



**Harding**  
**A C A D E M Y**  
**CHRIST-CENTERED**

**2011 – 2012 Handbook**

*for*  
*Early Childhood*  
*Parents and Students*

*Issued August 2011*

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## **INTRODUCTION**

Harding Academy is a Christian, college preparatory, liberal arts, coeducational school for children ages one through grade twelve. Harding is committed to guiding each student to his highest potential and to helping every student search for answers leading to independence and confidence. The school's primary objective is to provide a quality education in a Christ-centered environment. Emphasis is given to teaching the Bible as God's inspired word and to encouraging the spiritual development of Harding's students.

This handbook contains information pertaining to school policies, student conduct, student services and extra-curricular activities. Each student is to comply with the school policies and regulations. Parents and guardians should be fully aware of the guidelines. When enrolling a child in Harding Academy, parents and guardians agree to abide by all school policies and regulations, recognizing the Academy's right to govern student behavior and enforce those regulations. The parents are encouraged, moreover, to cooperate with the school in teaching Christian values that lie at the foundation of Harding's disciplinary code. Parents are strongly encouraged to read this handbook carefully and to refer to it often.

The administration reserves the right to amend the rules, policies, expectations, or procedures outlined in this handbook whenever change is deemed necessary or desirable.

## **SCHOOL HISTORY**

The Academy first began in 1952 as Memphis Christian School. It was initiated through the efforts of many dedicated Christians who envisioned a school where the Bible could be taught along side academic subjects.

During the first year, Memphis Christian School met in the Normal Church of Christ (later became Highland Street Church of Christ). The next year, the school moved into the King mansion at 1000 Cherry (now the Harding University Graduate School of Religion).

In 1957, Harding College in Searcy, Arkansas, assumed control of the school and the name was changed to Memphis Harding Academy. The following year the school moved into the present building at 1100 Cherry Road. The Academy separated from Harding College in 1978 and became an independent school under its own Board of Directors. The Academy took on its current name, Harding Academy of Memphis, Inc.

In 1964, the Academy began a long history of operating neighborhood elementary programs in the educational buildings of Churches of Christ throughout Memphis.

An Early Childhood Program for two- and three-year old children was established at Cherry Road in 1991. Another Early Childhood program opened at the Cordova campus in 1997.

In 1996, the Academy opened the first stand-alone elementary facility in Cordova at 8350 Macon Road. A second building opened at 8360 Macon in August 2001. The two buildings house students in Early Childhood through the sixth grade.

## **GOVERNANCE AND MANAGEMENT**

Harding Academy is governed by a Board of Directors. As the guardian of the Academy's missions, the Board of Directors ensures that the mission, faculty, staff, facilities, and resources are appropriate, relevant, and vital to the community Harding serves. The Board is charged with developing major institutional policies and with long-range planning for the school; with hiring the president; and with the safeguarding the financial viability and stability of the school.

The day-to-day operations of the school rest with the president, directors, administrative staff, and faculty. Under the president's leadership, these Harding Academy employees are charged with developing and implementing programs and operational policies that support the school's mission and goals.

## **ACCREDITATION AND PROFESSIONAL MEMBERSHIP**

Harding Academy Early Childhood is accredited by The National Association for the Education of Young Children (NAEYC) and AdvancED/SACS and approved by the Department of Education of the State of Tennessee. The school is also a member of the Memphis Association of Independent Schools and the National Christian School Association.

## **EDUCATIONAL BELIEFS**

### **WORLDVIEW**

We believe that God is the omnipotent, unchanging Creator, Sustainer, and Lawgiver. We believe that the Bible is God's Word and that it is inspired, authentic, and authoritative. We believe that God created man in His own image and that God desires a relationship with man. We believe that all have sinned against the Creator and that He has provided redemption and restoration through His son Jesus whom we affirm as Lord and through whose Spirit we are empowered for holy living.

### **THE PURPOSE OF EDUCATION AT HARDING ACADEMY**

The primary responsibility for rearing and educating children rests with their parents, who are the first and most important educators in a child's life. Harding Academy exists to help parents accomplish this God-given responsibility.

The most essential purpose of education is the development of the student in the image of God. Every student should grow in wisdom, in stature, and in favor with God and man. Christian education provides a context within which the desires of our hearts and the pursuits of our minds are integrated into a whole. Furthermore, Christian education involves moral education and the foundation of biblical faith for all of the disciplines in a manner enabling students to view themselves, all people, and the world through the eyes of faith.

