



# **Harmony Independent Schools**

## **Family and Student Handbook**

**2023-2024**

**Ms. Jenesis Anderson, Principal**

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# HARMONY INDEPENDENT SCHOOLS HANDBOOK

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## Letter From Our Principal

**Dear Parents,**

Welcome to Harmony Independent Schools (HIS)! We are delighted to have your child join our school family and embark on a journey of spiritual, academic, and social growth in a nurturing and challenging environment.

At HIS, we are blessed with a dedicated and experienced staff who are committed to fostering academic excellence and building Christ-like character in our students. Our goal is to provide a variety of learning experiences that inspire innovative thinking and foster lifelong learners. We believe that each of our students is uniquely gifted by God, and we offer various opportunities for them to discover and develop their talents.

As a Christian private school, we are committed to partnering with parents to provide an excellent education grounded in a Biblical worldview. We encourage parental involvement in their child's educational journey through field trips, classroom activities, and other school events. We believe that teamwork between parents and teachers is essential in providing the best education possible for our students.

Above all, our mission is to teach children to seek the Kingdom of God and to glorify Him in all they do. We firmly believe in Proverbs 22:6, "Train up a child in the way he should go, and when he is old, he will not depart from it." We strive to instill Christ-like character in our students and equip them to apply scripture to their daily lives.

This year, our school theme is "Armored Up" from Ephesians 6:13. We aim to challenge our students to stand strong and live faithfully in God's Word through weekly chapel services and other spiritual activities.

It is both a privilege and a blessing to serve as the principal of HIS, and I am excited to be a part of what God is doing in our school community. If you have any questions or concerns throughout the year, please do not hesitate to contact me through our school office at [phone number].

*In His Service,*

Jenesis Anderson  
Principal, Harmony Independent Schools

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### LEGEND

1 <sup>st</sup> Day of School (Students)	Students Out (Full Day)	Parent Conferences ★	Start of Quarter	End of Quarter	[Semester Exams]
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# SCHOOL CALENDAR 2023 – 2024

School Opens – August 7, 2023

August 1 – 4	In-Service
August 2	Family Orientation (5:30 p.m.)
August 7	First Day for Students   1 <sup>st</sup> 9 Weeks Begins
September 4	Labor Day (Students Out)
September 7	Parent-Teacher Conferences (4 – 7 p.m.)
October 6	1 <sup>st</sup> 9 Weeks Ends
October 9 – 13	Fall Break (Students Out)
October 16	Students Return   2 <sup>nd</sup> 9 Weeks Begins
November 10	Veterans Day (Students Out)
November 20 – 24	Thanksgiving Break (Students Out)
December 18 – 20	1 <sup>st</sup> Semester Exams
December 20	1 <sup>st</sup> Semester Ends   2 <sup>nd</sup> 9 Weeks Ends
December 21 – January 3	Winter Break (Students Out)
January 4	Students Return   3 <sup>rd</sup> 9 Weeks Begins
January 15	Dr. Martin Luther King Jr. Day (Students Out)
February 15	Parent-Teacher Conferences (4 – 7 p.m.)
February 19	Presidents Day (Students Out)
March 8	End of 3 <sup>rd</sup> 9 Weeks
March 11 – 15	Spring Break (Students Out)
March 18	Students Return   4 <sup>th</sup> 9 Weeks Begins
March 29	Good Friday (Students Out)
May 22 – 24	2 <sup>nd</sup> Semester Exams
May 24	Last Day of School   4 <sup>th</sup> 9 Weeks Ends

# HIS PHILOSOPHY

## Vision Statement

The vision of Harmony Independent Schools (HIS) is to cultivate a future where every student, guided by Christian principles, not only acquires knowledge but, more importantly, develops a profound love for learning rooted in faith. We envision a world where the celebration of diversity is embraced as a beautiful part of society. Our students, shaped by Christian teachings, emerge as compassionate upstanders and agents of positive change, committed to the principles of racial, linguistic, and economic justice. Our ultimate vision is a future where all individuals, empowered by the love of Christ, play a role in making the world fair and better. Through our commitment to excellence, inclusivity, and Christian values, HIS endeavors to inspire and equip generations of learners to uphold this vision and contribute meaningfully to their communities and the broader world.

## Mission Statement

Through active and inclusive learning experiences, we cultivate a vibrant Christian community where differences are not only respected but celebrated as unique expressions of God's creation. Empowered by Christian kindness, character, and integrity, our students become upstanders, standing up for justice, and nurturing an environment where all, as children of God, are valued and supported. We commit ourselves to promoting racial, linguistic, and economic justice, continuously assessing our programs and initiatives to ensure alignment with our vision. By equipping our students with the tools of Christian love, we provide a concrete pathway to achieving our ideals of equity and excellence, guided by the teachings of Jesus Christ. Our mission is to prepare our students in a nurturing, educationally excellent, Christ-centered community with creativity, civility, and collective concern as community champions. Our students, The Commanders, are prepared for college and career readiness to succeed and contribute to the world locally, nationally, and globally.

## Core Values

Harmony Independent Schools (HIS) is deeply committed to our core values, ensuring they align seamlessly with our mission and vision statement:

1. **Love of Learning:** We cultivate a profound appreciation for the joy of learning inspired by Christian principles, encouraging students to explore, question, and discover God's wisdom as they embark on their educational journey.
2. **Celebration of Differences:** At HIS, we cherish and value the unique qualities of each individual, fostering an inclusive environment where diversity is celebrated as a beautiful part of God's divine design.
3. **Upstanders for Justice:** Guided by Christian attributes, we empower our students to become upstanders who champion the cause of justice and equality both within our school community and in the world beyond, following the commandments of Christ.
4. **Compassion:** We nurture individuals who embody kindness, empathy, and understanding in their interactions with others, reflecting the compassionate nature of Christ in all aspects of their lives.
5. **Positive Change Agents:** Empowered by Christian principles, we equip our students to be agents of positive change, inspiring them to make meaningful contributions towards a more just and equitable world, aligning with the teachings of Jesus.
6. **Commitment to Equity:** Rooted in Christian love, we demonstrate an unwavering dedication to racial, linguistic, and economic justice, integrating it as a fundamental element of our daily work and interactions as followers of Christ.

Through the embodiment of these core values, HIS aims to fulfill its mission and vision, preparing students to excel academically, spiritually, and socially, and to make a lasting impact in their communities and the world.

## About Harmony Independent Schools (HIS)

Welcome to Harmony Independent Schools (HIS), where academic excellence meets values-based education. Established in 2023, HIS is a Christian private school dedicated to instilling biblical family values in our students while providing a comprehensive academic curriculum.

At HIS, we cater to students in the 6th grade, with plans to expand by adding a new grade each year. Our focus is on nurturing a supportive learning environment where students can grow intellectually, socially, and spiritually.

In alignment with our mission, we offer a robust curriculum that includes core subjects such as mathematics, science, social studies, and English language arts (ELA). In addition to these foundational courses, students at HIS also participate in extracurricular activities designed to enrich their educational experience. These activities include Bible class, computer learning, and physical education.

We believe in providing a well-rounded education that equips students with the knowledge, skills, and values necessary to succeed in both academic and personal pursuits. At HIS, we are committed to fostering a community where students can thrive academically while developing a strong sense of character and integrity.

As a member of the HIS family, you can trust that your child will receive a quality education grounded in Christian principles and guided by dedicated educators who are passionate about shaping young minds for the future.

Harmony Independent Schools (HIS), formally Macon Road Baptist School (MRBS), was approved by the TN Department of Education to operate as a private school for 15 sixth graders in August 2023. It is opening under the network of Memphis Business Academy Schools (MBA), which has been in operation since 2005. MBA is a charter school network serving over 1,400 students in grades Pre-K to 12<sup>th</sup> grade. MBA has 3 elementary schools, 2 middle schools, and 1 high school. All schools are part of the Memphis Shelby County School System, which is a registered Cognia accredited Public System. Through this existing membership, all schools incorporate academic, operational, and financial systems and best practices. It is our intent to replicate these systems in HIS. These replication efforts are possible due to MBA's robust Central Office Staff that ensures fidelity in academics, school operations and governance, finance and fiscal responsibility, human resources, facilities management, state and local compliance, community relations, Hispanic relations, data analysis, and organizational efficiency. By sharing campus space with its primary feeder school, Memphis Business Academy Elementary, Berclair (MBAE), HIS benefits from an initial student cohort who are familiar with culture, climate, and high academic standards.

Harmony Independent Schools provides the continuity of educational services for MBAE 5th grade students. MBAE, one of the three elementary schools, opened in 2011 with K and 1st grade students. After opening its doors, each year the school added a grade until it reached fifth grade in 2015. Thus, MBAE is a K-5 school, and MRBS will open with sixth grade students and add a grade per year, as our school system has seen success in that model of school growth and operations.

In fact, MBAE is located on the campus of the former MRBS, which was previously operated by Macon Road Baptist Church. In 2015, our CEO purchased the former Macon Road Baptist Church/School at 1082 Berclair. Being at this location has provided name recognition and association, student and family neighborhood association, and a smooth transition for providing quality educational services. Had we not purchased the location, there would have been an educational void left for this community. MBAE is now a premier educational choice for families and as the feeder elementary school, HIS will continue to provide high quality education, in a Christian private school setting, beginning in middle school. It will also continue the culture, best practices, school community, and systems support that the parents and children are familiar with.



# THE COMMANDER EXPERIENCE

Harmony Independent Schools is a private Christian co-educational school for students in grades Pre-K through twelve. Harmony Independent Schools will not discriminate based on race, color, or national origin.

*School Mascot:* The Commanders

*School Colors:* Black, Gold, & Red

## **CHRIST CENTERED COMMUNITY**

Students at HIS are immersed in a nurturing Christian environment, fostering spiritual growth, respect for others, and a commitment to serving our world.

## **CURRICULUM**

Our educators provide comprehensive instruction in core subjects such as Reading, English/Language Arts, Mathematics, Science, and Social Studies. Additionally, students engage in co-curricular activities spanning STEM, business, academic enrichment, art, music, Bible learning, computer, and physical education/health/athletics.

## **CREATIVITY**

Embracing their God-given gifts and talents, students are encouraged to express themselves creatively, fostering social-emotional wellness, self-confidence, and critical thinking skills.

## **CIVILITY**

Upholding respect and courtesy, students interact respectfully with their fellow Commanders, faculty, staff, and themselves, creating a harmonious learning environment.

## **COLLECTIVE CONCERN**

Equipped with tools and opportunities, students actively participate in community service projects, team-building activities, and engage in addressing national, local, and global issues, promoting respect and love for others.

## **COLLEGE AND CAREER READINESS**

Students are prepared for life beyond high school, equipped with the skills and knowledge necessary for future educational and career endeavors. They are empowered to contribute to their own financial stability and that of their families while positively impacting society.

## **COMMUNITY CHAMPIONS**

Instilled with a sense of responsibility and leadership, students become champions for personal wellness and the betterment of their communities, locally, nationally, and globally.

Through the integration of these elements, the Commanders at Harmony Independent Schools experience a holistic education that not only prepares them academically but also nurtures their spiritual growth, fosters creativity, promotes civility, instills a sense of collective concern, and empowers them to become exemplary leaders and contributors to society.

## DAILY RECITATION OF SCRIPTURE & AFFIRMATION

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight." - Proverbs 3:5-6 (NIV)

This verse encourages students to place their trust in God's wisdom and guidance in every aspect of their lives. By acknowledging God's sovereignty and submitting to His will, students are reminded to seek His direction in their academic pursuits, spiritual journey, behavior choices, financial decisions, and beyond. Trusting in God's plan can provide comfort, clarity, and strength, helping students navigate challenges and pursue success with confidence and integrity.

### Seasons of Success

“My SOS stands for my Seasons of Success”

Within my seasons are elements of **truth**.

I have to be **committed** to everything I render.

I must be **persistent** because I can never surrender.

My **character** must go a long way in this race.

And **honesty** will always keep me from any type of disgrace.

I must be **dependable** because others will count on me.

I must be **reliable** as the roots of a 1,000 year old tree.

We lack **responsibility** in many of our hearts.

But we will be **tenacious** and reverse those negative charts.

I believe in **service** and for this I am proud.

I will offer **hope** to the masses and the crowds.

When no one has a **vision**, I will step forward with ease.

For I am a **Leader!** And **Leaders** must lead!

**This is my Seasons of Success,  
now watch me take care of business and do my very best!**

The HIS Experience: Nurturing Tomorrow's Leaders Through Faith to Transform Lives and Communities

The HIS Philosophy & Seasons of Success embody who we are as a Christian educational institution.

## **ABOUT OUR ACCREDITOR: TANAS**

### **Tennessee Association of Non-Public Academic Schools (T. A. N. A. S.)**

The Tennessee State Department of Education and the Tennessee Board of Education have recognized TANAS as an approved accrediting agency since March 1989. This allows TANAS personnel to inspect, counsel and approve schools seeking accreditation. However, a school may also seek membership with TANAS, without seeking state approval or accreditation. For a clearer idea of your options, see [School Classifications](#). In March of 2005 we implemented a [School Improvement Incentive Program](#). The SIIP is designed to be a road map to help either the beginner school or the more established school.

### **TANAS STATEMENT OF FAITH**

1. We believe the Bible to be the inspired Word of God and our standard for faith and practice.
2. We believe in God as revealed in the Bible. He, as our eternal heavenly Father, is the author of truth, love, and faith.
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, and in His second coming.
4. We believe in the Holy Spirit who empowers for service and reveals Jesus in us.
5. We believe that man was created in the image of God, fell through disobedience, and is saved through faith in Jesus Christ.

### **TANAS STATEMENT OF PURPOSE**

The Tennessee Association of Non-Public Academic Schools, also referred to as TANAS, is an organization chartered for the purpose of serving Private Christian Education in the state of Tennessee. TANAS operates as a service organization to church-related school ministries. TANAS desires to further the proclamation of the Word of God and absolute sole authority and Lordship of Jesus Christ over such churches and Christian schools. The TANAS organization approves nursery, pre-school, kindergarten, elementary, secondary, and satellite home school programs as ministries of specific churches in accordance with the standards established in the Bible, the Word of God.

