

Harding Fine Arts Academy
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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. Please be aware that additions or revisions may be made after the start of the school year and will be posted on the school website.

SCHOOL MISSION STATEMENT

The mission of HFAA is to provide an arts enriched learning environment, merging creative and academic content to enhance student achievement and to encourage arts related careers and lifelong arts appreciation.

VISION STATEMENT

The vision of the Harding Fine Arts community is to develop the confidence that excellence is assured when we exemplify creativity, passion, respect, and self discipline.

HFAA is committed to educating all students to become compassionate, inspirational, artistic, and academically prepared participants of the global society.

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

HARDING FINE ARTS BOARD OF DIRECTORS

Mr. John Belt	Chairman	john@johnlbelt.com
Ms. Sally Bentley	President	sbentley@okcweb.com
Mr. John Yoeckel	Treasurer	jyoeckel@kplproduction.com
Ms. Candice Drumm	Senior parent representative	candice.drumm@yahoo.com
Ms. Caroline Farris	Board member	carolinefarris@ymail.com
Ms. Raquel Frazier	Sophomore parent rep, PTO pres	rdf.phr@gmail.com
Ms. Susan Gabbard	OKCPS representative	sgabbard@okcps.org
Ms. Jean Hendrickson	Board member	jhendrickson5@uco.edu
Dr. Irene Lam	Board member	irenelam7@gmail.com
Ms. Jessica Martinez-Brooks	Board member	jmbrooks@occc.edu
Ms. Carol McPheeters	Board member	wgmok@sbcglobal.net
Mr. Kenyon Morgan	Board member	kmm@pteok.com
Mr. Joe Shockley	Board member	Shockley@bancfirst.com
Mr. Darrell Smith	Junior parent representative	dtsmith50@yahoo.com
Mr. Bob Spinks	Board member	bspinks@okcu.edu
Mr. Ted Streuli	Board member	ted@tedstreuli.com

FACULTY AND STAFF

Administration

Dr. Sherry Rowan	Principal/Superintendent	srowan@hardingfinearts.org
Mr. Chris McAdoo	Assistant Principal	cmcadoo@hardingfinearts.org
Ms. Liz Mlekush	Office Manager	lmlekush@hardingfinearts.org
Ms. Michele Petersen	Director of Student Services	mpetersen@hardingfinearts.org
Mr. Barry Schmelzenbach	Director of Admissions	bschmelzenbach@hardingfinearts.org
Ms. Celestia Stacy	Counselor	cstacy@hardingfinearts.org
Ms. H. L. Watson	Director of Operations	hlwatson@hardinfinearts.org

Faculty

Ms. Jennifer Allman	Photography, Martial Arts	jallman@hardingfinearts.org
Ms. Elyse Angelo	Percussion Ensemble	eangelo@hardingfinearts.org
Ms. Jennifer Burris	Algebra, Geometry	jbarris@hardingfinearts.org
Ms. Kathy Crismyre	US History, AP European History	kcrismyre@hardingfinearts.org
Ms. Stephanie Easley	Piano	seasley@hardingfinearts.org
Ms. Angela Flynt	English I, Geography	aflynt@hardingfinearts.org
Mr. Jaimie Gargas	Sr. English, Speech & Debate, P&E	jgargas@hardingfinearts.org
Mr. Jeff Hicks	Guitar	jhicks@hardingfinearts.org
Ms. Amy Hiron	Special Education	ahirom@hardingfinearts.org
Mr. Robert Johnson	Env. Science, Biology	rjohnson@hardingfinearts.org
Ms. Erin McAdoo	Alg. II, Trig/PreCalc, Calculus	emcadoo@hardingfinearts.org
Mr. David McKinney	Strings, Band, Music	dmckinney@hardingfinearts.org
Mr. J. Warren Mitchell	Choir	jmitchell@hardingfinearts.org
Mr. Robert Montgomery	Gov't/Economics, PE	rmontgomery@hardingfinearts.org
Ms. Meryl Nash	Strings Technique	mnash@hardingfinearts.org
Ms. Michele Petersen	German	mpetersen@hardingfinearts.org
Ms. Claudia Rivas	Spanish, counseling	crivas@hardingfinearts.org
Mr. Kyle Roberts	OK History, World History	kroberts@hardingfinearts.org
Ms. Naomi Rothrock	French, Spanish, ESL	nrothrock@hardingfinearts.org
Mr. Barry Schmelzenbach	Journalism, Yearbook, Computers	bschmelzenbach@hardingfinearts.org
Ms. Celestia Stacy	AP Lang. & Comp	cstacy@hardingfinearts.org
Mr. Josh Vaught	Chemistry, Anat. & Physiology	jvaught@hardingfinearts.org
Ms. Karen Voyles	English II, Modern Dance	kvoyles@hardingfinearts.org
Mr. Steve Warner	Alg. II, Geometry	swarner@hardingfinearts.org
Ms. Brenda Williams	Drama, Creative Writing	bwilliams@hardingfinearts.org
Mr. James Williams	Ballet	jwilliams@hardingfinearts.org

HARDING FINE ARTS CALENDAR & SCHEDULE

2011-2012 Important Dates

Wednesday, Aug. 17	1 st Semester Classes Begin
Friday, Sept. 2	No Classes, Professional. Development Day.
Monday, Sept. 5	Labor Day, No Classes
Friday, Sept. 23	Parent-Teacher Conferences, No Classes
Friday, Oct. 7	No Classes, Professional Development Day
Monday, Oct. 17–Friday, Oct. 21	Fall Break, No Classes
Friday, Nov. 4	No Classes, Professional Development Day
Wednesday, Nov. 23 –Friday, Nov. 25	Thanksgiving Break, No Classes
Monday, Nov. 28	No Classes, Professional Development Day
Tuesday, Dec. 13 –Thursday, Dec. 15	1 st Semester Final Exams
Thursday, Dec. 15	Last day of 1 st semester, 78 days
Friday, Dec. 16	No Classes, Professional Development Day
Monday Dec. 19—Tuesday, Jan. 3	No Classes, Winter Break
Wednesday, Jan. 4	2 nd Semester Classes Begin
Monday, Jan. 16	Martin Luther King, Jr. Day, No Classes
Friday, Feb. 3	No Classes, Parent-Teacher Conferences & Prof Dev Day
Friday, Feb. 17—Monday, Feb. 20	No Classes, Presidents' Day
Friday, Mar. 2	No Classes, Professional Development Day
Friday, Mar. 16–Friday, Mar. 23	No Classes, Spring Break
Friday, Apr. 6	No Classes
Monday, Apr. 9	No Classes, Professional Development Day
Monday, Apr. 30	No Classes, Professional Development Day
Tuesday, May 15—Thursday, May 17	2 nd Semester Final Exams
Thursday, May 17	Last Day of 2 nd Semester; 83 days Last Day of Classes
Friday, May 18	No Classes, Professional Development Day

Because our school day is extended by 41 minutes every day, we are able to schedule teacher professional days when the students are not present. We also have four snow days built in, so we could miss up to four days of school because of bad weather and not have to extend the school year or cancel any planned days out of school.

7 Period Days (Regular)

1 st Period	8:00am	–	8:57am
2 nd Period	9:02am	–	9:59am
3 rd Period	10:04am	–	11:03am
4 th Period	11:08am	–	12:05pm
Lunch	12:05pm	–	12:35pm
5 th Period	12:40pm	–	1:37pm
6 th Period	1:42pm	–	2:39pm
7 th Period	2:44pm	–	3:41pm

9 Period Days (Fridays w P&E & Advisory)

1 st Period	8:00am	–	8:47am
2 nd Period	8:52am	–	9:39am
3 rd Period	9:44am	–	10:33am
P&E	10:38am	–	11:13am
4 th Period	11:18am	–	12:05pm
Lunch	12:05pm	–	12:35pm
5 th Period	12:40pm	–	1:27pm
Advisory	1:32pm	–	1:57pm
6 th Period	2:02pm	–	2:49pm
7 th Period	2:54pm	–	3:41pm

SECTION I – GENERAL INFORMATION

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. A student must have accumulated at least 6 credits to be classified as a sophomore; 12 credits to be a junior; and 18 credits to be a senior. 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;

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 on regularly scheduled school days.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Harding Fine Arts Academy (HFAA), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **HFAA** may disclose appropriately designated "directory information" without written consent, unless you have advised HFAA to the contrary in accordance with HFAA procedures. The primary purpose of directory information is to allow the **HFAA** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary*

Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised HFAA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you do not want **HFAA** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **August 30, 2011**. HFAA has designated the following information as directory information:
Student's name, address, telephone listing, electronic mail address, grade level.

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. **Students leaving before the end of the regular school day must be signed out through the school office by the custodial parent or guardian.** Students who are 18 or older may not sign themselves out, unless specific permission has been given to do so by the administration.

STUDENT WELFARE (CHILD ABUSE)

All employees are required by Oklahoma law to report suspected cases of child abuse to the Child Abuse Hotline. The Child Abuse Hotline's telephone number is 1-800-522-3511 and is staffed 24 hours a day, 7 days per week.

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 and may result in disciplinary action up to and including expulsion.

SEXUAL HARASSMENT

Harding Fine Arts Academy policy prohibits all students, employees, board members, and representatives of the school from engaging in any form of 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.

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. Material placed by an HFAA student on a social networking site that negatively affects the school climate is prohibited and may result in disciplinary action up to and including expulsion.

Any person who feels he/she has been a victim of any sort of bullying/harassment or discrimination is encouraged to make a written report of any and all such incident(s) to a member of the administrative team or a teacher. The report should state the name of the student or

employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. All formal or informal harassment complaints shall be promptly investigated as quickly as is reasonably possible. Perpetrators may be reported to the police.

CLOSED CAMPUS

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 the Child Nutrition Services Office, OKCPS, (405)587-1131.

DRUG FREE SCHOOLS POLICY

It is **Harding Fine Arts Academy's** 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, 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 SCHOOL

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 SCHOOL

Student possession of matches or lighter and/or use of tobacco in any form is not permitted on **Harding Fine Arts Academy** property or at any school sponsored event. Smoking or use of tobacco, in any form by anyone, is 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 CONDITION

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.

MEDICATION

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. Students are not allowed to carry medicines of any kind on them. Only medication that has been prescribed for a student by a physician will be administered by school personnel. No medicines, including over-the-counter drugs, may be administered to a student without a permission form from the parent or guardian. The request must accompany the medication and state the name of the medication, time and amount to be given, and be signed by the parent or guardian. A permission form is available in the school office.

Self-administered medication

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medication. The school shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student. The student's parent or guardian must provide the school with a written statement authorizing the self-administration of inhaled asthma or anaphylaxis medication, containing the name and purpose of the medication, prescribed dosage, and the time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.

EMERGENCY CARE

Parents are requested to provide emergency telephone numbers in case a student becomes ill or has an accident at school. A 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 or if in the estimation of the principal the situation warrants immediate emergency care. Expenses for emergency care will be directed to the parents. **It is important that parents update emergency information when there are changes.**

IMMUNIZATION REQUIREMENT (PRE K-12)

Oklahoma State law requires parents to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, rubella, rubella, poliomyelitis, Varicella, Hepatitis A and Hepatitis B before a student is admitted or enrolled in any public school. HFAA monitors 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 2011-2012

CHILDCARE	PRE-SCHOOL/PRE-KG	KDG thru 10th	11th and 12 th
4 DTaP	4 DTaP	5 DTP/DTaP/Td/Tdap	5DTP/DTaP/Td/Tdap14PCV
3 Polio	3 Polio	4 Polio	4 Polio
1 MMR	1 MMR	2 MMR	2 MMR1-4 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 (405)271-4073 or 1-800- 234-6196 or visit the Immunization Service website at <http://imm.health.ok.gov>.

MCKINLEY-VENTO HOMELESS ASSISTANCE

By law, students enrolled in Harding Fine Arts Academy who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; living in emergency transitional shelters; are abandoned in hospital; or are awaiting foster care placement; who have a primary nighttime residence that is public or private place not designed for or ordinarily used as a regular sleeping accommodation for human being; who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described above are entitled to equal access to all educational programs and services, including transportation and school nutrition programs. They shall receive all educational services for which they are eligible (i.e. special education, gifted and talented, and LEP).

SECTION II – STUDENT RESPONSIBILITIES

STUDENT ATTENDANCE

Students between the ages of five (5) and eighteen (18) should be enrolled in 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 of more than 30 minutes to these classes will accrue to the student's total absences.

Excessive student absences are the most identified factor affecting school failure and drop outs. At HFAA, we are very concerned that our students and parents realize the importance of consistent and prompt attendance. State law requires that a student be dropped from our rolls if he/she has been absent unexcused for ten consecutive days. HFAA School Board policy regarding attendance is as follows:

If a student has more than ten absences per semester, excused and/or unexcused, the student will not receive credit for the class, whether or not the student has a passing grade.

Any student who has been absent for three days or more due to illness must present a doctor's note within 72 hours of returning to school in order for the absence to be excused.

If a student is absent unexcused 4 or more days or parts of days within a 4 week period or 10 or more days or parts of days within a semester, the parents will be notified and a report will be filed with the Oklahoma County District Attorney, the Department of Human Services, and the Department of Transportation to revoke the student's drivers license where applicable.

School sponsored absences are not counted as part of the total absences allowed for a semester. Decisions regarding dismissal or failure to receive credit due to absences may be appealed to the Academic Advisory Committee. Notification of the desire to appeal must be made in writing and should include any supporting documentation. Appeals must be submitted to Dr. Rowan at least two weeks before the end of the school semester.

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 bus transportation problems. Students have the right to make up any missed assignment or assessments caused by an excused absence. 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.

TARDIES

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 and may not be admitted to class. Repeated tardiness may result in disciplinary action. 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, i.e. Note from parent, bus driver, doctor or dentist's office. ***Missing the bus, oversleeping, etc. will not be considered as excused. 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. Students who arrive thirty (30) or more minutes late to a class will be counted as absent for that class.

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

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 (OSSAA), HFAA 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 4:00 p.m. If a student is not under a teacher's or administrator's supervision such as tutoring, participating in an after-school activity, or detention, parents must make arrangements for the student to leave school property. Parents may contact their student via cell phone when they arrive at school to pick them up after 3:45 p.m. or may enter the building and come to the library located in Room 406 on the fourth floor or the school office.

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 and on the school website.

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. Both the student and his/her parent or guardian will be required to sign for the student's textbooks and acknowledge responsibility for loss or damage to the books.

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. Failure to meet financial obligations will result in the withholding of student records and the student will not be allowed to re-enroll until all obligations have been met. 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. 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 during the school day 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.

USE OF WIRELESS COMMUNICATION DEVICES, MP3 PLAYERS, IPODS, & GAMES

Students may not use cell phones, radios, tape, MP3's and CD players, videos, beepers, pagers, laser lights, and other electronic devices at any time during school hours unless specifically permitted by the student's teacher for use during that class period only. The device must be kept turned "off" and out of sight during and between class time, in the auditorium, and in the media center. Students may use their cell phones during lunch. 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.

LOCKERS

Lockers are provided for each and every student for their convenience and protection. Sharing lockers is discouraged to avoid someone else placing contraband in a locker or books and personal items being misplaced or stolen. All students must put a lock on their assigned locker. Combination locks are preferred, but keyed locks are acceptable as long as the lock has an extra key. The combination or extra key must be given to the school office for health and security reasons. No student should ever give his/her locker combination to another student.

If for any reason the locker is not in good working order, report it to the Assistant Principal's office. Slamming and kicking locker doors often causes latches to malfunction. Please treat the lockers with care. Decorating lockers is prohibited without prior approval by the administration. Stickers and tapes will damage the painted surfaces. Students writing on lockers or defacing them in any way will be expected to pay for the damages and will lose the privilege of using a locker.

Pursuant to Title 70, Section 24-102, pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Periodic locker checks and cleanouts will be made throughout the year.

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 may make application in the school office for the school's free bus pass program. Students receiving a free 30-day bus pass must pick it up in the business office and sign for it. Students will receive only one 30-day 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 business office.

MOTOR VEHICLE REGISTRATION

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. The parking sticker must be displayed in the left rear window of 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. HFAA assumes no liability for vehicles or the contents of vehicles while they are parked on school property.

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 an 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. Walk with a buddy.
- ◆ Cross only at intersections where 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 SHADOWING

Only students who are not currently attending Harding Fine Arts Academy, but are interested in enrolling, may shadow a student at HFAA. The purpose of student shadowing is to better acquaint the prospective student with our school. In order for a student to be able to shadow, he/she must contact the Director of Admissions and set up a date to shadow at least two days in advance of the day he/she wishes to visit HFAA. A form must be completed by the student's parent or guardian that supplies the school with emergency contact information. The Director of Admissions will then make the necessary arrangements and notify the teachers.

Student shadows must follow all school rules and will be asked to leave for refusal to do so.

STUDENT UNIFORM POLICY/DRESS CODE / PERSONAL APPEARANCE

Harding Fine Arts Academy requires that students wear approved attire following 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. Students found in violation of the uniform policy will be sent to the office to call the parent or guardian to bring appropriate clothing to school. Students not in compliance with the uniform policy will be sent to In-School Suspension. Students found in repeated violation of the dress code are subject to further disciplinary action. All students are expected to adhere to the school dress code upon entering the school building.

Uniform Dress Code

Pants or Shorts

Pants and shorts may be plain or pleated front.

Pants and shorts must be of appropriate size and fit and worn at the waist.

Colors: Black or khaki ONLY (NO blue jeans or sweat pants).

Pants and shorts may be cotton twill, wool or denim only (NO stretch knit.)

Shorts may be no shorter than two inches above the knee.

Leggings or tights may not be worn as pants. They may only be worn with shorts or skirts of appropriate length.

Skirts or Skorts

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 or black, exclusive of ornamentation and simply styled.

Hats or Headgear

No hats, hoods or headgear of any kind may be worn in the building at any time.

Sweatshirts and jackets

Only HFAA sweatshirts or jackets may be worn inside the building. They must be clean and maintained in good condition, unaltered, and worn right side out.

Shirts

Students may only wear HFAA polo shirts purchased from the school.

Only HFAA logos are permitted on shirts or sweatshirts. No other logos or insignia are acceptable.

Undershirts may be short or long sleeve and must be solid white, red or black with no designs or insignias showing.

All shirts must be of appropriate size and fit and in good condition.

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, hose, and tights must be solid black, white, or red and should not have logos, patterns, 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 wear clear or flesh-colored spacers.

Body Art - No visible writing, drawings, designs or tattoos are allowed.

Out of uniform days will occur at the discretion of the principal. Student dress on these days should demonstrate that the student has both a sense of personal dignity, modesty, and a sense of what is appropriate for a school/work place environment. Occasionally, students may be allowed to be out of uniform on field trips. Whatever the student wears should also in accordance with the school's policy that the student's appearance will be a credit to the school community. Out of uniform dress may not include tank tops, cut-offs, exposed midriffs, short shorts, hipsters, or other inappropriate attire. Clothes must be in good condition without holes or ragged or cut off hems, and all other dress code expectations are to be met.

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 adopted the following tiered system.

STUDENT CODE OF CONDUCT

Students who break the rules are subject to disciplinary action that may be taken by teachers, counselors, administrators or other school personnel. The action is set by federal, state/city laws, and administrative and School Board policies. There are eight levels of disciplinary actions.

The discipline of students with disabilities shall be in accordance with specifics outlined in the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. The student's IEP team must convene prior to any disciplinary action which may impose a suspension that will result in more than 10 cumulative suspension days during the school year.

The school cannot suspend or remove a student with disabilities from school as a disciplinary measure for more than 10 cumulative days during the school year until all procedures in the IDEIA are implemented.

ACTION LEVELS

Level 1	<i>Conference</i>
Level 2	<i>Intervention (does not include suspension)</i>
Level 3	<i>Suspension (1-5 days)</i>
Level 4	<i>Suspension (6-10 days)</i>
Level 5	<i>Suspension of 10 days with required assessment</i>
Level 6	<i>Long-term suspension (10 days or longer, not to exceed the current semester & the succeeding semester.)</i>
Level 7	<i>Mandatory suspension for the current semester plus the succeeding semester.</i>
Level 8	<i>Mandatory 12 month suspension from the date of the offense.</i>

ACTION LEVEL 1 – CONFERENCE

CONFERENCE	Staff members may conduct a conference among any combination of the following as a result of a discipline referral as long as the parents are notified using Parent/Guardian Notification of Discipline Referral form. Teacher, Student, Counselor, Administrator, School Based Social Worker, where applicable and Parent.
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ACTION LEVEL 2 – INTERVENTIONS

Assessments such as the Functional Behavioral Assessment may be used at the discretion of school personnel at any level of intervention. Interventions in Level 2 may include but are not limited to the following options. The options listed below are not in order of use or priority.

REFERRAL	A written direction by a teacher or other appropriate staff member requiring a student conference with a counselor, guidance dean, administrative personnel, counseling services or law enforcement personnel.
STAFFING	A meeting of school personnel and others as may be required to consider the behavior of a student and to make recommendations for improvement.
RESPIRE ROOM	A separate place for the assignment of a student from the usual classroom environment resulting in the temporary denial of that student’s right to attend the regular class
PRE-DISCIPLINE REFERRAL CONFERENCE	A conference with school counselor to address issues that, if not changed, may lead to more severe consequences
DETENTION	Detaining a student for disciplinary reasons before or after school hours.
IN-SCHOOL SUSPENSION	A temporary denial of a student’s right to attend his/her usual schedule of classes by assignment to special and/or unique sites/programs on the school campus.
SATURDAY SCHOOL	A detention served on a Saturday as opposed to before or after school.
PROBATION	The denial of a student’s participation in school activities and extra-curricular events or the use of common areas or other parts of the school.
CONTRACT WITH STUDENT	A written statement, signed by all parties, specifying required steps and timelines necessary to improve a student’s behavior, describing the support to be provided by school staff, and identifying the parent/guardian’s participation.
PARENT SHADOWING	For non-violent infractions, a parent/guardian may shadow a student in the classroom for one day or for a specified period of time. Parent shadowing may be done in lieu of in-school or out of school suspension with administrator’s approval.

ACTION LEVEL 3 – SUSPENSION 1-5 DAYS*

SUSPENSION (1-5)	The denial by the school administration of a student’s right to attend school and school-sponsored activities for 1-5 days.
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ACTION LEVEL 4 – SUSPENSION 6-10 DAYS*

SUSPENSION (6-10)	The denial by the school administration of a student’s right to attend school and school-sponsored activities for 6-10 days.
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ACTION LEVEL 5 – SUSPENSION 10 DAYS*

SUSPENSION (10)	Student is suspended for ten (10) days. This suspension requires that the student complete an assessment with a district approved provider prior to reinstatement.
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ACTION LEVEL 6 – LONG-TERM SUSPENSION*

SUSPENSION	The student can be suspended for a period not less than 11 days, but not to exceed the current semester and the succeeding semester.
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ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER*

SUSPENSION	Mandatory suspension of a student for a period of the current semester plus the succeeding semester.
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ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION*

SUSPENSION	Mandatory suspension of a student for a period of 12 calendar months from the date of the offense which can only be amended by the Superintendent/Designee or the Board of Education.
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*** Note: Assessments may be used at the discretion of school personnel at any level of suspension.**

BEHAVIORS AND CONSEQUENCES

ACTION LEVEL 1 & 2 – CONFERENCE AND INTERVENTIONS

INTERVENTION REFERRAL

Minimum Level 1 or 2

PARENTS NOTIFIED

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Forgery/Plagiarism	Falsification of documents	1	2	
Health/Grooming Issues	Unacceptable hygiene that distracts from the educational environment	1	2	
Inappropriate Dress including dress code violations	Dressing or grooming in a manner that disrupts the teaching and learning of others.	1	2	
Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others including, but not limited to, sexually explicit material, food, beverages, electronic equipment, laser pointers, etc.	1	2	

Public display of affection	Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.	1	2	
Tardiness	Failure to be in the place of instruction at the assigned time without a valid excuse.	1	2	
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/guardian.	1	2	

Note: Continued behavior in any of the above categories could result in an out-of-school suspension.

ACTION LEVEL 3

PARENTS NOTIFIED – POLICE MAY BE CALLED – May result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Abusive language or profanity toward school personnel	Abusive or demeaning language or behavior (including profanity) directed toward any school personnel.	3	6	Habitually abusive language/profanity addressed in Level 5.
Aiding/abetting	Any two (2) or more persons mutually agreeing to do any unlawful act.	2	5	
Bullying	Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name calling, threatening &/or shunning, committed by one or more children against another. Bullying may be physical, verbal, emotional or sexual. Physical bullying includes punches, poking, strangling, hair pulling, beating, biting & excessive tickling. Verbal bullying includes hurtful name calling, teasing & gossiping. Emotional bullying includes rejection, terrorizing, extorting, defaming, isolating, ostracizing & peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact & sexual assault.	3	6	Bullying/ harassment form required
Bus Misconduct (Activity Bus)	Failure to comply with rules of bus safety or disturbing others (see specific offense)	1	3	
Disrespect	Responding in a rude and/or impertinent manner toward school personnel.	1	4	

Disruptive Behavior	Behaving in a manner that disrupts or interferes with educational activities.	1	4	
Endangerment	Failure to report knowledge of illegal or dangerous activities which could harm others.	2	6	
Excessive referrals	Three or more discipline referrals during nine-week time span (not per grading period).	2	5	Suspension is recommended. However, principal may impose alternative consequences if there are extenuating circumstances. Assessment Mandatory.
Failure to identify	Refusal to stop, provide name and/or other information when asked to do so by a staff member.	1	4	
Fighting	Involves the exchange of mutual, physical contact, including but not limited to hitting, with or without injury.	3	4	
Fireworks-Possession or use	Using or possessing any explosive amusement device, smoke bomb, lighter, etc.	2	4	
Gambling	Playing or betting on a game of skill or chance for money or anything of value.	1	3	
Gang Symbols	Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified or associated with gangs.	1	3	
Harassment	Pestering, bullying, intimidating, or threatening another student, even in jest , on school property or school-sponsored events. Harassment includes, but is not limited to: name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.	3	6	Assessment mandatory NOTE: Harassment that is directed against a student because of that person's race, color, religion, ethnicity, national origin, sex, sexual orientation, gender identity, marital status or disability is a specific offense of harassment

				for which heightened disciplinary action is appropriate (up to level 6) Bullying/harassment form required
Hazing/Initiation	Activities that endanger an individual's mental or physical health, which are required for initiation/entrance into any group.	3	6	
Leaving assigned area without permission	Leaving assigned area without prior consent and authorization from school administration.	1	3	
Leaving campus without permission	Leaving campus without prior consent and authorization from school administration.	2	4	
Misuse of computing resources	Failure to adhere to Board Policies	1	4	
Other similar offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	1	4	
Petty Larceny theft	Taking of personal property accomplished by fraud or stealth with the intent to deprive another thereof (larceny where value of property is under \$500).	2	6	
Possession of stolen property	Having in one's possession property obtained without permission of the owner.	2	6	
Possession/ownership and use of other substances or materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia which are dangerous to health or safety, or which disrupt the educational process including, but not limited to, non-alcoholic beer, look-a-likes, etc.	3	5	Assessment mandatory
Provoking/instigating behavior	Encouraging or urging other students to violate school rules.	1	4	
Reckless vehicle use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as disruption to the educational process.	3	6	Police Called.
Refusal to serve suspension options	Failure to serve level 2 discipline options, including but not limited to, time-out, detention, in-school intervention, Saturday school, etc.	3	5	
Refusal to work or follow directions	Failing to comply with proper and authorized direction or instruction of a staff member	1	4	
Tobacco	Possession/use of tobacco or tobacco products is prohibited.	2	4	

Trespassing	Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension).	1	4	
Use of Profanity	Writing, saying, or making gestures that convey an offensive or obscene message.	1	4	
Vandalism or destruction of property	Intentional or willful destruction/defacement of property (includes vandalism or graffiti and damage/alteration to computers or computer systems/programs/ records).	1	6	Police Called.
Verbal or Written Threat	Any willful or unlawful offer to do corporal hurt to another student	3	6	
Weapon Possession other than a firearm (including look-a-likes)	Students possessing a dangerous weapon on their way to/from school or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckle, live ammo, or any other object, <i>which by the way it is used or intended to be used, is capable of inflicting bodily harm.</i>	3	6	Police Called - Weapons Violation form required
Wireless telecommunication devices	Use of wireless telecommunication devices during school hours for non-emergencies.	2	4	

NOTE: For all the above offenses, a combination of In-School Intervention and Out-of-School suspension is allowable to fulfill the length of suspension, excluding issues of health and/or safety.

ACTION LEVEL 4 – SUSPENSION 6-10 DAYS (SECONDARY)

PARENTS NOTIFIED – POLICE MAY BE CALLED – May result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Arson	Intentionally starting a fire or combustion on school property. NOTE: Report any fire, regardless of size, ASAP to proper Central Office Administrator	4	6	911 Called for active fire – Do not clean up – Report ASAP.
Battery	Any willful or unlawful use of force or violence upon the person of another student.	4	6	Police called only if charges are to be filed by victim. Assault form required.
Bomb/Explosive Threats	Reporting to school, police, or fire officials, by any means, information known to be false concerning the presence of a bomb or explosive.	4	6	POLICE MUST BE CALLED. Weapons violation form required.
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public.	4	6	

Conspiracy	Any two (2) or more persons mutually agreeing to do any unlawful act.	4	6	
Extortion	Obtaining property from another without his/her consent, induced by a wrongful use of force or fear.	4	6	
False Alarms	Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher without reasonable belief that a fire exists, or making false 911 or police calls.	4	6	
Gang Behavior	Disruption and/or intimidation including gesturing of any signs, use of language, or confrontations identified or associated with gangs which could lead to violence.	4	6	Local contact gang intervention for Office of Juvenile Affairs: (405) 286-3900.
Grand Larceny	A larceny in which property taken is of value exceeding \$500 or when such property, although not of value exceeding \$500, is taken from the person of another.	4	6	Police must be called.
Off-campus conduct (Bullying, Gang, Threats)	Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption.	4	6	Police not called unless the situation could result in violence in the community.
Riotous Behavior	Any use of force or violence, or threat to use force or violence if accompanied by immediate power of execution, by three or more persons acting together and without authority of law.	4	6	
Robbery	Wrongful taking of personal property, from his/her person or immediate presence, and against his/her will, accomplished by means of force or aggression.	4	6	
Similar violent offenses	Engaging in conduct similar to offenses above which are violent acts or acts showing deliberate disregard for health or safety.	4	6	

ACTION LEVEL 5 – SUSPENSION 10 DAYS

PARENTS NOTIFIED – POLICE MAY BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Abusive language or behavior toward school personnel	Habitual and/or aggressive use of abusive or demeaning language or behavior (Including profanity) directed toward any school personnel.	5	45 days - No reduction on any second offense	May apply for readmission after 20 school days

Disorderly conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process (NOTE: This category is usually used when the police are called to cite a student for extreme disruption. It is not to be used when recording classroom disorders that only result in student referrals to the office.)	5	6	Police must be called. Assessment mandatory. *Student may be cited by police.
Fighting/Battery or riotous behavior at an extra-curricular event.	Involves physical contact (with or without injury), battery, or inciting to riot, etc.	5	6	Individuals involved may not be able to participate or attend any OKC extra-curricular activity for the remainder of the school year.
Sexual Offenses.	Lewd sexual behaviors inclusive of intentional sexual contact, offensive touching, indecent exposure, or other sexual acts.	5	6	Police must be called.

ACTION LEVEL 6 – LONG-TERM SUSPENSION

PARENTS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Battery or attempted battery against school personnel	Any attempt or use of force or violence upon a staff member regardless of whether the staff member was the intended victim.	30 days - no reduction on second offense		Actual physical contact must be a level 7. Assault form required.
Threat with a dangerous weapon	Using a sharp or dangerous weapon to threaten another person with bodily injury.	6	7	Weapons violation form required.
Threat with intent to kill	Any willful or unlawful offer with force or violence to kill another	6	7	Police must be called.
Possession/ownership or use of illegal drugs/ alcohol or unauthorized prescriptions or possession of drug related paraphernalia.	Possessing, using or under the influence of any controlled substances, unauthorized prescriptions, or alcoholic beverages (this includes the use of inhalants)	30 days	Level 7 - second offense	Police must be called.
Refusal to submit to a search	Refusing to submit to a search for contraband, when reasonable suspicion exists.	30 days	Level 7 - second offense	Police called if student is suspected to be in possession of a dangerous weapon or a controlled dangerous substance.
Verbal or written threat against school personnel	Threatening to harm a staff member. NOTE: If there is no actual threat to do harm, use the category of “Abusive Language or Behavior toward school Personnel”	45 days - no reduction on second offense		May apply for readmission after 20 school days. Assault form required.

Violation of student conduct agreement	Students with a conduct agreement will be suspended long-term if any defined legal offense recurs.	6	6	
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ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER PARENTS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Aggravated assault and battery	When bodily injury is inflicted on a person, who normally requires the person’s medical treatment, including but not limited to treatment for bone fractures, cuts requiring stitches, disfigurement, dislocations, or any similar or greater injury OR when a weapon is used or any instrument is used as a weapon.	7	7	Police must be called. Assault form required.
Possession with intent to distribute illegal drugs/alcohol	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content.	7	7	Police must be called.
Rape and attempted rape	Rape and attempted rape	7	7	Police must be called.

ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION PARENTS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Possession or use of a firearm	Possession or use of a firearm	8	8	It will not be a defense to any disciplinary action that the student possessing the firearm did not know of or intend to possess the firearm. However, a claim of a lack of knowledge or intent may be considered in mitigation of any disciplinary penalty modified by the Principal or the School Board. Weapons violation form required.

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 or syllabus.

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 an "I" (Incomplete) until all requirements are met. Generally, these need to be made up by the end of the subsequent quarter. Parents have immediate access to their student's grades via the Parent Portal on the school's student information system, PowerSchool. Any parent having trouble accessing his/her student's grades may call the school office for assistance.

The grading scale is as follows:

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

HIGH SCHOOL CREDIT AND CLASSIFICATION SYSTEM (9-12)

Students earn credits at the high school level. A credit is defined as one full year (two semesters) of class work at a passing 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 (60) hours during the semester. Students are classified as Freshmen, Sophomores, Juniors, or Seniors based on the number of credits earned. The student must have earned the designated number of credits at the level indicated below:

Sophomore (Grade 10):	6 credits
Junior (Grade 11):	12 credits
Senior (Grade 12):	18 credits

GRADUATION REQUIREMENTS

In order to receive a high school diploma from HFAA, a student must earn a minimum of 24 total units which includes required core curriculum courses and at least 6 arts credits. 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 24 units to graduate. Students will receive detailed information about these

graduation requirements and the necessary forms in their advisories and at grade level parent meetings.

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 more than ten total absences in a class will not receive credit for the class, even if they have earned a passing grade. Students 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.

ADVANCED PLACEMENT CLASSES

When appropriate, students are encouraged to take Advanced Placement classes to experience greater academic rigor and challenge. Once a student has enrolled in an AP class, the student will not be allowed to drop the class after the first week. It is important that AP students learn the persistence and commitment required to be successful at the college level.

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.

SCHEDULE CHANGES

Students may request changes to their schedules for one school week (5 school days) after the start of the semester. After that time, no schedule changes will be made except by request of the teacher, counselor, or administrators.

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.**

CRITERIA FOR VALEDICTORIAN/SALUTATORIAN

In order to be considered for Valedictorian or Salutatorian, Seniors must earn fourteen (14) credits from classes taken at Harding Fine Arts Academy. They must have demonstrated a commitment to academic rigor by having taken a combination of any three of the following classes: additional math class, additional science class, Advanced Placement classes. Seniors that are announced as Valedictorian and Salutatorian must have met all graduation requirements from Harding Fine Arts Academy by the official graduation verification date or the award will be rescinded and given to the next student having properly met the necessary requirements. Grade point averages will be based upon a 4.0 scale, utilizing the first 7 semesters of grades 9-12. The average shall be carried to the third place towards these honors.

STUDENT COUNCIL

Harding Fine Arts is pleased to have an active and involved Student Council. Students have the opportunity to run for election to the Student Council in the spring and again in the fall. Students who are elected to the Student Council must maintain a 2.5 grade point average and serve as a model of good behavior and citizenship.

NATIONAL HONOR SOCIETY

Candidates for National Honor Society are nominated based on cumulative GPA and his/her leadership, character, and community service. Candidates are first nominated by his/her Faculty Advisor based on the student's cumulative GPA/grade level. GPA requirements are as follows:

Seniors	3.25 or above
Juniors	3.5-3.75
Sophomores	3.75-4.0
Freshmen	are not eligible.

Upon nomination, each candidate is required to write a set of essays in response to application questions. The Faculty Council then reviews the essays and votes for the candidates who best model the principles of the National Honor Society - scholarship, service, leadership, and character. Every selected candidate must participate in a spring-time public induction ceremony, which involves faculty and current members of the HFAA NHS chapter.

A member will be placed on probation for one semester for failure to meet the required GPA, and may be removed if grades do not return to the required GPA or if other principles are not upheld.