

2025-2026
School Handbook

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Philosophy of Harding Charter Preparatory School District

Our principal interest is the welfare, educational experience and achievement of each student. Faculty, administration and parents hold high expectations for student academic achievement and have, therefore, designed a rigorous curriculum to prepare our students for the academic demands in all schools and in their studies beyond high school.

We believe an optimal educational environment is achievable through a secure and safe school experience. Parents will support the administration and faculty toward that goal. The highest standards of professional behavior and ethics are expected from our administration and staff. Parents will support the staff and administration in a mutually respectful manner.

We understand the design, administration, and governance of this district are unique. As with all new enterprises, we will strive to continuously improve our district and provide the very best for the children we serve.

The program model for Harding Charter Preparatory includes:

College Preparatory Environment – We highlight college and career opportunities for our students from the earliest ages. We create opportunities for students to develop leadership and advocacy skills, along with involvement in a holistic program to include fine arts, athletics, culturally responsive programs and activities, and community service initiatives.

Rigorous Teaching and Learning – We offer a challenging, vertically aligned, standards-based curriculum that prepares students for academic success at the highest levels. Our teachers implement engaging instructional strategies to support student learning and monitor student academic growth with high-quality formative and summative assessments.

Comprehensive Student Supports – We support the success of our students by offering a comprehensive school counseling program, implementing AVID strategies, providing targeted interventions and a robust after-school tutoring program, and building time into our schedule to intentionally support students.

Community Engagement – We create strategic partnerships with community stakeholders that enable the success of our students and staff. We collaborate with families in many ways throughout the year, offering multiple avenues of engagement including monthly service days, parent organization meetings and activities, providing support to each of our schools, and membership on our Governance Board.

Operating Principles – We maintain a school environment to ensure that every student is known and valued. We cultivate a positive school culture by supporting collaboration and data-informed decision making through distributive leadership. We recruit a highly qualified and diverse faculty, whom we retain by providing high-quality professional learning opportunities and establishing mutually respectful relationships.

Harding Charter Preparatory School District Vision Statement

*Our vision is to prepare all graduates for success at any
post-secondary educational institution.*

District Office Contact Information

Superintendent – Steven Stefanick
Email – sstefanick@hardingcharterprep.org

Chief Academic Officer – Rachel Dowell
Email – rdowell@hardingcharterprep.org

Chief Operating Officer – Pat McKinstry
Email – pmckinstry@hardingcharterprep.org

Business Manager – Judy Luster
Email – jluster@hardingcharterprep.org

12600 N Kelley Avenue
Oklahoma City, OK 73131
405-767-3003 ext. 800
www.hardingcharterprep.org

GENERAL SCHOOL INFORMATION

Harding Charter Preparatory Elementary School at Kelley Mission Statement

*Our mission is to prepare our students to be successful
in a middle school honors program.*

School Office Contact Information

Office – 405-767-3003 ext. 3

Fax – 405-609-1677

Website – www.hardingcharterprep.org

School Breakfast

7:00 a.m. – 7:25 a.m.

School Hours

7:30 a.m. – 2:45 p.m.

Principal Offices

7:00 a.m. – 4:15 p.m.

Attendance Office

7:00 a.m. – 4:15 p.m.

Classroom Teachers

7:00 a.m. – 3:15 p.m.

After School Program

3:00 p.m. – 6:00 p.m.

12600 N Kelley Avenue
Oklahoma City, OK 73131

Harding Charter Preparatory Elementary School at Kelley

2025-26 Calendar

August 4	5 th Grade Orientation
August 4	New Staff Professional Development – No Classes
August 5 – 8	Professional Development – No Classes
August 11	Open House
August 11 – 12	Staff Work Day
August 13	Classes Begin
September 1	Labor Day – No Classes
September 18	Parent Teacher Conferences (10:00am – 7:00pm)
September 19	Professional Development – No Classes
October 10	Professional Development – No Classes
October 13 – 17	Fall Break – No Classes
November 21	Professional Development – No Classes
November 24 – 28	Thanksgiving Break – No Classes
December 18	End of Semester
December 19	Staff Work Day
December 22 - January 2	Winter Break – No Classes
January 5	Professional Development – No Classes
January 6	Staff Workday
January 7	Classes Resume
January 29	MLK Day - No Classes
February 12	Parent Teacher Conferences (10:00am – 7:00pm)
February 13	Professional Development – No Classes
March 16 – 20	Spring Break – No Classes
April 17	Spring Friday (Snow Day) – No Classes
May 20	End of Semester
May 21	Staff Work Day

What to do if?

Your child is absent	a parent or guardian is to call the school that day
Your child becomes ill at school	a parent/guardian will be notified
Your child must leave school	a parent or guardian must check the student out at the main office
Your child is having difficulty in class	talk to your child's teacher
Your child loses a personal item	check the lost and found
You are moving and must withdraw from school	a parent or guardian must notify the front office

Daily Schedules

7:00-7:25: Morning drop off/breakfast

7:30-2:45: Instructional Time

(each grade level & classroom teacher will have an individual schedule available to parents at curriculum night)