Our goal is, through precept and example, to inculcate in every student the Mind of Christ. Realizing that all people are children of God, students will be taught that all people should be valued-that they should be viewed as Jesus would view them and treated as Jesus would treat them. We desire to inspire and equip students to view learning as an interesting, valuable, satisfying pursuit and to see learning as a lifelong process. Students will also be led to respect and care for their minds and bodies as God's creation and to regard physical and mental wellness as a lifetime endeavor. Because "it is the Lord Christ you are serving" (Colossians 3:24), students should be expected to put forth their best efforts in all endeavors. In every subject and at every level, students are expected to adopt a posture of submission to authority while also being led toward growing independence, able to apply godly wisdom in making choices and willing to take responsibility for themselves.

### **CONTENT**

Christian education rests upon the recognition that all truth is of God and that truth is absolute. Therefore, the Scriptures possess a privileged status at the center of the curricula, for they are the primary means of conveying the knowledge of God. Students are led to knowledge of God that is both factual (knowing about God) and personal (knowing God). Though the Word of God is the main source of the knowledge of God, both factual and personal, the works of God are also an important part of the curriculum. Especially is God revealed in His rational creation, man, who having been created in the image of God is the highest of God's works on earth.

It is for this reason that the Christian school gives emphasis to the humanities: the study of man's language, his literature, his artistic achievements, the record of his history, the logic of his mathematical reasoning, and other forms of his personal and cultural expression. In addition, the curriculum includes astronomy, physics, chemistry, biology, mathematics, and related subjects because they provide knowledge of God's nature and his work in this world. Students will learn skills in oral and written communication, which will be applied across the curriculum. Likewise, opportunities for participation in the visual and performing arts not only serve as necessary outlets for creative expression but represent a vital and integral part of the academic curriculum. In contrast to curricula in secular settings, the glorification of God is the purpose and chief component of all Harding curricula.

The established course of study should be general, not specialized; liberal, not vocational. Because the body of what is considered essential knowledge is subject to change, students should be equipped to think deeply, analytically, flexibly, and imaginatively and to communicate clearly, concisely, fluently, and effectively. In addition, they will learn to locate, evaluate, and use resources for finding information and to carry out a cycle of learning that involves thinking, planning, achieving, reviewing, and revising.

### **METHODS AND MODEL OF EDUCATION**

Effective teaching and learning are largely dependent on well-qualified, experienced, godly teachers who are underpinned by the respect and support of a caring administration. Classrooms are directed by the teacher who is a lifelong learner, who loves children and who serves as a godly role model for the students. The most successful teachers will employ a variety of teaching methods, considering the needs of both individuals and groups, and will actively organize and direct the instructional process for optimum student learning.

Because of the natural sequence in the maturation process of children, all learning should be sequential, designed to move the student in stages from the concrete (memorization) to the abstract (critical analysis). Students need to understand why they are studying what they are studying and how one concept connects to another as well as how one subject connects to another, all within a Christian worldview.

Education requires effort on the part of the student, and an emphasis is given to the student's taking responsibility for his own learning. The program should be academically rigorous for both slow and fast learners.

## **ACADEMICS**

### **CURRICULUM**

Our curriculum for young children is carefully crafted to nurture the spirit as well as stimulate the mind. In Early Childhood, the joy of learning is as important as mastery of the task. Preschooler's inquisitive minds are kept interested and challenged using a blend of whole-group and center activities that meet the individual needs of every child. Bible lessons are incorporated daily to help your child foster a love of God and grow spiritually. Christian principles are incorporated into daily learning to help your child foster a love of God and to grow spiritually.

Art, Music and Spanish are enhanced by specialized teachers working with the students weekly during the school year.

Curriculum is researched based and guided by the TN Early Childhood Learning Standards as well as NAEYC, AdvancEd/SACS, and TN Department of Education

requirements. Curriculum goals for Early Childhood are available on the Harding Academy website, which is [www.hardinglions.org](http://www.hardinglions.org).

### **ASSESSMENT OF STUDENTS**

The Work Sampling System is used to assess the children in the Early Childhood program. This system is a curriculum-embedded assessment rather than an on demand set of tests.

Our teachers observe each student in our program to monitor their strengths, learning style, needs and interest. Teachers compile portfolios on each child and use developmental guidelines and checklists to review the child's progress. Parents are encouraged to give input on their child's assessment. Formal conferences occur twice per year but parents may request a conference at any time.

