



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

---

**2021-2022**

**STUDENT & PARENT HANDBOOK**

<b>SECTION I - SCHOOL INFORMATION .....</b>	<b>8</b>
MISSION .....	8
VISION.....	8
NON-DISCRIMINATION .....	8
COLORS .....	8
MASCOT .....	8
WEBSITE & SOCIAL MEDIA .....	8
CONTACT US.....	8
<i>ADDRESS</i> .....	8
<i>PHONE</i> .....	8
BOARD OF DIRECTORS.....	9
LEADERSHIP & SUPPORT STAFF .....	9
FACULTY .....	9
WHO TO CONTACT .....	10
<b>SECTION II – GENERAL INFORMATION.....</b>	<b>11</b>
SCHOOL COMMUNICATION.....	11
CALENDAR.....	11
DAILY BELL SCHEDULES.....	11
ADMISSIONS .....	11
GRADUATION COHORT .....	12
STUDENT RECORDS (FERPA).....	12
DIRECTORY INFORMATION.....	12
CHILD NUTRITION .....	13
<i>FREE &amp; REDUCED LUNCH/BREAKFAST</i> .....	13
WEATHER CLOSURES.....	14
PARENT TEACHER ORGANIZATION (PTO).....	14
COMMUNITY SERVICE COMMITMENT .....	14
<i>STUDENTS COMMUNITY SERVICE</i> .....	14
<i>PARENT VOLUNTEER FULFILLMENT PROGRAM</i> .....	14
VOLUNTEERS.....	15
<i>QUALIFICATIONS</i> .....	15
STUDENT PUBLICATIONS .....	15
PLEDGE OF ALLEGIANCE.....	16
FIELD TRIPS & EXCURSIONS .....	16
CONCURRENT ENROLLMENT .....	16
PROFICIENCY TESTING.....	16

CO-CURRICULAR & EXTRACURRICULAR PROGRAMS.....	16
<i>STUDENT COUNCIL (STUCO)</i> .....	17
<i>NATIONAL HONOR SOCIETY (NHS)</i> .....	17
ATHLETICS.....	17
<i>INTERSCHOLASTIC COMPETITION</i> .....	17
<i>ROLES &amp; RESPONSIBILITIES</i> .....	18
<i>OSSAA REQUIREMENTS</i> .....	18
<i>REQUIREMENTS FOR PARTICIPATION</i> .....	19
<i>ELIGIBILITY GUIDELINES</i> .....	19
➤ Behavior Eligibility .....	19
➤ Academic Eligibility.....	19
➤ Ineligibility Guidelines .....	19
<i>GUIDELINES FOR SPORTSMANSHIP</i> .....	20
<i>DETERMINING PLAYING TIME</i> .....	20
<i>QUALIFICATIONS FOR LETTERING</i> .....	20
<b>SECTION III – STUDENT WELFARE &amp; CAMPUS SAFETY .....</b>	<b>21</b>
BEFORE AND AFTER-SCHOOL .....	21
<i>DROP OFF</i> .....	21
<i>PICK UP</i> .....	21
<i>BOYS &amp; GIRLS CLUB</i> .....	21
STUDENT CARE & RELEASE .....	21
CLOSED CAMPUS .....	22
<i>CAMPUS DELIVERIES</i> .....	22
VISITOR SIGN IN .....	22
STUDENT HEALTH CONDITIONS .....	22
MEDICATION .....	22
<i>SELF-ADMINISTERED MEDICATION</i> .....	23
<i>MEDICAL MARIJUANA</i> .....	23
BLOOD-BORNE PATHOGENS TRAINING .....	23
<i>HIV/AIDS – STUDENT CARE</i> .....	23
<i>HIV/AIDS EDUCATION</i> .....	24
MENINGITIS ANNUAL NOTIFICATION .....	24
EMERGENCY CARE .....	25
IMMUNIZATIONS.....	25
<i>REQUIRED VACCINATIONS</i> .....	25
<i>RECOMMENDED VACCINATIONS</i> .....	26

CHILD ABUSE & NEGLECT .....	26
SEXUAL HARASSMENT.....	26
BULLYING, HARASSMENT & DISCRIMINATION .....	26
WEAPONS-FREE SCHOOL .....	27
DRUG-FREE SCHOOLS POLICY.....	27
TOBACCO-FREE SCHOOL .....	28
SCHOOL & STUDENT SEARCHES .....	28
HOMELESS ASSISTANCE (MCKINNEY-VENTO) .....	28
STUDENT-DRIVEN VEHICLES.....	29
<b>SECTION IV – STUDENT EVALUATION &amp; GRADING .....</b>	<b>30</b>
SEMESTER GRADES .....	30
GRADING SCALE .....	30
GRADE POINT AVERAGE (GPA).....	31
<i>ADVANCED PLACEMENT (AP)</i> .....	31
<i>INTERNATIONAL BACCALAUREATE (IB)</i> .....	31
CLASS RANK.....	32
SEMESTER FINAL EXEMPTIONS .....	32
HIGH SCHOOL CREDIT (UNITS) .....	32
GRADUATION REQUIREMENTS.....	33
<i>STANDARD GRADUATION REQUIREMENTS</i> .....	33
➤ STATE ASSESSMENTS.....	33
➤ ENGLISH.....	33
➤ MATHEMATICS .....	33
➤ SCIENCE.....	33
➤ SOCIAL STUDIES.....	33
➤ WORLD LANGUAGES .....	34
➤ ADDITIONAL CORE.....	34
➤ FINE ARTS.....	34
➤ PERSONAL FINANCIAL LITERACY .....	34
➤ U.S. CITIZENSHIP TEST .....	34
<i>HIGH HONORS GRADUATION REQUIREMENTS</i> .....	35
<i>VALEDICTORIAN GRADUATION REQUIREMENTS</i> .....	35
ACADEMIC & BEHAVIOR STANDARDS .....	35
ACADEMIC INTEGRITY POLICY .....	35
➤ Cheating:.....	36
➤ Plagiarism: .....	36
➤ Fabrication or falsification:.....	36

➤ Sabotage:.....	36
STUDENTS WITH DISABILITIES .....	37
GIFTED & TALENTED PROGRAM .....	37
ADVANCED PLACEMENT CLASSES.....	37
MAKE UP WORK .....	37
ACADEMIC INTERVENTION .....	37
SCHEDULE CHANGES.....	37
STUDENT RECOGNITION .....	38
<i>HONOR ROLL</i> .....	38
<i>PERFECT ATTENDANCE</i> .....	38
<b>SECTION V – STUDENT RESPONSIBILITIES .....</b>	<b>39</b>
ATTENDANCE .....	39
<i>PRESENT</i> .....	39
<i>ABSENT</i> .....	39
➤ EXCUSED ABSENCE .....	40
➤ UNEXCUSED ABSENCE .....	40
<i>TARDY</i> .....	40
➤ TARDY EXCUSED (TE).....	40
➤ TARDY UNEXCUSED (TU) .....	40
CHRONIC ABSENTEEISM .....	40
<i>WHAT IS CHRONIC ABSENTEEISM?</i> .....	41
<i>LOSS OF CREDIT</i> .....	41
ATTENDANCE CODES .....	42
SCHOOL SPONSORED ACTIVITIES.....	42
LEGAL TRUANCY .....	43
CARE OF SCHOOL PROPERTY.....	43
VANDALISM .....	43
DRUG TESTING.....	43
FINANCIAL OBLIGATIONS.....	44
CARE OF PERSONAL PROPERTY.....	44
TECHNOLOGY USE AGREEMENT.....	44
TECHNOLOGY PROGRAM.....	44
INTERNET POLICY .....	45
EMAIL POLICY .....	45
USE/MISUSE OF ON-LINE COMPUTER SERVICES .....	45
LOCKERS .....	45
BACKPACKS.....	46

TRANSPORTATION.....	46
<i>TRANSPORTATION IN PRIVATE VEHICLES</i> .....	46
MOTOR VEHICLE REGISTRATION.....	46
BICYCLE AND SKATEBOARD RULES .....	47
SAFETY GUIDELINES.....	47
PERSONAL SAFETY.....	47
ASBESTOS NOTIFICATION .....	47
CRISIS PREPARATION & RESPONSE.....	48
➤ MAJOR CRISIS .....	48
➤ MINOR CRISIS .....	48
<i>EMERGENCY PROCEDURES AND DRILLS</i> .....	48
<i>FIRE, TORNADO, AND INTRUDER DRILLS</i> .....	48
➤ FIRE DRILLS .....	48
➤ TORNADO DRILLS.....	48
➤ LOCKDOWN DRILLS.....	48
STUDENT SHADOWING.....	49
DRESS CODE & PERSONAL APPEARANCE .....	49
<i>PANTS, SHORTS, SKIRT &amp; SKORTS</i> .....	49
<i>SHIRTS</i> .....	49
<i>OUTERWEAR</i> .....	50
<i>SHOES</i> .....	50
<i>HATS, JEWELRY &amp; ACCESSORIES</i> .....	50
<i>BODY ART</i> .....	50
<i>SPIRIT DAYS</i> .....	50
<i>OUT-OF-UNIFORM DAYS</i> .....	50
<b>SECTION VI – STUDENT CONDUCT &amp; DISCIPLINE .....</b>	<b>52</b>
STUDENT CODE OF CONDUCT .....	52
DISCIPLINE PROCEDURES & CONSEQUENCES.....	52
ACTION LEVELS.....	52
<i>ACTION LEVEL 1 – CONFERENCE</i> .....	53
<i>ACTION LEVEL 2 – INTERVENTIONS</i> .....	53
<i>ACTION LEVEL 3 – SUSPENSION 1-5 DAYS*</i> .....	54
<i>ACTION LEVEL 4 – SUSPENSION 6-10 DAYS*</i> .....	54
<i>ACTION LEVEL 5 – SUSPENSION 10 DAYS*</i> .....	54
<i>ACTION LEVEL 6 – LONG-TERM SUSPENSION*</i> .....	54
<i>ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER*</i> .....	54
<i>ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION*</i> .....	54

---

BEHAVIORS AND CONSEQUENCES .....	55
DUE PROCESS .....	67
OUT-OF-SCHOOL SUSPENSION PROCEDURES.....	67
<i>CONFERENCE WITH PARENTS</i> .....	68
<i>SUSPENSION PLAN</i> .....	68
<i>STUDENT PRIVILEGES WHILE SUSPENDED</i> .....	69
<i>SHORT-TERM APPEALS</i> .....	69
<i>LONG-TERM APPEALS</i> .....	70
STUDENT AND PARENT CONCERNS.....	71
<i>CONCERN PROCEDURE</i> .....	71
<i>GRIEVANCE POLICY</i> .....	72

## SECTION I - SCHOOL INFORMATION

The following document is the Harding Fine Arts Academy (Academy) Student & Parent Handbook. It outlines the expectation, policies, and procedures that all Academy students and parents are expected to observe. Some sections may refer to separate Board Policy, which can be found either on the school's website or by contacting the school office. Please be aware that additions, revisions, or clarifications may be added after the start of the school year. The most up-to-date version of this handbook will be posted on the school's website. Please read carefully and feel free to contact the school office or Principal for clarifications or explanations as needed.

→ [www.hardingfinearts.org/student-parent-handbook](http://www.hardingfinearts.org/student-parent-handbook)

### MISSION

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

### VISION

*An arts-filled flagship education, propelling creative, enduring engagement in society.*

### NON-DISCRIMINATION

Harding Fine Arts Academy is a tuition-free, public charter school, and does not discriminate based on race, color, religion, age, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, marital status, age (40 or older) or genetic information (including family medical history).