2:45-3:15: Dismissal

Arrival & Dismissal Procedures

Arrival

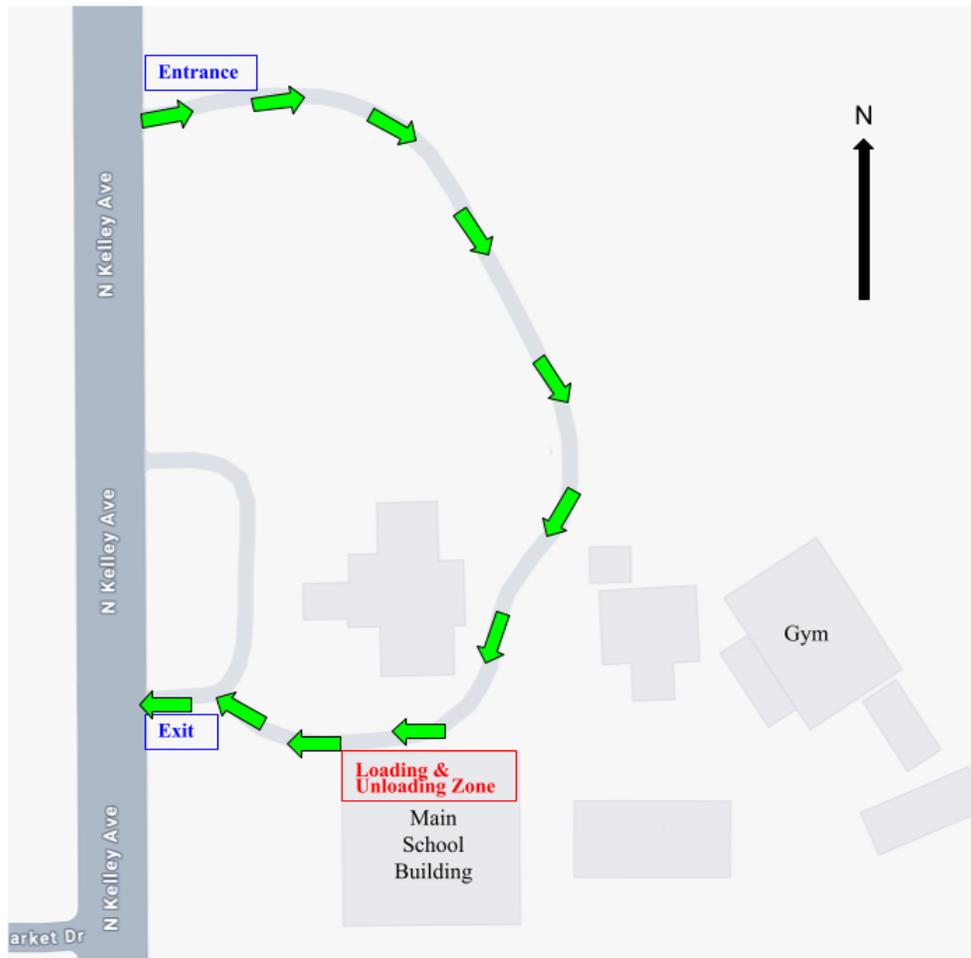
- Drop off will be from 7:00-7:30am. If a student arrives after 7:30am, they are considered tardy and will need to be signed in by an adult at the front office.
- Enter HCPES through the north gate of the property. Follow the road along the east side of the property, pulling in from the east facing west in front of the school. Students will be dropped off under the overhang of the school building.
- Pull your car as far forward into the loading zone as traffic allows. Drivers may drop-off students only when HCPES staff are outside on duty.
- Parents/Guardians, please be ready and quick. We need to keep the line moving. Have your child's coats and backpacks ready for a quick drop off.
- Staff will supervise students as they exit vehicles, offer assistance, and guide them along the walkway into the school. We ask that parents/guardians stay in the vehicle.
- Students will unload from the driver's side of the vehicle only. (Move booster seats to this side)

Dismissal

- Dismissal will begin daily at 2:45pm.
- Enter HCPES through the north gate of the property. Follow the road along the east side of the property, pulling in from the east facing west in front of the school. Students will be picked up from under the overhang of the school building.
- Students will remain in classrooms until their number is displayed. Parents remain in the car. A car rider tag must be displayed to release students.
- YMCA Aftercare: YMCA staff will meet students in the school cafeteria at 3:00pm daily. Parents will pick up and check out with the YMCA through the front doors.
- Early checkout ends 15 minutes prior to the end of the school day.
- Changing end of day transportation is discouraged. However, if you need to change the daily norm of transportation, please send in a detailed signed note to the office that morning or call the office up to one hour before dismissal.
- For another adult to pick up your child, he/she must be listed on the school record as authorized to do so. If you need to update information on your student's record, please contact the front

office. It is imperative that we are able to reach you or another authorized person in an emergency.

- Late Pick-Up: Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at the school, he/she will be sent to our YMCA onsite program. The YMCA charges a fee for students who are left in their care and not a regular YMCA registered student.



Emergency Drills

In cases of an actual tornado, fire, or lockdown, persons are to follow these drill procedures.

In the case of a tornado drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions. *Teachers will take their emergency bags with them so they can take roll and account for all students.*

In the event of a fire drill, the siren and strobes will be the signal that all persons must leave the building by the nearest exit, in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the sirens

conclude and a school official signals to students, indicating that the building may be reentered safely. *Teachers will take their emergency bags with them so they can take roll and account for all students.*

In the case of a lockdown drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions. Classrooms will be locked and emergency personnel will be notified immediately.

Drills are conducted at various times throughout the school year.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents of students under 18 years of age and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student’s rights.
4. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of the student’s rights.
5. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governance Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in school service program or serving on an official committee, or assisting another school official in performing their tasks.

7. The district is permitted to disclose what is termed “directory information” of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or parent, if the student is under 18 years of age, may restrict or prevent the release of all or any part of the information designated as “directory information” without their prior consent provided

that the student or parent, if the student is under 18 years of age, notifies the school, in writing, within ten (10) days of receipt of this handbook, that any or all of the “directory information” should not be released without the student’s or parent’s, if the student is under 18 years of age, prior consent. “Directory information” is designated as: the student’s name, address, telephone listing, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW Washington, D.C. 20202-4605

Immunizations

Oklahoma law requires that parents or guardians of all minor children in grades kindergarten through twelfth for all public, parochial or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations before the first day of school for the following:

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations	
PreK	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th Grade	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th Grade	1 Tdap (tetanus, diphtheria, pertussis)• 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4 th dose of IPV is not required.

■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement

Medication

Pursuant to Oklahoma law, only medication that has been prescribed for a student by a physician will be administered by school personnel. Medication brought to school to be administered by school personnel will:

- A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the guardian's written permission for administration at school.
- B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
- C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

If it is necessary for a student to take prescribed medicine during the school day or have medicine in their possession, the student must have a written request and instructions by the physician turned into the main office. A student may then obtain written permission to be released from class at the appropriate time for the purpose of taking such medication.

Child Nutrition Programs

Funds may be added to student accounts through the main office. Checks made payable for meal funds will NOT be exchanged for cash. Applications for free or reduced breakfasts/lunches may be completed from the district website. Free or reduced breakfasts/lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by the parent or guardian of a student.**

Child Nutrition Charges

In compliance with the Healthy, Hunger-Free Kids Act of 2010 and SP 46-2016, the district implements the following lunch charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is \$300;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the principal;

5. The school will notify households for negative balances by email, phone, or direct mail.

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.
2. If a student reaches the limit of \$300 in charges, then the student will receive an alternate meal instead of the child nutrition program meal.

