



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

BOARD POLICY MANUAL

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SCHOOL VISION, MISSION, AND COMMITMENT

VISION

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

MISSION

*We are: **Preparing students for college in an academically challenging arts-integrated environment.***

COMMITMENT

*We are: **Committed to educating each student to become compassionate, inspirational, artistic, and an intellectually-prepared participant of the global society.***

NON-DISCRIMINATION POLICY

Harding Fine Arts Academy is a tuition-free, public charter school, and does not discriminate based on ethnicity, race, color, religion (including antisemitic discrimination or harassment), 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).

SECTION A: GOVERNANCE

GOVERNANCE BOARD STATEMENT

The governing body of Harding Fine Arts Academy is the Board of Directors, hereinafter referred to as the “School Board.”

All policies and procedures set forth herein are presented only as a matter of information. These policies and procedures may be changed or deleted, and new policies and/or procedures may be adopted at any time. All changes will be promptly communicated to all school stakeholders.

This manual and the policies and procedures set forth herein are not intended to create or constitute a contract or to change the nature of the employment relationship between Harding Fine Arts Academy and the faculty member or administrative staff member, which are at will.

All policies, decisions, and directives of the School Board shall be adopted and followed by the administration, faculty, staff, students, parents/guardians of the students and guests.

The Harding Fine Arts Academy School Board is committed to equity, diversity, and inclusion within the composition of the School Board to reflect our student population.

BOARD DUTIES & RESPONSIBILITIES

The Board shall serve as the primary governing unit of the school. Its purpose is to ensure that student educational needs are met in keeping with the mission and goals of the school. The Board sets policy and guidelines for the school's day-to-day administration. It employs the Superintendent and all faculty members. The Board adopts a budget that manages all State Aid funds and all funds that come through grants and donations directly to the school. The Board is the final mediator of all disputes and grievances presented by students, faculty, administrative personnel, and parents. The Amended and Restated Bylaws of Harding Fine Arts Academy, Inc. are available for review in the Appendix to this Policy Manual.

The Board shall have all powers and authority which may be granted to a board of directors of a corporation under the laws of Oklahoma and for the purpose of operating and managing Harding Fine Arts Academy as a public charter school.

The Board has the responsibility to uphold the mission and vision striving to ensure that decisions and the core values of the school coincide.

The duties of the Directors include the following:

1. Exercise a duty of obedience to the Academy's central purpose in guiding all decisions;
2. Exercise a duty of care and act in good faith in all dealings and interests with the Academy;
3. Exercise a duty of loyalty to the Academy by avoiding and/or managing conflicts of interest;
4. Elect the Board of Directors of the Harding Fine Arts Academy Foundation subject to any Federal or State tax credit requirements;
5. Approve, periodically review, and/or amend these Bylaws and the Certificate of Incorporation;
6. Approve, periodically review, and/or amend Board policies which may include duties in addition to those designated in these Bylaws;
7. Review and approve policies and operate in accordance with such policies;
8. Maintain a record of all approved policies and contemporaneous minutes and records of all meetings of the Board or committees with Board delegated duties or authority;
9. Ensure effective organizational planning. As stewards of the charter school, the School Board must actively participate with the staff in an overall planning process and assist in implementing the resulting plan.
10. Approve and oversee the annual budget;
11. Review Form 990 prior to submission to the IRS or authorize an appropriate committee to perform such duty;

12. Fill the position of the Executive Director, ensure annual evaluations are performed, and establish the qualifications, description of duties, and general scope of authority related to said position;
13. Make a personal annual financial contribution to the Academy;
14. Sit on a minimum of one (1) committee unless excused from such duty by a vote of the Board;
and,
15. Perform such other duties as prescribed by the Board.

DUTY OF CARE

Board members must exercise due care in all dealings with their organization and its interests. This includes active participation in School Board meetings and committees, careful oversight of financial matters, reading of minutes, and attention to issues that are of concern to the organization, raising questions whenever there is something that seems unclear or questionable. Board members are responsible for strategic planning and transparency, modeling continuous learning with integrity.

DUTY OF LOYALTY

Conflicts of interest, including the appearance of conflicts of interests, must be avoided. This includes personal and professional conflicts with other organizations with which a School Board member is connected. Making governance intentional and providing stable leadership, provides efficient and effective outcomes for School Board meetings and decision-making that supports the school in a myriad of ways.

DUTY OF OBEDIENCE

Following the Bylaws along with the mission of the school, as well as the applicable laws and state regulations of public school will help ensure a successful operating board. To survive in a changing world, a Board must be focused and flexible, always keeping students at the forefront of decision making and best practices. Translating challenges into opportunities demonstrates creativity and innovation for intentional results.

BOARD ATTENDANCE

Any Director who misses three (3) consecutive Board meetings shall be deemed to have resigned as a member of the Board and cease to be a member thereof on the date of the third absence. The Director may request in writing to be reinstated and reinstated by a vote of the Board. A majority vote of the total number of Directors may remove any Director at any time with or without cause at any regular or specially called meeting.

Any Director may resign at any time by giving written or verifiable electronic notice to the President or the Secretary. Any resignation shall take effect upon receipt or at the time specified in the notice and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. No director may resign if the Academy would then be left without a duly elected Director or Directors in charge of its affairs, except upon notice to the Oklahoma Secretary of State and the Internal Revenue Service.

BOARD SELF-ASSESSMENT

The Board believes that the efficient and effective performance of the Board itself can have a significant impact on the overall success of the school and is an essential component of good governance. Therefore, the Board will conduct an annual self-assessment. The Governance Committee will conduct the assessment. This Committee shall determine the format of the assessment to include a written component. The process should be designed to encourage constructive feedback aimed at improvement.

BOARD ELECTION POLICY/PROCEDURES

The Board will consist of not fewer than five (5) and not more than eleven (11) voting Directors. The Board may increase or decrease the number of Directors, in accordance with the range specified above, and are entitled to vote thereon at any regular or special meetings of the Board. The policies and procedures governing membership on the School Board can be found in the Harding Fine Arts Academy By-Laws (located in the Appendix to this Policy Manual), Sections 2.4, 2.5, 2.6, 2.7, 2.9, 2.10

VOTING AND PRIVILEGES

Each Director entitled to vote shall have one (1) vote. Voting shall take place in an Open Meeting and be recorded to reflect the vote of each Director. Routine business and elections shall be transacted by a majority of the Directors present and voting at a meeting where a quorum is present, except when the law or these Bylaws require otherwise. In the case of a tie vote, the motion will fail. Proxies may not be used. In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Harding Fine Arts Academy.

PROCESS FOR ADDRESSING BOARD MEMBER VIOLATIONS

The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. In the event of a member's willful and continuing violation of policy, the Board will seek remedy by the following process:

1. Conversation in a private setting between the offending member and the Board Chair or other individual member;
2. Discussion in an executive session between the offending member and the full Board;
3. Censure of the offending member of the Board by an affirmative vote of at least two-thirds (2/3) of the sitting members of the Board.

INDEMNIFICATION POLICY

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that s/he is or was a Director, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise. This indemnification includes expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if s/he acted in good faith and in a matter s/he reasonably believed to be in or not opposed to the best interests of the Corporation. With respect to any criminal action or proceeding, s/he must also have had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner in which s/he reasonably believed to be in or not opposed to the best interest of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

Harding Fine Arts Academy will purchase and maintain Directors and Officers Liability Insurance (often called D&O), liability insurance payable to the directors and officers of a corporation, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously.

CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to ensure Harding Fine Arts Academy (the “Academy”) is in compliance with the Oklahoma School Code and with state and federal laws impacting the Academy as a Charter School and as a tax-exempt entity under Sections 501(c)(3) and 170(b)(1)(A)(ii) of the Internal Revenue Code.

In accordance with 62 O.S. Section 371, 21 O.S. Section 355 and the Oklahoma School Code Section 913, the Academy shall NOT:

1. Conduct business with a member of the School Board of the Academy to furnish for consideration any material or supplies of any type.
2. Purchase materials or supplies from a business that employs a member of the School Board or employs the spouse of a member of the member or the spouse of a member who has an interest in the business of more than five percent (5%).
3. Any contract or purchase made in violation of the above shall be wholly void, and no appropriation of public funds shall be made to pay the amount of the contract or purchase. Therefore, the Director receiving any funds in violation of this policy must immediately repay the full amount. If such amount is not paid by the Director receiving the funds, the Directors voting for such contract or purchase shall be held personally liable for the amount thereof.

However, the following shall not be considered the making of a contract:

1. The depositing of any funds in a bank or other depository;
2. Any contract with a qualified nonprofit Internal Revenue Code Section 501(c)(3) organization, except for contracts paying salaries or expenses or except a contract entered into by a school district involving the counseling or instruction of students or staff; and
3. Monthly billings are submitted to any county or local subdivision of the state for public utility companies, whose services are regulated by the Oklahoma Corporation Commission.

This Conflict-of-Interest Policy is adopted by the Harding Fine Arts Academy Board of Directors this 22nd day of September 2020.

MEETINGS

All meetings of the School Board, regardless of the type of meeting, shall be held in accordance with the Oklahoma Open Meeting Act (a copy may be found in the Appendix of this policy manual). There shall be a minimum of four (4) meetings of the Board per year, one of which will be considered the Annual Meeting. Meetings of the Board may be held at such times as shall be determined by the President or by any three (3) Directors. Meetings of the Board may be held at any location designated by the Board as long as all requirements of The Oklahoma Open Meeting Act are met. The Superintendent, or a designee, will attend meetings of the Board with the exception of Executive Sessions where the employment of the Superintendent is being discussed.

QUORUM

A 51% majority of the total number of Directors shall constitute a quorum. As set forth in Harding Fine Arts Academy By-Laws, Section 3.4, a majority of the Directors present and voting at a meeting where a quorum is present shall be deemed the action of the Board unless specified otherwise in the bylaws.

Directors with a conflict of interest may be counted for purposes of determining a quorum but may not participate in voting on such conflict of interest. In the absence of a quorum, a majority of the Directors present at any meeting may vote to adjourn the meeting to another place, date, or time. Notice of any meeting adjourned and rescheduled in this manner shall be given as set forth below in Bylaws, Section 4.3.

NOTICE AND POSTING OF MEETINGS

Notice and posting of meetings for the School Board shall be in accordance with the Oklahoma Open Meeting Act. Directors who wish to receive notice of meetings via electronic transmission in addition to the requirements set forth in The Oklahoma Open Meeting Act must provide their address to the Secretary of the Board.

PUBLIC ATTENDANCE AT BOARD MEETINGS

It is the Board's policy to maintain open channels of communication with all stakeholders. As required by the Oklahoma Open Meetings Act 51 O.S. §24A, any interested party may attend regularly scheduled meetings of the School Board. Notice of the time, place, and agenda of the meeting shall be posted 24 hours prior to the meeting and on the school's website.

Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion, as defined under

Oklahoma law. An executive session may be called only upon the affirmative vote of a majority of the quorum present. No formal action of the Board may be taken in any executive session.

PUBLIC COMMENT AT BOARD MEETINGS

Harding Fine Arts Academy desires to provide opportunities for any member of the community to express interest in and concern for the school. A pre-scheduled time for public comment shall be a part of every regularly scheduled Board meeting. The Board reserves the right to establish reasonable time limits for such public comment. A form to be included in the Public Comments portion of the Board Meeting Agenda can be accessed on the Harding Fine Arts Academy website: <http://hardingfinearts.org/board-meetings>. The form must be completed and submitted to the Office between 8:00 am and 5:00 pm the day of a regularly scheduled meeting of the Board.

At the discretion of the Board, patrons may speak to the Board on items of concern during this section of the Board meeting.

- The Board may limit the amount of time allocated for Public Comment. A time limit of three (3) minutes will be allowed for each speaker. The time limit may be extended by the consent of the Board.
- Where a recognized group or organization wishes to speak only one (1) person (representative) from such shall speak on behalf of the group and or organization. No person shall be permitted to speak more than once during any meeting and speakers cannot assign or yield their time, or a portion thereof, to another speaker.
- The Public Comment portion of the meeting is not for the purpose of discussion, debate, or question and answer between the speaker and the Board or any member thereof.
- Any questions a speaker wishes to be answered must be presented to the Board in written form and will be responded to in writing, by the Superintendent or Board President as soon after the meeting as is practical.
- The following areas will not be permitted during Public Comment: (1) any issues involving a pending complaint or grievance against any individual employee; (2) any employee disciplinary actions, including complaints, suspensions, or terminations; and (3) any matters involving individual students.
- Decorum will be observed at every meeting including during the Public Comment portion. Solicitation for business or announcements of events, personal or business, are not appropriate during the Public Comment portion of the meeting and will not be permitted.

All regularly scheduled meetings are conducted on the fourth Tuesday of every month unless otherwise noted in dates of all Board meetings due to conflict of schedule. All meetings begin at 5:30 pm, with a

quorum, and are conducted in the Harding Fine Arts Academy Media Center: 3333 N. Shartel, Oklahoma City, OK., provided the board can meet in person. Should circumstances change, meetings will be conducted virtually. Information for virtual meetings can be found on the Harding Fine Arts Academy website listed above.

DECISION AND POLICYMAKING

DECISION MAKING

Harding Fine Arts Academy has been created to serve students. All decisions by the Board and the administration should be made within the parameters of the mission and vision of the school, always keeping in mind the interest of students.

POLICYMAKING

The Board shall be solely responsible for adopting, repealing, or amending policies for Harding Fine Arts Academy. Action by the Board shall be accomplished as set forth in the bylaws.

Proposals for adopting, repealing, or amending policies for Harding Fine Arts Academy may be made in writing by any member of the Board, or by any parent or student, submitted through an administrator of the school. When appropriate, policy change proposals shall include adequate information concerning potential fiscal impact on the school.

Except in cases of special need, the Board shall follow the following procedure in adopting, repealing, or amending policies at Harding Fine Arts Academy:

- a. **The First Reading.** The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting. At first reading, the Board shall receive public comments and comments from the sponsor of the proposed policy. A vote of the Board will be taken after the reading, and if the amendment receives a simple majority vote of the Directors present at the meeting, it will be placed on the agenda for a second reading at the next meeting of the Board.
- b. **The Second Reading.** If the proposed policy is approved on first reading, it will be placed on the agenda and considered at the next regular or special meetings of the Board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a majority vote of the Directors present at the meeting in which a quorum is present.
- c. **Special Need.** Upon a two-thirds (2/3) vote of the Directors present at a regular or special meeting called for that purpose, a special need may be declared. If a special need is declared, a policy may be adopted on first reading. A special need is something that could not be foreseen in advance and has an immediate impact on the smooth and healthy operation of the school.

AMENDMENTS

The policies contained herein may be amended, altered, changed, or repealed by the affirmative vote of a majority of the total number of the Directors present and voting at a meeting where a quorum is present. If the proposed policy is adopted, it shall become a policy of Harding Fine Arts Academy, and the Policy Manual shall be amended accordingly.

BOARD REVIEW OF ADMINISTRATIVE PROCEDURES

The Board recognizes that its role is to ensure that Harding Fine Arts Academy is well managed, not to manage Harding Fine Arts Academy. The Superintendent shall be responsible for the day-to-day administration of affairs of Harding Fine Arts Academy and shall manage all activities of the school as prescribed by the Board. As a result, the Board need not review administrative policies and regulations in advance of issuance except as required by law. However, the Board should approve in advance any highly sensitive matters of policy and/or regulations that have the potential to impact its duties and obligations to Harding Fine Arts Academy and/or the Oklahoma Department of Education. To that end, the Superintendent shall exercise their discretion. The decision of the Board shall be final.

RECORD KEEPING

1. The School and its Board are subject to the Oklahoma Open Records Act.
2. "Record" and its exceptions are defined in 51 Okla. Stat. §24A.3(1), and the Board shall refer to this statute in deciding whether material is to be considered a "record" for the Open Records Act purposes.
3. Under 51 Okla. Stat. §24A.4, in addition to other records which are kept or maintained, the Board has a specific duty to keep and maintain complete records of the receipt and expenditure of any public funds reflecting all financial and business transactions relating thereto, except that such records may be disposed of as provided by law.
4. Generally, all of the Board's records are to be open for inspection. The Board shall take vigilant notice of the exceptions, procedures, and fees associated with inspection and copying outlined in 51 Okla. Stat. §24A.5.
5. In addition to the exceptions noted in #4, certain of the records are to be kept confidential. The Board shall consult the Open Records Act for more details.
6. Subject to the specific statutory-prescribed circumstances, this includes personnel records (51 Okla. Stat. §24A.7), Board members' personal notes (51 Okla. Stat. §24A.9), library and archival material (51 Okla. Stat. §24A.11), records obtained from the federal government or from federal legislation (51 Okla. Stat. §24A.13), personal communications received by Board members from "a person exercising rights secured by the Constitutions of the State of Oklahoma or the Constitution of the United States" (51 Okla. Stat. §24A.14), and information relating to terrorism (51 Okla. Stat. §24A.28). Other confidential records are described in 51 Okla. Stat. §24A.19. More specifically, pursuant to 51 Okla. Stat. §24A.16, the School and its employees may keep confidential all individual student records, teacher lesson plans, tests and other teaching material, and personal communications concerning individual students. However, statistical information not identified with a particular student and directory information is open for inspection, as statutorily mandated.

LEADERSHIP SUSTAINABILITY POLICY

The Board Officers and Superintendent roles are critical to the smooth functioning of a charter school; therefore, Harding Fine Arts Academy School Board will have a Leadership Sustainability Plan which:

1. Ensures ongoing and continuous development of leadership capacity at the Superintendent and Board levels.
2. Responds in a timely and effective manner to an emergency leadership transition.
3. Responds in a timely and effective manner to a planned leadership transition.

SECTION B: ADMINISTRATION

THE SUPERINTENDENT

The Superintendent is Board-appointed Executive Director. This position serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, academically rigorous learning environment. Achieving academic excellence requires that the Superintendent work collaboratively with the school principal to direct and nurture all members of the school staff and to communicate effectively with parents.

The Superintendent shall be hired by and report directly to the Board. The Board will establish a committee to perform annual evaluations and establish the qualifications, procedure for selection, description of duties, and general scope of authority related to said position. In addition, the Board will ensure the date and terms of compensation arrangements of the Superintendent are recorded in writing and maintained with the information on which the Board based its decision. These documents can be found in the Appendix of this Policy Manual.

The Superintendent is responsible for the final interpretation of Board policies as well as seeing that all state and federal laws and regulations applicable to the District are enforced. The Superintendent should keep the Board informed as to how policies are being carried out and how effectively such policies are operating. The Superintendent should maintain a public relations program that will inform the community of the activities, needs, and successes of the District. The Superintendent should also maintain open communication with principals, teachers, and other staff to determine their needs, ideas, and accomplishments within the District. The Superintendent shall also perform those duties and responsibilities set forth in the applicable job description, contract, law, District policy, or Administrative Regulation.

Annually, the Executive Committee shall conduct a performance evaluation of the Superintendent in accordance with the Evaluation Protocol established (which provides guidelines for how to gather information, a timeline for evaluation activities that aligns with the school year, and what to include in the written evaluation document).

The Superintendent is the Board's link to operational achievement and conduct, so that all authority and accountability of staff, as far as the School Board is concerned, is considered the authority and accountability of the Superintendent. The Superintendent will, directly or indirectly, supervise all other staff members employed by the school. Decisions regarding employment, reemployment, reassignment or termination of all employees, including principals, teachers and support staff shall be made by the

superintendent. The superintendent is responsible for establishing staff members compensation levels and overseeing staff evaluations.

Revised: 3-25-2025

THE PRINCIPAL(S)

The school principal is the chief administrative officer of the school to which he/she is assigned. To the people of the community, he/she is a representative of the Superintendent. The school principal is directly responsible to the Superintendent and his/her staff for the general organization and the efficient administration of his/her school. The school principal is responsible for keeping appropriate records such as pupil attendance, payroll records, activity fund records, and state-owned textbooks. He/she is responsible for the validity, adequacy, accuracy, and safekeeping of all records which may be required by state or federal law and regulations or by the School Board and the Superintendent. The school principal is the chief public relations officer of the school. As such, he/she realizes that he/she and his/her school are integral parts of a school system, operating under the leadership of the Superintendent, whose responsibility it is to coordinate a multitude of efforts to keep the public informed about the goals, needs, and success of the school. The school principal should recognize his/her opportunities to contribute to the total public relations of the school system. The school principal and, under his/her leadership, the other employees in the building, occupy a unique position in public relations in that they are in close contact with the parents of the pupils. The various public meetings, group meetings with parents, and individual conferences are all avenues by which school employees may explain or interpret the objectives of public education, methods of teaching, and basic principles. The school principal is the chief supervisor of the building or school to which he/she is assigned. As such, he/she works cooperatively with teachers to identify and solve problems that are concerned with instruction and learning. As an administrator, the school principal has the duty to provide reasonable safeguards to the health and general welfare of the pupil. As a supervisor, he/she deals with the more tangible factors concerned with teaching and learning. The school principal is responsible for the general quality of instruction and guidance in his/her school and takes the initiative in promoting an educational program consistent with the policies and principles of the School Board and Superintendent. Above all, the school principal is responsible for the establishment of an atmosphere conducive to learning. This, among other things, includes staff morale, good student discipline, and a safe environment.

