



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

2022-2023 EMPLOYEE HANDBOOK

"The true meaning of life is to plant trees under whose shade you do not expect to sit."

~Nelson Henderson

TABLE OF CONTENTS

1.	INTRODUCTION.....	6
1.1	WELCOME MESSAGE	6
1.2	THIS HANDBOOK	7
1.3	NON-DISCRIMINATION	7
2.	SCHOOL INFORMATION	8
2.1	WHO WE ARE.....	8
2.2	MISSION & VISION	8
	MISSION	8
	VISION	8
2.3	CORE VALUES	8
2.4	OUR APPROACH	8
	OKLAHOMA A+	8
	STUDENT-CENTERED	9
2.5	SCHOOL HISTORY.....	9
2.6	GENERAL INFORMATION.....	10
	COLORS	10
	MASCOT	10
	WEBSITE & SOCIAL MEDIA.....	10
	PHONE	10
	ADDRESS.....	10
	FACILITIES & LOCATION	11
2.7	CALENDAR.....	11
2.8	DAILY BELL SCHEDULES	12
3.	OKLAHOMA CHARTER SCHOOLS.....	12
3.1	PURPOSE	12
3.2	FUNDING	12
3.3	AUTHORIZER/SPONSOR	13
3.4	ACCOUNTABILITY	13
3.5	LOTTERY & ENROLLMENT	13
4.	BOARD GOVERNANCE & LEADERSHIP	14
4.1	BOARD OF DIRECTORS	14
4.2	LEADERSHIP & SUPPORT STAFF	14
4.3	FACULTY	15
4.4	STUDENTS, FAMILY, AND COMMUNITY RELATIONS	15
5.	EMPLOYMENT	16

5.1	EQUAL EMPLOYMENT OPPORTUNITY	16
5.2	NATURE OF EMPLOYMENT.....	16
5.3	ETHICS AND CONDUCT	17
5.4	CONFLICTS OF INTEREST	17
5.5	OUTSIDE EMPLOYMENT	18
5.6	NON-DISCLOSURE.....	19
5.7	EMPLOYEE BACKGROUND CHECKS	19
6.	EMPLOYMENT STATUS AND RECORDS	20
6.1	EMPLOYMENT CATEGORIES.....	20
	EMPLOYEE WORK GROUPS	20
	REGULAR FULL-TIME.....	20
	PART-TIME.....	21
	INTRODUCTORY	21
	TEMPORARY	21
6.2	ACCESS TO PERSONNEL FILES	21
6.3	EMPLOYMENT REFERENCE CHECKS	21
6.4	PERSONNEL DATA CHANGES	22
6.5	EMPLOYMENT APPLICATIONS	22
6.6	PERFORMANCE EVALUATION.....	22
	FORMAL PERFORMANCE REVIEW	22
6.7	NON-RENEWAL OF CONTRACT	22
6.8	RECRUITMENT AND HIRING	23
7.	PAYROLL & BENEFITS	23
7.1	STAFF COMPENSATION PLANS	23
7.2	PAYROLL INFORMATION	23
7.3	FRINGE BENEFITS	23
7.4	STIPENDS	24
7.5	ADMINISTRATIVE PAY CORRECTIONS.....	24
7.6	PAY DEDUCTIONS AND SETOFFS.....	24
7.7	WORKER'S COMPENSATION	24
8.	EMPLOYEE CONDUCT & DISCIPLINARY ACTION	24
8.1	STAFF CONDUCT	24
8.2	PROFESSIONAL APPEARANCE.....	25
8.3	DRUG-FREE WORKPLACE.....	26
8.4	HARASSMENT	26

8.5	OKLAHOMA STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS	27
	PRINCIPLE I - COMMITMENT TO THE STUDENTS.....	27
	PRINCIPLE II – COMMITMENT TO THE PROFESSION	27
	PRINCIPLE III – COMMITMENT TO THE PROFESSION	28
8.6	REPORTING CHILD ABUSE	29
9.	WORK CONDITIONS & HOURS	30
9.1	THE WORK YEAR	30
9.2	THE WORKDAY	30
9.3	FACULTY MEETINGS & PROFESSIONAL DEVELOPMENT	30
9.4	SAFETY & HEALTH.....	31
	EMERGENCY PROCEDURES & DRILLS.....	31
9.5	ON-THE-JOB INJURY	31
9.6	VISITORS IN THE WORKPLACE	31
9.7	INTERNET & E-MAIL.....	31
9.8	CELL PHONE/TELEPHONE USE	32
9.9	MESSAGES	32
9.10	USE OF TOBACCO BY EMPLOYEES.....	32
9.11	SCHOOL AND PERSONAL PROPERTY	32
9.12	STUDENT TRANSPORT	33
9.13	WEATHER CLOSURES	33
9.14	GRIEVANCE PROCEDURE.....	33
9.15	BOARD-STAFF COMMUNICATIONS.....	33
10.	LEAVES OF ABSENCE	34
10.1	PERSONAL LEAVE (PAID TIME OFF - PTO).....	34
10.2	ABSENCE FOR ILLNESS.....	34
10.3	HOLIDAYS	35
10.4	BEREAVEMENT	36
	BEREAVEMENT LEAVE FOR AN IMMEDIATE FAMILY MEMBER	36
	NON-FAMILY MEMBER FUNERAL LEAVE.....	36
	ADDITIONAL BEREAVEMENT LEAVE	36
10.5	REPORT TO WORK LATE.....	36
10.6	JURY DUTY	36
10.7	MILITARY DUTY.....	37
10.8	UNPAID LEAVE	37
10.9	LEAVING SCHOOL DURING LUNCH OR PLANNING PERIOD	37
10.10	SUBSTITUTE FACULTY.....	37

11. CLASSROOM MANAGEMENT & STUDENT BEHAVIOR	38
11.1 ADVISORY	38
11.2 BEFORE & AFTER SCHOOL, LUNCH DUTY.....	38
11.3 STUDENT SUPERVISION	38
11.4 SUPPLEMENTAL CLASSROOM MATERIALS.....	39
12. MISCELLANEOUS.....	39
12.1 SCHOOL COMMUNICATION	39
12.2 BUILDING & PERSONAL SECURITY.....	39
12.3 OFF-CAMPUS SCHOOL SPONSORED ACTIVITIES	39
12.4 PARENT-TEACHER ORGANIZATION (PTO)	40
12.5 FUNDRAISERS.....	40
UNAUTHORIZED SOLICITATION	40
12.6 USE OF SCHOOL NAME, LOGOS, OR LIKENESS.....	40
12.7 NEW FACULTY ORIENTATION.....	41
12.8 STAFF PARTICIPATION IN POLITICAL ACTIVITIES	41
12.9 CPR TRAINING.....	41
12.10 PERSONNEL PROTECTION AGAINST RETRIBUTION AND RETALIATION.....	41
12.11 WORK LIFE BALANCE	42
12.12 21ST CENTURY WORK ENVIRONMENT	42
13. APPENDIX.....	43

1. INTRODUCTION

1.1 WELCOME MESSAGE

I am incredibly honored to join the Harding Fine Arts Family as we embark on our new journey together. Over the course of my career I have made a commitment to integrate arts into everyday learning, as a means to help every student succeed. Harding Fine Arts Academy has a long history of making that commitment a reality for every student that has walked through its doors.

As we look back on our previous triumphs and successes we examine all that the school, foundation, and community have weathered and accomplished together. I see a school that is imbedded in the community, centered around student success, and prioritizes the arts as a main mode of learning.

As we look at where we currently are we see; our forever home in the historic Harding High School building, dedicated teachers and staff who have done amazing things for your students, and a top 10 ranking among all Oklahoma High Schools.

As we look towards the future, we get to envision and manifest where we want to go. Together we will see a beautifully renovated campus, one that will bring back the magic to this great building and pay homage to its legacy. Together we will continue to hone our practice and strive to fully intertwine Arts Education with their Non-Arts Counterparts. Together we will continue to foster a safe and inclusive environment that will bring us all closer together.

This is the time where we leap into the future; revitalized, focused, and driven.

I look forward to working with you all in our shared mission of educating the future and setting them up for success!