Delinquent/Bad Debt Practices

1. Households will be notified of delinquent debt monthly;
2. Households who are delinquent and may be approved for free/reduced lunch services will be encouraged to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The principal will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. Accounts with a negative balance as of May 31 may be referred to the school's legal counsel or designated collection agency for payment;
6. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Financial Obligations

Students are expected to take care of any financial obligation that they may incur. If a student does not, the following may occur:

1. The student will not be allowed to pick up the following year's enrollment schedule.
2. The student's grades will not be sent out.
3. The student will not be allowed to participate in extracurricular activities.

Lost and Found Articles

Students are responsible for their personal items used at or brought to school. Personal items should be marked with the student's full name. Students who have lost items may look for them in the lost and found. Students finding articles in the school should bring them to the main office. All unclaimed items are given to a charity at the close of each semester.

Phone Calls & Messages

Only the front office staff, teachers, or administration can make phone calls at our school. Students are not allowed to use the office phone, except in special cases. If a student is sick and need to be picked up, the front office staff will notify parents.

Visitors

Our children's safety is important to us. While we welcome visitors, we must maintain a secure campus. All visitors must sign in through the Lobby Guard System located in the office foyer. All visitors must utilize their driver's license or other photo identification to obtain access and a visitor badge. Please do not walk your child to class and/or visit the classroom as this can disrupt the class or monopolize the teacher's time. All outside building doors will remain secured during school hours.

Parents are welcome to eat breakfast or lunch with their child, whether it is purchased at school or brought in to school. If parents want to eat the school lunch with their child, they must pay the exact amount in advance at the office. There is a guest table designated for parents and their child in the cafeteria.

Flowers & Gift Deliveries

Flowers, balloons, and other gift deliveries will be accepted. Staff/Students will be notified that they have a delivery, which will be held in the front office for pick up at the end of the school day.

Pledge of Allegiance

The Pledge of Allegiance to the United States Flag and the Oklahoma Pledge may be recited during morning announcements, programs, and assemblies throughout the school year. Students have the right not to participate, but non-participating students must remain silent and respect the rights of others during the ceremony.

Computing Device Usage Policy

Access to the internet is available on computing devices throughout the school and through Wi-Fi. Student use will be at the discretion of the teacher in the classroom. However, before any student is given permission to use the internet, they must have signed the Internet Agreement part of the enrollment process.

The following policies apply to any computing device at HCP. Failure to comply with these policies will result in disciplinary action through the office and loss of computing device privileges. Damages to computing devices will be at the expense of the student's family.

- No chat rooms and/or instant messaging may be accessed on any computing device at HCP.
- No games or applications may be installed on any district computing device.
- Computing devices and their supported technology are to be treated with care and respect.
- Any unauthorized use of the computing device network is strictly forbidden.
- Only school-related use of the computing devices is authorized.
- No cloning or copying software that is on a district computing device.

Academic Grading Scale

HCPES uses Standards-Based Grading in grades PreK-4th grade. Standards-based grading emphasizes assessing students' mastery of specific learning standards rather than overall subject performance. Unlike traditional grading, which provides a single letter grade, standards-based grading breaks down the curriculum into clear learning objectives. Teachers assess students on each standard, offering targeted feedback for individual concepts or skills. Standards-based grading promotes clear learning objectives, accurate assessment, targeted feedback, individualized learning, a growth mindset, and improved communication.

Implementation involves employing a proficiency scale in core subjects. The goal is to achieve "M," indicating the meeting of academic standards. In contrast to traditional grading, Standards-Based Grading assesses solely on achievement, separates behavioral assessments, and allows students to showcase growth on a continuum towards end-of-year goals. Grades will go out quarterly.

Academics Key:

- M = Meeting or exceeding grade level expectations
- P = Progressing: on track for meeting grade level expectations (in development)
- L = Limited Progress: experiencing difficulty; needs time & support
- U = Unsatisfactory: not approaching expectations even with time & support

Promotion & Retention Criteria for PreK – 4

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on criterion referenced test results, teacher observations, course grades, and attendance in grades PK-4.

- Students who miss more than 15% of instruction with excused and/or unexcused absences will be recommended for retention. The School Attendance Committee will make the ultimate decision. The decision will be made at the end of the second semester.

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by following the Parent Complaint Policy found in the HCP Policy and Procedure Manual.

Strong Readers Act

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress.

The Strong Readers Act can be divided into three main sections:

1. Early Identification of Reading Difficulties
2. Clear, Consistent Parent Communication

3. Increased Time and Improved Literacy Instruction

1. Early Identification of Reading Difficulties

The Strong Readers Act serves to ensure that all students are assessed, beginning in kindergarten, to determine their current level of proficiency in the basic areas of reading. All students who score at the 40%ile or below will also receive a Dyslexia Screener and results will be shared with families.

In addition to providing the screener three times per year, HCP teachers utilize progress monitoring throughout the year to determine the extent to which instruction and intervention are meeting the student's needs.

2. Clear, Consistent Parent Communication

The Strong Readers Act places great attention on parent communication. Reading success requires support from many different people. With the help of the family and as a result of his or her own hard work, each child has a greater chance of becoming a successful reader.

Every student who does not meet established grade-level benchmark level targets on an approved screening instrument must have a Student Literacy Intervention Plan (SLIP). The SLIP is created once a student has been identified as having reading difficulty (below the 40%ile) The SLIP will provide: the child's specific area of need, the instructional services and supports for that student, and strategies and online resources that families can use to help their child succeed. This SLIP is discussed with parents at conferences. Every student's SLIP will be included in the student's cumulative folder.

3. Increased Time and Improved Literacy Instruction

The Strong Readers Act requires that specific amounts of time be reserved every day for literacy instruction. Every student in grades K-4 receives 90 minutes of core reading instruction. During this time, instruction is designed to help students master the reading skills required for their grade level.

In addition to the 90 minutes of core instruction, students who are not meeting the established grade-level benchmark receive additional minutes of targeted intervention. This extra support is designed to fill gaps in students' foundational reading skills.

Tier 1 (all students receive in the general classroom)

90 minutes daily scientific research-based reading instruction.

Tier 1+ (26th-39%ile)

90 minutes daily scientific research-based reading instruction PLUS additional intervention time at least 2-3x/week.

Tier 2 (11th-25th%ile)

90 minutes daily scientific research-based reading instruction PLUS additional intervention time at least 3-5x/week.

Tier 3 (1st-10th%ile)

90 minutes Daily scientific research-based reading instruction PLUS additional intervention time at least 30 minutes daily.

Volunteer Hours

Students

The HCP Governance Board views the Community Service component of our students' education as a means of developing awareness by our students of their role in the community. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the governance board believes that age-appropriate community service projects are an asset to the curriculum. Each student must learn about the importance of community service and complete a service each year arranged by the school administration.