Throughout the year, outside organizations such as the Southern College of Optometry and the Speech and Hearing Center of the Mid-South provide screenings at the school. You will be notified and will need to give permission for your child to participate in these screenings.

Occasionally, teachers and/or parents identify the need for additional screening and referral for professional diagnostic assessment. In those cases, teachers and parents include the Director in the dialogue and to review the resources available to children and families in our community.

All student assessments are confidential and are only shared with the parents, pertinent staff, and support personnel in relation to the student.

### **CHAPEL**

Students attend weekly chapel services. These services consist of songs, scripture, prayer, flag salute and any special program planned. The purpose of chapel is to provide the students and teachers an opportunity to worship God. Parents are always welcome.

### **HOME-SCHOOL COMMUNICATION**

In fostering the best possible cooperation between home and school for each student, every effort shall be made by the administration, faculty and lead teacher to keep parents informed of their child's progress. The following lists are some of the means of home-school communication:

- Daily Notes
- Weekly letters
- Web pages
- Portfolios
- Progress Reports
- New Parent Conference/Orientation
- Monthly Calendars
- Parent Information Board
- Surveys\*
- Weekly E-News

\*Surveys will be distributed to families annually. Results will be shared and used as a basis for continuous improvement.

Please inform us of any changes relating to any of the following items: Your child's home routine (i.e. parents traveling, grandparent visit, etc), address or phone numbers (including cell numbers), emergency contacts, babysitters or nannies, and medical conditions. Please give this information to the Administrative Assistant.

### **CONFERENCES**

Parents are invited to a conference with the teacher in the fall and spring. The student's progress and goals for the year are discussed. Either party may initiate a parent-teacher conference at any time.

If any parent would benefit from translation services at conferences or for key documents, we will contact parent volunteers or community contacts for assistance in finding a translator who is fluent in the relevant language.

### **LIBRARY**

Your child will learn to enjoy and appreciate good literature in the library center. Taking care of books will become part of their routine, as children understand the value of books and develop a love of reading that will last a lifetime. Parents are encouraged to check out books from the library center to continue a reading program at home.

### **PARENT INFORMATION BOARD**

There is a parent information board in the front office area. Families are informed about monthly activities, Harding Academy news, and community activities appropriate for Early Childhood students.

## **POLICIES AND PROCEDURES**

Policies and procedures are in place to ensure the safety and development of your child. Some policies are required by the state while others are Harding Academy's guidelines.

### **ENROLLMENT FORMS AND IMMUNIZATION RECORDS**

Parents must complete all enrollment forms for the student and provide a certified copy of the Birth Certificate (not the Mother's Copy) and a current immunization record signed by a health care provider. The Tennessee Department of Health has issued a new Official Certificate of Immunization that is required for students enrolling July 1, 2010 or later. Every child must receive immunizations before entry unless there is a medical reason certified by a health care provider as to why these immunizations should not be received. Students that are born outside of the United States are required to show proof of a T.B. skin test.

When quarterly Progress Reports are distributed, reminders will be included for parents to inform the school of any changes in their child's immunization or health record. Please submit these updates in writing to the Administrative Assistant.

### **ARRIVAL/DEPARTURE**

All parents must park and come inside the building to check-in and out. Also, **parents must walk their child to the classroom each day.** Please remind your child to wash their hands upon arrival to school.

**When you leave for the day, all children must be buckled in a car seat.** A car seat is available at Early Childhood if needed.

**Remember to turn the “in/out” card upon arrival and sign in/out each day.**

All school-day students will attend school from **8:15 a.m. until 3:15 p.m.** and **must** sign in/out each day.

If your child is not picked up at the end of the school day, she or he will be dropped into after- school care. The drop in fee is \$25.

**A late fee will be imposed for any child kept past stated after-school hours. The charge for being late is a flat \$15 fee for up to 15 minutes (6:15 pm). \$1.00 per minute will be assessed for every additional minute after 6:15 pm. You will receive a statement with late fee charges. Consistent lateness could be cause for dismissal from the school.**

**SEPARATION**

Separating from your child at first may be difficult. There is no reason to worry or get upset if your child seems unhappy. It is normal for children to experience some anxiety when a parent leaves them. Teachers work patiently and lovingly to give comfort and help during this time. These suggestions may help your child in his/her adjustment:

1. On the first day you will need to arrive early so that you have enough time to put away supplies, put pictures on the locker, find your child’s room, and say goodbye. Parking spaces are provided for Early Childhood parents. Please park in designated spaces only.
2. Establish a good routine on the first day. Staying for 15 minutes or longer **will not** make the separation easier. It will probably make it more difficult.
3. Try to arrive early enough so that you do not have to rush and hurry your child along. Talk about what you and your child are going to do.
  - A. Walk with your child to the locker to put things away.
  - B. Take him/her to the restroom, (change your child’s diaper if needed) wash hands, and get a drink of water. Spending time together is very special and reassuring to him/her.
  - C. Be honest with your child. Please, never sneak out, run, or hide. He/she will become angry and not understand your actions.
  - D. Walk into the room with your child. Talk about finding the teacher, a favorite toy, book, or friend.
  - E. Take him/her to the teacher, kiss & hug, say goodbye and leave. If your child cries or clings, pick him up, (smile & be positive) say something like “Oh, let me give you a kiss and hug. I love you! Have fun today!” Give him to the teacher and leave. The teacher will comfort your child and try to get his/her mind on something else. You are welcome to watch your child settle in from outside the classroom, but you must not let him/her see you. This would be very upsetting and make adjustment harder. Feel free to watch your child on the monitors before you leave.

**PICK-UP**

When a person on your pick-up list is picking up your child, you must notify the secretary verbally when you drop off in the morning or with a phone call during the day. If you phone us during the day to inform us that someone on your pick-up list will be picking up your child, we may call you back to confirm that it was you that called. When someone other than the parent picks up your child, they must present a picture I.D.

## **ILLNESS**

A child should not come to school sick. If you feel that your child is not feeling well enough to participate in activities or to go outside for recess, they should not come to school. If your child develops a fever of 100.4 or higher, you will be called to pick him up and he may not return to school the next day. He must be free of fever for 24 hours without medication before returning to school. Likewise, a child who develops fever during the night should not be brought to school the next day. Please do not send fever medications to school to treat fever. If your child develops diarrhea (watery bowel movements) or vomiting at school, you will be asked to pick up your child and he/she may not return to school the next day. He /she must be free of diarrhea and vomiting for one full school day. If you have been notified that your child is sick, please pick up your child within one hour.

**It is imperative that Early Childhood has a number that *does not* default to voice mail to use in case of emergencies. Please be sure that you include such a number on your student information card and Early Childhood Enrollment Contract.**

***If your child is sent home with a contagious illness (ex.pink-eye), a doctor's note will be required for return to school.***

## **MEDICATION**

Due to the State Board of Education guidelines, the following will apply to medication dispensed at school:

1. All medications, prescription or nonprescription, must be correctly labeled and brought to school in the original container.
2. Prescription medication must have a pharmacy label.
3. Medication must be given to someone at the front desk.
4. A Parental Authorization/Daily Log for Self-Administration must be *completely* filled out for each medication left at school – prescription or nonprescription.
5. School personnel may only supervise the student as he takes medication.
6. Prescriptions for long-term medications must be renewed annually.
7. Please send to school only those medications which must be given during school hours.
8. We **cannot** administer eardrops, eye drops, or any cold or flu medications that contain aspirin, acetaminophen or ibuprofen at school.

**We will not be able to assist with any medication if these guidelines are not followed.**

## **INSECT REPELLANT**

If you use insect repellent, public health authorities recommend only repellents containing DEET. It should only be applied once per day. If it must be done at school, we require written permission from the parent or guardian, the repellent must be in its original container, and your child's name must be on the container.

## **SUNSCREEN**

If your child requires sunscreen, UVA and UVB protection of SPF 15 or higher is recommended. Written parental permission is required. The sunscreen must be in its original container with your child's name written on it.

## **INDIVIDUAL HEALTH PLAN**

Any student with asthma, seizures, diabetes, cardiac condition, sickle cell anemia, or other chronic or acute disease must submit an individual health plan completed by the parents and physician. An appropriate form can be obtained from the administrative assistant.

## **DRESS CODE/UNIFORM POLICY**

All Harding Academy students are required to wear uniforms. Early Childhood dress code for 2011-2012 can be accessed on the Harding Academy web site, [www.hardinglions.org](http://www.hardinglions.org). Please note that early childhood students are only required to purchase a monogrammed t-shirt (long or short sleeve) from Parker Uniform. Other items can be purchased from any vendor. Other suggested vendors: Gap Kids, Baby Gap, JC Penny, Sears, Target, Wal-Mart, and Lands End. There will be special occasions when students will be permitted to wear clothing other than uniforms. Early Childhood students may wear Harding gear. Shoes for boys and girls may come from any vendor. Shoes must be low heel, closed toe and closed heel.