Yours in ARTS,

Taylor C. Stanton, M. Ed.
Superintendent

1.2 THIS HANDBOOK

The Board of Directors and administration of Harding Fine Arts Academy know that the excellence of our programs and the success of our school depends on the expertise and dedication of our staff. The information contained in this handbook has been developed to describe some of the expectations, policies, and programs at HFAA, and applies to all employees of Harding Fine Arts Academy. Employees should familiarize themselves with the contents of the Employee Handbook, as it will answer many of your questions and help guide you throughout the school year.

Following the policies described in this Handbook is considered a condition of continued employment. The Handbook is a summary of our policies, and is not intended to create an employment contract, nor does it represent a full statement of current programs, policies, and regulations. *You are always encouraged to ask administration questions when in doubt.*

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.3 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).

2. SCHOOL INFORMATION

2.1 WHO WE ARE

Harding Fine Arts Academy, a public charter school, is an exciting and innovative school designed to incorporate the principles of the Oklahoma A+ instructional model to provide an outstanding college-preparatory education for our students. With a vision created by civic and community leaders, Harding Fine Arts Academy offers its students opportunities for excellence in all aspects of secondary school education.

As a member of the HFAA faculty and staff, you have joined a unique mission and vision for education. Your talents and abilities play a vital role in our mission to *“prepare students for college in an academically challenging, arts-integrated environment.”*

Your primary responsibilities are your commitment to your students and to your personal growth, in what is arguably one of the most individually influential and community transforming roles. We do this first by modeling our high expectations, knowing we cannot expect more from our students than we expect from ourselves. We share a commitment to educating the individual student intellectually, creatively, socially, and personally as we grow their love for learning, the pursuit of excellence, and personal resilience.

2.2 MISSION & VISION

MISSION

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

VISION

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

2.3 CORE VALUES

Our Core Values are ingrained in our daily lives and interactions with: students, families, and the community at-large. Our staff will show off our A.R.T.S.

A – Adaptability, R – Respect, T – Transparency, S - Support

2.4 OUR APPROACH

OKLAHOMA A+

As the first secondary Oklahoma A+ School, HFAA serves as a Demonstration School and strives to incorporate the *A+ Essentials* framework of arts-integration, curriculum, experiential learning, multiple learning pathways, enriched assessment, collaboration, infrastructure, and climate. Our mission and curriculum approach provides a unique,

transformative education that supports the whole child.

→ <https://okaplus.org/about/aplus-essentials/>

STUDENT-CENTERED

Our faculty recognizes the need for strong content knowledge and preparation, and we focus on learning as the outcome. To achieve this, highly effective teachers recognize the interplay between relationship, relevance, and rigor to achieve results:

RELATIONSHIP

Our school is a personalized learning environment. We mentor students providing academic and social guidance, and we strive to provide an inclusive environment that accounts for diverse goals, backgrounds, and learning styles.

RELEVANCE

Learning should be meaningful every day. Our faculty creates curriculum around current events, personal backgrounds, and historical realities while emphasizing competency in twenty-first-century skills.

RIGOR

Education is the relentless pursuit of learning. Our faculty employs a rigorous college-preparatory curriculum that sets high expectations for everyone, and we give our students the skills and motivation to meet them.

RESULTS

We focus on the results of student learning using multiple indicators so our teachers can adjust their practices that allow us to offer personalized support to students. All students can learn we must rise to the challenge of our mission.

Our passion to provide an individually empowering arts-integrated education will drive our pursuit of achievement in the arts and academics. Every day we will strive to foster each student intellectually, creatively, socially, and personally.

The HFAA board, administration, teachers, parents, and staff are committed to this philosophy. The commitment we share in partnership with families to educate the whole person will shape every aspect of our time at Harding Fine Arts Academy.

2.5 SCHOOL HISTORY

In September of 2002, a group of community leaders and supporters of the arts, led by John L. Belt, a prominent attorney and real estate developer, envisioned a high school focused on providing expanded visual and performing arts opportunities for students in the heart of Oklahoma City. Having witnessed that the arts were often the first courses eliminated in the wake of standardized testing and during economic hard times, this group dedicated themselves to establishing a school committed to maintaining a diversity of fine arts programs for public school students across Oklahoma City.

While searching for a school model that would incorporate the arts, allow for innovation, and promote high academic achievement, HFAA's founders identified Oklahoma A+ Schools as a strong partner. The Oklahoma A+ Schools® network delivers whole school reform through ongoing professional development that focuses on collaborative, research-based practices. After three years of careful planning, Harding Fine Arts Academy (HFAA) opened its classrooms in the fall of 2005 guided by a vision for providing a high-quality education focused on academic excellence and the integration of the fine arts across the curriculum. This approach has produced many high accolades including:

- 2015 National Blue Ribbon School of Excellence
- 2018 Governor's Award for Art in Education
- 2019 Best Charter School of the Year - Choice Matters School Choice Summit
- 2020 100% graduation rate
 - 2020 graduated 77 seniors with \$3.9 million in scholarships
- 2021 US News & World Report
 - Top 10 Oklahoma Public High School for nine consecutive years
- Newsweek #112 "Beating the Odds: Top High Schools for Low-Income Students"
- Oklahoma State's Inaugural Youth Poet Laureate
- 52 State Superintendent Awards for Arts Excellence since 2016

2.6 GENERAL INFORMATION

COLORS

Red & Black

MASCOT

The Firehawk

WEBSITE & SOCIAL MEDIA

Website → www.hardingfinearts.org

Facebook → @hfaaokc

Instagram → @hfaaokc

Twitter → @hfaaFirehawks

PHONE

(405) 702-4322 Office

(405) 601-0904 Fax

ADDRESS

3333 N. Shartel Avenue

Oklahoma City, OK 73118

FACILITIES & LOCATION

Harding Fine Arts Academy is an urban public charter school located just north of downtown Oklahoma City, close to the Paseo Arts District. Since 2005, HFAA has been housed in the historic Harding High School, which is on the U.S. National Registry for Historic Places. Originally built in 1924 in the Collegiate Gothic style, our facility was designed by Solomon Layton, the architect for more than 100 notable Oklahoma City public buildings, including the Oklahoma State Capital (1917), the Skirvin Hotel (1911), and the Downtown Courthouse (1937).

With a mission to provide an academically challenging, art-integrated education in the heart of Oklahoma City, HFAA's founders identified this location as a way to expand opportunities for underserved families in this urban setting, while being ideally located to partner and collaborate with surrounding organizations and artists for the benefit of our students.

After 14 years of leasing our building from Oklahoma City Public School and sharing the building with another public charter school, the District chose to decommission our building in the spring of 2019 as part of a district-wide restructuring plan. After carefully assessing program needs and long-range strategic plans, the HFAA Board and school leadership determined that the Harding Building remained the ideal location for the school's mission, vision, and community.

In partnership with the HFAA Board, school families, local foundations, the arts community, and school alumni, the Harding Fine Arts Academy Foundation purchased the Harding Building in the summer of 2019 for the school's benefit. As we quickly approach our building's 100-year celebration (2024), the HFAA Foundation's *Building Renovation and Construction Committee* (BRCC) is developing a long-range Master Plan for the renovation of our historic building as we look to carry forward its legacy of education into the next one hundred years.

2.7 CALENDAR

The school-year calendar can be found on the school's website.