Parents/Families

The HCP Governance Board believes that a parent's participation in the education of their child is one of the most important aspects of a child's educational success. Parental participation in the education process is at the core of our school's foundation. Therefore, the governance board has established a Parent/Family Participation Program to provide parents with various activities and projects to assist the school and support their child's education. Participation in the Parent/Family Participation Program is encouraged for each parent who wishes to admit their student to the school.

Each family is required to complete a minimum of fifteen (15) hours of volunteer time per school year. It is the duty of parents to maintain their own records. The office shall supply each family with "time sheets" that are used to record the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. The awarding of volunteer hours for tasks is outlined below:

- A. If a family member or guardian wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time.
- B. If a student, family member or guardian provides classroom materials and/or purchases materials to complete a volunteer and/or education-related task, the family will receive one (1) hour of volunteer credit for every \$20.00 spent.

Asbestos Hazard Emergency Response Act of 1986

This act requires the inspection of all buildings for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the district's office. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by posting a notice or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, we will notify the appropriate people as described by law.

ATTENDANCE INFORMATION

Attendance Policies and Procedures

Attendance is vital to the education of our students. Students don't learn when they are not in the classroom. Thus, it is not only important that every student attend school but also are not tardy. Secondly, failure to attend school is detrimental to the student because excess absences can result in various penalties, including financial, for both the student and district.

Oklahoma County Truancy Laws

It is important to understand the laws concerning school attendance and truancy. Oklahoma Law holds parents responsible for their child's attendance at school. Oklahoma State Law requires that school officials keep attendance records and report excessive absences to the Oklahoma County District Attorney Office for the misdemeanor offense of Failure to Comply with the Compulsory Education Law. The penalty for this offense is up to five (5) days in the County Jail for every unexcused absence and/or \$50.00 fine per day after the notice has been given. Fines and jail time increase for subsequent offenses. School officials are required to inform the District Attorney when a student has missed ten (10) or more days of school.

District Attorney's Criteria for Absences that Do Not Count Against Attendance

- A. Medical Absences - Documentation of doctor visits and medical absences must be turned into the office no later than five days after the visit in order to not count against attendance.
- B. Funeral Absences - Documentation of missing school for funeral-related purposes must be turned into the office no later than five days after the event in order to not count against attendance.
- C. Judicial Absences - Documentation of judiciary-related absences must be turned into the office no later than five days after the event in order to not count against attendance.
- D. Religious Absences – Documentation of religious-related absences must be turned into the office no later than five days after the event in order to not count against attendance.

If any forgery occurs with above documentation, local authorities will be notified.

Excused Absences

Excused absences are those absences that a parent has excused either by phone or written notice. Absences need to be excused by a parent on the day of the absence; otherwise, it remains unexcused. Students are allowed to make up schoolwork for days that they have an excused absence; the number of days absent plus one will be allowed. Excused absences count against the eight (8) allowed absences per semester.

Unexcused Absences

Unexcused absences are those absences that a parent has not excused either by phone or written notice. Absences need to be excused by a parent on the day of the absence; otherwise, it remains unexcused. Students are not allowed to make up schoolwork for days that they have an unexcused absence. Unexcused absences count against the eight (8) allowed absences per semester.

Attendance and Makeup Work

If a problem of absenteeism persists, a conference may be held with the parent, the student and the principal. A behavioral or attendance contract may be written and signed by the parent and student, if

under 18 years of age, or the student may be subject to further disciplinary action, including withdrawal from HCP.

When a student is absent, makeup work will be allowed only if the absence is excused. It is the responsibility of the student to arrange with the teacher to make up work and/or take tests.

In the event of an extended illness, three (3) weeks or more, arrangements can be made for homebound instruction.

Checking In and Out

Students must be signed out at the front office before they are permitted to leave before regular dismissal time. Students may only be checked out by individuals designated by the parents/guardians on enrollment forms; changes may be made by contacting the office. Students who leave and return to school the same day must be signed in at the front office by a parent/guardian or designated individual upon returning.

Attendance Summary

The following chart will provide a summary to students and families regarding which absences count against a student's attendance. Students are only allowed eight (8) unexcused/excused absences per semester.

Count Against Student Attendance	Does Not Count Against Student Attendance
Unexcused/Excused Absences	Medical Absences (with documentation)
	Funeral Absences (with documentation)
	Judicial Absences (with documentation)
	Religious Absences (with documentation)

Tardy Policy

HCP values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Tardiness tends to disrupt the continuity of the instructional process, and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and between teachers and students. Therefore, classroom punctuality is considered to be an integral part of the students' course of study.

A tardy, defined as not being in the classroom for less than fifteen (15) minutes. **Tardiness will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

GENERAL EXPECTATIONS

HCP General Expectations

HCP recognizes that students do not surrender any rights of citizenship while in attendance. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for obedience to school rules.

General School Rules

Students will be expected to follow the rules set forth in this handbook as well as those which might be established by the administration and individual teachers throughout the year.

Articles Prohibited in School

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school instructional program. Such items include radios, cassette/CD players, skateboards, chains, cards, toys or any other item deemed inappropriate. These items will be taken from the student and released (upon request) to the student's parent/guardian.

Uniform Dress Code

Pants

- Pants must be khaki or navy blue.
- Pants must be plain or pleated front and must have belt loops.
- Pants must fit properly and may not have tears, splits, rips or frayed hems.
- Pants such as hip huggers, stretch pants and leggings are not permitted.
- Pants made of denim material are not permitted.

Shorts

- Shorts must be khaki or navy blue.
- Shorts must be plain or pleated front and must have belt loops.
- Shorts must fit properly and may not have tears, splits, rips or frayed hems.
- Shorts must be an appropriate length, no more than three (3) inches above the knee.

Skirts

- Skirts must be khaki or navy blue; skirts in approved plaid from the school uniform store are also permitted.
- Skirts must fit properly and may not have tears, splits, rips or frayed hems.
- Skirts must be an appropriate length, no more than three (3) inches above the knee.

Jumpers/Dresses

- Jumpers/Dresses must be khaki or navy blue; jumpers/dresses in approved plaid from the school uniform store are also permitted.

Shirts

- Shirts must be hunter green, navy, or white.
- Only polo shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.
- Shirts may have the official HCP logo but are not required to.
 - jumpers and dresses are permitted from the school uniform store.
 - Shirts with the HCP logo must come from the school uniform store.
 - Shirts without the HCP logo must not have any other logos or insignias.

- Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.
- Shirts with hoods are not permitted.

Sweatshirts

- Sweatshirts must be hunter green or navy.
- Sweatshirts may have the official HCP logo but are not required to.
 - Sweatshirts with the HCP logo must come from the school uniform store.
 - Sweatshirts without the HCP logo must not have any other logos or insignias.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If a sweatshirt or pullover is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

Coats, Jackets, and Pullovers

- Personal coats and/or jackets are not permitted during the school day. Coats and jackets brought to school should remain in students' lockers during the school day.
- HCP pullovers and jackets from the school uniform store are permitted during the school day.
- Jackets considered to be spirit attire may be worn only on HCP Spirit Fridays.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

HCP Spirit Fridays

- Spirit attire includes shirts, sweatshirts, pullovers and jackets that represents HCP and has been approved by administration.
- Spirit attire may only be worn on Fridays.
- Spirit attire may not be cut, altered or homemade. Spirit attire may not be rolled and/or tied.

Shoes

- Tennis shoes and leather style shoes are acceptable.
- Shoes with open toes, open heels, and/or visible holes are not permitted.
- House shoes, slippers, slides, crocs and flip flops are not permitted.

Personal Items (non-academic)

- Must be left in designated area for the entire school day.

Eyewear

- Only prescription eyewear is approved to be worn during the school day.
- Sunglasses may not be worn during the school day, even if they are prescription sunglasses.

Headwear and Head Coverings

- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Medical/Air Filtration Face Masks

- Medical/Air Filtration face masks are allowed
- Masks must be school appropriate and cannot be bandana print.

Out of Uniform Days (requires approval from the administration)

- Clothing must be acceptable and appropriate.
- The fundamentals of the HCP Dress Code Policy apply to Out of Uniform Days. The fundamentals of HCP Policy include:
 - Length of shorts and/or skirts
 - HCP shoe policy
 - Headwear and Head Coverings policy
 - Backpack, Purses & Fanny Pack policy
 - Eyewear policy
 - Medical/Air Filtration Face Mask policy
- A sleeveless shirt less than four inches wide at the shoulder must have a sleeved shirt underneath.
- No clothing with hoods (hoodies).
- No clothing with tears, splits, rips or frayed hems.
- No exposed midriffs.
- No plunging necklines.
- Tights and/or leggings may not be worn as pants. They can only be worn under bottoms that abide by the HCP length of shorts and/or skirt policy.

Students will be informed about any violation of the dress code and added to the uniform violation list.

The final decision will be based on the judgment of the administration. If the administration deems the clothing of a student inappropriate or a distraction to the educational environment at any time, the student must make arrangements to change into appropriate clothing or remain in the office while at school.

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Inappropriate Language

HCP recognizes that racism, bigotry, gender bias and sexual orientation bias are not conducive to learning and the educational experience. They will not be tolerated and are explicitly prohibited while on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events. All persons are to be treated with respect and addressed by their announced preference.

It is expected that language used at school be respectful and appropriate. Foul language, including, but not limited to, profanity, obscenity, and vulgarity, has no place at school or during a school-sponsored activity. Offensive language, including, but not limited to, language based on sex, sexual orientation, race, color, national origin, disability, age or other referenced bias, will not be tolerated. It shall not be a defense to this prohibition that the slur(s) or word(s) were spoken at, between or to members of the same group.

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Cafeteria Behavior

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

- Students will keep their hands and feet and objects to themselves.
- Students will walk in the cafeteria.
- Students will eat quietly and use good manners.
- Students will finish eating any food items before leaving the cafeteria.
- Students will stay in their seats until dismissed. (To get help, students will raise their hands.)
- Students will clean up after themselves.
- Everyone will treat everyone with dignity and respect.
- Students will sit in designated areas/tables.
- Students will get permission from a monitor/teacher before going to the restroom.

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Recess Expectations

- Students will stay within the designated areas. They will not leave the playground without permission.
- Students will limit throwing and kicking of objects to balls in games. Rocks, dirt, sticks, twigs and gravel will remain on the ground.
- Students will respect the rights of others to use their own space. They will avoid fighting, wrestling, shoving, spitting and games that may cause injury to others.
- Students will refrain from name calling, teasing and cursing. They will treat other people with respect.
- Games will be open to all students wishing to play.
- Students will leave toys, nuisance items, games, skateboards, skates, scooters, baseballs, footballs, electronic devices, etc. at home.
- Students will only be able to leave the playground with permission from a monitor/teacher.

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Hallway Expectations

Teachers are expected to accompany and supervise their students during transport through the hallways when going to specials, lunch or other class events.

Students should walk quietly and in an orderly manner (e.g. skater walk) to maintain a climate conducive to learning.

Students who are leaving the classroom to use the restroom, run an errand for a teacher, etc, must abide by hallway procedures:

- Keep voice at level 0
- Walk on the right side of the hallway
- Keep your arms to yourself and your eyes forward.

Head Lice

When a student is found to have live head lice or nits:

1. The parent is notified, and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
4. The school may check the student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nits before the student returns.
5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

When to check beyond the identified student with live lice or nits:

1. Determine if the student has siblings in the School. If yes, then check the siblings.
2. Full classroom screenings for head lice may be done as deemed necessary by the Superintendent, or designee.

Pink Eye (Conjunctivitis)

Students with pink eye should stay home if they have eye redness with thick discharge, crusting, or discomfort. Those with bacterial conjunctivitis may return after 24 hours of antibiotic treatment. Students with viral conjunctivitis should stay home until symptoms improve. Allergic or irritant conjunctivitis is not contagious, and students may attend if they feel well.

Vomiting

Students who vomit should stay home until they are symptom-free for at least 24 hours without medication. If vomiting is due to a contagious illness, students should also be free of fever and other symptoms before returning to school.

Fever

Students with a fever of **100°F or higher** should stay home and may return to school only after being **fever-free for 24 hours without the use of medication**. If the fever is accompanied by other symptoms of illness, students should remain home until they are feeling well enough to participate in school activities.

Potty Training

Students are expected to be fully potty trained before attending school. This means they can independently use the restroom, wipe, flush, and wash their hands. Occasional accidents may happen, but frequent accidents may require a meeting with parents to discuss readiness for school. Parents should provide a change of clothes in case of an accident.

