

IMPORTANT TELEPHONE NUMBERS

Academic Office (767-4949)

* Mrs. Melanie Semore Director of Secondary Education
Mrs. Patti Copeland Academic Supervisor
Mrs. Linda Gregory Administrative Assistant

Admissions (767-4494)

Mrs. Betty Copeland Director of Admissions
Mr. Ryan Derrick Assistant Director of Admissions
Mrs. Beverly Allison Registrar
Mrs. Karen Sills Administrative Assistant

Advancement Office (767-1033)

* Mr. Allen Gillespie Director of Advancement
Mrs. Wendy Joachim Administrative Assistant
Mrs. Tricia Mullins Administrative Assistant
Ms. Kathie Ray Events Coordinator
Mrs. Lisa Greer Assistant to the President
* Mr. Ed Russell General Counsel

Athletic Office (767-4466)

* Mr. Kevin Starks Athletic Director
Mrs. Kerry Cancienne Administrative Assistant
Mr. Joe Galloway Elementary Athletic Coordinator
Mrs. Betty Browning Elementary Athletic Assistant

Business Office (683-2440)

* Mr. Greg Howell Director of Finance
Mrs. Linda Adams Business Manager

Dean of Students Office (767-4462)

Mr. Paul Goddard Dean of Students
Mrs. Melinda Webb Administrative Assistant
Mrs. Jennifer Webber Administrative Assistant

Guidance Services (763-3280)

Mrs. Sarah Banker Guidance Counselor
Mrs. Melissa Canterbury Guidance Counselor
Mrs. Patti Leath Administrative Assistant

REACH (312-2855)

Ms. Carol Michael Coordinator
Mrs. Dana Welty Teacher

* **Office of the President**

TABLE OF CONTENTS

GENERAL INFORMATION	1-10
Harding Quick Facts	2
<i>Alma Mater</i>	2
Mission Statement	2
Secondary Mission	3
Educational Beliefs	3
Expectations	5
Conduct Standards	6
Honor Code	6
Daily Bell Schedule	8
Governance and Management	8
Lines of Communication	8
PowerSchool Parent Portal	8
Problem Resolution	10
ACADEMICS	11-25
Advanced Placement and Honors Classes	11
Quality Points	12
Alternative Credit	12
Community Service	12
Curriculum	13
Diplomas and Credits	14
Graduation Requirements Clarification	15
Physical Education Credit Policy	16
Eligibility for Athletics and Extracurricular Participation	16
Examinations	17
Examination Not Permitted	17
Exemptions	17
Holding of Examinations	18
Failure and Summer School	18
Grades	19
Conduct Grades	19
Grade Scale	20
Twelve-Point Scale	20
Semester Averages	21
Yearly Averages	21
Grade Point Average	22
Homework	22
Library Services	23
Make-up Work	23
Requests for Assignments	23
Unexcused Absence	24
Procedures for Making Up Work	24
Suspension	25
New Students	25
Report Periods	25
Schedule Changes	25

CAMPUS LIFE	25–49
After-Hours Supervision	25
Attendance Policies	26
Reporting Absences	26
Excused Absence	26
College Visits	27
Unexcused Absence	27
Thirty Days Absence	27
Absences and Extracurricular Participation	27
Absences and Jobs	27
Partial Day Absence	28
Early Dismissal	28
Late Arrival	28
Tardiness	28
Penalties for Tardiness	29
Tardiness to School (first period)	29
Tardiness to Other Classes	29
Campus Ministry	29
Chapel and Assemblies	30
Cell Phones and Other Electronics	30
Dress Code	31
General Guidelines	31
Consequences	33
Spirit Days	33
Uniform Guidelines	34
Discipline Policies	35
Serious Offenses	35
Misbehavior at Commencement	35
Vandalism	36
Public Display of Affection	36
Harassment	36
Discipline Alternatives	37
Driving and Parking	39
Driver’s Licenses	40
Lockers and Personal Belongings	40
Lunch	41
Medical Issues	41
Clinic	41
Injury Report	41
Medications Policy	41
Immunizations	43
Non-Harding-Sponsored Activities	43
Use of Harding Name	43
Proms and Dances	43
Married Students	44
Recognition and Awards	44
Honor Graduates	44
President’s List	44
Honor Roll	44
Academic Awards Day	44
Faculty Awards	45

Lettering in Academics	45
Mr. and Miss Harding Academy	45
Scholar Athlete Awards	45
Athlete of the Year	46
Residency Requirement	46
Searches	46
Smoke-Free Campus	46
Student Jobs	46
Substance Screening	47
Telephones	47
Textbooks	47
Covering	47
Workbooks	47
Replacement, Fines	47
Visitors to Campus	48
Class Trips	48
Inclement Weather	49
TECHNOLOGY	49-54
Responsible Use Policy	49
Thumb Drive Policy	51
West Computer Laboratory	52
EXTRACURRICULAR OFFERINGS	52-54
Clubs and Organizations	53
Athletics	54
Parent Organizations	54
ADDENDUM	55-56
Asbestos (AHERA)	55
Right of Access to Records	55
Nondiscriminatory Policy	55
Rights of Noncustodial Parents	56
INDEX	57-58

HARDING ACADEMY

1100 Cherry Road
Memphis, Tennessee 38117
(901) 767-4949

“They shall all be taught of God.”

John 6:45

GENERAL INFORMATION

Harding Academy is a Christian, college preparatory, liberal arts, coeducational school committed to cultivating in students a Christ-centered worldview.

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

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

Each qualified student, with parental/guardian guidance, has the unquestioned right to decide whether to choose Harding Academy or not. Those whose decision is to apply for admission to Harding accept the standards, regulations, and requirements of Harding Academy.

HARDING ACADEMY QUICK FACTS

- **Founded:** 1952
- **Colors:** Blue, White, Red
- **Accreditation:** Southern Association of Colleges and Schools and National Christian School Association
- **Initial accreditation:** 1960
- **First Graduating Class:** 1959
- **Mascot:** Lion

Memberships

College Board

Memphis Association of Independent Schools

Tennessee Secondary School Athletic Association

West Tennessee School Band and Orchestra Association

West Tennessee Vocal Music Educators Association

Tennessee Music Educators Association

ALMA MATER

Mrs. Mary Nell Hardeman Powers

Memphis Harding School's our treasure

That's our Christian joy and pride.

'Tis our service, our endeavor

In these halls our hopes abide.

May the Providence that built thee

Still continue as our guide.

Memphis Harding, may God's blessings

Fall abundantly on thee.

We will ever love and cherish Thee until eternity.

HARDING ACADEMY MISSION

Harding Academy is dedicated to fostering each student's academic excellence and faith in God through a Christ-centered education, which emphasizes intellectual, spiritual, social, and physical development.

GOALS

- Foster each student's faith in God shaped by knowledge of the Bible
- Promote each student's academic excellence
- Nurture each student's social and physical development
- Provide a premier education with high-quality facilities, resources, and technology
- Recruit, develop, place, and retain high-quality teachers and staff

SECONDARY MISSION

Harding Academy's secondary program seeks to provide a liberal arts education that cultivates in students a Christ-centered worldview.

GOALS

- To encourage, through precept and example, the development of each student in the image of God
- To fuse biblical faith with all of the disciplines in a manner enabling students to view themselves, all persons, and the world through the eyes of faith in Christ Jesus
- To inspire and equip students to view learning as an interesting, valuable, satisfying endeavor and to see learning as a lifelong process
- To lead students toward growing independence, able to apply godly wisdom in making choices and willing to take responsibility for themselves
- To emphasize 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, as well as a curriculum that includes astronomy, physics, chemistry, biology, mathematics, and related subjects because they provide a knowledge of God's nature and His work in this world
- To equip students to think deeply, analytically, flexibly, and imaginatively and to communicate clearly, concisely, fluently, and effectively
- To equip students to locate, evaluate, and use resources for finding information and to carry out a cycle of learning that involves thinking, planning, acting, reviewing, and revising
- To provide well-qualified, experienced, godly teachers who are sustained by the respect and support of a caring administration
- To provide teachers who are lifelong learners, who love children and who serve as intellectual and spiritual role models for the students
- To emphasize the student's responsibility in his own learning

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 the resurrected Lord and through whose Spirit we are empowered for holy living.

The Purpose of Education at Harding

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 fused 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 persons, and the world through the eyes of Christian 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 curriculum, for they are the primary means of conveying the knowledge of God. Students are led to a 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 a 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 schools, 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, acting, 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.

EXPECTATIONS

Above all else, Harding Academy strives to foster in students a true commitment and desire to serve and please Christ. “Serve wholeheartedly, as if you were serving the Lord, not men...” (Ephesians 6:7). We uphold high standards of personal conduct in all matters as a means of honoring God and as part of our understanding of Christian behavior. At Harding, we put a high premium on a life that honors God—a life that is open, transparent, sincere, and dependable. We expect students to be where they are supposed to be, doing what they are supposed to do, whether or not anyone is watching. Our Conduct Standards are the articulation of our expectations for honorable behavior in every aspect of school life.

CONDUCT STANDARDS

PREPAREDNESS: Students will report to class fully prepared for the activities of the day. Students will bring required materials and will complete all assignments.

EFFORT: Students will put forth their best effort so that academic excellence can be achieved. Mediocrity is unacceptable. Work will be completed on time, will be neat in appearance, and will reflect appropriate time spent on the assignment.

DECORUM: Students will conduct themselves in the proper manner. Conduct which is inappropriate or disruptive to the educational process will not be tolerated. Being alert, showing respect for authority and peers, paying attention in class, participating in a positive way, using appropriate language, and staying on task are examples of proper decorum.

INTEGRITY: Students will display honorable character that will help them accept the charge of improving and stretching their talents and skills.

Honor Code: A Harding Academy student will not lie, cheat, steal, or tolerate those who do.

Many schools have honor codes that address issues of dishonesty—lying, cheating, and stealing. In most cases the emphasis is on the students’ honoring the school, honoring their peers, or honoring themselves. At Harding, however, our emphasis is on honoring God. Although there are consequences for dishonesty, those consequences are not the motivation for being honest. Instead, we want students to understand that if they choose dishonesty, they are dishonoring God.

Honor Pledge

Every student will affix to all tests and examinations the following pledge: “I have not given or received unauthorized help.” Additionally, teachers may require that other assignments be pledged, as well. A student’s signature is his indication that the work is entirely his own. However, the absence of the pledge does not relieve the student of his responsibility to be honest.

Honor Code Violations

Cheating is defined as giving or receiving unauthorized help on a test or assignment, including the following:

- communicating in any way with another student during a test
- sharing information about a test or quiz with another student who has yet to take the test or quiz or receiving such information
- having in one’s possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help

- copying of another person's homework or allowing one's work to be copied (Working problems with other students, getting pointers, etc., with the goal of learning and completing an assignment is permissible, but the wholesale copying of another's work and/or answers is cheating.)

Plagiarism is defined as the use of another's words, style, or ideas as if they were one's own or using material without giving proper credit to the original source. Plagiarism is a form of cheating.

