

# harding

**FINE ARTS ACADEMY**



**HARDING FINE ARTS ACADEMY**  
**PARENT/STUDENT HANDBOOK**  
**2008-2009**

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**WELCOME!** The following document is the Harding Fine Arts Academy Parent/Student handbook. It outlines the practices and procedures that all HFAA students are expected to observe. Please read it carefully and feel free to contact the school office for clarifications or explanations as needed.

**GENERAL SCHOOL INFORMATION:**

**School colors:** Red, Black, and White  
**School mascot:** Firehawks  
**School address:** 3333 N. Shartel, Oklahoma City, OK 73118  
**School phone:** (405) 702-4322 School Fax: (405)601-0904  
**School website:** [www.hardingfinearts.org](http://www.hardingfinearts.org)

**FACULTY AND STAFF**

**Administration**

Dr. Sherry Rowan	Principal	<a href="mailto:srowan@hardingfinearts.org">srowan@hardingfinearts.org</a>
Ms. H. L. Watson	Director of Operations	<a href="mailto:hlwatson@hardinfinearts.org">hlwatson@hardinfinearts.org</a>
Ms. Elanna Killackey	Director of Admissions	<a href="mailto:ekillackey@hardingfinearts.org">ekillackey@hardingfinearts.org</a>

**Faculty**

Mr. Randall Adkins	World History, Gov't/Economics	<a href="mailto:radkins@hardingfinearts.org">radkins@hardingfinearts.org</a>
Ms. Elyse Angelo	Band	<a href="mailto:eangelo@hardingfinearts.org">eangelo@hardingfinearts.org</a>
Mr. Nick Bayer	Art, Digital Photography	<a href="mailto:nbayer@hardingfinearts.org">nbayer@hardingfinearts.org</a>
Ms. Kathy Crismyre	US History, Special Education	<a href="mailto:kcrismyre@hardingfinearts.org">kcrismyre@hardingfinearts.org</a>
Ms. Paola Diaz de Varela	Spanish	<a href="mailto:pdiaz@hardingfinearts.org">pdiaz@hardingfinearts.org</a>
Ms. Genie Funk	Photography	<a href="mailto:gfunk@hardingfinearts.org">gfunk@hardingfinearts.org</a>
Ms. Laurence Hall	French	<a href="mailto:llhall@hardingfinearts.org">llhall@hardingfinearts.org</a>
Mr. Jeff Hicks	Guitar, Band	<a href="mailto:jhicks@hardingfinearts.org">jhicks@hardingfinearts.org</a>
Mr. Chris Neal	OK History, World History, PE, Athletics	<a href="mailto:cneal@hardingfinearts.org">cneal@hardingfinearts.org</a>
Mr. Chris Nedbalek	Algebra I, Geometry	<a href="mailto:cnedbalek@hardingfinearts.org">cnedbalek@hardingfinearts.org</a>
Michele Petersen	German, Basic Computers, P & E	<a href="mailto:mpetersen@hardingfinearts.org">mpetersen@hardingfinearts.org</a>
Mr. Jeff Riles	Algebra II, Trig/Pre-Cal, Calculus, Senior Counselor	<a href="mailto:jriles@hardingfinearts.org">jriles@hardingfinearts.org</a>
Mr. Barry Schmelzenbach	Journalism	<a href="mailto:bschmelzenbach@hardingfinearts.org">bschmelzenbach@hardingfinearts.org</a>
Dr. Daniel Schuerch	Chemistry, Biology	<a href="mailto:dschuerch@hardingfinearts.org">dschuerch@hardingfinearts.org</a>
Dr. Beth Sievers	Strings	<a href="mailto:bsievers@hardingfinearts.org">bsievers@hardingfinearts.org</a>
Mr. Geoffrey Smith	Video Production	<a href="mailto:gsmith@hardingfinearts.org">gsmith@hardingfinearts.org</a>
Ms. Celestia Stacy	English III & IV, AP Lang. & Comp.	<a href="mailto:cstacy@hardingfinearts.org">cstacy@hardingfinearts.org</a>
Mr. Tyrone Stanley	Choir, AP Music Theory	<a href="mailto:tstanley@hardingfinearts.org">tstanley@hardingfinearts.org</a>
Mr. Josh Vaught	Environmental Science, Anat. & Physiology	<a href="mailto:jvaught@hardingfinearts.org">jvaught@hardingfinearts.org</a>
Ms. Karen Voyles	English II, Modern Dance	<a href="mailto:kvoyles@hardingfinearts.org">kvoyles@hardingfinearts.org</a>
Ms. Brenda Williams	English I, Drama, Creative Writing	<a href="mailto:bwilliams@hardingfinearts.org">bwilliams@hardingfinearts.org</a>