TANAS is recognized in Tennessee State Law, T.C.A. 49-50-801. Membership in TANAS exempts member schools from the State Board of Education and local boards of education from regulating the selection of faculty or textbooks, or the establishment of a curriculum. Membership in TANAS does not exempt church-related schools from state laws regulating fire and environmental standards.

TANAS does not seek to be a controlling organization but views its function as a service to local churches. TANAS believes in and supports the right of each local church to operate a private Christian school program in a manner which conforms to that church's doctrine and convictions.

However, before affording membership to church schools, TANAS does require the completion of the attached application, adherence to minimal standards required by Tennessee State Law, and agreement to the Statement of Faith. The requested information will ensure the integrity of TANAS as an organization recognized by the Tennessee Legislative Assembly and will afford credibility to its member schools.

**Harmony Independent Schools fully aligns with the Statement of Faith and Purpose of the Tennessee Association of Non-Public Academic Schools (TANAS), embracing its principles and values wholeheartedly in our educational mission and practice.**

## GOVERNING AUTHORITY

HIS will operate under the Tennessee Department of Education, Division of Choice - Office of Districts and Schools; confirmation of our school status was received on February 21, 2023. The Board of Directors provides oversight, governance, and direction to the growth and development of HIS. The Board meets quarterly, and has already begun meetings regarding enrollment, staffing, and school management. They provide insight into school choice legislation and ESA vouchers, political support and recognition, policy implementation with sound management practices, and adherence to legal and financial implications.

HIS will be led by the principal, who is also an exceptional Math teacher and data analyst and will also teach Math. Staff members have ample input into the events, curriculum, and scheduling. The SGA and family leadership group will provide input into extracurricular and co-curricular activities, curriculum nights, and family events. The MBA Central Office will provide support in financial, evaluation, and HR oversight. Special attention will be made to hire bilingual, Spanish speaking personnel to adequately serve the MRBS student population. Due to the connections to the MBA School, there are already talented staff members who have been identified as the staff for HIS.

The Board of Directors will continue to ensure that HIS activities are conducted in compliance with the TN Department of Education (TN DOE) and applicable federal laws. The governing body shall report and be accountable to the TN DOE for the achievement of the performance objectives and goals of MRBS including:

- To maintain high levels of organizational accountability in the areas of student academic achievement, faculty performance, and fiscal management.
- Annual accountability reports are provided to the Board consisting of information on student achievement, teacher evaluations, and financial status reports.
- To grow partnerships with families and the community to support students' academic success, wraparound services, and "non-academic" supports.
- To establish a positive school environment that meets the social and emotional needs of students and faculty.

The Board of Directors performs its duties with the highest ethical standards and integrity. The Board maintains a focus on high standards of learning, social development, and emotional support for all children, with continual improvement.

# ADMINISTRATION AND FACULTY

## HIS School Board Members:

## Faculty and Teachers:

Jenesis Anderson (Principal & Math Teacher)  
Diana Cunningham (Social Studies Teacher)  
Alexia Mar Rosales (Science Teacher)  
Sandra Smith (ELA Teacher)  
Nancy Reeves (Financial Office Administrator)

## SCHOOL BOARD DESCRIPTION

The Harmony Independent Schools (HIS) Board plays a crucial role in guiding the direction and ensuring the success of our institution. Comprised of dedicated individuals committed to the mission and values of HIS, the school board serves as the governing body responsible for making strategic decisions that impact the overall operation and welfare of the school.

Key responsibilities of the HIS Board include:

1. **Strategic Planning:** The board is responsible for setting long-term goals and objectives for HIS, as well as developing strategies to achieve them. This involves assessing the school's performance, identifying areas for improvement, and charting a course for future growth and development.
2. **Financial Oversight:** The board oversees the school's budget and financial affairs, ensuring that resources are managed responsibly and in accordance with established policies and procedures. This includes approving annual budgets, monitoring financial performance, and making decisions regarding major expenditures and investments.
3. **Policy Development:** The board establishes and reviews policies governing various aspects of school operations, including academic standards, student conduct, personnel matters, and safety protocols. These policies help ensure consistency, fairness, and accountability throughout the school community.
4. **Hiring and Evaluation:** The board hires and evaluates the performance of the school's executive leadership, including the Head of School. This involves setting expectations, conducting regular performance reviews, and providing feedback and support as needed to promote effective leadership and management.
5. **Community Engagement:** The board serves as a liaison between the school and the broader community, fostering positive relationships with parents, alumni, donors, and other stakeholders. Board members may participate in outreach efforts, attend school events, and solicit feedback to ensure that the needs and concerns of all constituents are heard and addressed.
6. **Legal and Ethical Compliance:** The board ensures that HIS operates in compliance with all applicable laws, regulations, and ethical standards. This includes staying informed about legal and regulatory developments affecting education, as well as maintaining transparency and integrity in all aspects of school governance and operations.

Overall, the HIS Board plays a vital role in upholding the school's mission, promoting its values, and safeguarding its long-term sustainability and success. By providing strategic leadership, effective oversight, and unwavering commitment to excellence, the board helps ensure that HIS remains a place where students can thrive academically, socially, and spiritually.

## **ADMINISTRATOR QUALIFICATIONS**

Administrators at Harmony Independent Schools (HIS) are selected based on a combination of educational qualifications, leadership experience, and alignment with the school's mission and values. Qualified candidates typically hold a master's degree or higher in education administration or a related field, along with relevant certifications and licensure. Additionally, administrators demonstrate a strong commitment to Christian principles, exemplary communication and interpersonal skills, and a track record of effective leadership in educational settings.

## **ADMINISTRATOR JOB DESCRIPTION**

Administrators at HIS provide visionary leadership and strategic direction to ensure the overall success and effectiveness of the school. Responsibilities include overseeing daily operations, managing personnel, implementing policies and procedures, fostering a positive school culture, and collaborating with stakeholders to promote student achievement and well-being. Administrators also play a key role in budget management, curriculum development, student discipline, and community outreach efforts.

## **ADMINISTRATIVE STAFF QUALIFICATIONS**

Administrative staff members at HIS contribute to the smooth functioning of the school through their expertise in various administrative and support roles. Qualifications for administrative staff positions may vary depending on the specific role, but typically include a high school diploma or equivalent, proficiency in office software and technology, strong organizational and multitasking abilities, and excellent communication and customer service skills. Previous experience in a school or office environment is often preferred.

## **ADMINISTRATIVE STAFF JOB DESCRIPTION**

Administrative staff members at HIS perform a range of duties to support the efficient operation of the school. Responsibilities may include greeting visitors, answering phones, managing correspondence, maintaining records and databases, assisting with scheduling and event planning, and providing administrative support to faculty, staff, and students as needed. Administrative staff members are often the first point of contact for parents and visitors and play a vital role in creating a welcoming and professional environment.

## **TEACHER JOB DESCRIPTION**

Teachers at HIS are passionate educators dedicated to providing high-quality instruction and support to students in alignment with the school's mission and curriculum standards. Responsibilities include planning and delivering engaging lessons, assessing student progress, providing feedback and support, fostering a positive classroom environment, and collaborating with colleagues and parents to meet the diverse needs of learners. Teachers at HIS also integrate biblical principles and values into their instruction, helping students grow academically, socially, and spiritually.

## STAFF EVALUATIVE PROCEDURES

At HIS, we believe in fostering a culture of continuous improvement and professional development among our staff. To ensure that our educators and administrative staff are meeting the highest standards of excellence, we have established a comprehensive staff evaluative process.

1. **Evaluation Criteria:** Staff members are evaluated based on clear and transparent criteria aligned with the school's mission, values, and performance expectations. These criteria encompass various dimensions of job performance, including instructional effectiveness, classroom management, professionalism, collaboration, communication, and adherence to school policies and procedures.
2. **Evaluation Instruments:** Evaluation instruments may include classroom observations, self-assessments, student feedback surveys, portfolio reviews, and performance reviews conducted by supervisors or designated evaluators. These instruments provide multiple perspectives on staff performance and facilitate meaningful feedback and growth opportunities.
3. **Evaluation Schedule:** Staff evaluations are conducted on a regular schedule, typically annually or biannually, depending on the position and contractual agreements. The evaluation process is designed to be fair, objective, and supportive, providing staff members with ample opportunity to demonstrate their strengths and address areas for improvement.
4. **Feedback and Goal Setting:** Following the evaluation process, staff members receive constructive feedback on their performance, highlighting areas of success and areas for growth. Together with their supervisors or evaluators, staff members collaboratively set goals and action plans to enhance their professional practice and meet the evolving needs of students and the school community.
5. **Professional Development Opportunities:** HIS is committed to supporting staff development and growth through ongoing professional development opportunities tailored to individual needs and goals identified during the evaluation process. These opportunities may include workshops, seminars, conferences, mentoring programs, and peer collaboration initiatives.
6. **Documentation and Record Keeping:** Evaluation results and related documentation are maintained in confidential personnel files in accordance with school policies and applicable laws. Documentation of staff evaluations serves as a valuable resource for informing personnel decisions, identifying trends and areas for improvement, and recognizing and rewarding exemplary performance.

Overall, the staff evaluative procedures at HIS are designed to promote accountability, professional growth, and student success, reflecting our commitment to excellence in education and continuous improvement. By providing meaningful feedback, support, and opportunities for development, we empower our staff to excel in their roles and contribute to the overall mission and success of the school.

Date: \_\_\_\_\_

Time/Period: \_\_\_\_\_

Teacher: \_\_\_\_\_

Observer Name: \_\_\_\_\_

Lesson Look-Fors	Observed?	Feedback
<b>Board Protocol</b> <ul style="list-style-type: none"> <li>● up-to-date</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Classroom Management &amp; Routines</b> <ul style="list-style-type: none"> <li>● limited disruptions</li> <li>● culture protocol</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Alignment</b> <ul style="list-style-type: none"> <li>● Instruction/activities aligned to standard or objectives</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Do Now (5-10 min)</b> <ul style="list-style-type: none"> <li>● posted at the start of class</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Direct Instruction</b> <ul style="list-style-type: none"> <li>● clarity</li> <li>● modeling</li> <li>● academic vocab.</li> <li>● gradual release/ scaffolding</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Checks for Understanding</b> <ul style="list-style-type: none"> <li>● active monitoring</li> <li>● evidence-based questioning</li> <li>● multiple opportunities</li> <li>● assessing all students</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Student Engagement/ Discourse</b> <ul style="list-style-type: none"> <li>● students on-task</li> <li>● partner/ small group collaboration</li> <li>● students exploring, discussing, and applying lesson goals</li> <li>● students doing the heavy lifting</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Lesson Pacing</b> <ul style="list-style-type: none"> <li>● maximizing instructional time</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	
<b>Closing</b> <ul style="list-style-type: none"> <li>● assigning exit ticket</li> <li>● revisit objective</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial	

**Additional Observer Notes:**
**Feedback Meeting Notes:**



# HIS CURRICULUM FRAMEWORK

Our Curriculum is state approved and has been chosen to meet the individual needs of our students.

## BIBLE

Bible instruction consists of weekly Bible classes developmentally leveled for each grade using various material, weekly chapels, emphasizing thematic instruction to develop the entire student character with biblical illumination into all academic disciplines.

## ENGLISH-LANGUAGE ARTS (ELA)

*English-Language Arts Curriculum: myPerspectives*

*myPerspectives* is a powerful, next generation literacy program that places students at the center of learning and gives teachers the right tools and resources, research-based guidance, and autonomy to do what they do best to support each unique learner.

- ✓ Bring Students In with relevant and engaging content.
- ✓ Get Students Going with support and scaffolding for ALL learners.
- ✓ Keep Students on Tract with built-in formative assessments and progress monitoring.
- ✓ Let Students Explore, Share, and Grow with collaborative experiences that hone writing, speaking, and listening skills.

English-Language Arts is made up of four content area: Phonics + Word Analysis, Reading, English, and Writing. It is our goal that through this four-pronged approach, students will learn to think and communicate well.

## MATHEMATICS

*Math Curriculum: Big Ideas Learning*

Our math program is called *Big Ideas*. These are worldview-based approaches to teaching core mathematical skills. Students gain a rich understanding of math computation, problem-solving, and application as they learn to see and use math all around them. As in all our curriculum, we intentionally illuminate the Word of God and His truth in instruction.

Big Ideas Learning believes in the highest-impact teaching strategies to **empower teachers** inside the classroom to **inspire students beyond the classroom**. With a **singular focus in mathematics**, Big Ideas Learning is uniquely qualified and committed to supporting schools at every step along their mathematics journey.

Big Ideas Learning's award-winning K-12 instructional programs are exclusively written by renowned author, Dr. Ron Larson, and his expert authorship team. They are designed to engage and enrich both teachers and students' mathematical understanding with comprehensive, **seamless, and cohesive math** progressions from **kindergarten** through **high school**.

Emphasis by Grade:

6<sup>th</sup> & 7<sup>th</sup> Grade: Operations with Fractions & Decimals, Number Theory & Fractions, Rations & Percents, Probability

8<sup>th</sup> Grade: Pre-Algebra

## **SCIENCE**

*Science Curriculum: Houghton Mifflin Harcourt (HMH) Tennessee Science*

Students learn science best by doing it! With our Grades 6-8 science program, *HMH Into Science*® and the Spanish version *HMH ¡Arriba las Ciencias!*™, students take part in phenomenon-driven activities that allow them to problem solve like real scientists. Emphasis by Grade: 6<sup>th</sup> – 8<sup>th</sup> Grade: Human Body, Motions + Machines, Atoms/Molecules/Chemistry, and Volcanoes

## **SOCIAL STUDIES**

*Social Studies Curriculum: McGraw Hill*

The purpose of social studies at Harmony Independent School is to create experiences to help students understand God's hand in the history of the world through engaging classroom experiences. The four strands of Social Studies education are Civics, Economics, Geography, and History with a focus on US, Tennessee, and Western Civilization.