→ www.hardingfinearts.org/calendar

2.8 DAILY BELL SCHEDULES

A-Day				B-Day				C-Day			
M/Tu/Th/F				Late Start Wednesdays				P & E Days			
				1st Period	8:30 AM	–	9:15 AM	1st Period	8:00 AM	–	8:45 AM
1st Period	8:00 AM	–	8:50 AM	2nd Period	9:20 AM	–	10:05 AM	2nd Period	8:50 AM	–	9:40 AM
2nd Period	8:55 AM	–	9:50 AM	3rd Period	10:10 AM	–	10:52 AM	3rd Period	9:45 AM	–	10:30 AM
3rd Period	9:55 AM	–	10:45 AM	4th Period	10:57 AM	–	11:39 AM	P & E	10:35 AM		11:10 AM
1st Lunch	10:45 AM	–	11:15 AM	1st Lunch	11:39 AM	–	12:09 PM	1st Lunch	11:10 AM	–	11:40 AM
4th Period B	11:20 AM	–	12:15 PM	9-10 Advisory	12:14 PM	–	12:39 PM	4th Period B	11:45 AM	–	12:30 PM
4th Period A	10:50 AM	–	11:45 AM	11-12 Advisory	11:44 AM	–	12:09 PM	4th Period A	11:15 AM	–	12:00 PM
2nd Lunch	11:45 AM	–	12:15 PM	2nd Lunch	12:09 PM	–	12:39 PM	2nd Lunch	12:00 PM	–	12:30 PM
5th Period	12:20 PM	–	1:10 PM	5th Period	12:44 PM	–	1:26 PM	5th Period	12:35 PM	–	1:20 PM
6th Period	1:15 PM	–	2:05 PM	6th Period	1:31 PM	–	2:13 PM	6th Period	1:25 PM	–	2:10 PM
7th Period	2:10 PM	–	3:00 PM	7th Period	2:18 PM	–	3:00 PM	7th Period	2:15 PM	–	3:00 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.

3. OKLAHOMA CHARTER SCHOOLS

3.1 PURPOSE

Charter schools are public schools that are allowed greater flexibility for greater accountability. Public charter schools maintain a board of governance (school board) in addition to being accountable to their sponsor (authorizer) that should advise and closely monitor charter school leadership. The Oklahoma Charter School Act lists seven (7) purposes for charter schools:

1. Improve student learning;
2. Increase learning opportunities for students;
3. Encourage the use of different and innovative teaching methods;
4. Provide additional academic choices for parents and students;
5. Require the measurement of student learning and create different and innovative forms of measuring student learning;
6. Establish new forms of accountability for schools; and
7. Create new professional opportunities for teachers and administrators including the opportunity to be responsible for the learning program at the school site.

3.2 FUNDING

Charter schools are federally funded as a federally recognized Local Education Area (LEA) or district, and with state aid funding as an accredited public school through the Oklahoma

State Department of Education. Funding is based on a state aid formula, which is calculated predominantly by the number of students enrolled, and then augmented by a percentage for students identified as Economically Disadvantaged, English Learners, Special Education, and Gifted & Talented.

3.3 AUTHORIZER/SPONSOR

Harding Fine Arts Academy is authorized by the University of Science and Arts of Oklahoma in Chickasha, Oklahoma. The Oklahoma Charter School Act allows several avenues to charter sponsorship. Possible sponsors (authorizers) are:

1. A school district or a technology center with average daily membership (ADM) of 5,000 in counties with more than 500,000 residents
2. A school district or a technology center with a school site in school improvement
3. A comprehensive or regional institution that is a member of The Oklahoma State System of Higher Education that has a teacher education program may sponsor a charter within districts with average daily membership (ADM) of 5,000 in counties with more than 500,000 residents
4. A comprehensive or regional institution that is a member of The Oklahoma State System of Higher Education that has a teacher education program may sponsor a charter within a school district with a school site in school improvement
5. A federally recognized Indian Tribe, if the charter is for the purpose of demonstrating native language immersion instruction, and is located within its former reservation or treaty area boundaries
6. The State Board of Education only when the applicant is the Office of Juvenile Affairs (OJA) or when the charter has a contract with the OJA

3.4 ACCOUNTABILITY

Public charter schools have their own board of directors (school board) and must comply with all federal regulations and state and local rules and statutes relating to health, safety, civil rights, and insurance. Charters must also participate in the state testing program and report test results to the Office of Educational Quality and Accountability. Charters are required to use the Oklahoma Cost Accounting System (OCAS) to report financial transactions and are also subject to the same reporting requirements, financial audits, audit procedures, and audit requirements as with any traditional school district. Additionally, public charter schools must comply with all federal and state laws relating to the education of children with disabilities, provide instruction at least the same number of days, and observe student suspension requirements in the same manner as all other traditional public schools.

3.5 LOTTERY & ENROLLMENT

A charter school may not charge tuition or fees nor limit admission based on race, color,

religion (creed), sex, sexual orientation, gender identity or expression, national origin (ancestry), disability, marital status, income level, proficiency in the English language, measures of achievement, aptitude, artistic or athletic ability. HFAA gives enrollment/lottery preference to students who reside within the boundaries of the Oklahoma City Public Schools District.

4. BOARD GOVERNANCE & LEADERSHIP

4.1 BOARD OF DIRECTORS

Rosalynn Wade	President
Kirsten Lindsay	Vice-President
Camal Pennington, J.D.	Secretary
Cheryl Borelli	Treasurer
Jean Hendrickson	Past President
Deanna Brandt	Board Member
Kanika Brown	Board Member
Alicia Currin-Moore	Board Member
Sunshine Dukes	Board Member
Susan Gabbard	Board Member
Nok Thatvihane	Board Member

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

→ www.hardingfinearts.org/board

4.2 LEADERSHIP & SUPPORT STAFF

Taylor C. Stanton	Superintendent	tstanton@hfaaokc.org
Jeremy Williams	Principal	jwilliams@hfaaokc.org
Mary Lakey	Assistant Principal	mlakey@hfaaokc.org
Jessica Wetherington	School Counselor	jwetherington@hfaaokc.org
Gayle Mize	Business Manager	gmize@hfaaokc.org
Bronda Williams	Recruitment & Outreach	bronda.williams@hfaaokc.org
Jamy Vasquez	Office Manager/Registrar	jvasquez@hfaaokc.org
Efraïn Mascote	Custodian	

4.3 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

4.4 STUDENTS, FAMILY, AND COMMUNITY RELATIONS

Our students, their families, and the community we serve are among our school's most valuable assets and are partners in our mission. Every employee represents HFAA to our community and the public. The way we perform our jobs presents an image of our entire school. Our students and their families, the Governance Board, and the community judge all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to each person with whom you meet as you perform all aspects of your position.

Our contact with the public, our manners on the telephone, and the communications we send are a reflection not only of ourselves but also of the professionalism of HFAA. Positive relations not only enhance the public's perception of HFAA but also reflect the values and mission of the school and its employees.

NCLB and Title 1 of Federal Statutes require each school district to make available to the public, upon request the school's State Report Card, and each teacher's highly qualified credentials. Additionally, as a public institution, HFAA is subject to the Open Meetings Act and Open Records. We endeavor to conduct all activities transparently and in both the spirit and letter of the law, and we expect the same of our faculty and staff. Individuals who wish to lodge specific comments or complaints concerning HFAA or its employees should be directed to the Site Administrator for appropriate action.

5. EMPLOYMENT

5.1 EQUAL EMPLOYMENT OPPORTUNITY

HFAA complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education, the U. S. Department of Labor, the U. S. Equal Opportunity Commission, and the Oklahoma Human Rights Commission. 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) in any of its employment practices, admissions, educational programs, services, or activities.

HFAA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship that state and federal laws recognize as just. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the School Administrator. Employees can raise concerns and make reports without fear of reprisal.

5.2 NATURE OF EMPLOYMENT

Employment with HFAA is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, HFAA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal and state law. *Where applicable, both HFAA and employed parties must abide by contractual agreements and policies in ways that ensure that rights, obligations, and contracts have not been violated.*

EMPLOYEE RESIGNATIONS

If an employee finds it necessary to resign during the school term, the employee shall give written notice to the principal and Superintendent no less than two weeks before the effective date of the resignation, unless an exception is made.

Policies outlined in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between HFAA and any of its employees. The provisions of the handbook have been developed at the discretion of the Governance Board and, except for its policies of employment-at-will, may be amended or canceled at any time. However, such decisions and revisions shall be made and announced at an open meeting of the Governance Board. HFAA policies and procedures comply with federal and state employment laws.

5.3 ETHICS AND CONDUCT

The successful operation and reputation of Harding Fine Arts Academy are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as careful regard for the highest standards of professional conduct and personal integrity.

The continued success of HFAA is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to HFAA, its students and their families, their fellow employees, and the community to act in a way that will merit the continued trust and confidence of the public, colleagues, and school leadership.