## HARDING FINE ARTS CLASS PERIOD SCHEDULE

### Monday, Tuesday, Wednesday, Thursday, Friday: Week A, Regular

1 <sup>st</sup> Period.....	8:00 a.m.	-	8:45 a.m.
2 <sup>nd</sup> Period.....	8:50 a.m.	-	9:35 a.m.
3 <sup>rd</sup> Period.....	9:40 a.m.	-	10:25 a.m.
4 <sup>th</sup> Period.....	10:30 a.m.	-	11:15 a.m.
5 <sup>th</sup> Period.....	11:20 a.m.	-	12:05 p.m.
LUNCH.....	12:10 p.m.	-	12:40 p.m.
<i>*Performance &amp; Exhibition:</i> Tuesday and Thursday	12:45 p.m.	-	1:15 p.m.
<i>*Advisory:</i> Monday and Wednesday	12:45 p.m.	-	1:15 p.m.
<i>*Study Hall:</i> Friday	12:45 p.m.	-	1:15 p.m.
6 <sup>th</sup> Period.....	1:20 p.m.	-	2:10 p.m.
7 <sup>th</sup> Period.....	2:15 p.m.	-	3:00 p.m.

### Monday, Tuesday, Wednesday: Week B, Regular Schedule

1 <sup>st</sup> Period.....	8:00 a.m.	-	8:45 a.m.
2 <sup>nd</sup> Period.....	8:50 a.m.	-	9:35 a.m.
3 <sup>rd</sup> Period.....	9:40 a.m.	-	10:25 a.m.
4 <sup>th</sup> Period.....	10:30 a.m.	-	11:15 a.m.
5 <sup>th</sup> Period.....	11:20 a.m.	-	12:05 p.m.
LUNCH.....	12:10 p.m.	-	12:40 p.m.
<i>*Performance &amp; Exhibition:</i> Tuesday	12:45 p.m.	-	1:15 p.m.
<i>*Advisory:</i> Monday and Wednesday	12:45 p.m.	-	1:15 p.m.
6 <sup>th</sup> Period.....	1:20 p.m.	-	2:10 p.m.
7 <sup>th</sup> Period.....	2:15 p.m.	-	3:00 p.m.

### Thursday, Friday: Week B, Block Schedule

<b><u>Thursday</u></b>	<b><u>Friday</u></b>		
1 <sup>st</sup> Period	2 <sup>nd</sup> Period	8:00 a.m.	- 9:19 a.m.
3 <sup>rd</sup> Period	Activity/Tutoring Time	9:24 a.m.	- 10:42 a.m.
5 <sup>th</sup> Period	4 <sup>th</sup> Period	10:47 a.m.	- 12:05 p.m.
LUNCH	LUNCH	12:10 p.m.	- 12:40 p.m.
P & E	Study Hall	12:45 p.m.	- 1:35 p.m.
7 <sup>th</sup> Period	6 <sup>th</sup> Period	1:40 p.m.	- 3:00 p.m.

## Fall 2008 Calendar

## Spring 2009 Calendar

## **SECTION I – GENERAL INFORMATION**

**SCHOOL MISSION:** The mission of Harding Fine Arts Academy is to provide an arts enriched learning environment merging aesthetic and academic content to enhance student achievement and to encourage arts-related careers and lifelong arts appreciation.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the United States Flag or the Oklahoma Pledge may be given during programs and assemblies throughout the school year. Students have the right not to participate, but nonparticipating students must remain silent and respect the rights of others during the ceremony.

### **STUDENT ENROLLMENT INFORMATION**

Grades 9-12 - A student will be placed in the grade that is certified on the transcript or academic record from an accredited middle school or high school. Students enrolled from non-accredited schools and home schooling may be required to take qualifying tests to determine grade level. Students on an Individual Education Plan (IEP) must bring a copy of the IEP for placement in the proper classes.

### **STUDENT RECORDS (F.E.R.P.A.)**

Upon request, the official records of a student may be inspected and reviewed by the student's parent or an eligible student eighteen (18) years or older. Additionally, parents or eligible students have the right to:

- ◆ request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- ◆ consent to disclose education records, except where consent is not required to authorize disclosure;
- ◆ file complaints concerning noncompliance with the U.S. Department of Education;
- ◆ obtain a copy of the local adopted policy at the Administration building, 900 N. Klein, Oklahoma City; and receive notification in their primary or home language.

Harding Fine Arts Academy complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22). Records may be inspected at school between 8:00 a.m. and 3:00 p.m. Monday through Friday.

### **STUDENT CARE / RELEASE**

A request for the release of a student from school will only be honored to authorized persons. Students are only released to the custodial parent/guardian and the non-custodial parent (with written authorization of the custodial parent and presentation of a legal document proving relationship to the student) or the custodial parent's designee. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a child, such as divorce decrees that limit or deny access to school information. The non-custodial parent is responsible for providing mailing information to the school principal. Photo identification is required for release. Students leaving before the end of the regular school day must be signed out in the school office.