Parties

No more than three class parties are planned during the school year. When these class parties occur may change from year to year. Teachers may plan special events (not additional parties) that are an extension of the regular curriculum. Parents may assist with special activities anytime during the school year under the direct supervision of the classroom teacher. It is critical that a certified teacher is always responsible for students.

Please bring healthy snacks and treats for parties. HCP asks that parents refrain from a large amount of sugary treats, cookies, and cupcakes for parties. Store packaged items only are allowed.

Floral or balloon bouquets that are delivered to school will not be delivered to classrooms but kept in the office. The student may be called out of his/her class to see the arrangement, but will not be delivered to class.

If you are planning a private birthday party, please work with the teacher to distribute invitations in an unobtrusive manner. Invitations are allowed to be distributed in class only if the entire class is invited.

Safe & Healthy Schools

Schools play a critical role in promoting the health of young people and helping them establish lifelong healthy behaviors. Research shows that healthy schools can help improve students' academic performance and overall health. Our goal is to serve the whole child, including strategies and resources for all students to be safe, healthy, challenged, engaged, and supported.

As part of safe and healthy schools, HCP asks that parents help ensure our students are making good, healthy choices. Please send snacks that are healthy and non-sugary. Please do not send candy or soda pop to school for breakfast, lunch, or snack. Please also do not send cupcakes or other sugary treats for your child's birthday to school.

Cell Phones & Other Electronic Devices

A student may possess an electronic device (cellular phone, iPhone, AirPod, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT IN THE STUDENT'S BACKPACK DURING THE SCHOOL DAY. Such devices may not be activated, seen, or heard during

school hours (7:30 a.m. – 2:30 p.m.). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an infraction of this policy. Upon confirmation that the use of a device or phone call/text was made, the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

FIRST OFFENSE: Electronic device will be confiscated, taken to the office, and returned to the student at the end of the school day.

SECOND OFFENSE: Electronic device will be confiscated, taken to the office, and parent or guardian must come to retrieve it.

THIRD OFFENSE: Electronic device will be confiscated, taken to the office, and must be picked up by the parent or guardian. The device will no longer be allowed to be on campus.

Media Release Protection

The use of an electronic device to record or take photos of any school activities or event is not permitted. It is illegal for any party, other than those that have been approved to do such, to record students.

Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Fighting

It is the student's and/or parents' responsibility to immediately notify a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason.

Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:

1. Student is sent home for the remainder of the day.
2. Consultation meeting must occur with administration before student is readmitted into the school.

SECOND OFFENSE:

1. Three (3) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.

SUBSEQUENT OFFENSE(S):

1. Five (5) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.

***Note: Fighting offenses are inclusive of the student's academic career at the school. This policy is ~~limited to~~ covers fighting that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel. It also covers when the student arrives at the school grounds/property until the student enters the building or departs from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle.**

Any such conduct that disrupts the educational environment regardless of whether the conduct occurs at or on any of the above circumstances or away from school property or is in the presence/possession of their parent(s)/guardian(s) shall be subject to discipline.

In instances where any of the above occurs while in the presence of their parent(s)/guardian(s) or where the student is in the possession of their parent(s)/guardian(s) the district will contact the local police department as well as the Department of Human Services to handle it.

Destruction of School Property

All students are responsible for proper use of HCP facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

Bullying Prevention

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel.

Bullying means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school principal.
2. The principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
9. The principal may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.

10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying, then they may be assigned disciplinary consequences as deemed appropriate by the principal.

Definitions/Terms of this regulation:

- A. “At school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.
- B. “Electronic communication” means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or computing device.
- C. “Threatening behavior” means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- D. Appropriate school personnel consist of site administration (principal, assistant principals and/or administrative interns), counselors, and/or teachers.

Information from this regulation shall be posted on in areas deemed appropriate by school principal, and will be included in all student and faculty handbooks.

The district will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. The district will also provide for an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

An anonymous reporting system, HCP CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.

Smoking, Vaping and Dipping

The use or possession of tobacco in any form by students is prohibited by Federal Law. This policy applies to students while on campus (parking lot included), at after school activities, or any school-related function. **This policy includes vaping or any form thereof.** Students violating this policy will be subject to the following per semester:

FIRST OFFENSE: Student is sent home for the remainder of the day.

SECOND OFFENSE: Three (3) days out-of-school suspension; conference with parents and principal.

THIRD OFFENSE: Five (5) days out-of-school suspension; conference with parents and principal.

Note: This policy is limited to smoking, vaping, and dipping that occurs on school grounds/property and/or at school-related and/or sponsored events/activities.

Soliciting

Students may not display, distribute, solicit contributions, collect funds, offer to sell, or sell any item to students unless the principal has granted permission, or through approved student activities or organizations.

Disciplinary Policies & Procedures

Behaviors/Acts Subject to Discipline

The administration, faculty and staff at HCP are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly.

HCP recognizes and emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of HCP must be consistent with the due process rights of students and must provide appropriate processes for fair and consistent treatment of students.

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students;
3. Whether the offense is physically or mentally injurious to other people;
4. Whether the incident is isolated or habitual behavior;
5. The manifestation of a disability;
6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. Some behaviors are not acceptable in society generally, and particularly in a school environment. When, in the judgment of a teacher or administrator, a student misbehaves, is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

HCPES Behavior Matrix		
Tier 1 Minor behaviors that impact the student “Teachable Moments”	Tier 2 Minor behaviors that impede learning or safety (Teacher Managed)	Tier 3 Major behaviors that are harmful or illegal (Administrator Managed)
<ul style="list-style-type: none"> ● Off task behaviors, not working ● Not listening/paying attention ● Noises that disrupt ● Rocking, tilting, falling out of seat ● Leaving seat without permission ● Playing in restroom ● Name calling/teasing ● Talking out of turn ● Getting out of line ● Toys at school ● Noncompliance ● Sleeping 	<ul style="list-style-type: none"> ● Continuation of Tier 1 behaviors after corrections and parent contact ● Defiance ● Poor attitude/rudeness ● Inappropriate language/comments ● Dishonesty ● Swearing ● Inappropriate use of playground equipment ● Play fighting ● Poking/touching ● Argumentative ● Consistently not following directions even with 	<ul style="list-style-type: none"> ● Continuation of Tier 2 behaviors after corrections and parent contact ● Significant disruption ● Significant defiance ● Throwing furniture/dangerous materials ● Physical aggression/fight with intent to cause bodily harm ● Vandalism ● Verbally threatening behavior ● Physically threatening behavior

<ul style="list-style-type: none"> ● Blurting/talking out ● Horseplaying 	redirection	<ul style="list-style-type: none"> ● Sexual/racial harassment ● Weapons ● Illegal substances
Next Steps		
<ul style="list-style-type: none"> ● Redirect student ● Reteach expected behavior ● Visual, non-verbal, physical prompt ● Proximity ● Warning ● Move to another seat ● Conversation with student 	<ul style="list-style-type: none"> ● Assign student to buddy teacher ● Move to “take a break” area ● Loss of privileges ● Student reflection sheet ● Logical/natural consequences 	<ul style="list-style-type: none"> ● Logical/natural consequence ● Policy referred consequence if applicable ● Office referral if deemed necessary
Teacher addresses with student and documents incident.	Teacher notifies parents/guardians and documents incident.	Administration notifies parents/guardians and documents incident.

