



www.hardingfinearts.org

3333 North Shartel
Oklahoma City, OK 73118
Phone: 405.702.4322

Sherry Rowan, Principal
srowan@hardingfinearts.org
Fax: 405.601.0904

Dear Prospective Student,

Thank you for your interest in the Harding Fine Arts Academy. The mission of the Harding Fine Arts Academy is to provide an arts enriched learning environment merging creative and academic content to enhance student achievement and to encourage arts-related careers and lifelong arts appreciation.

Admission at HFAA is open to any student who resides in the Oklahoma City Public School District and is in or entering the ninth through twelfth grades. Students residing in other school districts may apply, but will have to obtain an official transfer in order to attend HFAA. (Open transfers may be obtained from January 1 through March 31.) A maximum of 150 students per grade will be admitted. Applications for 2010 will be accepted after October 21st, 2009, and the application close date is June 1, 2010. Once we have enrolled 150 students in a grade, we will still accept applications and have a lottery to fill spaces as they come open. Siblings of current students are exempt from the lottery and will be given priority acceptance. The lottery will be held on August 1 for the upcoming school year. You will be notified immediately if your application was chosen.

Information and materials are enclosed. Upon receipt of the student's application, parents will receive notification of acceptance pending receipt and review of all required documents. Enrollment materials, including instructions for course selection, will be mailed to you at a later date.

Please contact me if I may answer any questions for you or be of assistance in any way.

Applications should be returned to:

Harding Fine Arts Academy
P.O. Box 18895
Oklahoma City, OK 73154

Sincerely,

Dr. Sherry Rowan, Principal

Harding Fine Arts Academy will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, or pregnancy. This nondiscrimination policy applies to admissions, employment, and access to HFAA programs and activities.



Lives filled with the arts are enriched lives.....

Harding Fine Arts Academy is a charter high school sponsored by the Oklahoma City Public School District. Harding offers high school students a complete liberal arts education.

The vision for HFAA was created by community leaders and fine arts advocates with the belief that a comprehensive education requires more than book knowledge. In addition to the traditional required academic subjects, including mathematics, English, science and social studies, students may select as many as three elective classes in dance, music, theater or visual arts programs. Some of Oklahoma City's finest artists and musicians are available as instructors, advisors and artists-in-residence.

An important element of the success and uniqueness of the Harding Fine Arts Academy is the recognition of the school as the first A+ High School in Oklahoma. For more information about Oklahoma A+ schools, visit www.okaplus.uco.edu. Our teachers receive special and on-going training in ways to integrate the arts throughout the curriculum. They are committed to daily arts instruction, experiential learning, and the idea of multiple intelligences in creating learning opportunities for students.

Enrollment is now open for the 2010-2011 school year. Students entering the 9th, 10th, 11th, and 12th grades who are interested in high school graduation with an emphasis in the fine arts are encouraged to apply by completing the attached admissions packet. Additional admission packets may be downloaded from our website at www.hardingfinearts.org. For further information on Harding Fine Arts Academy, call 702-4322.



**2010-2011
ADMISSION APPLICATION PROCEDURE**

To be eligible for admission to the Harding Fine Arts Academy, all applications must include the following materials:

1. Completed Student Information Form
2. Signed Proof of Residency Form with attached utility bill or other proof of residence
3. Signed Records Release Form
4. Signed Student Code of Conduct
5. Signed Technology Use Policy
6. Signed Parent Participation Agreement
7. Copy of Student's Transcript
8. Two letters of recommendation from student's current or former teachers or principal.
9. Copy of Student's Birth Certificate
10. Copy of Student's Immunization Records

Each student must have successfully completed the previous grade to be considered for admission.

Grades and attendance/discipline reports will be accessed from the student's cumulative folder. These materials will be sent from the student's former school; no action is needed by a parent or guardian.

Return all above materials no later than June 1st to:

**Harding Fine Arts Academy
PO Box 18895
Oklahoma City, OK 73154**

UNIFORM DRESS CODE

Pants or shorts

- ◆ Pants and shorts may be plain or pleated front and must be of appropriate size and fit and worn at the waist.
- ◆ Pants and shorts may be khaki or black.
- ◆ Pants and shorts may be cotton twill, wool or denim ONLY.
- ◆ Shorts may be no shorter than two inches above the knee.
- ◆ Ripped, torn or faded pants are not permitted

Belts -Brown or black belts must be worn with uniform pants. Belts ends may not hang down past the waist.

Skirts or skorts (girls only)

- ◆ Skirts and skorts must be simply styled and of appropriate size and fit.
- ◆ Skirts and skorts may not be shorter than two inches above the knee.
- ◆ Skirts and skorts may be solid color khaki or black or the HFAA plaid (purchased through the approved vendor).