Stealing is defined as the taking of property or possessions of others without proper authorization or permission.

Dishonesty is defined as not being honest in word or deed, including the following:

- deceiving or giving false or partial information for the purpose of escaping guilt, of circumventing a school rule, or of duping school personnel
- lying or being untruthful

Responsibilities of the Faculty

Harding Academy's faculty will exercise vigilance in these matters, to give clear directions regarding the completion of assignments, and to exhort students to practice personal honesty. Faculty members will submit to the dean of students the names of students who have violated the Honor Code.

Consequences of Honor Code Violations

A violation of the Honor Code is considered a major infraction and is not tolerated by Harding. Harding reserves the right to impose such penalties as it deems appropriate to call attention to the severity of the offense and to deter other such offenses. Consequences will often vary in light of a student's previous behavior. A pattern of dishonorable behavior could result in a student's dismissal from Harding.

Any student found guilty of cheating will be given a grade of zero on the work and a conduct grade of U in that class for the quarter. Also, a student found guilty of cheating will be ineligible for exemption from any semester examinations that semester and for inclusion in the President's List in that quarter. Additionally, consequences may include but are not limited to revocation of honors, revocation of elected office, dismissal from honor societies, and loss of privilege of going on school-sponsored trips.

Parents will be notified and a report filed in the student's record.

DAILY BELL SCHEDULE

7:45	First Bell
7:50-8:35	First Period
8:40-9:25	Second Period
9:35-9:55	Chapel/Homeroom
10:00-10:45	Third Period
10:50-11:35	Fourth Period
11:35-12:05	Senior Lunch
11:40-12:25	Junior Fifth Period
12:25-12:55	Junior Lunch
12:10-12:55	Senior Fifth Period
1:00-1:45	Sixth Period
1:50-2:35	Seventh Period
2:50	Halls cleared

GOVERNANCE AND MANAGEMENT

Harding Academy is governed by a Board of Directors. As the guardian of the Academy's mission, 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 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.

LINES OF COMMUNICATION

COMMUNICATION

Harding Academy expects the students to carry the responsibility for communicating to the parents about day-to-day assignments and grades. Parents are encouraged to talk with their student daily about school life and about their progress in their classes.

PowerSchool is the primary communication tool from teacher to parent. Teachers post grades and sometimes comments or explanations in PowerSchool, and it is up to parents to check PowerSchool for this information. Parents are expected to monitor their student's progress

through these reports and PowerSchool Parent Portal and to take action when they have questions or concerns.

Parents who wish to confer with teachers are encouraged to call the school office (767-4949) during the school day. Teachers will return telephone calls within 24 hours.

Parents may request conferences with one or more teachers by calling the school office (767-4949). Conferences must be scheduled at least one day in advance. No same-day conferences will be scheduled, and teachers are not able to meet with parents without an appointment.

E-mail is an effective tool for some kinds of communication. Because e-mail is not a secure medium, confidential information should not be handled by e-mail, nor should e-mail be used to register a complaint. All teachers' e-mail addresses are listed on the Harding website.

The school will mail to the home a printed report card approximately every nine weeks. The dates for report card mailings are on the school calendar, as are the dates that mark the half-way point in the quarter.

SCHOOL-TO-HOME COMMUNICATION

Meet the Teacher Night

Letters mailed home

Report cards mailed home

Conferences

School website <www.hardingacademymemphis.org>

E-mail messages

Phone calls

Teachers' websites

Parent grade-level meetings

Parent orientation meetings

Sports teams parent meetings

PowerSchool Parent Portal

HOME-TO-SCHOOL COMMUNICATION

Phone calls (767-4949 to leave messages for teachers)

E-mail messages (links to teachers' addresses available through website)

Conferences (767-4949 to schedule)

POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal is a web-based reporting system that allows parents to see grades online. Parents will receive instructions and log-in information from the technology department near the beginning of the school year.

The grades on PowerSchool Parent Portal are not official grades. The only official grades are those that appear on the printed report card.

Parents without computer access at home will be able to access PowerSchool at any computer with Internet access, including computers at public libraries and FedEx Office.

PowerSchool access is blocked for past-due accounts.

PowerSchool will not be available to parents during semester examination days (December and May). Access will be restored when grades are final.

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 using the following procedure:

1. If a parent has a staff or faculty related grievance, an effort must be made to resolve the matter first with the staff or faculty member.
2. If the matter is not resolved, the parent must direct the grievance to the individual's immediate supervisor.
3. If the matter is not resolved at the supervisory level, the parent must call the office of the director of secondary education and schedule a conference. The conference may include all parties involved.
4. If the matter is not resolved at the director of secondary education level, the parent must call the office of Harding Academy's president and schedule a conference to resolve the grievance.
5. 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 office of the president.

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.

ACADEMICS

ADVANCED PLACEMENT / HONORS CLASSES

All classes at Harding Academy are college-preparatory and are designed to challenge students. In some cases, a class is designated as honors or Advanced Placement (AP). Honors classes generally move at a faster, more rigorous pace than regular classes; and in some cases, the honors curriculum is different from the regular curriculum. Advanced Placement classes aim to prepare students to take the College Board's AP examinations in the spring. Depending upon the student's score on such an examination, he may earn up to six hours of college credit.

A number of factors are considered in determining which students to place in honors and AP classes. Students' previous performance in classes, standardized test scores, work habits, and teacher evaluation will be taken into consideration; but other important factors are students' maturity of thinking, intellectual curiosity, readiness, and ability to think abstractly. If a student does not possess these qualities, it is to his benefit to delay the class or to take a regular class.

Because of the academic level and pace of honors and Advanced Placement courses, even good students can expect to be challenged and should not necessarily be alarmed if they do not always make A's.

Mathematics. Students in honors prealgebra (7), honors Algebra I (8), honors Algebra II (9), and honors geometry (10) are required to meet certain criteria to be registered for the honors mathematics classes each subsequent school year. Refer to mathematics contracts for specifics regarding honors mathematics classes. A student who successfully completes honors Algebra I in the eighth grade will be required to take precalculus.

Science. Students are selected for the honors science program on the basis of classroom performance, conduct, grades, standardized test scores, and recommendations from the student's science and mathematics teachers. Students accepted into the honors science program will be required to take physics.

English. Students are selected for the honors and Advanced Placement English program on the basis of classroom performance, conduct, attendance, grades, standardized test scores, and recommendation of the teacher.

QUALITY POINTS FOR ADVANCED PLACEMENT CLASSES

In Advanced Placement (AP) classes, the students are being prepared to take the College Board AP examinations. Quality points will be added to these subjects only for the purpose of determining a student's GPA and rank in class.

- The courses carrying quality points are Advanced Placement courses.
- The grade on the report card is not affected by quality points.
- The quality points are assigned to AP courses at the end of each semester for grade point averages (GPAs) and for class ranking.
- Quality points will be given only for A's and B's in the AP courses.

ALTERNATIVE CREDIT

Harding generally does not grant academic credit for experiences other than traditional class attendance, course completion, and passing grades. An exception to the physical education policy is printed on page 16. Students will not be permitted to graduate early. No correspondence work taken toward credits required for graduation (to be calculated in the cumulative GPA) is accepted unless special permission is given by the director of secondary education (Mrs. Semore).

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

The six regional accrediting agencies are as follows:

New England Association of Colleges and Schools
North Central Association of Colleges and Schools
Middle States Association of Colleges and Schools
Southern Association of Colleges and Schools
Western Association of Colleges and Schools
Northwest Association of Colleges and Schools

COMMUNITY SERVICE

Harding Academy believes that one aspect of a well-rounded education is the involvement in service to others. Students at all levels, but especially in grades 9–12, are encouraged to complete a set number of hours to community service during the school year. Colleges and universities now expect to see community service noted on students' transcripts, and many require these experiences for admission.

2011–12 CURRICULUM GRADES 7—8

SEVENTH GRADE

Bible
 English
 Mathematics or
 Hon. Prealgebra
 Science
 Geography
 Fitness or Band
 Exploration
 [Chorus/Band/
 Art/Seminar]

EIGHTH GRADE

Bible
 English or
 Hon. English
 Prealgebra or
 Hon. Algebra I
 Science or
 Hon. Physical Science
 American History
 Fitness or Band
 Chorus or Art I (8)
 or Spanish I (8)

2011–12 CURRICULUM GRADES 9—12 §

BIBLE

Bible 9
 Bible 10
 Bible 11
 Bible 12

ENGLISH

English 9
 Honors English 9*†
 English 10
 Honors English 10*†
 English 11
 AP English 11*†
 English 12
 AP English 12*†

SOCIAL STUDIES

World history
 American history
 AP US history*†
 Government
 Sociology
 Humanities

LANGUAGE

French I, II, III*, IV*†
 Spanish I, II, III*, IV*†

MISCELLANEOUS

Journalism*
 Speech
 Accounting
 Computer applications
 Physical fitness

MATHEMATICS

Algebra I
 Algebra II
 Honors Algebra II*†
 Geometry
 Honors geometry*†
 Precalculus
 Honors precalculus*†
 AP calculus*†
 Statistics

SCIENCE

Physical science
 Biology
 Honors biology*†
 Chemistry
 Honors chemistry*†
 Chemistry II
 Physics
 Anatomy and
 physiology
 Pathophysiology
 AP biology*†

FINE ARTS

Art I, II*, III*, IV*
 Chorus 9*
 A cappella chorus*
 Junior wind ensemble*
 Senior wind ensemble*

NO-CREDIT

Study hall*

FOR-CREDIT COURSES AVAILABLE IN EIGHTH GRADE

Spanish I*
 French I*
 Art I*
 Honors Algebra I*
 Honors physical
 science*

§ Some classes are
 available only at
 designated grade
 levels.

* Teacher or
 departmental
 approval required

† Courses that count
 toward the Honors
 Diplomas

DIPLOMAS AND CREDITS

For the classes of 2012, 2013, and 2014

LIBERAL ARTS DIPLOMA REQUIREMENTS	COURSES	SCIENTIFIC DIPLOMA REQUIREMENTS
4	Bible	4
4	English	4
3	Mathematics	3 or 4
2	Science	3 or 4
3	Social Studies	3
2	Spanish or French	2
1	Physical Fitness	1
1	Speech	1
1	Fine Arts	1
1	Pathophysiology	0
1	Humanities	0
2	Electives	1

GRADUATION REQUIREMENTS CLARIFICATION

For the classes of 2012, 2013, and 2014

- For the Scientific Diploma, seven credits of mathematics and science are required. Algebra II and geometry are required along with biology and chemistry. A student who takes Algebra I in the eighth grade will be required to take precalculus. A student who takes honors physical science in the eighth grade and/or biology in the ninth grade will be required to take physics.
- Social studies must include world history, American history (or AP US history), and U.S. government.
- A student must have twenty-one (liberal arts) or twenty (scientific) credits, plus Bible for each year he has attended Harding Academy, in order to graduate.
- Every student is required to take both the ACT and SAT in order to graduate.
- Students may not graduate early.