Types of Discipline

The following types of discipline can be imposed, including other reasonable measures commensurate with the offense. Failure to comply may result in additional disciplinary action.

Behavioral Consultation

A behavioral consultation is the calling together of a panel consisting of the student, their parent(s), teachers, and principal to consider behavior of a student and make recommendations concerning the situation.

Administrative Detention

The principal and/or assistant principal may assign detention as a discipline measure. Administrative detentions may include, but are not limited to, in-school detentions such as lunch detention, recess detention, and after-school detentions.

Restricted Privileges

Restricted privileges are the denial of privileges such as student activities and/or extracurricular events.

In-School Suspension

The principal and/or assistant principal may assign in-school suspension as a disciplinary measure. In-school suspension dates and times are at their discretion. In-school suspension also includes the discipline of Restricted Privileges.

Out-of-School Suspension

Out-of-school suspension is the removal of a student from the school for a period of time. The length of the suspension will depend on the severity of the offense. The history of prior offenses or discipline or lack thereof may also be taken into consideration. Any suspension that exceeds ten (10) consecutive days will result in the enrollment transfer revoked at the end of the school year.

Out-of-School Disciplinary Procedures

The term out-of-school suspension refers to removal from the school for a period of time. Before the imposition of out-of-school discipline, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension.

Alternative in-school placement and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

- I. Grounds for Imposing Out-of-School Suspensions (follows 70 O.S. §24-101.3)
 - A. Violation of a school regulation.
 - B. Possession of an intoxicating beverage, low-point beer, as defined by Section 37 O.S. §163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
 - C. Possession of a dangerous weapon (as defined herein) or a controlled dangerous substance while on or within two thousand (2,000) feet of a public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances.
 - D. Any student found in possession of a firearm while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, with said length of the term being determined by the district governance board, which, however, may be modified by the district superintendent on a case-by-case basis.
 1. For purposes of this paragraph the term "firearm" shall mean: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
 2. The term "destructive device" means—(A) any explosive, incendiary, or poison gas— (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses; (B) any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. See 18 U.S.C., Section 921.
 - E. Any student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for 30 school days. The term of the suspension may be modified by the district superintendent on a case-by-case basis. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. In addition, student's enrollment transfer will be revoked at the end of the second semester.

II. Terms for Out-of-School Suspensions

A. Five (5) days or less

B. More than five (5) days, including:

1. More than ten (10) days
2. Through the end of the current semester
3. Through the end of the current semester and the following semester
4. Not less than one (1) year
5. Except as otherwise provided for in 70 O.S. §24-101(C)(2) - (I-D, hereinabove), no out-of-school suspension shall extend beyond the current semester and the succeeding semester.

III. Conferences

The principal will keep records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative school in-school placement disciplinary options.

A. Pre-Out-of-School Suspension Conference

1. When a student less than 18 years of age may be subjected to out-of-school suspension, the principal shall immediately notify the parent by phone or monitor the student calling the parent with the suspension notice and give notice to the student and/or parent, in writing, that the student is being suspended out of school and that other available options have been considered and rejected.
2. The principal will conduct an informal conference with the student with at least one (1) parent and the student. The conference will be held during a school business day, with consideration given to the hours of working parents whenever possible. The conference will be held as soon as possible after the out-of-school suspension has been imposed but before it goes into effect.
3. At a conference with the student and/or parent, the principal shall read the policy, rule, or regulation that the student is charged with having violated and shall discuss the student's conduct that violated the policy, rule or regulation. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options.
4. The student and/or parent shall be asked whether they understand the policy, rule or regulation and be given a full opportunity to explain and discuss the student's conduct.
5. If it is concluded that an out-of-school suspension is appropriate, the student and/or parent shall be advised that the student is being suspended and the length of the out-of-school suspension.
6. At the conclusion of the conference, the principal shall state whether they will terminate or modify the out-of-school suspension.

B. Immediate Out-of-School Suspension without Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student and/or parent only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or visitors; harm to school property; or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the parent, will be scheduled as soon as possible after the student has been removed from the building.
3. Any conferences shall occur within five (5) school business days of the imposition of the out-of-school suspension and will be held during school business days, with consideration given to the hours of working parents whenever possible.
4. The conference shall follow the same procedures as set out in IIIA above.

IV. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

- A. Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in an out-of-school or in-school suspension, the student immediately forfeits the privilege of participating in and/or attending all extracurricular activities of the school during the suspension time.
- B. In addition, when a principal decides to impose other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. Extracurricular activities include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band and all other school-sponsored activities and organizations.

V. Individualized Plan for Out-of-School Suspension

A. Education Plans

1. At its discretion, the district may provide an education plan for students suspended out-of-school for five (5) days or less.
2. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting.
3. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.
4. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.
5. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

B. Education Services

1. No education services are required in a required school setting if a student has been:
 - a) adjudicated as a delinquent for an offense defined as a violent crime in 57 O.S. § 571,
 - b) convicted as an adult of an offense defined as a violent crime in 57 O.S. § 571,
 - c) removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an

- act showing deliberate or reckless disregard for the health or safety of faculty or other students,
 - d) suspended as provided for in 70 O.S. §24-101.3(C)(3), or
 - e) removed from a public or private school in the state or another state by administrative or judicial process for an act of using electronic communication, as defined in §24-100.3 of this title, with intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.
2. The school in which a student as described in 70 O.S. §24-101.3(F)(1) is subsequently enrolled may elect to not provide education services in the regular school setting until the school determines that the student no longer poses a threat to self, other students or school district faculty or employees.
- a) Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or school district faculty or employees, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
 - b) If the school provides education services to the student at a district school facility, the school shall notify any student or school district faculty or employee victims of the student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided the victim notifies the school of the victim's desire to refrain from contact with the offending student.