Harding Fine Arts Academy will comply with all applicable laws and regulations and expects its Board members, office staff, professional staff, certified and non-certified employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you concerning lines of acceptable conduct. If it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every HFAA employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.4 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Harding Fine Arts Academy wishes to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Site Administrator for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of HFAA. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee or both. Any plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of HFAA business dealings. For the purposes of this policy, employees and Board members are prohibited from participating directly or indirectly in procurement without full disclosure to the Governance Board when the individual knows that he/she or any

member of the employee's immediate family has a financial interest in the business seeking or obtaining a contract. "Contract" means any agreement for the procurement of items of tangible personal property, services, or construction. "Immediate family" is defined as a spouse, children, parents, brother, or sister.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, they must disclose the existence of any actual or potential conflict of interest to the Site Administrator or Lead Administrator as soon as possible so that safeguards can be established to protect all parties. The Governance Board is responsible for making any decisions about the possible contract and will err on the side of caution in its determination of whether there is a conflict of interest.

Personal gain may result not only in cases where an employee or relative has a significant ownership stake in a firm with which HFAA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving HFAA.

Additionally, this policy prohibits an employee of HFAA who is participating directly or indirectly with the procurement process to become, or to be, the employee of any person or business contracting with HFAA while employed with the school.

5.5 OUTSIDE EMPLOYMENT

HFAA recognizes that an employee may desire to seek outside employment during their professional relationship with HFAA (e.g., music instructors with private music students or positions with an orchestra). Outside employment is not prohibited by HFAA during the terms of the contract without first obtaining written approval.

To request approval for outside employment during the terms of a contract, an employee must first notify their direct supervisor, usually the principal, afterwards, a request may then be submitted in writing to the superintendent. Requests will be approved only as long as the employee can meet the performance standards of their job with HFAA.

All employees will be judged by the same performance standards and will be subject to HFAA's scheduling demands, regardless of any existing outside work requirements. If Harding Fine Arts Academy determines that an employee's outside work interferes with performance or the ability to meet the requirements of HFAA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with HFAA.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside HFAA for materials produced or services rendered while performing their jobs with HFAA. Employees in violation of conflict-of-interest policies will be subject to disciplinary action, up to and including termination of employment.

5.6 NON-DISCLOSURE

The protection of confidential information is vital to the interest of Harding Fine Arts Academy. Such confidential information includes, but is not limited to, the following examples:

- student and family information
- personnel issues
- student or employee medical information
- background check results
- drug and alcohol test results

All employees will abide by the confidentiality requirements set forth by their respective funding sources and the Family Education Rights and Privacy Act. Supervisors will provide training to all pertinent employees regarding these requirements.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not benefit from the disclosed information.

5.7 EMPLOYEE BACKGROUND CHECKS

Harding Fine Arts Academy believes that the safety of children is a fundamental responsibility of any family, community, or government. Background checks serve to ascertain that the minimum standards of character as published in Federal law are adhered to and in force.

In accordance with 70 O.S. § 6-190, background checks are required for all HFAA positions and are a condition of employment for new hires and re-hires. In accordance with the Act, records and related information shall be privileged and shall not be disclosed to unauthorized personnel or individuals. Persons with a felony conviction are ineligible for employment with Harding Fine Arts Academy.

Employees can request further information on background check requirements and procedures from the Site Administrator or the Administration Office.

6. EMPLOYMENT STATUS AND RECORDS

6.1 EMPLOYMENT CATEGORIES

Harding Fine Arts Academy intends to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

Regular employees are those who are hired for an ongoing budgeted position that offers a reasonable expectation for continuous employment for the duration of the contract. Consistent with Oklahoma law, employment at Harding Fine Arts Academy is on an “at will” basis, which means that you, the employee, or Harding Fine Arts Academy may terminate the employment relationship at any time, for any reason, with or without cause. In the event of any violation by the employee of any of the terms of the teaching contract, the employer may terminate employment without notice and without termination pay.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by HFAA management.

In addition to the above, each employee will belong to one other employment category:

EMPLOYEE WORK GROUPS

Employee Work Groups are designated based on type of work, length of work year, and offer different terms of employment. The Different work groups are listed as:

- S260 – District Administration
- S240 – School Administration, Maintenance, and Operations
- S210 – School Support Staff
- S180 – School Instructional Staff

REGULAR FULL-TIME

Employees who are not in temporary or introductory status and who are regularly scheduled to work 30 hours per week or more, at least 26 weeks per year. Generally, they are eligible for the HFAA benefit package, subject to the terms, conditions, and limitations of each benefit program. Regular full-time employee status includes:

- S260 – District Administration
- S240 – School Administration, Maintenance, and Operations
- S210 – School Support Staff

➤ S180 – School Instructional Staff

PART-TIME

Employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While part-time employees do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all HFAA's other benefit programs.

INTRODUCTORY

Employees whose performance is being evaluated during their first 90 days to determine whether further employment in a specific position or with HFAA is appropriate. Employees who satisfactorily complete the introductory period will be classified as regular employees.

TEMPORARY

Employees who are hired to perform a specific task with an expectation that the assignment may terminate at any time.

6.2 ACCESS TO PERSONNEL FILES

Harding Fine Arts Academy maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. It is the employee's responsibility to keep his/her information current. A copy of the employee's college transcript, a completed emergency information form, a copy of current teaching license or certificate, if applicable, and a W-4 must be submitted for the employee's file to be complete.

Official personnel files and employee records are maintained in the administrative offices. Personnel files are the property of HFAA, and access to the information they contain is restricted. These files are confidential and may only be accessed by the administration, the employee, or his/her authorized agent, or authorized public agencies in compliance with the Oklahoma Open Records Act. Generally, in compliance with federal and state privacy laws, only supervisors and management personnel of the school who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their file should contact the Site Administrator or the administration office and schedule a mutually agreeable time to review their files. Employees may review their personnel file in HFAA's administrative offices and in the presence of an individual appointed to maintain HFAA personnel files.

6.3 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Harding Fine Arts Academy are well qualified and have a strong potential to be productive and successful, it is the policy of HFAA to check the

employment references of all applicants.

The principal, superintendent, or relevant supervisor will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to information that can be substantiated by HFAA's records. Employees who wish specific employment data to be released may notify the Site Administrator in writing.

6.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify HFAA of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the principal.

6.5 EMPLOYMENT APPLICATIONS

Harding Fine Arts Academy relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

6.6 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted one week before the end of an employee's initial period in any new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

FORMAL PERFORMANCE REVIEW

All employees of HFAA shall have at least one formal performance review per contract or calendar year. The principal shall evaluate teachers based on the *Teacher & Leader Effectiveness* (TLE) model. New teachers shall be evaluated at least two times per school year - once prior to November 15 and once prior to March 10 of each year. Returning faculty shall be evaluated at least once prior to April 1.

In addition to annual formal evaluations, supervisors for all HFAA faculty and staff are encouraged to provide continual feedback throughout the year.

6.7 NON-RENEWAL OF CONTRACT

The Board has vested the Superintendent with the discretion to determine whether to renew any contract. A decision by the Superintendent, in the exercise of their discretion,

not to renew a contract is not subject to the performance evaluation procedure, the grievance procedure, the termination procedure, or the reduction-in-force procedure.

6.8 RECRUITMENT AND HIRING

The superintendent and principal are responsible for recruiting and hiring personnel. Employees who know qualified candidates should encourage them to submit applications to the principal.

The principal has primary responsibility for reviewing applications, screening interviews, and making recommendations for selections to the Superintendent. The principal is also primarily responsible for teacher observation, supervision, evaluation, and, if necessary, termination of employment.

7. PAYROLL & BENEFITS

7.1 STAFF COMPENSATION PLANS

Each year the Superintendent reviews compensation plans for employees. Once adopted by the Board of HFAA, these compensation plans are regarded as current policy.

Compensation plans include all salary and fringe benefits that have a monetary value to the employee, including but not limited to base salary, paid holidays, leave benefits, insurance, and retirement.

7.2 PAYROLL INFORMATION

HFAA employees are paid on the 20th of each month. Persons hired after the payroll deadline usually will not receive a full or revised warrant until the following payday. The first warrant received will reflect any retroactive pay owed to the employee.