DIPLOMAS AND CREDITS

Beginning with the class of 2015

COURSES

Subject	Credits	Notes
English	4	
Bible	4	
Mathematics	4	Must include Algebra I, Algebra II, geometry
Science	4	Must include physical science, biology, chemistry
Social Studies	3	Must include world history, American history, government
Language	2	Two credits of a single language
Physical Education	1	May substitute varsity athletics or band
Fine Art	1	Visual or performing art
Electives	1	Minimum

Graduation requires 24 credits (20 + Bible for each year enrolled in Harding)

GRADUATION REQUIREMENTS CLARIFICATION

Beginning with the class of 2015

- A student must earn 24 credits for graduation (20 + Bible for each year enrolled in Harding).
- A student who takes Algebra I in the eighth grade will be required to take precalculus.
- A student who takes honors physical science in the eighth grade and/or biology in the ninth grade will be required to take physics.
- Every student is required to take both the ACT and SAT in order to graduate.
- Students may not graduate early.

DIPLOMAS

Beginning with the class of 2015

- College Preparatory
- College Preparatory With Honors (*minimum of 6 credits must come from honors or AP courses taken in grades 9-12, plus a 7-semester GPA of 8.5 or higher*)
- College Preparatory With Highest Honors (*minimum of 6 credits must come from honors or AP courses taken in grades 9-12, plus a 7-semester GPA of 10.5 or higher*)

PHYSICAL EDUCATION CREDIT POLICY

One credit in physical education is a requirement for graduation at Harding Academy. This requirement must be satisfied in one of the following ways:

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

ELIGIBILITY FOR ATHLETICS (AND OTHER EXTRACURRICULAR EVENTS)

Participation in extracurricular activities at Harding Academy, including athletics, is a privilege, not a right. Participation in extracurricular activities is secondary in importance to a student's academic responsibilities. Students who wish to participate in extracurricular activities are expected to maintain satisfactory academic and conduct grades, satisfactory work habits, and satisfactory attendance.

At the end of each quarter, the athletes' academic adviser (Mr. Dahlberg) checks report cards of all students. Students who do not have an overall C-average or better are declared *ineligible* for the next quarter.

Athletes must comply not only with Harding Academy's rules of eligibility but also with TSSAA's rules. All athletes (including cheerleaders) must maintain a C– average to be eligible to participate in sports. A student with two F's is automatically ineligible.

The athlete who does not meet the C– average requirement must sit out at least one athletic contest and then may establish eligibility for one week at a time. To establish week-to-week eligibility, the athlete must meet with Mr. Dahlberg weekly during the quarter. Mr. Dahlberg will declare the athlete eligible or ineligible for the upcoming week. It is the responsibility of the athlete, not of his coach, his parents, or Mr. Dahlberg, to take care of the weekly meeting. Failure to meet with Mr. Dahlberg weekly will result in automatic ineligibility for the week.

TSSAA policy states that students must earn six credits each year in order to be eligible to participate in athletics the next school year. Note: *Earn six credits* is not necessarily equivalent to *be enrolled in six classes*. Questions about eligibility should be directed to the athletic director (Mr. Starks).

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

Academic eligibility for students in grades 7 and 8 will be determined based on grades in the five core classes (Bible, English, mathematics, science, social studies) only.

EXAMINATIONS

NOT PERMITTED TO TAKE EXAMINATIONS

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

EXEMPTIONS

Whether or not to allow students to be exempt from semester examinations is each teacher's prerogative. In classes where exemptions are allowed, the student must meet both academic and attendance requirements to be exempt. Additionally, students who have been disciplined for honor code violations or who have been suspended are not eligible for exemption from any semester examinations.

IN ADVANCED PLACEMENT COURSES

Students who have a B or better average in an Advanced Placement course, who meet the attendance requirement, and who take the Advanced Placement examination will not be required to take the second semester examination in the course.

ACADEMIC REQUIREMENT

The minimum academic requirement for exemptions is a solid A– (solid 10 on a 12-point scale) average for the semester. A 9.5 will not suffice. In addition, a teacher may use other criteria for determining exemptions, such as an exemption test.

ATTENDANCE REQUIREMENT

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

HOLDING OF EXAMINATIONS

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

FAILURE AND SUMMER SCHOOL

A student who fails one or two classes must either reschedule the class (by guidance office permission only) or go to summer school and pass in order to go on to the next grade. A maximum of two subjects may be made up in the summer. A student in grades seven through twelve who fails three or more subjects will have to repeat the grade and will be placed on academic probation if he returns to Harding.

When a student in grades 9–11 fails a subject not offered in summer school, he will have to make it up during the following school year, if the schedule permits. However, neither Bible nor English classes may be made up during the next year.

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

A student may not take Bible, English, or mathematics at two grade levels at the same time.

New credits for work required for a diploma may be not earned in summer school.

When a student in grades seven or eight does not pass a core subject (Bible, English, mathematics, science, or social studies), he will have to attend and pass summer school to make up that class in order to be promoted to the next grade. A maximum of two core subjects may be made up in summer school.

When a student fails Bible, he will be required to attend summer school at Harding. Tuition commensurate with summer school tuition at other local schools will be charged. A student who chooses not to make up a Bible course will not be a candidate to return to Harding for another year.

Some courses for seventh and eighth graders are not offered in summer school. In that case, Harding Academy will provide a summer assignment. Tuition commensurate with summer school tuition at other local schools will be charged. The student must pass the summer assignment in order to be promoted to the next grade.

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

A student who fails two quarters in a single semester will not be allowed to take the semester examination and will, thus, fail for the semester.

The minimum academic requirement for passing for the semester is a solid D– (solid 1 on the 12-point scale) average.

A student who fails the second semester of a class has failed the class for the year, regardless of the first semester grade. The yearly average must be at least a D– (a solid 1, not a .5), even if the student passes the second semester. Harding does not award a half-credit for one semester of a year-long course. A student who attends summer school must take both semesters of the course he failed.

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

Except for Bible (when there is sufficient demand), Harding Academy does not offer summer school. Students who are required to attend summer school must attend a school fully accredited by either the Tennessee State Department of Education or the Southern Association of Colleges and Schools. Correspondence work will not be considered.

GRADES

CONDUCT GRADES

S = Satisfactory

N = Needs Improvement

U = Unacceptable

Grades of S, N, and U will be assigned to encompass both behavior and work habits. If behavior or work habits are not *satisfactory*, then they either *need improvement* or are *unacceptable*. Students with a pattern of conduct grades

below satisfactory will be subject to disciplinary action up to and including probation and dismissal.

A student with an honor code violation will receive a U in conduct in that class for the quarter. A student who has been sent out of class for disciplinary reasons will automatically receive an N in conduct in that class for the quarter.

GRADE SCALE

Grades are not an end in themselves but are useful as a means of communication from the school.

A Excellent, superior work, exceptional quality
	A+ = 99–100
	A = 94–98
	A– = 93
B Good, above average
	B+ = 91–92
	B = 86–90
	B– = 85
C Average
	C+ = 83–84
	C = 76–82
	C– = 75
D Poor, barely passing
	D+ = 74
	D = 71–73
	D– = 70
F Failure
	F = below 70

INC = Incomplete. May be used to denote incomplete work but will not be left as a final grade. If the Incomplete is not cleared by the deadline (midquarter of the next quarter), the grade will become an automatic F.

NP = Not permitted to take exam EX = Exempt
NE = No exam given in that class

TWELVE-POINT SCALE

Harding uses a 12-point scale to allow for distinguishing among specific grades, whereas the traditional 4-point scale gives the same value. On the 12-point scale, for example, a B+ is worth 9 points; a B, 8; and a B–, 7. On the 4-point scale, all B's are worth 2 points. There is no zero in the scale by design, and the –1 value for F is intended to give appropriate weight to a failing grade.

The following 12-point scale is used to determine semester averages, to determine yearly averages, to determine exemptions from semester examinations, and to determine honor graduates.

12 (A+)	9 (B+)	6 (C+)	3 (D+)	-1 (F)
11 (A)	8 (B)	5 (C)	2 (D)	
10 (A-)	7 (B-)	4 (C-)	1 (D-)	

SEMESTER AVERAGES

1. Assign the letter grade a value from the 12-point scale.
2. Each quarter grade counts $\frac{2}{5}$. The examination counts $\frac{1}{5}$.
3. Double each of the two quarter grades; add to the semester examination; divide by 5.
4. For students exempt from the semester examination, average the two quarter grades alone. Whether to round is the individual teacher's prerogative.
5. For example—

Student's first quarter grade C+
 Student's second quarter grade B
 Student's exam grade D-

1Q	C+	6
1Q	C+	6
2Q	B	8
2Q	B	8
Ex	D-	<u>1</u>

$$29 \div 5 = 5.8 = 6 = C+ \text{ [Semester Average]}$$

- The minimum academic requirement for passing for the semester is a solid D- (solid 1 on the 12-point scale) average.
- A student who fails the first semester must make at least a D+ for the second semester in order to pass for the year.

YEARLY AVERAGES

1. Yearly averages are calculated only for the purposes of determining whether a student has passed a class for the year and whether a student in 9-12 has earned a credit for the class. The yearly average does not appear on the report card, permanent record, or transcript.
2. Use the 12-point scale.
3. Each semester's grade counts $\frac{1}{2}$.
4. For example—

Student's first semester grade B
 Student's second semester grade D

1st	B	8
2nd	D	<u>2</u>

$$10 \div 2 = 5 = C \text{ [Yearly Average]}$$

- For a student to pass for the year, his yearly average must be at least a solid 1 (D–). A .5 will not be rounded to a 1.

For example—

Student's first semester grade	F	
Student's second semester grade	D	
1st	F	-1
2nd	D	<u>2</u>
		$1 \div 2 = .5 = F$ [Yearly Average]
		(not a solid 10)

- If a student fails the second semester, he fails for the year, regardless of the first semester's average.

For example—

Student's first semester grade	A
Student's second semester grade	F
Yearly average	F

- A student who fails the first semester must make at least a D+ for the second semester in order to pass for the year.

For example—

Student's first semester grade	F	
Student's second semester grade	D+	
1st	F	-1
2nd	D+	<u>3</u>
		$2 \div 2 = 1 = D-$ [Yearly Average]

GRADE POINT AVERAGE (GPA)

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

Students in grades 9–12 may review their GPAs in the guidance office. Please allow the guidance office sufficient time after report cards are issued to average grades and post GPAs.

The GPA is determined by using the 12-point scale to average the semester grades of all academic subjects (excluding fitness and chorus). A student's final transcript will also report the cumulative GPA in terms of the 4-point scale to facilitate communication with some universities.

HOMEWORK

Students are expected to do some homework every night. Parents and students are urged to think of homework as preparation for class; and whether or not a teacher makes a specific assignment, students will spend some time every school night reviewing, organizing notes, reading and rereading, practicing, and so forth.