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the Superintendent, who shall be evaluated by the School Board, all certified and non-certified administrators shall be evaluated annually by the certificated personnel designated by the Superintendent. All evaluations shall be made in writing, and as applicable, shall utilize an evaluation system authorized by Oklahoma Statutes and the Oklahoma State Board of Education. Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The evaluator may omit any criterion or indicator on the evaluation form which is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly. This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy. Administrators are to be evaluated on an annual basis; however, nothing within this policy would prohibit an additional performance review/s should individual circumstances warrant. The School Board shall evaluate and complete the evaluation form on the Superintendent at least ten (10) days prior to the Board taking any action to renew or not renew the Superintendent's contract

ADMINISTRATIVE TEAM

The Superintendent, the principal(s), and other administrators of the system shall constitute a team known as the Administrative Team and shall meet as deemed necessary by the Superintendent. The Superintendent serves as the chairman. The Administrative Team makes decisions on administrative matters affecting the school.

SCHOOL CALENDAR

The Superintendent shall present a calendar each year, which includes the start and end dates of the school year. The calendar will also include the number of instructional hours mandated by state law and the State Department of Education. The Superintendent shall seek suggestions from school staff and parents in the calendar's development. The calendar must receive Board approval before distribution and implementation.

DISCRIMINATION/CIVIL RIGHTS

The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Acts of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not discriminate on the basis of *ethnicity, race, color, religion (including antisemitic discrimination or harassment), age, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, marital status, age (40 or older) genetic information (including family medical history) or veteran status*

The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance. The Superintendent has been designated to handle inquiries regarding the non-discrimination policies. Reports of sexual harassment involving any District student, employee, or person participating in a District program are addressed in the Student/Parent Handbook and the Employee Handbook.

EQUAL ACCESS/LIMITED OPEN FORUM

The purpose of this policy is to comply with the Equal Access Act, as well as the constitutional guarantee of free speech. No part of this policy is intended to favor or establish a religion.

- A. Harding Fine Arts Academy offers fair access to the building for students who wish to meet for non-curriculum-related purposes during non-instructional time.
- B. Such meetings will be considered subject to the following restrictions:
 - a. That the meeting is completely voluntary and student-initiated.
 - b. That there is no sponsorship of the meeting by the school, the government, or its agents or employees.
 - c. That employees or school agents must be present, but only in a non-participatory capacity.
 - d. That the meeting does not interfere with the orderly conduct of the educational activities within the school.
 - e. That no non-school persons direct, conduct, control, or regularly attend activities of student groups.
 - f. That no public funds are expended beyond the incidental cost of providing space.
 - g. That no meeting shall be sanctioned which is otherwise unlawful.
 - h. That student groups wishing to meet must submit a letter of application and have it approved by the building school principal prior to permission for the meeting.
- C. Harding Fine Arts Academy retains the right to establish the time and place for such meetings. In addition, the District retains the right to enforce order and discipline, to have teachers present to ensure the preservation of order and safety, and to deny access to student groups when the provisions of this policy and/or the laws are not met.

INSURANCE

The School District shall carry the most economical, adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the Board. Insurance programs shall include the following:

- A. The School District shall carry Workers' Compensation Insurance.
- B. The School District shall make available the opportunity to participate in a group health insurance policy.
- C. Student accident insurance may be made available to all students.
- D. As a political subdivision of the state of Oklahoma, the District shall be liable for loss resulting from its torts or the torts of its employees, acting within the scope of their employment, subject to the limitations specified in state law. The school District shall carry liability insurance on all employees. Employees involved in on-the-job activities which could result in legal proceedings should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

MAINTENANCE AND SANITATION

Harding Fine Arts Academy employs a full-time custodian who functions under the direction of the principal. Building cleaning and minor facility repairs are the chief duties of the custodian. The school will coordinate with Harding Fine Arts Academy Foundation in accordance with the lease on other repair and maintenance issues. All repair and/or work requests shall be submitted on a work order form signed by a building administrator to the Superintendent. In case of an emergency, the employee should report the event by telephone to the principal. For emergencies, a work order will be completed at the district office. No private repair firms should be called without the approval of the Superintendent. Whenever possible, major facility alterations and additions are scheduled for summer or during extended non-school periods. The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep all facilities, buildings, and equipment attractive and in good repair.

SECTION C: EMPLOYMENT

The School Board and administration of the Academy know that the excellence of our program depends on the expertise and dedication of its teachers. The Harding Fine Arts Academy Superintendent or designee, in consultation with the Academic Team, is charged with creating an employee manual that contains information developed to provide employees of Harding Fine Arts Academy with a work environment that is constructive to both personal and professional growth. This handbook shall be reviewed annually by the Administrative Team and presented to the School Board for acceptance no later than June 30. The Employee Handbook is a part of the Harding Fine Arts Academy Policy Manual and can be found in its entirety here. [<https://hardingfinearts.org/wp-content/uploads/2022/08/2022-2023-Employee-Handbook.pdf>]

All employees are responsible for reading, understanding, and complying with the provisions of the Handbook.

All teachers must adhere to the [Standards of Performance and Conduct for Teachers](#) for the state of Oklahoma.

FELONY RECORD SEARCH

In accordance with **70 O.S. § 5-142**, it is the policy of this District to obtain the results of a national criminal history record check of every new prospective employee and substitute. This check will be obtained based on the name and fingerprints of the prospective employee.

At the time of application, the District will advise the applicant that:

- the District will only request a national criminal history record check if the Superintendent has approved employment of applicant;
- the applicant, if placed on duty prior to receipt of the national criminal history record check results, will be classified as a temporary employee not to exceed sixty (60) days, pending receipt of such request;
- the employee or prospective employee will pay the initial search fee.

If the national criminal history record check reveals a prior felony offense conviction, the applicant may be denied employment. If placed on duty prior to receipt of the search results, the employee will be deemed to have resigned from employment with the District.

In certain cases including volunteers and guest artist, who will be under the supervision of an employee, the District may process a search through a private vendor and will not be required to submit a fingerprint background search. This includes, but is not limited to, a criminal and sex offender registry background check. In the event a potential volunteer or guest artist is denied volunteer status based on the results of the background check, the individual can appeal in writing to the superintendent.

Adopted: 3-25-25

SECTION D: STUDENTS & PARENTS

The Harding Fine Arts Academy Administrative Council is tasked annually with providing a Student Handbook to parents and students that details the school's policies and procedures as related to student activities, behaviors, and expectations. This handbook shall be reviewed annually and presented to the School Board for acceptance no later than June 30 and prior to publication. Any new policies developed during the school year shall be communicated to the parents and students prior to implementation.

A copy of the current Student & Parent Handbook can be found in its entirety here. [\[https://hardingfinearts.org/wp-content/uploads/2022/08/2022-2023-Student-Parent-Handbook-indexed.pdf\]](https://hardingfinearts.org/wp-content/uploads/2022/08/2022-2023-Student-Parent-Handbook-indexed.pdf)

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

Harding Fine Arts Academy complies with all Federal laws and regulations prohibiting discrimination, and with all requirements of the U.S. Department of Education.

FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, the faculty and staff must have a working knowledge of FERPA guidelines before releasing educational records.

EDUCATIONAL RECORDS

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they grant permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

“Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.”

PARENTS BILL OF RIGHTS

Participation of parents/guardians in their child's education is an important component in the student's education and is valued and supported by Harding Fine Arts Academy. Local Board policies developed over time reflect this position and are consistent with provisions of HB 1384. This policy is created in compliance with HB1384 and includes references to numerous previously adopted state laws. As existing policies, regulations, and guidelines are reviewed, and new policies created that relate to the following list of items, consideration, and compliance with the law is expected.

The Superintendent is to ensure appropriate inputs and considerations, as specified below, in the provision of plans/procedures for:

1. Parent participation in the school, designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline;
2. Parents to learn about the course of study for their children and to review learning materials, including the source of any supplemental educational materials;
3. Parents who object to any learning material or activity may withdraw their children from the activity or from the class or program in which the material is used. The objection to learning material or an activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion;
4. An opt-out of sex education instruction (pursuant to Section 11-105.1 of Title 70 of Oklahoma Statutes) if a child's parent provides written objection to the child's participation in the curricula;
5. Ensuring that parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of title 70 of the Oklahoma Statutes;
6. Parents to learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as school-approved extracurricular clubs and activities; and, for

7. Parents to learn about parental rights and responsibilities under the laws of Oklahoma, including the following:
 - a. Right to opt-out of sex education curriculum when such curriculum is provided,
 - b. Open enrollment rights,
 - c. Opt-out of assignments pursuant to this section,
 - d. To be exempt from the immunization laws of the state pursuant to Section 1210.192 of title 70 of the Oklahoma Statutes,
 - e. Promotion requirements prescribed in Section 1210.508E of title 70 of the Oklahoma Statutes,
 - f. Minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
 - g. Right to opt-out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of title 70 of the Oklahoma Statutes,
 - h. Right to review test results, Policy #5600 Adopted: 02-02-15 2 of 2
 - i. Right to participate in gifted programs pursuant to Sections 1210-301 through 1210.308 of Title 70 of the Oklahoma Statutes,
 - j. Right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of title 70 of the Oklahoma Statutes,
 - k. Right to receive a school report card,
 - l. Attendance requirements prescribed in Section 10-1060 of title 70 of the Oklahoma Statutes,
 - m. Right to public review of courses of study and textbooks,
 - n. Right to be excused from school attendance for religious purposes,
 - o. Policies related to parental involvement pursuant to this section,
 - p. Right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of the District,
 - q. Right to opt-out of any data collection instrument at the District level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the Superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or Superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the

requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request to the School Board. The School Board shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the School Board shall formally consider the request at the next subsequent meeting of the School Board.

REFERENCES:

- 70 O.S. 10-106
- 70 O.S. 11-103.3
- 70 O.S. 103.6
- 70 O.S. 11-105.1
- 70 O.S. 11-106
- 70 O.S. 1210.192
- 70 O.S. 1210.301 - 1210.308
- 70 O.S. 1210.508E

Adopted: 3-25-25

PARENT AND FAMILY ENGAGEMENT

Harding Fine Arts Academy believes that family engagement is crucial to student achievement and thus encourages such engagement in school educational planning and operations.

The district will put into operation programs, activities, and procedures for the engagement of families in each of its schools with Title I, Part A programs [Every Student Succeeds Act (ESSA), Section 1112 (b)(7)].

I. Family engagement is defined as the participation of parents and families in regular, two-way, meaningful communication which addresses student achievement and school activities which ensure:

- A. parents play an integral role in assisting their child's learning,
- B. parents are encouraged to be actively involved in their child's education,
- C. parents are full partners in their child's education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child,
- D. the carrying out and alignment of other activities such as those described in Section 1116 of ESSA

II. The district in alignment with Section 1116(a)(2) of ESSA agrees to:

- A. Engage parents and families in the joint planning and development of the Title I family

engagement plan at the district level and at each of the Title I school sites through representation on district and site level Title I Committees.