Upon submitting the proper documents, HFAA employees may have their pay automatically deposited to their designated checking account.

7.3 FRINGE BENEFITS

HFAA participates in the Oklahoma Teachers Retirement System (OTRS). Employees who work a minimum of 4/7 of the school day are eligible for benefits. Such benefits may include health and/or retirement benefits. Employees may elect to have dental, vision, and life insurance benefits if they qualify for benefits. Information about benefit providers, applications, and modifications can be obtained from the Business Manager.

HFAA covers the full cost of OTRS (9.5% District Portion and 7% Individual Portion) for all Certified Staff. Non-Certified Staff have to pay the individual portion for the first four years of employment. On the 5th year of employment HFAA will assume the individual portion of OTRS for the Non-Certified Staff.

7.4 STIPENDS

Stipends for extra duties outside of the regular school day such as coaching or after-school tutoring will be paid as negotiated with the principal and noted in the employee contract.

7.5 ADMINISTRATIVE PAY CORRECTIONS

Harding Fine Arts Academy takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Manager so that corrections can be made as quickly as possible.

7.6 PAY DEDUCTIONS AND SETOFFS

The law requires that Harding Fine Arts Academy make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The School also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The School matches the amount of Social Security taxes paid by each employee.

HFAA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

HFAA may also take pay setoffs out of payroll checks. Setoffs are deductions allotted to help pay off a debt or obligation to HFAA or others, for example, court-ordered child support.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

7.7 WORKER'S COMPENSATION

HFAA provides the benefits established by the Oklahoma Workers' Compensation Act to all employees who are injured in on-the-job accidents, including medical expenses, temporary compensation, and benefits for permanent disability or death.

8. EMPLOYEE CONDUCT & DISCIPLINARY ACTION

8.1 STAFF CONDUCT

The HFAA Board believes that the attainment of goals is dependent upon the professional behavior of administration, faculty, and staff. Staff members have a responsibility to know and abide by federal and state laws that affect their work, the policies and goals of the Board of Directors, and the regulations designed to implement them. In addition to other

requirements, the following specific professional responsibilities will be required:

- Faithfulness and promptness in attendance at work;
- Support and enforcement of the policies of HFAA;
- Performance of duties and professional responsibilities reasonably and prudently, with honesty and integrity;
- Diligence, accuracy, and timeliness in submitting required reports, including lesson plans, curriculum maps, attendance reports, and updating grade books;
- Concern for and attention to employee and HFAA legal responsibilities for the safety and welfare of students and employees, including the need to ensure that students are under supervision at all times;
- Care, maintenance, and protection of school property;
- Observance of confidentiality requirements concerning student and personnel information pursuant to the Oklahoma Open Records Act and FERPA.

Employees are expected to conduct themselves professionally in their relationship with students, other employees, parents, patrons, other educators, and official representatives of various public agencies. Employees shall not date students, or otherwise develop inappropriate personal relationships with students.

All employees are expected to maintain a personal standard of conduct and professional appearance which is above reproach, and which will contribute to high morale and respect for the educational profession, and HFAA.

8.2 PROFESSIONAL APPEARANCE

All employees are expected to dress professionally. Please familiarize yourself with the student dress code policy, as faculty are expected to uphold and model appropriate dress for our students. Casual t-shirts and jeans are not allowed except on designated spirit days. Sweatpants, hoodies, flip-flops, tank tops, hats, and skirts or shorts shorter than two inches above the knee are not acceptable at any time.

Disclaimer: No dress code can cover all contingencies; so employees must exert a certain amount of judgement in their choice of clothing to wear to work. If you experience uncertainty about acceptable professional attire for work, please ask your supervisor or your Human Resources Staff.

Work attire should complement an environment that reflects a professional, respectable, and ethical organization. This policy is intended to define appropriate business attire during normal business operations and casual attire on Fridays.

HFAA recognizes the growing popularity of casual business attire in our society and the positive effects this policy has on morale throughout the staff. All clothing items must be clean and hole/torn free.

Acceptable Attire:

Tops	Bottoms	Footwear
------	---------	----------

Polos	Slacks/Dockers	Loafers
Cardigans/Sweaters	Capris	Dress Shoes
Dress Shirt/Oxfords	Dress Shorts	Tennis Shoes/Sneakers
School Shirt/Apparel	Jeans	Dress Sandal

Unacceptable Attire:

Cutoffs	Athletic Wear	Spandex/Lycra
Tube Tops	Thin Straps	Crop Top/Midriff
Beach Wear	Underwear as Outerwear	
Clothing with offensive: writing, pictures, design, etc.		

Enforcement:

HFAA Administration is responsible for monitoring and enforcing this policy. The policy will be administering according to the following action steps:

1. First Offense – Private Discussion and review of policy
2. Second Offense – Staff will have to go home and change with a verbal warning
3. Third Offense – Written Corrective Action

Review and Revision:

The district reserves the right to amend this document at any time.

8.3 DRUG-FREE WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, while on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or any other controlled substance, or dispense, possess, use or be under the influence of marijuana, or any alcoholic beverage while on or in the workplace. An employee who violates the terms of this policy may not be entitled to renewal of their contract, or their employment may be suspended or terminated, pursuant to employee disciplinary procedures.

8.4 HARASSMENT

All employees must avoid offensive or inappropriate sexual or racial behavior at work. Federal employment law defines harassment as unwanted behavior or verbal exchange that is based on an employee's age, race, gender, color, national origin, or disability.

Should harassment occur, the complainant should directly inform the offender that the sexual, racial, or other offensive conduct is unwelcome and must stop. If the behavior continues, the complainant shall report the harassment or discrimination to the principal, or, in the event that the complaint is against the principal, to the superintendent and Board of Directors. The complaint must be made in writing and contain the date(s) of the incident(s), a description of the incident, and the names of any witnesses if available. The principal, or Board designate, will then investigate the matter and take appropriate action.

If any parties involved wish to appeal the decision, they may petition the Board to review the matter.

8.5 OKLAHOMA STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I - COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 - Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program;
 - B. Deny benefits to any students; or
 - C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II – COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III – COMMITMENT TO THE PROFESSION

Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. *Willful neglect of duty;*
2. *Repeated negligence in performance of duty;*
3. *Mental or physical abuse to a child;*
4. *Incompetency;*
5. *Instructional ineffectiveness;*
6. *Unsatisfactory teaching performance; or*
7. *Commission of an act of moral turpitude.*
8. *Abandonment of contract.*

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this

state, the United States, or another state of:

1. *Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or*
2. *Any felony offense.*

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. *"Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and*
2. *"Sexual misconduct" means the soliciting or imposing of criminal sexual activity.*

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

8.6 REPORTING CHILD ABUSE

As a teacher, if you have reason to believe that a student is being abused or neglected, or is in danger of being abused or neglected, you **MUST** report the suspicion of abuse or neglect immediately to law enforcement and the Oklahoma Department of Human Services (DHS) by calling the statewide, 24-hour Hotline number, 1-800-522-3511.

By law, reporting child abuse or neglect is an individual responsibility. As the individual who suspects abuse or neglect, you are legally responsible for making certain that the report is made. Your legal responsibility is **NOT** satisfied by merely reporting your suspicions to the administration. If you would like to have an administrator or school counselor present when you make the phone calls, feel free to do so, however, they do not have to be.

You must notify the administration of your report. A person making a report, in good faith, is immune from civil or criminal liability. The name of the reporter is kept confidential by DHS.

WHAT INFORMATION SHOULD I BE READY TO REPORT?

- Accurately reporting the nature of the abuse or neglect is critical. Do not overstate or minimize the extent of the suspected abuse or neglect.
- The names, addresses, ages, and whereabouts of the child and the child's parents, or other persons responsible for the child's welfare, such as at the school, work, daycare, or hospital;
- Information pertaining to support systems for the family, other individuals who may be aware of the abuse or neglect, or any safety-related issues child welfare may need to be aware of prior to making contact with the family, such as domestic violence, presence of

- weapons, or use of illegal substances;
- The nature and extent of the abuse or neglect;
- Any historical information on the family related to the safety and well-being of the children and their parents or other identified caretakers; and
- Any other information you believe might help establish the cause of the injuries and the identity of the person responsible.