### **STUDENT WELFARE (CHILD ABUSE)**

All employees are required by Oklahoma law to report suspected cases of child abuse to the Child Abuse Hotline at 841-0800 or 1-800-522-3511, after hours and weekends.

### **DISCRIMINATION**

Harding Fine Arts Academy does not discriminate, on the basis of race, color, gender, national origin, sexual orientation, pregnancy, religion, disability, or age. Discriminating and/or bullying behaviors are prohibited on school premises and at school related activities.

### **SEXUAL HARASSMENT**

Harding Fine Arts Academy policy prohibits verbal or physical conduct of a sexual nature, including lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex or sexual orientation; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons. Victims shall be referred to the principal. Perpetrators may be reported to the police.

### **BULLYING/HARASSMENT**

Bullying, intimidation, or harassment, whether written or verbal, is not allowed in Harding Fine Arts Academy. Behaviors that place another student in fear of harm, insult, or demean any student or group of students, such as name calling, racial slurs, pushing, crowding, or hitting, pinching, making fun or threatening to hurt someone are not allowed.

Any student who believes that he or she has been a victim of discrimination, bullying, or harassment, shall file his/her complaint directly with the school principal.

### **CLOSED CAMPUSES**

Students are required to remain on campus throughout the school day. Lunches are provided in the school by special arrangement with Oklahoma City Public Schools.

### **FREE AND REDUCED LUNCH/BREAKFAST**

Students may qualify for free or reduced lunch and breakfast. Forms are available in the office to make application for the program. Decisions regarding eligibility for free and reduced lunch and breakfast are made through Oklahoma City Public Schools based upon the information provided by the parent/guardian on the federal form. Questions regarding the free and reduced lunch and breakfast program should be directed to Maria Saenz in the Child Nutrition Services Office, OKCPS, (405)587-1131.

## **DRUG FREE SCHOOLS POLICY**

It is **Harding Fine Arts Academy** policy that no student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, alcoholic beverage, fortified wine or other intoxicating liquor; or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or be under the influence of any other chemicals or products. Students may not possess, use, or transmit spray paint except as directed by a teacher or administrator. This policy shall apply to all students before, sponsored event or function, or during any period of time when students are subject to the authority during and after school hours, in any school building, on the premises, in a school vehicle, at a school sponsored event or function, or during any period of time when students are subject to the authority of school personnel. Students in violation of this policy are subject to an out of school suspension.

## **WEAPON-FREE SCHOOLS**

Weapons of any kind are not permitted at Harding Fine Arts Center. Any student attending Harding Fine Arts Academy who uses or possesses a knife, box cutter, exacto knife, etc. (except under direct supervision of a teacher as for an art or science project), or any sort of firearm at any school-sponsored event or in or upon any school property, including school transportation, or any other item that can be construed to be a used as a weapon will be immediately suspended and the police will be notified. Possession of a firearm will result in removal from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921 as:

- ◆ Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- ◆ The frame or receiver of any such weapon;
- ◆ Any firearm muffle or firearm silencer; or
- ◆ Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket, having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearms or weapons will be confiscated and released only to proper legal authorities. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act (Regulation EL-15-E).

## **TOBACCO FREE SCHOOLS**

Student possession and/or use of tobacco in any form is not permitted on **Harding Fine Arts Academy** property nor is possession of matches or a lighter. Smoking or use of tobacco, in any form by anyone, shall be prohibited within the school building and on school grounds. Violation of the tobacco law may be referred to Able Commission (Regulation EL 15-A). Students who are found to be in possession of tobacco products, matches or a lighter will receive an out of school suspension.

## HEALTH CARE

It is the parent's responsibility to notify the school if their student has a temporary or permanent health condition. Health conditions may restrict some students from participating in school activities such as physical education, dance class, or climbing the stairs. In this case, written notification from a physician describing the condition and advising the school of the type and length of restriction is required. Permanent restrictions must be renewed at the beginning of each school year. Authorization from the principal or his/her designee is needed before a student may leave school for health reasons. Prescription medicine may be dispensed to students only with the written directions of a physician. All medicines, including over-the-counter medicines, must be checked in to the school office. No medicines, including over-the-counter drugs, may be administered to a student without a letter of permission from the parent or guardian. Students using inhalers must bring a letter from the parent giving the student permission to carry the inhaler with them.