### COLORS

Red & Black

### MASCOT

Firehawk

### WEBSITE & SOCIAL MEDIA

Website → [www.hardingfinearts.org](http://www.hardingfinearts.org)

Facebook → @hfaaokc

Instagram → @hfaaokc

Twitter → @hfaaFirehawks

### CONTACT US

#### ADDRESS

3333 N. Shartel Avenue  
Oklahoma City, OK 73118

#### PHONE

(405) 702-4322 Office  
(405) 601-0904 Fax



## BOARD OF DIRECTORS

Jean Hendrickson	President
Rosalyn Wade	Vice-President
Sherry Rowan	Secretary
Deanna Brandt	Treasurer
Susan Gabbard	<i>(Past President)</i> Board Member
Sally Bentley	Board Member
Cheryl Borelli	Board Member
Sunshine Dukes	Board Member
Kirsten Hurley Lindsay	Board Member
John Dexter Marble, PhD, J.D.	Board Member
Camal Pennington	Board Member
Jim Chaney, J.D.	Ex Officio (non-voting)

Board Member contact information can be found on the school's website.

→ [www.hardingfinearts.org/board](http://www.hardingfinearts.org/board)

## LEADERSHIP & SUPPORT STAFF

Barry Schmelzenbach	Superintendent	<a href="mailto:bach@hfaokc.org">bach@hfaokc.org</a>
Keith Campbell	Principal	<a href="mailto:kcampbell@hfaokc.org">kcampbell@hfaokc.org</a>
Jeremy Williams	Assistant Principal	<a href="mailto:jwilliams@hfaokc.org">jwilliams@hfaokc.org</a>
Jessica Wetherington	School Counselor	<a href="mailto:jwetherington@hfaokc.org">jwetherington@hfaokc.org</a>
Michaela deBrugge	Business Manager	<a href="mailto:mdebrugge@hfaokc.org">mdebrugge@hfaokc.org</a>
Jamese Siranga	Student Services & Admissions	<a href="mailto:jsiranga@hfaokc.org">jsiranga@hfaokc.org</a>
Jamy Vasquez	Office Manager/Registrar	<a href="mailto:jvasquez@hfaokc.org">jvasquez@hfaokc.org</a>
Efraïn Mascote	Custodian	

## FACULTY

A complete list of all teachers, the courses they teach, the clubs & activities they sponsor, and their contact information can be found on the school's website.

→ [www.hardingfinearts.org/faculty](http://www.hardingfinearts.org/faculty)

## WHO TO CONTACT

**Attendance**

**405-702-4322**

**attendance@hfaokc.org**

We want to make sure you get to the person who can best help with your questions, concerns, and ideas. For a more comprehensive list of Academy services and who to contact, please see our website!

→ [www.hardingfinearts.org/who-to-contact](http://www.hardingfinearts.org/who-to-contact)

Superintendent	Community partnerships, board matters, policy issues, newsletter, donations, grants
High School Principal	Curriculum, faculty concerns, parent & student concerns, Title I, employment opportunities, school safety
Assistant Principal & Athletic Director	Student discipline, reports of bullying or harassment, uniform violations, facility concerns, school safety, uniform questions, lockers, athletics & OSSAA, Academic Intervention (AI)
School Counselor	Concerns regarding student academic success and behavior, ACT/SAT, college applications, scholarships, PSAT, PLAN, testing, and scores
Office Manager, Attendance Secretary & Registrar	Messages for teachers; to pay for anything; on-line transcript requests, driver's letter, food service account questions, bus passes, parking permits
Business Manager	Uniform sales, food service accounts, fund-raising, financial, substitute teaching
Student Services & Director of Admissions	Admissions, AP questions, Gifted & Talented, scholarship coordination
Special Education Teacher	Questions regarding special education or learning disabilities
Your Child's Advisor	Student's community service hours, record-keeping, grade check, minor concerns

## SECTION II – GENERAL INFORMATION

### SCHOOL COMMUNICATION

The Academy faculty and staff will utilize various methods of communication with parents including email, School Messenger Alerts (including email, text, or a voice call), school website, individual teacher TEAMS pages, and school social media. Additionally, our student information system, PowerSchool Parent Portal, allows parents to stay connected with their child's on-going performance. To ensure you are receiving messages from the School Messenger system in a preferred format, you can either contact the office or simply visit your Parent Portal account in PowerSchool to adjust any of your preferences, including which phone numbers receive message alerts. Please keep in mind that any permanent changes in contact information must be shared with the office staff and the School Messenger system.

### CALENDAR

The school-year calendar can be found on the school's website.  
→ [www.hardingfinearts.org/calendar](http://www.hardingfinearts.org/calendar)

### DAILY BELL SCHEDULES

<b>A-Day</b>		
<i>Advisory Day</i>		
1st Period	8:00 AM	– 8:55 AM
Advisory	9:00 AM	– 9:25 AM
2nd Period	9:30 AM	– 10:20 AM
3rd Period	10:25 AM	– 11:15 AM
1st Lunch	11:15 AM	– 11:45 AM
4th Period B	11:50 AM	– 12:45 PM
4th Period A	11:20 AM	– 12:15 PM
2nd Lunch	12:15 PM	– 12:45 PM
5th Period	12:50 PM	– 1:40 PM
6th Period	1:45 PM	– 2:35 PM
7th Period	2:40 PM	– 3:30 PM

<b>B-Day</b>		
<i>Early Release Day</i>		
1st Period	8:00 AM	– 8:43 AM
2nd Period	8:48 AM	– 9:35 AM
3rd Period	9:40 AM	– 10:23 AM
4th Period	10:28 AM	– 11:11 AM
1st Lunch	11:11 AM	– 11:36 AM
5th Period B	11:41 AM	– 12:24 PM
5th Period A	11:16 AM	– 11:59 AM
2nd Lunch	11:59 AM	– 12:24 PM
6th Period	12:29 PM	– 1:12 PM
7th Period	1:17 PM	– 2:00 PM

<b>C-Day</b>		
<i>Performance &amp; Exhibition Day</i>		
1st Period	8:00 AM	– 8:48 AM
2nd Period	8:53 AM	– 9:45 AM
3rd Period	9:50 AM	– 10:38 AM
P&E	10:43 AM	– 11:28 AM
1st Lunch	11:28 AM	– 11:58 AM
4th Period B	12:03 PM	– 12:51 PM
4th Period A	11:33 AM	– 12:23 PM
2nd Lunch	12:23 PM	– 12:53 PM
5th Period	12:56 PM	– 1:44 PM
6th Period	1:49 PM	– 2:37 PM
7th Period	2:42 PM	– 3:30 PM

Additional Bell Schedules may be used throughout the school year to provide for assemblies, *Performance & Exhibitions*, enrichment classes, or additional programming to support student learning & growth and the school's mission.

### ADMISSIONS

Prospective students and parents can find detailed information on our website or by contacting our admissions director.

→ [www.hardingfinearts.org/admissions](http://www.hardingfinearts.org/admissions)  
→ [admissions@hfaaokc.org](mailto:admissions@hfaaokc.org)

Currently enrolled students do not need to reapply each year and will automatically be reenrolled through graduation unless withdrawn by a parent. Siblings of current students do receive preference in the Lottery; however, an application must still be submitted prior to the published deadline.

## GRADUATION COHORT

Beginning with the Freshman (9<sup>th</sup> grade) year, the *State Department of Education* requires that all students be assigned a "Graduation Cohort," which represents the student's expected graduation year, such as the *Class of 2025*. Once assigned a Graduation Cohort, it cannot be changed. Transfer students will be placed in the grade level and cohort that aligns with their certified transcript(s) or academic records from prior accredited middle schools or high schools. Students enrolled from non-accredited schools and homeschooling may be required to take qualifying tests to determine appropriate grade level and cohort assignment.

## STUDENT RECORDS (FERPA)

The *Family Education Rights and Privacy Act* of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Education records are defined as "Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution." Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Harding Fine Arts Academy complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22).

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;

Records may be inspected at school between 8:00 a.m. and 3:30 p.m. Monday through Friday on regularly scheduled school days.

## DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), requires that schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from student education records. However, schools may disclose appropriately designated "directory information" without written consent, unless the school has been advised to the contrary in accordance with policy.

The primary purpose of directory information is to allow schools to include this type of information from your education records in certain school publications or press releases. The Academy has designated the following information as directory information: Student name, grade level, address, as well as email and telephone listing (when appropriate or required). Examples include:

- A playbill, showing your student's role in a drama production;
- annual yearbook;
- honors, awards, and recognition lists;
- graduation programs;
- sports activity sheets, such as for basketball or wrestling, showing height and weight of team members; and
- press releases celebrating student or program achievement,
- military recruiters, as required by law.

Directory information, which is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside school-related organizations. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires districts/school who receive 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 the school that they do not want their student's information disclosed without their prior written consent.

If parents do not wish their child's directory information to be disclosed without prior written consent, an opportunity to "opt out" is provided during enrollment at the start of each school year. If parents chose to "opt out" after enrollment, they may notify the school office in writing any time during the school year.

## CHILD NUTRITION

The Academy works with our food service provider to offer nutritious breakfast and lunch options. Meals are available in the school cafeteria, or students may choose to bring their own lunch from home.

This year, breakfast and lunch is free for all Academy students, and we encourage our students and families to take advantage of this.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Empty all debris from trays into the trash containers.
2. Keep tables and floors clean.
3. Talk in a normal voice.
4. Keep the cafeteria lines orderly.
5. Never push or run.
6. Pick up and/or clean up food you drop or spill.
7. Respect our cafeteria workers and our duty teachers' authority.

## FREE & REDUCED LUNCH/BREAKFAST

Students may qualify for free or reduced lunch and breakfast. Forms are available during enrollment and in the office. Applications for the Free & Reduced lunch program **MUST BE COMPLETED ANNUALLY**. former schools and district do NOT share benefit information, therefore, even if you have completed an application in another district and received benefits there, you must submit Free & Reduced Lunch application to receive the same benefits at the Academy.

Decisions regarding eligibility for Free & Reduced meals are determined in accordance with federal guidelines based upon the information provided by the parent/guardian. Questions regarding the Free & Reduced lunch and breakfast program should be directed to the Academy business office.

Parents/guardians who feel they might qualify, but do not want to participate in the Free & Reduced Lunch program are strongly encouraged to submit an application anyway. The information you submit is keep highly confidential, and if your family qualifies, there are a large number of educational benefits beyond the child nutrition program, such as reduced fees and college scholarships, student workshops and camps, dramatically reduced Advanced Placement testing fees, and testing fee waivers for SAT and ACT exams!

## **WEATHER CLOSURES**

Should it be necessary to close school because of inclement weather, families and staff will be notified through multiple channels.

- “Harding Fine Arts Academy” will be listed with school closures on local news stations.
- A message will be sent out via phone, text, and email. °
- Information will be posted on the Academy’s social media accounts and the school’s website.

The Academy’s decision to close school is not automatically linked to decisions made by Oklahoma City Public Schools and will be determined by the Superintendent with input from their Administrative Council.

Please ensure your contact information in PowerSchool is correct to receive school closing announcements and changes through the school’s messaging system.

## **PARENT TEACHER ORGANIZATION (PTO)**

We encourage parents to be involved in their child’s education, and joining PTO is one way you can do this. This organization provides volunteer coordination, clerical, instructional, and even financial support to Academy teachers, students, and a variety of programs. We hope you will consider joining our Parent Teacher Organization and that you will support PTO sponsored events. Stay up to date with PTO news and events via social media!

## **COMMUNITY SERVICE COMMITMENT**

### **STUDENTS COMMUNITY SERVICE**

Students are required to perform a minimum of 10 hours per semester of community service while enrolled in Harding Fine Arts Academy. Community service is defined as volunteer service provided to local nonprofits. This service can be performed in the community or through a pre-approved Harding Fine Arts Academy activity.