C. IEP Students

Students suspended out-of-school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or who are subject to the provisions of 70 O.S. §24-101.3(F) and who are on an individualized education plan shall be provided the education and related services in accordance with the student's individualized education plan.

VI. Appeals

Any student, parent or guardian who is aggrieved by any decision of the principal regarding the imposition of out-of-school discipline may appeal as set forth hereinbelow. Failure to follow the timelines herein will result in a waiver of the right to review and/or appeal.

- A. Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision to the Superintendent. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension. Upon full investigation of the matter, the superintendent shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The superintendent will render a decision as soon as is practical, preferably no more than five (5) school business days from the written notice of appeal. The decision of the superintendent is final and not subject to appeal to the governance board.
- B. Students suspended out-of-school for more than ten (10) days and students suspended for possession of a firearm while on any school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers, may request a review of the suspension with the superintendent of the district. If the superintendent does not withdraw the suspension, the student shall have the right to appeal the decision of the

superintendent to the district governance board. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension.

The governance board may conduct the hearing and render the final decision or may appoint a hearing officer to render the final decision. Upon full investigation of the matter, the board or the hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The governance board or hearing officer will render a decision as soon as is practical, preferably no more than fifteen (15) school business days from the written notice of appeal. The decision shall be final.

Any student to be suspended for 10 days or more consecutively will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.

VII. Appeal Hearing

A. Rules

1. The board may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision.
2. The board president, their designated representative or the hearing officer shall be responsible for ensuring that the order of procedure is followed.
3. The board president, their designated representative or the hearing officer shall ensure that the hearing is held in a respectful and dignified manner.
4. The board president, their designated representative or the hearing officer shall make all rulings regarding objections to any testimony, evidence introduction or arguments and relevancy of board member questions.
5. All arguments will only discuss the evidence presented during the hearing and shall not raise or discuss any extraneous matters not presented during the hearing or relevant thereto.
6. The student, their parent or guardian or attorney may choose to hold Part B of the hearing in open session, provided a duly signed waiver of FERPA is provided prior to the hearing, otherwise the hearing will be held in closed session. Once the hearing starts, neither the student, their parent, guardian or attorney can request, mandate or choose to have Part B conducted in an open session.
7. The board's discussion and deliberations of the suspension shall be in closed session. Board members may review any and all evidence presented during the hearing to assist them in rendering their decision.
8. The board's vote on the suspension shall be conducted in open session and by a roll call vote.

No person or persons shall be permitted to disrupt or attempt to disrupt the hearing proceedings, and any person or persons doing so or attempting to do so will be removed from the hearing. The board president, their designated representative or the hearing officer shall have the authority to order the removal of any such person(s) and such person(s) shall not be permitted to return to the hearing.

B. Order of procedure for the hearing will be as follows:

1. Opening statement by district representative, unless waived.
2. Opening statement by student representative, unless waived.

3. Presentation of district's evidence/witnesses, if any, followed by cross-examination of any witnesses by student representative and redirect by district representative, unless waived.
4. Questions from board members. (Questions are only permitted for clarification of evidence/testimony already presented.)
5. Presentation of student's evidence/witnesses, if any, followed by cross-examination of any witnesses by district representative and redirect by student representative, if any.
6. Questions from board members. (Questions are only permitted for clarification of evidence/testimony already presented.)
7. Presentation of any rebuttal evidence/witnesses by district, if any, followed by cross-examination by student representative and redirect by district representative.
8. Closing argument by district representative, unless waived.
9. Closing argument by student representative, unless waived.
10. Rebuttal argument by district representative, unless waived.
11. Upon close of evidence, the board shall convene in a closed session to deliberate and discuss the matter

Dangerous Weapons

It is the policy of HCP to absolutely prohibit the use and/or possession of dangerous weapons and/or firearms on school premises or at school functions and /or sponsored activities regardless of where such are taking place. The policy on dangerous weapons is applicable to all students, without regard to grade or age.

- A. This policy shall include but not be limited to (a) a firearm, which meets the definition as set forth in HCP's Grounds for Imposing Out-Of-School Suspensions I-D, (b) rifles, pistols or shotguns of any caliber, BB guns or air pistols, potato throwers, dart guns or blow guns, any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells or any facsimile of same.
 - Any violation of this policy shall result in the-immediate discipline of all students involved for a period of time which may include suspension for the remainder of the semester and the entire next semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms).
 - Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this policy, shall also be subject to suspension as set forth above.

- B. This policy shall also include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices (other than those subject to HCP's Grounds for Imposing Out-Of-School Suspensions I-D).
 - Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this part of this policy, shall be subject to discipline as set forth below.
 1. **Warning:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury,

destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

2. **Suspension:** Suspension for not less than ten (10) days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.
3. **Automatic Long-term Suspension:** Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

Drug- and Alcohol-Free School Policy

It is the policy of HCP that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution, disrupt the educational process including, but not limited to, nonalcoholic beer, look-a-likes, etc., or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel whether or not such disrupts the educational process.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parent(s) if the student is under 18, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. No district employee or governance board member shall be civilly liable for any action taken in reporting any suspected violations of this policy. Any student violating this policy and their parents will be provided with a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate, which shall be at the parent's expense.

Discipline for Student Violations of Drug/Alcohol Policy

- I. Conspiracy to sell drugs or alcohol or the sale of drugs or alcohol or the distribution of drugs or alcohol or the delivery of drugs or alcohol.

Students violating this policy by engaging in any of the above shall be suspended for the remainder of the current semester and all of the following semester, regardless of whether the following semester is in a new school year.

II. Possession of, use of, sharing or being under the influence of any drug or alcohol. Students violating this policy by engaging in any of these acts shall be disciplined as follows:

A. First Offense

1. Student shall receive out-of-school suspension for a period of six (6) weeks, subject to the following.
 - a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
 - i. To meet with an administration representative.
 - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc. will be the sole responsibility of the student's parent or guardian.
 - b. An additional one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation signed by the person conducting the assessment.
2. If the student complies with a and/or b above, the suspension may be reduced, as noted therein, at the discretion of the principal.

B. Second Offense

Student shall receive out-of-school suspension for the remainder of the current semester and all of the following semester.

III. Each act shall be considered a separate violation.

Effective Date/Retroactivity of School Handbook

This School Handbook shall be effective beginning with the 2025-2026 year and shall continue in effect until such time as it is amended or revised by the HCP Governance Board.