- If withdrawal results from a student's misconduct, the institution is under no obligation to make any refunds and the full tuition for the semester is due immediately.

Late Registration for New Student.

Tuition charges will be pro-rated for new students entering school 30 days after start date.

Tuition Discount.

There are no tuition discounts for Pre-K students.

Health Policies

In order to maintain as healthy an environment for the children as is possible, it is necessary for you to provide us with the following information. The **medical release form** allows the school to take action in an emergency situation. In case of a medical emergency, every effort will be made to contact you, but an additional name of someone to contact is also requested.

The state of Arkansas requires that all children be **immunized** for several diseases before being enrolled. **An up-to-date copy of your child's immunizations must be filed with the PRE-K on the first day of school.** Hepatitis "B" vaccine and Chicken Pox vaccine are now required for all children who are enrolled in licensed day care centers.

A sick child should not be brought to the center until he is past the period when he is infectious and is able to participate in the regular activities of the center. **The child will not be allowed to stay if fever is present or a possible contagious rash or diarrhea is apparent. He should be kept at home for at least 24 hours after his temperature returns to normal or at least 24 hours has passed since he last experienced vomiting.**

Please call the school early in the day if your child is ill or will be absent. If medication is to be given to your child, you must first complete a release form to be filed with your child's records.

Snacks and Meals

Snacks are served at mid-morning and at mid-afternoon. A child-sized portion of food from two different food groups is served at each snack. **Please do not send breakfast or snack foods to school with your child.**

Lunches are catered by ARAMARK Food Service and meet nutrition guidelines established by the USDA. Lunch is served at 11:30 a.m.

Nap Time

Nap time is from 12:45 p.m. till 1:45 p.m. for the 3 year old class and 1:00 p.m. till 2 p.m. for the 4 year old classes. According to licensing standards, every child who is at the center during nap time must lie down. The children who nap at school should bring a small travel size pillow, and a blanket will be provided. Please put your child's name on all of his belongings. Children may bring one soft toy to hold at naptime.

Child's Personal Supplies

Each child has a cubby in which to keep his supplies. Please bring a complete change of clothes for your child as we sometime have spills and accidents. Please provide clothes and outer garments such as caps and gloves for outdoor play as we go outdoors every day unless it is raining or temperatures are extreme.

Please label everything. With many different children, this is a must. Be sure to **check your child's cubby daily** and take home art projects, etc. that accumulate there.

Behavior Guidance Policy

Loving, yet firm and consistent discipline is used in our center. Behavior guidance shall be individualized for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. Physical punishment such as spanking, slapping etc. is not used. We try to help a child see, by talking and reasoning with him how to change his misbehavior to a more socially acceptable form of behavior. If reasoning and discussion do not work, we will remove him/her from the group temporarily, or he/she may not be permitted to play with a particular toy or in a particular area, etc.. The length of time a child spends in time out shall not exceed one minute per year of the child's age. If a child's behavior is

unacceptable and we, in the center, are unable to deal with it successfully, we will contact the parent to try to work out a solution to the problem. In serious situations counseling may be recommended. If all else fails, the center reserves the right to ask the parent to withdraw the child from the program.

Parent-Center Communication

We feel that parents are a vital part of the program here, and communication is carried out in several ways. Newsletters and memos are printed from time to time and will be near the door when you come to pick up your child. The center will also hold parent meetings periodically. At least one parent is expected to attend the orientation meeting at the first of the year. You are encouraged to participate in other parent functions as well. At the end of each year the head teacher will hold parent-teacher conferences to discuss your child's progress and evaluate the program in general. Feel free to talk with the director at any time if you have any questions or suggestions for improvement.

Miscellaneous Suggestions

Holiday and birthday parties are usually held during snack time. Parents wishing to have a birthday party for their child should make arrangements with the head teacher in advance. Parents usually provide the food and sometimes the drinks. Parents are welcome to come to school for the party. When you provide snacks for a party, please remember to check with the head teacher concerning the number of children to be served.

Child Abuse

Harding Academy Pre-K reports all suspected child abuse and/or neglect. The school also cooperates with investigations of child abuse and/or neglect conducted by the Department of Human Services and/or the Police Department.

Classroom

Each classroom is centered upon teaching children to love God and each other through a variety of individualized activities. Every child is considered a unique individual and encouraged to progress at his or her own rate of development. Hands-on learning takes place through guided discovery and instructional activities. Center times allow children the opportunity for choice play experiences in Blocks, Housekeeping, Dramatic Play, Art, Books, Puzzles, Science & Discovery, Music, and Fine & Large Motor activities. Our classrooms are designed to engage children as they explore and grow in their understanding of God and their place in His world.

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