9. WORK CONDITIONS & HOURS

9.1 THE WORK YEAR

The length of both the work year and the specific duty days varies according to the position and assignment classification of the employee. Information regarding the work year is provided to individual employees at the time of employment; however, employees may wish to consult their employment contracts, job descriptions, and the school calendar to verify their work year and specific duty days.

9.2 THE WORKDAY

Like the work year, the specific times and duration of the workday vary according to job classification and assignment. Employees receive their individual time schedules from the principal. On regular school days, full-time employees are expected to be at school by 7:30 a.m. and to leave no earlier than 3:30 p.m. unless specifically authorized to do so by the principal.

There will be events/meetings that may fall outside of the normal work day that will be required. (ex. Graduation, IEP meetings, etc.)

9.3 FACULTY MEETINGS & PROFESSIONAL DEVELOPMENT

To maintain good communication and growth within our professional learning community, all teachers and staff are required to attend regularly scheduled faculty meetings unless specifically excused by the principal. The principal shall provide a calendar of regularly scheduled faculty meetings at the beginning of each year.

- Department meetings will be held at least once a week during the department's common planning period. If a department does not have a common planning period, they may meet at their convenience.
- Professional Learning Communities (PLCs) meet with administration every two weeks.

As an Oklahoma A+ Demonstration School, teachers are expected to attend A+ workshops and conferences whenever possible.

On-going professional development is essential to keeping our faculty well-informed about current educational issues and methodology and developing the skills needed for educating students in the 21st century. Faculty professional development will be held on days as designated on the school calendar.

When attending professional development beyond the school-provided opportunities, submit the Professional Development Form and a copy of any certificate(s) to the principal to be included in your file.

9.4 SAFETY & HEALTH

Employees are expected to notify their immediate supervisors of any existing or potentially unsafe hazardous conditions at their job sites. Employees must also use all personal protective equipment issued. (Employees are subject to disciplinary action for willful violation of posted safety rules and regulations).

EMERGENCY PROCEDURES & DRILLS

HFAA employees shall participate in emergency drills throughout the year.

9.5 ON-THE-JOB INJURY

Injuries occurring on the job must be reported to the principal within one hour of the occurrence. An Incident Report must be filed with the principal within 24 hours. An employee who is injured in the line of duty, and who is unable to perform their assigned duties may be absent without the loss of pay.

9.6 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, students, and the facilities at Harding Fine Arts Academy, visitors are expected to abide by HFAA policies. Visitors should be with their host at all times in order to help maintain safety standards, protect against theft, ensure the security of equipment, protect confidential information, safeguard employee and student welfare, and avoid potential distractions and disturbances.

ALL 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. Authorized visitors will receive directions or be escorted to their destination.

Employees are responsible for the conduct and safety of their visitors. Your cooperation in helping us to follow this policy and ensuring the safety of all children is expected and appreciated.

If an unauthorized individual is observed on HFAA premises, employees should direct the individual to the Administration Office or, if necessary, immediately notify their administration.

9.7 INTERNET & E-MAIL

Employees are allowed use of the Internet and e-mail when necessary to serve students and families and conduct school business. Use of the Internet must not disrupt operation of the computer network nor interfere with an employee's productivity. Employees are

responsible for using the Internet in a manner that is ethical and lawful. Employees are reminded that Equal Employment Opportunity and Harassment policies apply on the internet as well.

Internet messages are public and not private. Harding Fine Arts Academy reserves the right to access and monitor all files and messages on its systems. Our school trusts and expects employees to exercise personal responsibility whenever they use social media, which includes not violating the trust of those with whom they are engaging.

If and when employees use social media to communicate on behalf of HFAA, they should clearly identify themselves as employees. Employees who choose to make social media disclosures about topics relevant to our school should always be aware that their disclosures are not private or temporary. Social media disclosures live online indefinitely, and employees should remember that they will be visible to a broad audience and possibly even read out of context. Faculty and staff are reminded that any conversation or interaction with a student that would be deemed inappropriate in the classroom is also inappropriate on the internet. Contact with current students via Facebook or other social media in any context other than school-related activity is highly discouraged.

All teachers and staff will be assigned an e-mail address. Please check e-mail frequently during the day and read the day's school bulletin found on PowerSchool. Please review the bulletin for important dates and/or meetings. The school newsletter will be emailed to you monthly. Additionally, you will receive a weekly email from the administration about upcoming events and expectations. You are also encouraged to check the school's website calendar, www.hardingfinearts.org for posting of school events.

9.8 CELL PHONE/TELEPHONE USE

Except in an emergency, teachers should not use personal cell phones during class but may use them during the assigned planning period. Only in extreme emergencies will the faculty be interrupted for telephone messages.

9.9 MESSAGES

Emergency messages for all staff members will be delivered to the room. All other messages will be placed in the mailboxes or emailed to you.

9.10 USE OF TOBACCO BY EMPLOYEES

Smoking or any other form of tobacco use in the buildings and on the grounds by anyone, including, but not limited to, employees, is prohibited.

9.11 SCHOOL AND PERSONAL PROPERTY

Employees are responsible for the safekeeping and proper use of all equipment and supplies in their care.

The school district is not responsible for any loss or damage to teacher or student property

on the school campus. It is suggested that employees keep all personal items, such as purses, always locked in a desk or file cabinet.

9.12 STUDENT TRANSPORT

An administrator must be notified about and approve any staff or parent transport of a student for school-sponsored activities. The teacher/sponsor is responsible for notifying parents regarding student transport to and/or from school-sponsored activities.

9.13 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 the 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.

9.14 GRIEVANCE PROCEDURE

HFAA employees and teaching staff are supervised, hired, and terminated by the school principal. If an employee or teacher is disciplined or dismissed by the principal, he or she may appeal the action to the HFAA board. Such appeal shall be submitted in writing by the individual within ten (10) days of the principal’s action. The principal shall also provide written documentation of discussions, incidents, and/or plans of improvement regarding the behavior of the appealing individual.

The appeal will be reviewed by a designated committee of the HFAA board within ten (10) days of the receipt of the written appeal. Within five (5) days, the committee will affirm the principal’s decision or recommend a hearing by the full board at the next regularly scheduled board meeting.

9.15 BOARD-STAFF COMMUNICATIONS

It is the Board’s policy to maintain open channels of communication with employees. The line of communication with the Board is through the principal. This line of communication is not intended to deny the rights of any employee to appeal administrative decisions to the Board, but to ensure that the principal will be notified of the forthcoming appeal and that the appeal is processed in accordance with the Board’s grievance procedures.

10. LEAVES OF ABSENCE

10.1 PERSONAL LEAVE (PAID TIME OFF - PTO)

Fulltime employees are entitled to Paid Time Off (PTO) in the number of days per contract during each school year for personal illness, medical and dental appointments, pregnancy, accidental injury, illness, or other reasonable personal appointments and/or emergencies that require the immediate attention of the employee. These days accrue at the rate of one per month of the contract.

No payment shall be made for accumulated days upon resignation or termination of employment, but they may accumulate up to a total of 120 days to report to the State of Oklahoma for Teacher Retirement benefit documentation. *If an employee resigns or is terminated and has used more days than they have contractually accumulated, the employee's prorated daily salary will be calculated and withheld from their final paycheck for any PTO used in excess.* PTO is not part of any overtime calculation.

Whenever possible, PTO must be scheduled in advance for foreseeable reasons. Employees requesting PTO must make a written request to the Principal (Site Administrator) according to the Principal's established procedures. Requests for PTO are not guaranteed and are subject to written Site Administrator approval, staffing needs, and established HFAA procedures.

The Site Administrator may request the employee provide a statement from their health care provider at any time concerning the justification for an unscheduled absence. PTO may not be used for missed time because an employee reports late to work, except during inclement weather. PTO scheduled immediately before or after a holiday or break shall not be approved unless the employee can demonstrate the need due to extenuating circumstances.