McGraw Hill's Social Studies programs are designed to draw students into rigorous learning experiences to help them understand the world around them. This dynamic student-centered program helps teachers prepare students to be successful in college, careers, and civic life.

## **COMPUTER TECHNOLOGY**

Using state and national technology standards, we are developing a technology curriculum that focuses on digital citizenship, technology skills, information fluency, and spiritual application. Our goal is to provide a solid foundation of technical skills that students can use to analyze, create, and share learning in ways that are safe and pleasing to the Lord.

## **PHYSICAL EDUCATION (P. E.)**

All students must participate in physical education programs unless there is a medical or religious reason that prevents them from participating. A written request from the parent for their student to abstain from physical education must also be accompanied by a pastor or doctor excuse to be considered.

Physical Education is coed, and students must dress out for P.E. Students must also wear appropriate shoes during P.E.

## **OTHER AREAS OF EDUCATION**

In addition to the five key curriculum areas, students will also be educated in Foreign Language, Art, Vocal & Instrumental Music, Physical Education, theatre, Information Technology, etc.

## **SPECIAL EDUCATION**

A formal Special Education is not provided by HIS currently. However, in our effort to meet the needs of each of our students, we have allotted class time to focus on RTI on an as-needed basis to help our teachers make appropriate accommodation and to work directly with the students. We do offer Speech Therapy through the Department of Education to those students who meet the requirements.

## **EXTRA ACTIVITIES**

HIS currently offers Bible, Physical Education, and Computer Technology classes as part of our weekly curriculum. These classes provide essential foundations for spiritual growth, physical wellness, and technological literacy, ensuring a well-rounded education for all students.

## **CLUBS**

Students at HIS can join various clubs according to their interests. Our clubs are supervised and supported by dedicated sponsors who guide and monitor club activities. Through participation in clubs, students can further pursue their passions, develop leadership skills, and build lasting friendships within our school community.

## **BAND/MUSIC**

In collaboration with the Memphis Business Academy's band/music department, HIS provides a vibrant and enriching music program for students. Our band/music department offers opportunities for students to explore their God-given musical abilities and creativity while delving into the world of music. Students will learn to recognize and pursue excellence in their musical endeavors, deepen their understanding of cultural heritage through music, and discover the interconnectedness of music with other disciplines. Joining the band/music program at HIS opens doors to a world of artistic expression and personal growth.

At HIS, we are committed to providing a well-rounded education that nurtures the whole child and prepares them for success in all aspects of life.

## **ATHLETICS**

At Harmony Independent Schools, athletics play a vital role in our mission to nurture the whole person – spiritually, mentally, emotionally, and physically. Our athletics program provides students with unique opportunities to represent the school to the public, emphasizing both sportsmanship and performance.

The primary goal of our athletics program is to foster growth and development in all aspects of student life. Through participation in sports, students develop a sound mind and body, enhancing their physical fitness, mental toughness, and emotional resilience. We believe that athletics can instill values such as teamwork, discipline, perseverance, and leadership, which are essential for success both on and off the field.

Additionally, our athletics program aims to enhance self-esteem and self-respect among students, empowering them to become confident and mature individuals. By providing diverse opportunities for athletic participation, we cater to the interests and talents of all students, allowing them to discover and pursue their passions.

In partnership with Memphis Business Academy's athletics program, we offer a wide range of sports, including volleyball, soccer, baseball, softball, basketball, football, golf, and more. Through these athletic endeavors, students learn valuable life skills, build lasting friendships, and contribute to the vibrant spirit of our school community.

At Harmony Independent Schools, we are committed to fostering excellence in athletics while nurturing the holistic development of each student. Through our athletics program, we strive to inspire our students to reach their full potential and become confident, compassionate, and responsible members of society.

# HARMONY INDEPENDENT SCHOOLS ACADEMIC ACTIVITIES

Harmony Independent Schools, rooted in Christian principles, is dedicated to fostering academic excellence, accountability, and providing creative and engaging learning opportunities. Our curriculum is deeply focused on the core content areas, co-curricular activities, academic enrichment, interventions, and character development, all infused with Christian values. Through a Christ-centered approach, we prepare our students not only for college and careers but also for a life of purpose and service guided by faith.

## Curriculum

Core Curriculum: English/Language Arts, Mathematics, Science, Social Studies

Extracurricular: Bible Studies, Computer Learning, Physical Education, Spanish, STEM, Music, Art

## Grades

Harmony Independent Schools believes that grades reflect students progressive learning, academic growth, knowledge level, and potential.

90 – 100 **A**      80 – 90 **B**      70 – 80 **C**      60 – 70 **D**      60 or Below **F**

The following letter grades are used for showing adherence to the civility and behavior:

**E** (Excellent)      **G** (Good)      **S** (Satisfactory)      **N** (Needs Improvement)      **U** (Unsatisfactory)

## Report Cards

Harmony Independent Schools' students receive four report cards annually, one at the end of each quarter. Students also receive mid-quarter progress reports. Grades shown in the progress report may increase or decrease, depending on the students' adherence to academic standards and requests, attendance in intervention, tutoring, and remediation, progression, and academic persistence.

Progress reports and report cards are issued the following dates:

Progress 1 <sup>st</sup> Quarter:	Sep 21, 2023	Progress 3 <sup>rd</sup> Quarter:	February 8, 2024
Report Card 1 <sup>st</sup> Q:	October 17, 2023	Report Card 3 <sup>rd</sup> Q:	March 19, 2024
Progress 2 <sup>nd</sup> Quarter:	November 28, 2023	Progress 4 <sup>th</sup> Quarter:	April 16, 2024
Report Card 2 <sup>nd</sup> Q:	January 5, 2024	Report Card 4 <sup>th</sup> Q:	May 23 (mailed)

## Family Conferences

Harmony Independent Schools works with families together to ascertain students' progress, deficiencies, growth, and development. It is essential that parents are educational partners and a major part of this journey to increased learning.

Parent Conferences are held on progress report dates so that families can discuss the next steps for academic development prior to the Report Card being issued. Conferences will be held in person from 5:15 – 6:15 PM and dinner/childcare is available. If a parent cannot attend in-person, a virtual conference will be scheduled at a mutually convenient time.

## Progress Report Dates/Family Conferences

- Thursday, September 21, 2023
- Tuesday, November 28, 2023
- Thursday, February 8, 2024
- Tuesday, April 16, 2024

## Standardized Tests

Harmony Independent Schools will administer the TN state test annually covering the areas of reading, language arts, math, science, and social studies to each student and the results will be communicated to teachers and families and kept on file for one calendar year.

## HARMONY INDEPENDENT SCHOOLS ACADEMIC ACTIVITIES cont.

Harmony Independent School operates a daily schedule which incorporates six blocks. There are four core courses, two academic enrichment/extracurricular blocks, and two community assemblies for the students. There is a five-minute transition between each block.

### Daily Schedule

7:00 – 7:30	Breakfast
7:35 – 7:55	Christ Centered Community*
8:00 – 9:30	1 <sup>st</sup> Block – Mathematics
9:35 – 10:35	2 <sup>nd</sup> Block – Science
10:40 – 11:45	3 <sup>rd</sup> Block – ELA
11:50 – 12:30	Lunch
12:35 – 1:35	4 <sup>th</sup> Block – Social Studies
1:40 – 2:55	5 <sup>th</sup> Block – Support
3:00 – 3:30	Dismissal/Community Champions*

### Support Schedule

Mondays – Bible Studies  
Tuesdays & Thursdays – Computer Learning  
Wednesdays & Fridays – Physical Education

- *Christ Centered Community* is the assembly to begin the day, including scripture reading, motivational talks, community building, announcements, and reflection.
- *Community Champions* is the assembly to end the day, including reflection and working on assignments.

### **Extracurricular Activities/Athletics**

Harmony Independent Schools encourage physical activity and wellness. Students may participate in basketball, soccer, track, and cheerleading after school, regardless of their “athletic ability.”

### **Academic Interventions**

Academic interventions will occur on an ongoing basis to ensure students’ progress and succeed academically. Academic interventions are required for students who are not making satisfactory progress toward academic benchmarks, and whose data indicate the need for academic support.

### **Summer School**

Harmony Independent Schools (HIS) does not currently offer a summer school program. However, we strongly encourage our students to take advantage of educational opportunities available through Memphis Business Academy's Summer Enrichment Program. This program provides valuable academic enrichment and skill-building activities during the summer break, helping students stay engaged in learning and preparing them for the upcoming school year. Information about enrollment in the Summer Enrichment Program can be obtained from HIS or MBA administration office.

### **Co-op Program**

At Harmony Independent Schools (HIS), we do not currently offer a traditional co-op program. However, we partner with organizations to provide students exposure to various fields such as technology, agriculture, business, STEM, trades, and more. These opportunities offer practical learning experiences beyond the classroom.

## **STUDENT/TEACHER RATIO**

HIS maintains an average teacher/student ratio of 12 to 1.

## **HARMONY INDEPENDENT SCHOOLS PROMOTION AND RETENTION STATEMENT**

Harmony Independent Schools will implement several strategies to ensure that students are promoted to the next grade level, including academic interventions and enrichment, family conferences, tutoring, extended learning opportunities, asynchronous computer-based assignments, and monitoring data-based outcomes on summative assessments to implement personalized learning plans.

Student assessment and review of progression will determine what is best for the student. Data used include current academic level, summative and formative assessment, progress reports and report cards, evaluative data, attendance, standardized test results; family conference and input, and the benefits can be accomplished by retention or promotion.

### **Promotion**

Promotion is based on academic mastery and shall be considered based on what is best for the student for school success.

### **Retention**

Retention will help students improve their knowledge by providing an additional year of instruction, intervention, and remediation to address inadequate skills mastery and deficiencies. Deficiencies indicated in several areas will be considered in deciding if retention should be considered. Retention, however, is not a punitive measure or implemented because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

### **Special Consideration**

Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

# HARMONY INDEPENDENT SCHOOLS ATTENDANCE EXPECTATIONS

At Harmony Independent Schools, it is crucial that students maintain regular attendance so that they can receive the full educational experience. Regular, full attendance sets students up to be present, active, and engaged in school and for their future endeavors.

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance.

This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the board of education. (T.C.A. §49-6-3004). Students between the ages of six (6) and seventeen (17), both inclusive, must attend a public or non-public school.

## Late Arrivals

Timeliness is an important trait to maintain now and in the future. Students that arrive at 8:00 AM are late and must be signed in by a parent or guardian. The student will then receive a tardy slip indicating whether the tardy is excused or unexcused. When a student accumulates "4" unexcused tardies/absences an attendance letter will be issued requiring a family member to attend a meeting with the school attendance team.

## Tardiness

Excessive tardiness or unexcused absences will result in meeting with school personnel to determine reasons and support options. Excessive checkouts, tardiness, and absences may affect your child's enrollment. Perfect attendance is rewarded as an honor.

## Reasons for Excused Absence/Tardiness

- Illness of student
- Death or serious illness within the student's immediate family
- Representing at school sponsored activities
- Religious holiday
- Legal court summons
- Extenuating circumstances as approved by the principal.
- Parent/Guardian deployment

## Early Check-Outs

There are no checkouts after 2:00 PM, as this interferes with instructional time for your child. When checkouts are necessary, the approved parent or guardian is required to bring in identification.

## Make-up Work

Makeup work will be provided for absent students, which may be completed online in certain circumstances. In the event of an absence, students are expected to make up work missed within a reasonable time, designated by the teacher.

# HARMONY INDEPENDENT SCHOOLS CAMPUS SAFETY

Harmony Independent Schools makes a priority the safety and security of our students, staff, faculty, and visitors. It is imperative that our environment is physically and emotionally safe, and that compliance is followed in decisions that have legal ramifications.

Harmony Independent Schools complies with federal and state regulations in reporting suspected cases of child abuse or sexual harassment. The school also complies with court-ordered child custody decisions, environmental safety regulations, asbestos abatement, and OSHA regulations.

Employment background checks and fingerprinting are required for all school personnel.

To maintain the safety of our campus, all visitors sign-in at main entrances and wear display name tags always while in the buildings. Security cameras are located throughout the school and record the movements of people in the building and cars around campus.

## Evacuation and Fire Drill Procedures

If it is necessary to evacuate, all students will be led by a school staff member to the designated safe location. Everyone exits the buildings in an orderly fashion and lines up by class in designated areas. The fire drill procedure is practiced monthly.

## Campus Regulations

- Students will not leave Macon Road Baptist School's campus before school, at the end of the school day, or during scheduled after school activities, without written permission of their parents that will be presented to the school *before* leaving campus.
- Students will not cross any street or intersection without permission.
- Students will not touch the school's alarm or fire system, or emergency sprinklers.

## Contraband Items

Certain items are not allowed on campus due to concerns including safety, disruptions, or distraction to the educational environment. If a confiscated item is lost or stolen by school personnel, it is not our responsibility financially to replace the item or for procuring a replacement. The item should not have been at school, and securing it is a courtesy. Contraband items include, but are not limited to:

1. GUM- Macon Road Baptist School is a NO GUM campus.
2. Drugs, alcoholic beverages, vaping or smoking products, matches, lighters, tobacco products, electronic cigarettes, drug paraphernalia and apparel, intoxicants, controlled substances, needles, pacifiers
3. Nonprescription medicine: prescription medications must be turned into the office.
4. Any item with the intent to sell, without school authorization.
5. Handheld video games, cell phones, communicative watches without school authorization
6. ALL bandanas
7. Glass containers
8. Gambling paraphernalia and apparel
9. Pepper sprays, fireworks, tasers
10. Items used to incite bullying or intimidation.
11. Gang paraphernalia & apparel
12. Pornographic materials
13. Any form of a weapon including, but not limited to razors, knives, clubs, sticks, chains, studs, spikes, metal picks, rat tail combs, or anything that may be used as a weapon.
14. Any other item detrimental or disruptive to the health and safety of our students.