- B. Engage the Title I Committees at the district level and at each school site in an annual review and revision of the Title I district policy as needed. Parents and family members serving on the committees will reflect the socioeconomic and cultural diversity of students served by the district.
- C. Provide programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I Part A programs [(ESSA), Section 1116(a)(2)].
- D. Work with its Title I schools to ensure that the site family engagement plans meet the requirements of ESSA and include a school-parent compact.
- E. Involve parents of children served in Title I Part A schools in decisions about how the Title I family engagement funds are spent.
- F. Include the district-wide family engagement policy into the individual Title I Part A

school plans.

III. The district will build capacity among the school sites involved, parents and community to improve student achievement through the following activities below:

- A. Provide parents and family members with information regarding state standards, assessments, requirements of Title I, monitoring their child's progress, parent portal and working with educators.
- B. Provide materials, resources, and training to help parents and families work with their children to improve academic achievement.
- C. Implement and maintain a two-way communication system with parents and family members that provides information in clear and understandable terms.
- D. Coordinate parent and family engagement activities with other federal, state, and local

programs.

- E. Strive to provide information in the parent's primary language.
- F. Provide a website which will inform stakeholders of family engagement programs and services, district meeting dates, and links to parent resources.
- G. Provide district parent conference days to monitor student progress.
- H. Provide district and school site training for parents, administrators, and teachers.

The policy will be made available to all parents of participating Title I, Part A children on a yearly basis.

Adopted: 10-22-2024

FEDERAL PROGRAM GRIEVANCES

All complaints concerning Harding Fine Arts Academy's administration of Federal Programs should be filed with the School Superintendent or with the General Counsel of the State Department of Education. Within thirty (30) days of receipt of a complaint, the school shall conduct an investigation of the allegation and resolve the complaint. After the investigation and resolution, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.

A complaint may be filed by parents, teachers, or other concerned individuals or by an organization in relationship with the program. Harding Fine Arts Academy is required to review all complaints made concerning a covered program if:

1. The complaint is in written form and alleges that Federal program requirements have been violated;
2. The complaint is signed;
3. The complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
4. The complaint includes information supporting the allegation along with the allegation.

VOLUNTARY PRIVATE PRAYER AND MOMENT OF SILENCE

It shall be the policy of Harding Fine Arts Academy that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District.*, 142 S.Ct. 2407 (2022). Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

The minute of silence will be held near the start of the school day. The minute of silence will be announced over the intercom during the school day and on the public address system at the start of school activities that utilize such a system. If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement. Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE: 70 O.S. §11-101.1

70 O.S. §11-101.2

Accreditation Standard 210:35-3-251

Accreditation Standard 210:35-3-252

Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

Adopted: 10-22-2024

SEVERE WEATHER CLOSURE

Should it be necessary to close the school because of inclement weather, the Superintendent will make the decision and will direct that the local news outlets are informed to announce the closing.

1. Teachers and families will receive a text and email notification. As well, a post will be placed on the Academy social media.
2. The Academy's decision to close the school is not automatically linked to decisions made by Oklahoma City Public Schools.

ADMISSIONS

Harding Fine Arts Academy exists to provide an excellent educational opportunity to the students in the greater Oklahoma City area. The Oklahoma Charter School Act states that “a charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability. If capacity is insufficient to enroll all eligible students, the charter school shall select students through a lottery selection process.”

Applications will be available at the school or any other designated location. They must be returned to the address listed on the application. When the application is received, it will be photocopied, given a number and the date and time shall be noted on the application. All applications for admission must be submitted by the deadline to be included in the lottery. Any student who applies after the deadline will be added to the end of the waiting list in the order they apply.

The parent or guardian will be notified when the school receives the application and if any deficiencies exist on the application. The correct priority ranking shall be noted on the application, and all information shall be entered into the school database.

Once a student is enrolled, that student will automatically be enrolled for the next school year, provided they have complied with any enrollment requirements.

SIBLINGS

Siblings of currently enrolled students and children of employees will be given priority enrollment until the lottery is drawn. Siblings of students and children of employees will be drawn in the first tier of the lottery. Siblings that apply after the lottery will be added to the waiting list in the order they apply. Siblings shall be defined as children who share at least one common biological or legal parent whether through natural or adoptive means.

LOTTERY PROCESS

Should a lottery be necessary, it will take place after the application deadline. The location, date, and time of any lottery shall be announced at the appropriate time.

Each grade level shall be limited to a specific number of students as determined by the Superintendent with the assistance of the principal.

Any necessary lottery will be conducted as follows:

- There will be three pools of lottery numbers:

- Applicants with siblings currently enrolled in Harding Fine Arts Academy Schools and children of employees will be drawn first.
- Students residing within the Oklahoma City Public Schools District will be drawn second.
- Students residing outside Oklahoma City Public Schools will be drawn third.
- The index cards will be drawn by a neutral individual.
- All applications will be drawn and given a numerical ranking so that a waiting list may be established.

Any necessary lottery will be open to the public. The Board will designate up to 2 members of the School Board to oversee the drawing.

ACCEPTANCE LETTER

An acceptance letter will be sent to the parents/guardians of all children whose lottery numbers have been selected. Parents/guardians who receive an acceptance letter for their children must reply by the deadline communicated in the letter to accept or reject a seat and complete enrollment in the appropriate grade level. After this date, the seat will be declared forfeited, and the next child in the lottery will be selected. The school will notify that child's parent/guardian who will then decide to accept or reject the seat and continue in this manner until all seats are filled.

If a lottery is not in place, an acceptance letter will likewise be sent out and the same deadlines and requirements will apply for the parent/guardian to accept or reject the seat.

After students have accepted their position in the school, the family will be contacted to begin the enrollment process.

TRIBAL REGALIA AND CULTURALLY APPROPRIATE STOLE POLICY

The Board of Education (“Board”) of Harding Fine Arts Academy (“School”) hereby adopts this Tribal Regalia Policy authorizing the wearing of tribal regalia or culturally appropriate stoles during the School’s official graduation ceremonies, whether held at a public or private location.

Tribal Regalia Defined. For the purposes of this policy, “tribal regalia” means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. The Board specifically states that tribal regalia does not include any firearm, knife, or other weapon. Tribal regalia also does not include any object that is otherwise prohibited by federal law or prohibited by this policy as set forth herein.

Culturally Appropriate Stoles may include stoles that embodies a sense of pride within the student’s community. The Board specifically states that culturally appropriate stoles does not include any firearm, knife, or other weapon. Culturally appropriate stoles also does not include any object that is otherwise prohibited by federal law or prohibited by this policy as set forth herein.

Student Conduct and Behavior. This Policy does not limit or alter the authority of School personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act as well as any Board policies regarding student behavior and conduct. Regardless of whether a student is wearing tribal regalia or a culturally appropriate stole, the School may enforce student conduct and behavior laws, rules, and policies as may be necessary.

Safety; Prohibited Items. The Board is authorized by law to specify characteristics of any garment, jewelry, other adornment, or object that the school or institution finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student. As such, the Board hereby prohibits any jewelry or other adornment that may otherwise be considered a weapon as an endangerment to the safety of students or others attending the graduation ceremonies. The Board further prohibits any tribal regalia garment or culturally appropriate stole that would cover the face or mask the face of any individual as an endangerment to the safety of students or others attending the graduation ceremonies. Additionally, the Board prohibits any tribal regalia that includes flashing or strobing lights as an endangerment to the safety of students or others attending the graduation ceremonies.

Adopted: 11-14-2023

Authority: 70 O.S. §24-160

SECTION E: SAFETY AND SECURITY

SAFETY

It is Harding Fine Arts Academy's policy to provide the students and staff with a safe and worry-free environment. Safety awareness and the prevention of accidents are important to Harding Fine Arts Academy's goals.

Attention will be given to the following areas:

- Supervision of students in the school building(s) and on school grounds.
- A safe school environment.
- Observation of safe practices by Harding Fine Arts Academy faculty, administration, and staff, including activities that may include special hazards.
- Faculty and staff will monitor students for a safe and secure school atmosphere. Students will follow the rules and procedures that specifically address their and others' safety.

Policies governing student safety and security can be found in the Student/Parent Handbook located in the Appendix of this Policy Manual.

SCHOOL VISITORS

All school visitors must immediately check in with the administration office upon their arrival.

CLOSED CAMPUS

Students may not leave the campus once they arrive unless concurrently enrolled in a program. Students will bring their lunch or eat from a lunch program provided at the school. Students may not go to their cars at any time during the day without permission. A refrigerator is available for students to store their lunches if necessary. Students may not leave school during the day to go home to pick up forgotten work.

USE OF TOBACCO PRODUCTS

The Board recognizes that tobacco use is harmful to health. All students and employees have the right to freedom from tobacco and its use. To provide a safer school environment for students and employees, effective immediately, the use of tobacco is prohibited on all school grounds at all times (70 O.S – 1-15).

STUDENTS WHO APPEAR TO BE UNDER THE INFLUENCE

Teachers or staff who observe students who appear to be under the influence of intoxicating substances, alcoholic beverages, or controlled substances need to report this information to a school principal or the Superintendent as soon as possible.

DRUG AND ALCOHOL TESTING; USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES

HFAA hereby adopts the following policy and procedures for testing employees with regard to the use of alcohol and illegal chemical substances. HFAA further considers this policy as notice to all employees of the ramifications concerning alcohol or illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, or while attending a school event.

Definitions;

Alcohol - Ethyl alcohol or ethanol, or any alcoholic beverage or beer.

Applicant -A person who has applied for a position with HFAA and has received an offer of employment.

Bus Driver/COL Driver-An HFAA employee required to have a commercial driver's license (CDL) to perform the employee's duties; employees of independent contractors required to have a CDL; owner-operators; leased drivers; and occasional drivers.

Confirmation Test -An alcohol or illegal chemical substance test on a sample to substantiate different chemical principles and is of equal or greater accuracy than the prior alcohol or illegal chemical substance test. In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.

District Property-Any property owned, leased or rented by HFAA, including, but not limited to, school buildings, parking lots and motor vehicles.

Drug or Alcohol Test -A chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.

Illegal Chemical Substances "Drugs" -Any substances an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs

as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed drugs and over-the-counter drugs being used for an abusive purpose. By this regulation, employees are placed on notice that the district may test individuals for drugs and alcohol.

On Duty -Any time an employee is acting in an official capacity for HFAA or performing tasks within the employee's job description.

Positive - When referring to an alcohol or drug use test administered under this regulation means a toxicological test result considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health, or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the drug use test.

Sample - Tissue, fluid or product of the human body chemically capable of revealing the presence of alcohol or illegal chemical substances in the human body.

Under the Influence -Any employee of the District having alcohol or illegal chemical substances or the metabolites thereof present in his or her body in any amount considered to be "positive" for alcohol, drug or drug metabolites using any scientifically substantiated alcohol, drug or drug use screen test and alcohol or drug use confirmation test.

To the extent not specifically defined herein, the definition of any term, word, or phrase found in this regulation shall be as set forth in the Oklahoma Standard for Workplace Drug and Alcohol Testing Act.