Employee absences will be monitored. An employee will be counseled when the frequency and/or timing of absences adversely affects HFAA operations. When there appears to be a pattern of absenteeism or misuse of PTO, and the site administrator (principal) has cause to believe that leave is being abused, he or she shall investigate the employee's use of leave and the employee will be asked to substantiate the cause for leave. If the site administrator has cause to find that the reason for leave has not been substantiated, then he or she will inform the employee of their concern, and determine if disciplinary action against the employee is warranted.

10.2 ABSENCE FOR ILLNESS

If an employee is unable to report to work due to illness or injury, they are expected to call the designated contact person no later than 6:30 a.m. The school must also be contacted on each additional day of absence. Failure to give proper notice may result in leave without pay. In the event the employee becomes ill at school and needs to leave campus, the employee must contact designated personnel before leaving to ensure student supervision. If employees have persistent absences, they will be counseled by a

supervisor and may be requested to provide documentation of the illness. Before returning to work from a sick leave absence of 5 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work. *All teachers must maintain a substitute folder containing class lists, bell schedules, lesson plans, and instructions for taking attendance.*

10.3 HOLIDAYS

A list of paid holidays for full-time employees will be published at the beginning of each contract year. Full-time, year-long employees have up to 11 paid holidays per contract year, based on employee work group.

Typically, HFAA will grant holiday time off to all employees on state or federally recognized holidays listed below:

- New Year's Day
- MLK Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day
- New Year's Eve

Additionally, HFAA will abide by state and local regulations regarding snow make-up days; refer to the current school calendar for information.

HFAA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- S260 – 11 Days
- S240 – 11 Days
- S210 – 9 Days
- S180 – 0 Days

If a recognized holiday falls during an eligible employee's paid absence (such as Paid Time Off), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. However, holiday pay will not be provided while an employee is on an unpaid leave of absence.

Paid time off for holidays will not be counted as hours worked to determine whether overtime pay is owed.

10.4 BEREAVEMENT

BEREAVEMENT LEAVE FOR AN IMMEDIATE FAMILY MEMBER

At the discretion of the company, full-time employees may take up to five (5) days off with pay. Part-time employees will receive pro-rata pay. HFAA reserves the right to request verification of the need for bereavement leave.

Immediate family is limited to the spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins. First cousin means the child of a parent's sibling, i.e., the child of an aunt or uncle.

HFAA reserves the right to request verification of the funeral.

NON-FAMILY MEMBER FUNERAL LEAVE

At the discretion of HFAA Administration, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. Part-time employees will receive pro-rata pay.

HFAA reserves the right to request verification of the funeral.

ADDITIONAL BEREAVEMENT LEAVE

Employee's will be granted upon request an additional non-paid leave of up to four (4) days following the death of an immediate family member.

Employees must follow the company guidelines for requesting leave and tracking time away from work.

10.5 REPORT TO WORK LATE

If an employee, attempting to report to work, finds that they will be delayed by traffic conditions or the weather, the employee will notify the school office as soon as possible of their anticipated arrival time. The employee will report to duty as soon as practicable that day.

A delay of fewer than two hours will not result in a loss of pay. When the delay is two hours or more, the employee will be charged by the 0.5 hour, and will be rounded up.

10.6 JURY DUTY

Employees summoned for jury duty will be allowed the necessary time off from work to

perform this civic responsibility. Employees must give HFAA two weeks' advance notice. HFAA will pay such employees the difference between their regular salary and any jury duty fees received.

Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. HFAA may require the employee to supply documentation from the court affirming the employee's jury duty service.

10.7 MILITARY DUTY

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Any unused sick days will continue to accrue up to 120 days as long as the employee is employed at HFAA.

If an employee has 120 days of unused accrued leave at the time that he/she leaves HFAA, it will be reported to the Teachers' Retirement System and will count as an additional year of retirement.

10.8 UNPAID LEAVE

An employee may apply for and receive approval for unpaid personal leave when the reason for absence does not meet the criteria for paid leave or when an employee has exhausted appropriate leave. Unpaid leave is subject to the same approvals and conditions as paid leave.

10.9 LEAVING SCHOOL DURING LUNCH OR PLANNING PERIOD

Employees may leave school grounds during their lunch or planning periods but are required to sign out and back in when they return. If a teacher has left the school grounds and discovers that he/she will not make it back to school in time for a class or duty assignment, he/she must notify the school office immediately so that a sub can be obtained.

10.10 SUBSTITUTE FACULTY

Whenever feasible, Harding Fine Arts Academy will try to provide a qualified substitute teacher to fill in for classroom teachers who are absent. Whenever a substitute teacher is not available, other faculty will be asked to cover students or the school will provide an alternative educational program or enrichment. Whenever it is practical, the principal will assist with substitute teacher duties.

If a teacher loses their prep/plan period to sub, they will receive 1/6 of the daily rate of pay for a substitute teacher. The current daily rate is \$120/day.

11. CLASSROOM MANAGEMENT & STUDENT BEHAVIOR

All employees are expected to support HFAA policies regarding student behavior, dress, attendance, and technology use. Teachers should familiarize themselves with the rules and regulations detailed in the Parent/Student Handbook. Well-planned classes and established expectations and procedures eliminate 90% of student behavior problems.

11.1 ADVISORY

All full-time teachers will be expected to mentor a group of students assigned to them in Advisory. This group of students will look to their Advisor to be their advocate and primary adult at HFAA. The advisor's responsibilities include the presentation of material made available to them regarding goal setting, career planning, educational progress, nutrition and health, decision-making, and other areas that focus on the development of a healthy and productive citizen. The advisor will have access to their advisees' grade reports and may be asked to conference with the parents on behalf of all the student's teachers. To be prepared for such conferences, it is the responsibility of the advisor to gather pertinent information regarding the student's academics and behavior before a parent-teacher conference. All advisors are expected to make contact with the parent or guardian of each of their advisees at least once per quarter. Advisors will also be responsible for taking attendance during advisory and at any other time that the students meet in their advisory groups.

11.2 BEFORE & AFTER SCHOOL, LUNCH DUTY

Every teacher will be assigned supervisory duty weekly. Part-time teachers will be assigned a supervisory duty once per week, while full-time teachers will have three duty times. During this time, the teacher needs to be vigilant for inappropriate behavior and shall report such behavior to the assistant principal in charge of discipline. Failure to fulfill one's duty obligations will result in a reprimand in the teacher's file. Continued neglect of duties may result in termination.

Any duty that is outside of the normal work day (9.2) will be receive compensation.

11.3 STUDENT SUPERVISION

Because the safety and well-being of our students are of paramount concern, students must be supervised at all times. In the event a student was injured and there was no teacher present, the student would not receive immediate assistance and the teacher and school could be liable for negligence.

If a teacher must leave the classroom for an emergency, the teacher should arrange for another teacher to monitor the class or call the principal or assistant principal for assistance. Teachers are expected to stand in their doorways five minutes before and after school and in between classes to monitor safety in the hallway.

11.4 SUPPLEMENTAL CLASSROOM MATERIALS

Current copyright laws must be carefully followed when preparing lessons or planning school events. For an overall view of current copyright implications in education, see the Library of Congress guidelines.

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>

All supplemental material, including feature-length motion pictures, shown in the classroom must be related to the specific curriculum being taught, and all material shown on campus should be appropriate for the audience viewing it. Prior approval from the principal is required for the showing of feature films.

12. MISCELLANEOUS

12.1 SCHOOL COMMUNICATION

Administration, faculty, and staff will utilize various methods of communication including email, School Messenger Alerts (including email, text, or a voice call), school website, individual teacher TEAMS pages, and school social media.

- Please check your e-mail frequently during the school day.
- Staff is expected to respond to e-mail within 48 hours.
- Be mindful of FERPA requirements when using e-mail.
- Faculty and staff are to only use school e-mail for school purposes.
- The principal will send a weekly email to faculty & staff about upcoming events and expectations.
- You are encouraged to check the school's website calendar for posting of school events → www.hardingfinearts.org.
- All HFAA personnel have physical mailboxes in the teacher workroom across from the main office. Remember to check your mailbox twice daily.