## EMERGENCY CARE

Parents are requested to provide emergency telephone numbers in case a student becomes ill or has an accident at school. The nurse or designated person will provide first aid and attempt to notify the parent/guardian as soon as possible. EMSA or other emergency medical services may be called if parents are unavailable. Expenses for emergency care will be directed to the parents. **It is important that parents update emergency numbers when there are changes.**

## IMMUNIZATION REQUIREMENT (PRE K-12)

**Oklahoma State law requires parents to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis, Varicella, Hepatitis A and Hepatitis B before a student is admitted or enrolled in any public school. The Oklahoma City Public School Health Services Department monitors and implements the immunization program according to State Law and school policy. In addition, parents are strongly encouraged to consider having their student immunized for meningitis.**

### Guide to Immunization Requirements in Oklahoma 2008-2009

CHILDCARE	PRE-SCHOOL/PRE-KG	KDG thru 10th	11th and 12 <sup>th</sup>
4 DTaP DTP/DTaP/Td/Tdap	4 DTaP	5 DTP/DTaP/Td/Tdap	5
1-4 PCV			
3 Polio	3 Polio	4 Polio	4 Polio
1 MMR	1 MMR	2 MMR	2 MMR
1-4 Hib			
3 Hep B	3 Hep B	2-3 Hep B	2-3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella	

For further immunization information please call the Immunization Service, Oklahoma State Department of Health, at 1-800- 234-6196.

*Revised – Feb. 2008*

## **SECTION II – STUDENT RESPONSIBILITIES**

### **STUDENT ATTENDANCE**

Students between the ages of five (5) and eighteen (18) who reside within the district should be enrolled in an Oklahoma City Public School. Parents are responsible for their child's attendance and under Oklahoma law can be fined if they allow children to remain absent from school as regular attendance is critical to academic success. Parents are advised that children are considered present only when they are actually in the classroom. A child is recorded as absent, whether the absence is excused or unexcused, when that child is not in the classroom. All absences are recorded on the child's attendance record. Advisory times and Performance & Exhibition times are considered class time at HFAA. All students must attend these classes and attendance will be taken. Absences or tardies to these classes will accrue to the student's total absences.

### **EXCUSED ABSENCES**

Due to state reporting requirements, parents must contact the school before 10:00 a.m. the day a student is absent to verify the reason for the absence. Excused absences include illness or injury, doctor or dental appointments, bereavement, serious illness or emergency in immediate family, and school bus transportation problems. It is the responsibility of the student or the student's parent/guardian to ask teachers for any work missed due to an absence. Work, including missed tests, must be made up within **five (5)** school days of the day of the absence.

### **UNEXCUSED ABSENCES**

Ten (10) unexcused absences during the school year will result in a failing grade (F). Five (5) unexcused absences during the semester will result in a failing grade (F). A maximum of ten (10) days of activity absences from any one class as a result of school activities are permitted during the school year.

### **TARDY STUDENTS/ABSENCE COUNT**

Students are required to be in class on time. Besides adversely affecting the student's academic progress, students' late arrival is disruptive to the teaching and learning process. Students who enter the classroom after the official start time will be counted tardy. Any student having an unexcused tardy to class will receive a lunch detention. Excessive tardiness may result in further disciplinary action. A student who is more than one hour late in the morning will be counted absent for 1/2 day. A student must be present at least two hours in the afternoon to be counted present for the day. Three unexcused tardies to school within a grading period will be counted as an absence. A tardy will be counted as excused only for the following reasons: late city bus, medical or dental appointment, illness, accident, or vehicle breakdown and only with proper **written, dated** documentation, ie. Note from parent, bus driver, doctor or dentist's office. Missing the bus, oversleeping, etc. will not be considered as excused. Beginning January 6, 2009, telephone calls to the school office excusing a student's tardiness will no longer be considered acceptable documentation. It is the responsibility of the student and parent/guardian to plan ahead for students to be on time to school.

## **TRUANCY**

Oklahoma school law holds the parent responsible for a child's attendance at school. Parents can be fined if they allow their children to remain absent from school without a legal excuse. Children out of school can be detained by police officers and taken to the nearest **THRIVE Center**. Parents are advised that the 5th unexcused absence constitutes truancy and a student will be dropped from the school register after 10 consecutive unexcused absences. School officials must report truancy to the office of the District Attorney for Oklahoma County. Parents can be fined up to \$ 100.00 per day each day their child is truant from school.

## **SCHOOL ATTENDANCE AND ACTIVITIES**

A maximum of ten (10) days of activity absences from a class for school activities are permitted during the school year. A student may choose not to take part in any activity whenever they feel the permitted number of activity absences will be exceeded. Students will not be reprimanded or punished for missing that activity. The student, with the approval of parents, may request in writing to exceed the ten (10) -day limit. However, attendance make up may be required and the principal has the authority to approve or deny the request.