Procedures for Alcohol or Illegal Chemical Substance Testing:

Any alcohol or drug use test administered under the terms of this regulation will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights

of employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner minimizing its intrusiveness. In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department. A sample shall be collected in sufficient quantity for splitting into two separate samples, pursuant to rules of the Department, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample. The test monitor shall not observe any employee while the sample is being produced, but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples

and to ensure an accurate chain of custody. The test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure, the test monitor has reason to believe or suspects an employee is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator.

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test results will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by State Board of Health rules. (See Oklahoma Administrative Regulation 310:638.) An employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial breath alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by the State Board of Health rules.

A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Upon written request, the employee will be furnished with a free copy of all test results performed under this regulation. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records. HFAA shall not release such records to any person other than the employee or an HFAA review team

or review person unless the employee, in writing following receipt of the test results, has expressly granted permission for HFAA to release such records or in order to comply with a valid judicial or administrative order.

The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

This regulation does not preclude the district, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

Any employee subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the employee alleges positive test results are caused by other than consumption of alcohol or an illegal chemical substance, then the employee will be given an opportunity to present evidence the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. HFAA will rely on the opinion of HFAA's consulting laboratory performing the tests in order to determine whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. In the case of drug use testing, the employee will have a right to have a second test performed on the same test sample at the expense of the employee. The request for the second test must be made within twenty-four (24) hours after the date the positive test result is communicated to the employee. All proper chain of custody procedures must be followed to ensure the integrity of the sample.

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees. HFAA shall

pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case HFAA shall reimburse the individual for the costs of the retest.

The laboratory reports and results of alcohol and drug testing will be maintained on a confidential basis, except as otherwise required by law. The laboratory performing alcohol or drug tests for HFAA will not report on or disclose to HFAA any physical or mental condition affecting an employee that may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

The records of all illegal chemical substance and alcohol test results and related information retained by HFAA shall be the property of HFAA unless, (1) the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party; (2) the information is required to comply with a valid judicial or administrative order;

or (3) the district's employee, agents or representative needs to access the records in the administration of the Standards for Workplace Drug and Alcohol Testing Act.

Employee Alcohol and Drug Use Test Requirements:

HFAA is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures as defined by HFAA Board Policy and State Law. The following also constitute refusal to take a confirmation test after an initial positive screening test.

For-cause testing: HFAA will require an employee to undergo drug or alcohol testing at any time; the Superintendent, Chief Human Resources Officer, or other designated employees who have completed for cause/reasonable

suspicion training, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- o Drugs or alcohol on or about the employee's person or in the employee's vicinity,
- o Conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- o A report of drug or alcohol use while at work or on duty,
- o Information that an employee has tampered with drug or alcohol testing at any time, or negative performance patterns that, coupled with other factors such as those described above, provide reasonable suspicion that the employee is under the influence of drugs and/or alcohol.

Post-accident testing: HFAA will require an employee to undergo drug or alcohol testing if the

employee or another person has sustained an injury while at work that requires treatment at a medical facility or property has been damaged while at work, including damage to equipment, if the employee's actions could have caused the damage, and the damages equal at least

\$1,000.00. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.

Post-rehabilitation testing: HFAA may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Random testing: HFAA only administers random drug testing to employee groups that are required to undergo such testing pursuant to federal or state law. As determined appropriate by the HFAA Board, HFAA may require an employee, or all members of an employment classification or group, whose job duties include those listed below in this section, to undergo drug or alcohol testing at random and will limit its random testing programs to particular employment classifications or groups. HFAA may require random testing only of employees

who:

- Are police or peace officers,
- Have drug interdiction responsibilities,
- Are authorized to carry firearms, or
- Are engaged in activities which directly affect the safety of others, which consists of armed security personnel, school vehicle mechanics, bus drivers, and any other employees covered by the U.S. Department of Transportation regulations.

Penalties for Violation of Policy:

Any employee possessing, using, distributing, purchasing, selling or is confirmed by alcohol or drug use tests to be under the influence (as defined by this regulation) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this regulation, will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment and may be subject to employment actions, including, but not limited to, termination. Disciplinary action will be dictated by HFAA Board Policy. Depending on the facts surrounding the incident, employment actions may range from a referral to an employee assistance program, a verbal or written reprimand, or possibly termination.

Person Authorized to Order Alcohol or Drug Testing:

The following persons have the authority to require alcohol or drug use testing of employees under this regulation (For Cause testing requires two concurring recommendations to initiate testing):

- The Superintendent
- The Chief Human Resources Offices
- Designated employees who have received training and have been so designated by the Superintendent

The Standards for Workplace Drug and Alcohol Testing Act:

This regulation is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent any provision of this regulation is in contravention to the Act, then the Act shall control. To the extent this

regulation is silent as to any matter covered by the Act, the Act shall control. This regulation

shall be interpreted by the HFAA Board and its employees consistent with the Act.

Adopted : 11-15-2022

Legal References:

Okla. Stat. Ann. tit. 40 §§ 551-565 Okla. Stat. Ann. tit. 40 §§ 2-406 Okla. Stat. Ann. tit. 85A-2
Federal Motor Carrier Safety Regulations Part 382 - Controlled Substances and Alcohol Use
Testing

COMMUNICABLE DISEASES

Any employee or student with knowledge of a suspected or confirmed case of a communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and wellbeing of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable disease shall be made by the Administration.

MEDICAL EMERGENCIES

Any medical emergency that may occur on school property will be dealt with in the most sensitive manner and with the welfare of students in mind. Outside emergency treatment will be summoned if necessary, and parental notification will be immediate using the emergency numbers the parents/guardians provide.

Parents are required to provide three (3) emergency telephone numbers in case a student becomes ill or has an accident at school. The nurse or designated person will provide first aid and attempt to notify the parent/guardian as soon as possible. If the school cannot reach the parent/guardian in an extreme medical emergency, emergency medical services shall be called. Expenses for the emergency care will be the responsibility of the parent/guardian. The School Board strongly urges all parents to immediately update all notification numbers when a change occurs.

STUDENT SELF-ADMINISTRATION OF ASTHMA, ANAPHYLAXIS, AND CYSTIC FIBROSIS MEDICATION AND STOCKING OF EPINEPHRINE AND INHALERS

I. PURPOSE

The purpose of this policy is to provide clear guidance to school personnel, the students, and the parent(s) or guardian(s) regarding the self-administration of prescribed medication for asthma, anaphylaxis, and cystic fibrosis. This policy also outlines procedures for the stocking and administration of epinephrine and inhalers by trained school staff in the event of an emergency. It is intended to support student health, safety, and compliance with state law, specifically the Emerson Kate Cole Act (as amended by House Bill 2047, effective August 29, 2025), codified in statute [Title 70 O.S. § 1-116.3](#), as amended.

II. DEFINITIONS

A. Inhaler:

A device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

B. Medication

For purposes of this policy, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

C. Respiratory distress

The perceived or actual presence of coughing, wheezing or shortness of breath.

D. Self-administration

A student's use of medication pursuant to prescription or written direction from a physician.

III. POLICY STATEMENT

It is the policy of the Harding Fine Arts Academy to allow students with asthma, anaphylaxis, or cystic fibrosis to self-administer prescribed medication in accordance with [Title 70 O.S. § 1-116.3](#). The [District Name] supports responsible self-care by students who have been properly instructed in medication administration and whose parent(s) or guardian(s) and physician(s) have submitted the required documentation. In addition, the district shall maintain and administer stock medication for emergency use by trained personnel, as mandated by the *Emerson Kate Cole Act*. The provisions herein are intended to safeguard student health in the event of an unexpected medical crisis such as anaphylaxis or respiratory distress.

IV. STUDENT SELF-ADMINISTRATION REQUIREMENTS

A student may self-administer medication under the following conditions:

- A. Parental Authorization
Written permission must be submitted by the parent(s) or guardian(s) authorizing self-administration.
- B. Physician Statement
A written statement from the treating physician must confirm:
 - 1. The diagnosis (asthma, anaphylaxis, or cystic fibrosis);
 - 2. the student's ability to self-administer; and
 - 3. that the student has received proper instruction.
- C. Emergency Supply
An emergency supply of the student's medication must be provided to the school.
- D. Liability Notification
The parent(s) or guardian(s) shall be notified in writing that the school district assumes no liability from injuries resulting from self-administration.
- E. Waiver Acknowledgement
The parent(s) or guardian(s) must sign a waiver acknowledging no liability on the part of the school district.
- F. Annual Renewal
All documentation must be updated annually each school year.
- G. Student Possession
Authorized students may carry their prescribed medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.

V. STOCK OF EPINEPHRINE AND INHALERS

The Harding Fine Arts Academy elects to stock epinephrine and/or inhalers:

- A. Epinephrine.
 - 1. Parent Notification
The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer epinephrine if they believe, in good faith, that a student is experiencing anaphylaxis.
 - 2. Waiver Requirement
A signed waiver of liability from the parent(s) or guardian(s) must be on file prior to any administration.
 - 3. Staff Designation
There shall be a designated employee responsible for acquiring and maintaining epinephrine at each school site.
 - 4. Post-Administration Notification
The parent(s) or guardian(s) shall be notified following administration of an epinephrine to their student.
- B. Inhalers
 - 1. Parent Notification

The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer an inhaler if they believe, in good faith, that a student is experiencing respiratory distress.

2. Staff Designation

There shall be a designated employee responsible for acquiring and maintaining the inhalers and any required spacers or chambers.

3. Post-Administration Notification

The parent(s) or guardian(s) shall be notified following administration of an inhaler to their student.

VI. FIELD TRIP AND OFF-CAMPUS ACTIVITY PROTOCOL

For off-campus activities or field trips, the supervising staff shall ensure students authorized to self-administer medication have access to their prescribed medications. Staff shall also ensure that emergency response protocols are in place and that trained personnel are available to respond appropriately to symptoms of anaphylaxis or respiratory distress.

VII. DOCUMENTATION AND RECORDKEEPING PROCEDURES

All documentation related to self-administration permissions, physician statements, and liability waivers shall be securely maintained in the student's health record and accessible to authorized personnel.

VIII. STORAGE AND MAINTENANCE

Each school site shall maintain at least two epinephrine and two inhalers with spacers or holding chambers in a secure and accessible location. Designated staff shall be responsible for regularly monitoring expiration dates and ensuring timely replacement of expired stock medication.

IX. STAFF TRAINING PROTOCOL

In accordance with the *Emerson Kate Cole Act*, the [District Name] shall ensure all teachers and school employees who are directly responsible for students complete annual training on food allergies, recognizing anaphylaxis, and administering epinephrine. This training must be completed before the school year begins or upon hiring, shall be documented in personnel files, and may be delivered online or in person by a school nurse or a recognized training program.