Provide adequate outer clothing for your child and label all items. Send two extra changes of clothing including socks and underwear if applicable. Remember to update the extra clothing as the weather changes.

## **DISCIPLINE**

Through clear expectations, positive example, and appropriate, consistent consequences, our preschool students learn respect for themselves and others. Teacher responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate:

1. Conferencing: The teacher explains the inappropriateness of the behavior in terms of its effect on self and others. More appropriate behaviors are identified and discussed. The child is encouraged to assume responsibility as needed.
2. Logical consequences: The teacher applies appropriate, logical consequences to the student (e.g.: picking up, sharing and apologizing, etc.)
3. Redirection/Distraction: The teacher presents alternatives to children engaged in conflict (e.g.: presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or different peer, encouraging independent play).
4. Take a break: The child is separated from his peers for an appropriate period of time. The child rejoins peers after a silent time and following a conference with teacher.

If inappropriate behavior is frequent or severe, teacher and/or administration will conference with parents to identify and implement a plan to address the child's needs.

Harding Academy Early Childhood does not allow the following responses to inappropriate student behavior: withholding food, ridicule, embarrassment, or humiliation.

## **BITING**

General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted.

- Completing an injury report.
- Discussing the situation with the biter's parent.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all children involved.
- Separation of involved children.
- Carefully observing the involved child to identify precipitating events and prevent recurrences.
- Maintaining a log to track the behavior.
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family.

***Children who bite two times in the same day will be sent home for the day.***

### **SUSPENSION/DISMISSAL**

In situations where safety to the child or other children occurs or if a negative environment is created, we will conference with the parents about what may be happening in the child's life to cause this negative behavior.

Suspension or Dismissal may be necessary if any of the following occur:

- A child requiring continued one-on-one attention.
- A child using inappropriate language.
- A child being disrespectful or verbally abusive to teachers.

**A single incident of severe misbehavior may result in dismissal.**

### **REWARDS**

At Harding Early Childhood, we look for opportunities to reinforce positive behavior. A few examples are:

- |                       |              |
|-----------------------|--------------|
| * Verbal praise       | * Stickers   |
| * Treasure Box treats | * Hugs       |
| * Stamps              | * High-fives |
| * Positive Notes      |              |

### **EMERGENCY SCHOOL CLOSINGS or DELAYED OPENINGS**

In the event of adverse weather conditions prior to the beginning of the school day, the school will follow the decision made by Shelby County Schools. Harding will not issue media announcements before school. If adverse weather conditions arise during the day, Harding will make an independent decision and announce a closing on its website, by email, by telephone and/or through the media.

After-school Care is closed if school is closed. School functions scheduled for an evening in which school is canceled usually are postponed.

In the event that a delayed opening is announced, Before-school Care will not be open. Students should arrive no earlier than 20 minutes prior to school starting that day. On such days, dismissal will be at the regular time.

## **PROPERTY DAMAGE**

Parents are expected to reimburse the school for property their child damages. In the event of major damage, parents are encouraged to check their homeowners insurance for possible coverage in these circumstances.

## **GENERAL INFORMATION**

### **OPEN DOOR**

Parents are welcome at Early Childhood anytime. Feel free to call or drop by unannounced to check on your child. Our monitors are here for you to observe your child in his/her classroom.

You are also welcome to come share special days with your child such as his/her birthday or Superstar Day. You may come read a story to the class or share something special that you do. Visits and special activities are limited in time so that normal routines & lessons can continue as scheduled.

### **SCHOOL HOURS**

8:15 a.m. – 3:15 p.m.	Full-Day Students
8:15 a.m. – 12:15 p.m.	Half Day Students
3:15p.m. – 6:00 p.m.	After-school Care

Students must be picked up promptly at their dismissal times. Any student who is not picked up on time, 12:15 or 3:15 dismissal, will be sent to an afternoon class or After-school Care, and parents will be charged a drop-in fee.

### **BEFORE-SCHOOL CARE/AFTER-SCHOOL CARE**

A before-school care program is a free service available for students whose parents work. Before-school care is open on school days from 7:00 am until the start of the school day. An after-school care program is available for students whose parents work. After-school Care is open on school days during the hours of 3:15-6:00 pm. After-school Care is not available when school is closed for bad weather or on half days of school. You must enroll your child in After-school Care. Charges are added to each student's account and may be paid by the year, semester, or month.

