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**HARDING CHARTER PREPARATORY**  
MIDDLE SCHOOL at INDEPENDENCE

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 support 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](mailto:sstefanick@hardingcharterprep.org)

Chief Academic Officer – Rachel Dowell  
Email – [rdowell@hardingcharterprep.org](mailto:rdowell@hardingcharterprep.org)

Chief Operating Officer – Pat McKinstry  
Email – [pmckinstry@hardingcharterprep.org](mailto:pmckinstry@hardingcharterprep.org)

Business Manager – Judy Luster  
Email – [jluster@hardingcharterprep.org](mailto:jluster@hardingcharterprep.org)

12600 N Kelley Avenue  
Oklahoma City, OK 73131  
405-767-3003 ext. 800  
[www.hardingcharterprep.org](http://www.hardingcharterprep.org)

# **GENERAL SCHOOL INFORMATION**

# **Harding Charter Preparatory Middle School at Independence**

## **Mission Statement**

*Our mission is to prepare our students  
to be successful in a college-preparatory high school.*

## **School Office Contact Information**

Office – 405-767-3003 ext. 2

Fax – 405-609-1677

Website – [www.hardingcharterprep.org](http://www.hardingcharterprep.org)

### School Breakfast

7:15 a.m. – 7:35 a.m.

### School Hours

7:45 a.m. – 3:00 p.m.

### Principal Offices

7:15 a.m. – 4:30 p.m.

### Attendance Office

7:15 a.m. – 4:30 p.m.

### Classroom Teachers

7:15 a.m. – 3:30 p.m.

### After School Activities

3:00 p.m. – 4:30 p.m.

3232 NW 65th Street  
Oklahoma City, OK 73116

# **Harding Charter Preparatory Middle School at Independence**

## **2025-26 Calendar**

August 4	5 <sup>th</sup> Grade Orientation
August 4	New Staff Professional Development – No Classes
August 5 – 8	Professional Development – No Classes
August 11	Schedule Pick-Up Day
August 11 – 12	Staff Work Day
August 21	Open House
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 20	8 <sup>th</sup> Grade Ceremony
May 21	Staff Work Day

## What to do if?

You are absent ..... your parent or guardian is to call the school that day  
 You become ill at school.....go immediately to the Main Office  
 You must leave school .....go to the office and check out, even if your parent has already called  
 You have a locker problem .....go to the Main Office  
 You are having difficulty in a class .....talk to your teacher  
 You lose your lunch money .....go to the Main Office  
 You lose a personal item ..... report it to the Main Office

## Daily Schedule

### 5<sup>th</sup> & 6<sup>th</sup> Grade

1 <sup>st</sup> 7:45am – 8:29am	1 <sup>st</sup> 7:45am – 8:29am
2 <sup>nd</sup> 8:32am – 9:57am	2 <sup>nd</sup> 8:32am – 9:57am
3 <sup>rd</sup> 10:00am – 10:44am	3 <sup>rd</sup> 10:00am – 10:44am
<b>Lunch</b> 10:44am – 11:09am	4 <sup>th</sup> 10:47am – 11:31am
4 <sup>th</sup> 11:12am – 11:56am	<b>Lunch</b> 11:31am – 11:56am
5 <sup>th</sup> 11:59am – 12:43pm	5 <sup>th</sup> 11:59am – 12:43pm
6 <sup>th</sup> 12:46pm – 2:11pm	6 <sup>th</sup> 12:46pm – 2:11pm
7 <sup>th</sup> 2:14pm – 3:00pm	7 <sup>th</sup> 2:14pm – 3:00pm
8 <sup>th</sup> 2:29pm – 3:15pm	8 <sup>th</sup> 2:29pm – 3:15pm

### 7<sup>th</sup> & 8<sup>th</sup> Grade

1 <sup>st</sup> 7:45am – 8:35am	1 <sup>st</sup> 7:45am – 8:35am
2 <sup>nd</sup> 8:39am – 9:29am	2 <sup>nd</sup> 8:39am – 9:29am
3 <sup>rd</sup> 9:33am – 10:23am	3 <sup>rd</sup> 9:33am – 10:23am
4 <sup>th</sup> 10:27am – 11:17am	4 <sup>th</sup> 10:27am – 11:17am
5 <sup>th</sup> 11:21am – 12:11pm	5 <sup>th</sup> 11:21am – 12:11pm
<b>Lunch</b> 12:15pm – 12:40pm	<b>House</b> 12:15 – 12:40pm
<b>House</b> 12:40pm – 1:05pm	<b>Lunch</b> 12:40pm – 1:05pm
6 <sup>th</sup> 1:09pm – 1:59pm	6 <sup>th</sup> 1:09pm – 1:59pm
7 <sup>th</sup> 2:03pm – 3:00pm	7 <sup>th</sup> 2:03pm – 3:00pm

## **Emergency Drills**

**In cases of an actual tornado or fire, 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 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

### **Armed Forces Student Access**

Federal law requires local educational agencies to provide military recruiters, upon request, access to specific information on a secondary school student, unless the parent of the student or the student opts out of the disclosure of this information, in which case the information may not be released without the parent’s or student’s prior written consent. A request to opt out of the disclosure of the specific information must be in writing and only a parent of a secondary school student may submit such until the secondary school student has reached 18 years of age. At 18 years of age, the secondary school student may request in writing to opt out of the disclosure of information.

### **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 4th 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**

Students may purchase meal funds 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 complete 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 parent or guardian of 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/reduce 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.

### **Leaving After School**

Students must exit the school building immediately at the close of the school day unless participating in an after-school program, event or activity with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:00 p.m. and must be under the direct supervision of a teacher, coach or sponsor. Any students that fail to participate in such will be removed from the school building at 3:20 p.m., unless wind chill is below 40 degrees, heat index is above 90 degrees or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day. It is the responsibility of the parents to ensure that students are picked up by 4:30 p.m. If students are continually picked up late, the following may be instituted:

- Student being taken by an administrator to the local police station to be picked up by parent/guardian.
- Department of Human Services being called.

### **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 ask for them in the main office. 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 the school year.

### **Telephone Calls & Messages**

Students may use the telephone in the office only to contact parents or guardians. If a call has to be made during class time, *students must first obtain permission from their teacher*. Students abusing this privilege may lose this privilege.

The policy toward messages for students is as follows:

- Students are generally not called to the office telephone. In case of sickness or emergency, which the caller must indicate, messages will be delivered to students.

- Parents/guardians are the only people who may call and leave messages to be delivered to students.

## **Visitors**

HCP does not allow visitors to attend classes/lunch with a student. Only persons with legitimate business at the school or parents will be allowed. All visitors and parents should sign in at the office and should leave promptly when their business is completed.

## **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 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.

## **Secondary Technology Policy**

Harding Charter Preparatory School District will supply students in 5<sup>th</sup> through 12<sup>th</sup> grade with a laptop device. This device is the property of Harding Charter Preparatory School District. The supplied instructional device's function will provide each student with access to the required educational materials needed for each student to be successful. The laptops allow students access to Microsoft 365, Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing. The policies, procedures, and information within this document apply to all laptops used at Harding Charter Preparatory School District by students, staff or guest including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for laptop use in their classroom.

### **Receiving Your Laptop**

Laptops will be distributed to new students (5<sup>th</sup> and 9<sup>th</sup> grade) during orientation day. Parents and students must sign and return the Harding Charter Preparatory School District Acceptable Use Policy, the Laptop Policy signature page and the Student Pledge document before the laptop can be issued to the student. This document will need to be signed during school orientation.

### **Annual Fee**

Harding Charter Preparatory School District requires a \$50.00 annual technology fee per device. This \$50.00 allows the device to have full insurance covering accidental damage, lost, and theft with \$0 deductible. In addition, this fee provides a protective case for each device. However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of \$500.00 if malicious damage occurs.

The fee must be paid before the device is provided to the student. A discount of \$40.00 will be provided to families that qualify for free/reduce lunches and/or have multiple children within 5<sup>th</sup> – 12<sup>th</sup> grades.

## **Return**

Any student who transfers out of Harding Charter Preparatory School District will be required to return their laptop and accessories. If a laptop and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be filed with local authorities for theft.

When a student completes 8<sup>th</sup> grade or 12<sup>th</sup> grade, the student will have the option to purchase the laptop for \$5.00.

## **Taking Care of Your Laptop**

Students are responsible for the general care of the laptop which they have been issued by Harding Charter Preparatory School District. Laptops that are broken or fail to work properly must be taken to the school office so that an insurance claim can be filed. If a loaner laptop is needed, one will be issued to the student until their laptop can be repaired or replaced within ten (10) business days.

## **General Precautions**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptop while the screen is open.
- Laptops should be shut down when not in use to conserve battery life
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your laptop to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature before turning it on.

## **Carrying the Laptop**

The protective shell of the laptop will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the laptop in a padded backpack or padded book bag is acceptable if the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if the Chromebook is inside.

## **Screen Care**

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the screen (Pens, Pencils, Notebooks, etc...).
- Clean the screen with a soft, dry anti-static or microfiber cloth. **DO NOT USE WINDOW CLEANER OR ANY TYPE OF LIQUID ON THE LAPTOP.** You can also purchase individually packaged pre-moistened screen cleaning tissues to clean the screen.

## **Using your Laptop**

### **At School**

The Laptop is intended for use at school each and every day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, academic handbooks, student handbooks, schedules and grades will be accessed using the laptop. Students must be responsible for bringing their laptop to all classes and charged.

### **At Home**

All students are required to take their laptop home each night throughout the school year for charging. **LAPTOPS MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Students need to charge their laptops each evening. If students leave their laptops at home, they must immediately phone parents to bring the laptops to school. If fully charged at home, the battery will last throughout the day.

### **Sound**

Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes. It is recommended that the students bring personal headset or “ear-buds” for any audio projects they work on.

### **Printing**

*At school:* At this time printing functionality will be very limited at school. Printing access will be determined by the classroom teachers. Teaching strategies will incorporate digital copies of homework.  
*At home:* Laptops do not support a physical printer connection.

### **Managing Your Files and Saving Your Work**

Students may save files to their Microsoft 365 Account, or they may save to an external memory device. Saving to Microsoft 365 will make the file accessible from any computer with internet access. Students using Microsoft 365 to work on their documents will not need to save their work, as 365 will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

### **Personalization of the Laptop**

Laptops must remain free of any writing, drawing or stickers. An identification label with the students’ name is acceptable on the Chromebooks. Spot checks for compliance will be done by the Harding Charter Preparatory School District administration or Faculty. Students may add appropriate music, photos, and videos to their laptops per approved curriculum. Any media on the laptops is subject to inspection and must follow the Harding Charter Preparatory School District acceptable use policy.

### **Software on Laptop**

#### **Originally Installed Software**

Laptop software is delivered via the web. These are web-based applications that do not require installation space on the hard drive. Some applications, such as Microsoft 365, are available for offline use. The software originally installed on the laptop must remain on the laptop in usable condition and easily accessible at all times. All laptops are supplied with the latest build of the windows operating system, and many other applications useful in an educational environment. The laptop will automatically install updates every time the computer is restarted on school grounds. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on the student. Applications that are no longer needed will be removed by the school as well.

## **Virus Protection**

Virus protection is unnecessary on the laptop due to the unique nature of its design.

## **Additional Software**

Students are unable to install additional software on the laptop other than what has been approved by Harding Charter Preparatory School District.

## **Inspection**

Students may be selected at random to provide their laptop for inspection. The purpose of inspection is to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Protecting and Storing Your Laptop**

### **Laptop Identification**

Laptops will be labeled in the manner specified by Harding Charter Preparatory School District. Laptops can be identified in the following ways:

- Record of the serial number
- Harding Charter Preparatory School District

### **Storing Your Laptop**

Students need to take their laptop home with them every night. The laptop is not to be stored in lockers or anywhere else at school outside of school hours. The laptop should be charged fully each night at the student's home. Laptops should never be stored in a vehicle.

### **Storing Laptops at Extra-Curricular Events**

Students are responsible for securing their laptop during extra-curricular events.

### **Laptops Left in Unsupervised/Unsecured Area**

Under no circumstance should a laptop be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, dressing rooms, hallways, bathrooms, busses, in a car, or any other entity that is not securely locked or in which there is no supervision. Unsupervised laptops will be confiscated by the staff and taken to the main office. Disciplinary action will be taken for leaving a laptop in an unsupervised location.

### **Repairing or Replacing Your Laptop**

- Loaner laptops may be issued to students when they leave their laptop for repair by insurance in the school main office.
- If a repair is needed due to malicious damage by the student, the school will refuse to provide a loaner laptop until a \$500.00 charge is fully paid.
- Repaired laptops may end up with their original factory settings. It is important that students keep their school data synced to Microsoft 365, so documents and class projects will not be lost. Personal information that cannot be replaced should not be kept on the device.

### **Accidental Damage or Loss Protection**

The laptops are protected against accidental damage or loss due to acts of nature. In the case of theft, Harding Charter Preparatory School District will require that a police report be submitted. Fraudulent

reports of theft will be turned over to the proper authorities. A student making a false report of theft will be subject to school discipline as outlined by the Harding Charter Preparatory School District discipline policy.

The policy **does not** cover cosmetic damage, or damages caused by misuse and/or abuse. Harding Charter Preparatory School District will assess the laptop damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

**Parents/Students will be charged for the full replacement cost of a device that has been damaged due to misuse or abuse.**

### **Harding Charter Preparatory School District Laptop Device Protection**

The non-refundable annual fee of \$50.00 includes accidental damage, lost, and theft with \$0 deductible. In addition, this fee provides a protective case for each device.

However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of \$500.00 if malicious damage occurs.

### **Technology Misuse**

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**

**A - 90% to 100%**

**B - 80% to 89%**

**C - 70% to 79%**

**D - 60% to 69%**

**F - 0% to 59%**

**I - Incomplete.** For the fall semester, incompletes must be completed within two weeks of the beginning of the spring semester. For the spring semester, incompletes must be completed by May 30<sup>th</sup>.

**NC - No Credit.** On the 9th absence (excused and/or unexcused), students will receive a "no credit" on their transcript for the semester. If students are passing at the end of the semester, they will receive a No Credit (NC) for the class in which the absence limit has been exceeded. If they are failing, the failing grade will be recorded.

In order to maintain the consistency and the meaning of the grading system, the following method of determining grades will be used.

1. The teacher will utilize grading patterns that are fairly administered and based on identified criteria. A minimum of two grades per week will be submitted by the teacher to provide opportunities to all students. Students and parents will receive prior notification of the criteria and objectives.
2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, tests, etc.
3. Nine-week evaluation will include multi-criteria assessments as listed above.
4. All semester grades will be calculated as followed:
  - Eighteen weeks average = 90%
  - Semester exam/project/performance = 10%

### **Character Grading Scale**

Conduct grades are based on the following criteria:

**Excellent (E)** – follows uniform policy, punctual, rarely absent, completes assignments on time, prepared for class, exemplifies “work hard and be nice,” follows the HCP Code of Conduct, communicates respectfully, seeks help when needed, actively participates in class, goes above and beyond, takes ownership for learning, assists peers

**Satisfactory (S)** – follows uniform policy, punctual, completes assignments on time, prepared for class, minimal absences, works towards developing the HCP character traits, puts forth good effort to follow the HCP Code of Conduct, participates in class

**Needs Improvement (N)** – uniform infractions, pattern of tardiness and/or absences, pattern of not completing assignments, is not prepared for class, disrespectful attitude, use of confrontational gestures instead of communicating how to solve a problem

**Unsatisfactory (U)** – out of uniform on a consistent basis (this includes wearing non-uniform jackets to class), consistent tardiness and/or absences, not turning in assignments or making up missed work, is not prepared for class, defiant, disrespectful to others, showing poor choices with following the HCP character traits, not following the HCP Code of Conduct.

### **Promotion & Retention Criteria for 5-8**

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 course grades and attendance in grades 5-8.

- 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.
- Students in 5th, 6th, 7th, and 8th grade who fail TWO OR MORE CORE SUBJECTS throughout the school year must attend summer school for remediation to be promoted to the next higher level. The cost of summer school is at the expense of the parent/guardian of the student.

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.

### **Extracurricular Activity Eligibility**

Any student competing in any extracurricular activity must maintain scholastic eligibility in order to participate. Scholastic eligibility is defined for every student as receiving a passing grade at or above 60% as well as an E or S conduct grade in each subject they were enrolled in during the previous semester, even if said semester is from the previous school year and/or student was enrolled in another school.

If a student does not meet this requirement, they are not eligible to participate during the first six weeks of the athletic competition period, even if said semester is in a new school year.

**Example: Any student who failed a class in the 2024 Spring Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1<sup>st</sup> competition date).**

Scholastic eligibility will be checked three weeks after the start of each semester and each succeeding week thereafter. These grade checks will be done every Thursday. The period of ineligibility will always begin the *following Monday and end on Sunday*.

Students must have passing grades at or above 60% in all subjects in which they are enrolled during a semester. Students not passing at or above 60% in all subjects in which they are enrolled on the day of the grade check will be on probation for the next one-week period, as stated above. Students still failing one or more classes during the next week on the grade check day (even if it is a different class/subject than the prior week) will be ineligible to participate during the next one-week period. Students will not regain eligibility until they are passing all subjects on the day grade checks are done. During a week of ineligibility, students may still participate in practices. All ineligibility periods run from Monday to Sunday following the date of the most previous grade check. Even if students regain a passing status the day of a grade check, they are not able to participate until the following Monday.

Incomplete grades and no credits will be considered to be the same as failing grades in determining scholastic eligibility. A passing grade is defined as making a D or higher.

**Example: Any student who failed a class in the 2024 Fall Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1<sup>st</sup> competition date).**

### **Grade Viewing**

Grades can be viewed by signing on to PowerSchool. In the event you cannot access PowerSchool, please feel free to call or email the Counseling Office. Grades are submitted by teachers before eligibility cutoff for each week.

### **Library/Media Center**

HCP Media Center contains materials to meet the research and recreational reading needs of our students. To ensure excellence in library service, it is important that students comply with the following guidelines:

1. The media center is open every school day with some exceptions. Students are welcome at all times during the school day for the purpose of research, study, or recreational reading. Media passes are required from classroom teachers during class times, but not before/after school.
2. Up to three items may be checked out. If a student requires more than three items for a special project, the staff may extend check-out privileges. A clean return history will determine if privileges are extended. Regular circulating books are checked out for a two-week period, with one renewal option. Reference books may be checked out after school and returned the following morning.
3. Fines for overdue items are assessed as follows:
  - Regular circulating books: \$.10 per day past the due date.
  - Reference books: \$.25 per hour beginning with first hour of the morning they are due.
4. Materials that are lost or damaged must be paid for by the student.
5. Fines will accumulate to a maximum of the cost of replacing the item until the item is either paid for or returned.
6. Grades and transcripts will not be released to anyone, including students, parents or any other educational institution, until all outstanding library obligations are paid in full.
7. Internet usage is restricted to information needs related only to school assignments. Students are required to have the Internet Agreement on file signed by a parent/guardian. Use of the internet for other than permitted uses will result in serious disciplinary action.
8. Theft or attempted theft of library materials or pranks played with the media center's security system will result in serious disciplinary action.

## **Lost and Damaged Textbooks**

Each textbook has a different number on it. When the student is issued a textbook, the student is responsible for that numbered textbook. Whether the book is lost, stolen or damaged, the student is responsible. Books that have been lost or damaged must be paid for by the student. Students shall pay for books in the main office.

If anything happens to a student's textbook that hinders them from returning it to the teacher at the close of school, the student will not receive grades, nor will their grades be released to any person until the obligation is resolved.

## **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. All makeup work is due within a reasonable amount of time. The number of days absent plus one will be allowed; however, if work is not made up or arrangements have not been made by the end of the grading term, a zero will be recorded for those assignments.

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

### **School Activity Absences**

Students attending any approved activity during school hours must arrange with the teacher for any classroom work before the actual event occurs. School activities include such activities as artistic/musical endeavors, sporting events and college visits. Students will not receive additional time to complete such assignments unless permitted by the teacher. Students will not be penalized on their attendance for any approved activity. Students may only have ten (10) school activity absences per year. Once the student has surpassed the allowable amount, all school activity absences will become an excused absence.

### **Checking In and Out**

Students leaving school before regular dismissal time must check out through the office before leaving campus. Parent contact with the office is necessary before a student is cleared to leave. Students must be signed out before they are permitted to leave. Students may only be checked out by individuals designated by the parents/guardians on enrollment forms; changes may be made by contacting the office. Any absences without permission are considered unexcused. Students leaving campus without prior approval from the office **WILL NOT BE EXCUSED AFTER THE FACT.** Students who leave and return to school the same day must report and sign in at the office 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.

<b>Count Against Student Attendance</b>	<b>Does Not Count Against Student Attendance</b>
Unexcused/Excused Absences	School Activities – up to 10 days
	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, becomes an absence after fifteen (15) minutes of class time has elapsed. **Tardiness will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. Three (3) tardies in a class:
    - Parent contacted by the classroom teacher
  2. Six (6) tardies in a class:
    - Parent contacted by an administrator
    - One (1) session of administrative detention
  3. Nine (9) tardies in a class:
    - Conference with parents and an administrator
    - One (1) day of in-school suspension
- Subsequent three (3) tardies in a class after nine (9)
    - Conference with parents and an administrator
    - Two (2) days of in-school suspension

# **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 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.

#### **Hall Signs**

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the principal.

#### **Assemblies**

During the school year, a number of planned assemblies have been scheduled. Some of these assemblies will be for the purpose of fostering school spirit; these are usually in the form of pep assemblies. Others will focus on the many and varied talents of the students. All assemblies will be the result of the hard work and efforts of the participants. Behavior should reflect how you would like to be treated if you were one of the participants. Follow these guidelines for attending assemblies:

1. Always report to class first.
2. Wait until the announcement for dismissal.
3. Go quickly and quietly with the class and teacher to the gym or auditorium.
4. Reserve cheering and whistling for pep assemblies.

Students who choose not to behave in accordance with the above list of guidelines will not be permitted to attend future assemblies. If a large group of students does not abide by these guidelines, it will result in the cancellation of the assembly.

#### **Travel Conduct**

All students who use school transportation, including approved carpooling, to a school event or function are subject to regulations. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. Students will be cited for the following:

1. Failing to remain seated
2. Failing to properly use seat belts when available
3. Refusing to obey the driver
4. Fighting and/or spitting

5. Throwing objects
6. Hanging out of the window
7. Using tobacco and/or alcohol
8. Profanity
9. Lighting matches
10. Vandalism
11. Disruptive or unruly conduct

All violations to this policy will follow Student Handbook policies and procedures.

## **Uniform Dress Code**

### Pants

- Pants must be khaki or navy blue.
- Pants must be plain or pleated front and must have belt loops.
- Belts are required to be worn with pants at all times.
- 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.

### Shorts

- Shorts must be khaki or navy blue.
- Shorts must be plain or pleated front and must have belt loops.
- Belts are required to be worn with shorts at all times.
- 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.

### 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.
  - 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.
- Seniors: Black polo shirts are permitted for members of the Senior Class only.

### Sweatshirts

- Sweatshirts must be hunter green, navy, or white.
- 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 sweatshirt 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, sweaters, sweatshirts, pullovers and jackets that represent an approved HCP club, sport, or organization 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.
  - Seniors: College shirts, sweatshirts and pullovers are permitted on Fridays for members of the Senior Class only.

### Extracurricular Competition Days (requires approval from the administration)

- On days when an HCP extracurricular club, team or organization has a competition (such as a game, tournament or contest), members of that club, team or organization may wear matching shirts, sweatshirts and/or pullovers.
- Shirts worn under the matching sweatshirts or pullovers must meet dress code.
- Jackets are not permitted, even if they are HCP jackets.
- Matching attire in black is not permitted unless approved by administration.

### 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.

Students with three (3) violations within the designated two-week time period will receive two hours of administrative detention.

**Note: Violations of this policy are cumulative within the designated two-week time period. Each student begins each designated two-week time period with zero offenses of this policy.**

**Note: To support HCP families with the new school branding beginning in Fall 2024, any previous logo uniforms (polo shirts, sweatshirts, and pullovers) will be permitted by returning students only, except for those in the color red.**

### **Public Displays of Affection**

The school will insist that all couples conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur while on campus, at school activities, or at any school-related function. Offending students will have their attention called to the matter and, should it recur, appropriate disciplinary action will be taken. Public affection includes but not limited to holding hands, hugging, kissing, etc.

Students violating the public display of affection policy shall be disciplined as followed:

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Two (2) hours of administrative detention

THIRD OFFENSE: One (1) day of in-school suspension

## **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.

**Foul Language** (e.g., profanity, obscenity and vulgarity)

Foul language and/or pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. A student using foul language and/or pictures shall be disciplined with any of the following:

1. In class, on school grounds, or at school activity and was not directed to a staff member or student: two (2) hours administrative detention
2. On any electronic device that disrupts the normal operation of the school: one (1) day in-school suspension.
3. Directed at a staff member or student: two (2) days of in-school suspension.

**Offensive Language** (e.g., language based on sex, sexual orientation, race, color, national origin, disability, age or other referenced bias)

Offensive wording and/or pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. A student using offensive language and/or pictures shall be disciplined with any of the following:

1. In class, on school grounds, or at school activity and was not directed to a staff member or student: one (1) days of in-school suspension.
2. On any electronic device that disrupts the normal operation of the school: two (2) days in-school suspension.
3. Directed at a staff member or student: three (3) days of in-school suspension.

## **Cafeteria Behavior**

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

1. Students need to sit down with no more than 6 to a table and wait for a duty teacher to dismiss the students' table before getting in the lunch line.
2. Students will be dismissed for the lunch line when the table is full and students are calmly and quietly seated.

3. Cutting in line is prohibited unless a student has a pass.
4. Students need to remain quiet in the lunch line out of respect for our cafeteria workers.
5. Students need to raise their hands and wait for teacher permission to leave the table for any reason.
6. All students, regardless of grade level, will use the 6th grade restrooms during lunch.
7. Restaurant rules apply. Students should only visit with others at their table, and volume should be appropriate.
8. Students need to wait for teacher dismissal to go outside and/or return to class at the end of the lunch period.
9. Out of respect for our school and our custodian, students will clean up their areas before being dismissed.
10. Food and drinks may not be tossed or thrown.
11. Food and drinks are prohibited outside the cafeteria, other than water.
12. During the lunch periods, students must enter and exit the school through the cafeteria doors.

Failure to follow these rules may result in the following:

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Cleaning tables

THIRD OFFENSE: Sent to Principal's office.  
Parents contacted.  
Removed from cafeteria for two (2) days

FOURTH OFFENSE: Removed from cafeteria for five (5) days and possible suspension.

FIFTH OFFENSE: Removed from the cafeteria for the remainder of the semester.  
Conference with parents and principal.

### **Closed Campus / Skipping Class Rules**

Students at HCP are not allowed to leave the building or skip class. If it becomes absolutely necessary for a student to leave the building, they must be checked out through the office by a parent or guardian and the student must sign out through the office. Violation of this rule will result in the following disciplinary actions:

FIRST OFFENSE: One (1) day in-school suspension

SECOND OFFENSE: Two (2) days in-school suspension

THIRD OFFENSE: Five (5) days in-school suspension

Students are subject to being searched upon re-entering the school if reasonable suspicion exists for such.

## **Hallway Expectations**

To keep hallways safe and orderly, the following rules must be observed:

- Walk at all times; running in the halls is not permitted.
- Use road rules and stay to the right side of the hallway while walking.
- Keep hands, feet, etc. to yourself.
- Noise level should be appropriate for indoors.
- Keep hallways and floors clean and clear.
- Students should only be in the appropriate hallway, (i.e. The hallway the class they are scheduled for is in.)
- Show respect to other students, the teachers and the campus at all times.
- Be purposeful and continue moving to class to avoid tardiness.

## **Hall Passes**

Students are not permitted in the halls during the class period without an agenda signed by an authorized staff member or with an official office hall pass.

## **Dismissal Expectations**

In order to keep dismissal safe and orderly, the following rules must be observed:

- A. Walk at all times.
- B. Walk on sidewalks if available.
- C. Show respect to other students, the teachers and the campus at all times.
- D. Do not approach or enter strange automobiles. Invitations to do so should be reported immediately at home and at school.
- E. Remain on school grounds before and after school, unless specifically instructed otherwise by faculty and/or parents. Written parental permission or notification is necessary for students to leave the school ground.

## **Cheating/Plagiarism**

Plagiarism is defined as the act of appropriating the literary composition of another, or parts or passages of their writings or the ideas or language of the same and passing them off as the product of one's own mind. It does not require the exact duplication of another's work. Cheating will be considered the act or intent of gaining, receiving or giving knowledge for an assignment or test answers without teacher approval.

The penalty, for either offense, will be a zero for the assignment or test. Students shall not be allowed to make up work or otherwise receive credit when cheating or plagiarism is involved. Parents of repeat offenders will have a conference with administration.

## 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.

## Cell Phones & Other Electronic Devices

A student may possess an electronic device (cellular phone, iPhone, AirPods, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT IN A DESIGNATED AREA AS DETERMINED BY ADMINISTRATION. Such devices may not be activated, seen, or heard during school hours (7:45 a.m. – 2:45 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. Student will receive a 2-hour administrative detention.

THIRD OFFENSE: Electronic device will be confiscated, taken to the office, and must be picked up by the parent or guardian. Student will receive one day of in-school suspension.

SUBSEQUENT OFFENSE: Electronic device will be confiscated, taken to the office, and must be picked up by the parent or guardian. Student will receive two days of in-school suspension.

**\*\*\*HCP is not responsible for lost or stolen devices that are brought on to school property, whether they are left in lockers or confiscated and taken to the office.\*\*\***

**Note: Violations of this policy are cumulative within the school year. Each student begins the school year with zero offenses of this policy.**

## 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.

## Lockers

Lockers are provided for the student's convenience. If for any reason the locker is not in good working order, report it to the office. Slamming and kicking locker doors often cause latches to break and is not permitted. **Decorating the outside of lockers is prohibited unless the administration has given approval.** Stickers and tape will damage the surface of the lockers and is not permitted. Students writing on lockers or defacing them in any way will be expected to pay for the damages and will lose the privilege of using one.

Lockers are required to be used. Students must store personal belongings (backpacks, purses, phones, earbuds, etc.) in their assigned locker during the school day. Lockers are expected to remain locked with the locks provided by the school anytime the assigned student is not using them. Food and drinks must not be stored or left in lockers overnight.

Lockers may be accessed by students at 7:45 a.m. (8:45 a.m. on Mondays), before and after lunch, and at dismissal.

The school does not assume responsibility for property removed or stolen from lockers. Students should never give their lock combinations to another student. Periodic locker checks and clean-outs will be made throughout the year.

If a student loses their lock given by the school, the replacement cost will be \$10.00.

## **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. Three (3) to five (5) day out-of-school suspension, depending on severity.
2. Consultation meeting must occur with administration before student is readmitted into the school.

#### SECOND OFFENSE:

1. Ten (10) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.

#### SUBSEQUENT OFFENSE(S):

1. Thirty (30) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.
3. Student's enrollment transfer will be revoked at the end of the academic school year.

**\*Note: Fighting offenses are inclusive of the student's academic career at the school. This policy 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.

### **Fraternities, Sororities, Gangs**

HCP does not approve of fraternities, sororities, gangs, or secret societies within the school, at school activities, or on school property. Such organizations shall in no way exert influence, directly or indirectly, upon the school or any of its programs.

### **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, HICD 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: Two (2) days out-of-school suspension; parents contacted.

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

THIRD OFFENSE: Out-of-school suspension for nine (9) weeks. Student’s enrollment transfer will be revoked at the end of the academic school year.

**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.**

### **Student ID Badges**

In a continuing effort to increase security at all Harding Charter Preparatory Secondary Sites, new Student Identification Badge procedures will be enforced for the 2024-2025 school year. The faculty and administration want to take all measures to ensure the safety of our students, teachers, staff, and patrons.

The student's I.D. badge will be used for access to child nutrition programs, and access to materials in the media center. Students will be issued one free photo ID during schedule pickup or during registration.

If a student is missing an I.D. badge for child nutrition programs or access to materials in the media center, the following steps will be followed:

1<sup>st</sup> Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs.

2<sup>nd</sup> Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs. Guardian(s) of the student will be contacted to inform them of the offense.

3<sup>rd</sup> Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs. Guardian(s) of the student will be contacted to inform that no additional Student ID Badges will be provided and either the guardian(s) of the student must pay \$5.00 for a replacement, or the student will receive alternative meals.

Subsequent Offense – Students will be provided with an alternative meal instead of the normal child nutrition program and will not be able to access materials in the media center until a new ID is purchased for \$5.00.

Each school must maintain a list of children who have reported lost and stolen tickets and the number of occurrences for each child. Prior to denying a replacement, the list must be checked to see if the child has reached the limit on replacements.

This procedure does not apply to primary students (PK – 4) or to students with disabilities that may make them unable to take full responsibility for their Student ID Badges.

### **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**

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.

### **Behaviors/Acts Subject to Discipline**

The following behaviors at school, on school property, while in school vehicles or going to or from or attending school events will result in disciplinary action. This list, though extensive, is not to be considered an exhaustive listing, due to the evolving nature of society.

1. Acts of violence against person or property
2. Adjudication as a delinquent for a non-violent offense
3. Aiding/Abetting any unlawful act.
4. Arson
5. Assault
6. Assault & battery
7. Bullying in any form
8. Conspiracy of any unlawful act
9. Disruptive or other inappropriate behavior/acts
10. Gang-related activities
11. Extortion
12. Failure to report knowledge of illegal or dangerous activities which could harm others
13. False reports or false calls of inappropriate events
14. Fighting
15. Forgery
16. Gambling
17. Hazing (initiations) in connection with any school activity
18. Horseplaying
19. Immorality
20. Inappropriate public behavior
21. Indecent exposure
22. Possession of a caustic substance
23. Possession of guns, knives, weapons, facsimile of a weapon
24. Possession of obscene materials
25. Possession of stolen property
26. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)
27. Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled dangerous substances (as defined by Oklahoma law)
28. Provoking/Instigating of inappropriate or destructive behavior
29. Sexual assault harassment or other types harassment of individuals, including, but not limited to, students, school employees and volunteers
30. Theft
31. Threatening or actually harming a school official verbally, physically, or in writing or text on social network sites
32. Trespassing

33. Verbal or written threats, or threatening behavior towards the school community or individuals within the school community
34. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
35. Use or possession of tobacco in any form
36. Vandalism
37. Violation of school regulation(s)
38. Violent offense (See Title 57 O.S. section 571)
39. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

The above-listed behaviors of Fighting, Assault, Assault & Battery, and Horseplaying that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel or 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 is subject to discipline.

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.

## **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.

### **Teacher Detention**

A teacher may assign detention to a student as a disciplinary measure. Detention must be before and/or after school hours. Detention dates and times are at the discretion of each individual teacher.

### **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.

### **Attendance and Behavior Plans**

Attendance and behavior plans may be written for a student who has a truancy or behavior problem. These plans are designed to improve a student's attendance or behavior in order to prevent suspension.

### **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.

### **Suspension from Classroom**

Suspension from classroom is the removal of a student from a particular teacher's classroom for a period of time.

### **Restricted Privileges**

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

### **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. If a student is removed from in-school suspension for disruptive or disrespectful behavior, then out-of-school suspension will be imposed.

### **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, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Alternative in-school placement, detention, 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 in grades sixth (6<sup>th</sup>) to eighth (8<sup>th</sup>) 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 the remainder of the current semester and the next consecutive semester.

Any student in grade fifth (5<sup>th</sup>) 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 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, if aged 18 years or older, otherwise with at least one (1) parent and the student. The student, if aged 18 years or older, may choose not to have a parent present at any of the out-of-school suspension conferences; said choice shall be in writing, signed by the student and witnessed by one staff member. 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.

a. 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.

b. 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.

c. 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.

d. At the conclusion of the conference, the principal shall state whether they will terminate or modify the out-of-school suspension. If the parent and/or student, if aged 18 years or older, agrees with the principal's decision, they will be asked to sign a waiver of review. If the parent and/or student, if aged 18 years or older, is not in agreement, they may avail themselves of the appeal process.

#### 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 student, if aged 18 years or older, or with the parent, if student is a minor, 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

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.

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.
  - a. 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.
  - b. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.
  - c. 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.
  - d. The plan shall provide for the core units which the student is enrolled in. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education.
  - e. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

### 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 of the following which includes, but is not limited to, of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, 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.