## **EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES**

Passing grades in five (5) full subjects are required for a student to participate in an extra-curricular activity such as **athletics, cheerleading, clubs, etc.** To participate in co-curricular activities, a student must enroll in or have been enrolled in a co-curricular activity. To participate in athletics, a student must have a physical examination, parental consent certificate, and insurance verification or an insurance waiver on file with the principal. A student who has established athletic eligibility at one school and transfers to another must attend school at the receiving school for one year before eligibility is considered. Students involved in ongoing disciplinary actions may not be eligible to participate in extra-curricular activities. As a member of the Oklahoma Secondary Schools Activities Association, HFAC complies with the eligibility requirements established by OSSAA for participation in any of its sponsored activities.

## **BEFORE AND AFTER-SCHOOL TIME**

Harding Fine Arts Academy is concerned about the health and welfare of our students at all times. To that end, it is very important to us that students not be at school unsupervised. Please be advised that students may not be able to enter the building until 7:00 a.m. in the morning and must exit the building by 3:30 p.m. if they are not under a teacher's or administrator's supervision. Students who remain in the building after 3:30 p.m. will be sent to the library for study hall. Parents may contact their student via cell phone when they arrive at school to pick them up after 3:30 p.m. or may enter the building and come to the library located in Room 406 on the fourth floor.

**COMMUNITY SERVICE:**

Students are required to perform a minimum of 20 hours per year of community service while enrolled in the Harding Fine Arts Academy. Likewise, parents are required to commit themselves to 20 hours per year of service to the school as an aspect of community service and to demonstrate the value of community service to the development of responsibility and character of the students. The areas of community service available to the student and parents will be made known from time to time by the school. Documentation of community service performed by the student outside of school is required. The form is available in the school office.

**CARE OF SCHOOL PROPERTY / TEXTBOOK / SCHOOL EQUIPMENT RESPONSIBILITY**

Students are responsible for the proper use and care of school property such as textbooks, library books, desks and equipment, etc. The parent or legal guardian of a student is responsible for the replacement or repair of school property when it is determined that the loss or damage was a result of the student's negligence. Failure to meet financial obligations will result in the withholding of student records.

**FINANCIAL OBLIGATIONS**

The principal may withhold grades, transcripts, withdrawal forms, report cards, or other records of any student who fails to make financial restitution for lost textbooks and library books. Parents are also obligated to pay for equipment or damage to school property. Parents or guardians will be notified at least once each semester of outstanding financial obligations. Students with outstanding obligations may also be prevented from participating in or attending school activities.

**CARE OF PERSONAL PROPERTY / COMMUNICATION DEVICES**

Students are responsible for the care and safety of their own personal property, and names should be placed on all personal items. Cell phones, radios, tape and CD players, videos, beepers, pagers, laser lights, and other electronic devices may not be used at any time during school hours unless specifically permitted by the student's teacher for use during that class period only. Violations will result in the item being immediately confiscated and turned in to the school principal. After the second violation, the student's parent or guardian will be required to reclaim the item. Continued misuse of said items may result in further disciplinary action. Parents/guardians needing to contact their child may call the school office at (405) 702-4322 and either leave a message for the student or, in case of emergency, request that the student be called to the phone. Parents/guardians are requested not to call or text the student on his/her cell phone and thus place him/her in jeopardy of violating school rules. The school is not responsible for a student's lost, stolen, or damaged personal property. Students' personal property losses should be filed against the parents' homeowners insurance. All students are strongly advised to put a combination lock on their assigned locker. The combination must be given to the school office for health and security reasons.

### **USE/MISUSE OF ON-LINE COMPUTER SERVICES**

Access to online computer services is provided for Harding Fine Arts Academy students and staff for the sole purpose of facilitating resource sharing and communication. Students are to use these services for legitimate educational purposes only. Harding Fine Arts Academy is not responsible for the misuse of on-line services. Such misuse includes but is not limited to obtaining inappropriate or sexually explicit material, illegal copying or installation of software, using another's password, and producing, copying, , or attempting to introduce any computer code designed to self-replicate, damage, or destroy a computer's memory, cause a virus, or otherwise hinder computer performance. Students found guilty of such behaviors are subject to the loss of computer privileges and an out of school suspension.

### **TRANSPORTATION**

Harding Fine Arts Center students must provide their own transportation to and from school as there is no school bus system to serve our students. Students needing financial assistance with the purchase of city bus passes may make application in the school office for the school's free bus pass program. Students receiving a free monthly bus pass must pick it up in the school office and sign for it. Students will receive only one monthly bus pass within the month. Replacements cannot be given in the event the pass is lost or stolen. Students who qualify for a free bus pass, but who do not ride the bus to and from school on a regular basis will be given individual or two-day bus passes as needed. These must also be picked up and signed for in the school office.