Opportunities for community service at the Academy will be shared and posted during the school year and summer. It is the student’s responsible to seek out, perform, properly document service (Student Community Service form), and submit this 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.

Hours above the required 20 per year are applauded, but they do not carry over to the next school year.

### **PARENT VOLUNTEER FULFILLMENT PROGRAM**

Like student, parents/guardians are expected to commit themselves to perform a minimum of 10 hours per semester per household to the Harding Fine Arts Academy.

Opportunities for community service at the Academy will be shared and posted during the school year and summer. These opportunities are organized with our school’s PTO and will be promoted through Academy’s social media accounts and via email. Opportunities are also listed on the Harding Fine Arts Academy website under the “Parents” menu.

Examples of qualifying opportunities are:

- Attending PTO Meetings
- Attending School Open House
- Participating in Monthly Volunteer Days (Saturday morning workday)

- Working at Concession Stand or ticket sales during sporting events
- Working the scoreboard at athletic events
- Chaperoning (or driving students to) 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 events
- Cleaning or organizing

For a list of current opportunities, go to our website [hardingfinearts.org](http://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 Office Manager monitors and tracks Parent Service Fulfillment hours and each semester parents/guardians will receive a report stating the number of hours earned.

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

Hours above the required 20 per year are appreciated, but they do not carry over to the next school year.

## **VOLUNTEERS**

Volunteers are welcome at Harding Fine Arts Academy! As a volunteer, you are an important part of the school community. When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share the same responsibilities that paid staff are held to while engaged with students.

**WHO MAY SERVE AS A SCHOOL VOLUNTEER?** School volunteers may be parents or community members and can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly, or daily commitments.

### **QUALIFICATIONS**

- Availability, dependability, reliability, friendliness, and flexibility.
- Awareness of and willingness to follow all school and state mandated criteria.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Maintain strict confidentiality regarding students and school personnel.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions while working with students.
- Ability to pass a background check.

## **STUDENT PUBLICATIONS**

School-sponsored or funded student publications exist as a laboratory tool to teach writing and journalistic skills. Newspapers represent the entire school community and should present various points of view and follow the recommended newspaper code for schools. It shall be the teacher’s duty, as the Principal’s representative, to review material and to make editorial decisions regarding the appropriateness of each item: however, final authority regarding an item’s publication resides with the school principal.

## **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.

## **FIELD TRIPS & EXCURSIONS**

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are important and valuable extensions of the classroom. Field trips are authorized to the extent that they provide an effective means for accomplishing the school's general curriculum objectives. Permission for all trips must be obtained from the Principal.

Students will be required to furnish a parent/guardian-signed permission form before each trip. All students must wear their school uniforms on field trips unless faculty notifies them that they may wear street clothes.

## **CONCURRENT ENROLLMENT**

Concurrent Enrollment is a fantastic opportunity for students to take college courses for college credit while at the same time completing high school requirements for graduation. Only juniors and seniors who are able to satisfy all Harding Fine Arts Academy graduation requirements and meet state qualifications may take concurrent courses.

### **STEPS REQUIRED**

1. Meet with school counselor to discuss eligibility for concurrent enrollment.
2. Apply to desired college or university for admission.
3. Obtain a concurrent enrollment form from the HFAA counseling office.
4. Obtain written/signed approval to enroll in concurrent enrollment courses from parent, counselor, and building principal.
5. Enroll and pay fees at the college or university.
6. Provide the counseling office with a copy of your class schedule and proof of payment.
7. Only after you have provided proof of enrollment will your high school class schedule be changed to reflect concurrent enrollment courses.

## **PROFICIENCY TESTING**

Students can move forward by subject or course level based upon mastery of the Oklahoma Academic Standards with a score at least 90 percent on the proficiency test. Grade level tests are available for grades 9-12. Interested students are asked to contact the school principal for more information.

## **CO-CURRICULAR & EXTRACURRICULAR PROGRAMS**

### **CLUBS, ATHLETICS, AFTER-SCHOOL PROGRAMS, and SOCIAL EVENTS**

The Academy recognizes the role that after-school activities play in students' physical, mental, and social development. They can also serve as an extension of the classroom and to foster school spirit, physical development, self-esteem, a competitive and team spirit, leadership, as well as positive attitudes toward healthy lifestyles. The Academy will continue to offer a full range of co- and extracurricular activities that will expand in number and range as the school grows and may change over time as student interests change.



The purpose and philosophy of co-curricular and extracurricular programs at the Academy are to use after-school programs, athletics, and social activities as an additional means to fulfill the Academy Mission. Athletic programs will strive to develop the whole person through competition and cooperation. Clubs and organizations will be used to enrich school life through expanded opportunities in the visual and performing arts, leadership organizations, and academic, student-interest, and community engagement clubs. Additionally, throughout the school year, students will be able to participate in a variety of extracurricular activities as part of the Student Enrichment Program. These programs include art and music classes, sports clinics, and academic-related clubs and activities.

The Principal, with the assistance of staff, shall design, develop, and staff after-school programs and activities and ensure all opportunities are communicated with students and families.

STUCO and NHS are examples listed below. Check with Student Services or the office for a full list of clubs, sports, and other opportunities available!

### STUDENT COUNCIL (STUCO)

Harding Fine Arts Academy has an active and involved Student Council. Through STUCO, students have the opportunity to engage in a variety of programs and events and seek opportunities for leadership. 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.

### NATIONAL HONOR SOCIETY (NHS)

Candidates for National Honor Society (NHS) 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 and grade level. GPA requirements are as follows:

Sophomores, Juniors & Seniors → 3.5 or above Cumulative GPA

Freshmen → 3.75 or above after the 1st semester

Upon nomination, each candidate must apply and write an essay in response to application questions. The Faculty Council then reviews the essays and student records and selects candidates who best model the principles of the National Honor Society - scholarship, service, leadership, and character. Selected candidates are required to participate in a spring-time public induction ceremony, which involves faculty and current members of the Academy's NHS chapter. Membership details are included in the NHS bylaws.

### ATHLETICS

The purpose and philosophy of athletics at the Academy is to use athletics and activities as an additional means to fulfill the Academy's 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

The Academy 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 always practiced.

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 the Academy students learn to approach competition and losing from this perspective.

The Academy 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 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 & RESPONSIBILITIES

**Coaches** – A coach must wisely use his/her position of influence; must adhere strictly to OSSAA rules when applicable, and serve the Academy as an ambassador of goodwill, loyalty, and commitment.

**Athletes** - Student-athletes must strive to achieve personal and team success in a way that honors the team and the mission of the Academy; must adhere to the rules of the Academy; 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.

### OSSAA REQUIREMENTS

The Academy is a member of the *Oklahoma Secondary School Activities Association* (OSSAA) and will follow OSSAA Guidelines. The Academy 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. The student must demonstrate the ability to meet minimum academic standards. A comprehensive explanation of OSSAA rules can be found on the OSSAA website: [www.ossaa.com](http://www.ossaa.com).
2. **Medical Release Requirements** - Before the season practices begin each year (or in August for year-round competitors), all athletes must provide the following forms:
  - a. Parent/Guardian Consent
  - b. Physical Examination
    - Responsibility of athlete’s family
  - c. Sudden Cardiac Arrest Symptoms and Warnings
    - Signed by athlete and parent(s)/guardian(s)
  - d. Concussion and Head Injury Acknowledgement
    - Signed by athlete and parent(s)/guardian(s)
3. **Prohibition of Recruiting** - There shall be no recruiting of athletes. Students should not be encouraged to move to the Academy strictly or primarily to engage in athletics. Students interested in attending the Academy for the purpose of an academically challenging, arts-integrated education may contact the school’s admission director. Transfer students (10<sup>th</sup>-12<sup>th</sup>) must assume that they will lose one year of eligibility to participate in varsity athletics upon transfer to the Academy.

## REQUIREMENTS FOR PARTICIPATION

Wearing an Academy uniform and representing the school is a privilege. Student-athletes are expected to meet the rigors of the classroom before the challenges of extra-curricular activities, and to always observe the Student Code of Conduct. Failing to do either jeopardizes the ability to participation.

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

- Obligations/duties that are not performed in relation to school policies or activities may result in restriction or removal from practices or team.
- 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.
- Student-athletes who present ongoing supervision challenges for coaches or administration may be subject to removal from the team.
- Coaches or sponsors may choose to include additional or higher academic and/or behavioral standards than OSSAA or other Academy programs. These must first be discussed and approved by the Principal and then communicated in writing to participants and parents/guardians.

## ELIGIBILITY GUIDELINES

### ➤ BEHAVIOR ELIGIBILITY

- The Principal, Assistant Principal, Athletic Director, or Coach may remove a student from eligibility for disciplinary or behavioral reasons. Behavior off the field that is illegal, immoral, or otherwise deemed to be detrimental to the team may result in reduced participation or removal.

### ➤ ACADEMIC ELIGIBILITY

- Eligibility requirements begin on the third week of each semester.
- A week is considered from Monday through Sunday.
- Grades are calculated on the entire semester, not weekly.
- Any student with a failing grade in any class in one week will be placed on probation for the following week.
- If the student receives all passing grades at the end of the probationary week, academic probation ends, and the student maintains their ability to participate.
- If the student receives a failing grade 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.

### ➤ INELIGIBILITY GUIDELINES

- If the student is ineligible, they may not participate in games/competition during the ineligibility period and may be excluded from team practices.
- If the student is absent more than three (3) class periods in one day without parent/guardian acknowledged excuse (see Student Attendance guidelines), they may not practice or participate in events that same day.
- Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition.
- Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below.

## GUIDELINES FOR SPORTSMANSHIP

Athletes, Parents/Guardians, and Fans should respect the efforts of both teams. Remember, opposing team family and friends are here and proud of their athletes as well.

- No booing or singling out specific opposing players for degrading comments, no matter their performance or behavior.
- Be aware of anger and hateful emotions that surface in the "heat of the battle" that are selfish and do not honor yourself, our teams, or our school.
- Do not direct comments or insult toward the officials, ever. You do not have to agree with every call, but you should never lower yourself to degrading remarks.
- Seek to demonstrate a positive spirit. Remember, much of what happens in games won't matter 10 years from now, but your example will.
- Let your team know that you support them; win or lose, we stand behind our athletes and competitors!

## DETERMINING PLAYING TIME

The Academy 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. 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 conversations should begin with the student athlete and the coach.

## QUALIFICATIONS FOR LETTERING

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

- Participate in a varsity level sport by consistently attending varsity practices.
- Receive a varsity jersey/uniform and compete in a varsity level game or match.
- The coach of each respective sport has the right to clarify additional specific requirements for "lettering" in their own sport.

---

## SECTION III – STUDENT WELFARE & CAMPUS SAFETY

### BEFORE AND AFTER-SCHOOL

Harding Fine Arts Academy is always concerned about the health and welfare of our students. To that end, it is very important that students not be at school unsupervised.

#### DROP OFF

Students are not allowed on campus before 7:00 a.m. each morning. When arriving between 7:00 a.m. and 7:30 a.m., students must enter through the cafeteria doors on Hill Street. Student cannot enter the rest of the building until 7:30 a.m.

#### PICK UP

Students must exit the building by 4:00 p.m. unless with an adult in an after-school activity. If a student is not under a teacher's or administrator's supervision such as tutoring, participating in tutoring, after-school activities, Academic Intervention, or athletics, parents/guardians must arrange for their child to leave campus no later than 4:00 p.m. (or 2:30 p.m. for Early Release Days).

#### BOYS & GIRLS CLUB

The Boys & Girls Club, located at NW 36th and Western Ave., has an excellent well-supervised after school program for a nominal membership fee. Parents/guardians are encouraged to take advantage of this service if your child cannot be picked up from school by 4:00 p.m. and they are not involved in an Academy after-school activity.

### 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 on file (in PowerSchool).

It is the responsibility of the custodial parent/legal guardian to notify the school of any restrictions related to the release of a child, such as divorce decrees that limit or deny access to school information. The school is required to provide both parents full access to student(s) and student records unless legal documentation to the contrary is provided and on file. The non-custodial parent/legal guardian is responsible for providing mailing information to the school.

Students who are 18 or older may not sign themselves out unless specific permission has been given to do so by the administration.

## **CLOSED CAMPUS**

For the safety of our students and school community, the Academy is a closed campus during school hours. Students are required to remain on campus throughout the school day and may not leave once they arrive. Exceptions include concurrent enrollment, school education or extra-curricular programs, or when being checked out by an authorized adult on file for appointments or illness.

- Students are required to sign in and out through the office during school hours.
- Students may not exit the building without prior permission. This includes going to their car or leaving campus during the day to retrieve forgotten items at home.

Students attempting to circumvent this important safety policy are subject to disciplinary consequences, up to expulsion.

## **CAMPUS DELIVERIES**

For safety and educational reasons, the Academy restricts campus deliveries. During school hours, all deliveries must check in and be approved by the main office.

- Items delivered by parents/guardians must be brought to the office.
- Food deliveries to students by restaurants or food delivery services are not permitted and will not be accepted.
- Items delivered for students for special events such as birthdays and holidays will be kept in the office for retrieval when the student leaves for the day.
- Only the school or authorized employees may receive deliveries via shipping services, such as USPS, UPS, FedEx, DHL, and others. All others will be turned away.

## **VISITOR SIGN IN**

ALL parents and visitors to campus must use the School Check-in System to sign in at the office and obtain a visitor sticker (or a volunteer pass if applicable). Visitors must have a picture identification card. Parents wishing to walk in with their children will follow the established procedure of coming to the office, signing the visitor registry, and obtaining a visitor tag. Please note that you must sign in if you are going past the main office. Your cooperation in helping us to follow this policy and ensuring the safety of all children is expected and appreciated.

## **STUDENT HEALTH CONDITIONS**

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.

## **MEDICATION**

All medicines, including over-the-counter medicines, must be checked in to the school office to be administered only by authorized school personnel or a parent. 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 with 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. A permission form is available in the school office or may be printed from the

school website. 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. All prescription and over the counter medications must be in their original, labeled containers. No more than one month's supply can be kept on hand at a time (20 pills).

If a student needs to call a parent during the school day to ask for medications, the labeled medicine is to be brought to the office for the parent to administer. No prescription or over the counter medicines are allowed on a student's person or in their backpack, purse, or pocket. No student is allowed to administer or distribute any medication to another student.

### **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.

### **MEDICAL MARIJUANA**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, Medical Marijuana, Hemp & Cannabidiol (CBD) is not allowed on the premises of the district or in any school or personal vehicle.

While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law, regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent, or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of Harding Fine Arts Academy and in school vehicles; going to and from and attending school-sponsored functions, events, and athletic activities, including those school-sponsored functions, events and/or athletic activities which occur in a location other than on or in school property.

If a student, employee, parent, or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

### **BLOOD-BORNE PATHOGENS TRAINING**

A minimum of once annually, all certified staff and faculty participate in blood-borne pathogen professional development for their own safety and the safety of the students as per State Law 20 CFR 1910.1030.

### **HIV/AIDS – STUDENT CARE**

HIV is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV are required by law to attend the school and classroom to which they would be assigned if they were not infected. They are entitled to all rights, privileges, and services accorded to other

students. Decisions about any changes in the education program of a student who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and

medical advice. Determinations regarding the location of an AIDS/HIV student's educational program will be made on a case-by-case basis by a team composed in each instance of this student's parent or guardian, the student's physician, the Superintendent, a representative of the State Health Department, and a representative of the State Department of Education whether the student in question should be in attendance in school. Such decision will then be recommended to the Board of Education.

In making a recommendation as to the student's attendance in school, the team will utilize the guidelines published by the Center for Disease Control.

The team may notify additional persons if it feels that this is essential to protect the health of the infected student or if additional persons are needed to periodically evaluate or monitor the situation. Consent for notifying these additional persons must be given by the infected student and the student's parent or guardian.

All persons shall treat such information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and kept in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected student's parent or guardian. To further protect confidentiality, names will not be used in documents except when this is essential. Any document or other information that would reveal the identity of the infected person, will not be shared with any person not even for the purposes of word processing or reproduction. All schools shall provide a sanitary environment and establish routines for handling body fluids that are recommended by the Center for Disease Control.

Any person who negligently or knowingly discloses or fails to protect medical or epidemiological information about a student or employee is guilty of a misdemeanor punishable by jail time or a fine. Civil penalties for money damages, costs and attorney's fees are also available to an aggrieved person.

## HIV/AIDS EDUCATION

The State of Oklahoma mandates that all schools shall provide mandatory AIDS education 70-11-1033

Acquired immune deficiency syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention.

Students shall receive such education:

1. At the option of the local school district, a minimum of once during the period from grade five through grade six;
2. A minimum of once during the period from grade seven through grade nine; and
3. A minimum of once during the period from grade ten through grade twelve.

## MENINGITIS ANNUAL NOTIFICATION

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe



and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death.

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth. Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073, or website at <http://imm.health.ok.gov>.

## 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 the legal responsibility of parents/guardians to immediately update emergency contact information when there are changes.

Parents/legal guardians are requested to provide (3) three emergency telephone numbers in case their child becomes ill or has an accident at school. In the event of an emergency, school personnel will provide first aid and attempt to reach emergency contacts. EMSA or other emergency medical services may be called if parents/legal guardians are unavailable or, if in the estimation of school personnel, 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 immediately update emergency information (contacts and notification numbers) when there are changes.

## IMMUNIZATIONS

Oklahoma State law requires parents/guardians to present proof of immunization before a student is enrolled or admitted in any public school. The Academy monitors the immunization program according to State Law and school policy. Be aware that if a student is found to be missing any required vaccinations, they may be restricted from attending classes until the requirement is met. In addition, parents/legal guardians are strongly encouraged to consider having their child immunized for meningitis.

### REQUIRED VACCINATIONS

- 1 Tdap (tetanus, diphtheria, pertussis)
- 5 DTaP (diphtheria, tetanus, pertussis)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox)
- 4 IPV (polio)
- 2 Hep A (hepatitis A)
- 3 Hep B (hepatitis B)

## RECOMMENDED VACCINATIONS

- COVID-19 vaccination
- Seasonal influenza (flu)
- 2-3 HPV (human papillomavirus)
- 1-2 MCV4 (meningococcal ACWY)
- 2-3 Men B (meningococcal serotype B)

For further immunization information please contact 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>.

## CHILD ABUSE & NEGLECT

State law (Title 10A, Section 1-2-101) requires EVERY PERSON who has reason to believe that a child under 18 is the victim of abuse and/or neglect to report the suspicion immediately to the Oklahoma Department of Human Services (DHS) Child Abuse Hotline. The Child Abuse Hotline telephone number is 1-800-522-3511 and is staffed 24 hours a day, 7 days per week.

The person reporting the abuse does not need to prove abuse prior to reporting. Investigation and determination of abuse are the responsibility of DHS, law enforcement, and the judicial system. A report of suspected child abuse is a request for an investigation to gather facts and protect the child from further harm. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability.

## 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 & DISCRIMINATION

Harding Fine Arts Academy is committed to making our school a welcoming and safe place for all students. Students and staff will treat each other with respect and refrain from remarks or actions that would cause bad or hurt feelings. As a school community, we will not tolerate discrimination, harassment, or bullying of any kind.

Teachers and staff will watch for signs of bullying and stop it immediately when it occurs. Students will be taught about bullying in guidance classes and will be taught how to respond to bullying.

Harding Fine Arts Academy specifically prohibits discrimination, bullying, intimidation, or harassment, whether written, verbal, or via electronic communication, of or by any student on school premises, at school-sponsored activities, at school-sanctioned events and on social media.

Discrimination, harassment, intimidation, and bullying can include:

- any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student,
- damage another student's property,

- placing another student in reasonable fear of harm to that student's person, or damage to the student's property,
- or insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational environment or the education of any student.

Behaviors such as name calling, racial slurs, pushing, crowding, hitting, pinching, making fun of or threatening to hurt someone are not allowed.

Harassment, intimidation and bullying through electronic communication are likewise prohibited. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at the school or from school equipment to be included under this policy if it is specifically directed at students or school personnel and contains discrimination, harassment, intimidation, or bullying. Material placed or shared by an Academy student on social media that negatively affects the school climate is prohibited and may result in disciplinary action up to and including expulsion.

Students may report bullying by informing any school employee. If you feel your child has been bullied, please contact your child's teacher or the Principal. Reports of discrimination, harassment or bullying may be made anonymously; however, formal disciplinary action may not be taken solely based on an anonymous report. All formal or informal harassment complaints shall be promptly investigated as quickly as is reasonably possible.

## **WEAPONS-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, utility 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 not considered dangerous when used in the manner intended by the manufacturer but that can be used in a dangerous manner 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. Such 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. The Academy 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 Academy Student Code of Conduct.

Students who are observe students who appear to be under the influence of intoxicating substances, alcoholic beverages, or controlled substances will be reported to the Principal or an administrator as soon as possible.

## **TOBACCO-FREE SCHOOL**

Student possession of matches or lighter and/or use of tobacco in any form is not permitted on school 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 Student Code of Conduct.

## **SCHOOL & STUDENT SEARCHES**

A search of an individual student, student property, lockers, or school-wide searches may be conducted to safeguard the educational process, preserve discipline, and promote the safety and security of persons and their property. A student or student's property may be searched when the student is reasonably suspected of having violated a school policy or a state criminal statute.

The Principal may authorize school-wide searches, including the use of metal detection devices, after making the determination that a school-wide search is necessary to detect the presence of contraband, dangerous weapons, or to deter potential school violence. School officials may search school property, including desks and lockers, at any time. Student property may be searched when there exists reasonable suspicion that a violation of state or local law or school policy has occurred.

At least one witness must be present during the search of student property, lockers, or desks. Group or individual student searches may be made when a student is on school premises, upon entering a district property, while in transit under the authority of the school, or while in attendance of any function that the Academy sponsors or authorizes.

Conducting a search of the student's person (individual or group):

- Strip searches by school personnel are prohibited.
- Except cold-weather outerwear, no student clothing may be removed during the search.
- School personnel of the same gender as the person being searched shall conduct the search.
- Another authorized person, of the same gender if practicable, will be present as a witness.
- Students may be required to empty their pockets or remove shoes.

If policy requires, or the Principal or authorized administrator deems it necessary, first responders may be contacted and school-wide or student searches conducted by the police or other relevant authorities.

## **HOMELESS ASSISTANCE (MCKINNEY-VENTO)**

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 (e.g., special education, gifted and talented, and LEP).

### **STUDENT-DRIVEN VEHICLES**

For students to have the privilege of driving cars and motorcycles to school, they may be required to have parent signature and provide a copy of student driver's license and proof of insurance.

Students must display a parking sticker on the vehicle at all times. These stickers are free of charge and are available in the office when providing a copy of student driver's license and proof of insurance. Vehicles that not displaying a parking sticker and are parked on school property in non-visitor designated spaces during school hours are subject to towing without warning at the owner's expense.

Students are responsible for knowing and following rules and regulations. Failure to follow rules or regulations could result in loss of the privilege to park a vehicle at school. The school has the authority to conduct routine patrols. When school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may also inspect the interior of student-driven vehicles parked on school property. Patrols and inspections may be conducted at any time without notice, consent, or a search warrant.

## SECTION IV – STUDENT EVALUATION & GRADING

The 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 outlined in a course description and syllabus. Criteria for grading practices will be communicated clearly to students and parents at the beginning of each course of study.

Student evaluation and grades are based on each student's daily classroom participation and performance, homework, quizzes, tests, attendance, and other required activities and projects. It is the sole responsibility of the classroom teacher to assign coursework and a grade for a course.

In the event child is following an Individual Educational Plan (IEP), the classroom teacher will work with the special education teacher in assigning the final grade. The Principal will make the final determination in the event of a discrepancy between the two teachers.

Parents/legal guardians will have immediate access to their child's grades via the Parent Portal on the school's student information system, PowerSchool. Any parent/guardian having trouble accessing his/her student's grades may call the school office or counselor for assistance.

### SEMESTER GRADES

Students will earn a semester percentage grade (number grade) for each class in the following manner:

Term	Percentage
Quarter 1	45%
Quarter 2	45%
Semester Final	10%
Semester Grade	100%

### GRADING SCALE

Students will earn a grade of A, B, C, D, or F, depending on their level of demonstrated competency for the course they take each semester.

Letter	Number
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
NC	No Credit ♦
I	Incomplete ■

◆ No Credit: Students who do not meet class attendance requirements due to chronic absenteeism as defined by the *Oklahoma State Department of Education* will automatically receive an NC (No Credit) regardless of the letter grade. Refer to ATTENDANCE → LOSS OF CREDIT in this handbook for details and the appeals process.

■ Incomplete: A student may be assigned an "I" (Incomplete) when all requirements cannot be met by the end of the semester due to extenuating circumstances beyond the control of the student. Documentation shall be reviewed by the Principal for approval. All coursework must be completed, and grades shall be finalized, no later than the Friday of the sixth (6) week from the end of the semester.

The Principal shall ensure that an official Completion Plan is provided to the student and parent/guardian at the time an "I" (Incomplete) is assigned. The Completion Plan shall at minimum include all remaining coursework & assessments required and the exact date for completion and finalization of grade.

## GRADE POINT AVERAGE (GPA)

The Academy calculates both an Unweighted and Weighted Grade Point Average (GPA) based on semester grades for each student using the following criteria:

Letter Grade	Regular Class	Advanced Placement
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0	0

### ADVANCED PLACEMENT (AP)<sup>1</sup>

A student enrolled in an Advanced Placement course can earn a 5.0 grade point average. Students, however, must take the Advanced Placement Examination at the end of the academic year to receive credit for an Advanced Placement course, and a grade point for that class to be calculated on a 5.0 scale.

Students who withdraw from an Advanced Placement class at the end of the first semester, or do not take the Advanced Placement Examination at the end of the academic year, will receive credit for a regular course in that subject, and a grade point for that class calculated on a 4.0 scale.

Transfer students who have earned credit for an Advanced Placement course and can provide documentation of having taken the associated Advanced Placement Examination will receive a grade point for that class calculated on a 5.0 scale. If no documentation is provided, a grade point for that class will be calculated on a 4.0 scale.

### INTERNATIONAL BACCALAUREATE (IB)

---

<sup>1</sup> Changes in GPA calculation for AP courses begin with the 2021-2022 school year and will not affect GPA calculations for prior years.

Although the Academy does not offer International Baccalaureate (IB) courses, transfer students who have earned credit for an International Baccalaureate course, and can provide documentation of having taken the associated International Baccalaureate Examination, will receive a grade point for that class calculated on a 5.0 scale. If no documentation is provided, a grade point for that class will be calculated on a 4.0 scale.

## **CLASS RANK**

The Academy does not calculate or publish class rank; however, for the purpose of university and/or scholarship applications that require a student's graduation percentile, by request the Academy will provide individual student class percentile ranking as required for respective applications. For example, a scholarship that requires applicants to be graduating within the top 10% of their graduating class.

## **SEMESTER FINAL EXEMPTIONS**

Students who meet the following criteria may choose to be exempt from the Semester Final in up to two (2) core classes.

1. Have four (4) or fewer absences and four (4) or fewer tardies in the class they wish to be exempt.
2. Earn an 85% or higher in the class they wish to be exempt.
3. Have no NC (No Credit) designations for any class enrolled in that semester.
4. Have no Out-of-School Suspensions for the semester.

If the student meets these criteria, they may choose to be exempt in up to two (2) core class finals. Core classes are defined as courses meeting state core graduations requirements in English, World Language, Math, Science, and Social Studies. Students shall be exempted from any visual or performing arts finals, projects, or performances.

Attendance up to the day before the final exam will be used for exemption calculations. Even if properly documented, excused absences (e.g., illness, bereavement, etc.) must be considered for meeting student course attendance requirements and will also count as a day (or part of a day) absence for final exam exemptions.

Students who qualify for an exemption based on attendance, grades, and behavior will be given a pass to give to the core teacher of their choice as a replacement for the requirement of sitting for that semester final. Once issued, students will be responsible for this pass. They will not be reissued.

## **HIGH SCHOOL CREDIT (UNITS)**

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

- Students shall 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 of a "D" or higher to earn  $\frac{1}{2}$  unit.
- Students who do not satisfactorily complete a course with a "D" or higher will not receive credit.
- Students who have more than eight (8) total absences in a class (nine (9) or more) will not receive credit for the class, even if they have a passing grade for the class. Refer to ATTENDANCE → LOSS OF CREDIT in this handbook for details and the appeals process.

Promotion of special education students shall be determined by each student's Individualized Education Plan (IEP) team.



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

## GRADUATION REQUIREMENTS

To graduate from the Academy, 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 Board.

### STANDARD GRADUATION REQUIREMENTS

#### ➤ STATE ASSESSMENTS

Must take 4 of 4 State Approved Assessments in English, Math, Science, and US History

#### ➤ ENGLISH

4 UNITS \*Required Courses

1 unit – 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 & Composition

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.

#### ➤ SCIENCE

3 UNITS \*Required Courses

1 unit – Biology\*

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.

#### ➤ SOCIAL STUDIES

3 UNITS \*Required Courses

0.5 unit – Oklahoma History\*

0.5 unit – Geography\*

1 unit – US History\*

1 unit – US Government\*

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

➤ **WORLD LANGUAGES**

2 UNITS → Students must earn 2 consecutive units of the same World Language in Grades 9-12, in addition to any taken prior to Grade 9. Concurrent World 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 World 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.

➤ **U.S. CITIZENSHIP TEST**

All students beginning with the class of 2025 are required by Oklahoma law to pass the U.S. Citizenship Test by correctly answering 60 out of 100 questions.

**24 UNITS TOTAL**

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

HIGH HONORS include all STANDARD GRADUATION REQUIREMENTS in addition to the following criteria.

1. Commencement Recognition:
  - a. Students must earn a total of two (2) ADDITIONAL CORE units,
  - b. successfully complete a minimum of one (1) core-area AP (Advanced Placement) courses (AP Psychology may count for 1 unit),
  - c. and earn a weighted GPA of 3.75 to 3.99 after 7.5 semesters of grades 9-12.
2. Transcript Recognition: Same as for Commencement Recognition above but utilizing all 8 semesters of grades 9-12. Commencement recognition does not guarantee recognition on transcript.

## VALEDICTORIAN GRADUATION REQUIREMENTS

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

1. Commencement Recognition:
  - a. Students must earn a total of three (3) ADDITIONAL CORE units,
  - b. successfully complete a minimum of two (2) core-area AP (Advanced Placement) courses (AP Psychology may count for 1 unit),
  - c. earn a weighted GPA of 4.00 or higher after 7.5 semesters of grades 9-12,
  - d. and may not use technology courses to meet the foreign language requirement.
2. Transcript Recognition: Same as for Commencement Recognition above but utilizing all 8 semesters of grades 9-12. Commencement recognition does not guarantee recognition on transcript.

## ACADEMIC & BEHAVIOR STANDARDS

All Academy students are expected to maintain a minimum 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.

## ACADEMIC INTEGRITY POLICY

The goal of education is to stretch and grow the mind. The process of research, preparation, studying, and assembling information is fundamental to learning. By the time a student is in high school, a teacher's role in this process is to push their students beyond merely recognizing or memorizing facts or information, but rather toward analysis, understanding, and evaluation.

Academic work must be based on honesty and integrity. Anything that short-circuits that process undermines student learning and the value and meaning of grades, credits, and a diploma. Each teacher will be given great latitude to structure group work versus individual work; each teacher will also be empowered to decide if a student is short-circuiting the process so that it is no longer within the boundaries of academic integrity. The best way a student can avoid the suspicion is to always do his or her own work, and to protect that work from those who would want to take advantage.

Promoting honesty in academic work requires understanding the definition of academic dishonesty, its causes, and consequences. Because we highly value academic integrity, violations of the academic integrity policy will result in loss of credit for assignments and repeated violations will result in additional disciplinary action.

Academic dishonesty can take many forms but includes four types: Cheating, Plagiarism, Fabrication or falsification, and Sabotage.

➤ CHEATING:

1. All copying of answers or ideas on coursework, quizzes, or tests.
2. Assisting or receiving assistance during an examination or quiz by any unauthorized means.
3. Group work when a teacher has specifically expressed that individual work is required.
4. Obtaining, attempting to obtain, or circulating copies of uncirculated examination or quiz questions or answers.

➤ PLAGIARISM:

5. Using another's ideas, words, research, design, art, music, or work, wholly or in part, without recognition or proper documentation or citation, or when necessary, obtaining permission from the author. For example, copying and pasting material from a website into your own document without proper citation is considered plagiarism.
6. The use of another student's work or ideas as one's own.
7. The purchase, use, or providing of an already prepared paper.

➤ FABRICATION OR FALSIFICATION:

8. Falsifying any academic record of information. Fabrication or falsification also involves the unauthorized creation or alteration of information in an academic document or activity. For example, artificially creating data when it should be collected from an actual experiment or making up a source of information that does not exist is considered fabrication or falsification.

➤ SABOTAGE:

9. Sabotage involves disrupting or destroying another person's work so that the other person cannot complete an academic activity successfully. For example, destroying another person's artwork, experiment, or design is considered sabotage. Failure to contribute as required to a team project can also be considered academic sabotage.

Students found to have committed one or more of these acts shall receive an F for the assignment, quiz, or test in question, and parents/guardians will be notified. Teachers have the option of allowing work to be made up for up to 50% credit for a student's first offense at school. Acts 8 and 9 will lead to a hearing with an administrator, and the penalty for these or any repeated academic dishonesty can include suspension or dismissal.

The two key ideas to remember in understanding the four types of academic dishonesty are:

1. Unauthorized practices
2. Improper use of another person's work in the course of completing an academic activity

Even if a student unintentionally uses another person's work improperly or does something that was unauthorized while completing an academic activity, he or she is still guilty of academic dishonesty. Teachers and school administrators have the responsibility to educate students on these issues in order to promote academic integrity.

## **STUDENTS WITH DISABILITIES**

Educational services for all students should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting educational needs. The Academy's special education services will follow state and federal requirements while seeking to meet the best interests of each individual student. The administration and faculty will work together with parents/guardians to evaluate students who are referred for testing and to determine what supports may be needed for them to receive a free and appropriate public education in the least restrictive environment.

Legal Reference: Individuals with Disabilities Education Act, 20 USCA S 1400 et seq., 34 C.F.R. 300.5 et seq., Oklahoma Statutes 70 S 3-104.

## **GIFTED & TALENTED PROGRAM**

The governance board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.301 of Title 70. Therefore, it is the governance board's policy to cooperate fully with the State Department of Education to identify gifted children and to implement appropriate educational programs. The parents or guardians of children so identified will be advised in writing of that fact and will be provided an overview of the gifted student educational program offered at Harding Fine Arts Academy. Meetings with the parents/guardians will be no less than once each semester.

## **ADVANCED PLACEMENT CLASSES**

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

- See GRADING SCALE in this Handbook for GPA weighting requirements.

## **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.

It is important to note that a request for schedule change does not necessarily mean that the change will be made. Other factors may prevent the requested change, such as schedule conflicts or class enrollment sizes.

## STUDENT RECOGNITION

Individual recognition is an important and valuable part of education and life. The Academy strives to make this a pillar of our programs and to both encourage and ensure that in addition to honoring high achievement, we recognition qualities like effort, improvement, cooperation, and school spirit as well.

Students may be recognized for any number of academic, leadership, citizenship, and volunteerism achievements while attending the Academy. These honors may be at the program level, school wide, or even from outside organizations and programs. We encourage you to continually put your best foot forward and give your best during your time at Harding Fine Arts Academy!

### HONOR ROLL

Each semester we will celebrate our student's hard work and academic achievement through Honor Rolls.

- **Superintendent's Honor Roll:** Students earning a weighted 4.0 or higher GPA
- **Principal's Honor Roll:** Students earning a weighted 3.5 to 3.99 GPA, with no more than one (1) grade lower than a "B".
- **Counselor's Honor Roll:** Students earning a weighted 3.0 to 3.49 GPA, with no more than one (2) grades lower than a "B".

Honor Rolls are date specific, missing assignments turned in after the date honor roll is calculated will not count toward the required GPA for this honor.

### 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.

## SECTION V – STUDENT RESPONSIBILITIES

Good behavior is essential for learning to take place. No student has the right to keep the teacher from teaching or other students from learning. As a school community we strive together to build a sense of community within the school that fosters encouragement, respect, and a commitment to excellence.

### ATTENDANCE

Our attendance policy is designed to promote academic achievement and student responsibility, in addition to providing for their safety and protection. Regular attendance, regardless of grade level or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth. Research shows that student attendance is directly connected to student academic achievement, graduation rates, and postsecondary success, and absences are the most identified factor affecting poor performance, failure, and dropout rates.

School attendance is the responsibility of every student, their parent(s) or guardian(s), and the school. The Academy expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences.

Students have the right to make up any missed assignment or assessments caused by an excused tardy or absence. However, the student is responsible to ask teachers for requesting any work, quizzes, or tests missed due to an absence. Missing schoolwork due to absences must be complete within 5 days of returning to school, unless other arrangements are agreed upon in writing with each teacher.

#### PRESENT

A student will be marked present only when they are physically in attendance where they have been assigned. Being on campus or with a school employee is not sufficient. To be marked present a student must:

- be with the teacher/sponsor/advisor/coach they have been assigned to for that period,
- eligible and participating in a school sponsored activity,
- taking part in mandatory testing, or
- in a meeting at the request of an authorized school official.

#### ABSENT

A student will be marked absent when they are not present for half or more of a class period. This includes both excused and unexcused absences.

Please be aware of the following:

- All absences (excused and unexcused) will accrue to the student's total absence record and must be reported to the state.
- Advisory times and Performance & Exhibition times are considered class time, and attendance is mandatory.
- For an absence to be marked excused, documentation must be presented and on file within ten (10) days of the student returning to school.
- Absences due to School Sponsored Activities (SSA) are not counted as part of the total absences allowed per semester/year. See School Sponsored Activities section of this Handbook.

➤ **EXCUSED ABSENCE**

An excused absence occurs due to an event such as an 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 upon returning to school in order for the illness-related absence to be excused. Please contact the Attendance Secretary or Principal for any questions regarding what documentation is needed.

➤ **UNEXCUSED ABSENCE**

An unexcused absence will be marked for all absences where documentation is not provided within the required ten (10) days after the student returns to school.

**TARDY**

A student will be marked tardy when they arrive after the start of class but before they have been absent for half or more of a class period. This includes both excused and unexcused tardies.

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

➤ **TARDY EXCUSED (TE)**

Excused tardies are considered the exception, not the rule. Repeated excused tardies for the same reason will be treated as unexcused.

Excused tardies are allowed only for the same reasons excused absences are allowed, and only with proper written and dated documentation from Academy faculty or staff, parent/legal guardian, bus driver, doctor, or dentist's office.

➤ **TARDY UNEXCUSED (TU)**

A student will be marked tardy unexcused when they arrive to class after the official start time without acceptable documentation.

Avoidable tardies will be treated as unexcused even when documentation is provided. For example, oversleeping, missing the bus, or having to get gas are not generally considered as excused.

Please be aware of the following:

- Students who arrive tardy and unexcused to the classroom after the official start time may be immediately referred to In School Suspension (ISS) for the remainder of the class period.
- Multiple tardies will be treated as a disciplinary issue.
- Multiple tardies do not add up to an absence.

**CHRONIC ABSENTEEISM**

Chronic absenteeism, which represents lost instructional time for students, is one of several indicators on the Oklahoma School Report Card, which is designed to give parents and communities an annual snapshot of student learning, progress, and achievement at the local level. Including chronic absenteeism on the new school report card highlights local efforts to prioritize student attendance. Chronic absenteeism looks beyond truancy and average daily attendance to shine a light on how missing school days can affect an individual student's path to success.



## WHAT IS CHRONIC ABSENTEEISM?

A student is considered chronically absent after missing 10 percent or more of school days. *This includes both excused and unexcused absences.* Missing 10 percent of school days would be missing less than two (2) days per month or nine (9) days per semester. If an Academy student has nine (9) or more absences per semester, excused and unexcused combined, the student is counted as Chronically Absent by the Oklahoma State Department of Education.

## LOSS OF CREDIT

Once a student reaches nine (9) absence in a given class, they will not receive credit for that class, whether or not the student has a passing grade. Administration will review each instance of failure to receive credit due to absences to check for extenuating circumstances. In a case where a majority of total absences include the timely and required documentation for excused absences, administration may request on behalf of the student a waiver of this policy from the Superintendent.

After review, the Superintendent 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 and/or family control. A decision by the Superintendent will be communicated in writing no later than ten (10) business days after all school grades have been finalized.

If the student or their parents/guardians do not agree with the Superintendent's decision, they may appeal to the Academic Advisory Committee of the Board. The Superintendent must then schedule a meeting of the Academic Advisory Committee within ten (10) business days from receipt of the appeal request.

Be aware of the following guidelines:

- Only excused absences in classes where the student earned a "C" (70%) or higher will be considered for waiver of policy appeal.
- Absences that have not been documented within the allowed ten (10) days from the absence will not be considered for credit appeal. See ATTENDANCE for definition of excused absences.
- Appeals to the committee must be submitted to the office of the Superintendent within ten (10) business days of official notification.
- Appeals must be submitted in writing and should outline the reason(s) for the appeal and include supporting documentation.
- Other student behaviors, including tardies, attendance during prior semesters, and discipline records may impact the committee's decision.
- In an effort to promote long-term student success, the Superintendent and Academic Advisory Committee are not inclined to grant exemptions in subsequent semesters.
- Requests that fall outside these conditions for appeal may automatically be sent to the Academic Advisory Committee, provided that the Principal and Superintendent agree that there are unusual and important circumstances that warrant consideration.

**ATTENDANCE CODES**

CODE	NAME	DEFINITION	ABSENCE
A	Absent	Student was absent, and a parent/guardian did not notify the school.	Yes
APA	Absent Parent Aware	Student was absent but a parent/guardian notified the school.	Yes
AMed	Medical	Student was absent but dated documentation from a medical professional was provided to the school within 10 days of the absence.	Yes
ALgl	Legal	Student was absent but dated documentation from a legal professional or court was provided to the school within 10 days of the absence.	Yes
ABrvmt	Bereavement	Student was absent but a parent/guardian properly informed the school within 10 days of the absence.	Yes
SSA	School Sponsored Activity	Student was absent from class for a school activity.	No
EFT	Educational Field Trip	Student was absent from class for a school field trip.	No
OFF	Office	Student was absent from class for a meeting with school staff or	No
TST	Testing	Student was absent from class for mandated testing.	No
HMB	Homebound Instruction	Student has been administratively placed on homebound instruction for medical reasons.	No
OSS	Out of School Suspension	Disciplinary action resulting in out-of-school placement.	No
ISS	In School Suspension	Disciplinary action resulting in alternative in-school placement.	No

**SCHOOL SPONSORED ACTIVITIES**

If academically eligible, a student is permitted a maximum of ten (10) days per school year for off-campus school sponsored activities (SSA). Absences due to SSA are not counted as part of the total absences allowed per semester/year; however, each day of SSA beyond (10) ten days will count as an absence.

Students or their parent(s)/guardian(s) may choose for the student to not take part in an off-campus school sponsored activity at any time and for any reason. Students will not be reprimanded or punished for missing that activity; however, placement in competitive activities cannot be guaranteed.

## **LEGAL TRUANCY**

At the Academy, 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 by the state if they allow their child to become truant.

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. Attendance is electronically and automatically reported to the State Department of Education.

It is important to be aware of the following:

- Truant students will be held to the Harding Fine Arts Student Code of Conduct.
- 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.
- Truant children can be detained by police officers and taken to the nearest THRIVE Center.
- The Department of Transportation may revoke the student's driver's license.
- State law requires that a student be automatically dropped from school rolls if he/she has been absent unexcused for ten consecutive days.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper use, care, and return of school property such as textbooks, library books, technology, desks and equipment, and school building & facilities, etc. Being good stewards of our resources is a responsibility we all share.

Students will be held accountable for any willful damage to school property. Library books may be checked out as long as they are returned in acceptable condition. The parent/guardian of a student is responsible for the cost of replacement or repair of school property when it is determined that the loss or damage was a result of an intentional act or negligence of their child. Damage and lost books, materials, and equipment must be paid for before grades are issued or transferred to another school. All monies collected are receipted by the bookkeeper and credited to the proper fund for replacement purposes.

## **VANDALISM**

The Principal is authorized to file a criminal complaint and to press charges against parents or guardians of vandals who damage, deface, or destroy school property. In addition, the Principal is authorized to pursue legal action against parents or guardians of perpetrators to recover expenses incurred in the repair, renovation, or replacement of vandalized property.

## **DRUG TESTING**

The Principal may authorize drug testing for students who participate in any Academy athletic or competitive team interscholastically (including martial arts). A "positive" test (one that reveals recent drug use) will result in disciplinary action in athletics and school, up to and including removal from activity or program. Any refusal to drug test at the time the student is asked will be considered a "positive" test.

## **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 may 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.

## **TECHNOLOGY USE AGREEMENT**

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.

## **TECHNOLOGY PROGRAM**

The integration of technology and training in the use of technology as a learning tool is integral to our learning environment. Technology will be used to design learning environments that enhance and challenge each student's approach to learning. The Academic Council shall work in a collaborative manner with the faculty in designing, implementing, and maintaining a technology plan for students.

Access to technology for learning at the Academy will be equal for all learners, regardless of learning styles, differences, or capabilities.

## INTERNET POLICY

The Internet is a valuable learning resource with vast opportunities for research, cultural appreciation, and communication. It is our goal to develop good digital citizenship skills in every student while teaching how to critically maneuver through the flood of information on the Internet. However, because the ability to access and view inappropriate material online is pervasive, internet use will be monitored on all school-owned devices, and internet access will be monitored on all devices (school-owned or otherwise) while on school property and/or while using school networks. Using school-owned technology or other internet-accessible devices to view inappropriate online material is unacceptable and may lead to immediate removal of the student or staff termination. School Administration shall determine if a student or a staff member has accessed inappropriate content and take appropriate action.

Students are required to have an **Internet & Technology Use Agreement** form on file signed by the student and a parent/guardian.

## EMAIL POLICY

All school computers and all content electronically transmitted on school-owned computers or via school-provided services is Academy property. Using school-owned computers to send or receive obscene or inappropriate material is unacceptable and may lead to immediate disciplinary action and/or removal of the student or staff termination.

## USE/MISUSE OF ON-LINE COMPUTER SERVICES

The Academy 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. The Academy 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. The Academy 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 student for their convenience and protection. If for any reason the locker is not in good working order, report it to the Assistant Principal. Students must treat the lockers with care. Slamming and kicking locker doors often causes latches to malfunction.

For safety and accountability reasons:

- sharing lockers is highly discouraged
- all students must put a combination lock on their assigned locker
- the combination must be given to the Assistant Principal for health and security reasons
- keyed locks are not permitted

- keyed locks, locks with no combination on file, and locks on unassigned lockers will be removed
- students should not share their locker combination with another student

Decorating lockers with stickers, adhesives, or writing/drawing directly on the locker will further damage the painted surfaces and is strictly prohibited. Students doing this or defacing lockers in any way will be expected to pay for the damages, face disciplinary action, and may lose the privilege of using a locker.

School lockers, desks, and other areas of school facilities can be opened and examined by school officials at any time and no reason shall be necessary for such search. Periodic locker checks and cleanouts will be made throughout the year.

## **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**

Academy parent/guardian must provide or arraign transportation for their child to and from school. If a student is being transported by someone other than their parent/guardian, it is the responsibility of the student's parents/guardians to ensure that their child is being transported in a safe and responsible fashion and that the vehicle owner has the appropriate insurance.

Students may apply in the school office for the Academy's bus pass program 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.

### **TRANSPORTATION IN PRIVATE VEHICLES**

When students are transported to school-sponsored activities, properly inspected, registered, and insured private vehicles may be used with licensed drivers. The Academy will not be held responsible for the students' welfare while being transported in private vehicles. Insurance coverage is the vehicle owner's responsibility. If a parent is driving for a school-sponsored trip, the driver must provide a copy of their driver's license and proof of insurance in the school 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. The Academy 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.
- Follow all posted safety guidelines and instructions.

## **PERSONAL SAFETY**

Maintaining a safe work and educational environment for employees and students, as well as parents and visitors, is essential. Threats of violence to any person by any person will not be tolerated. School administration will act immediately on any threat by a student, whether by electronic means, through social networking sites, verbal, written, or physical, including hazing or bullying. The Principal, or designated administrator, will file a police report if necessary and will enact disciplinary measures that may include suspension and/or release from the school. Any threat of violence to an employee or student shall be grounds for immediate disciplinary action and may result in suspension and/or revocation of student transfer.

## **ASBESTOS NOTIFICATION**

The Harding building has been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors.

Results of inspections, samples, and subsequent analysis are available for review in the ASBESTOS MANAGEMENT PLAN on file in the Harding Fine Arts Academy office.

## CRISIS PREPARATION & RESPONSE

To maintain a calm and secure environment for students and employees when faced with a crisis or disaster, the governance board and school leadership have established emergency policy and procedures. Disaster and Emergency Crisis Plans are filed annually with appropriate emergency services and state agencies.

### ➤ MAJOR CRISIS

A major crisis involves multiple people and affects students' welfare. The crisis intervention team will manage a major crisis with school personnel in conjunction with community agency volunteers. The crisis intervention team shall be composed of school staff, which includes administrators, designated faculty, and the school nurse or designee. The Superintendent or designee will distribute any information to the community and media.

### ➤ MINOR CRISIS

A minor crisis involves few people and does not present an immediate threat to the students. Appropriate members of the crisis intervention team will manage a minor crisis. If deemed necessary, school personnel will be called for assistance.

## EMERGENCY PROCEDURES AND DRILLS

Students will follow emergency procedures and directions. It is critical that student move to secure locations quickly during drills or emergencies and remain as quiet as possible to allow for effective communication among administration, faculty, and first responders.

## FIRE, TORNADO, AND INTRUDER DRILLS

Drills will be executed in the safest manner possible and in accordance with first responder guidance and accreditation standards. The faculty and staff will always project an air of calm and control. Faculty is to maintain contact with and keep track of all students' whereabouts who are in their charge.

### ➤ FIRE DRILLS

- Will be held annually at minimum the number times prescribed by law.
- Students will practice within each classroom as to the safest and quickest exit path.
- When the fire warning sounds, faculty will direct students to the identified exit(s) in a quiet, safe, and orderly manner. Each classroom will have a designated area outside the building.
- Faculty will take roll upon reaching the outside destination.

### ➤ TORNADO DRILLS

- Will be held annually at minimum the number times prescribed by law.
- Students will practice within each classroom as to where to proceed during a tornado. Students will also be taught the best position for overall protection that they must assume on the floor.
- Upon arrival to the designated locations, students will kneel on the floor, assume a protective posture, and remain quiet until the administrator has given the "all clear" signal.

### ➤ LOCKDOWN DRILLS

- Will be held annually at minimum the number times prescribed by law.
- Students will practice within each classroom.
- When students and staff are notified, faculty will direct students in the establish procedures.



## STUDENT SHADOWING

Only students who are interested in enrolling and have never attended the Academy may shadow an approved Student Ambassador. The purpose of student shadowing is to better acquaint the prospective student with our school. For a student to be able to shadow, the student's parent/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 the Academy. There may be days that will not be scheduled from shadowing for educational reasons. A form must be completed by the student's parent/guardian that provides emergency contact information. The Director of Admissions will then make the necessary arrangements and notify teachers. Student shadows must follow all school rules and will be asked to leave for refusal to do so.

## DRESS CODE & PERSONAL APPEARANCE

Harding Fine Arts Academy requires students wear approved uniform attire. Students have the right to choose their own grooming styles subject to the requirements of this policy. Students are encouraged to communicate their personalities and creativity through their speech, actions, and artistic endeavors.

Academy students wear school uniforms to:

- minimize socio-economic differences
- eliminate distractions and increase the focus on instruction
- promote an orderly and safe learning environment
- encourage the practice of professional and responsible dress

All students are expected to adhere to the school dress code on school grounds and at school activities and functions. The most important uniform check of the day happens before a student leaves home.

Please be cautious when purchasing club or activity apparel. Not all apparel sold by school clubs or organizations are approved for daily uniform wear. It is the student's & parent's responsibility to verify that these garments can be worn daily. Failure to do so can be an expensive mistake.

No student will be denied attendance or penalized for failing to wear the school uniform due to financial hardship. The student or parent will share with a trusted school adult if obtaining the required uniform presents a financial burden. The Academy seeks assist students experiencing financial hardship in meeting uniform requirements and assistance may be provided in various forms.

### PANTS, SHORTS, SKIRT & SKORTS

- Color must be solid khaki or black and simply styled.
- Fastened at waist and designed to be worn with a belt (no drawstring waists).
- Sagging or "low rise" clothing is inappropriate for school (appropriate fit and size).
- White or black leggings may be worn under skirts or skorts.
- Hemlines must be of modest length at or below the student's fingertip with arm fully extended.
- Skirts and skorts may be approved school-plaid only when available.

### SHIRTS

- Shirts must be sourced from an Academy approved vendor.
- Free of visible logos, labels, words, or pictures other than approved school logo.
- Red, black, or white long or short-sleeved.
- Unaltered and appropriate size and fit.
- Undershirts must be white, red, or black with no designs or insignias showing.

## OUTERWEAR

- Only official cardigans, sweater vests, sweatshirts, or jackets.
- Free of visible logos, labels, words, or pictures other than approved school logo.
- Unaltered and appropriate size and fit.
- No hoodies may be worn during school hours

## SHOES

- Shoes are required at all times on school property and school buses. Shoelaces must be tied.
- Must be closed-toe, closed-heel with a non-slip sole.
- Sandals, flip-flops, beach or pool shoes, and house shoes are not acceptable for school.

## HATS, JEWELRY & ACCESSORIES

- Caps, hats, or head coverings including scarves, bandanas, and sweatbands are not worn in school building. Exceptions include a head covering associated with student's religious beliefs, for medical reasons, or as approved by school administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- Student belts must be solid color with a plain belt buckle and worn in the belt loops.

## BODY ART

- No visibly inappropriate or sexually suggestive writing, drawings, or designs are allowed. The Principal has final authority to make this determination.

## SPIRIT DAYS

Spirit Days occur at the discretion of the Principal. Student dress on these days will be an official school club or organization t-shirt and uniform pants, shorts, skirt or skort. These days are intended to build pride, unity, and support for the school and the Academy's diverse clubs and organizations. These days are free, and although students are encouraged to participate, they are not required to do so and may attend in the traditional school uniform.

All other uniform requirements remain in effect on Spirit Days.

With the Principal's permission, a team may be allowed to wear school-approved team warm-ups on game day. The warm-ups must meet the Academy Dress Code and the entire team must be uniformly dressed in the same warm-up. No sweatpants are allowed.

## OUT-OF-UNIFORM DAYS

Out-of-uniform days occur at the discretion of the Principal. Students pay to participate on these days, but they are not required to do so. Student dress on these days should demonstrate that the student has both a sense of personal dignity, modesty, and 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 regarding shoes, hats, headwear, and accessories.

Proceeds for out-of-uniform days will be placed in the appropriate School Activity Fund for the benefit of student and school programs at the discretion of the Principal.

Students and parents/guardians are responsible for adhering to both the uniform and out-of-uniform dress code. Students not in compliance with the uniform policy are subject to the Academy Student Code of Conduct and will be sent to the office to contact a parent/guardian to bring appropriate clothing to school. Students found in repeated violation of the dress code are subject to further disciplinary action. The Principal has final authority to make this determination as to whether any attire or appearance is appropriate.

## SECTION VI – STUDENT CONDUCT & 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.

### 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 (IDEA) 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.

### DISCIPLINE PROCEDURES & 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 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, the Academy has adopted the following tiered system.

### ACTION LEVELS

Level 1	Conference
Level 2	Intervention (does not include suspension)
Level 3	Suspension (1-5 days)
Level 4	Suspension (6-9 days)
Level 5	Suspension of 10 days with required assessment
Level 6	Long-term suspension (11 days or longer)
Level 7	Mandatory suspension for the current semester plus the succeeding semester.
Level 8	Mandatory 12-month suspension from the date of the offense.

## 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.
------------	---

## ACTION LEVEL 2 – INTERVENTIONS

Interventions include but are not limited to the following. Options listed 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.
------------------	---

**ACTION LEVEL 4 – SUSPENSION 6-9 DAYS\***

SUSPENSION (6-9)	The revocation by the school administration of a student's right to attend school and school-sponsored activities for 6-9 days.
------------------	---

**ACTION LEVEL 5 – SUSPENSION 10 DAYS\***

SUSPENSION (10)	Student is suspended for ten (10) days. This suspension may require that the student complete an assessment prior to reinstatement, for example, a licensed counselor.
-----------------	--

**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. May include removal from school.
------------	---

**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. May include removal from school.
------------	---

**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. May include removal from school.
------------	--

\* Note: Assessments may be used at the discretion of school personnel at any level of suspension.

**BEHAVIORS AND CONSEQUENCES****ACTION LEVEL 1 & 2****PARENTS/LEGAL GUARDIANS NOTIFIED – CONFERENCE AND INTERVENTIONS REFERRAL**

Category	Definition	Action Level 1 & 2		Notes
		Minimum Level	Maximum Level	
Forgery/Cheating/ Plagiarism	Creating, using, or allowing the falsification of documents	1	8	See Academic Integrity
Health/Grooming Issues	Unacceptable hygiene that distracts from the educational environment	1	2	
Inappropriate Dress including dress code violations	Dressing or grooming in a manner that disrupts the teaching and learning of others.	1	2	
Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others including, but not limited to, sexually explicit material, food, beverages, electronic equipment, laser pointers, etc.	1	2	
Public display of affection	Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.	1	2	
Tardiness	Failure to be in the place of instruction at the assigned time without a valid excuse.	1	2	
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/legal guardian.	1	2	

## ACTION LEVEL 3

## PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED

Category	Definition	Action Level 3		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	<p>Bullying is defined as intentional, hurtful acts, words or other behavior, whether verbal or via electronic media, such as name calling, threatening &amp;/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 &amp; excessive tickling.</p> <p>Verbal bullying includes hurtful name calling, teasing &amp; gossiping. Emotional bullying includes rejecting, terrorizing, extorting, defaming, isolating, ostracizing &amp; peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact &amp; sexual assault.</p>	2	6	



Category	Definition	Action Level 3		Notes
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 per semester.	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	
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	

Category	Definition	Action Level 3		Notes
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 health, which are required for initiation/entrance into any group or for promised acceptance.	3	6	
Leaving assigned area without permission	Leaving assigned area without prior consent and authorization from school administration.	1	3	

Category	Definition	Action Level 3		Notes
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 offenses	Engaging in 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
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 may be called.

Category	Definition	Action Level 3		Notes
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 may be called.
Verbal or Written Threat	Any willful or unlawful offer to do corporal hurt to another student	3	6	
Weapon Possession other than a firearm (including look-a-likes)	Students possessing a dangerous weapon on their way to/from school or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckle,	3	6	Police may be called.

Category	Definition	Action Level 3		Notes
	live ammo, or any other object, which by the way it is used or intended to be used, is capable of inflicting bodily harm.			
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. It is expected that the Principal will ensure that students in similar situations will be treated equitably.

#### ACTION LEVEL 4 – SUSPENSION 6-10 DAYS

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED – CHARGES MAY BE FILED

Category	Definition	Action Level 4		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 if charges are to be filed by victim or school.
Bomb/Explosive Threats	Reporting to school, police, or fire officials, by any means, information known to be false concerning the presence of a bomb or explosive.	4	6	POLICE MUST BE CALLED.
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime	4	6	Police may be called.

Category	Definition	Action Level 4		Notes
	when the building is closed to students and the public.			
Conspiracy	Any two (2) or more persons mutually agreeing to do any unlawful act.	4	6	
Extortion	Obtaining property from another without his/her consent, induced by a wrongful use of force or fear.	4	6	
False Alarms	Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher without reasonable belief that a fire exists, or making false 911 or police calls.	4	6	
Gang Behavior	Disruption and/or intimidation including gesturing of any signs, use of language, or confrontations identified or associated with gangs which could lead to violence.	4	6	Local contact gang intervention for Office of Juvenile Affairs: (405) 286-3900.
Grand Larceny	A larceny in which property taken is of value exceeding \$500 or when such property, although not of value exceeding \$500, is taken from the person of another.	4	6	Police must be called.
Off-campus conduct (Bullying, Gang, Threats)	Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption.	4	6	Police may be called.
Riotous Behavior	Any use of force or violence, or threat to use force or	4	6	

Category	Definition	Action Level 4		Notes
	violence if accompanied by immediate power of execution, by three or more persons acting together and without authority of law.			
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

Category	Definition	Action Level 5		Notes
		Minimum Level	Maximum Level	
Abusive language or behavior toward school personnel	Habitual and/or aggressive use of abusive or demeaning language or behavior (including profanity) directed toward any school personnel.	5	45 days No reduction on any second offense	May apply for readmission after 20 school days
Disorderly conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process (NOTE: This category is usually used when the police are called to cite a student for extreme disruption. It is not to be used	5	6	Police may be called.

Category	Definition	Action Level 5		Notes
	when documenting classroom disorders that only result in student referrals to the office.)			
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 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 may be called.

**ACTION LEVEL 6 – LONG-TERM SUSPENSION**

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED

Category	Definition	Action Level 6		Notes
		Minimum Level	Maximum Level	
Battery or attempted battery against school personnel	Any attempt or use of force or violence upon a staff member regardless of whether the staff member was the intended victim.	30 days - no reduction on second offense		Actual physical contact must be a level 7. Police may be called.



Category	Definition	Action Level 6		Notes
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

Category	Definition	Action Level 6		Notes
				dangerous substance.
Verbal or written threat against school personnel	Threatening to harm a staff member. NOTE: If there is no actual threat to do harm, use the category of "Abusive Language or Behavior toward school Personnel"	45 days - no reduction on second offense		May apply for readmission after 20 school days.
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

Category	Definition	Action Level 7		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 may 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.
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

Category	Definition	Action Level 8		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.

**DUE PROCESS**

Due process is provided to students when they are involved in a discipline incident and before assignment of disciplinary consequences. Due process includes:

- Teacher or administrator conversation with student immediately following the misconduct.
- Student given the opportunity to write or tell his or her version of events.
- Teacher or administrator providing written notice of the misconduct the student is accused of committing.
- If parents/guardians and students are not satisfied with the results of the evidentiary hearing held for a suspension of more than 10 days, they have the right to appeal.

**OUT-OF-SCHOOL SUSPENSION PROCEDURES**

Students suspended out-of-school 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. It is the responsibility of the student and the student's parent/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 required.

The discipline of students with disabilities shall be in accordance with the specifics as outlined in the Individual with Disabilities Education Improvement Act (IDEA) of 2004 and Board Policy. 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 days of suspension 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 outlined in the IDEA and school policy have been implemented.

### CONFERENCE WITH PARENTS

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At this time, in accordance with due process, the student and his/her parent shall be informed by the principal of the right to appeal and the method for submitting the appeal based on whether the suspension is a short-term or long-term suspension. If the parent is in agreement with the principal's decision, the consequence will be administered immediately.

### SUSPENSION PLAN

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension

1. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension (Plan) which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.
2. The Plan shall provide for the classes in which the student is enrolled, and shall consist of the minimum English, mathematics, science, social studies, world languages, and art units.
3. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.
4. No Plan is required for a suspension that falls under the Dangerous Weapon.

The principal will keep records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

## STUDENT PRIVILEGES WHILE SUSPENDED

### Student Privileges While Under Out-of-school Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately forfeits the privilege of participating in all extracurricular activities of the school. The filing of an appeal has no bearing on the forfeiture of participation. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities, organizations, and social events.

## SHORT-TERM APPEALS

### Appeals for Short-term Out-of-school Suspensions of Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days.

1. Right of Appeal: A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to appeal an out-of-school suspension decision to the Superintendent.
2. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student, or their parent. The out-of-school suspension decision will become final and non-appealable if a request is not submitted within the five (5) calendar days.
3. Attendance at School Pending Appeal Hearing: Pending the appeal hearing of an out-of-school suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper.
4. Hearing the Appeal:
  - a. The Superintendent shall establish a review committee consisting of one or more certified employees. No teacher is eligible to serve who has the student in their class for the current school term.
  - b. The Superintendent shall schedule the committee hearing as soon as possible at a time mutually agreeable to the committee and the family. The student and his/her parent or guardian will be notified by phone or in writing of the date and time of the hearing. The hearing will take place at the school site where the student attends unless requested by either party to hold the hearing electronically. The Principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
  - c. Prior to the hearing, the Superintendent will conduct an investigation of the student's out-of-school suspension. At the commencement of the hearing, the Superintendent will state the purpose of the hearing and the possible outcomes, briefly outline the student's conduct, and read the policy, rule, or regulation which the student's conduct violated. The

suspending principal will then provide any information relevant to the investigation and the rationale behind the decision for suspending the student. After that, the student and his/her parent or guardian will be asked if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence that supports the student's position.

- d. At the conclusion of the presentation of the evidence, the Superintendent shall retire to render a decision as to the guilt or innocence of the student and determine the reasonableness of the term of the out-of-school suspension. The Superintendent may uphold, overrule, or modify (shorten or lengthen) the suspension. The Superintendent's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student and provided to the Principal.
- e. The decision of the Superintendent shall be final and non-appealable.

## LONG-TERM APPEALS

### Appeals for Long-term Out-of-School Suspensions in Excess of ten (10) School Days

1. Right of Appeal: A student who has been suspended out of school for a period in excess of ten (10) school days is entitled to appeal an out-of-school suspension to the Superintendent of Schools or designee.
2. Method of Appeal to the Superintendent of Schools or Designee: An appeal request must be presented by letter to the Superintendent of Schools or designee within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3. Pending the appeal hearing of an out-of-school suspension, the student may be allowed to attend school under such "in-house" restrictions as the Principal deems proper, except that at the discretion of the Principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the Principal:
  - a. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
  - b. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.
4. Hearing the Appeal:
  - a. The Superintendent of Schools or designee shall appoint a review committee consisting of not less than three (3) members of the Academic Advisory Committee of the Board, one of whom shall be designated a chairperson. No administrator is eligible to serve on the committee who was a witness to the student's conduct or involved in the disciplinary action.
  - b. The Superintendent or designee shall schedule the committee hearing as soon as possible at a time mutually agreeable to the committee and the family. The student and his/her parent or guardian will be notified by phone or in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

- c. At the commencement of the hearing, the committee chair will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, state the purpose of the meeting and the possible outcomes. The suspending principal will then briefly outline the student's conduct, the investigation that took place and the rationale behind the decision for out-of-school suspension. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence that supports the student's position.
- d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. Based on the committee's decision the committee may uphold, overrule, or modify (shorten or lengthen) the suspension. All parties will reconvene for the reading of the committee's decision. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student and provided to the Principal.
- e. As the officially appointed committee of the Board for disciplinary appeals, the decision of the Academic Advisory Committee shall be final and non-appealable.

## **STUDENT AND PARENT CONCERNS**

It is always preferential for concerns and complaints to be resolved informally, directly, and at the lowest possible level whenever possible. When registering a concern or complaint (informally or formally), the board reminds all concerned that respectful interactions are expected and that the Code of Conduct for students, parents, faculty, staff, and administrators always applies and will be enforced.

While we encourage resolutions of complaints through informal means, we recognize that, at times, a formal process may be necessary for certain types of complaints or if the informal process does not produce satisfactory results. The established board grievance policy provides a complaint procedure for student and parent concerns to be heard in a fair and equitable manner.

Any parent or student who has questions about the options for proceeding with a concern, complaint, or grievance may contact the Principal or Superintendent for further information and copies of all applicable board policies.

### **CONCERN PROCEDURE**

The student or parent/guardian who has a concern or disagreement with a student, parent, faculty member, or administrator shall follow the Code of Conduct in their interactions with faculty members or administrators.

1. The student or parent/guardian shall attempt to make an appointment first with the relevant teacher. At no time should instruction be interrupted to discuss any matter.
2. The student, parent/guardian, or faculty member has the option to request the Principal to be present during the discussion.
3. If the student or parent/guardian is dissatisfied with the outcome of the meeting with the relevant faculty member, then they may bring their concern directly to the Principal.
4. The Principal shall listen to the concern and investigate to determine how the matter can be amicably resolved in the best interest of the child and in keeping with the policies of the school.

---

## GRIEVANCE POLICY

If a student or parent believes that he or she has been adversely affected by a decision of a school employee or believes that board policy or law has been misapplied, misinterpreted, or violated, then the student or parent may file a grievance as provided in the Board's established Student and Parent Grievance Procedure. This Board policy outlines procedures to ensure that all interested parties are equally heard and protected. All official Board policy is available on the school's website or by request in the office.

Students and parents/guardians may seek guidance from the Principal or the Superintendent for filing a grievance. The Superintendent or designee is responsible for providing effective and timely notice to students, parents, and school employees of the procedures for reporting and investigating grievances.