12.2 BUILDING & PERSONAL SECURITY

Building entry/exit doors and classroom doors must always remain locked for safety and security reasons. Keys or key cards shall be issued according to the Building Key Policy.

Never cover classroom door windows except in accordance with emergency procedures.

12.3 OFF-CAMPUS SCHOOL SPONSORED ACTIVITIES

Harding Fine Arts Academy supports the use of instructional field trips to enhance the educational objectives of the school. A field trip is defined as a planned curricular or extracurricular experience for students directly related to and correlated with a specific unit of study or specialized function of the school. Field trips are recognized as a viable means of providing educational opportunities that would not be available in the classroom. All field trips undertaken under the auspices of HFAA must be planned and executed with the safety and supervision of students in mind. No student should ever

leave campus without the knowledge and express written permission of parents/guardians. Sponsors must have administrative permission when undertaking an off-campus trip, and work with the administration and the Off-Campus School Sponsored Activity Checklist to ensure a safe and successful trip.

12.4 PARENT-TEACHER ORGANIZATION (PTO)

Teachers are encouraged to participate in the school's PTO. The support a strong partnership with parents can bring is vital to an excellent school. A representative elected from the faculty is requested to meet with the PTO board at the monthly or quarterly meetings.

12.5 FUNDRAISERS

All classroom and student-program fundraisers must be approved by the principal and coordinated with the superintendent and Harding Fine Arts Academy Foundation's Director of Development. The principal will provide a Fundraiser Request & Approval form that must be approved and on file before any fundraising activities begin. Check with the principal regarding any financial requirements, requisitions, and purchase orders before placing an order for or purchasing.

HFAA is a non-profit agency and is therefore not subject to paying sales tax. Club chairs and others may obtain a copy of the school's tax-exempt letter to assist in purchasing tax-free and soliciting donations. All donations need to be reported to the principal along with a detailed description of the item(s) and the name and address of the donor so that an acknowledgment of the donation can be sent.

The Harding Fine Arts Academy Foundation sponsors a major fundraising event annually, the Leadership in Arts & Academics Award. Faculty are expected to support this effort as much as possible as the funds generated benefit the whole school's program.

UNAUTHORIZED SOLICITATION

Solicitation of funds by any personnel or student on school property is not permitted except for the sale of tickets or fundraisers with prior written approval from the principal.

12.6 USE OF SCHOOL NAME, LOGOS, OR LIKENESS

All uses of the school's name, logos, or likenesses must be approved and in accordance with policy. Approval in writing from the principal is required when School Activity Fund (SAF) Accounts are being utilized; however, bypassing the use of SAF accounts does not relieve the requirement for formal approval. This includes written approval for all school, club, or sports apparel or other items prior to purchase order approval. The principal shall establish procedures and forms.

The use of the school's name, logos, or likenesses is for school and school program use only and shall not be used in conjunction with outside slogans, organizations, or movements without Board approval.

12.7 NEW FACULTY ORIENTATION

The Superintendent shall work with the principal to formulate an orientation program that shall be conducted for new employees prior to the start of the new school year. The program will provide general orientation concerning the school mission, goals, and governance structure, and the school's policies and procedures.

12.8 STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The governance board recognizes that Harding Fine Arts Academy employees have the same civic responsibilities and privileges as other citizens. Among these are campaigning for and holding public office. Employees' political activities shall not interfere with job duties. Involvement in such activities shall be at the discretion of individual employees and shall not involve the educational programs of the district. Employees shall not use Harding Fine Arts Academy's time, equipment, supplies, or facilities for solicitation of funds for any campaign purposes.

12.9 CPR TRAINING

All coaches and chief sponsors of an extra-curricular athletic activity (including cheerleading) that is sponsored or sanctioned by HFAA must maintain and submit to the proof of current certification in cardiopulmonary resuscitation (CPR). CPR certification must be issued by an organization that provides equivalent training and certification such as the American Red Cross, the American Heart Association, or another organization.

12.10 PERSONNEL PROTECTION AGAINST RETRIBUTION AND RETALIATION

No HFAA employee shall prohibit or discipline any other employee for:

- Refusing to act in violation of an established and well-defined public policy or for performing an act consistent with a clear and compelling public policy
- Reporting a violation of the Constitution or laws of the United States, the Constitution, or laws of the State of Oklahoma and reporting violations of the ordinances or code of the city in which the school resides
- Reporting violations of Governance Board Policy or Regulations
- Reporting intentional misuse or destruction of the school's or district's assets
- Reporting inappropriate conduct of any employee toward the school's or district's students, patrons, or employees
- Reporting such information without giving prior notice to the employee's supervisor or anyone else in the employee's chain of command

This policy shall not be construed to protect an employee from appropriate disciplinary action who is otherwise engaged in misconduct or is unwilling to perform his/her duties. It should also not be construed to protect employees who report information they know or reasonably suspect to be false, or which is confidential pursuant to law.

12.11 WORK LIFE BALANCE

Other than emergency situations/instances, employees are not expected or required to check or respond to any work related communication outside of normal work hours (9.2) or pre-scheduled school related events/activities.

12.12 21ST CENTURY WORK ENVIRONMENT

Whenever possible HFAA will utilize electronic communication & processes. HFAA will work to modernize our learning and work environment.

13. APPENDIX



2022/2023 Salary Schedule

Step	BACHELORS	MASTERS	DOCTORAE
0	\$38,301.00	\$39,691.00	\$41,081.00
1	\$38,735.00	\$40,125.00	\$41,515.00
2	\$39,169.00	\$40,559.00	\$41,949.00
3	\$39,604.00	\$40,994.00	\$42,384.00
4	\$40,038.00	\$41,428.00	\$42,818.00
5	\$40,510.00	\$41,900.00	\$43,290.00
6	\$40,973.00	\$42,363.00	\$43,754.00
7	\$41,437.00	\$42,827.00	\$44,217.00
8	\$41,900.00	\$43,290.00	\$44,680.00
9	\$42,363.00	\$43,754.00	\$45,144.00
10	\$43,384.00	\$45,268.00	\$47,645.00
11	\$43,877.00	\$45,761.00	\$48,138.00
12	\$44,370.00	\$46,254.00	\$48,631.00
13	\$44,862.00	\$46,747.00	\$49,124.00
14	\$45,355.00	\$47,239.00	\$49,616.00
15	\$45,867.00	\$47,752.00	\$50,130.00
16	\$46,360.00	\$48,245.00	\$50,623.00
17	\$46,853.00	\$48,738.00	\$51,116.00
18	\$47,346.00	\$49,231.00	\$51,609.00
19	\$47,839.00	\$49,724.00	\$52,102.00
20	\$48,352.00	\$50,238.00	\$52,617.00
21	\$48,845.00	\$50,731.00	\$53,110.00
22	\$49,339.00	\$51,224.00	\$53,603.00
23	\$49,832.00	\$51,718.00	\$54,097.00
24	\$50,325.00	\$52,211.00	\$54,590.00
25	\$51,749.00	\$53,671.00	\$56,095.00

Special Education + 6% | Counselor + 11%

Harding Fine Arts Academy

2022-2023 **S180** Calendar

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					19	

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						19

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						179



Work Group Days Off

179 Days

Harding Fine Arts Academy

2022-2023 **S210** Calendar

July '22							August '22							September '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31						4							23							21

October '22							November '22							December '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31					19							17							12

January '23							February '23							March '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
						20							19							18

April '23							May '23							June '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30						19							22							7



School Closed/ Holidays



Work Group Days Off

201 Days + 9 Holidays = 210 Days

Harding Fine Arts Academy

2022-2023 **S240** Calendar

July '22							August '22							September '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31						15							23							21

October '22							November '22							December '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31					19							17							12

January '23							February '23							March '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
						20							19							18

April '23							May '23							June '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30						19							22							21



School Closed/ Holidays



Work Group Days Off

Black Out Days

226 Days + 11 Holidays + 3 Shutdown Days = 240 Days

Harding Fine Arts Academy

2022-2023 **S260** Calendar

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						23

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					21

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						15

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						19

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						23

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						20

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21



School Closed/ Holidays



Work Group Days Off

Black Out Days

242 Days + 11 Holidays + 7 Shutdown Days = 260 Days