### **MOTOR VEHICLE REGISTRATION**

High school students who drive motor vehicles to school must register their vehicle at the beginning of each school year. Proof of driver's license and liability insurance coverage are required. A parent's signature is required on the card and a sticker must be displayed on the vehicle at all times. Failure to follow parking and vehicle identification rules could result in the student's loss of privilege to drive a car to school and towing of the vehicle. The student and/or parent/guardian is financially responsible in the event a student's car is towed for lack of proper vehicle identification

### **BICYCLE AND SKATEBOARD RULES**

Students may ride bicycles and skateboards to and from school but not on the school campus. Students should dismount from the skateboard or bicycle, walk the bicycle to the designated area and park and lock the bicycle upon entering the school campus or take the skateboard to the school office to be stored during school hours. Harding Fine Arts Academy is not responsible for lost, stolen, or damaged bicycles or skateboards.

## **SAFETY GUIDELINES**

Safety awareness and the prevention of accidents are important goal of Harding Fine Arts Academy. Students are expected to adhere to the following safety guidelines:

- ◆ Leave for school in time to arrive five or ten minutes before the start of first hour.
- ◆ Walk on sidewalks. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.
- ◆ Cross only at intersections where crossing guards, stop signs, or traffic signals are present.
- ◆ Do not approach or enter unfamiliar automobiles or homes. Invitations to do so should be reported immediately at home and at school.
- ◆ Be considerate of smaller children.
- ◆ Remain on the school grounds while school is in session.
- ◆ Do not attempt to run or walk across Interstate Highways.

## **STUDENT UNIFORM POLICY/DRESS CODE / PERSONAL APPEARANCE**

Harding Fine Arts Academy requires that students wear approved attire under the uniform dress code. The school uniform allows all students to communicate their personalities and creativity through their speech, actions, and artistic endeavors rather than their clothing. It helps to promote community standards of health, safety and morality. A copy of the school uniform policy will be made available to each student. Students found in violation of the uniform policy will be sent to the office to change into proper uniform clothing or to call the parent or guardian to bring appropriate clothing to school. Students not in compliance with the uniform policy will be sent home. Students found in repeated violation of the dress code are subject to disciplinary action.

### **UNIFORM DRESS CODE**

#### **Pants or shorts**

- ◆ Pants and shorts may be plain or pleated front and must be of appropriate size, condition, and fit.
- ◆ Pants and shorts may be solid khaki or black only.
- ◆ Pants and shorts must be worn at the waist.
- ◆ Jeans and sweatpants are not permitted.
- ◆ Shorts may be no shorter than two inches above the knee.

**Belts** -Brown or black belts must be worn with uniform pants. Belts ends may not hang down past the waist. Belt buckles must be plain and of the appropriate size.

#### **Skirts or skorts (girls only)**

- ◆ Skirts and skorts must be simply styled and of appropriate size and fit.
- ◆ Skirts and skorts may not be shorter than two inches above the knee.
- ◆ Skirts and skorts may be solid color khaki, black, or the school plaid purchased from the designated uniform supply store. (No other plaid skirts will be allowed).

## **Shirts**

- ◆ Collared knit or cotton shirts are permitted in long and short-sleeved styles.
- ◆ All shirts must be in solid colors of red, white, or black with no ornamentation or other designs.
- ◆ Only HFAA/HFAC logos are permitted on shirts or sweatshirts. No other logos or insignia are acceptable.
- ◆ Only HFAA/HFAC sweatshirts or hoodies may be worn inside the school building. Sweatshirts may only be worn right side out. A collared uniform shirt must be worn under the sweatshirt.
- ◆ All shirts must be of appropriate size and fit. Ladies shirts must button to within the top two buttons.
- ◆ Shirts are to be worn tucked in (special exceptions may be made with specific permission of the principal).
- ◆ Undershirts must be solid color black, white, or red and must also be tucked in.

## **Footwear**

- ◆ Footwear should consist of tennis shoes or leather shoes. For safety's sake, shoes may not have heels higher than 2 ½ inches.
- ◆ Sandals, house shoes, flip flops, or clogs are not permissible.
- ◆ Socks and tights must be solid black, white, or red and should not have logos or insignias of any kind.
- ◆ Leggings in solid black, white, or red are permitted under skirts; however, the skirt must still be no shorter than two inches above the knee.

**Accessories** - No hats, sunglasses (except as needed for documented medical reasons), scarves, gloves, bandanas or any kind may be worn inside the school building.

## **Jewelry**

- ◆ Chains, spikes, or sharp objects on any jewelry item are not permissible.
- ◆ Nose rings or visible piercing other than pierced ears are not permissible. Students who have facial piercings must either remove or cover the jewelry or wear clear or flesh-colored hidems.

**Body Art** - No visible writing or tattoos on hands, arms, or face are allowed.

Out of uniform days will occur at the discretion of the principal. Dress should be appropriate and may not include tank tops, cut-offs, exposed midriffs, short shorts, hipsters, or other inappropriate attire. Jeans must be in good condition without holes or ragged or cut off hems.

Students and parents are responsible for adhering to the uniform dress code. The principal will make the final decision as to whether any dress, make-up, or attire is inappropriate. Students are subject to disciplinary action for failure to follow the dress code.

## **STUDENT CONDUCT AND DISCIPLINE**

Student behavior should be based on respect and consideration for the rights of others. Students who violate the rights of others or violate school or classroom rules shall be subject to disciplinary actions, whether on or off campus; including activities in conjunction with or independent of classes and school sponsored activities. The discipline of a student with a disability shall be in accordance with the specific laws, policies and regulations covering such students.

Corporal punishment is not an effective educational tool and its use is not permitted in Harding Fine Arts Academy. Other forms of discipline, including but not limited to suspension, may be used.

## **DISCIPLINE PROCEDURES AND CONSEQUENCES**

The following plan has been developed with input from the faculty, staff, and students of Harding Fine Arts Academy. Via student and faculty surveys, it has been clearly communicated that the boundaries established by a well defined discipline plan are both needed and desired by the HFAA school community. This plan establishes the actions and consequences students can expect in response to certain behaviors perceived to be harmful to the individual, other students, faculty, and the overall educational process.

Recognizing that all negative behaviors do not carry the same impact for the individual and the school community nor require the same level of consequence, HFAA has developed the following tiered system:

### **Level I Offenses:**

- Class Disruption (talking or other minor off task behavior such as horseplay, throwing paper, running, out of seat without permission)
- Drinks/food in classroom except bottled water (As determined by teacher's class rules)
- Drinks/food in auditorium
- Refusal to work as directed
- Minor verbal or physical harassment of other student(s)
- Public Display of Affection
- Non-directed profanity
- Cell phone use at school
- Horseplay or other physical activity deemed to be potentially dangerous
- Tardy to class
- Minor uniform violation (shirt untucked, inappropriate outerwear during school day)

**Consequence:** Teacher intervenes by verbally informing student of inappropriate behavior and desired behavior.

If the behavior continues, the teacher will use the triplicate form and issue a warning to the student. The first copy will stay with the teacher; the second is given to the student; and the third goes to the school principal.

Should the student continue the undesirable behavior, the teacher will assign a lunch detention to the student and report the action on the triplicate form as indicated above.

If after serving detention and conferencing with the teacher, the student still continues to exhibit the negative behavior, the teacher will assign an after school detention as noted on the triplicate form and call the student's parents.

**Level II Offenses:**

- Continued occurrence of any Level I behavior
- Failure to serve after-school detention
- Leaving class or campus without permission
- Verbal altercation with another student (Please note: Verbal conflicts that involve racial, ethnic, and gender related slurs will significantly increase the severity of the consequences as determined by the administration).
- Cheating

**Consequence:** The student will be referred to the administration for disciplinary action which will include in-school suspension and a call by the principal or asst. principal to the parent.

**Level III Offenses:**

- Continued occurrence of objectionable behavior noted above, even after parent notification by the administration and in school suspension
- Defiance of authority
- Truancy (skipping class, advisory, or lunch)
- Leaving the school grounds without permission
- Gambling
- Vandalism/Intentional damage to school or personal property (Please note: Depending on the extent and nature of the vandalism, consequences may be more severe.)

**Consequence:** The student will be referred to the administration for disciplinary action which will include in-school suspension and a parent conference.

**Level IV Offenses:**

- Repeated occurrence of offenses listed in previous levels
- Bullying/Harassment
- Verbal abuse of teacher
- Profanity or obscene gestures directed toward employees.
- Possession/distribution/use of tobacco products, matches, or lighter
- Possession/distribution/use of drugs, alcohol, weapons or item that could be used as a weapon
- Unauthorized use of prescription or over-the-counter drugs
- Misuse of school computers
- Theft
- Fighting
- Unsafe operation of a motor vehicle on school grounds
- Deliberate discharge of a fire extinguisher
- Any other behavior deemed disruptive to the educational process or against the laws of Oklahoma

**Consequence:** The student will be referred to the administration for disciplinary action which will include out of school suspension for a period of time to be determined by the administrator. Any Level III or IV offenses may also carry criminal charges in addition to consequences imposed by the school. A student in violation of a Harding Fine Arts Academy regulations can be suspended short term or long term. A short term suspension can last for up to ten (10) days. A long term suspension shall not exceed the current semester and the succeeding semester. Students who are suspended are not allowed to participate in sports or other extra curricular and co-curricular activities.

School administrators will consider appropriate in-school options prior to imposing a suspension. Additional disciplinary measures may be taken if deemed appropriate by the administration such as mandatory restitution, school service, ecology duty, parental shadowing, anger management or drug/alcohol abuse seminars. Costs of specialized training are the responsibility of the parent/guardian.