**This contraband list may be changed at the discretion of administration for the safety of HIS.**



## **HARMONY INDEPENDENT SCHOOLS CAMPUS SAFETY cont.**

### **Security Checks**

Students should not have contraband items in their possession. Families: please ensure that your child does not bring any item to school which is contraband or wear any clothing that is out of uniform. For security purposes, your child is subject to random checks of items brought onto campus. Any contraband item will be removed from the student until the parent or guardian retrieves the item. However, retrieval of the item is not guaranteed.

### **Lock Down**

In an emergency, students may be required to remain on a locked campus. When the school is considered safe, parents may come on the campus.

### **Cell Phone/Communicative Watch Policy**

Cell phones and any type of phone or personal communication devices are allowed at school, BUT they must be locked and turned in to the office at the beginning of each day. Students may not use cellphones in school. Students who need to call home from school may use the school phone.

Students who are seen with a cell phone during school hours will have their phone confiscated. Confiscated cell phones may be picked up by families in the office.

### **Reporting Procedures**

Mandatory reportable criminal offenses shall be reported in accordance with TN law. The principal shall consult with the department responsible for security when determining whether local law enforcement should be contacted regarding any violation of the Code of Conduct that does not require mandatory reporting to law enforcement or other agency.

For reporting discrimination and sexual harassment, any student or parent/legal guardian who believes s/he is experiencing discrimination or sexual harassment shall report such circumstances to a teacher, counselor, or principal immediately. If the report is made to a teacher or counselor, s/he must notify the principal immediately.

# HARMONY INDEPENDENT SCHOOLS CODE OF CIVILITY

Harmony Independent Schools is a Christ Centered Community where Civility is expected by all community members: including teachers and staff and all stakeholders. We are committed to ethical, moral, and uplifting standards where we respect ourselves, others, and hold ourselves to high levels of personal conduct. Characteristics of Civility include courtesy, politeness, consideration, gentility, respect, caring, selflessness, and seeking ways to help those in need. Civility is always expected by The Commanders on campus, off campus, and in the larger community.

## Rewarding Civility

Harmony Independent Schools will formally recognize students who are adhering to the Codes of Civility through: School-wide recognitions such as Commander of The Month, and monthly school celebrations. The Quarterly Awards Assembly will acknowledge Principal List, Honor Roll, Citizenship, and Perfect Attendance. During the daily Christ Centered Community and Community Champions assemblies, there will be acknowledgement among peers and staff of daily actions which have made a positive impact on our school. Students will receive awards and rewards, according to their choices.

## Restorative Justice

Harmony Independent Schools adhere to restorative justice when mistakes are made. Children are growing and learning, and the staff is in place to continually guide and instill best practices and decision making. Restorative Justice focuses on *Relationship, Respect, Responsibility, Repair, and Reintegration* so that children can examine the impact of their decision, while still being held accountable to repair their actions and restore relationships.

## Actions of Misconduct

The following actions are examples of misconduct, whether occurring on or off the school campus, and may lead to disciplinary action including, but not limited to loss of privileges, written reflections, disciplinary probation, out-of-school suspension, or expulsion:

- Possession of Contraband Items: *most notably weapons or items resembling a weapon or drugs*
- Use or distribution of drugs including prescription medicine, alcohol, tobacco, vaping, or related items.
- Vulgar, profane, offensive, or rude remarks, spoken or written, toward a member of the school staff or other students.
- Vandalism or theft to school property or property of others
- Telling false statements, falsifying documents, plagiarism
- Inappropriate physical contact, ANY sexual harassment words and/or touching, fighting, hitting.
- Assault, threat of bodily harm, or bullying of school personnel or other students.
- Defiant attitude, willful disobedience
- Being in an unauthorized area without permission, and unauthorized entrance to the school facility.
- Inappropriate use of electronic media, school email, computers, bullying, cyberbullying
- Committing any offense in violation of accepted local, state, or national laws
- Any other violation of school rules that makes the presence of the student in school disruptive to the educational process and/or a danger to persons or property.
- *Any action not listed and deemed inappropriate by the principal.*

# **POLICIES & PROCEDURES FOR STUDENTS & PARENTS**

## **ILLEGAL DRUG, ALCOHOL, TOBACCO, & VAPE POLICY**

The use of any illegal drugs, alcohol, tobacco, including vaping on the school property is not permitted. This is also true of any school vehicles and personal vehicles whilst on school property or any school trips. Vaping must not take place in a location that will cause reputational damage to the school. Harmony Independent Schools are smoke- and drug-free zones.

**All illegal drugs, alcohol, tobacco, and vapes/pods are not allowed on anyone's individual property, personal vehicle, or school vehicle anywhere on the Harmony Independent Schools property.**

Harmony Independent Schools is a drug free and gun free zone. TCA39-17-1307-1310  
We reserve the right to do random locker, backpack/bags, clothing, and vehicle checks.

**Any individual caught using or possessing any illegal drugs, alcohol, tobacco, or vape products will be suspended on their first violation and expelled from school on their second violation.**

Prevention/Rehabilitation:

Information and advice on smoking cessation for employees and students is available from the NHS Stop Smoking Services on the website [www.nhs.uk/Livewell/smoking/Pages/NHS-stop-smoking-adviser.aspx](http://www.nhs.uk/Livewell/smoking/Pages/NHS-stop-smoking-adviser.aspx)

## **METHODS OF COMMUNICATION**

HIS uses a variety of methods to communicate with our families. These include:

Email, ClassDojo messaging, SMS text messaging, and phone.

In joining HIS, you consent to receive SMS messages via text for school-wide announcements. Additional fees may apply depending on your plan and provider. You will receive one initial text message providing you the contact information for this service. Please save this number in your phone so that you recognize it in the future. This is ONE-WAY communication, and HIS cannot be reached via this number.

To contact the HIS office, you may

-call: (901) 597-7267

-email: [jenesis.anderson@maconmemphis.org](mailto:jenesis.anderson@maconmemphis.org)

## **DAILY ROUTINE**

- Arrival: 7:35-7:55 a.m. (Tardy after 8:05 a.m.)
- Dismissal: 2:55 p.m.
- Lunch Periods: 12:00 to 12:30 p.m.

## **AFTERCARE**

HIS does not offer afterschool care currently.

## **OFFICE HOURS**

Office Hours are from 7:45 am to 3:15 pm. Meetings with the principal will be scheduled. You may call the school office at (901) 591-7267 or you may email Ms. Anderson at [jenesis.anderson@maconmemphis.org](mailto:jenesis.anderson@maconmemphis.org) to schedule a meeting.

## **SCHOOL VISITORS**

Teachers are instructed not to let any unknown visitor into the classroom unless they are escorted by school staff. All visitors must be cleared by a staff or faculty member and must enter through the front door by using the doorbell.

## **AUTHORIZED PERSONS FOR CHILD PICK UP**

Authorized pick up people are listed on the child's application. If parents ask other friends or family members to retrieve their children who are not listed on that form, the parent/guardian must let them know to report to the school office and a parent/guardian is to notify the office, in advance, that the student will be picked up by this person.

## **PROCEDURE FOR DROP OFF AND PICK UP**

Parents are required to drop off students between the designated hours of 7:30 AM and 7:55 AM. Students arriving after 8:05 AM will be considered late, and parents must physically come into the office to sign them in.

During drop-off and pick-up times, parents should utilize the designated car line for drop-off and pick-up. It is imperative for safety reasons that parents do not drop children off across the street to avoid lines, as this poses a significant risk.

These procedures ensure the safety and efficiency of student arrivals and departures, allowing for a smooth transition between home and school.

## **LATE ARRIVAL OR EARLY PICK UP**

If arriving late to school, the child will not be admitted if he/she is running a temperature or showing signs of illness.

Between the hours of 8:05 am and 2:45 pm, parents should use the doorbell to buzz the school office upon arrival to retrieve a child. If necessary, a staff member will check ID before retrieving the student. If you are picking up early due to an appointment, please message the teacher in advance so they can plan for any work that will be missed. If you contact the office, we will do our best to have your student ready on time.

Please make sure your dismissal authorization list is correct. We will not release students to unauthorized persons. Please try to have your students at school on time and to schedule appointments after school hours.

## UNIFORM DRESS CODE FOR STUDENTS

All students are required to wear uniforms at Harmony Independent Schools (HIS).

HIS has partnered with Village Mart to provide our families with their uniform needs. Uniforms can be purchased at any time through any uniform store or online via the HIS website. While monogrammed polos must be purchased through our website, it is not mandatory for polo shirts to be embroidered. Spirit day shirts can be purchased from the school at the beginning of the year.

Pants, shorts, skirts, skorts, and jumpers must be solid navy, khaki, or black, or the approved HIS plaid. Cargo-style, wind pants, or denim are not permitted. Bottoms may be purchased from any vendor but must meet uniform quality standards. The student uniforms must be in good shape, clean, well-fitting, and free of holes. Pants and shorts should fit properly and not sag. Tennis shoes are acceptable if they are in good condition, while flip flops and open-back shoes are not allowed.

Students are expected to always adhere to the uniform policy. If a student is dressed inappropriately, their parents/guardians will be contacted to bring a change of clothes. HIS reserves the right to provide the student with an oversized item to wear over their clothes if it is unreasonable to contact the parents or if they are unable to provide a change of clothes. This is at the discretion of HIS.

Students are not required to wear uniforms on party days, field trips, or Spirit Days. Fridays are Spirit Day, during which students may wear neat blue jeans without excessive holes or ragged edges. They may also wear school polos or school spirit T-shirts, which can be ordered from the school and/or school website. Former HIS activity T-shirts, such as those from previous school plays, are also acceptable attire.

- **Clothes must be neat.** Excessively wrinkled, torn, cut-off or with holes, is not acceptable.
- **Jeans** are allowed, without holes.
- **Tights, leggings, or jeggings** are not allowed as pants. They may be worn under a skirt or dress with a long shirt which fully covers the front and backside.
- **Tank tops and midriffs** are not acceptable.
- **T-shirts** with messages are not acceptable. Students may only wear solid color or print t-shirts, which have no writing/or graphics that are inappropriate.
- **Pajamas and sleepwear** are not acceptable.
- **Shoes** must be comfortable and safe. Platform shoes, shoes with heels higher than one inch, and flip flops are not acceptable. Tennis shoes are acceptable.

## HOMEWORK POLICY

Students must complete homework assignments in a timely manner in compliance with their teachers' policies.

## **LUNCH/SNACK POLICY**

At Harmony Independent Schools (HIS), we are pleased to offer a free lunch program provided by Memphis Shelby County Schools (MSCS). However, students may still bring a packed lunch from home if they prefer. To ensure food safety, lunches should be stored in the classroom, and we recommend including an ice pack to keep items cool. For hot lunches, please send them pre-heated in a thermos, as microwaves are not available to students.

Additionally, on Fridays, students have the option to purchase food from the food truck, so please send money if your child wishes to participate.

Please note that parents are only permitted to bring purchased food, not cooked food, for the entire classroom. Thank you for your cooperation.

## **SCHOOL PARTIES**

Throughout the school year, various classroom parties will be organized for holidays (e.g., Christmas, Valentine's Day, etc.) and special events (e.g., reward parties, etc.). These parties are typically planned by classroom parent volunteers. Occasionally, parents may be asked to contribute items for these parties.

At HIS, we do not celebrate or endorse anything Halloween-based. Instead, during the fall/harvest season, we host fall/harvest parties. We kindly request that parents refrain from sending items that contribute to the celebration of Halloween.

In addition to classroom parties, we also host family lunches throughout the school year (e.g., Thanksgiving lunch, Grandparents' Day lunch, etc.). We highly encourage parents to participate in these events, and invitations will be communicated through the ClassDojo or HIS newsletter. Some parties may require an R.S.V.P. to ensure proper preparation.

We warmly welcome families to invite grandparents and prospective families to these events as well, fostering a sense of community and involvement within the HIS family.

## **OFF-CAMPUS SCHOOL PARTIES**

At HIS, we hold our community to the standards of the honor code that parents and students sign each year. This code emphasizes honoring God and representing Him both on and off campus. With this guiding principle in mind, we expect that parties held in the homes of our students reflect the values of Christ.

It is HIS policy that if a student hosts a party off campus and sends invitations to school, all students in their classroom should be included. If the party is gender-specific (i.e., all-girl, or all-boy), we request that the student invite all students of that gender from the classroom. Inclusivity is important to us, and if invitations are distributed at school, every student must receive one. As a small school community, we believe in treating others as we would want to be treated ourselves.

## **MARKETING**

Harmony Independent Schools uses various media to advertise, including:

- Website
- Social Media
- Newspaper Advertising
- Word of Mouth
- Outdoor Signage

At Harmony Independent Schools, we actively seek opportunities for free advertising, particularly to promote special events, fundraising initiatives, community service projects, and other innovative endeavors. We strive to highlight our school's achievements and activities to engage with our community and showcase the exceptional work of our students and staff.

Permission for Publication: By agreeing to the policies outlined in this Handbook, you grant permission for Harmony Independent Schools to utilize your child's image in promotional materials, including the school website and other marketing publications. Rest assured, your child's complete name will not be associated with their picture on the website or social media platforms. Your support in sharing the positive experiences and accomplishments of our school community is greatly appreciated.

## **ENROLLMENT/APPLICATION PROCESS**

When a parent/guardian reaches out to apply for admissions at Harmony Independent Schools (HIS), the applicant will receive guidance to complete the application process either in person on our campus or conveniently online through the HIS website. Should any questions arise during this process, applicants are welcome to contact the school office by phone or email for assistance.

Upon completion of the enrollment application, applicants will gain access to additional pertinent information on the HIS website, including, but not limited to:

- School Supply List
- Current School Calendar

We are committed to providing a seamless and transparent application experience to ensure that families have all the resources they need to join our vibrant school community.