X. EMERGENCY PROTOCOL

If a student is believed to be experiencing an anaphylactic reaction or respiratory distress, a school employee shall immediately contact 911, and if properly trained and authorized, administer the appropriate medication. The responding staff member shall inform emergency personnel of the symptoms observed and any medication administered. The parent(s) or guardian(s) shall be notified as soon as possible following the incident.

XI. IMPLEMENTATION AND REVIEW

This policy shall be reviewed and updated annually. The Harding Fine Arts Academy shall adopt and implement, at a minimum, the provisions of the model policy created by the Oklahoma State Board of Education, in consultation with the State Board of Health, as required by the Emerson Kate Cole Act.

XII. LIABILITY PROTECTION

The Harding Fine Arts Academy, its employees, and agents shall not be held liable for any injury resulting from the self-administration or emergency administration of medication in accordance with this policy. This protection extends to situations in which medication is administered, not administered, or self-administered, provided the action or inaction is based on the good-faith judgment of authorized personnel. Additionally, any licensed physician who prescribes stock medication to the district shall be immune from liability for any injury resulting from the use of such medication.

XIII. LEGAL AUTHORITY

This Harding Fine Arts Academy Board of Education policy is aligned with the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified at [Title 70 O.S. § 1-116.3](#), as amended, and the model policy and rules developed by the Oklahoma State Department of Education in consultation with the State Board of Health.

Adopted: 9-23-25

Legal Reference: [Title 70 O.S. § 1-116.3](#)

DISASTER / CRISIS PLANS

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

MAJOR CRISIS

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

MINOR CRISIS

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

Handling Of Hazardous Materials

Harding Fine Arts Academy complies with the Occupational Health and Safety Administration (OSHA) Hazard Communication Standard.

VANDALISM

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

HARASSMENT, INTIMIDATION, AND BULLYING

Harding Fine Arts Academy specifically prohibits harassment, intimidation, and bullying of or by any student on school grounds, in school vehicles, at school-sponsored activities, or school-sanctioned events. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to that student's person, or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, gestures or written, electronic, verbal, or physical acts.

Harassment, intimidation, and bullying through electronic communication are likewise prohibited. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication devices, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation, or bullying.

Student behavior that is serious enough to be considered assault or relates to weapons, and which can be classified as "harassment, intimidation, and bullying," will be dealt with as outlined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapons Policy. Otherwise, bullying behavior will be dealt with as directed by the Harding Fine Arts Administration.

Copies of this policy will be made available upon request to parents, students, or other interested parties.

The search of Students, Student Lockers, Student Property and School-Wide Searches

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

The school principal may authorize school-wide searches, including the use of metal detection devices, after making the determination that school-wide searches are necessary to detect the presence of

dangerous weapons, contraband or to deter potential school violence. School officials may search school property, including desks and lockers, at any time. Because students do not have privacy rights on school property, lockers, desks, and student property may be searched when there exists reasonable suspicion that a violation of state law or school policy has occurred.

Items that violate state law or school policy shall not be stored in lockers or desks. At least one witness must be present during the search of student property, locker, or desk. Group or individual student searches may be made when a student is on school premises, upon entering a district property, while in transit under the authority of the school, or while in attendance of any function that Harding Fine Arts Academy sponsors or authorizes.

Conducting a search of the student's person:

- A person of the same gender as the person being searched shall conduct the search.
- Another authorized person of the same gender will be present as a witness, if practicable.
- No student's clothing, except cold-weather outerwear, may be removed prior to or during the search.
- Students may be required to empty their pockets or remove shoes. Strip searches are prohibited.

PERSONAL SAFETY

The Board recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents. Threats of violence to any person by any person will not be tolerated. School administration will immediately act on any threat, whether by electronic means, through social networking sites, verbal, written, or physical, including hazing or bullying, by a student. The school principal(or designated administrator) will file a police report if necessary and will enact disciplinary measures that may include suspension and/or release from the school. Any employee threat of violence to another employee or by an employee to a student shall be grounds for immediate disciplinary action as the Board determines and may result in suspension without pay and/or employment termination

SAFETY DRILLS

All drills will be executed in the safest manner possible.

FIRE DRILLS

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

TORNADO DRILLS

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

The faculty and staff will always project an air of calm and control. Faculty is to maintain contact with and keep track of all students' whereabouts who are in their charge.

REPORTING CHILD ABUSE

State law (Title 10A, Section 1-2-101) requires EVERY PERSON who has reason to believe that a child under 18 is a victim of abuse to report the suspicion of abuse immediately to the Oklahoma Department of Human Services (DHS).

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

If you have any questions, a specialist from the Child Abuse Network (CAN) will help you through the reporting process and explain what happens next. Call a child specialist at (918) 624-0200.

To report abuse

- Oklahoma hotline (800) 522-3511
- National hotline (800) 4ACHILD [(800) 422-4453]

The person making the oral report to the DHS is also responsible for submitting a written report to the DHS. The written report must follow the oral report and be made within twenty-four (24) hours of the contact. A copy of the written report shall be given to the principal. The employee shall also contact the appropriate local law enforcement agency when child abuse is suspected. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than supervisory personnel, DHS, and the appropriate law enforcement personnel. The school principal will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

All parties concerned shall treat the reports in a confidential manner. Employees may initially question the child to determine the child's state of neglect or injuries. However, in no case should the child be subject to undue pressure to validate the suspicion of abuse. Validation of suspected child abuse is the Department of Human Services' responsibility, assisted by the police. In suspected cases of physical and sexual abuse, the police or social worker at the school may question the suspected victim without the school principal obtaining permission from the victim's parent or guardian. Employees will not contact the parent/guardian concerning suspected child abuse.

Revised 3-25-25:

DANGEROUS WEAPONS

The Board recognizes its responsibility for student and staff safety; therefore, they prohibit the possession and/or the carrying of dangerous weapons by students, employees, parents, or others either in a vehicle or about the person while on district property, at a school-sponsored activity or on a school bus. This dangerous weapons policy covers all weapons, including any object that is considered dangerous or capable of inflicting bodily harm. Dangerous weapons also include all instruments that are not considered dangerous weapons when used in the manner intended by the manufacturer but that can be used by an employee or student in a dangerous manner, capable of inflicting serious bodily harm.

STUDENTS

If a faculty member or other school employee should find a student in possession of a dangerous weapon, they shall immediately secure the safety of the other students and notify a school administrator. If safety permits, the weapon should be confiscated. The school principal or an appropriate supervisor shall immediately notify the police department. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as possible. Any student possessing a firearm on school property shall be subject to immediate dismissal from the school. Any student possessing any other device or instrument judged to be a dangerous weapon shall be subject to immediate suspension and will be referred to the Board for disciplinary action. Disciplinary action may include short- or long-term suspension or dismissal from the school. The Board's decision is final. If a student wishes to display or demonstrate an antique or historic firearm for a classroom project, they must first secure permission from his/her classroom teacher and from the school principal for the demonstration. It is highly recommended that the parent/guardian accompany the student and assist in the handling of the firearm during the demonstration. The school will notify the parents/guardians of any student violating this policy.

ENERGY CONSERVATION

The Board believes that the implementation of an energy conservation program will be a combined responsibility of administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels. The administrative staff will develop short- and long-range strategies for facilities management and curriculum development regarding energy awareness and conservation.

TECHNOLOGY PROGRAM

The Board believes that access to technology for learning at Harding Fine Arts Academy will be equal for all learners, regardless of learning styles, differences, or capabilities, and that training in the use of technology as a learning tool is integral to our learning environment. The School Board further believes that technology will be used to design learning environments that enhance and challenge each student's approach to learning. The Board directs the Academic Council to work collaboratively with the faculty in designing, implementing, and maintaining a technology plan for Harding Fine Arts Academy students.

INTERNET POLICY

The Board recognizes the vast opportunities for research, cultural appreciation, and communication afforded by the internet. The Board also recognizes the potential for students to view inappropriate material that has been added online. Students will be always supervised during their internet use on school-owned computers or any other internet-accessible device, whether school provided, personally, or owned by another. Using school-owned computers or other internet-accessible devices to view inappropriate online material is unacceptable and may lead to the immediate removal of the student or staff termination. School Administration shall determine if a student or a staff member has viewed inappropriate content and shall report it to the Board

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

EMAIL POLICY

All school computers and all content electronically transmitted on school-owned computers is Harding Fine Arts Academy property. Internet messages are public, not private. Harding Fine Arts Academy reserves the right to access and monitor all files and messages on its systems. Using school-owned computers to send or receive obscene or inappropriate material is unacceptable and may lead to the immediate removal of the student or staff termination.

SOCIAL MEDIA POLICY

At Harding Fine Arts Academy, our school community members use social media platforms to connect with prospective families, current families, students, and alumni. This may include promotional materials, educational content, and school activities, amongst others. The tools used to do this are the school website, and relevant social media applications, such as Facebook, Instagram, and Twitter.

Harding Fine Arts Academy expects the Board members, employees, and students to exercise personal responsibility whenever they use social media, which includes not violating the trust nor privacy of others. If and when employees use social media to communicate on behalf of the Academy, they must clearly identify themselves as employees.

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.
2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

OVERNIGHT TRIPS (IN-STATE, OUT-OF-STATE, OUT OF THE COUNTRY)

- 1) Overnight trips or trips to other states or countries will be considered for high school (9-12) students and high school organizations who have earned the right to represent the school at a contest or event. In-state overnight trips and trips to other states may be approved by the Superintendent of Schools with trips to other countries approved by the Board.
- 2) In approving overnight or out-of-state/country trips, the following factors will be considered:
 - a) Funding availability
 - b) Time and effort required to raise funds
 - c) Benefits of the program
 - d) Success at state contests
 - e) School time to be missed

Funding for out-of-state/ overnight trips will be provided by the organizations or individuals. In the event an overnight or out-of-state/country trip is authorized for an activity group; the following guidelines will be observed:

- 1) Transportation must be by approved commercial vehicles (bus, train or air); regular school bus; personal vehicles provided by parents when authorized by school officials.
- 2) All costs for the trip must be paid by the activity group, with proper accounting through the school activity fund.
- 3) The HFAA Overnight Travel Form* must be submitted to principal and superintendent a minimum of 1 month before overnight or out-of-state travel and sixth months prior out-of-country travel
- 4) Parent/Guardian authorization forms and appropriate release forms, including background checks for any volunteer or parent, are to be on file with the building principal.
- 5) Fund-raising projects related to the trip are to be approved in advance.
- 6) Absence from classroom time will be severely limited. Trips requiring absence of more than two days classroom time will be discouraged.
- 7) School District Vehicles should only be driven by approved school district personnel (including lay or adjunct personnel) who have completed all district requirements for driving a school vehicle.