Generally, students will take only one major test on Thursdays. Long-range assignments due on Thursdays (such as book tests in English class) are not affected by this policy. Vocabulary tests/quizzes are administered on Mondays.

LIBRARY SERVICES

The library offers a wide range of research and reading materials for students. Students have access to the library 7:15–3:30 Monday through Thursday and 7:15-3:00 on Friday. A member of the library staff is available to assist students during those hours.

Students may not chew gum nor bring food or drinks into the library.

A pass from a teacher is necessary for students who want to use the library during class, homeroom, or study hall periods.

Students may photocopy materials at a cost of 10¢ per copy.

Students may check out books for a three-week period. The fine for an overdue book is 10¢ per school day. Books may be renewed as many times as necessary unless there is a waiting list for the book. Books may be renewed once without returning them to the library. Students will receive written notification concerning overdue books.

Reference materials may circulate overnight and are due before second period. The fine for overdue reference materials is 25¢ per book per period.

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

MAKE-UP WORK

REQUESTS FOR ASSIGNMENTS

When a student has been absent, it is the student's responsibility to consult the teachers' pages on the Harding website <www.hardingacademymemphis.org> for assignments.

If a student does not have access to the website, a parent may call the office of the dean of students (767-4462) *on the second consecutive day the student is absent* to request that assignments be gathered. The parent must call by 9:00 a.m. and pick up the assignments between 2:30 and 4:00 p.m. The parent must bring with him his student's locker number and combination.

Gathering these assignments requires a great deal of work on the part of teachers and office personnel. A parent who requests these assignments should pick them up.

IN THE CASE OF AN UNEXCUSED ABSENCE

Work missed because of an unexcused absence cannot be made up and will not be accepted early. A zero will be given for all work missed.

PROCEDURES FOR MAKING UP WORK

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

1. A student must take the tests or turn in long-range assignments before or on the dates they are assigned or due.
2. A student who is absent on the day of a test which has been announced at least two days in advance must be prepared to take the test or turn in the work on the day he returns to school.
3. A student who is absent two to five days will have that many days to make up the work. After the time for make-up work has passed, unless special arrangements have been made with the teacher, the grade will automatically become zero.
4. A student who is absent for more than five days must take the initiative to make arrangements with individual teachers to complete the work missed. If the student needs help coordinating the plan with a teacher, the student should seek the help of the academic supervisor (Mrs. Copeland) or a counselor.
5. When a student has missed several tests, he will take the make-up tests on consecutive days in the order the tests were originally scheduled, except by permission of the teacher.

Any long-range assignment must be submitted on the date it is due. Late assignments will receive a penalty of the loss of one letter grade. The highest grade possible will be B+. Each day the assignment is late, the top grade possible will go down one step (B to B-, C+ to C, for example).

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

Tests and other work may be made up in Early Morning Testing (7:00) or Afternoon School Testing (2:55).

WORK MISSED BECAUSE OF SUSPENSION

A student assigned to in-school suspension must make up all work, but D is the highest grade he may earn. A student assigned to out-of-school suspension receives zeros on all academic assignments during the period of suspension.

NEW STUDENTS

A first-year student is on probation for one year. He must have a minimum overall C- average and satisfactory conduct and attendance records at the end of the year in order to return.

REPORT PERIODS

Every nine weeks (quarterly) a report card is issued for each student. Report cards are mailed to the home. Consult the school calendar for specific dates.

SCHEDULE CHANGES

Classes or class periods will not be switched or dropped after school begins except by special administrative ruling.

CAMPUS LIFE

Above all else, Harding Academy strives to foster in students a true commitment and a desire to serve and please Christ. "Serve wholeheartedly, as if you were serving the Lord, not men..." (Ephesians 6:7). We uphold high standards of personal conduct in all matters as a means of honoring God and as part of our understanding of Christian behavior. At Harding, we put a high premium on a life that honors God—a life that is open, transparent, sincere, and dependable. We expect students to be where they are supposed to be, doing what they are supposed to do, whether or not anyone is watching. Courtesy and respect are to be displayed at all times to fellow students, faculty, administration, staff, and guests.

AFTER-HOURS SUPERVISION

Whenever students are on campus, they must be in the presence of an adult who directly supervises them. Students must not be in the halls, parking lots, or gymnasium lobbies after 3:00 p.m. unless they are accompanied by an adult (parent, teacher, coach, for example) or unless they have a hall pass from Ride Waiting.

As a courtesy to parents, Harding provides supervision each day for students waiting for transportation. All students should be picked up by 5:30 because there is no supervision provided for them after that time.

ATTENDANCE POLICIES

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

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

REPORTING AN ABSENCE

To report an absence, a parent must call the office of the dean of students (767-4462) by 8:00 a.m. each day the student is absent and report the reason for the absence. Voice mail is available for parents calling when offices are closed. Failure to notify the school on the morning of the absence will automatically result in an unexcused absence.

EXCUSED ABSENCES

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

In general, routine medical appointments, elective surgery, and medical procedures should be scheduled after school hours or during vacations. However, if a student misses school for a medical appointment, he must bring a note from the medical professional to the office of the dean of students in order for the absence or partial-day absence to be excused.

Excused absences are not granted for trips or vacations. Occasionally, there is the rare need to take a student out of school for an event such as a family wedding, grandparents' fiftieth anniversary, or a sibling's college graduation, for example. These are events the scheduling of which is not controlled by the parents. To clear such an absence, parents or guardians must confer with the director of secondary education (Mrs. Semore) at least one week before the event. The student will need to do the work and take tests before the absence unless the teacher designates otherwise. Event-related absences are expected to be requested judiciously and kept to a minimum. If event-related absences or total absences become excessive for a student, event-related absences for that student will no longer be excused.

COLLEGE VISITS

Harding Academy does not routinely excuse absences for visits to college or university campuses. Each student is encouraged to use the school breaks built into Harding's schedule for making such visits.

Occasionally, a student is required by the college or university to be on campus for an audition, interview, or placement examination. Many times these absences may be excused if adequate notice is given and if the student has a good record of grades and attendance.

Unexcused Absences

All other absences will be considered unexcused. For an unexcused absence, work will not be accepted early or made up. The student will receive zeros for the work.

THIRTY DAYS ABSENCE

Thirty days absence in a year (or fifteen days for a student who enters school at the semester), regardless of whether the absences are excused or unexcused, is the maximum allowed during one school year unless a home-bound teacher has been assigned to teach the student. After thirty days absence in a class, a student becomes ineligible to receive credit for the year's work in that class, except by special ruling of the director of secondary education (Mrs. Semore).

Three tardies to a class, regardless of whether the tardies are excused or unexcused, equals one absence (to be counted toward the 30-day limit).

AFTER-SCHOOL ACTIVITIES ON DAY OF ABSENCE

For a student to participate (attend, practice, play, rehearse, cheer, compete, perform) in an after-school or night-time activity, he must have been in attendance for a full day of school. If he checks in late or leaves early, he is not allowed to participate. This rule applies whether the absence was excused or unexcused. An exception is made when the student is absent for a part of the day for a medical appointment if the student brings a note from the doctor or dentist, or if he misses a portion of the day for a funeral.

The school expects a student who has missed all or part of the school day also to miss work that afternoon and/or evening. If a student has an excused absence from school because of illness but goes to work that same day (afternoon or evening), the absence will become unexcused.

PARTIAL-DAY ABSENCES

EARLY DISMISSAL SLIPS

For a student to be dismissed during the school day, a note from a parent must be presented to the office of the dean of students. (See reasons for excused absences.) Unless a student has his own transportation, a responsible adult must sign the student out of school. Notes of dismissal will be subject to confirmation by telephone at any time.

No student will be dismissed from school to attend a funeral without submitting to the office of the dean of students a note from a parent or guardian. The request for dismissal should not be for more than one hour before the scheduled service time if the funeral is local.

When a student knows ahead of time that he will be absent, the parent must notify the office of the dean of students of the reason. (See reasons for excused absences.) The student will be issued an early dismissal slip which is to be signed by all teachers whose classes he is missing. Failure to return the completed slip to the office of the dean of students (Mr. Goddard) before the student leaves campus results in an unexcused absence. Early dismissal slips are also issued when a student has to leave school during the day. (If the student cannot locate a teacher, Mrs. Semore, Mrs. Patti Copeland, or Mr. Goddard may sign for that teacher.)

LATE ARRIVAL SLIPS

When a student is absent the first part of the day but comes to school for the remainder of that day, the parents must notify the office of the dean of students about the reason. (See reasons for excused absences.) The student should go directly to the office of the dean of students where he will be issued a late arrival slip which is to be signed by all teachers whose classes the student missed. Failure to return the signed slip to the office of the dean of students before the end of the day will result in an unexcused absence. (See reasons for excused absences.)

The early dismissal and late arrival slip procedures are designed to allow the student the opportunity to gather assignments or to make arrangements for make-up work.

TARDINESS

Harding expects students to arrive at school and to class on time. Even when the tardiness is excusable (because of medical appointments, accidents, and emergencies, for example), the student and his parents should realize the importance of punctuality to school. All tardies are reported to the office of the dean of students and are entered into the official attendance record.

PENALTIES FOR TARDINESS

- First unexcused tardy warning
- Second unexcused tardy warning
- Third unexcused tardy Saturday School assignment
- Fourth unexcused tardy warning
- Fifth unexcused tardy warning
- Sixth unexcused tardy Saturday School assignment
- Seventh unexcused tardy In-school suspension
- Eighth unexcused tardy Out-of-school suspension
- Ninth or following Expulsion to be considered

The steps in the plan are cumulative over the course of the school year. Three tardies to a class, regardless of whether excused or unexcused, equals one absence (to be counted in the 30-day limit).

TARDINESS TO SCHOOL (FIRST PERIOD)

Any student arriving at school any time after the first period class has begun must have a note or a parental call explaining the reason for the tardiness. (See reasons for excused absences.)

A student who is tardy to first period is **required** to go by the office of the dean of students for a permit to enter class. Mr. Goddard or his assistants will determine whether the tardy is excused or unexcused.

If a student has an unexcused tardy to first period and misses a quiz, he will not be allowed to make up the quiz.

The maximum number of excused tardies to school (to first period) allowed in a semester is five. The sixth and following tardies will automatically be classified as unexcused.

TARDINESS TO CLASSES OTHER THAN FIRST PERIOD

When a student is tardy to a class other than first period, he will go directly to class; the teacher will determine whether the tardy is excused or unexcused.

CAMPUS MINISTRY

Campus ministry at Harding Academy exists to enhance spiritual life on campus by exhibiting and encouraging a Christian worldview and ethic in all walks of school life. The campus minister (Mr. Campbell) is available to meet, discuss, and pray with students, faculty, staff, and parents, regardless of their faith background, and seeks to provide spiritual guidance in times of doubt or difficulty. The campus minister works in concert with the guidance office in order to provide students with the proper resources when personal or spiritual issues arise in students' lives. Mr. Campbell will be available many times during homeroom and at lunch, as well as after school.