## **PARENT/STUDENT ORIENTATION**

All parents are required to attend a mandatory orientation prior to the start of school. During this session, parents will be directed to our Parent/Student Handbook on the website, covering key points and signing an acknowledgment form. They will also have the opportunity to meet the HIS faculty, staff, administration, and board of directors, as well as their child's teacher to discuss classroom expectations.

We believe that this orientation fosters strong connections between home and school and sets the stage for a successful academic year for our students.

## **PRE-PLACEMENT TESTING**

At Harmony Independent Schools, pre-placement testing is conducted only as needed. We do not base enrollment decisions on these tests. Our approach is to meet each student where they are academically and provide support tailored to their individual needs. We believe in working collaboratively with parents to ensure every child has the resources and assistance necessary to achieve their educational goals. This may include adjusting a child's educational status as needed to better support their learning journey.

## **ATTENDANCE POLICY**

Regular attendance is vital to a child's success in school, fostering good work habits and self-discipline. At Harmony Independent Schools (HIS), we require students to be present for at least 90% of the school year to successfully complete and be promoted to the next grade level. Students who do not meet this attendance requirement may not be promoted. We encourage parents and guardians to prioritize attendance to ensure their child's academic progress and overall success.

## **ABSENCES/ATTENDANCE PROCEDURES**

When a student is absent from school, it is imperative that a phone call to the office, a ClassDojo message, or an email to Ms. Anderson is made by 9:00 a.m. by the parent or guardian. This procedure must be followed for all student absences and should include the following information:

1. Parent or guardian's name
2. Student's name
3. Grade/teacher
4. Reason for absence
5. Estimated date of return

Excessive excused or unexcused absences (17 or more) may result in failure.

If a student fails to bring a note from their parent or guardian, a phone call home will be made to confirm the absence. If the absence is not verified in writing by the parent/guardian within three (3) days, it will be considered unexcused.

A signed note specifying the reason for and dates of absence must be submitted to the teacher upon return.

Students arriving after 8:10 a.m. will be considered tardy. Early dismissals after 12:45 p.m. are also considered tardy (20% of an absence).

Examples of excused absences include personal illness, death in the family, school activities approved by administration, pre-excused absences, and doctor's appointments.

Advanced notification is required for doctor's appointments. The signature of the doctor must be obtained at the appointment and submitted to the office upon return.



## PRE-EXCUSED ABSENCES (FAMILY VACATIONS, TRIPS, ETC.)

Parents or guardians who need to take students out of school for personal reasons must provide a written statement indicating the reason for and anticipated length of the absence. This statement must be submitted in advance to receive work that will be missed during the absence. It is important to note that any absence, whether excused or unexcused, disrupts instruction and may impact a student's academic performance.

Examples of unexcused absences and tardies include:

1. Leaving the building without permission
2. Phone calls
3. Oversleeping
4. Late rides
5. Personal business

Students will not be permitted to make up missed work or tests for unexcused absences. Additionally, students may not be signed out during the last half hour of the school day.

## PERFECT ATTENDANCE

Perfect attendance awards will be presented at the end-of-the-year program to students who have demonstrated consistent attendance throughout the school year. However, students who are excused from school by parents for more than half of a school day will become ineligible for the perfect attendance award. Additionally, students with more than four tardies will not be eligible for the perfect attendance award.

## MAKE-UP WORK POLICY

Students with excused absences are allowed to turn in their make-up work within 2 school days of the absence without facing penalties. However, this timeframe may be adjusted by the teacher based on the number of days missed and the severity of the student's illness. In cases of extended absences, additional time may be granted to complete the make-up work. Teachers have discretion in determining appropriate timelines for make-up work based on individual circumstances.

## ILLNESS (DURING SCHOOL)

Students who become ill during the school day will be sent to the school office by the teacher. Parents will be contacted by office personnel. **It is imperative that parents keep current employment and phone information on record in the office.** Students with a fever of 99.9 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately. The office will not distribute medication of any kind without written permission. Giving permission over the phone is not acceptable.

## ILLNESS (AT HOME)

Students with a fever of 99.9 or above, vomiting, diarrhea, or other contagious conditions while at home must remain at home until such symptoms have subsided for at least 24 hours **without fever reducing medication.**

## **MEDICATION ADMINISTRATION POLICY**

Ideally, medication should be administered at home. However, if your child requires medication during the school day, you must complete an authorization form (see appendix) before any medication is distributed. All medications must be sent to school personnel in the most recently received pharmacy bottle, clearly labeled with the student's name, grade, name of medication, dosage, and time medication should be administered.

A Specified Medication Form (see appendix) must be completed before any medication can be administered at school. Please note that Harmony Independent Schools reserves the right to require written instructions from a medical doctor concerning any medication administered.

## **FAMILY CRISIS NOTIFICATION**

If there is a family crisis that may impact the student's attendance, level of concentration, or general well-being, we encourage parents or guardians to promptly notify the administrator. Your communication allows us to provide appropriate support and resources to ensure the well-being and academic success of the student during this challenging time. Please don't hesitate to reach out so that we can assist you and your family during times of need.

## **WEATHER AND SCHOOL CLOSINGS**

Snow days at Harmony Independent Schools are determined by the administration. Generally, we follow the policy of Memphis Shelby County Schools (MSCS) regarding school closings. If MSCS is closed due to inclement weather, HIS will also be closed. Families should tune into their local news station for updates on school closures.

We strive to have Harmony Independent Schools specifically named in snow day announcements, and we will also post closings on our HIS social media pages. Additionally, parents and guardians will be informed via ClassDojo and PowerSchool. As a rule, if MSCS decides to close, HIS will also close for the safety of our students and staff.

## **SCHOOL TEXTBOOK POLICY**

Textbooks are the property of Harmony Independent Schools (HIS). Consumable books, however, belong to the student. If a consumable book is lost during the school year, the parent must cover the replacement cost.

At the beginning of each school year, students will be informed which books are consumable and which ones must be returned. Returned books must be in good condition, free of excessive wear, tear, or markings. Parents will be billed for any damage beyond normal wear and tear.

## **TECHNOLOGY EQUIPMENT POLICY**

Each student at Harmony Independent Schools (HIS) will be provided with one laptop and charger for academic use. It is important to note that this equipment remains the property of HIS. If the laptop or charger is damaged during use, parents are responsible for covering the replacement cost.

Students are expected to take appropriate care of the provided technology equipment. This includes:

1. Handling the laptop and charger with care to prevent damage.
2. Keeping the laptop and charger in a safe and secure location when not in use.
3. Avoiding misuse, such as dropping or intentionally damaging the equipment.
4. Using the laptop for academic purposes only and following HIS technology usage guidelines.

Taking proper care of the equipment ensures its longevity and availability for academic use throughout the school year. Parents are encouraged to reinforce the importance of responsible technology use with their children to promote a positive learning environment at HIS.

## **HARRASSMENT & BULLYING**

Harmony Independent Schools (HIS) is committed to fostering a safe and nurturing environment where all students can thrive academically, emotionally, and socially. We maintain a zero-tolerance policy towards behaviors that aim to cause emotional or physical harm to any student. Such behaviors encompass a range of actions including threats, bullying, name-calling, teasing, put-downs, unwelcome sexual advances, and any form of harassment, whether verbal, physical, written, or electronic.

Bullying is defined as a series of acts directed at another student, which significantly interferes with their education, creates a threatening environment, or disrupts the orderly operation of the school. This definition extends to incidents occurring within the school premises, school vehicles, designated bus stops, or any activity sponsored, supervised, or sanctioned by the school. Additionally, any online activity of this nature that carries over into the school setting will be addressed.

We encourage all members of our school community to always uphold Christ-like behavior, treating each other with love, kindness, and respect. Any individual who becomes aware of such behavior is urged to report it to the principal promptly. Students found engaging in these behaviors will face disciplinary action, with due consideration given to the safety and well-being of the entire school community. In severe cases, local law enforcement may be contacted to file a report. Together, let us strive to uplift Christ-like behavior and create an environment where every student feels valued and supported.

## **ACADEMIC HONESTY & PLAGIARISM**

Academic integrity is paramount in our academic environment, requiring each student to uphold personal responsibility for their work. Cheating and plagiarism are unequivocally unacceptable practices. Cheating encompasses any unauthorized assistance given, received, or used by a student during assessments, including copying from another's work, providing answers to others, or utilizing unauthorized sources of information. It also includes discussing test or quiz content with peers after completion but before others have taken it, as well as actions such as forgery and stealing.

Plagiarism is the deliberate presentation of someone else's work or ideas as one's own, whether through direct copying, paraphrasing without proper attribution, or taking content from the internet without acknowledgment. Engaging in plagiarism also extends to actions such as cutting and pasting from web pages or attempting to rewrite another's work as one's own.

Students found cheating or plagiarizing may face consequences such as receiving a zero for the assignment, being required to resubmit the assignment for partial credit, or facing disciplinary measures like detention or suspension. At Harmony Independent Schools, we emphasize the importance of academic integrity and expect all students to uphold the highest standards of honesty and personal responsibility in their academic endeavors.

## **LOST & FOUND**

At Harmony Independent Schools (HIS), while we provide a lost and found area, students are responsible for their belongings. The school bears no liability for lost items, and teachers/staff are not responsible for locating them.

## **REPORTING OF STUDENT PROGRESS**

At HIS, we follow a 9-week grading period system, with report cards sent home with students at the end of each period. Parents are requested to review and sign the report cards by the next school day. Daily monitoring of student grades is accessible through PowerSchool. Parent-Teacher Conference days are scheduled on the school calendar, and conferences can be requested by parents, teachers, or the principal at any point during the school year.

## **PROMOTION & RETENTION POLICIES**

Students at HIS will be promoted or retained based on their ability to successfully complete the academic year's curriculum in accordance with our current grading scale. While academic performance is a significant factor, we also recognize the importance of effort and diligence, regardless of academic ability.

Teachers and the Principal will maintain open communication with parents throughout the academic year to address any concerns regarding a student's progress. If there is a possibility that a student may need to be retained, parents will be informed promptly and asked to collaborate with teachers in providing support and assistance to the student.

At HIS, the decision to promote or retain a student is continuously evaluated by teachers and parents throughout the year, rather than solely at the end of the school year. We believe that ongoing communication and cooperation between all stakeholders are essential to ensuring the academic success and well-being of our students.

## **HONORS & AWARDS**

At HIS, we recognize and celebrate academic excellence through various means:

1. Honor Roll: Students who achieve high levels of academic performance with no C's, D's, F's, or I's, along with satisfactory character comments, are honored on the HIS Honor Roll each quarter. They receive certificates of recognition for their achievements.
2. All A's Honor Roll: Students who attain all A's are recognized on the HIS All A's Honor Roll and receive certificates of recognition. These students may also qualify for exemptions from exams and/or extra assignments.
3. Perfect Attendance Award: Students with no absences and no tardies for the year are awarded the Perfect Attendance Award in recognition of their commitment to consistent attendance.
4. Student of the Month: Each month, we acknowledge a Student of the Month with a mini celebration and their choice of meal. This award highlights students who demonstrate outstanding qualities such as leadership, kindness, and dedication.

These recognition programs aim to motivate and inspire students to excel academically, exhibit positive character traits, and maintain consistent attendance throughout the school year.

# HARMONY INDEPENDENT SCHOOLS DISCIPLINE PROTOCOL

At Harmony Independent Schools, we uphold the principles of Restorative Justice while recognizing the need for appropriate disciplinary measures in certain cases. Instances such as illegal actions, fighting or violence, inappropriate touching, sexual harassment, or other serious behaviors may require escalated disciplinary actions. In such cases, the principal will determine the appropriate course of action for student violations of school policies, rules, or behavior expectations.

Disciplinary actions may extend to off-campus misconduct if it is deemed to adversely impact the health, safety, or welfare of other students or tarnish the reputation of Harmony Independent Schools.

The objective of disciplinary measures is to guide students in learning how to manage their behavior effectively and uphold proper conduct. Consequences may include conferences involving parents, administrators, students, and teachers, confiscation of items, loss of privileges, detention, in-school or out-of-school suspension, expulsion, and alternative placement. For students with recurring disciplinary infractions, a behavioral intervention plan will be developed to address underlying issues.

Efforts will be made to promptly inform parents/guardians of any suspension, and students will remain at school until dismissal time unless circumstances dictate otherwise. Students under suspension are not allowed to enter school property or participate in school activities but are expected to continue their academic activities asynchronously.

All disciplinary actions are administered with love and self-control, in alignment with our role as Christian role models. Our discipline guidelines consider the developmental characteristics of each age group, ensuring realistic expectations and a program that caters to children's developmental needs. We actively observe and remain sensitive to students' needs, adapting activities and approaches accordingly. We greatly value parental communication regarding any changes in the home environment that may affect their child's behavior at school.

## General School Rules:

1. Follow directions promptly and with a positive attitude.
2. Walk quietly to and from assigned areas.
3. Keep hands, feet, and personal objects to yourself.
4. Come to class prepared and complete all assigned work.
5. Use appropriate language; disrespectful speech and unkind words are not permitted.

## Student Disciplinary Policies:

1. Time out
2. Counsel with student
3. Written assignments
4. Parental conferences
5. Suspension
6. Removal from school

## SUSPENSION POLICY

If the initial four disciplinary measures prove ineffective, the student may face suspension. Parents will receive prompt notification and detailed information regarding the suspension, including whether it will be conducted in-school or out-of-school, the reason for the suspension, and its duration.

During the suspension period, students will be marked with unexcused absences and will receive a grade of zero for all class work and tests administered on those days.

## **REMOVAL FROM SCHOOL**

At Harmony Independent Schools, removal from school is considered a last resort in our disciplinary policy. If a student fails to adhere to the school's code of conduct (as outlined in our honor code), they may be asked to leave the school. Despite removal, the tuition agreement remains in effect for the remainder of the school year, and parents are required to fulfill their financial obligations accordingly. All school materials must be returned upon departure.