### **HOLIDAY CARE**

Holiday Care is offered during the weeks of Fall Break and Spring Break at the Cordova campus only. Holiday Care is not included in your regular tuition and must be registered for separately. Holiday Care enrollment will be offered a few weeks prior to its opening. The cost per week for 2011-2012 for Holiday Care is \$165.00 (7:00 am – 4:00 pm) and \$42.00 for extended care (4:00 pm – 6:00 pm).

### **SUMMER DAY CAMP**

Harding Academy Early Childhood Summer Day Camp is available during the summer months when school is not in session. Contact the Early Childhood office for information on dates and fees.

### **COMFORT ITEMS**

If your child is on a bottle, we request you take your child off the bottle at home at least 4 weeks prior to coming to school. This will make the transition less stressful for you and your child. You may send a sippe-cup if necessary for your child's transition to minimize

sudden changes. Pacifiers are allowed to ease your child's transition. It is our goal that your child will be off the pacifier when entering the EC3 program.

Rest mats, which are provided, are used at naptime. Early Childhood also provides a covering for the mat. Your child's cover should be taken home weekly to be washed. Small toys may be brought to snuggle with during naptime. We prefer that they are soft, stuffed toys that are not noisy. Be sure to label all items. **No toy guns, swords or weapons are allowed in the school setting.**

### **TOILET TRAINING**

When you feel it is time to start toilet training, the staff at Early Childhood will assist you. If you have already begun this process before enrollment, we will help continue this at school. Early Childhood believes that toilet training should be a positive experience at home as well as at school. Please dress your child in elastic waist pants during the toilet training process. If your child is in pull-ups, **please do not dress them in any type of lace-up boot** since we must take off shoes and pants to change pull-ups. Talk to your child's homeroom teacher when you are ready to start toilet training.

### **MEALS**

Early Childhood provides all snacks. If you chose to send your child's lunch, a cart will be in the lobby each morning for you to leave the lunch box on. **Please refer to the nutritional information distributed at parent orientation for guidance when preparing lunch brought from home.** Please remember that we *cannot* refrigerate or warm any items. Your child's lunch box will require a cold pack. **Do not** send drink boxes or soft drinks with your child's lunch. **The school will provide milk for all students.**

If your child has dietary restrictions (food allergies, etc.) please be sure that your teacher is aware of these restrictions. We will adjust your child's plate accordingly if you are on the school lunch program if possible. You may be required to send your child's lunch if we are not able to adjust the school lunch according to the restrictions.

Lunch and snack menus will be distributed at the beginning of school along with nutritional information, and suggested peanut-free lunch ideas.

### **FOOD ALLERGIES**

Allergies to a variety of foods such as nuts and wheat are becoming more common. Some allergies are so severe that even breathing in the aroma of the food (e.g. peanut butter) can be life threatening to allergic children and adults. Because we are a group setting, this policy requires cooperation from all parents.

**Because so many children are allergic to peanut/nut products, please do not send any food item containing peanuts/nuts or peanut butter for class parties, birthdays or lunch.**

### **SUPER STAR**

Every week each classroom will have a designated "Super Star". The child may bring pictures from home for the class Super Star poster. Pictures of family, pets, fun places, or favorite toys would be great! This promotes self-esteem and helps children get to know each other better. Please send your pictures on Monday. On Tuesday, the Super Star can share a favorite toy. Any day during the week we would love for the Super Star's Mom,

Dad, Grandmother, Grandfather, Aunt, Uncle, etc. to come read a story or just be introduced. The lead teacher will put a note on your child's locker before Super Star week. We want to **keep this simple** but allow each child to feel special. We do not want parents to feel pressured into anything elaborate and appreciate your cooperation during this special week.

### **LIBRARY BIRTHDAY CLUB**

In honor of each child's birthday, we invite your child to become a member of Harding Academy Early Childhood's Library Birthday Club. Membership includes:

- Having a bookplate placed in the front of the donated book recognizing the child honored and acknowledging the donor.
- The book is read during the honoree's library period.
- Honoree gets a special Library Birthday Club ribbon and has his/her picture made to go on our Library Birthday Club bulletin board for the year.

Interested parents should send a note to the teacher requesting the library wish list. Your child can then participate in choosing a book he/she likes, purchasing it, and bringing it to his/her teacher. Books may be purchased at any of the local bookstores.

If your child has a birthday in April, May, June or July, it is best to donate a book earlier in the year so his/her picture can be enjoyed longer on our Library Birthday Club bulletin board.