CHAPEL AND ASSEMBLIES

The purposes of chapel are to instruct, instill, and inspire. Chapel provides an opportunity for each person to sense the powerful presence of God. Harding Academy's purpose is brought into focus when the faculty and students assemble for chapel.

Chapels are planned by faculty and student volunteers and take varied approaches. Depending on the day, programs are planned variously for the entire student population, for sections of the student population (junior/senior high, boys/girls), or for small discussion groups of 8–10 students. Programs may be planned to include the use of speakers, drama or skit, video, singing, devotional, prayer time, and the like.

Assemblies will be scheduled for programs that are not spiritual in nature, such as recognition ceremonies or patriotic programs.

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

CELL PHONES AND OTHER ELECTRONICS

Students may not bring laser pointers to school. Students must not wear watches that are set to beep or alarm.

Students may bring to school cell phones, radios, audio players, voice recorders, and MP3 players (such as iPods). However, all such devices must be turned off and put out of sight 7:45-2:35 unless special permission has been granted by Mrs. Semore. If these devices are seen, heard, or used, the following cumulative consequences will apply:

- First violation Device will be confiscated. Parent must come to school to retrieve the device from Mr. Goddard.
- Second violation Device will be confiscated. Parent must come to school to pay a fine of \$5 in order to retrieve the device from Mr. Goddard.
- Third violation Device will be confiscated and held for one week (seven days). Parent must come to school to pay a fine of \$5 in order to retrieve the device from Mr. Goddard.
- Fourth violation Device will be confiscated and held for one week (seven days). Parent must come to school to pay a fine of \$5 in order to retrieve the device from Mr. Goddard. Student will be assigned in-school suspension.
- Fifth violation Device will be confiscated and held for one week (seven days). Parent must come to school to pay a fine of \$10 in order to retrieve the device from Mrs. Semore. Student will be assigned out-of-school suspension.

- Sixth violation Device will be confiscated and held for one week (seven days). Parent must come to school to pay a fine of \$20 in order to retrieve the device from Mrs. Semore. Consequences, including possible expulsion, will be determined by the school.

The steps in the plan are cumulative over the course of the school year. All teachers and staff members are responsible for helping to enforce the policy.

DRESS CODE 2011—2012

The purpose of a dress code and of uniforms at Harding Academy is to guide students to dress neatly and modestly and to create a climate that focuses on students’ spiritual, academic, and personal growth rather than on fashion or popularity.

GENERAL GUIDELINES

- Unless otherwise specified, all clothing items must come from Parker Uniforms. The uniform chart will show which items are required, which are optional, which must come from Parker, and which may come from any vendor.
- All clothing must be clean, not stained, and in good repair.
- Only the uniform items may be worn. Embellishments on or additions to the uniform are not permitted.
- Girls may wear small pieces of jewelry including wristwatches, small earrings (no bigger than a quarter), and small necklaces. Girls’ makeup must not call undue attention. Boys may not wear earrings. Body piercing is not permitted, other than girls’ ears (maximum of two earrings per ear). Tattoos, real or fake, that are visible either during the school day or at extracurricular events are not permitted.
- Khaki pants may be purchased from any vendor but must look like the ones that come from Parker. Acceptable khakis may have either pleated or plain front, but must not be cut like jeans. They must give a crisp, neat, dressy appearance. They must fit at the waist, not ride below the waist. They must be the traditional khaki color similar to that of Parker pants (not greenish or white). No cargo pants nor any pants with pockets on the legs are allowed.
- Socks are required for boys and must be visible.
- Socks or tights are required for girls. Bobby socks are thick, tall socks that roll over once or twice. Athletic socks and anklets are not permitted.

- All buttons on girls' blouses must be buttoned.
- Girls' undershirts must not stick out below the hems or sleeves of their blouses. Undershirts, or camis must be sleeveless or short-sleeved. They, as well as bras, must be plain white, and must not have lace or trim.
- Boys' shirts must be tucked in. Belts are required.
- Skirts must be no more than two inches (2") from the floor when the student is kneeling on the floor.
- Hats, hoods, and caps may not be worn indoors.
- Hair must be clean and neat and not extreme in style. Unnatural hair coloring or an unnatural combination of hair colors is not permitted.
- Boys' hair (including braids) must not be longer than the eyebrows, top of the collar, or middle of the ear. Long sideburns are not permitted. Shaved heads are not permitted. Carvings or artwork cut into the hair or eyebrows is not permitted.
- Girls may wear any hair accessories (headbands, scrunchies, and barrettes) sold by Parker. In addition, girls may wear plain white, black, navy, red, or tortoise shell headbands, scrunchies, or barrettes from any vendor. Girls may not wear hair adornments such as feathers, beads, and sparkles.
- Boys must be clean shaven daily.
- Writing or drawing on the skin or on the shoes is not permitted.
- Students are not required to wear uniforms at extracurricular activities unless uniforms are specified; but for any school-related event, on or off campus, clothing must always be appropriate for Christian young people. Specifically, clothing that is short, revealing, tight, or otherwise immodest is not acceptable.
- There will be special school days when students will be permitted to wear clothing other than uniforms. On these occasions (Spirit Days, for example), clothing will be expected to fit appropriately, to be modest, neat, clean, in good repair, and in keeping with the principles of a Christian school. Specific guidelines will be given for the special days.
- Students may be asked to wear the required uniform for field trips or special events.

- Students must keep their shirts or blouses on, even when school is dismissed, in the parking lot, on the bus, and so forth. They may not unbutton them or take them off, exposing an undershirt or cami.
- Shoe strings must be tied. Shoes must be worn properly on the foot.

CONSEQUENCES OF DRESS CODE VIOLATION

A student who is out of uniform or who circumvents the uniform policy will not be permitted to attend class while in violation. Parents or guardians will be called to take the student home or to bring the student a change of clothes. Time out of class for dealing with dress code issues will be considered an unexcused absence.

In addition, the following procedure will be followed. *Ticket* refers to a standard form that will be used. The student will receive a copy, the parents will receive a copy, and a copy will be filed.

- First violation First Ticket (warning); parents receive copy of ticket
- Second violation Second Ticket (warning); parents receive copy of ticket
- Third violation Third Ticket; parents receive copy of ticket; Saturday Detention assigned to student
- Fourth violation Fourth Ticket; parents receive copy of ticket; in-school suspension assigned to student
- Fifth violation Fifth Ticket; parents receive copy of ticket; parent conference with Mr. Goddard and/or Mrs. Semore; out-of-school suspension assigned to student
- Sixth violation Sixth Ticket; parents receive copy of ticket; parent conference with Mr. Goddard and Mrs. Semore; consequences including possible recommendation for expulsion or other consequences to be determined by school

The steps in the plan are cumulative over the course of the school year.

All teachers are responsible for helping to enforce the dress code; however, Mrs. Semore, Mrs. Copeland, and Mr. Goddard will issue the tickets.

SPIRIT DAYS

Fridays are designated as Spirit Days. Students may choose from among two t-shirts and one sweatshirt (all available through the Development Office) to wear on Fridays along with their normal uniform skirts or khaki pants and uniform shoes. Only the 2011—12 spirit shirts will be permitted on Fridays.

UNIFORM GUIDELINES

	Parker	Any Vendor
Required Items for Girls		
White 3/4 sleeved overblouse OR short-sleeved overblouse	x	
Plaid pleated skirt	x	
Bobby socks-white OR Tights-navy, or black OR Knee socks-navy, red, black, or white	x	x

Optional Items for Girls		
Khaki pants	x	x
Blue long-sleeved overblouse	x	
Blue short-sleeved overblouse	x	
Blue 3/4 sleeved overblouse	x	
White short-sleeved overblouse	x	
White 3/4 sleeved overblouse	x	
Red v-necked sweater	x	
Navy fine-gauge cardigan	x	
Navy sweater vest	x	
Navy fleece jacket	x	
Navy hooded nylon jacket	x	
Leggings-black (worn to the ankle)	x	
Hair accessories	x	
Plain headbands-white, black, navy, red, tortoise shell, uniform plaid	x	x
Plain hair ribbons-white, black, navy, red		x
Plaid tie or boys red/navy tie	x	
Modesty shorts-black	x	x
Plain white sleeveless or short-sleeved undershirts or camis		x
Navy/red muffler	x	
Navy/red cap	x	

Required Items for Boys		
White oxford shirt	x	
Khaki pants	x	x
Navy/red tie	x	
Ankle or crew socks-solid navy, brown, black, or white	x	x
Plain white undershirts		x
Belt-black or brown plain or woven leather with plain buckle	x	x

Optional Items for Boys		
Blue/white striped oxford shirt	x	
White knit shirt (long or short-sleeved)	x	
Navy knit shirt (long or short sleeved)	x	
Red knit shirt (long or short sleeved)	x	
Navy hooded nylon jacket	x	
Navy fleece jacket	x	
Navy sweater vest	x	
Navy quarter zip sweater	x	
Navy/red muffler	x	
Navy/red cap	x	

Optional for Seniors Only		
Navy and white rugby shirt	x	
Red/navy bow tie (boys only)	School Store	

Shoes		
Shoes must be low heel (flats), low-cut, hard-soled, closed toe, and closed heel.		
Shoes must be solid brown, solid tan, or solid black leather or suede, or athletic shoes in solid white, solid black, or solid gray. Solid = a single color. Shoe strings must be the same color as the shoe. Shoes may come from any vendor.		

Outerwear (coats and jackets)		
Any outerwear worn into the classroom or through the halls must come either from Parker or the school store. Harding letter jackets are acceptable.		

DISCIPLINE POLICIES

Harding Academy strives to employ both precept and example to help each student understand and internalize the godly principles of respect, self-discipline, and self-control which will help to ensure a proper atmosphere for academic learning and develop personal character traits for a Christ-honoring life. The school believes that the student is best served when home and school work cooperatively in these matters. Ideally, the spirit of cooperation among faculty and students will be such that discipline will be self-imposed rather than forced.

Harding Academy also recognizes its responsibility to safeguard its good name and the welfare of all of its students. The school reserves the right to respond as it sees fit to the misbehavior of its students, including those actions that take place outside school hours and away from school property and activities. Additionally, the school reserves the right to suspend or expel from school any student, if, in the sole discretion of the administration, such suspension or expulsion is necessary to protect the best interests or welfare of the school.

SERIOUS OFFENSES

Offenses which would be considered serious include, but are not limited to, the following:

- Use or possession of alcohol
- Use or possession of unprescribed drugs
- Use or possession of tobacco in any form
- Sexual misconduct
- Vulgar or profane language, misuse of God's name, defiance, backtalk, offensive sign language
- Possession of firearms, knives, and all other weapons
- Lying, stealing, cheating, and fighting
- Making threats against another person or against the school

MISBEHAVIOR OR DISRUPTION AT COMMENCEMENT

Any senior's action that disrupts the dignity and seriousness of the ceremony will be considered by the administration to be a discipline issue. The school reserves the right to take appropriate actions which may include but are not limited to the following: (1) holding the diploma, either for a specified time or indefinitely, (2) holding the final transcript, either for a specified time or indefinitely, (3) sending an official letter from the school indicating that the diploma and/or final transcript are being held as the result of a discipline issue and misconduct on the student's part, (4) attaching a letter to the permanent record indicating that the student was involved in misconduct.

VANDALISM

Persons who cause damage to school property are responsible for its repair or replacement. Students involved in vandalism will be subject to serious disciplinary measures.

PUBLIC DISPLAY OF AFFECTION

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

HARASSMENT

(BULLYING)

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
- 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 or electronically transmitted remarks or images
- Threats, intimidation, or coercion in any form
- Unwelcome physical contact, telephone calls, texting, or email

Students who believe that they are a target of harassment, intimidation, or bullying should report such conduct immediately to any teacher, counselor, or administrator.

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

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

DISCIPLINE ALTERNATIVES

The school reserves the right to determine and implement various discipline alternatives, depending upon the seriousness of the offense, the record of the individual involved, and the impact upon the school. Discipline can be, but is not limited to, the following alternatives:

- lunchroom duty
- Afternoon School
- work detail
- Saturday Detention
- teacher intervention
- parent conference
- in-school suspension
- probation
- non-participation in school activities
- loss of privileges
- loss of access to educational technology
- out-of-school suspension
- expulsion

LUNCHROOM DUTY

Lunchroom duty may be assigned by teachers for relatively minor classroom misbehavior. The assigned student will report to the lunchroom monitor (Mr. Goddard or Mr. Derrick) and will help clean up tables for the last ten minutes of the lunch period.

AFTERNOON SCHOOL

Afternoon School may be assigned by teachers for disciplinary issues including relatively minor classroom misbehavior as well as responsibility issues. The student assigned reports to the designated room and remains there for the entirety of the time (2:45–3:30).

SATURDAY DETENTION

Saturday Detention will meet at least once a month during the school year. A student is assigned to Saturday Detention for unexcused tardies, dress code infractions, habitual classroom misbehavior, and various other more serious infractions. All Saturday Detention assignments are assigned and supervised by the dean of students (Mr. Goddard), and any adjustments of the assignment must be approved by him. A student may not reschedule Saturday Detention more than one time in a school year.

SUSPENSIONS

A student who is suspended (in-school) is required to make up all academic assignments, but the highest grade he may earn on an assignment is D. A student may not participate in any school activity during the period of suspension.

A student who is suspended (out-of-school) receives zeros on all academic assignments during the period of suspension. A student may not participate in any school activity during the period of suspension.

A student who has been suspended for any reason is not eligible for exemption from any semester examinations that semester.

A student found guilty of fighting will receive an automatic two-day suspension.

EXPULSION

Harding reserves the right to dismiss any student whose general attitude or habitual actions are contrary to the interests of the school.

A student who has been expelled is not permitted to return to campus, at any time or for any reason, for a calendar year, except by permission of the director of secondary education (Mrs. Semore).

A student who has been expelled may be eligible to apply for readmittance to Harding Academy in one calendar year minimum. To be considered for readmission, the student must be in good standing with his current school. He and his parents/guardians must present evidence of willingness to comply with the policies of Harding Academy as well as a desire to support the school community, its goals and policies, and the standards of conduct to the best of their ability. In general, the student will be considered for readmittance after a calendar year and at the beginning of an academic year. The student will enter on new-student probation. The administration reserves the sole right to determine whether it is in the best interests of the school for the student to be readmitted.

PROBATION

A student on conduct probation is ineligible for any leadership position in any school-approved club, class, or organization.

TEACHER INTERVENTION

All of a student's teachers will assemble to meet with the student outside class time to discuss with him the behaviors they have observed and to formulate a plan for his personal improvement. A counselor or administrator will be present. Attendance of parents/guardians is welcomed but not required. An intervention is not a parent conference.

WORK DETAIL

A student may be assigned one or more hours of work detail to be completed outside the school day. Campus clean-up will constitute the bulk of the assigned work. Work detail is supervised by an adult.

REMOVAL FROM CLASS

Another alternative available to teachers is removal of the student from the classroom. The discipline record for removal from class is cumulative. A student who has been sent out of class for disciplinary reasons will receive zeros on any grades taken for the rest of that class period. In addition, he will automatically receive an N in conduct in that class for the quarter.

Consequences for removal from class are as follows:

- **First time sent out of a class—**
Teacher will make a written report to the office. Mr. Goddard will confer with the student and will mail the parents/guardians a conduct referral slip.
- **Second time sent out of a class—**
Teacher will make a written report to the office. Mr. Goddard will confer with the student, will mail the parents/guardians a conduct referral slip, and will place a telephone call to the parents/guardians.
- **Third time sent out of a class—**
Teacher will make a written report to the office. Mr. Goddard will confer with the student, will mail the parents/guardians a conduct referral slip, will place a telephone call to the parents/guardians, and will schedule Teacher Intervention.
- **Fourth time sent out of a class—**
Teacher will make a written report to the office. Mr. Goddard will confer with the student, will mail the parents/guardians a conduct referral slip, will place a telephone call to the parents/guardians, and will schedule in-school suspension.
- **Fifth time sent out of a class—**
Teacher will make a written report to the office. Mr. Goddard will confer with the student, will mail the parents/guardians a conduct referral slip, will place a telephone call to the parents/guardians, and will schedule out-of-school suspension. The parents must meet with Mrs. Semore and Mr. Goddard before the student may return to class.
- **Sixth time sent out of a class—**
Review and possible expulsion

DRIVING AND PARKING

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

There is to be no loitering in vehicles or in the parking lots. Students may not go to their cars during the school day without faculty or administrative permission. Backing into angled parking spaces is prohibited.

The campus speed limit is ten miles per hour. Reckless driving is prohibited. Students should not play loud music from their vehicles.

All student drivers using school parking must be licensed and insured.

The school is not responsible for automobiles or their contents. Parking lots are assigned as follows:

- Faculty immediately north of building
- Visitors designated spaces, north
- Seniors east, to edge of building
- Juniors softball lot + north of seniors
- Sophomores on hill north of building

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

DRIVER'S LICENSES

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

When a student applies for a driver's license, he must take with him to the DMV a certificate of compulsory attendance. Mr. Goddard has those attendance forms and will complete them as students request them. The certificate is good for only 30 days.

LOCKERS AND PERSONAL BELONGINGS

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

A student in fitness class or athletics is assigned a locker in the dressing or locker rooms. The student furnishes the lock for this locker. It is the student's responsibility to put his belongings in the locker and to lock the lock on the locker.

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

The following fines will be imposed when applicable:

\$5.00	lost or stolen locks
\$3.00	lock left unlocked

LUNCH

No student is allowed to leave the Elementary Gym area or go to the parking lot during lunch time without permission from Mr. Goddard or the faculty member monitoring lunch.

No students from other schools are allowed on campus during lunch without permission from Mr. Goddard. See the section about visitors on page 47 of this handbook for more information.

MEDICAL ISSUES

Harding Academy does not maintain a clinic. A student who is injured or who is too ill to attend class will be able to wait in the office of the dean of students until a parent arrives to take him home.

A student who is ill or who needs medication must check in with his teacher before going to the office of the dean of students.

INJURY REPORTS

All injuries occurring during the school day are to be reported to the office of the dean of students (Mr. Goddard or his assistants). If there is any doubt as to the seriousness of any injury, the student should be taken immediately to that office.

Before leaving school because of injury or illness, a student must be given permission by Mr. Goddard or his assistants. Parents or guardians must give explicit permission before a student will be allowed to check out of school. No student who is ill will be dismissed from school without the knowledge of Mr. Goddard or his assistants.

MEDICATIONS

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

1. All medications, prescription or nonprescription, must be brought to school in their original containers, correctly labeled.

Prescription medicines must have a label from the pharmacy or from the physician's office. This label must include this information:

- Student's name
- Name of the medication
- Strength of each unit of the medication
- Dosage amount and time
- Physician's name

Nonprescription (over-the-counter) medication must be in the original container and must be labeled with the student's name, but in a manner which will not obscure the original container label.

Medications will be taken to the office of the dean of students.

The school does not supply over-the-counter medications (such as Tylenol, Advil).

2. Harding is required to make an annual report about every dose of medication given to every student during every school day. Therefore, for each medication a student will be taking, the parent or guardian must complete a Parental Authorization for Self-Administration of Medication. Forms are available from the office of the dean of students. Please note that one form is required per student per medication. These forms become a part of the student's permanent record.
3. School personnel may not administer any medication or perform any medical procedures. School personnel may only supervise the student as he takes the medication himself or performs the medical procedure himself. For example, school personnel may not break pills, may not mix medications (such as those used to treat asthma), and may not perform blood sugar tests. Medication of an invasive nature for emergency action (such as the pen used for allergic reactions) may be administered by school personnel only under these conditions:
 - Parents/guardians must arrange for school personnel to be trained.
 - Physician's orders and instructions for this medication must be on file in the school office.
4. Prescriptions for long-term medications must be renewed annually. When the course of a medication is complete, the parent/guardian must pick up the remaining portions of the medication.

5. No student will be allowed to carry any medication with him during the school day. Neither will a student be allowed to take any medication except under the supervision of school personnel or one of his parents. The only exception will be for students who use asthma inhalers.
6. Parents are urged to try to arrange for all medications to be given outside the school day. The physician may be able to change a dosage schedule. Only those medications which absolutely must be given during school hours should be sent to school.
7. Harding will not assist with any medication if these guidelines are not followed for that medication.

IMMUNIZATIONS

Immunizations as required by the State of Tennessee must be current, and an immunization record must be on file by the date of registration.

NON-HARDING-SPONSORED ACTIVITIES

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

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

Harding will not cooperate with activities which are in opposition to our mission and purpose or which we believe are not in the best interests of the school.

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

PROMS AND DANCES

Dancing is not permitted at school-sponsored or school-related activities.

Harding Academy does not promote, sponsor, or supervise school dances.

MARRIED STUDENTS

Married students are not permitted to attend Harding Academy.

RECOGNITION AND AWARDS

HONOR GRADUATES **for classes of 2012, 2013, 2014**

Honor graduates are those students who have a 10.5 (or higher) grade point average on the 12-point scale and who have consistently exhibited good conduct. To be an honor graduate, a student must have been at Harding Academy for two or more semesters. The valedictorian and salutatorian are the students with the highest and second highest grade point averages, respectively. To be valedictorian or salutatorian, a student must have been at Harding Academy for four semesters.

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

See page 15 for related information for the classes of 2015 and following.

PRESIDENT'S LIST

The quarterly President's List comprises those students in grades 7–12 who earn all A's and all S's in that quarter's report card.

HONOR ROLL

The quarterly Honor Roll comprises those students in grades 7–12 who earn all A's and B's and all S's on that quarter's report card.

ACADEMIC AWARDS DAY

Each year students are recognized for outstanding achievement. At Academic Awards Day, students in grades 7–12 who have been on the President's List for the first three quarters will receive Straight-A Awards.

Additionally, outstanding students in grades 9–12 receive subject-area awards. The recipients of these awards are selected by the teachers who take into consideration not only the students' grades but also their leadership and contributions to the class.

FACULTY AWARDS

The faculty at large nominates and selects the individual recipients for the Faculty Awards. These recipients are representative of the ideals of Harding Academy. They have exhibited Christ-like character, leadership, service, integrity, and citizenship. They have exhibited the fruit of the Spirit in their daily walk—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

LETTERING IN ACADEMICS

Students in grades 10–12 may earn an academic letter based on their cumulative GPA on the 12-point scale (the average that begins with the freshman year).

- Sophomores with a 10.0 or higher [two semesters of work]
- Juniors with 9.0 or higher [four semesters of work]
- Seniors with 8.0 [six semesters of work]

Transfer students must have at least one semester (ninth grade or later) at Harding with that semester's grades going into the GPA before the student qualifies for lettering.

These students will be given the opportunity to purchase a letter jacket on which to display their academic letter emblem or, if they already own a Harding letter jacket through athletics or band, they may choose to add their academic pin to it.

MR. AND MISS HARDING ACADEMY

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

SCHOLAR ATHLETE

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

that comprises the director of secondary education, the academic supervisor, the dean of students, the head guidance counselor, the athletic director, the athletes' academic adviser, and the head senior class sponsor.

ATHLETE OF THE YEAR

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

RESIDENCY REQUIREMENT

Unless a student lives with and is under the care and supervision of a parent or legal guardian, he is not permitted to attend Harding Academy. If for any reason the student does not live with a parent or legal guardian, he is required to inform the school immediately.

SEARCHES

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

A student's vehicle, locker, backpack, bag, or clothing is subject to search by the administration if there is a reasonable suspicion that drugs, alcohol, tobacco, weapons, pornographic materials, or other contraband are being concealed by the student.

The administration retains the right to search, at any time, any vehicle parked in the school parking areas.

SMOKE-FREE CAMPUS

Harding Academy maintains a smoke-free environment. Smoking is not permitted at any time on campus. The policy is in effect on the school grounds as well as inside buildings and is in effect after school hours as well as during school hours.

STUDENT JOBS

In general, the administration strongly recommends that, if a student must work, he work not more than thirteen hours per week in order to have the necessary time to devote to his studies and other school activities.

If a student is absent from school because of illness, he is also expected to be absent from work that day. If a student misses school because of illness but goes to work that same day, the absence will become unexcused.

SUBSTANCE SCREENING

Harding Academy conducts random substance screening as a part of the school's commitment to maintaining a drug-free environment. The school believes that substance screening gives students another reason to remain drug-free. All students in grades 7–12 are subject to substance screening. The administration may also require screening based upon its reasonable suspicion of a student's illegal use of such substances. The complete Substance Screening policy is available on the Harding website.

TELEPHONES

Emergency calls can be made during school hours from the telephone in the office of the dean of students with the permission of Mr. Goddard or his assistants. All telephone calls made by students during class time must be made from the office of the dean of students, or, with special permission, from another office. For the policy related to cell telephones, see "Cell Phones and Other Electronics," pages 30-31.

TEXTBOOKS

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

Although workbooks are consumables, the student must turn them in at the end of the year along with regular, hard-cover texts. The student's name is to be written in the books so that the books can be identified if they are lost.

Replacement books may be purchased in the Academic Office. If at a later date the original book is located, the replacement fee will be refunded based on the condition of both books.

If a book is turned in to the Lost and Found (in the office of the dean of students), the owner will pay a \$1 fine to retrieve it.

VISITORS

In compliance with TCA §49-2008, Harding Academy maintains a closed campus. All visitors to the school campus must sign in with the receptionist at the front of the building for clearance and assistance. The campus is closed to student visitors.

However, Harding welcomes family and youth ministers to join their students for lunch, and alumni are permitted to visit, as well. These guests are asked to dress appropriately and to sign in with the receptionist. Other guests at lunch time cannot be accommodated.

As a matter of safety for all of our students, parents and guardians who wish to confer with a teacher must make an appointment to do so. They must never go unannounced to a classroom. During the teaching day, teachers are responsible for the supervision of students and cannot stop to have a conference with parents while students are under his care.

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

SEVENTH AND EIGHTH GRADE CLASS TRIPS

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

Ideally, every student will participate in his class trip. However, it is always the parent's prerogative not to have his student participate. Students who do not go on the trip are required to be at school as usual, and worthwhile educational activities are planned for them.

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

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

If a student does not meet the criteria for the trip, he will not be allowed to go on the trip. A refund will be given through December 15. After December 15, no refund can be given. If a student commits an infraction after that time, parents need to know that any money paid in up to that point is nonrefundable.

INCLEMENT WEATHER POLICY

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, and through the media.

TECHNOLOGY

RESPONSIBLE USE POLICY

It is impossible for any written policy to address specifically every conceivable behavior. The Harding Academy Technology Responsible Use Policy is based upon the following principles. Examples are provided, but the specific applications go beyond the examples and are the responsibility of every user.

GENERAL PRINCIPLE

All technology provided by Harding Academy is to be used in a manner consistent with the Christ-centered mission and established policies of Harding Academy.

The use of technology is no different from any other behavior. Behaviors that would be wrong in other contexts are also wrong when technology is involved. We must glorify God in all that we do.

ADDITIONAL MORAL PRINCIPLES

DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU.

Hateful speech, lying, gossip, bullying, humiliation, vandalism, and other behaviors that would be wrong without technology are equally wrong when using technology. This principle would also apply to hacking, planting viruses, and other actions intended to create problems for other people.

DO NOT TAKE WHAT IS NOT YOURS.

Obviously, this principle includes the theft of hardware, like computers, PDAs, and cameras. But in the digital world, stealing can include the copying of intellectual property without license from the owner. This includes plagiarism (uncited use of an author's words or the ideas those words suggest), as well as pirated software, music, pictures, and movies.

BE HONEST.

There are many creative ways to lie or help others to lie, from text messaging answers to a classmate's phone, to downloading a term paper from an online cheating service, to attempting to log on as another person.

CONFESS YOUR MISTAKES.

If you do something that you should not have done, don't try to hide it. Tell your teacher. If you accidentally do something that violates or appears to violate any of these principles, tell your teacher.

ADDITIONAL PRACTICAL PRINCIPLES

BE CAREFUL OF STRANGERS.

Many people on the web are not who they claim to be. Never give a stranger personal details about yourself, especially your location. Never meet in person someone that you know only from the web.

KEEP SECRET THINGS SECRET.

Your passcodes give whoever has them access to your data. Never share your passcodes. If someone online or on the phone asks for your passcode, never give it to him.

ADDITIONAL DETAILS

YOUR ONLINE ACTIVITY IS NOT PRIVATE.

All technology owned by and used at Harding Academy is subject to monitoring by the administration. Monitoring may be done without your knowledge. No one using Harding technology should have any expectation of privacy.

STUDENTS MUST BE SUPERVISED.

No student is ever permitted to use a networked computing device (including wireless) without the direct supervision of a teacher or an adult assigned by the school. All adults with supervisory responsibility over students are required to enforce this policy.

DON'T PRINT WITHOUT PERMISSION.

Students are permitted to print only materials pertaining to a class. Exceptions to this policy must be approved by a teacher.

DON'T PLAY MUSIC OR VIDEOS WITHOUT PERMISSION.

Students are not permitted to play music or videos without permission from a teacher.

DATA STORAGE FOR GRADES 7-12

There is an additional policy (p. 50) regarding thumb drives for students in grades 7-12.

PENALTIES

The principles mentioned on the first page exist because God loves us and does not wish for us to harm ourselves. Whether or not we realize it immediately, sin causes harm to us and to others. Various immediate penalties may also be imposed by the school, in the effort both to teach and to express the importance of the principles, and to protect others who may be harmed. The penalties for abuse of technology will vary depending upon the severity of the offense. The student may be subject to the loss of computer privileges, the obligation to make financial restitution, as well as any of the usual discipline options mentioned in the Student Handbook. Loss of computer privileges may have an academic impact, as it may make it difficult for the student to do some of his work.

THUMB DRIVE POLICY

DEFINITION OF TERM

A *thumb drive* (also known as a *flash drive*, *jump drive*, *pen drive*, or simply *memory stick*) is a device that contains a solid state (contains no moving parts), non-volatile (requires no power to retain data) memory chip with an attached USB connector.

Thumb drives can be purchased at nearly any place that sells electronics. Cost is usually proportional to the capacity of the drive.

REASON FOR THUMB DRIVES AT HARDING

Prior to the widespread use of computers, students were required to keep track of all of their own data. Their schedules, class notes, research cards, research papers, and other paper-based information storage systems were contained in notebooks and book bags. It was each student's personal responsibility to keep track of his own belongings.

The development and declining cost of thumb drives now make it possible to restore to each student the mobility and personal responsibility for keeping track of his own data. Therefore, each student in grades 7-12 is required to

carry a thumb drive, just as in the past he would have been required to carry a notebook. If a student loses his thumb drive, the responsibility is his, just as if he had lost a notebook or his backpack.

Note: Go to Mrs. Diane Collins's webpage (hardingacademymemphis.org → Find it Fast → Jr/Sr Directory → Mrs. Collins → West Lab) to see the latest thumb drive information.

SPECIFIC REQUIREMENTS

CAPACITY

Each student must carry a thumb drive large enough to store all of his school-related data. Harding recommends 4 GB as a minimum size. Thumb drives may not be shared, even by siblings.

SYSTEM REQUIREMENTS

The thumb drive system requirements are to be compatible with both PC and Mac 10.6.4 or higher. Security software and programs on the drive from the manufacturer should **NOT** be installed as it can corrupt data and prevent the drive from working properly on school computers. With another type of thumb drive, there is a risk that the drive may fail and files will be lost.

COMPLIANCE AND NON-PRIVACY

The student is not required to limit the contents of his thumb drive to school work. He may store other personal data on it, if he wishes. But everything on the drive must conform to the Responsible Use Policy. The student is required to surrender his drive to any teacher or administrator who requests it. That teacher or administrator may examine the entire contents of the drive. If any content violates the Responsible Use Policy, even if that content is not intended for school use, the student will be held accountable.

IMPACT OF ANTI-VIRUS SCANNING

Each drive will be scanned for malicious code each time it is inserted into a computer. For a 4 GB drive completely full of data, this can take nearly 10 minutes. So, although it is permissible for a student to buy a huge thumb drive and fill it with all manner of non-school data, this approach will tend to become impractical because scanning can take a long time. The student would be well advised to use the drive exclusively for school storage. Security software and programs on the drive from the manufacturer should **NOT** be installed as it can corrupt data and prevent the drive from working properly on school computers.

WEST COMPUTER LABORATORY

Mrs. Collins's schedules all use of the West Lab during the school day. The lab will also be open 7:15-3:30 Monday-Thursday and 7:15-3:00 on Friday.

Students may not bring food or drinks into the lab.

Students may have e-mail access in the lab 7:15–7:45 a.m. only.

A permit from a teacher is necessary for students who want to use the lab during class, homeroom, or study hall periods.

Students who use the lab after hours are also expected to conform to the Responsible Use Policy.

EXTRACURRICULAR OFFERINGS

Harding Academy offers many opportunities for student involvement in various activities. The list of organizations and clubs may change as student needs and interests change.

Clubs and Organizations	Grades	Membership Requirements
Student Government Association		
Student Government Executive Officers	10–12	Election; leadership and service; interest in fellowship and spiritual growth; good academic and conduct standing; minimum GPA: B-
Class Officers	12	Election; satisfactory conduct; minimum GPA: B-
Class Leaders	7–11	Election; satisfactory conduct; minimum GPA: B-
Honors Clubs		
National Art Honor Society	10–12	Satisfactory conduct; enrolled in art; B average
National Honor Society	10–12	Scholarship, leadership, character, service; satisfactory conduct; cumulative GPA: 8.5 (seniors), 9.5 (juniors), 10.5 (sophomores)
National Junior Honor Society	7–9	Scholarship, leadership, character, service; satisfactory conduct; cumulative GPA: 9.5 in core classes
Publications		
<i>Shield</i> (yearbook)	9–12	Selection by adviser
Special Interest		
Art Club	9–12	Enrolled in or previously taken art; satisfactory conduct
Bible Club	9–12	Service, fellowship, spiritual growth
French Club	9–12	Enrolled in or previously taken French; satisfactory conduct
Spanish Club	9–12	Enrolled in or previously taken Spanish; satisfactory conduct
Fellowship of Christian Athletes	9–12	Interest in athletics as a platform for growing in knowledge and service to Christ
Leadership for the Lord	10–12	Interest in leading worship in area congregations, Kirby Pines, and Harding elementary locations
Model UN	7–8	Interest; selection by adviser

ATHLETICS

The athletic director's office publishes a separate handbook for athletes and their parents. These handbooks will be distributed by the coach at the parent meeting at the beginning of the season.

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

FALL

Football (7–12/B)

Soccer (7–12/G)

Volleyball (7–12/G)

Golf (7–12/B&G)

Cheer (7–12/G)

Cross Country (7–12/B&G)

WINTER

Basketball (7–12/B&G)

Bowling (9–12/B&G)

Cheer (7–12/G)

SPRING

Baseball (7–12/B)

Softball (7–12/G)

Track (7–12/B&G)

Tennis (7–12/B&G)

Soccer (7–12/B)

EXPECTATIONS OF HARDING ATHLETES

Student athletes will receive a *Parent / Student Guide to Athletics*. A signed form indicating that (1) the athlete and a parent/guardian have read the guide and (2) the student has permission to participate in athletics must be on file before the student competes in any athletic contest.

All athletes are required (by TSSAA and by the school) to have a physical examination form on file in the athletic office before they may participate in any practice or game. The physical must be dated after May 1 of the previous school year.

Athletes must be in attendance for a full day of school in order to practice or play that day. Athletes who check in late or leave early are not allowed to participate. An exception is made when the athlete is absent for a part of the day for a medical appointment. The athlete must bring a note from the doctor or dentist in order to request an exception.

Student athletes and their parents should refer to the separate *Parent / Student Guide to Athletics* for the many policies that govern athletics.

PARENT ORGANIZATIONS

All parents and guardians are encouraged to support Harding Academy by belonging to and working with the Cherry Road Parents Club, the Cherry Road Athletic Boosters Club, or the Band Boosters.

ADDENDUM

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. Each elementary location has a copy of the portion of the management plan applicable to that location.

The management plan includes a record of the inspections for friable (easily crumbled) materials that contain asbestos, a diagram of the locations of friable asbestos-containing material (ACM). It also contains a description of planned activities to maintain ACM in good condition until it is removed prior to demolition or renovation, as well as a copy of relevant EPA regulations.

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

Every three years all friable and non-friable ACM are re-inspected and re-evaluated by EPA Certified Asbestos Inspectors and Management Planners as required by EPA regulations. A 3-year inspection was conducted during the summer of 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.

RIGHT OF ACCESS TO RECORDS

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

NON-DISCRIMINATORY POLICY

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

RIGHTS OF NONCUSTODIAL PARENTS

Noncustodial parents of a student enrolled in Harding Academy may request to receive a copy of their student's report card, notice of school attendance, names of teachers, class schedules, standardized test scores, and any other records customarily available to parents. A written request to the admissions office is required. The request must include the noncustodial parent's mailing address. (See TCA §49-6-902.)

INDEX

Absences and Extracurricular Participation	27	Governance and Management	8
Absences and Jobs	27	Grade Point Average	22
Academic Awards Day	44	Grade Scale	20
Academics	11–25	Grades	19
Addendum	55–56	Graduation Requirements	15
Advanced Placement and Honors Classes	11	Harassment	36
After-Hours Supervision	25	Harding Name	43
Alma Mater	2	Homework	22
Alternative Credit	12	Honor Code	6
Asbestos (AHERA)	55	Honor Graduates	44
Athlete of the Year	46	Honor Roll	44
Athletics Eligibility	16	Immunizations	43
Athletics	54	Inclement Weather	49
Attendance Policies	26	Index	57–58
Bell Schedule	8	Injury Report	41
Book Fines	47	Late Arrival	28
Campus Life	25–49	Lettering in Academics	45
Campus Ministry	29	Library Services	23
Cell Phones and Other Electronics	30	Lines of Communication	8
Chapel and Assemblies	30	Lockers and Personal Belongings	40
Class Trips	48	Lunch	41
Clinic	41	Make-up Work	23
Clubs and Organizations	53	Married Students	44
College Visits	27	Medical Issues	41
Community Service	12	Medications Policy	41
Conduct Grades	19	Misbehavior at Commencement	35
Conduct Standards	6	Mission Statement	2
Curriculum	13	Mr. and Miss Harding Academy	45
Diplomas and Credits	14	New Students	25
Discipline Alternatives	37	Nondiscriminatory Policy	55
Discipline Policies	35	Non-Harding-Sponsored Activities	43
Dress Code	31	Parent Organizations	54
Driver's Licenses	40	Partial Day Absence	28
Driving and Parking	39	Physical Education Credit Policy	16
Early Dismissal	28	PowerSchool Parent Portal	8
Educational Beliefs	3	President's List	44
Examination Not Permitted	17	Problem Resolution	10
Examinations	17	Procedures for Making Up Work	24
Excused Absence	26	Proms and Dances	43
Exemptions	17	Public Display of Affection	36
Extracurricular Offerings	52-54	Quality Points	12
Faculty Awards	45		
Failure and Summer School	18		
General Information	1–10		

Quick Facts	2
Recognition and Awards	44
Report Periods	25
Reporting Absences	26
Requests for Assignments	23
Residency Requirement	46
Responsible Use Policy	49
Right of Access to Records	55
Rights of Noncustodial	
Parents	56
Schedule Changes	25
Scholar Athlete Awards	45
Searches	46
Secondary Mission	3
Semester Averages	21
Serious Offenses	35
Smoke-Free Campus	46
Spirit Days	33
Student Jobs	46
Substance Screening	47
Suspension	25
Tardiness	28
Technology	49–54
Telephones	47
Textbooks	47
Thirty Days Absence	27
Thumb Drive Policy	51
Twelve-Point Scale	20
Unexcused Absence	27
Uniform Guidelines	34
Vandalism	36
Visitors to Campus	48
West Computer Laboratory	52
Workbooks	47
Yearly Averages	21

- NOTES -

- NOTES -

WHOM DO I CALL?

To find out about...	call...
Admissions	admissions 767-4494
Assignments	dean of students 767-4462
(for an absent student)	
Athletics	athletic office 767-4466
Attendance	dean of students 767-4462
(report absence, tardiness—voice mail available)	
Bus routes	facilities 683-4506
College admissions issues	guidance services 763-3280
Conferences (to schedule)	academic office 767-4949
Detention	dean of students 767-4462
Emergency	dean of students 767-4462
(need to reach student)	
Enrollment	admissions 767-4494
Financial aid	general counsel 767-1033
Fundraisers	development 767-1033
Games	athletic office 767-4466
Grades	the teacher 767-4949
(daily operations in a class)	
Grades (PowerSchool issues) ..	technology office 683-1302
Journalism (yearbook)	journalism lab 312-2860
Lost and Found	dean of students 767-4462
Medications	dean of students 767-4462
PowerSchool	technology office 683-1302
REACH	REACH office 312-2855
Saturday School	dean of students 767-4462
Scheduling of classes	guidance services 763-3280
Standardized tests	guidance services 763-3280
(achievement, ACT, SAT)	
Teachers (messages for)	academic office 767-4949
Transcripts	guidance services 763-3280
Tuition (account)	business office 683-2440

Secondary Calendar for 2011–2012

First Quarter

* New Teacher Orientation (7–12)	August 4, 5
* Inservice Week for Teachers	August 8-12
New Student/Seventh Grade Orientation	August 15
Classes Begin for All Students 7–12	August 16
Meet the Teacher Night	August 25
* Labor Day Holiday	September 5
Midquarter	September 7
First Quarter Exams (full days)	September 27-30
	<u>Total Days: 33</u>
* Fall Break	October 3-7

Second Quarter

* Faculty Meeting	October 10
Classes Resume	October 11
PSAT	October 12
First Quarter Report Cards Distributed	October 14
Homecoming	October 28
Midquarter	November 9
* Thanksgiving (full days)	November 23-25
Semester Exams (full day Dec. 13; 11:15 dismissal Dec. 14, 15, 16)	December 13-16
	<u>Total Days: 46</u>
	<u>First Semester Total Days: 79</u>

* Christmas Break	December 19–January 2
-------------------------	-----------------------

Third Quarter

* Faculty Meeting	January 2
Classes Resume	January 3
Second Quarter Report Cards Distributed	January 6
* Martin Luther King, Jr., Birthday Holiday	January 16
Midquarter	February 2
* Presidents Day	February 20
Third Quarter Exams (full days)	March 5-9
	<u>Total Days: 47</u>
* Spring Break	March 12-16

Fourth Quarter

Classes Resume	March 19
Third Quarter Report Cards Distributed	March 23
* Good Friday	April 6
** Fundraiser Reward Day (contingent on meeting goal)	April 9
Midquarter	April 20
Senior Exams	May 8, 9, 10
Baccalaureate	May 13
Commencement	May 14
Senior Report Cards Mailed	May 14
Semester Exams (full day May 18; 11:15 dismissal May 21, 22, 23)	May 18, 21-23
* Faculty Work Day	May 24
* Faculty Work Day	May 25
Report Cards 7-11 Mailed	May 25
* Memorial Day	May 28

Total Days: 49

Second Semester Total Days: 96

* Students not in school

Total Number of School Days: 175 or 176