In rare cases, students may be removed from school due to their parents' conduct, which conflicts with our honor code. While regrettable, this action is sometimes necessary to ensure the safety and well-being of other students, teachers, and staff. Prior to removal, parents will be notified of the issue and given an opportunity to address it. If the situation persists despite intervention, parents may be required to meet with the school board to discuss a resolution. The school board will provide recommendations for a course of action, and failure to comply may result in the child's removal from the school. In instances where a child's safety is at risk, appropriate authorities will be notified.

We ask that parents and students involved in such circumstances adhere to the process in a respectful manner, understanding that every effort has been made to resolve the situation amicably.

## **STUDENT WITHDRAWAL POLICY**

If a parent decides to withdraw their student from Harmony Independent Schools before the conclusion of the academic year, they are still required to fulfill their tuition obligations for the entire year, as outlined in the tuition agreement. However, families facing unavoidable circumstances such as job transfers or other reasons approved by the school administration and board may be exempted from future tuition payments.

Parents are encouraged to handle withdrawals in a calm and peaceful manner, maintaining their financial commitment to the school. Failure to meet financial obligations may result in legal action, as deemed necessary by the school board. Additionally, the Board of Education and T.A.N.A.S. will be notified of the students' withdrawal in accordance with established procedures.

## **SUPERVISION OF STUDENTS**

At Harmony Independent Schools, all students are required to be under the supervision of an adult while on campus. It is imperative that students are constantly supervised by an adult, with the exception of restroom breaks. This ensures the safety and well-being of all students while they are on the school premises.

## **TUITION POLICY**

Our tuition policy is outlined in detail within our Tuition Agreement Plan, which all parents must sign upon enrolling their child at Harmony Independent Schools. This document serves as a legal and binding agreement between the school and enrolled families. We strongly encourage parents to thoroughly read and understand the contents of the Tuition Agreement Plan before signing, ensuring they are willing to enter into the agreement and comply with its terms.

Tuition payments will be collected by HIS via bank draft according to the schedule agreed upon, as indicated by the parent/guardian's signature on the Tuition Agreement Plan.

## **FIELD TRIPS**

Field trips are an integral part of the educational experience at Harmony Independent Schools. Scheduled by teachers approximately once every nine weeks, these trips are designed to enrich or introduce concepts related to the curriculum.

To ensure the safety and smooth coordination of field trips, the following procedures are followed:

1. **Field Trip Request:** Teachers submit a field trip request form to the principal for approval. Once approved, the form is sent home to the parents.
2. **Permission Forms:** Parents are required to complete and return permission forms along with any necessary payment by the specified due date.
3. **Transportation:** Parents may be asked to drive students on field trips. It is important to note that students in Preschool through 2nd grade are required by law to sit in approved booster seats while riding in a vehicle. Parents of these children must leave their approved booster seat at the school on the morning of the field trip for their child to use. Teachers will not transport students who are not in approved booster seats. All other children must be properly seat belted for travel.
4. **Attendance:** Both parents and teachers are responsible for keeping track of the students who ride with them to and from field trips.

Field Trip Procedure:

1. Ensure attendance is taken before departing.
2. Bring field trip permission forms on the trip for reference and emergency purposes.

## **RELEASE OF RECORDS**

Custodial parents and legal guardians of students enrolled at Harmony Independent Schools have open access to their child's records, which can be viewed by scheduling an appointment with the school office. Additionally, the administration, school board, and the child's teacher have access to this information for necessary purposes, ensuring confidentiality and using it solely to aid in the child's learning and care.

No one else is granted access to these records without parental consent or a court order.

When a student transfers from Harmony Independent Schools to another educational institution, the new school should send a written request for student records to [Jenesis.Anderson@maconmemphis.org](mailto:Jenesis.Anderson@maconmemphis.org). Records will be released if the student's financial account is paid in full and all textbooks and library books have been returned. However, if there are outstanding balances or books that need to be returned, records will not be released until these obligations are met in accordance with our tuition agreement.

See appendix for "Release of Records" form.

## **REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT**

At Harmony Independent Schools, our staff undergoes annual training on recognizing signs of child abuse and neglect in children, as mandated by the Carl Perkins Center for the Prevention of Child Abuse.

By law, we are required to report any suspicion of child abuse or neglect to the Department of Child Protective Services. It's important to note that we are not obligated to notify the parent or guardian of this report. Following the report, all investigation procedures are managed solely by the Department of Child Protective Services, and we are legally obligated to cooperate with them throughout the process.

## **PROCEDURES FOR SITUATIONS INVOLVING CHILD CUSTODY, VISITATION, & RELEASE OF RECORDS**

1. Non-custodial parents shall have access to parental rights unless legally restricted.
2. We will make efforts to inform affected parents of their rights.
3. Requesting parents must submit a written request to the principal, including student and parental details, annually or upon school change.
4. The principal will provide timely copies of official information, limited to specific documents, to the requesting parent.
5. Official information includes calendars, report cards, failure notices, suspension/expulsion notices, and standardized test score reports.
6. Requesting parents may attend conferences upon request, unless legally restricted, and if their presence enhances the conference.
7. Duplicate reports may be photocopies.
8. Additional materials may be requested by providing self-addressed, stamped envelopes to the school.
9. Staff will be briefed on non-custodial parent rights.



# HARMONY INDEPENDENT SCHOOLS COMPLIANCE PROCEDURES

Harmony Independent Schools adheres to compliance laws and guidelines to ensure the safety of students and staff. These documents are needed to enroll a student at Harmony Independent Schools.

## **Enrollment Documents:**

1. Proof of legal residence and legal custody shall be required for enrollment in school (unless otherwise prohibited by law and/or board policy).
2. Official date of birth: birth certificates, visas, passports, or adoption documentation.
3. Evidence of a current medical examination the medical examination must be completed.
4. Evidence of state-required immunizations
5. *Voucher application, if necessary*

## **Proof of Residency Documents:**

The parents/legal guardians/custodians having lawful control of the student must provide two of the following items listed below:

1. A driver's license or other state or government (military) issued identification bearing the address at which the student will be residing during the current school year.
2. Most recent MLGW or municipal water bill of the owner, renter, or lessee of the home in which the student will reside during the current school year.
3. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year.
4. Lease/rental contract of the home in which the student will reside during the school year.
5. Real Estate tax receipt.
6. Public assistance/government benefits check, card, or papers.

If two of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by school officials.

## **Child Custody**

Harmony Independent Schools requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/legal guardian to register the student.

Unless a TN court specifies otherwise, the custodial parent or legal guardian shall be the one whom the district holds responsible for the education and welfare of that student. Parents and/or legal guardians shall have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian shall not be released to a non-custodial parent with the child's education record. If restrictions are made relative to the rights of the noncustodial parent, the custodial parent and/or legal guardian shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the student at the school and shall be given access to all the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a student at school unless:

1. The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

## HARMONY INDEPENDENT SCHOOLS COMPLIANCE PROCEDURES cont.

Harmony Independent Schools provides access to families according to the Family Educational Rights and Privacy Act (commonly known as “FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) which affords parents (which includes legal guardians) and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

### Cumulative Records

A confidential cumulative record of educational history is maintained in a secured file for each student enrolled in the school system. This accumulative record contains all courses taken, grades received, credits earned, attendance, as well as results of achievement tests taken and suspensions/expulsions. Records are copied/transferred by school officials upon formal request from the receiving school.

### School Fees and Debts

Enrollment at Macon Road Baptist School is \$8,192, and that amount can be funded by the TN ESA, Educational Savings Account voucher. According to T.C.A. § 49-6-3007 the names, ages, and addresses of all pupils in attendance be reported to the director of the public school system in which the student resides.

#### A. Requested Fees (may only be requested)

The following fees may be requested from any student, regardless of financial status:

- Fees for activities that occur during school hours, including field trips.
- Fees for activities and supplies required to participate in all courses offered for credit or grades.

#### B. Required Fee/Fines (may be required)

Harmony Independent Schools may require and collect the following fees/fines from students:

- Fines imposed on all students for lost or destroyed computers or textbooks.
- Fines imposed for vandalized property, or in alignment with discipline procedures incurred by student misconduct.
- Debts incurred to the school.
- Costs for extracurricular activities including sports, optional trips, clubs, or social events.

### Care and Protection

Textbooks/instructional materials are issued to the students with the understanding that the materials will be properly maintained and returned at the appointed time. Sanctions will be invoked if a student refuses to pay for lost or damaged materials. Sanctions are intended to prohibit lost or damaged materials through willful intent or neglect and include:

- Withholding grades, diplomas, certificates of progress, or transcripts until restitution is made.
  - The refusal to issue any additional textbooks/instructional materials until restitution is made.
- However, access to textbooks/instructional materials shall be provided.*

# HARMONY INDEPENDENT SCHOOLS HEALTH SERVICES

At Harmony Independent Schools, the health and wellness of our staff and students is important, and the following guidelines pertain to immunization, medication, health plan, and communicable diseases.

## **Immunization**

According to T.C.A. § 49-6-5001, No students entering school, including those entering pre-kindergarten, kindergarten, first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend. Exceptions, in the absence of epidemic or immediate threat, parents or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets or practices; or due to medical reasons if such student has a written statement from his/her doctor excusing him from such immunizations.

## **Waiver of Immunization Requirements**

State law (T.C.A. § 49-6-5001) provides waiver of immunization under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings and practice of a well-recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.
2. Certificate in writing from a physician stating that such immunization would be harmful to the student involved is provided to the school for the student's permanent file.

## **Individual Health Plan**

If requested, based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan or Fact Sheet and communicate with school personnel to implement an appropriate plan. "Students with Life threatening Food Allergies" and Diabetes are managed in the school setting in accordance with the T.C.A. § 49-5-415 and the State Department of Education and Health "Guidelines for the "Use of Health Care Professionals and Health Care Procedures in the School Setting" and "Health Care Management".

## **Medication at Schools**

If, under exceptional circumstances, a student is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the applicable regulations.

## **Communicable Diseases Requiring Exclusion from School**

Students may be excluded from school to prevent the spread of contagious disease. The principal or designee may exclude a student, but no child shall be sent home from school without first informing the parents. The student must be isolated until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. Contagious diseases include, but are not limited to: COVID-19, red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

## **Social and Emotional Wellness**

School staff will use the Christ Centered Community and Commander Champion sessions to implement social and emotional wellness activities and support to students. Further counseling assistance is available for individual students' needs.

## PARENT – TEACHER ORGANIZATION

Welcome to the Parent-Teacher Organization (PTO) section of the HIS handbook. This handbook serves as a comprehensive guide for parents, guardians, and educators interested in participating in and supporting the collaborative efforts of the PTO at HIS.

**About the PTO:** The PTO at HIS is a dynamic and inclusive organization dedicated to fostering strong partnerships between parents, teachers, and administrators. Through our collective efforts, we strive to enhance the educational experience of all students, promote a sense of community, and support the mission and values of the school.

**Mission Statement:** The mission of the HIS PTO is to enrich the spiritual, academic, social, and cultural experiences of students by fostering meaningful collaboration between parents, teachers, and administrators. We aim to create a supportive and inclusive community where every member feels valued, empowered, and engaged in the educational process.

### Goals and Objectives:

- Foster positive relationships and open communication between parents, teachers, and administrators.
- Support school initiatives and programs that enhance student learning and well-being.
- Provide opportunities for parents to actively participate in school events, activities, and volunteer opportunities.
- Raise funds to support educational enrichment activities, classroom resources, and special projects.
- Promote a sense of belonging and school spirit among students, families, and staff members.

**Membership and Participation:** All parents, guardians, teachers, and staff members of HIS are automatically members of the PTO and are encouraged to actively participate in PTO meetings, events, and committees. Participation can take many forms, including attending meetings, volunteering at school events, serving on committees, and contributing ideas and feedback.

**Meetings and Communication:** PTO meetings are held regularly throughout the school year and provide opportunities for members to discuss important issues, plan events and activities, and share ideas and concerns. Meeting dates, times, and agendas are communicated via email, newsletters, and the school website to ensure that all members have access to relevant information and opportunities to participate.

**Committees and Volunteer Opportunities:** The PTO organizes various committees and volunteer opportunities to address specific needs and interests within the school community. These may include fundraising, event planning, hospitality, communications, and parent education. Members are encouraged to join committees or volunteer for specific roles based on their interests, skills, and availability.

**Fundraising and Financial Support:** The PTO conducts fundraising initiatives throughout the year to support school programs, events, and initiatives. Funds raised may be used to purchase classroom supplies, support extracurricular activities, provide scholarships, and enhance the overall learning environment. Transparency and accountability in financial management are priorities for the PTO, and members can expect regular updates on fundraising efforts and allocations.

**Code of Conduct and Expectations:** As members of the PTO, parents, guardians, teachers, and staff are expected to adhere to a code of conduct that promotes respect, collaboration, and professionalism. This includes maintaining open and respectful communication, valuing diverse perspectives, respecting confidentiality, and working together in the best interests of students and the school community.

**Conclusion:** The HIS PTO is a vital and integral part of our school community, and we invite all members to actively participate, contribute, and collaborate in our efforts to support student success and well-being. By working together, we can create a positive and enriching educational experience for all students at HIS.

## PARENTS AS PARTNERS: PARENT-TEACHER CONFERENCES

Our commitment to the parents means involving the parent is a necessity. Students are under their parent's authority and that is ordered by God. We believe that the parents are a child's #1 teacher. Parents need to be kept informed of what is going on with their child in the classroom. We do not underestimate the positive and powerful influence that a parent has on their children. We honor parents and see ourselves as a partner with them in their children's education. The following methods of communication are required:

- Phone calls: Each teacher will have on file in their classroom a copy of all pertinent information on their students.
- Parent/Teacher meetings (PTM): PTM are held on an **appointment basis**. Please respect your teachers' schedules and do not take up a teacher's time before class. They need to get their day started on time.

It is important that we all respect our teachers' family time. Please use a teacher's school email ([first.last@mbaexecutives.org](mailto:first.last@mbaexecutives.org)), ClassDojo messaging, or the school office number as your forms of communication with your child's teacher. The teachers commit to check these forms of communication daily and they will respond to you in a timely manner.