*Included as a part of this policy will be the HFAA Overnight Travel Form that can be obtained from the Academy Principal

SECTION F: COMMUNITY & PUBLIC RELATIONS

The School Board of Harding Fine Arts Academy believes having strong relationships with parents and guardians of our students and with the community and all stakeholders, will cultivate loyalty and confidence in the mission of our school. The Board seeks to encourage active support of student learning and further school-community relations through the cooperative development and maintenance of efficient two-way channels of information and understanding between the school and the community. The Harding Fine Arts Academy School Board is committed to equity, diversity, and inclusion in all aspects of the school community to reflect our student population.

COMMUNITY RELATIONS

Goals: Some of the major purposes of school-community relations include the following:

- A. Informing the public about the work of the schools.
- B. Improving the partnership concept of uniting parents and teachers.
- C. Developing awareness of the importance of education in a democracy.
- D. Integrating the home, school, and community in improving educational opportunities for all students.
- E. Ensuring understanding as to the aims, objectives, and work of the school.
- F. Making school facilities and personnel available for community use, within the regulations determined by the School Board.
- G. Making use of community resources in carrying out the educational program.

The Board believes that the quality of a school program is related to public understanding of what schools are attempting to do. The District's program of school-community relations shall be a responsibility of the Superintendent and the principal, under the guidance and policies of the Board of As part of this program, Board policies shall be reported and interpreted to the staff and various governmental agencies, and an active and comprehensive informational program shall be conducted throughout the community to promote widespread understanding of the school program.

It is recognized that there are many and varied agencies of communication involved in the total school-community relationship. These include the Board; students; personnel of the School District; written communications and publications; agencies of the community such as the arts agencies, museums, theatres, non-profits, education entities, fire department, police department, post office; private enterprises; city and county officials including arts councils; voluntary organizations such as the Chamber of Commerce and service clubs; parent-teacher organizations; media outlets and organizations.

Whenever feasible and possible, the School District shall cooperate in the use of buildings and grounds with community programs, such as recreational programs, health clinics, conventions; with university programs such as adult classes; and with other public agencies.

COMMUNITY USE OF SCHOOL GROUNDS AND FACILITY

The Board recognizes that the grounds and facilities that the school occupies are the property of the Harding Fine Arts Academy Foundation. The Board also recognizes that it has been charged with the management of the physical plant and grounds. While these facilities are for the primary use of the school's students and patrons, certain other community groups or sports teams may from time to time wish to use the grounds or facilities. Our school shall attempt to cooperate with these groups as much as possible to allow them access to the facility and grounds.

All facility use must be approved by the Superintendent. A fee schedule shall be established and approved by the School Board. Anyone using the facility must abide by the established Procedures for Facility Use, a copy of which can be found in the Appendix of this Policy Manual.

USE OF SCHOOL-OWNED PROPERTY

In compliance with Board policies, except when rented, district and school property may not be used for anything other than school purposes and other purposes of public interest.

The Board shall permit staff members to use school property when such use is to conduct school business. The Board shall permit students to use school property when the property is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to reinforce the lender's and/or borrower's responsibility for all such property. Individuals not associated with the school district will not loan district property for use.

ADVERTISING IN THE SCHOOL

Advertising or otherwise promoting the interests of any commercial or non-school agency or organization within the school facilities must have the Superintendent's or their designee's approval. Commercial firms and non-school agencies or organizations may purchase advertising space in school-sponsored papers, programs, or other publications. Inadvertent advertising such as the use of a business name, logo, or other identification is permissible if it is in conjunction with sanctioned school-business partnership activities.

SECTION G: SCHOOL FINANCE

The Board of Harding Fine Arts Academy has reviewed and adopted the following policies to ensure the most effective use of the funds to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

The use of the term Superintendent means the Superintendent or his/her designee.

It is the policy of the School Board that the Superintendent shall work with the school auditor and the School Board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The Superintendent or designee shall report to the School Board monthly on the status of the budget.

The Superintendent shall take to the School Board such fiscal recommendations as deemed necessary and shall furnish to the School Board all information pertaining thereto.

After recommendations made by the Superintendent have been considered by the School Board, the School Board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the Superintendent or made in accordance with procedures established by the Superintendent.

The Superintendent shall cause to be prepared all claims against the school district for consideration by the School Board. The Superintendent shall furnish explanations of such claims.

When claims are approved by the School Board for payment, the encumbrance clerk shall issue checks in payment with the school district treasurer. The clerk shall ensure that a record of such checks is made in the school district check register and that the checks are distributed to the proper creditors.

The Superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the School Board may require. The Superintendent shall present to the School Board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

REFERENCE:
68 O.S. §3002

70 O.S. §5-128, §5-128.1
70 O.S. §5-134, §5-134.1
70 O.S. §5-135

ANNUAL STATISTICAL/FINANCIAL REPORTS REGULATION

The Superintendent shall make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

No later than September 1, each year, the district shall transmit a copy of the income and expenditures data to the State Department of Education. The Department shall post the data on the Department's Internet website in a form that is accessible to the public.

REFERENCE:

70 O.S. §5-128

70 O.S. §5-134.1

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the achievement of the district's goals can best be achieved through excellent fiscal management. Further, the School Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the School Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for the achievement of the purposes to which they are allocated.

In the district's fiscal management, the School Board seeks to achieve the following goals:

1. To engage in advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high-quality education for the district's students.
3. To use the best available techniques for budget development and management, and investment of district funds.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish efficient procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, investment of district funds, and all other areas of fiscal management.
6. To establish levels of funding within the anticipated revenue.
7. To comply with all state and federal statutes.
8. To establish an appropriate separation of powers within the budget and financial management division including programmatic internal controls, segregation of duties, and periodic review of financial activity, which ensures that the proper checks and balances are in place relative to the financial operations of the district.
9. To achieve and maintain a minimum fund balance in the General Fund of 10% of the prior year's total revenue collections. The justification of the targeted fund balance of 10% is as follows: Unforeseen/unbudgeted items; funds needed for emergencies. The minimum fund balance may be revised at any time upon Board approval.

AUDITOR

It is the policy of the School Board to employ an auditor or auditors for the district. The auditor shall serve at the discretion of the School Board and for such compensation as the School Board may determine. Auditor(s) hired by the School Board must be included on the list of auditors approved by the State Department of Education.

The School Board will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. The books and accounts of the district and school activity funds shall be audited by an independent certified public accountant in conformance with prescribed standards. Audits will be made at the end of each fiscal year at a minimum and may be required by the School Board at more frequent intervals.

The Superintendent is responsible for filing copies of the audit as required by law.

A written report of the audit shall be furnished to the School Board by the auditor unless legal circumstances dictate otherwise. The School Board will conduct a final exit interview with the auditor at an open board meeting. Reports of internal/special audits, when finalized, go to the School Board when it is appropriate and timely, and they may be labeled confidential.

REFERENCE:

70 O.S. §22-103, et seq.

ANNUAL BUDGET

Public school budgeting for Oklahoma schools is regulated and controlled by legislation, State Board of Education regulations, and local Board requirements. Oklahoma school systems are required to budget funds for no more than a twelve-month period of time that includes a fiscal year from July 1 through June 30. However, planning for a period of time greater than one year is desirable and encouraged.

The Superintendent shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year;
2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
3. Estimates of revenues and expenditures for the budget year.

SCHOOL BUILDING BUDGETS REGULATION

The school budget has been established to provide supplies and materials for the maintenance of curricular standards and new curricular implementations.

The school principal shall, in cooperation with his/her staff, prepare the budget within the total building allocation, but may deviate in the amounts spent for specific purposes.

STATE AND FEDERAL AID ELIGIBILITY DETERMINATION

School Board is to be kept informed of all possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent, or designee, shall apprise the School Board of the district's eligibility for general or program funds and to make recommendations for School Board action.

GRANTS

The School Board encourages the development of proposals by employees to private foundations and other sources of financial aid. The teachers and staff may develop proposals and submit grants that conform to the criteria and procedures established in the regulation for this policy.

The criteria for such activities shall:

1. Be based on an objective that relates to the established goals and objectives of the district.
2. Provide measures for evaluating whether project objectives are being or have been achieved.
3. Conform to state and federal laws and the policies of the School Board.
4. Become the property of the district and under complete control of the School Board once the grant is accepted.

When such grant funding closes, the funded program will not be supported by general funds. Any exceptions must have prior approval of the School Board.

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the School Board that all general fund receipts shall be transmitted to the District Treasurer of the Academy. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of checks, ACH, wires, or reverse drafts.

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

When money or equipment is donated directly to the school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the School Board and will comply with all state and federal laws.

Contributions of goods that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent's office for School Board consideration and approval. Items donated must meet specifications acceptable to the district if repairs are to be made from district funds.

INDIVIDUAL GIFTS

The School Board believes its members and district employees should conduct themselves so as to maintain their objectivity. Board members and employees shall not accept gifts of money, property, or personal service from those who do business or seek to do business with the district. Exceptions may be made when the benefits are common.

Employees are to avoid activities that will result in, or create the appearance of, accepting gifts or favors that might influence or appear to influence professional judgment, or of offering any favor, service, or thing of value to gain an advantage.

REFERENCE:

Title IX, Education Amendment of 1972,
20 U.S.C. §1681, et seq.
70 O.S. §5-117

Equal Opportunity Education Scholarship Tax Credit

For purposes of the Oklahoma Equal Opportunity Education Scholarship Act (“Act”) **HARDING FINE ARTS ACADEMY** (“Academy”) establishes this policy regarding donations made to **HARDING FINE ARTS ACADEMY FOUNDATION** (“Foundation”) which may be eligible for a tax credit.

Pursuant to the Act, contributions made on or after January 1, 2022, by any taxpayer to Foundation may be eligible for a tax credit.

For any eligible donation during a single year, taxpayers may receive up to a 50% credit of the total amount of contributions, not to exceed One Thousand Dollars (\$1,000.00) for single individuals, Two Thousand Dollars (\$2,000.00) for married individuals filing jointly, or One Hundred Thousand Dollars (\$100,000.00) for any taxpayer which is a legal business entity as provided under the Act.

Taxpayers who make an eligible contribution to Foundation and make a written commitment to contribute the same amount for an additional year may be eligible for a credit of up to 75%. Any taxpayer contributing under this provision is responsible for providing evidence of the written commitment to the Oklahoma Tax Commission at the time of filing the refund claim.

Limitation of Credit

The amount of credit has a statewide cap of Twenty-Five Million Dollars (\$25,000,000.00) and a district wide cap of Two Hundred Thousand Dollars (\$200,000.00) annually. If total credits claimed exceeds either cap, the credit to the taxpayer will be a proportionate share of the cap for the taxable year after allocation of any amount of credits not claimed by other eligible organizations and taxpayers under the Act.

Credits earned but not allowed due to the application of the statewide cap will be considered suspended and authorized to be used in the next immediate tax year and applied to the next year’s statewide cap. Any credits authorized by the Act allowed but not used in any tax year may be carried over, in order, to each of the three (3) years following the year of qualification.

Public School Foundations

For the Foundation to accept qualifying donations of Academy, Foundation must be approved by the Harding Fine Arts Academy Schools Board of Education (“School Board”) prior to accepting qualifying donations for the taxable year. All such approvals by the School Board are made on an annual basis, and approval must be sought for each taxable year that the Foundation wishes to accept qualifying donations. Only school foundations which are a nonprofit entity formed pursuant to the laws of this

state and exempt from federal income taxation pursuant to either Section 501(c)(3) or Section 509(a) of the Internal Revenue Code of 1986, as amended, may be eligible for approval by the board of education.

For any year in which a public-school foundation seeks approval from the School Board, the foundation must submit to the board evidence of its nonprofit status along with a plan outlining the educational programs for which the foundation will seek donations which are eligible for a tax credit. After approval, the foundation shall make regular reports to the board of education concerning the status of the innovative educational programs including the amounts raised toward the credit.

All approved school foundations must also maintain eligibility under the Act by first receiving approval from the Oklahoma Tax Commission then annually, by September 1 of each year, reporting required information to the Commission and publishing on its website the same eligibility information submitted to the Commission.

Reporting and Annual Notifications

For those contributions toward an innovative educational program that are eligible for credit, the Foundation shall collect identifying information from the taxpayer including their full legal name, their address and social security number or employer identification number which will allow the Oklahoma Tax Commission to accurately determine the identity of each contributor.

By January 10 of the year immediately following each calendar year, Foundation shall provide the Oklahoma Tax Commission information on each contribution accepted during the taxable year including the date and amount of each contribution and whether the taxpayer provided a written commitment to contribute the same amount for an additional year.

At least once each taxable year, Foundation will notify each contributor that Oklahoma law provides for a total, statewide and district cap on the amount of income tax credits allowed annually. Additionally, at least once each taxable year, Foundation will notify contributors of the percentage of their contribution that may be claimed as a credit as published by the Oklahoma Tax Commission. The notification regarding the percentage of the contribution that may be claimed should be provided to contributors only after the Commission has published the allowed percentage for the applicable tax year but in no case later than April 1.

On or before December 31, 2022, and once every four (4) years thereafter, Foundation will submit an audited financial statement along with information detailing the benefits, successes or failures of the innovative educational programs to the Oklahoma Tax Commission, Governor, President Pro Tempore of the Senate, and the Speaker of the House of Representatives.

EXPENDITURE OF DISTRICT FUNDS REGULATION

The School Board recognizes its responsibility for safeguarding the expenditure of district funds and for determining that all funds expended are by proper authority, in proper amounts, and for proper purposes as provided by law and by the direction of the School Board.

The policy of the district is to ensure that all expenditures of district funds are made in compliance with federal laws, state laws, and State Department of Education regulations.

All expenditures shall be approved by the School Board or the Superintendent when authorized. No expenditures shall be made except on a School Board or Superintendent-approved purchase order or contract. No expenditure shall be authorized or made by any employee which exceeds the appropriation for any fund of the budget as adopted or amended.

It shall further be unlawful for any employee of this district to, in any budget year, do the following:

1. Create or authorize the creation of a deficit in any fund.
2. Authorize, make, or incur expenditures or encumbrances in excess of one hundred percent (100%) of the appropriations for any fund of the budget as adopted or amended until revenues in an amount equal to at least one hundred percent (100%) of the appropriate for the fund has been collected. Any fund balance that is included in the appropriation for the fund is considered revenues in the budget year for which it is appropriated. Expenditures may then be made and authorized so long as no expenditure exceeds the fund balance.

Any obligation that is contracted or authorized by any employee in violation of this policy shall become the personal obligation of that employee and shall not be valid or enforceable against the school district. Any employee who violates this policy shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings as are provided by law. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

REFERENCE:
70 O.S. §5-157

PURCHASING POLICY

The School Board authorizes the Superintendent to approve expenditures and enter into contracts for the purchase of supplies, equipment, and services within the District's approved budget. The Superintendent is further authorized to delegate purchasing authority. All purchases require a purchase order prior to the commitment for any goods or services (70 O.S. § 5-135) and must obtain the best value for every dollar expended.

To ensure the best value, the following must be considered when initiating a purchase:

1. Best possible quality,
2. Lowest possible cost,
3. Ability to meet required specifications,
4. Availability of goods or services,
5. Ability to meet delivery requirements, and
6. Vendor past performance.

The Superintendent and/or his delegates shall develop purchasing procedures and implement procedures consistent with District policy and regulations as well as any State and Federal requirements, including those specific to Child Nutrition Services (CNS) and federal funds (e.g. *EDGAR Sec 200.320-1*).

All purchases subject to the *Oklahoma Public Competitive Bidding Act of 1974* ([61](#) O.S. § 101 et seq.) (Act), unless otherwise provided by law, shall be made in accordance and compliance with the provisions of the Act. The Board's approval of a construction project subject to the Act includes all purchases and expenditures necessary to complete the project.

PAYROLL

All personnel regularly employed, either full or part-time, shall be paid according to a specific schedule determined annually and published in the school calendar.

The Superintendent is authorized to certify payrolls. All disbursements shall be issued by the treasurer in the form of checks, ACH, wires, or reverse drafts.

Salary deductions are allowed only upon approval and are subject to various requirements.

All full-time or part-time employees, except temporary and substitute employees, will be paid monthly.

ACTIVITY FUNDS

The School Board shall exercise complete control over activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds. In accordance with the policy of the School Board, the following regulation shall govern school activity funds: The Superintendent is directed to establish a regulation manual governing activity funds. Such regulation manual shall be incorporated into this policy and shall become a part hereof.

AUTHORITY FOR ACTIVITY FUNDS

Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, the board of education shall exercise control over all activity funds.

The School Board alone has the authority to approve the establishment of accounts by whatever name or style it deems best suited to its needs for the revenue collected. At the beginning of each fiscal year, the School Board shall approve all school activity fund subaccounts, all subaccount fundraising activities, and all purposes for which the monies collected in each sub-account can be expended.

The School Board shall prohibit purchases from the activity fund for materials or equipment unless invoices or delivery tickets are furnished.

The School Board will not be responsible for claims resulting from agreements made with clubs or organizations involving district personnel and the payment of money for services when such clubs and organizations operate outside of the district's authority.

The school principal is designated as the custodian of this fund and shall be responsible for the proper administration of the financial activities of each account within the fund in accordance with state laws, State Board of Education regulations, School Board policy, and administrative regulations. The district's external auditor shall review on an annual basis the surety bonds for the activity fund custodians, which shall be in no case less than one thousand dollars (\$1,000), and such bonds shall be filed with the clerk of the School Board. The cost of surety bonds and audit services are payable from such funds or through General Fund.

SPONSORS

1. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The school principal shall appoint the sponsor. Sponsors shall be responsible for the funds collected by that entity and shall use the procedures described below for ordering supplies and equipment and for depositing funds.

2. Each sponsor shall be responsible for the payment of bills created against the sponsor's account. These bills shall be paid immediately after purchase is made.
3. No sponsor of any account shall make purchases or obligations in excess of funds on hand.

RECORD OF FUNDS

Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the activity fund custodian.

The Superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the School Board. The audit shall be furnished to the School Board and the cost of the audit shall be paid from the general fund. The auditor will give assistance and advice when necessary to ensure adequate compliance with Activity Fund Procedure.

The school principal shall cause to be kept complete and accurate accounts of all activity funds and shall see that monthly reports are made to appropriate parties. At the end of the month, the school principal shall ensure the sponsor of each organization receives a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.

The School Board shall require that receipts for collections by the custodian be given proper internal control by using pre-numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian.

The School Board shall evaluate and adopt standard forms for the documentation of cash receipts.

Recognizing that students will also be involved in the collecting and accounting of funds through fundraising and student activities, the School Board encourages student participation and instruction in proper accounting procedures.

The School Board further requires the following procedures for the activity fund account:

The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.

1. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.
2. Summary financial reports will be prepared on a monthly and annual basis.

3. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.
4. A centralized system of accounting and a uniform method of handling funds shall be used.
5. Pre-numbered receipts for all money received will be utilized.
6. All money received will be deposited in the bank in a single account, in the name of Harding Fine Arts Academy.
7. All expenditures will be substantiated by an invoice or a signed receipt.
8. Pre-numbered checks will be used for all disbursements.
9. Two designated signatures will be required to authorize each expenditure.
10. All spoiled pre-numbered receipts will be marked void and will be retained.

These provisions shall not apply to funds collected by adult organizations that have been exempted from the activity fund requirements by the School Board, or parent-teacher associations and organizations that are sanctioned by the School Board. Guidelines adopted by the School Board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

DEPOSITS

The School Board shall require the custodian to deposit receipts in the local bank in a timely manner. All monies collected shall be properly receipted and directed to the proper location of the deposit. Each deposit slip shall have the receipt numbers that comprise the deposit slip written in summary on the face of the deposit. Money shall not be left overnight in schools unless the school has a vault. The school shall provide for making bank and/or night deposits after regular banking hours in order to avoid leaving money in the school overnight. Deposits shall be made daily when the total collected daily exceeds \$100.00; however, bank deposits shall be made at least once per week regardless of the amount accumulated.

DISBURSEMENTS

Disbursements from each fund must be made only for the specific purpose for which the fund was created. The custodian may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.

Invoices must be on file to support each check issued. These may be direct invoices from companies, or in some cases, they may be signed requests for payment from individuals. Invoices will be numerically filed according to check numbers for audit and reference purposes. (Financial transactions with School Board members or employees/employers of School Board members or their families are prohibited by law.)

All disbursements from activity funds shall be made by check. Cash expenditures for any purpose are prohibited. To constitute an authorized purchase, the appropriate school personnel shall approve a school activity fund requisition. A check shall not be written to pay for any goods or services unless the purchase had prior approval. Employees who make unauthorized purchases in the name of the district are subject to personal liability for such unauthorized purchases. Checks are to be signed by the activity fund custodian and counter-signed by one other person appointed by the custodian. Verification of correctness of the amount and written approval of the sponsor of each fund or activity shall be on file before a check is drawn against the subaccount. Checks shall not be written payable to “cash” or to the bank on which it is written.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may come only from the school activity subaccount directly involved in the travel of such students or sponsors and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts must be turned in to the custodian.

CASH BOX

When cash is needed for a cash box, the check shall be written to the person responsible for collecting the revenue at the event for which cash is needed. This person is responsible for the money received from the check, which shall be deducted from the appropriate sub-account(s) until the money is re-deposited. Gate cash re-deposited shall be receipted and identified on the deposit slip as “gate cash re-deposited,” and the check number of the check used to obtain the cash shall be written on the deposit slip as well as the number of the receipt issued for the re-deposited cash.

PETTY CASH

The School Board may establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight, or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars (\$75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2,500.00).

TRANSFERS

If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the School Board that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account. REFERENCE: 70 O.S. §5-129, §5-129.1 | 70 O.S. §22-103