Shirts

- ◆ Students may only wear HFAA polo shirts purchased from the school.
- ◆ Only HFAA logos are permitted on shirts or sweatshirts. No other logos or insignia are acceptable.
- ◆ Only HFAA sweatshirts or hoodies may be worn inside the school building. Sweatshirts may only be worn right side out.
- ◆ All shirts must be of appropriate size and fit and in good condition.

Footwear

- ◆ Footwear should consist of tennis shoes or leather shoes.
- ◆ Sandals or flip flops are not permissible.
- ◆ Socks should not have logos or insignias of any kind.
- ◆ Heels more than two (2) inches are not permissible.

Headgear - No hats or headgear of any kind may be worn in the building.

Jewelry

- ◆ Chains, spikes, or sharp objects on any jewelry item are not permissible.
- ◆ Nose rings or visible piercing other than pierced ears are not permissible.

Body Art - No visible writing or tattoos on hands, arms, or face are allowed.

Out of uniform days will occur at the discretion of the principal. Dress should be appropriate and may not include tank tops, cut-offs, exposed midriffs, short shorts, hipsters, or other inappropriate attire. All skirts, shorts, and skorts may be no shorter than two inches above the knee.

Students and parents are responsible for adhering to the uniform dress code. The principal will make the final decision as to whether any dress, make-up, or attire is inappropriate. Students are subject to disciplinary action for failure to follow the dress code.



Date _____

HFAA STUDENT INFORMATION FORM

Student's legal name _____ Preferred name: _____

Student's Date of Birth _____ Male _____ Female _____ SS# _____

Student's address _____

City _____ Zip Code _____

Grade Level for 2010-2011 School Year _____

Parents' (or Guardians') Name(s) _____

Parents' Home Phone _____ Parents' Cell phone _____ Parents' E-mail _____

Name of Last School Attended _____ Phone _____

Address of Last School attended (if other than HFAA): _____

The following information is requested by the Oklahoma State Department of Education and is not a factor in the HFAC selection process:

Ethnic group: Hispanic African American American Indian Asian/Pacific Islander

Caucasian Other _____

Is a language other than English used in your home? _____ If so, which language? _____

Please list any individual educational needs of the student _____

Please list any pertinent medical condition(s) of the student _____

PLEASE LIST NAMES OF ADULTS WITH WHOM STUDENT LIVES:

1. Name _____ Relationship to Student _____

Place of Employment _____ Work # _____

2. Name _____ Relationship to Student _____

Place of Employment _____ Work # _____

OTHER LOCAL CONTACT IN CASE OF EMERGENCY:

Name _____ Relationship _____ Phone _____

PLEASE LIST NAMES OF ALL PERSONS AUTHORIZED TO PICK UP STUDENT:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____



PROOF OF RESIDENCY FORM

**I hereby state that I am the parent or guardian of _____,
who resides with me at the following address:**

**Attached to the form is an original utility bill or other document which confirms my
residency.**

Printed Name:

Signature:



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Sherry Rowan, Principal
srowan@hardingfinearts.org
Fax: 405.601.0904

RECORDS RELEASE FORM

I, the undersigned, am the parent or guardian of:

(Name of student)

(Date of birth of student)

(Social Security Number of student)

I hereby give my permission for

Name of previous school: _____

Address: _____

City, ST, & Zip: _____

to release the academic, attendance, discipline or other records of this child to any representative of the Harding Fine Arts Academy. I also authorize any school or school system to which this authorization is presented to accept a photocopy of this authorization rather than require presentation of the original.

Printed Name: _____

Signature: _____

Date: _____



STUDENT CODE OF CONDUCT

HFAA sets the highest of expectations for student behavior and school safety. We expect every student to come to school prepared to learn and ready to treat themselves and others with respect. Because we care about the physical and emotional safety of our students, inappropriate behaviors will not be tolerated and will result in disciplinary action.

My child and I have thoroughly reviewed the **HFAA** Code of Conduct as listed below. We understand that failure to abide by the Code of Conduct and/or other rules and policies of Harding Fine Arts Center can serve as grounds for disciplinary action up to and including dismissal.

Student Conduct Agreement:

I understand that I choose my own actions. I also understand that every choice I make has consequences (positive or negative). With that in mind, I agree:

1. To treat myself, teachers, peers, and the school grounds with respect.
2. To take responsibility for my own education by arriving at school on time, coming to class prepared, and completing assignments on time.
3. To obey classroom rules set by teachers.
4. To refrain from profanity in speech, personal conduct, and written language.
5. To settle disputes with my peers respectfully and appropriately.
6. To not endanger myself or others by bringing any form of weapon, lighters, drugs, alcohol, or tobacco products to the school grounds.
7. To refrain from vandalizing or misusing any school property (i.e. books, lockers, bathrooms, etc...).
8. To keep my hands, feet, and objects to myself at all times.
9. To participate in physical education activities and to maintain a healthy lifestyle by avoiding harmful substances and behaviors.
10. To not engage in any form of sexual harassment activities.
11. To not participate in secret societies (i.e. gangs or occult activities) on school grounds or at school sponsored events.
12. To strive to exhibit behaviors that earn the respect of teachers, peers, and parents.
13. To follow the school dress code.
14. To adhere to the Code of Conduct at all school sponsored events and activities whether during or outside the school day.
15. To agree to serve 20 hours of community service per academic year.

Parent's or Guardian's Name (please print): _____

Parent's or Guardian's Signature: _____ Date: _____

Student's Full Name (please print): _____

Student's Signature: _____ Date: _____



TECHNOLOGY USE POLICY

Please read the following policy carefully before signing this document.

HFAA's network and technology resources are designed for educational purposes only. HFAA has taken precautions to eliminate access to inappropriate subject matter; however, it is very difficult for any entity to restrict access to all controversial materials. Students may not access pornographic materials, certain violent materials, social networking sites such as MySpace, Facebook, Bevo, etc. or other unacceptable material. Any attempt to circumvent the school's security measures will result in disciplinary action. In the event of accidental access to objectionable material, the student must immediately notify the supervising teacher. Students are not allowed to download any software, files--including media and picture files, or programs of any kind to school computers without specific permission from an HFAA staff member. The intentional introduction of any kind of virus to the system is strictly prohibited. Violation of this policy may result in loss of network privileges and/or other disciplinary measures. All technology equipment shall be handled with the utmost care and respect. Failure to do so shall result in student's requirement to replace or repair the items.

Student Agreement:

I have read and agree to abide by the Technology Use Policy of the Harding Fine Arts Academy. I understand that a violation of this policy may result in loss of network privileges and/or other disciplinary measures.

Student's Full Name (please print): _____

Student's Signature: _____ Date: _____

Parent Agreement:

Please check one: I give do not give permission for my child to access the HFAA computer network resources for the current school year. *Students who do not have parent/guardian permission to access the school's computer network resources will be given alternative educational activities.*

Please check one: I give do not give permission for my child's photograph to be published on the HFAA computer network resources, in a yearbook, or submitted to the news media. Any materials such as student photographs, student work, artwork, or other projects published to the HFAA network, in a yearbook, or submitted to the news media will be identified appropriately.

As the parent or guardian of the above student, I have read the terms and conditions for the HFAA Technology Use Policy.

Parent's or Guardian's Name (please print): _____

Parent's or Guardian's Signature: _____ Date: _____



PARENT PARTICIPATION AGREEMENT

I, _____ the parent, guardian, or foster parent of _____ wish to enroll him/her in the Harding Fine Arts Academy for the 2010-2011 school year. I have read the material pertinent to the vision, philosophy and mission of the school. I agree and accept the information provided in these materials, and I understand that the focus of the school is a complete education of the student with a focus on fine arts. I choose this school for my child and agree to support my child as he/she pursues successful completion of the curriculum while attending this school.

I also accept and agree to HFAA's Student Code of Conduct, and I understand that my child will be subject to the provisions of that code of conduct. I acknowledge that a violation of the code of conduct or other school rules or policies will be grounds for disciplinary action as well as possible dismissal from the school.

I will make sure my child adheres to HFAA's Uniform Dress Code, and I am prepared to pick him/her up from school if there is a violation. I understand the commitment that my student and I must make to attend school at Harding Fine Arts Academy Charter High School. I agree to donate 20 hours of service per year to HFAA through participation in workdays, landscaping, donations, and other volunteer opportunities. I agree for my student to give 20 hours total service per year to the school and/or community. Finally, I agree to support the school in its policies and vision.

Parent/Guardian Signature _____ Date _____



STUDENT INFORMATION AND MEDICAL RELEASE FORM

We must have current information.

Please inform the office if you move or change phone numbers!

STUDENT INFORMATION

OKCPS Student ID # _____

Today's Date _____

STUDENT'S LAST NAME _____

FIRST NAME, MIDDLE NAME _____

PREFERRED NAME _____

2009-2010 GRADE LEVEL _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

MALE FEMALE
GENDER _____

CITY & STATE OF BIRTH _____

STUDENT'S HOME ADDRESS _____

CITY _____

ZIP _____

STUDENT'S HM PHONE _____

STUDENT'S CELL PHONE _____

STUDENT'S EMAIL _____

NAME OF LAST SCHOOL ATTENDED _____

ADDRESS (IF OTHER THAN HFAA) _____

The following information is requested by the Oklahoma State Department of Education and is NOT a factor in the HFAA selection process:

Ethnic group: African American Asian/Pacific Islander Hispanic Native American White/Caucasian

Is a language other than English used in your home? No Yes If so, what language? _____

Please list any individual educational needs of the student: _____

Please list any concerns (physical or academic) that you feel our faculty need to be aware of: _____

PARENT/GUARDIAN INFORMATION *Please indicate with a if you DO NOT want information published in a school directory.*

MOTHER STEP-MOTHER LAST NAME _____

FIRST NAME, MIDDLE _____

GUARDIAN (RELATIONSHIP _____)

STUDENT LIVES WITH STUDENT DOES NOT LIVE WITH

HOME ADDRESS _____

CITY _____

ZIP _____

DAY PHONE _____

EVENING PHONE _____

CELL PHONE _____

PLACE OF EMPLOYMENT _____

EMAIL _____

MAILING ADDRESS IF DIFFERENT THAN ABOVE _____

FATHER STEP-FATHER LAST NAME _____

FIRST NAME, MIDDLE _____

GUARDIAN (RELATIONSHIP _____)

STUDENT LIVES WITH STUDENT DOES NOT LIVE WITH

HOME ADDRESS _____

CITY _____

ZIP _____

DAY PHONE _____

EVENING PHONE _____

CELL PHONE _____

PLACE OF EMPLOYMENT _____

EMAIL _____

MAILING ADDRESS IF DIFFERENT THAN ABOVE _____

Office Use Only

<i>Date received</i>	<i>Start Date</i>	<i>Entered PS</i>	<i>Entered TERMS</i>
<i>PARENT WEB ID</i>	<i>PARENT WEB PS</i>	<i>STUDENT PS ID</i>	

EMERGENCY CONTACT AND MEDICAL RELEASE

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	SOCIAL SECURITY #	HOME PHONE
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HOME ADDRESS	CITY	ZIP
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EMERGENCY CONTACTS *PLEASE LIST IN THE ORDER YOU WANT US TO TRY TO REACH SOMEONE*

NAME	RELATIONSHIP	PHONE	CELL? HOME? WORK?
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NAME	RELATIONSHIP	PHONE	CELL? HOME? WORK?
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NAME	RELATIONSHIP	PHONE	CELL? HOME? WORK?
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NAME	RELATIONSHIP	PHONE	CELL? HOME? WORK?
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NAME	RELATIONSHIP	PHONE	CELL? HOME? WORK?
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Does your child have diabetes? No Yes Will your child be self-administering insulin? No Yes

Does your child have asthma? No Yes Will your child be self-administering an inhaler? No Yes

Does your child have severe allergies? No Yes Will your child be carrying an epi-pen? No Yes

Please list any medical allergies, medications taken on a regular basis, or other medical information needed,

FAMILY DOCTOR	DENTIST	HOSPITAL PREFERENCE
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HEALTH INSURANCE PROVIDER	POLICY NUMBER	ID NUMBER
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I understand that, in case of an accident or serious illness, every attempt will be made to reach the above named persons. If, however no one can be reached, Harding Fine Arts Academy has my permission to provide or obtain emergency medical care as required for my son/daughter/ward. I understand that I assume financial responsibility for such emergencies.

I declare that all information provided is true and accurate.

PARENT/GUARDIAN'S PRINTED NAME	SIGNATURE	DATE
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STUDENT ENROLLMENT CHECK-LIST

STUDENT NAME

Today's Date

The following documents have been completed and submitted for my child's enrollment in Harding Fine Arts Academy: (please initial)

Parent/ Guardian Initial		Staff Initial
	Student Information Form	
	If other than birth parent, proof of legal guardianship or proof of custody in the event of a divorce.	
	Medical Release Form	
	Signed Proof of Residency form	
	Water, gas, or electric bill or lease/rental agreement in parent/guardian name with matching address, or, if out of district, approved transfer from OKCPS	
	Signed Records Release form	
	Copies of transcripts from all previously attended high schools	
	Signed Student Code of Conduct and Uniform Policy	
	Signed Technology Use Policy	
	Signed Parent Support and Participation Agreement	
	Two letters of recommendation or recommendation forms from student's current or former teachers or principal	
	Copy of Student's Birth Certificate	
	Copy of Student's Immunization Records	

Has your child been on an Individualized Education Plan (IEP) at another school? _____ If yes, and you wish for your child to be on an IEP while at Harding Fine Arts Academy, have you furnished the school with a copy of the latest plan? _____

Does your child have medical needs that require special attention, for example but not limited to asthma, diabetes, severe allergies? _____
If yes, have your furnished the office with a signed letter from the student's doctor specifying treatment?

I declare that all of the information provided is true and accurate.

Parent/Guardian Printed Name

Signature

Date

Staff signature

Date