## STATEMENT OF NONDISCRIMINATION FOR STUDENTS

Harmony Independent Schools admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate based on race, color, nationality, and/or ethnic origin in the administration of its educational policies, and athletic and other school-administered programs.

## CHAPEL & DEVOTIONAL SERVICES

Chapel Services At HIS, all students participate in a weekly Christian chapel service led by our resident pastor. Typically held on Mondays at the beginning of the week, chapel features singing, worship, testimonies, prayer requests, and teachings provided by the pastor. Additionally, on Fridays, the week concludes with devotional led by the principal. These spiritual gatherings are cherished and integral parts of our school week, providing meaningful opportunities for reflection, connection, and spiritual growth.

For the school Nurse to communicate with a student's doctor regarding illness, this medical release form must be completed. This form gives authorization for the doctor and School Nurse to disclose protected health, personally identifiable information, and educational records. Information shared between the doctor and the school Nurse is confidential.

## VOLUNTEER POLICIES & PROCEDURES

At Harmony Independent Schools, we deeply value and rely on the support of our parents and family community through volunteerism. As a private school dependent upon tuition, fundraising, and private contributions for our income, the involvement of volunteers plays a vital role in enhancing the educational experience for our students and supporting various school initiatives.

**Types of Volunteer Opportunities:** Volunteers at HIS may assist in a variety of roles, including fundraising events, library support, custodial tasks, proctoring achievement testing, guest speaking engagements in classes and chapels, and assistance with recycling endeavors. We welcome and encourage parents and families to contribute their time and talents to enriching the educational environment at our school.

**Safety and Security Measures:** While we embrace volunteerism, the safety and security of our students and staff remain our highest priority. Therefore, we maintain strict protocols regarding who is permitted on school grounds during the school day. Only volunteers who are known and trusted by the school administration are allowed to volunteer during school hours. This ensures that all volunteers meet our high standards of safety and professionalism.

**Volunteer Screening Process:** To uphold our commitment to safety and security, all volunteers must undergo a screening process conducted by the school administration. This process may include background checks, reference checks, and verification of identification. Once approved, volunteers are provided with identification badges to wear while on school premises, ensuring visibility and accountability.

**Expectations and Compensation:** Volunteers at HIS generously donate their time and expertise without monetary compensation. By volunteering, parents and families demonstrate their commitment to supporting our school community and contributing to the success of our students. We deeply appreciate the dedication and generosity of our volunteers and strive to provide meaningful opportunities for involvement and recognition.

**How to Volunteer:** To volunteer at HIS, interested parents and families are encouraged to contact the school office or the designated volunteer coordinator. Opportunities for volunteering may be communicated through newsletters, emails, or announcements on the school website. We welcome and value the contributions of all volunteers and look forward to working together to create a positive and enriching educational experience for our students.

## **DISASTER PREPAREDNESS PLANS**

### **EMERGENCY PROCEDURE GUIDELINES**

In the event of an emergency, building alarms will be promptly activated by the administration. HIS personnel will then verify the safety of all students, staff, and visitors, ensuring that no one remains in any danger areas. All personnel will be instructed to stand by attentively for further safety directions until the all-clear signal is given.

### **EMERGENCY FIRST AID**

The principal and teachers undergo emergency first aid and CPR courses as necessary to ensure their certifications are up to date. Certificates of completion are maintained in the teacher's file for reference. First aid kits are readily accessible in designated areas, including the high school hall teacher workroom and the front office. Additionally, smaller kits are available in each classroom for immediate access during emergencies.

### **TORNADO & FIRE DRILL PROCEDURES**

Safety plans and drills are established to address fire or tornado emergencies. These plans are prominently posted throughout the building and in classrooms for easy reference. State regulations mandate one fire drill per month, while tornado drills are conducted periodically to ensure preparedness for severe weather events.

#### **TORNADO DRILL PROCEDURES**

1. Familiarize yourself with the tornado drill plan posted in your classroom.
2. During the drill, students and teachers must "duck and cover."
3. Office staff are also required to "duck and cover" as per the plan.

#### **FIRE DRILL PROCEDURES**

1. In the event of a fire alarm, teachers on break should immediately return to their classrooms.
2. Fire/tornado drill exit plans are posted at classroom doors for reference.
3. Teachers must ensure accountability by taking the attendance book with them.
4. Quietly walk your class out through the nearest fire exit upon hearing the alarm.
5. Once outside, conduct a roll call to ensure all students are present.
6. Wait for the alarm to be silenced and proper authority confirmation before re-entering the building.
7. Ensure all doors are closed and unlocked and leave lights on during evacuation.

# INTRUDER ALERT DRILL & POLICY

## Unknown / Unarmed / Unwelcomed Visitor

**Definition:** *An individual who gains unauthorized entry into the building and refuses to leave upon request.*

Procedure:

1. Ask for the individual's name and identification.
2. Make a copy of their identification for filing purposes.
3. Request the individual to leave the premises.
4. If the individual is hesitant or unwilling to leave, inform them that law enforcement will be contacted (911).
5. Upon calling 911, if the individual leaves, file an official report with the responding deputy.
  - Note down details for the report: age, race, height, weight, clothing, facial description, and any conversation.
6. Once law enforcement arrives, allow them to take control of the situation.
7. Maintain a visible record of the individual's information in the office for future reference and interaction.

## Unknown / Disruptive / Unarmed / Unwelcomed Visitor

**Definition:** *An individual who gains unauthorized entry into the building and causes disruption.*

Procedure:

1. Ask for the individual's name and identification.
2. Make a copy of their identification for filing purposes.
3. Request the individual to leave the premises.
4. If the individual is unwilling to leave, inform them that law enforcement will be contacted (911).
5. Initiate a lockdown of the building via the intercom system:
  - Alert all occupants to lockdown immediately.
  - Lock all hallway and classroom doors and windows.
  - Stay away from doors and windows once locked.
  - Use barriers (desks, tables, chairs, etc.) to fortify the door.
  - Hide out of sight as much as possible.
  - Remain in the room until instructed otherwise.
  - Keep lights on for law enforcement visibility.
6. Attempt to communicate with the individual in a calm manner.
7. Encourage the individual to move to the outside of the building.
8. Once law enforcement arrives, allow them to take control of the situation.
  - Note down details for the report: age, race, height, weight, clothing, facial description, and any conversation.
9. Maintain a visible record of the individual's information in the office for future reference and interaction.



## **Disruptive / Armed / Unwelcomed Visitor**

**Definition:** *An individual who gains unauthorized entry into the building and poses a threat of harm.*

Procedure:

1. Immediately call the Sheriff (911) to report the situation.
2. Initiate a lockdown of the building via the intercom system:
  - Alert all occupants to lockdown immediately.
  - Lock all hallway and classroom doors and windows.
  - Stay away from doors and windows once locked.
  - Use barriers (desks, tables, chairs, etc.) to fortify the door.
  - Hide out of sight as much as possible.
  - Remain in the room until instructed otherwise.
  - Keep lights on for law enforcement visibility.
3. Await further instructions from law enforcement.
4. Once law enforcement arrives, allow them to take control of the situation.
  - Note down details for the report: age, race, height, weight, clothing, facial description, and any conversation.
5. Maintain a visible record of the individual's information in the office for future reference and interaction.

### **Lock-down Procedure:**

1. Send out lock-down alert via intercom.
2. Alert all occupants to initiate lock-down immediately.
3. Lock all hallway and classroom doors and windows.
  - Stay away from doors and windows once locked.
  - Use barriers (desks, tables, chairs, etc.) to fortify the door.
  - Hide out of sight as much as possible.
  - Remain in the room until instructed differently.
  - Leave lights on for law enforcement visibility.
4. Await further instructions from law enforcement.
5. Once law enforcement arrives, allow them to take control of the situation.
  - Note down details for the report: age, race, height, weight, clothing, facial description, and any conversation.
6. Maintain a visible record of the individual's information in the office for future reference and interaction.

### **Exit Building Protocol**

1. Follow the Fire Drill Exit Plan:
  - Close all doors and windows upon exiting the building.
  - Students are not permitted to exit without a teacher.
  - Teachers must always remain with their students while outside.
  - Perform roll call once your class is in the proper location.
  - Wait for final clearance from the authority before reentry.
2. Reentry:
  - No student is permitted to enter the building without a teacher.
  - Double-check doors and windows and perform a final roll call before proceeding.

## **BOMB THREAT**

In the event of a bomb threat, standard fire drill procedures will be followed, and authorities will be notified immediately. Parents will be promptly informed about the situation and how it was addressed.

## **TEACHER/STUDENT ILLNESS OR DEATH**

If a teacher or student falls ill or passes away in the presence of other students, the administration will handle the situation appropriately. In severe cases, parents will be notified immediately, and church pastoral staff will assist in explaining the situation to students.

## **CRISIS MANAGEMENT**

HIS will develop a Crisis Management plan for handling crises such as suicides, shootings, or the death of a student, parent, or employee. A Crisis Team, comprising the principal, administrator, NLC pastor, and designated staff members, will be appointed to manage specific situations, make decisions, and disseminate information. The principal will be responsible for developing emergency procedures distributed to school employees, parents, and Crisis Team members.

Annual training sessions on crisis management procedures will be conducted for all school employees during in-service sessions before the start of the school year. In the event of a crisis, the principal will notify Crisis Team members and the director of schools. Emergency services will be contacted if necessary, and board members will be informed. Media attention will be directed to the school administrator.

## **ACCEPTABLE NETWORK & INTERNET USAGE**

Harmony Independent Schools provides computer access for students to enhance curriculum, academic development, and research. This privilege is governed by specific guidelines set by teachers or computer lab monitors. Any misuse may result in revocation of access.

Users are prohibited from:

- Transmitting, receiving, displaying, printing, or storing material/software that violates federal, state, or local laws, including copyright laws.
- Transmitting, receiving, displaying, printing, or storing inappropriate material, such as harassing, intimidating, or offensive content based on race, sex, age, disability, or other factors.
- Logging in with usernames and passwords other than their own.
- Attempting to obtain or modify files, passwords, or data of other users.
- Removing, modifying, or changing preconfigured programs or system settings.
- Installing unauthorized programs.
- Bypassing system or internet security measures.
- Attempting to bypass internet content filtering; any inappropriate content encountered must be reported immediately.
- Accessing streaming media, Facebook, or other social media sites.
- Using HIS computers for gaming purposes.

Users must uphold honesty, integrity, and respect for others while using HIS computers. IT staff and administrators reserve the right to monitor and log all student network and Internet activity at any time.

Personal device use during classes is permitted at the teacher's discretion.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

All HIS classrooms are designated as cell-phone free zones. Therefore, cellphones should remain in school bags, turned off, or on silent mode throughout classes. This policy is consistent across all classrooms and will be strictly enforced.

This school-wide policy aims to promote appropriate digital citizenship and foster a healthy learning environment. Studies have shown that even the presence of a cellphone on a desk can be a significant source of distraction for students, leading to decreased academic engagement. By implementing this policy, we seek to minimize distractions, promote face-to-face social interaction, and support students in their academic success.

Parents are encouraged to reinforce this policy by restricting phone contact with their child to before and after school hours. In case of emergencies or important messages, students will have access to the phones in their backpacks. Smartwatch usage will be limited to telling time during school hours.

Together, we can create a focused and conducive learning environment for all students at HIS.

### **Disciplinary Action**

Any user of the network who violates the policies outlined in this document or engages in any other act determined to be an unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies.

Students who violate the Cell Phone/Electronic Device policy will be subject to the following set of consequences:

- 1st and 2nd offense: Cell phone or other electronic device confiscated for the remainder of the day.
- 3rd offense: The student's parent or guardian will need to come to the school to pick up the item.



# HARMONY INDEPENDENT SCHOOLS

## PARENTAL AGREEMENT

As a parent/guardian enrolling my child in Harmony Independent Schools (HIS), I acknowledge the significance of acquainting my family with the school's policies and procedures.

By signing below, I affirm that:

- I have read or will read the Family and Student Handbook.
- I am committed to adhering to the policies and procedures outlined within it.
- I agree to comply with all HIS policies, whether communicated in writing or verbally.
- I am prepared to collaborate with HIS to promptly address any issues that may arise during the school term.

## PUBLIC RELATIONS EVENTS

The Media and IT department at Harmony Independent Schools may capture audio and video recordings during presentations, programs, class activities, and special events, as well as take photographs of students for promotional and informational purposes. Your child may be included in these materials. Please indicate your preference below:

\_\_\_\_\_ Yes, I consent to my child being featured in Harmony Independent Schools' promotional and/or informational materials.

\_\_\_\_\_ No, I do NOT consent to my child being featured in Harmony Independent Schools' promotional and/or informational materials.

Parent(s)/Legal Guardian Signature: \_\_\_\_\_

\_\_\_\_\_



# HARMONY INDEPENDENT SCHOOLS

## ACUERDO PARENTAL

Como padre/tutor al inscribir a mi hijo/a en las Escuelas Independientes Harmony (HIS), reconozco la importancia de familiarizar a mi familia con las políticas y procedimientos de la escuela.

Al firmar a continuación, afirmo que:

- He leído o leeré el Manual de Familia y Estudiante.
- Estoy comprometido/a a cumplir con las políticas y procedimientos delineados en él.
- Acepto cumplir con todas las políticas de HIS, ya sea comunicadas por escrito o verbalmente.
- Estoy preparado/a para colaborar con HIS para abordar rápidamente cualquier problema que pueda surgir durante el período escolar.

## EVENTOS DE RELACIONES PÚBLICAS

El departamento de Medios y Tecnología de la Información en las Escuelas Independientes Harmony puede capturar grabaciones de audio y video durante presentaciones, programas, actividades de clase y eventos especiales, así como tomar fotografías de los estudiantes con fines promocionales e informativos. Su hijo/a podría ser incluido/a en estos materiales. Por favor, indique su preferencia a continuación:

\_\_\_\_\_ Sí, consiento que mi hijo/a sea incluido/a en los materiales promocionales y/o informativos de las Escuelas Independientes Harmony.