### **BIRTHDAY**

Each child will have an opportunity to celebrate his birthday. In order to be fair and consistent, birthdays will be kept simple. At the same time, we want to allow time for your child's birthday to be recognized. Do not send characters to school for your child's birthday. Food brought from home for sharing among children must be either whole fruits or commercially prepared packaged foods in sealed containers. Families of children with special dietary restrictions should consult with administrators to develop an individualized plan. **(Because so many children are allergic to peanut/nut products, please do not send anything containing peanuts/nuts or peanut butter. Please do not send treat bags to be sent home for birthdays celebrated at school.)**

### **PARTY INVITATIONS**

If you would like to have a party away from school, you can send invitations to school. However, all of your child's classmates must be invited. If you do not wish to include the entire class, you can mail the invitations to the children's homes. This procedure is to ensure there are no hurt feelings. The administrative assistant can provide addresses for mailing.

### **PARENT INVOLVEMENT**

Harding Academy Early Childhood encourages parents to be involved. We believe that close parent/teacher communication is imperative in an excellent Early Childhood program. We encourage you to be involved in the following ways:

- Visit informally anytime, call or come by for lunch
- Read a story or share a skill, career or hobby with your child's classroom
- Share your culture
- Attend special programs and events at the school
- Attend Open House

- Attend parent/teacher conferences
- Coordinate or assist with classroom parties
- Coordinate or assist with Teacher Appreciation Week
- Attend Parenting Seminars

### **EMERGENCY PREPAREDNESS**

Emergency preparedness drills and procedures are in place for fire, earthquake, storm, bomb threat, and crisis situations that might endanger the students.

### **CHILD ABUSE**

All of our staff are trained in the detection and reporting of child abuse and /or neglect. We are required by state law to report any signs of suspected child abuse. It is important for you to let us know of any injuries received at home when you bring your child to school. Information regarding child abuse is distributed at parent orientation.

### **VISITORS**

All visitors must sign in at the front desk and receive a nametag. Upon leaving they are to sign out and leave the nametag at front desk.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Special Events**

#### **IN-HOUSE FIELD TRIPS**

All of our field trips are in-house and we never transport your child in any vehicles. Check your monthly calendar for specific in-house field trip days.

#### **SPECIAL DAYS**

We plan a variety of Special Days such as Open House, Grandparent's Day, Pumpkin Patch, Fall Harvest, Thanksgiving Feast, Christmas Program, Christmas and Valentine Parties, an Easter Hat Parade, Parent Appreciation, and a Spring Program.

#### **SERVICE PROJECTS**

Early Childhood sponsors a service project at Christmas and other times during the year.

#### **EARLY CHILDHOOD PHASE-IN**

Early Childhood students attend only one of the first three days of school to allow for a small-group orientation. Parents are notified in late July of the date of their child's small-group orientation day.

#### **MEET THE TEACHER NIGHT**

A visit is scheduled prior to the opening of school for all Early Childhood students and their parents. This provides an opportunity to meet the teacher and to see the classroom before the first day of school. This is a come and go event from 5:30-6:30 pm.

#### **SPIRIT DAY**

Each Friday will be Spirit Day. Students are encouraged to wear the Harding Academy shirt given to them at the beginning of the year or other Harding shirts.

## **OPEN HOUSE**

Each year open house is planned so that parents and students may visit the classroom together to see exhibits of work and projects. The students are hosts for this event and take much pride in sharing their classroom with their parents. No conferences are possible on this evening, and any discussion of progress or problems will be deferred to another time.

## **PROGRAMS**

Students will be asked to participate in the music programs. The programs will be scheduled during the school day as well as one in the evening. This will give your child the opportunity to perform in front of an audience. Program practices will be held during the school day.

## **CLASS PARTIES**

Traditional class parties are held at Early Childhood: Fall Harvest, Christmas, Valentine and the End of the Year. Room parents may collect money to partially defray the party expenses for the year. No more than \$4.00 per party should be collected from each child for each party. Parents may be asked to donate items for the parties.

## **MISCELLANEOUS**

### **ENROLLMENT POLICY**

Harding Academy admits students of any race, color, and national or ethnic origin. Also, in accordance with Title IX of the Education Amendments of 1972, Harding Academy does not discriminate on the basis of sex in its educational program or activities or employment except where it is necessitated by specific religious tenets held by the institution and its controlling body.

### **FINANCIAL POLICY**

Since the operating costs of a school are based on an estimated enrollment, all students are granted admission for the entire year. If a student withdraws after May 31, parents are obligated for the entire year's tuition. The tuition refund insurance protection covers a part of the obligation for unused tuition charges only. A student must attend school 10 days for the insurance to be effective.

### **RIGHT OF ACCESS TO RECORDS**

Parents may have access to educational records by making a written request, and access must be granted within forty-five days. A request must be submitted to the Director of Early Childhood Education.

### **CUSTODY**

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the Admissions Office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent's consent.

Any non-custodial parent of a student enrolled in Harding Academy may request to receive a copy of his/her student's evaluation, notice of school attendance, name of teacher, class schedules, evaluations and any other records customarily available to

parents. This request must be in writing and must include the non-custodial parent's mailing address. (T.C.A. 49-6-902)

Such written requests must be submitted to the Director of Early Childhood Education.

### **PROBLEM RESOLUTION**

Believing that students and the educational process are served best when home and school work together cooperatively, Harding Academy seeks to foster good working relationships between the school and the home. However, because problems and concerns can arise in any relationship, it is important for those involved to resolve problems by working together in a spirit of gentleness and love.

A family will handle concerns by utilizing the following procedure:

1. If a parent has a staff or faculty related grievance, an effort must be made to resolve the matter first with the staff or faculty member.
2. If the matter is not resolved, the parent must direct the grievance to the director of Early Childhood education.
3. If the matter is not resolved at the director of Early Childhood Education level, the parent must call the office of Harding Academy's president and schedule a conference to resolve the grievance.
4. Matters related to the administration's decisions to suspend or expel a student may be appealed to the board. A written appeal must be filed within five days of the decision. Specific guidelines for the appeal procedure are available through the president's office.

Throughout the problem resolution process, all parties are expected to demonstrate mutual respect. The dignity of all parties involved will be protected. No reprisal or retaliation of any kind shall be taken against any student or parent for utilizing this procedure.

### **PARKING LOT SAFETY**

Extreme caution must be exercised while driving on Harding Academy's parking lots. In the interest of the parents' and students' safety, vehicles must be driven very slowly on school parking lots. Please do not leave unattended vehicles running. ***Drivers are requested not to use cell phones while driving in the parking lots.*** Please do not leave valuables in your car.

### **STUDENT ACCIDENT INSURANCE**

Harding Academy 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 Director of Early Childhood Education for information about filing a claim.

### **TRANSFER AND WITHDRAWALS**

A request to transfer to another Harding location during the school year must be cleared through the Director of Early Childhood Education's office.

A request to transfer to another Harding location for the next school year is made by completing a transfer request form distributed to all students in January. Such request must be submitted to the registrar in the Admissions Office. Requests will be honored on priority basis before a new applicant is enrolled to fill a vacancy. Priority for any vacancy is determined by the date of a student's original application for enrollment.

A notification of withdrawal from Harding during the school year must be made in writing and directed to the Admissions Office.

### **LOST AND FOUND**

Lost and found is located in the front hallway of each Early Childhood Education location. Parents are encouraged to check there for missing possessions. Proper labeling of personal items will help prevent permanent loss of most items at school. It is important for all belongs, especially jackets and sweaters, to bear the student's name.

### **HARASSMENT 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 at any school designated bus stop, and that has the effect of:

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

Harassment includes but it 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;
- Unwelcome physical contact, telephone calls, or email.

A student who believes he is a target of harassment, intimidation, or bullying must report such contact 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.

### **ASBESTOS (AHERA Notice)**

Harding Academy has submitted to the State of Tennessee its Asbestos Management Plan. A copy of this plan is on file and available for review in the school's administrative offices. The management plan includes a record of the inspections for friable (easily crumbled) materials that contain asbestos, a diagram of the locations of friable asbestos-containing material (ACM). It also contains a description of planned activities to

maintain ACM in good condition until it is removed prior to demolition or renovation, as well as a copy of relevant EPA regulations.

All friable ACM is re-inspected every 6 months by specially trained personnel who look for damage or signs of deterioration. All appropriate repairs are done under the supervision of trained personnel.

Every 3 years all friable and non-friable ACM are re-inspected and reevaluated by EPA Certified Asbestos Inspectors and Management Planners as required by EPA regulations. A 3-year inspection was conducted during the summer of 2010. The next 3-year inspection is scheduled in the summer of 2013.

Questions regarding the Asbestos Management Plan at Harding Academy may be directed to Mr. Stan Hendrix at 683-4506.

#### **NON-DISCRIMINATING POLICY**

Harding Academy admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Educational Amendments of 1972, Harding Academy does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

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