### **SECTION III – STUDENT EVALUATION AND GRADING**

Harding Fine Arts Academy provides an instructional program which enables all students to learn. The comprehensive fine arts curriculum is organized around music, dance, theater arts, visual arts, and creative writing. Priority is additionally given to learning experiences which serve as a foundation for a student's total educational development (reading, writing, computing, etc.), as well as the stimulation of intellectual curiosity, critical thinking, problem solving abilities and aesthetic appreciation.

The Board of Directors of Harding Fine Arts Academy believes that grades and grading practices should be administered in a fair, equitable, and consistent manner. The evaluation of student progress is based upon skill mastery and participation. Each discipline is represented by instructional objectives and is described in a curriculum outline.

Student evaluation and grades are based on daily classroom performance, homework, classroom tests, essential skills tests, attendance, and other required activities and projects. Students who do not meet district standards due to excessive excused absences due to illness or injury may receive or "I" (Incomplete) until all requirements are met. Generally, these need to be made up by the end of the subsequent quarter. Parents are to receive formal notification when their child does not meet requirements to receive a passing grade. Such notification should be sent no later than two weeks before the grading period.

**The grading scale is as follows:**

<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>0 - 59</b>

#### **HIGH SCHOOL CREDIT SYSTEM (9-12)**

Students earn credits at the high school level. Students will earn a grade of A, B, C, D, or F depending on the level of demonstrated competency for courses that meet a minimum of sixty-five (65) hours during the semester. Students are classified as Freshmen, Sophomores, Juniors, or Seniors based on the number of credits earned. Minimum credits required for each classification are as follows:

Sophomore (Grade 10):	7.5 units/15 credits
Junior (Grade 11):	15 units/30 credits
Senior (Grade 12):	20 units/40 credits

## **GRADUATION REQUIREMENTS**

In order to receive a high school diploma from HFAA, a student must earn a minimum of 23 total units. Senate Bill 982 has established a college preparatory curriculum for all students unless the student's parents have elected to opt their student out of the college preparatory program and adhere to the previous graduation requirements. The difference between the two programs is the rigor of the classes required, the inclusion of a mandatory two units in foreign language or non-English language or two units of computer technology approved for college admission. Both programs require 23 units to graduate. Students will receive detailed information about these graduation requirements and the necessary forms in their advisories.

Academic competency includes 100% mastery of essential skills and a minimum of "D" grade in academic courses. Promotion of special education students shall be determined by each student's individualized education program (IEP) team. High school students must complete a course with a passing grade in order to receive credit. Students who do not satisfactorily complete a course do not receive credit. Students who have five or more unexcused absences in a class will not receive credit for the class, even if they have earned a passing grade. (See Section ....)

Student with limited English proficiency who have not met promotion standards may be promoted on the recommendation of the building language team (bilingual staff, classroom teacher, and principal).

## **ACADEMIC & BEHAVIOR STANDARDS**

All HFAA students are expected to maintain a 2.5 average in their coursework and to meet the behavioral expectations agreed to in the Student Code of Conduct. Failure to do so will necessitate review by the Academic and Behavior Standards committee. This committee, comprised of HFAA faculty and administration, will meet each nine weeks in the week following the issuance of progress reports to review the progress of any student failing to meet the required academic and/or behavior standards. The student will be placed on academic probation and given a plan for improvement. The committee will meet again at the end of the nine weeks to recommend further action which may include a recommendation for transfer from HFAA if no improvement is shown.

## **ATTENDANCE MAKE UP**

Students are required to make up any class work (or equivalent assignments) missed because of any excused or unexcused absence. The student will be given as many days as were missed (up to five days) to make up missed work, and the student will be given proper credit when the work is completed.

## **RETENTION OF STUDENTS**

Any parent or guardian, who is dissatisfied with the decision to retain a child may appeal the decision by contacting the principal within three (3) working days of the school's decision. A decision will be rendered within five (5) working days. Parents who are dissatisfied with the decision should contact the Harding Board of Trustees.

**CRITERIA FOR STUDENT ACADEMIC RECOGNITION** Students will be recognized for academic success for various honor rolls as follows:

**Board Honor Roll:** Based upon GPA (Grade Point Average)  
Student must have a GPA of 4.0 to receive Board Honor Recognition.

**Principal's Honor Roll:** Based upon GPA (Grade Point Average)  
Student must have a GPA of 3.5 to receive Principal's Honor Recognition. **Student may have no more than one (1) grade of "C" or lower.**

**Honor Roll:** Based upon GPA (Grade Point Average)  
Student must have a GPA of 3.0 to receive Honor Recognition and **may have no failing grades.**