\_\_\_\_\_ No, NO consiento que mi hijo/a sea incluido/a en los materiales promocionales y/o informativos de las Escuelas Independientes Harmony.

Firma del padre/madre/tutor legal: \_\_\_\_\_

\_\_\_\_\_



Harmony Independent Schools (HIS)

1082 Berclair Road
Memphis, TN 38122
(901) 591 - 7267

STUDENT MEDICATION AUTHORIZATION FORM

(Required when a student needs to take prescription and non-prescription medication at school.)

Student's Full Name Birthdate Grade Date

School medication and health care services are administered following these guidelines:

- 1) Physician prescriber signed and dated authorization to administer the medication.
2) Parent/guardian signed and dated authorization to administer the medication.
3) The medication must be in the original labeled container as dispensed or the manufacturer's labeled container.
4) The medication label must contain the student's name, name of the medication and directions for use and date.
5) Annual renewal of authorization and immediate notification of changes is required.

TO BE COMPLETED BY THE STUDENT'S PHYSICIAN, PHYSICIAN ASSISTANT, OR ADVANCED PRACTICE REGISTERED NURSE

Medication/Treatment Dosage Time to be administered

Diagnosis Side Effect (if any)

Administration Instructions:

Effective Date: To:

Other Medication the Student is Taking:

May the student self-administer the medication under the supervision of a school nurse or school designee?

YES NO

Name of Physician, Physician Assistant or Advanced Practice Nurse Signature Date

Office Phone: Address:



# Harmony Independent Schools (HIS)

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## STUDENT MEDICATION AUTHORIZATION FORM

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Harmony Independent Schools (HIS) and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law while under the supervision of the employee and agents of HIS), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medication to my child be performed by an individual other than a school nurse and specifically consent to such practices**, and I agree to indemnify and hold harmless Harmony Independent Schools and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian (printed name)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Guardian Phone Number

\_\_\_\_\_  
Daytime Emergency Phone Number

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Harmony Independent Schools (HIS)

1082 Berclair Road  
Memphis, TN 38122  
(901) 591-7267

## STUDENT MEDICATION AUTHORIZATION FORM

(Required when a student needs to take **prescription and non-prescription** medication at school.)

\_\_\_\_\_  
Nombre del Estudiante

\_\_\_\_\_  
Fecha de Nacimiento

\_\_\_\_\_  
Grado

\_\_\_\_\_  
Fecha

Medicamento en la escuela y servicios de atención médica son administrados siguiendo estas pautas:

- 1) Autorización para administrar medicamento firmada y con fecha de un médico/prescriptor.
- 2) Autorización de Padre/Guardián firmada y con fecha para administrar medicamento.
- 3) El medicamento debe estar en su envase original etiquetado como se dispensó o en el envase etiquetado por el fabricante.
- 4) La etiqueta del medicamento debe contener el nombre del estudiante, nombre del medicamento e instrucciones de uso con fecha.
- 5) Renovación anual de autorización y notificación inmediata de cambios es requerido.

### TO BE COMPLETED BY THE STUDENT'S PHYSICIAN, PHYSICIAN ASSISTANT, OR ADVANCED PRACTICE REGISTERED NURSE

\_\_\_\_\_  
Medication/Treatment

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Time to be administered

\_\_\_\_\_  
Diagnosis

\_\_\_\_\_  
Side Effect (if any)

Administration Instructions: \_\_\_\_\_

Effective Date: \_\_\_\_\_ To: \_\_\_\_\_

Other Medication the Student is Taking: \_\_\_\_\_

May the student self-administer the medication under the supervision of a school nurse or school designee?

\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Name of Physician, Physician Assistant or Advanced Practice Nurse

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_



# Harmony Independent Schools (HIS)

1082 Berclair Road  
Memphis, TN 38122  
(901) 591 – 7267

## Formulario de Autorización de Medicamentos del Estudiante

### Para todos los Padres/Guardianes:

Al firmar abajo, estoy de acuerdo que yo soy principalmente responsable de administrar medicamento a mi hijo/a. Sin embargo, en el evento que yo no pueda hacerlo o en el evento de una emergencia médica, yo autorizo a Harmony Independent Schools (HIS) y a sus empleadores y agentes, en mi nombre, de administrar o atemptar de administrar a mi hijo/a (o permitir a mi hijo/a de auto administrarse de conformidad a la Ley del Estado bajo la supervisión de un trabajador o agente del HIS), medicamento recetado legalmente en la manera que se describió anteriormente. **Yo reconozco que puede ser necesario que la administración de medicamentos a mi hijo/a sea realizada por un individuo que no sea una enfermera de la escuela y específicamente consiento totales practicas**, y estoy de acuerdo a indemnizar y mantener ofensa a la Escuela Harmony Independent Schools (HIS) y a sus empleadores y agentes contra cualquier reclamo, excepto un reclamo basado en una conducta intencional y arbitraria, que surge de la autoadministración de medicamentos por parte del estudiante.

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Firma en molde de Padre/Guardián

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Firma de Padre

---

Fecha Firmada

---

Número de Teléfono del Padre

---

Numero de Telefono de Emergencia

Información Adicional:

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# Harmony Independent Schools Release of Records Form

This student has applied to HIS. Please help us with acquiring records for Admissions review.

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Fax #: \_\_\_\_\_ Records Email Address: \_\_\_\_\_

### AUTHORIZATION

I, \_\_\_\_\_ hereby authorize the release of any official records, complete transcript of grades, test scores, and other teacher-referred information concerning the above-mentioned student's academic and behavioral performance.

I, \_\_\_\_\_ understand that records will not be released if I am under any financial obligation. If my records are unavailable, the enrollment will be delayed until the records are released.

### SEND RECORDS TO

**Harmony Independent Schools (HIS)**  
Attn: Admissions  
1082 Berclair Road  
Memphis, TN 38122  
Office: (901) 591-7267  
jenesis.anderson@maconmemphis.org

### PLEASE TURN IN A COPY OF THE FOLLOWING INFORMATION AS SOON AS POSSIBLE:

- Official complete transcript through last grade attended
- Copy of student's previous year's and current report card
- Standardized test scores
- Certificate of immunization
- Entry medical form
- Social security card
- Birth certificate
- Any additional academic or behavioral information that may be relevant to the student's file



# Enrollment Application Re-enrollment Application

Last Name	First Name	Middle Name	Sex
Home Phone #	Social Security #	Birthdate	
Birth City	Country	State	Race

Email address: \_\_\_\_\_

Is English primary spoken by student?  Yes  No      Is English language limited?  Yes  No

If No, home language: \_\_\_\_\_

Home Address	City	State	Zip Code
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Is Address on Federal Property?  Yes  No      Have you ever attended a Memphis City School?  Yes  No

Projected School 2023 – 2024	Grade	Date Attended
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Address of School	City	State	Zip Code
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Have you ever attended a Memphis City School?  Yes  No

School Name	Grade	Date Attended
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Are you here on a school transfer?  Yes  No      If, yes Name of your assigned school: \_\_\_\_\_

Is the student currently enrolled or has student ever been enrolled in a **Special Education or Resource Program**?  Yes  No

Does your child have a 504 Plan?  Yes  No

Has the student had or currently has the following?

- |  |   |
|--|---|
| <input type="checkbox"/> No known health problem           | <input type="checkbox"/> Heart problems                   |
| <input type="checkbox"/> Asthma                            | <input type="checkbox"/> Seizures (Epilepsy)              |
| <input type="checkbox"/> Allergies                         | <input type="checkbox"/> Diabetes                         |
| <input type="checkbox"/> Eye problems (other than glasses) | <input type="checkbox"/> Kidney problems                  |
| <input type="checkbox"/> Hearing difficulties              | <input type="checkbox"/> Tuberculosis contact date: _____ |
| <input type="checkbox"/> Speech difficulties               | <input type="checkbox"/> Surgery type: _____ date: _____  |

Instructions for assistance for above medical problem(s): \_\_\_\_\_

Prescribed medicine taken on a regular basis: \_\_\_\_\_ Taken at school?  Yes  No

Special condition (possible life-threatening condition, such as food allergies, etc.): \_\_\_\_\_

**IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO PROVIDE THE SCHOOL WITH SPECIFIC EMERGENCY PROCEDURES**

Insurance/Health Plan: \_\_\_\_\_ Number: \_\_\_\_\_

Doctor or Clinic: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Hospital: \_\_\_\_\_

Disability: \_\_\_\_\_ May the student participate in all school activities?  Yes  No

If no, list instructions: \_\_\_\_\_

Student lives with: Both Natural Parents?  Yes  No Father?  Yes  No Mother?  Yes  No

Stepmother?  Yes  No Stepfather?  Yes  No Guardian?  Yes  No, Relationship: \_\_\_\_\_

Is the parent/guardian employed on federal property?  Yes  No If yes, where? \_\_\_\_\_

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact #3: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact #4: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact #5: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Instructions for pick-up? \_\_\_\_\_

**Parents/Guardians, we need to know how your child will be going home. Please check the appropriate box below:**

Picked Up By Car  Ride School Bus  Walk Home  Other: \_\_\_\_\_

Please list all people authorized to pick up your child.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



# Personal Recommendation

**TO THE STUDENT:** This recommendation should be given to an adult who is not related to you, but who knows you well. You may choose anyone who interacts with you on a regular basis and who knows you through one of your interests: an employer, a music instructor, a coach, a church member, etc. Before giving this form to your recommender, please write your name and school below. If your recommender is submitting by mail, please provide stamped, addressed envelopes for each of your schools. Let recommenders know the deadlines for each school.

**Student's Full Name:** \_\_\_\_\_ **Applying for Grade:** \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**TO THE RECOMMENDER:** Schools place considerable weight on the personal qualities of each candidate for admission. Your most candid and thoughtful responses are appreciated. This recommendation will remain confidential and will not become part of the student's permanent record.

**In what context and for how long have you known the applicant?** \_\_\_\_\_

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**What are the first words that come to mind to describe the applicant?** \_\_\_\_\_

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**What do you feel is this individual's greatest strength?** \_\_\_\_\_

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**Where do you see the most room for growth in this applicant?** \_\_\_\_\_

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**Please comment on the applicant's performance in and commitment to extracurricular, community, or work involvements.**

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Name of Student: \_\_\_\_\_

**What do you feel will be the applicant's contributions to a private Christian school community? Please include in your response your reflections on the applicant's personal integrity, concern for others, dependability, respect accorded by peers, and respect accorded by adults.**

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**I recommend this student for admission:**  Enthusiastically  Strongly  Mildly  With reservation  Not at all

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the candidate's application. Submissions can be made in person via the candidate or by mail. See address below.

May we contact you for further information about this candidate:  Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Relationship to Applicant:** \_\_\_\_\_

**Full Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



# Teacher Recommendation

Student's Full Name: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Parent or Guardian** – Please write your child’s name in the space above and read and sign the following before giving this to your child’s teacher. Please include an addressed/stamped envelope for each school you list below.

*I understand and agree that the information contained on this Teacher Recommendation form is confidential and will be used only in the selection of applicants and will not become part of the applicant's permanent file. I also agree that this completed form will not be available to applicants, parents, or anyone outside the Admissions Committee, and I waive any right that I may have to see it.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher** – Please complete this confidential form and return it to the schools listed above in the envelope provided by the student/parent. This Teacher Recommendation form will be treated confidentially and will not be shared with parents. You may wish to retain the original copy for your files to send to additional schools. Thank you for your cooperation and honesty. The student’s application cannot be processed until the form is received in the Admissions Office.

Skills Ratings	Exceeds Expectations	Area of Strength	Age Appropriate	Progressing	Area of Concern	Please Comment
Listens to and follows teacher’s directions						
Is attentive to group discussions/activities						
Contributes appropriately to group discussions/activities						
Demonstrates ability to work independently						
Perseveres in spite of difficulty						
Works cooperatively						
Enjoys new challenges						
Moves easily from one activity to another						
Demonstrates ability to stay on task						
Ability to complete work in a timely manner						
Ability to express ideas verbally						
Clarity of writing						
Grammar/Mechanics skills						
Reading rate and fluency						
Reading comprehension						
Knowledge and usage of vocabulary						
Imagination and creativity						
Problem-solving skills						
Willingness to take risks						
Reads for pleasure						
Number’s sense						
Spatial sense						
Academic curiosity						

Name of Applicant: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_

Social Skills	Consistently	Sometimes	Seldom	Please Comment
Responds positively to constructive criticism				
Establishes friendships easily				
Is comfortable in a group				
Respectful of property (personal & others)				
Accepts responsibility for actions				
Demonstrates self-control				
Takes responsibility for belongings				
Is cooperative				
Demonstrates appropriate energy level				
Exhibits emotional maturity				
Takes pride in appearance				
Demonstrates Christ-like characteristics				

Circle the words that best describe this applicant:

- |            |                    |                 |                  |              |
|------------|--------------------|-----------------|------------------|--------------|
| Aggressive | Disobedient        | Honest          | Oppositional     | Shy          |
| Anxious    | Easily discouraged | Immature        | Over-protected   | Self-reliant |
| Cheerful   | Flexible           | Impulsive       | Perfectionist    | Spirited     |
| Confident  | Follower           | Manipulative    | Positive Leader  | Well-liked   |
| Curious    | Helpful            | Negative Leader | Self-disciplined | Witty        |

Please describe the student's academic/social strengths, assets and gifts: \_\_\_\_\_

Please describe the student's academic/social challenge and areas of support: \_\_\_\_\_

Please add any additional information that would provide a more complete picture of the student and family: \_\_\_\_\_

I recommend this student for admission:  Enthusiastically  Strongly  Mildly  With Reservation  Not at all

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the candidate's application. Submissions can be made in person via the candidate or by mail. See address below.

May we contact you for further information about this applicant:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ School Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Principal/Director Verification					
	Consistently	Usually	Seldom	Not Observed	Comment(s)
Parent(s) participate in school activities					
Parent(s) support policies and procedures					
Signature of Principal or Director:					Date: