

Harding Fine Arts Academy Parent/Student Handbook 2017-2018



Harding Fine Arts Academy

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Table of Contents

WELCOME	7
MISSION STATEMENT	7
VISION	7
GENERAL SCHOOL INFORMATION:.....	7
HARDING FINE ARTS BOARD OF DIRECTORS	8
FACULTY AND STAFF	8
HARDING FINE ARTS CALENDAR & SCHEDULE	10
DAILY SCHEDULES	11
SECTION I – GENERAL INFORMATION	12
PLEDGE OF ALLEGIANCE.....	12
STUDENT Grade Level Placement/Graduation Cohort.....	12
STUDENT RECORDS (F.E.R.P.A.).....	12
DIRECTORY INFORMATION.....	12
STUDENT CARE / RELEASE	13
STUDENT WELFARE (CHILD ABUSE)	13
DISCRIMINATION.....	13
SEXUAL HARASSMENT.....	13
BULLYING/HARASSMENT	13
CLOSED CAMPUS	14
FREE AND REDUCED LUNCH/BREAKFAST.....	14
WEAPON-FREE SCHOOL.....	14
DRUG FREE SCHOOLS POLICY	14
TOBACCO FREE SCHOOL	15
MEDICATION.....	15
Self-administered medication	15
HEALTH CONDITION	15
EMERGENCY CARE	15
IMMUNIZATION REQUIREMENT	15
Guide to Immunization Requirements in Oklahoma 2017-2018.....	16

McKINNEY-VENTO HOMELESS ASSISTANCE	16
SECTION II – STUDENT EVALUATION AND GRADING	17
Semester Final Exemption.....	17
HIGH SCHOOL CREDIT (UNITS) AND CLASSIFICATION SYSTEM (9-12)	18
GRADUATION REQUIREMENTS	18
ACADEMIC & BEHAVIOR STANDARDS	20
ACADEMIC INTEGRITY POLICY	20
ADVANCED PLACEMENT CLASSES.....	21
MAKE UP WORK	21
ACADEMIC INTERVENTION	21
SCHEDULE CHANGES	22
CRITERIA FOR STUDENT ACADEMIC RECOGNITION	22
NATIONAL HONOR SOCIETY.....	22
STUDENT COUNCIL	22
SECTION III – STUDENT RESPONSIBILITIES	23
ATTENDANCE	23
Descriptions and Definitions:.....	23
Policy and Procedures:	23
Legal Truancy:	25
SCHOOL ATTENDANCE AND ACTIVITIES.....	25
PERFECT ATTENDANCE.....	25
BEFORE AND AFTER-SCHOOL TIME	25
ATHLETICS.....	25
The Purpose and Philosophy of Athletics At HFAA	25
Interscholastic Competition	25
Roles and Responsibilities of Coaches and Athletes.....	26
Guidelines for Sportsmanship for Fans and Parents/Guardians	26
OSSAA Requirements	26
Random Drug Testing For Competitive Athletics.....	27
Athletic Eligibility Guidelines	27
HFAA Student Requirements For Participation	27
Practice Times/Gym Scheduling	27
Determining Playing Time during Games.....	28
Qualifications for a “Letter” In a Sport.....	28
Game Day Team Attire	28
CARE OF SCHOOL PROPERTY / TEXTBOOK / SCHOOL EQUIPMENT	28
COMMUNITY SERVICE COMMITMENT.....	29
Students Community Service.....	29
FINANCIAL OBLIGATIONS.....	30
CARE OF PERSONAL PROPERTY.....	30
USE OF WIRELESS COMMUNICATION DEVICES, MP3 PLAYERS, IPODS, & GAMES	30

USE/MISUSE OF ON-LINE COMPUTER SERVICES	30
LOCKERS	31
BACKPACKS	31
TRANSPORTATION	31
MOTOR VEHICLE REGISTRATION	31
BICYCLE AND SKATEBOARD RULES.....	31
SAFETY GUIDELINES	32
STUDENT SHADOWING	32
STUDENT UNIFORM POLICY/DRESS CODE / PERSONAL APPEARANCE	32
UNIFORM DRESS CODE	32
Shirts	32
Sweatshirts and jackets	33
Pants or Shorts	33
Skirts or Skorts.....	33
Hats and Headgear.....	33
Footwear.....	33
Accessories	33
Jewelry & Piercings.....	33
Body Art.....	33
Out-of-Uniform Days	34
HFAA STUDENT CONDUCT AND DISCIPLINE	34
DISCIPLINE PROCEDURES AND CONSEQUENCES	34
STUDENT CODE OF CONDUCT.....	34
ACTION LEVELS	34
ACTION LEVEL 1 – CONFERENCE.....	35
ACTION LEVEL 2 – INTERVENTIONS.....	35
ACTION LEVEL 3 – SUSPENSION 1-5 DAYS*	36
ACTION LEVEL 4 – SUSPENSION 6-10 DAYS*	36
ACTION LEVEL 5 – SUSPENSION 10 DAYS*	36
ACTION LEVEL 6 – LONG-TERM SUSPENSION*.....	36
ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER*	37
ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION*	37
BEHAVIORS AND CONSEQUENCES	37
ACTION LEVEL 1 & 2 – CONFERENCE AND INTERVENTIONS	37
ACTION LEVEL 3	38
ACTION LEVEL 4 – SUSPENSION 6-10 DAYS (SECONDARY).....	43
ACTION LEVEL 5 – SUSPENSION 10 DAYS.....	45
ACTION LEVEL 6 – LONG-TERM SUSPENSION	46
ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER	48

ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION	49
Out-of-School Suspension Procedures	49
Suspension Appeal Process	49
Who You Gonna Call???	52
Ways to support Harding Fine Arts Academy	53
Merchant Give-Back Programs	53
Office Depot 5% Back to Schools	53
AmazonSmile	53
Homeland Dollars for Schools	53
Office Depot 5% Back to Schools	53
www.Shoparoo.com	53
www.Kula.com	53



WELCOME

The following document is the **Harding Fine Arts Academy (HFAA) Parent/Legal Guardian/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.

MISSION STATEMENT

Preparing students for college in an academically challenging, arts-integrated environment.

VISION

HFAA is committed to educating each student to become a compassionate, inspirational, artistic, and intellectually-prepared participant 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

HFAA does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, or any other reason prohibited by law.

HARDING FINE ARTS BOARD OF DIRECTORS

Ms. Susan Gabbard	Board President
Ms. Carol McPheeters	Vice-President
Ms. Jean Hendrickson	Secretary
Ms. Cheryl Borelli	Treasurer
Ms. Sally Bentley	Past-President
Ms. Kaye Adams	Board Member
Ms. Lisa Austerman	Board Member
Mr. Rod Baker	Board Member
Ms. Kelley Barnes	Board Member
Mr. Jim Chaney, J.D.	Ex Officio, Board Member
Mr. Randy Compton, CPA	Board Member
Ms. Kallena Haynes	Board Member
Ms. Glenda Jensen	Board Member
Mr. Selden Jones, J.D.	Board Member
Mr. John Dexter Marble, PhD, J.D	Board Member.
Mr. Kenyon Morgan	Board Member
Mr. Nathan Powell	Board Member
Ms. Joy Reed-Belt, Ph.D.	Board Member
Mr. Matt Schein	Board Member
Ms. Rosalyn Wade	Oklahoma A+ Prog. Director
Mr. John Yoeckel	Board Member

FACULTY AND STAFF

Administration

Mr. Barry Schmelzenbach.....Principal/Superintendent	bach@hfaaokc.org
Mr. Keith CampbellAssistant Principal	kcampbell@hfaaokc.org
Ms. Michaela deBruggeDirector of Operations	mdebrugge@hfaaokc.org
Ms. Linda LightnerDirector of Development	llightner@hfaaokc.org
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Ms. Celestia StacySchool Counselor	cstacy@hfaaokc.org
Ms. Misty ReedDir. of Admissions/Student Dean	mreed@hfaaokc.org
Ms. Dawn Collums.....Dir. of Special Education	dcollums@hfaaokc.org

Faculty and Staff

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Ms. Teresa Holleman	Journalism, Comp Apps	tholleman@hfaaokc.org
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Mr. Travis Rhodes	In-School Suspension	trhodes@hfaaokc.org
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	Trig//PreCalc, AP Calc & Stats	
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Ms. Kristin Toffoli	Spanish I & II	ktoffoli@hfaaokc.org
Ms. Karen Voyles	AP Lang, Mod Dance	kvoyles@hfaaokc.org
Mr. Brian Young	Choir, Show Choir, Piano	byoung@hfaaokc.org
Ms. Brenda Williams	Drama, Stagecraft	bwilliams@hfaaokc.org

HARDING FINE ARTS CALENDAR & SCHEDULE

2016-2017 Important Dates

Wednesday, Aug. 16.....	1 st Semester Classes Begin
Monday, Sept. 4.....	Labor Day, No Classes
Monday, Sept. 18.....	Parent Teacher Conferences, No Classes
Thursday, Oct 5	End of 1 st Quarter
Friday, Oct 6	No classes, Professional Development Day
Monday, Oct. 16- Friday, Oct. 20	Fall Break, No Classes
Friday, Nov.10.....	No Classes, Professional Development Day
Friday, Nov.18.....	No Classes, Professional Development Day
Wednesday, Nov. 22 – Friday, Nov. 24.....	Thanksgiving Break, No Classes
Monday, Dec. 11 – Wednesday, Dec. 13	1 st Semester Final Exams,
Wednesday, Dec. 13.....	Last day of 1 st semester
Thursday, Dec. 14.....	No Classes, Record Day
Friday, Dec. 15 - Tuesday, Jan. 2	No Classes, Winter Break
Tuesday, Jan. 2	No Classes, Professional Development Day
Wednesday, Jan. 3	2 nd Semester Classes Begin
Monday, Jan. 15	Martin Luther King, Jr. Day, No Classes
Monday, Feb. 5.....	Parent-Teacher Conference Day, No Classes
Monday, Feb. 19.....	No Classes, Presidents' Day
Friday, Mar. 2	New Student Application Deadline
Thursday, Mar. 9.....	End of 3 rd Quarter
Monday, Mar. 12 - Friday, Mar. 16	No Classes, Spring Break
Friday, Mar. 30.....	No Classes, Professional Development Day
Friday, Apr.13	SNOW DAY or No Classes
Friday, April 27.....	No Classes, Professional Development Day
Monday, May 14 - Wednesday, May 16	2 nd Semester Final Exams
Wednesday, May 16	Last Day of 2 nd Semester
Thursday, May 17	No Classes, Record Day, Graduation

Because our school day is extended by 30 minutes every day, we are able to schedule teacher professional days when the students are not present. Administration may choose to use Snow Days and or extend the school year for days out due to inclement weather.

DAILY SCHEDULES

Tuesdays, Wednesdays, Thursdays (A Day)

1 st Period	8:00 am – 8:57 am
2 nd Period	9:02 am – 9:59 am
3 rd Period	10:04 am – 11:03 am
Lunch A	11:03 am – 11:33 am
4 th Period A	11:38 am – 12:35 pm
4 th Period B	11:08 am – 12:05 pm
Lunch B	12:05 pm – 12:35 pm
5 th Period	12:40 pm – 1:37 pm
6 th Period	1:42 pm – 2:39 pm
7 th Period	2:44 pm – 3:41 pm

Mondays & Fridays (B Day)

1 st Period	8:00 am – 8:53 am
2 nd Period	8:58 am – 9:51 am
3 rd Period	9:56 am – 10:52 am
4 th Period	10:57 am – 11:50 am
11-12 Advisory/9-10 Lunch	11:55 am – 12:20 pm
9-10 Advisory/11-12 Lunch	12:25 pm – 12:50 pm
5 th Period	12:55 pm – 1:47 pm
6 th Period	1:52 pm – 2:44 pm
7 th Period	2:49 pm – 3:41 pm

Fridays with P & E (C Day)

**(P& E Fridays are most Fridays in a week in which
we are in session all five days)**

1 st Period	8:00 am – 8:44 am
2 nd Period	8:49 am – 9:33 am
3 rd Period	9:38 am – 10:24 am
4 th Period	10:29 am – 11:13 am
P & E	11:18 am – 11:55 am
11-12 Advisory/9-10 Lunch	11:55 am – 12:20 pm
9-10 Advisory/11-12 Lunch	12:25 pm – 12:50 pm
5 th Period	12:55 pm – 1:47 pm
6 th Period	1:52 pm – 2:44 pm
7 th Period	2:49 pm – 3:41 pm

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 Grade Level Placement/Graduation Cohort

Following the mandates of the Oklahoma State Department of Education, students are expected to meet the requirements for graduation from a state accredited high school in four years and are assigned an appropriate “Graduation Cohort” upon entry as a ninth grader. 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 that aligns with their graduation cohort. Students enrolled from non-accredited schools and homeschooling may be required to take qualifying tests to determine grade level and cohort assignment. 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/legal guardian or an eligible student eighteen (18) years or older. Additionally, parents/legal guardians 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 3:41 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 basketball or wrestling, showing height and weight 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/legal guardian'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/legal guardians have advised HFAA that they do not want their student's information disclosed without their prior written consent.

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 school in writing by **August 16, 2017**. HFAA has designated the following information as directory information: **Student's name, address, telephone listing, electronic mail address, grade level.**

STUDENT CARE / RELEASE

Students leaving before the end of the regular school day must be signed out through the school office. Any person checking out a student must provide a state or federally issued photo id, which will be processed through our School Check-In system. A request for the release of a student from school will only be honored to authorized persons. Authorized persons are: 1) the custodial parent/legal guardian, 2) the non-custodial parent/legal guardian with written authorization of the custodial parent/legal guardian, or 3) the custodial parent/legal guardian's designee. *It is the responsibility of the custodial parent/legal guardian 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/legal guardian is responsible for providing mailing information to the school principal. 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 and/or neglect to the OK Department of Human Services 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.

SEXUAL HARASSMENT

Harding Fine Arts Academy 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, sexting, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex or sexual orientation; or any display of print or digital sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons. Minors who create, distribute or possess sexually explicit images of a minor (including of themselves) can be prosecuted under the State's child pornography laws.

BULLYING/HARASSMENT

Bullying, intimidation, or harassment, whether written, verbal, or via electronic communication, is not allowed at Harding Fine Arts Academy on school premises, at school related activities, and on social media. Behaviors that place students 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 of or threatening to hurt someone are not allowed. Material placed or shared by an HFAA student on a social media 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. Nutritious breakfasts and lunches are available in the school cafeteria prepared by a contracted, approved food service provider.

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 AND MUST BE COMPLETED ANNUALLY. ***Oklahoma City Public Schools and other districts do NOT share benefit information with us, therefore, even if you have completed an application in another district and received benefits, you must submit an application to HFAA.*** Decisions regarding eligibility for free and reduced meals are determined in accordance with federal guidelines based upon the information provided by the parent/legal guardian on the federal form. Questions regarding the free and reduced lunch and breakfast program should be directed to the HFAA business office.

WEAPON-FREE SCHOOL

Weapons of any kind are not permitted at Harding Fine Arts Academy. 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 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).

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. HFAA reserves the right to test any liquids in a student's possession or control for the presence of alcohol. 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 the HFAA Student Code of Conduct.

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 or nicotine products, matches, lighter, vaporizers, e-cigarette or any similar product are subject to the HFAA Student Code of Conduct.

MEDICATION

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, except as described below. Prescription medicines **may only** be dispensed to students with and in accordance to the written directions of a physician. No medicines, including over-the-counter drugs, may be administered to a student without a permission form from the parent/legal 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/legal guardian. A permission form is available in the school office or may be printed from the school website.

Self-administered medication

Pursuant to Oklahoma law, students **may be allowed to carry and self-administer prescribed inhaled asthma medications, insulin, 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/legal 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.

HEALTH CONDITION

It is the parent/legal guardian's responsibility to notify the school if his/her 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 these cases, 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.

EMERGENCY CARE

Parents/legal guardians are requested to provide emergency telephone numbers in case a student becomes ill or has an accident at school. In the event of an emergency, school personnel will attempt to reach all listed emergency contacts. EMSA or other emergency medical services may be called if parents/legal guardians are unavailable or, if in the estimation of the administration, the situation warrants immediate emergency care. Expenses for emergency care will be directed to the parents/legal guardians. **It is important that parents/legal guardians update emergency information when there are changes.**

IMMUNIZATION REQUIREMENT

Oklahoma State law requires parents/legal guardians to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, 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/legal guardians are strongly encouraged to consider having their student immunized for meningitis.

Guide to Immunization Requirements in Oklahoma 2017-2018

9-12th grade students

DTaP (diphtheria, tetanus, pertussis).....	5 DTP/DTap
Tdap (Tetanus, diphtheria, acellular pertussis)	1 Tdap
PCV (pneumococcal conjugate vaccine).....	not required for school
IPV/OPV (inactivated polio/oral polio)	4 IPV/OPV
MMR (measles, mumps, rubella)	2 MMR
Hib (Haemophilus influenza type b)	not required for school
Hep B (hepatitis B).....	3 Hep B *
Hep A (hepatitis A).....	2 Hep A
Varicella (chickenpox).....	1 Varicella

*Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

The table above lists the vaccines that are required for children to attend school in Oklahoma. Additional vaccines may be recommended, but are not required.

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>.

McKINNEY-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 a 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 beings; 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 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, math, 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 school attendance standards due to excessive excused absences due to illness or injury may receive an "I" (Incomplete) until all requirements are met. These need to be made up no later than the end of the subsequent quarter. Parents/legal guardians have immediate access to their student's grades via the Parent Portal on the school's student information system, PowerSchool. Any parent/legal guardian having trouble accessing his/her student's grades may call the school office or parent liaison for assistance.

The grading scale is as follows:

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

Semester Grade (18 weeks)

Each student will earn a semester grade for each class in the following manner:

1st Quarter 2/5 or (40%)

2nd Quarter 2/5 or (40%)

Semester Final 1/5 or (20%)

Semester Grade 5/5 or (100%)

Semester Final Exemption

Each student may choose to exempt out of the Semester Final for a class by meeting the following criteria:

- 1) 90% or above average for the semester and 5 or fewer absences.
- 2) 85-89% (<90%) average for the semester and 4 or fewer absences.

Exam exemptions are for those who have been present in class the required amount of time. Even though properly documented excused absences (e.g. illness, bereavement) can be considered for meeting students' course attendance requirements, they still will count as a day (or part of a day) absent for final exam exemptions. Students will not be exempted from performance finals. Students who receive an Out-of-School Suspension will not be eligible for Semester Finals Exemptions for that semester.

HIGH SCHOOL CREDIT (UNITS) AND CLASSIFICATION SYSTEM (9-12)

CREDITS/UNITS - One (1) class for one (1) semester equals half ($\frac{1}{2}$) of a credit/unit.

- Students earn a grade of A, B, C, D, or F depending on the level of demonstrated competency for courses.
- Students must complete a course semester with a passing grade to earn $\frac{1}{2}$ unit.
- Students who do not satisfactorily complete a course will not receive credit.
- Students who have more than eight (8) total absences in a class will not receive credit for the class, even if they have earned a passing grade.
- Promotion of special education students shall be determined by each student's *Individualized Education Plan* (IEP) team.
- Students with limited English proficiency (ELL) who have not met promotion standards may be promoted on the recommendation of the building language team (bilingual staff, classroom teacher(s), and principal).

Grade level classification is based on a student's expected graduation year, which is calculated to be four years after their first entry into high school. For example, a student starting high school in 2016-2017 is assigned to the 2020 Graduation Cohort. They are designated as freshmen/9th grade this year and their classification will be advanced in each subsequent year.

GRADUATION REQUIREMENTS

To graduate from HFAA, students must earn a minimum of **24 total units*** which must include all **required core curriculum courses and arts credits** established by the Oklahoma State Department of Education and adopted by the HFAA Board.

STANDARD GRADUATION REQUIREMENTS

All graduating classes 2017 and beyond effective July 12, 2016

ASSESSMENTS - Must pass 4 of 4 State Approved Assessments in English, Math, Science, and US History

ENGLISH - 4 UNITS *Required Courses

English I: Grammar & Composition* _____ 1 unit

English II: World Literature* **or** pre-AP English II _____ 1 unit

English III: American Literature* **or** AP Language & Composition _____ 1 unit

English IV: English Literature* **or** AP Literature _____ 1 unit

Concurrent English (non remedial) courses by approval.

MATHEMATICS - 3 UNITS

May include: Algebra I, Geometry, Algebra II, or any other mathematics course approved by the SDE for college admission requirements. Concurrent mathematics (non remedial) courses by approval.

Students must earn 3 units of Mathematics in Grades 9-12 in addition to any of the courses listed above that were taken prior to Grade 9. Algebra I, Geometry, and Algebra II are all required before taking all other approved mathematic courses. Level placement shall be determined by the Mathematics Chair and Counselor.

LABORATORY SCIENCE - 3 UNITS *Required Courses

Biology* _____ 1 unit

The remaining units may include: Physical Science, Chemistry, Anatomy & Physiology, Physics, Environmental Science, or any other SDE approved lab science course.

Concurrent Science courses by approval.

HISTORY & CITIZENSHIP - 3 UNITS *Required Courses

Oklahoma History* _____ 0.5 unit

Geography*_____0.5 unit

US History*_____1 unit

US Government*_____1 unit

May include: Any other SDE approved History & Citizenship course. Concurrent History & Citizenship courses by approval.

FOREIGN or NON-ENGLISH LANGUAGE - 2 UNITS

Students must earn 2 consecutive units of the same Foreign Language in Grades 9-12, in addition to any taken prior to Grade 9. Concurrent Foreign Language courses by approval. Technology courses to meet this requirement are highly discouraged and are by approval only. Level placement shall be determined by the Foreign Language instructor and Counselor.

ADDITIONAL CORE - 1 UNIT

Students must earn 1 additional unit approved for college admission requirement from one of the following subject areas: English, Mathematics, Laboratory Science, History & Citizenship, Foreign or Non-Foreign Language.

FINE ARTS – 6 UNITS

May include: Studio Arts, Photography, Instrumental Music, Dance, Drama, Choir, Music Theory, Music Appreciation, Martial Arts, Graphic Design, or Creative Writing. Concurrent Fine Arts courses by approval. By approval, students may replace up to 2 units of Fine Arts with any 2 AP courses that are not being used to fulfill a separate graduation requirement.

PERSONAL FINANCIAL LITERACY

Students must successfully complete all 14 areas of instruction in the Oklahoma Academic Standards for Personal Financial Literacy. This is typically completed during the Senior Capstone class.

Students may meet their remaining 2 units to equal 24 units with any approved core or elective course. All seniors will be enrolled in Senior Capstone class.

TOTAL UNITS - 24 UNITS

NOTE: Students who need more than one half (.05) units for graduation and/or have failed to demonstrate mastery of the four required state approved assessments for academic content standards will not be permitted to participate in commencement exercises.

HIGH HONORS GRADUATION REQUIREMENTS

All graduating classes 2018 and beyond effective July 12, 2016

High Honors Requirements are the same as the Standard Graduation Requirements PLUS:

- 1) for commencement recognition, students must earn **1 additional unit (for a minimum of 2 additional units)** approved for college admission requirement from any of the following subject areas: English, Mathematics, Laboratory Science, History & Citizenship, Foreign or Non-Foreign Language (AP Psychology can count for 1 unit),

AND earn a weighted GPA of **3.75** after 7.5 semesters of grades 9-12.

- 2) Transcript recognition is the same as above but will utilize all 8 semesters of grades 9-12. Commencement recognition does not guarantee recognition on transcript.

VALEDICTORIAN GRADUATION REQUIREMENTS

All graduating classes 2017 and beyond effective July 12, 2016

Valedictorian Requirements are the same as the Standard Diploma Requirements PLUS:

- 1) for commencement recognition, students must earn **2 additional units (for a minimum of 3 additional units)** approved for college admission requirement from any of the following subject areas: English, Mathematics, Laboratory Science, History & Citizenship, or Foreign Language (AP Psychology can count for 1 unit, and technology courses do not meet the foreign language requirement for Valedictorians),

AND students must successfully complete a minimum of 2 core-area AP (Advanced Placement) courses (AP Psychology can count for 1 unit),

AND earn a weighted GPA of **4.0 or higher** after 7.5 semesters of grades 9-12.

- 2) Transcript recognition is the same as above but will utilize all 8 semesters of grades 9-12. Commencement recognition does not guarantee recognition on transcript.

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. Any student failing to submit a required assignment, which would result in a zero, will be required to complete that assignment (for a reduced grade) during Academic Intervention, a once-a-week mandatory after school study hall from 3:45 p.m. until 5:15 p.m.

ACADEMIC INTEGRITY POLICY

The primary goal of education is to stretch and grow the mind. By the high school years, the teacher's function in this process is to push the student beyond merely recognizing or memorizing facts or information, toward analysis, understanding, and evaluation. Anything that cheapens or short-circuits that process will undermine the value and meaning of grades, credits and ultimately, our school's diploma. In order for this whole system to function properly and for our school to have integrity, we must expect and insist that each student do his or her own work. **We will assume that an assignment turned in with an individual's name on it is that individual's work.** Each teacher will be given great latitude to structure group work versus individual work; each teacher will also be empowered to make the decision as to whether a student is short-circuiting the process so that it is no longer within the boundaries of propriety or integrity.

With this in mind, the following will be considered cheating:

1. All copying of answers or ideas on homework, quizzes or tests.
2. Gaining an unfair academic advantage over other students by such processes as:
 - a. Passing along (or willingly receiving) answers during quizzes or tests within a class period;
 - b. Conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material;
 - c. Taking "cheat sheets" into quizzes or tests and having them in eyesight during the quiz or test;
 - d. The use of electronic devices to replicate it for oneself or to communicate to others assessed information;
 - e. Group study when a teacher has specifically expressed that individual work only is required.
 - f. All plagiarism (the taking of other's ideas or words and representing them as one's own, e.g. without proper citation).

A key aspect of academic integrity is protecting the process of learning. The process of research, preparation, studying, and compiling information is fundamental to any assignment. **The best way a student can avoid the suspicion of impropriety is to always do his or her own work and to protect that work from those who would want to take advantage.** It is more honorable, and will be to the long-term benefit of the student, to receive poorer grades that are the student's own than to take shortcuts and receive the accolades of a better grade. Ultimately, this is a matter of personal honor. HFAA highly values academic integrity, therefore, violations of the academic integrity policy will result in loss of credit for assignments and repeated violations will result in suspension from HFAA by the process described below.

Harding Fine Arts Academy expects its students to demonstrate integrity in their academic work. Acts violating the expected integrity include:

1. Cheating on examinations, quizzes or other written work;
2. Giving assistance to or receiving assistance from another during an examination or quiz;
3. Plagiarism, that is:
 - a. The use of another's published work wholly or in part without recognition or proper documentation;
 - b. The use of another student's work as one's own;
 - c. The purchase, use or provision of an already prepared paper;
4. Falsifying any academic record;
5. Obtaining, or attempting to obtain, copies of uncirculated examinations or examination questions.

Students found to have committed one or more of acts 1-3 will receive an F for the examination, written work or quiz in question and parent/legal guardians will be notified. Teachers have the option of allowing work to be made up for up to 50% credit for student's first offence at school. Acts 4 or 5 will lead to a hearing with an administrator, since they are major infractions, the penalty for which may be suspension or dismissal.

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. AP classes not taken at HFAA will not be weighted in a student's g.p.a. Appeals to this will be considered if the student demonstrates mastery on an AP exam.

MAKE UP WORK

Students are required to make up any class work (or equivalent assignments) missed because of any excused or unexcused absence. Students have one (1) day for each day missed to make up all assignments, projects, and testing unless arrangements are made *in writing* with an individual teacher. **The student will be given proper credit when the work is completed within this timeframe. Teachers do not need to give full credit for late assignments if the absence was not excused or was due to truancy (see Absence Policy).**

ACADEMIC INTERVENTION

Not completing assignments removes the opportunity to preview new material, practice a new skill, or demonstrate mastery of a concept, all of which are essential elements in student academic success. If a student chooses not to do an assignment, he or she will be assigned Academic Intervention (A.I.). The student will be notified on the Wednesday before he or she is to attend A.I., **which starts at 3:45 p.m. and ends at 5:15 p.m on the last day of school for**

that week. If a student is assigned A.I., he/she must stay the entire time. Parents/legal guardians will be contacted if a student fails to attend A.I. and the student will be reassigned to an additional session.

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:

- **Principal's Honor Roll:** Student must have a GPA (Grade Point Average) of 4.0 to receive Board Honor Recognition.
- **Honor Roll:** Student must have a GPA (Grade Point Average) of 3.5 to receive Principal's Honor Recognition. **Student may have no more than one (1) grade of "C" or lower.**

Honor rolls are date specific, missing assignments turned in after the date honor roll information is collected may not count toward the required GPA for these honors.

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:

Sophomores, Juniors & Seniors	3.5 or above Cumulative GPA
Freshmen	3.75 or above after the 1 st semester

Upon nomination, each candidate is required to write an essay 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.

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. Contact the Student Council sponsor for a copy of the constitution.

SECTION III – STUDENT RESPONSIBILITIES

ATTENDANCE

At HFAA, we want our students and parents/legal guardians to realize the importance of consistent and prompt attendance. By law, Oklahoma students between the ages of five (5) and eighteen (18) must be enrolled in school. Parents/legal guardians are responsible for their child's attendance and under Oklahoma law can be fined if they allow children to become **truant** as regular, on-time attendance is critical to academic success. **Excessive student absences are the most identified factor affecting school failure and dropout rates.**

Descriptions and Definitions:

Students are considered **present** only when they are **actually in a classroom or participating in a class or school sponsored activity**. A child is recorded as **tardy**, whether the tardy is excused or unexcused, when he or she arrives after the start of class but before the class is half over. A child is recorded as **absent**, whether the absence is excused or unexcused, when that child is **not in a classroom** for more than half the class.

- **Excused Absences** occur when students are not present due to a documented illness or injury, doctor or dental appointment, bereavement, serious illness or emergency in immediate family, and/or bus transportation problems. Any student who has been absent for three days or more due to illness must present a doctor's note **within 10 school days** upon returning to school in order for the illness-related absence to be excused.
 - "APA" – Absent- Parent Aware - Indicates the parent is aware of the absence and informed the office. This does not automatically make the absence excused.
 - "AMed" - Indicates proper, dated medical excuse from a medical professional was provided to the school **within 10 days** of the student's return to school. This is an excused absence.
 - "ALeg" - Indicates proper, dated legal excuse was provided in a timely manner. This is an excused absence.
 - "ABereav" - Indicates proper, dated bereavement excuse was provided in a timely manner. This is an excused absence.
 - "SSA" - School sponsored activity. This is an excused absence.
- **Excused Tardies** are allowed only for the same reasons allowed for excused absences and only with proper **written, dated** note from parent/legal guardian, bus driver, doctor or dentist's office.
 - "TU" - Tardy Unexcused.
- **Unexcused Absences** occur when students are not present for more than half a class period without a valid excuse.
 - "A" - Student was not present in class and parent/guardian did not call the office
- **Unexcused Tardies** occur when the student is late, misses less than half a class, without a valid excuse. For example, missing the bus or oversleeping, etc., will not be considered as excused.
 - "TE" - Tardy excused.
- **Legal Truancy** in Oklahoma occurs when students reach their 5th unexcused absence in a four (4) week period or ten (10) or more consecutive unexcused absences per semester.

Policy and Procedures:

Tardies:

Students are required to be in class on time. Besides adversely affecting the student's academic progress, a student's late arrival is disruptive to other students, the teaching, and the learning process.

Please be aware of the following:

- Students who arrive tardy and unexcused to the classroom after the official start time **will not be admitted to class and must report to In School Suspension (ISS) for the remainder of the class period.**
- The teacher will mark a late student as tardy.
- Multiple tardies will be treated as a disciplinary issue.
- **Telephone calls to the school office excusing a student's tardiness may not be considered acceptable documentation** if there are multiple incidences. If written documentation is needed, you will be notified.

Absences:

Please be aware of the following:

- All absences are recorded and **will accrue to the student's total absence record.**
- Advisory times and Performance & Exhibition times are considered class time and attendance is mandatory.
- Due to state notification requirements, parent/legal guardians must contact the school before 10:00 a.m. the day a student is absent to inform the school of the reason for the absence. Tardies or absences that occur without parent/legal guardian's knowledge and notification to the office will **automatically** be considered unexcused.
- **In order for an absence or tardy to be considered excused, proper documentation must be given to the school within 10 school days.**
- Students have the right to make up any missed assignment or assessments **caused by an excused tardy or absence.** However, the student and/or the student's parent/legal guardian is responsible to ask teachers for any work missed due to an absence. Students have one (1) day for each absence to make up all assignments, projects, and testing unless other arrangements are agreed upon *in writing* with each teacher.
- Absences due to school-sponsored activities and events are not counted as part of the total absences allowed for a semester.

If a student has more than eight (8) 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. The administration will review each instance of failure to receive credit due to absences to check for extenuating circumstances. In the case when most of the total absences were excused, the administration may grant credit provided the student has demonstrated diligence at school (refer to the guidelines below) and that the absences were determined to be beyond student or family control. If the student or their parent/legal guardian does not agree with the administration's decision to allow or not allow credit, they may appeal to the Academic Advisory Committee of the HFAA Board. Be aware of the following guidelines:

- Only excused absences in classes where the student has a "C" or higher will be considered.
- Appeals to the committee must be delivered to the main office by the last day of the semester.
- Appeals must be submitted in writing, signed by the parent and student.
- Absences that have not been documented within the allowed 10 days will not be considered for appeal.
- Other student behaviors including tardies, attendance/exemptions during prior semesters, and discipline record may impact the committee's decision.
- In an effort to promote long-term student success, the committee is not inclined to grant exemptions on an on-going basis.

Requests that fall outside these conditions for appeal may also be sent to the Academic Advisory Committee, provided that both the parent/guardian and HFAA administration agree that there are unusual and important circumstances that warrant consideration.

Legal Truancy:

Truant students will be held to the Harding Fine Arts Student Code of Conduct.

- Truant children can be detained by police officers and taken to the nearest THRIVE Center.
- School officials must report truancy to the office of the District Attorney for Oklahoma County. Parents/legal guardians can be fined up to \$100.00 per day each day their child is truant from school.
- The Department of Transportation may revoke the student's driver's license.
- State law requires that a student be **dropped from our rolls** if he/she has been absent unexcused for ten consecutive days.

SCHOOL ATTENDANCE AND ACTIVITIES

A maximum of ten (10) days of school sponsored activity absences (SSA) are permitted during the school year. Students 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.

PERFECT ATTENDANCE

Students who have no more than half a day (four classes) of absences and fewer than 6 unexcused tardies each semester are eligible for perfect attendance recognition.

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 that students not be at school unsupervised. 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, Academic Intervention, or detention, **parents/legal guardians must make arrangements for the student to leave school property.** The Boys and Girls Club, located at NW 36th and Western Ave, has a well-supervised after school program for a nominal membership fee. Parents/legal guardians are encouraged to take advantage of this service if the student cannot be picked up from school by 4:00 p.m.

ATHLETICS

The Purpose and Philosophy of Athletics At HFAA

The purpose and philosophy of athletics at HFAA is to use athletics and activities as an additional means to fulfill the HFAA Mission. To this end our athletic program will strive to develop the whole person. Competition and cooperation are excellent ways to teach character. The main benefits are that student athletes learn how to manage increased responsibility, respond under pressure, and gain leadership skills.

Interscholastic Competition

HFAA competes with other schools in a variety of co-curricular activities. It is important that interscholastic competition be conducted in a way that honors the self and his or her opponent at the same time. Therefore **good sportsmanship should be practiced always.**

A significant part of displaying good sportsmanship comes through how losing is approached. The very nature of competition produces "losers." Whether competing for a place on the team, for the opportunity to play in a game, or for a championship, someone is going to experience pain, sorrow, and disappointment. However, hardship produces perseverance. Therefore, it is imperative that HFAA students learn to approach competition and losing from this perspective.

HFAA is an active member of the Oklahoma Secondary Activities Association (OSSAA) and conducts competitive interscholastic sports programs. Interscholastic competition is much different than full participatory activities, where everyone gets to play. **The nature of HFAA interscholastic competition is such that not every student who tried out may be selected for a team. Nor should there be an expectation that students will receive equal playing time.** The school, therefore, employs coaches to develop individuals and teams **for competition**. This means that they will test the skills of individual athletes as well as build teams to compete with and win against other school's teams.

Roles and Responsibilities of Coaches and Athletes

1. Coaches – A coach must wisely use his/her position of influence; must adhere strictly to OSSAA rules, and serve HFAA as an ambassador of goodwill, loyalty, and commitment.
2. Athletes - Student-athletes must strive to achieve personal and team success in a way that honors the team and the mission of HFAA; must adhere to the rules of HFAA; must prioritize the classroom and studies over sports; must strive to follow the *Guidelines for Sportsmanship*; and will be encouraged to resolve any conflicts by talking to the person they most need to first, especially coaches and school officials, prior to anyone else.

Guidelines for Sportsmanship for Fans and Parents/Guardians

1. Applaud and respect the efforts of the opposing teams. Remember, their parents/legal guardians are here and proud of their kids too. No booing or singling out a specific opposing player for degrading comments no matter their performance or behavior.
2. Be aware of anger and hateful emotions that surface in the "heat of the battle" -- emotions that are selfish and do not honor yourself, our teams or our school.
3. Do not direct comments or insult toward the officials. You do not have to agree with every call, but you should never lower yourself to degrading remarks.
4. Seek to demonstrate a positive spirit. Remember, much of what happens in games won't matter 50 years from now, much less in one week.
5. Let your team know that you support them; win or lose, we stand behind our athletes.

OSSAA Requirements

HFAA is a member of the Oklahoma Secondary School Activities Association (OSSAA) and will follow OSSAA Guidelines. HFAA adheres to the following OSSAA requirements:

1. Academic eligibility requirements - A student must be able to successfully meet the daily demands of the classroom and then meet the extra demand of competitive athletics. Because of this, the student must demonstrate the ability to meet minimum academic standards. HFAA will follow the OSSAA's guidelines regarding eligibility. A comprehensive explanation of OSSAA rules can be found on the OSSAA website: www.ossaa.com.
2. Medical release requirements - Before the season starts, **each** athlete must have the following forms:
 - a physical examination, (It is the athlete's responsibility to have this exam.)
 - parent/legal guardian consent
 - Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet"
 - Concussion and head injury acknowledgement form.
3. Prohibition of recruiting - There shall be no recruiting of athletes. Students should not be encouraged to move to HFAA strictly or primarily to engage in athletics. Students interested in attending HFAA for the purpose of an arts integrated education may contact the school's admission director. Transfer students must assume that they will lose one year of eligibility to participate in varsity athletics upon transfer to HFAA.

Random Drug Testing For Competitive Athletics

Students who participate in any HFAA athletic team that competes interscholastically (including martial arts) may be randomly drug tested. A “positive” test, that is, one that reveals recent drug use, will result in disciplinary action in athletics and school. Any refusal to drug test at the time the student is asked will be considered a “positive” test.

Athletic Eligibility Guidelines

Guidelines for participation in extracurricular activities include:

1. The principal or vice-principal may remove a student from eligibility for disciplinary or behavioral reasons.
2. The basic OSSAA **academic eligibility** rule is that:
 - a. Eligibility starts on the third week of each semester. Grades are figured on the entire semester, not weekly.
 - b. Any student who receives an "F" in any class in one week will be placed on probation for the following week. If at the end of the probationary week the student has all passing grades, then the process stops here, i.e., the student remains eligible.
 - c. However, if the student still has a grade of "F" in any class at the end of the probationary week, he/she is ineligible for the entire following week and will stay ineligible until all grades are raised to passing.
 - d. A week is considered from Monday through Sunday.
3. **If the student is ineligible, he/she may not suit up, i.e., “wear a jersey,” during the ineligible period.**
4. If a student is absent more than three class periods in one day without an acknowledged excuse (see *Student Attendance* for guidelines), he/she may not practice or participate in events that same afternoon or evening.
5. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition.
6. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below.

HFAA Student Requirements For Participation

The following off-field behavior is requirements for participation in co-curricular activities:

1. To wear an HFAA uniform is a distinct privilege. A student-athlete will immediately jeopardize his/her uniform or position on a team with behavior off the field that is illegal, immoral or otherwise deemed to be detrimental to the team.
2. Obligations/duties that are not performed in relation to school policies or activities may result in restriction for the student. Participation in practices or competitions could be affected.
3. The same honorable behavior that is expected in the classroom is expected during practice and in competition. Behavior that is argumentative and combative towards coaches, game officials, teammates, or opposing players and fans will be subject to restrictions of participation. Continual misconduct could lead to exclusion from the sport.
4. A student/athlete who presents ongoing supervision challenges for coaches or administration may be subject to removal from the team.

Practice Times/Gym Scheduling

Practice times will vary in length; most practices will last approximately one and a half to two hours. In certain instances coaches may schedule early morning practices or Saturday practices. At such times, the coaches will submit the times to the athletic director and give two days’ notice to the student-athletes. The following guidelines pertain to practice times and scheduling:

1. Sunday practices - HFAA students will not be required to attend meetings or formal practices on Sunday.

2. Makeup practices - If athletes cannot be at practice, **they must notify their coach** and arrange an appropriate makeup time or activity.
3. If possible, parent/legal guardians should not **schedule appointments** during school or practice time. If an athlete does have an appointment, be sure to **notify the coach ahead of time**.
4. Being late to or missing practice or games will result in making up that time after practice and/or a loss of privileges. Example: Loss of playing time, not being allowed to suit up for a game or games, etc.
5. Each sport may have a required practice gear that must be worn at all practices.
6. Arrangements must be made for transportation to and from the school for sports practices. It is the responsibility of the parents/legal guardians to know how their child is getting to and from practice.

Determining Playing Time during Games

The HFAA sports program is **inter-scholastic and competitive** in nature. Coaches will strive to compete in such a way as to win. **The coach is solely responsible for determining playing time**. Generally, this is based on a player's practice and work habits, athletic ability, cooperation with teammates, cooperation with coaches, the "chemistry" during competition, current game situation, and many other circumstances that the coach deals with daily. Playing time is a coach's "judgment call." The team concept places high value on the athlete's overall contribution to the team's effort. Playing time is not the only avenue for contribution.

Coaches appreciate parent/legal guardian feedback, but **parents/legal guardians who wish to meet with coaches for the primary purpose of increasing their child's playing time may not be granted a meeting**. These types of meetings can be detrimental to the team's unity and overall goals. These types of conversations should begin with the student athlete and the coach.

Qualifications for a "Letter" In a Sport

The following criteria need to be met for a student to "letter" in a sport:

1. The student-athlete must participate in a varsity level sport by consistently attending varsity practices.
2. The student-athlete must receive a varsity jersey/uniform and compete in a varsity level game or match.
3. The coach of each respective sport has the right to clarify additional specific requirements for "lettering" in their own sport.

Game Day Team Attire

A team is allowed to wear school-issued team warm-ups on game day only with the coach's or the principal's permission. The entire team must be dressed in the same warm up. No sweat pants are allowed.

CARE OF SCHOOL PROPERTY / TEXTBOOK / SCHOOL EQUIPMENT

Students are responsible for the proper use, care of and return school property such as textbooks, library books, desks and equipment, etc. The parent/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.

COMMUNITY SERVICE COMMITMENT

Students Community Service

Students are required to perform a minimum of **10 hours per semester** of community service while enrolled in the Harding Fine Arts Academy. This service can be performed in the community or through an pre-approved Harding Fine Arts Academy activity. The areas of community service available to the student will be made known from time to time by the school but it is ultimately the student's responsible to seek out, perform, properly document service (Student Community Service form) and submit to their Advisory Teacher. Students can pick up Student Community Service forms the main office or download it from the Harding Fine Arts Academy website.

Extra hours do not carry over to the next school year.

Parent Volunteer Fulfillment Program

Since Harding Fine Arts Academy is a tuition-free charter school, we do not receive any funding for building maintenance, repair and upkeep. Therefore, **parents/guardians** are expected to commit themselves to perform a minimum of **10 hours per semester to the Harding Fine Arts Academy.**

The areas of community service available to parents/guardians are made known from time to time by the school. These opportunities are promoted through Harding Fine Art Academy's Facebook page, Twitter account and through emails to parents. Opportunities are also listed on the Harding Fine Arts Academy website under the "Parents" menu. Examples of some of these opportunities are below:

- Attending PTO Meetings
- Attending School Open House
- Participating in Monthly Volunteer Days (Saturday morning work day)
- Working at Concession Stand or ticket sales during sporting events
- Working the scoreboard at athletic events
- Chaperoning (or driving students to) HFAA events and field trips
- Acting as a Test Monitor for mandatory state tests
- Volunteering for school special events (plays and other performances)
- Performing any repair or maintenance work in which you are qualified
- Providing food, water and other items for Teacher Appreciation and other HFAA events
- Cleaning or organizing

In addition, a monetary donation or donation of goods of \$10 is the equivalent of 1 hour of service.

For a list of current opportunities, go to our website hardingfinearts.org. Then, click "Parent" then click "Community Service Hour and Donation Opportunities."

Depending upon the event, parents will either document their time on a provided Sign-In Sheet, Parent Volunteer Fulfillment Program forms or they might enter their hours directly into the school's volunteer hour computer program.

The Harding Fine Arts Academy Office Manager monitors and tracks Parent Service Fulfillment hours. Each semester parents/guardians will receive a report stating the number of hours earned.

Extra hours do not carry over to the next school year.

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 meals consumed, lost textbooks, library books, and/or other school property. Parents/legal guardians are also obligated to pay for equipment or damage to school property. Parents/legal 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
- the inability to re-enroll
- the revocation of the privilege of participating in or attending school activities.

CARE OF PERSONAL PROPERTY

Students are responsible for the care and safety of their own personal property, and names should be placed on all personal items. The school is not responsible for a student's lost, stolen, or damaged personal property. Students' personal property losses should be filed against the parent/legal guardian's homeowners insurance.

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

Students may not use cell phones, mp3 players, headphones, 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.*** Devices should be powered down and must be kept turned "off" and out of sight during and between class time, in the auditorium, and in the media center. Cell phones may not be used or visible in the stairwells or hallways. Students may use their cell phones during lunch **in the cafeteria only.** Students needing to call a parent/legal guardian at any other time of the school day must place the call from the school office unless directed otherwise by a member of the faculty or administration.

Violations will result in the item being confiscated and turned in to the school principal. The student's parent/legal guardian will be required to reclaim the item. In the event of a third violation, the principal may retain possession of the item until the end of the semester. Continued misuse of said items may result in further disciplinary action.

Parent/legal guardians/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/legal 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.** *If you have an emergency and need to reach your student, please call the main office and we will get a message to him or her as soon as possible. He or she can then call or contact you from the office.*

USE/MISUSE OF ON-LINE COMPUTER SERVICES

HFAA provides free WIFI for its faculty and students solely for school related educational purposes. WIFI users are expected to adhere to the Technology Use Agreement.

Only legal activities are allowed. Additionally, social media/apps, audio or video streaming, large file download, pornography, or any form of misuse or harassment are allowed via this service. HFAA has attempted to place appropriate restrictions on content and use. Circumventing these restrictions in any way, including the use of proxies, are subject to loss of school technology, banning user's personal devices on campus, and/or disciplinary action including suspension and/or criminal charges. Minors who create, distribute or possess sexually explicit images of a minor (including of themselves) can be prosecuted under the State's child pornography laws.

Personal devices are not required for any class or employment. HFAA is not responsible for any damage (hardware or software) or theft of personal devices brought on campus. WIFI access is not guaranteed and may be suspended without warning from time to time based on school needs. All cellular data usage is the responsibility of the device owner.

LOCKERS

Lockers are provided for each and every student for their convenience and protection. For safety and accountability reasons:

- sharing lockers is not permitted.
- **all students must put a combination lock on their assigned locker.**
- keyed locks are not permitted.
- the combination must be given to the Assistant Principal 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. Students must 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.

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 may be made throughout the year.

BACKPACKS

Backpacks may only be carried to and from lockers at the beginning and end of the school day. Backpacks are not allowed in the classroom or at lunch.

TRANSPORTATION

Harding Fine Arts Academy students must provide their own transportation to and from school as there are no school buses to serve our students. Students may, however, make application in the school office for HFAA's bus pass program to be able to ride city busses at no charge.. Students receiving a free 30-day bus pass must pick it up in the main office and sign for it. Students will receive only one 30-day bus pass within a 30-day period. Replacements cannot be given in the event the pass is lost, stolen or damaged. 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 24-hour bus passes as needed. These must also be picked up and signed for in the main office.

MOTOR VEHICLE REGISTRATION

Students who drive motor vehicles to school, whether parking on school property or adjacent streets, **must register their vehicle at the beginning of each school year** or as soon as they begin driving a vehicle to school. (There is no charge for the first sticker; each additional sticker is \$5.00) The 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/or towing of the vehicle. The student and/or parent/legal guardian is financially responsible in the event a student's car is towed for lack of proper vehicle identification, parking illegally either on school property or adjacent streets. 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 friend.
- 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 have never attended Harding Fine Arts Academy and 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, the student's parent/legal guardian 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/legal 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 a parent/legal guardian to bring appropriate clothing to school. Students not in compliance with the uniform policy are subject to the HFAA Student Code of Conduct. 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 on school grounds and at school activities and functions. **Students and parents/legal guardians are responsible for adhering to the dress code. An administrator will make the final decision as to whether any dress, makeup, or attire is inappropriate.**

UNIFORM DRESS CODE

Shirts

Students may only wear HFAA polo or button down shirts embroidered by and purchased from Charter Uniforms. (www.charteruniforms.com). Shirts are to be worn as they are designed to be worn.

Only HFAA logos are permitted on any clothing item. 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.

Sweatshirts and jackets

Only cardigans, sweater vests, sweatshirts or jackets with the HFAA logo/crest may be worn inside the building. They must be clean and maintained in good condition, unaltered, and worn as designed ***with an HFAA polo worn underneath.***

Pants or Shorts

- Pants and shorts may be plain or pleated front, and although belts are not required, pants must be designed to be worn with a belt (i.e, no drawstring waists).
- Pants and shorts must be of appropriate size and fit and worn at the waist.
- Pants and shorts must be hemmed at appropriate lengths. (No cutoffs or ragged edges.)
- Colors: Black or khaki ONLY (NO blue jeans or sweatpants).
- Pants and shorts may be cotton twill, wool or denim only (NO stretch knit.) Tight stretch pants of any fabric or material are not acceptable.
- Shorts must be knee length.
- Leggings or tights in solid red, white, or black may **only** be worn with shorts or skirts of appropriate length.

Skirts or Skorts

- Skirts and skorts must be plain, simply styled and of appropriate size and fit.
- Skirts and skorts must be knee length.
- Skirts and skorts may be solid color khaki or black, exclusive of ornamentation and simply styled. HFAA plaid skirts may be ordered from Charter Uniforms.

Hats and Headgear

No hats or hoods of any kind may be worn in the building at any time. Headbands or other head gear must be suitable for a professional workplace environment.

Footwear

Footwear should be appropriate for school and must be closed-toe, closed-heel with a non-slip sole. For safety's sake, shoes may not have heels higher than 2 inches.

Sandals, house shoes, flip flops, or clogs are not permissible.

Socks, hose, and tights must be black, white, or red.

Accessories

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

Jewelry & Piercings

Chains, spikes, or sharp objects on any jewelry item are not permissible. Nose rings, septum piercings, or visible piercing other than pierced ears or diminutive nose studs are not permissible. Students who have facial piercings must either remove the jewelry or wear clear or flesh-colored spacers. Parents/legal guardians and students are advised that any student who chooses to acquire a new piercing will not be excused from this rule because the piercing has not had time to heal properly. For this reason, it is strongly suggested that students do not acquire new visible piercings during the school year.

Body Art

No visible writing, drawings, or designs are allowed.

Out-of-Uniform Days

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/workplace environment**. Whatever the student wears should also be 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 or any form of sleeveless shirt, cut-offs, exposed midriffs, short shorts, hipsters, sagging pants 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/legal guardians are responsible for adhering to both the uniform and out-of-uniform dress code. An administrator will make the final decision as to whether any dress, makeup, or attire is inappropriate.

HFAA STUDENT CONDUCT AND DISCIPLINE

Student behavior should be based on respect and consideration for 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 at Harding Fine Arts Academy.

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 IEP are implemented.

ACTION LEVELS

Level 1	<i>Conference</i>
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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><u>Mandatory suspension</u> for the current semester plus the succeeding semester.</i>
Level 8	<i><u>Mandatory 12 month suspension</u> 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 parent/legal guardians are notified via phone call or email: Teacher, Student, Counselor, Administrator, and parent/legal guardian.
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ACTION LEVEL 2 - INTERVENTIONS

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.
RESPITE 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 revocation 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.
PROBATION	The denial of a student's participation in school activities and extracurricular 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/legal guardian's participation.
PARENT/LEGAL GUARDIAN SHADOWING	For non-violent infractions, a parent/legal guardian may shadow a student in the classroom for one day or for a specified period of time. Parent/legal guardian 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 revocation 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 revocation 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, for example, a licensed counselor.
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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/LEGAL GUARDIANS NOTIFIED

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Forgery/Cheating/ Plagiarism	Creating, using or allowing the falsification of documents	1	8	<i>See Academic Integrity, p 20 - 21</i>
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	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/legal guardian.	1	2	

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

ACTION LEVEL 3

PARENT/LEGAL GUARDIANS 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	Abusive or demeaning language or behavior (including profanity)	2	6	Habitually abusive language/profanity addressed in Level 5.
Aiding/abetting	Agreeing to cover up the commission of any unlawful act.	2	5	
Bullying	Bullying is defined as intentional, hurtful acts, words or other behavior, whether verbal or via electronic media, 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 punching, poking, strangling, hair pulling, beating, biting & excessive tickling. Verbal bullying includes hurtful name calling, teasing &	2	6	

Category	Definition	Action Level*		Notes
	gossiping. Emotional bullying includes rejecting, terrorizing, extorting, defaming, isolating, ostracizing & peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact & sexual assault.			
Bus Misconduct (Activity Bus)	Failure to comply with rules of bus safety or disturbing others (see specific offense)	1	3	
Defiance of Authority	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 may be requested.
Failure to identify	Refusal to stop, provide name and/or other information when asked to do so by a staff member.	1	4	

Category	Definition	Action Level*		Notes
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, intimidating, or threatening another student, even in jest , on school property, on social media 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.	2	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)
Hazing/Initiation	Activities that endanger an individual's mental or physical	3	6	

Category	Definition	Action Level*		Notes
	health, which are required for initiation/entrance into any group or for promised acceptance.			
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 may be required

Category	Definition	Action Level*		Notes
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, 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	

Category	Definition	Action Level*		Notes
		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
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)

PARENT/LEGAL GUARDIANS 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 an 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.
Bomb/Explosive Threats	Reporting to school, police, or fire officials, by any means, information known to be false	4	6	POLICE MUST BE CALLED.

Category	Definition	Action Level*		Notes
	concerning the presence of a bomb or explosive.			
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	4	6	Police not called unless the situation could result in violence in the

Category	Definition	Action Level*		Notes
	process, and could pose a threat of violence or disruption.			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

PARENT/LEGAL GUARDIANS 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	5	6	Police must be called. Assessment mandatory.

Category	Definition	Action Level*		Notes
	(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 documenting classroom disorders that only result in student referrals to the office.)			*Student may be cited by police.
Fighting/Battery or riotous behavior at an extracurricular 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 HFAA extracurricular activity for the remainder of the school year.
Sexual Offenses	Lewd sexual behaviors inclusive of intentional sexual contact (including mutual sexual contact), offensive touching, indecent exposure, or other sexual acts. Minors who create, distribute or possess sexually explicit images of a minor (including of themselves) can be prosecuted under the State's child pornography laws.	5	6	Police must be called.

ACTION LEVEL 6 - LONG-TERM SUSPENSION

PARENT/LEGAL GUARDIANS 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	Any attempt or use of force or violence upon a staff member	30 days - no reduction on second offense		Actual physical contact must be a level 7.

Category	Definition	Action Level*		Notes
personnel	regardless of whether the staff member was the intended victim.			
Threat with a dangerous weapon	Using a sharp or dangerous weapon to threaten another person with bodily injury.	6	7	
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. Students may choose to participate in an approved substance abuse program, the cost of which is borne by the parent/legal guardian. Students who complete the program and are able to provide proof of clean drug tests during/after treatment may have 10 days removed from the first suspension. This is at the discretion of the administration. No reduction for 2nd offense.
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.

Category	Definition	Action Level*		Notes
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.
Violation of student conduct agreement	Students with a conduct agreement will be suspended long-term if any defined legal offense recurs.	6	6	

ACTION LEVEL 7 - MANDATORY SEMESTER PLUS NEXT SEMESTER

PARENT/LEGAL GUARDIANS 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 such that the person requires 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.
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.

Category	Definition	Action Level*		Notes
Rape and attempted rape	Rape and attempted rape	7	7	Police must be called.

ACTION LEVEL 8 - MANDATORY ONE-YEAR SUSPENSION

PARENT/LEGAL GUARDIANS 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..

Out-of-School Suspension Procedures

Out-of-school suspended students may not attend school or school-sponsored events nor may they come onto school grounds for the duration of their suspension. **Upon returning from an out-of-school suspension, students must meet with a school administrator before being allowed re-admittance to class.**

Any student placed on in-school or out-of-school suspension will continue to be provided educational services by Harding Fine Arts Academy. It is the responsibility of the student and the student's parent/legal guardian to see that all assignments are completed and returned in a timely manner and make the necessary arrangements to submit work and take tests as needed.

Suspension Appeal Process

An out-of-school suspension may be appealed to the Academic Advisory Committee of the Harding Fine Arts Academy Board of Directors. If a parent/legal guardian wishes to appeal a suspension, a parent/legal guardian or the student must bring written notice of the intent to appeal to the school office on the beginning day of the assigned suspension as noted in the Suspension Form or Letter. The principal will then contact the Academic Advisory Committee to set a date for the hearing which should be scheduled no sooner than three (3) days and no later than five (5) days from the date the school was given written notice of the parent/legal guardian's intent to appeal.

The parent/legal guardian will be notified by telephone or email of the date, time, and location of the hearing. The student has the right to due process as noted below.

Due process includes:

1. A statement identifying the rule allegedly violated and stating the length of the proposed suspension
2. An explanation of the evidence, summarizing the facts of the incident which form the basis of the decision;
3. The names of all witnesses who will be called to testify against the student and a brief summary of the expected testimony of each witness. Further identification of witnesses who are not students or employees of the school district shall be provided upon request. (The name of a witness who has been actually threatened by or on behalf of the accused need not be disclosed);
4. The identity of any affidavit, statement or other document the school plans to introduce as an exhibit, and their right to inspect the same within a reasonable time before the hearing;
5. The time, date and location of the hearing;
6. The procedure to be followed at the hearing;
7. The right to be represented by a person of their choosing (this may be an attorney);
8. The right to confront and cross-examine adverse witnesses who give oral testimony at the hearing;
9. The right to present witnesses, affidavits, statements and other documentary evidence on behalf of the student;
10. The right of the student to remain silent.

After hearing from the parties involved, the Academic Advisory Committee will determine if a violation of school policy has occurred and if the term of the out-of-school suspension was reasonable and/or should be modified. The Committee's decision shall be final.

WHO YOU GONNA CALL???

We want to make sure you get to the person who can best help you when you have a question or concern, so here is a list of faculty and staff and their responsibilities.

Barry Schmelzenbach, Principal	Curriculum, faculty concerns, Board matters, policy issues, any sensitive issue that you may not feel comfortable discussing with anyone else, newsletter, donations, community partnerships, grants, Title I, employment
Keith Campbell, Vice-Principal & Athletic Director	Student discipline, reports of bullying or harassment, uniform violations, facility concerns, school safety, uniform questions, lockers, athletics
Jamy Vasquez, School/Attendance Secretary	To report absences and tardies (remember...to be followed with written documentation), messages for teachers; to pay for anything; on-line transcript requests, driver's letter, food service account questions, bus passes, parking permits
Michaela deBrugge, Operations/Business	Uniform sales, food service accounts, fund-raising, financial, substitute teaching
Linda Lightner Director of Community Development	School website and Facebook page, calendar questions, publicity/public relations, donating to HFAA
Celestia Stacy/Florenda Williams Guidance/Parent Liaison.	Concerns regarding student academic success and behavior, ACT/SAT, college applications, scholarships, PSAT, PLAN, testing and scores
Misty Reed, Dean of Students/Director of Admission	Admissions, AP questions, Gifted & Talented, scholarship coordination
Dawn Collums, Director of Special Ed.	Questions regarding special education or learning disabilities
After School Tutoring	Kathy Crismyre
Academic Intervention	Keith Campbell, Kathy Crismyre
Your student's advisor	Student's community service record-keeping, grade check, minor concerns

WAYS TO SUPPORT HARDING FINE ARTS ACADEMY

Go to our website~ www.hardingfinearts.org, then click Donate.

HFAA Annual Fundraising Campaign (October through December)- The focus of this year's campaign is to raise funds for general operation of the school.

Excellence in Arts and Education Award Dinner- Every year in April at the Petroleum Club. Each year we honor with an award dinner a person(s) in the community who has made a significant contribution to both arts and education in the Oklahoma City metro area. Previous year's recipients have been Robert Henry, Leslie and Cliff Hudson, Beth and Jim Tolbert and Nancy Payne Ellis.

DonorsChoose.org is an online charity that makes it easy for anyone to help students in need. Public school teachers from every corner of America post classroom project requests on our site, and you can give any amount to the project that most inspires you. Go to DonorsChoose.org and type in our ZIP code 73118 to find projects posted by our teachers.

Give to HFAA through Oklahoma City Community Fund (OCCF)- The mission of the Oklahoma City Community Foundation, a nonprofit public charity, is to serve the charitable purposes of its donors and the charitable needs of the Oklahoma City area through the development and administration of endowment and other charitable funds with the goal of preserving capital and enhancing value. HFAA is registered with the OCCF and donations to our school can be given through the following website.

www.GiveSmartokc.org (Type the name of our school in the "Find" text box.)

Merchant Give-Back Programs

Office Depot 5% Back to Schools

Our school will earn credits equal to 5% of your qualifying school or office supply purchases to use for FREE supplies! **Give our school ID# 70213856** every time you shop at Office Depot. At any store in the U.S., at www.officedepot.com or call 1-800-GO-DEPOT.

For more details, visit officedepot.com/5percent

AmazonSmile

AmazonSmile is a simple and automatic way for you to support HFAA every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. You can choose from nearly one million organizations to support.

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. On your first visit to AmazonSmile (smile.amazon.com), you need to select Harding Fine Arts to receive donations from eligible purchases before you begin shopping. They will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

Homeland Dollars for Schools

Use your Homeland One Card when you make a purchase & ask the cashier to type in our school's ID number #62078.

Office Depot 5% Back to Schools

Give our school ID #70213856 every time you shop at Office Depot

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