

**HARDING CHARTER PREPARATORY  
HIGH SCHOOL**

**POLICY AND PROCEDURE MANUAL**

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## **Philosophy of Harding Charter Preparatory High School**

This policy and procedure manual is intended for the use of faculty, administrative personnel, parents, students and support staff. It is a guide that all may refer to in questions related to such matters as the day to day administration and operation of the School, planning projects and programs, changing existing programs, or in employee and administration employment issues.

Parents who desire the best in educational experiences for their children founded Harding Charter Preparatory High School. The educational philosophy of HCPHS is that of a small school environment teaching the College Board, Advanced Placement Curriculum. A highly trained faculty aids in the implementation of our rigorous curriculum. The faculty and administration employ a transitional philosophy from the protective environment of middle school to the rigors and demands of high school. HCPHS is staffed by a committed group of professionals who provide the structure and environment to use the full range of their professional expertise in providing the best in educational experiences for the children that they serve. We believe in a collaborative environment where faculty and administration work together for the benefit of students.

Our principle 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 that is designed to prepare our students for the academic demands of high school and in their studies beyond high school.

We believe that an optimal educational environment is achievable through a secure and safe school experience. As parents we 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 that the design and administration and governance of this school are unique. As with all new enterprises, we will strive to continuously improve our school and provide the very best for the children we serve.

## **Statement by Governance Board of Harding Charter Preparatory High School**

These policies and procedures may be changed or deleted, and new policies and/or procedures may be adopted at any time.

This manual and the policies and procedures set forth herein are not intended to create or constitute a contract between HCPHS and the Faculty Member or Administrative Staff Member or to change the nature of the employment relationship between HCPHS and the Faculty Member or Administrative Staff Member which is at will.

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

The Governance Board, Faculty and Administration believe that all students can learn, and are committed to provide the best educational opportunities for students. They further believe that instructional personnel must maintain high expectations for students and provide opportunities for them to achieve educational excellence. The Governance Board recognizes the importance of the presence of a responsible caring adult in the life of a student and that student's ability to achieve academic excellence. It encourages all parents, guardians and mentors to become actively involved in the school and in their child's education.

The Governance Board is committed to creating, building, and sustaining an environment that embraces racial, ethnic, cultural, and socioeconomic diversity and that provides equitable access to a high standard of educational success for all students with the intention of closing achievement gaps, particularly for student groups with the greatest academic needs in the district. The board recognizes that equity does not mean equality, but rather the establishment of high standards for all students while providing the opportunities, support, settings, and resources needed so all students receive a high-quality education.

### **Nondiscrimination Policy**

HCPHS is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment in the school on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status.



## **SECTION A: ADMINISTRATIVE DUTIES**

### **1. DUTIES OF GOVERNANCE BOARD**

The Governance Board shall serve as the primary governing unit of the school. Its purpose is to ensure that the educational needs of the students are met in keeping with the mission and goals of the school. The Governance Board sets policy and guidelines for the day-to-day administration of the school. It employs the Principal, and all faculty members. The Governance Board adopts a budget that provides the management of all funds from State Aid. Its not-for-profit corporation oversees all funds that come to the school through grants and donations. The Governance Board is the final arbiter of all disputes and grievances presented by students, faculty, administrative personnel, and parents. Governance Board By-Laws are available for review at the HCPHS office.

### **2. DUTIES/QUALIFICATIONS OF PRINCIPAL**

#### **SUMMARY OF POSITION:**

The Principal is appointed as the chief operating officer by the Governance Board to serve as the educational leader. The principal is responsible for managing the day to day operations, policies, regulations, and procedures of the school to ensure that all students are supervised in a safe academically rigorous learning environment that meet the approved curricula and mission of the school. Achieving academic excellence requires that the Principal work collaboratively to direct and nurture all members of the school staff hired by the Governance Board and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, the school budget, management of emergency procedures, and facility operations. Should the Principal position be unfilled or become vacant then the 11<sup>th</sup> & 12<sup>th</sup> grade Assistant Principal shall assume all duties formerly assigned to the Principal until a new principal is hired.

#### **GOALS:**

To inspire, lead, guide and direct every member of the instructional team in setting and achieving the highest standards of excellence so that each student enrolled in the school may be provided with a complete, valuable, meaningful, and personally rewarding education.

To provide instructional leadership by working with the faculty to evaluate and develop programs that will enhance the educational experience of each student.

#### **SUPERVISES:**

All faculty, staff and educational support personnel.

## **QUALIFICATIONS:**

1. Master's degree in Education Administration or Curriculum and Instruction
2. Valid administrative certificate with appropriate endorsement
3. Experience in curriculum planning, implementation, and evaluation, and successful supervisory experience
4. Successful completion of an approved administrative training program
5. Successful teaching experience of five (5) years is preferred
6. Satisfy all Districts, State and Federal guidelines required to evaluate personnel
7. Five (5) years administrative experience is preferred
8. Proven performance in educational program management and supervision of education personnel.

## **DUTIES:**

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values, and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and the emergency procedures.
3. Ensure compliance with all laws, board policies and civil regulations.
4. Defines the teaching and non-teaching professional faculty positions needed to implement the School's program and recruits highly effective teachers and staff to fill them.
5. Establishes productive working conditions, discipline, training and development of all professional staff.
6. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations
7. Present the Governance Board with a yearly budget and ~~then~~ maintain standards to stay within the means of the budget.
8. Manages the Purchase orders and spending of General Funds and Grant Accounts.
9. Share State and federal reporting responsibilities with the Assistant Principals.
10. Oversee student recruitment and 9th grade enrollment.
11. Is the liaison between the school and the community.
12. Oversees both the State accreditation audit and the financial audit along with ensuring all substantiating documentation is in place with all deadlines being met.
13. Reports to the Governance Board at their monthly meetings the status of the school and communicates to the Governance Board any issues which might arise between their monthly meetings.
14. Assumes the role of the Master of Ceremonies at graduations.
15. Serves as the Textbook Adoption Committee Chair.

### **3. DUTIES/QUALIFICATION OF ASSISTANT-PRINCIPAL(S)**

#### **9<sup>th</sup> & 10<sup>th</sup> Grade Assistant Principal**

**Reports to:** Principal

**Position Summary:** The Assistant-Principal shall assist the Principal.

#### **QUALIFICATIONS**

1. Oklahoma certification as a secondary school administrator.
2. Minimum of an earned master's degree from an accredited institution.
3. Minimum of five years teaching experience.
4. Demonstrate the following knowledge, skills and abilities:
  - a) Communicate ideas and directives clearly, both orally and in writing
  - b) Demonstrate active listening skills.
  - c) Promote working collaboratively
  - d) Display strong organization and problem-solving capabilities
  - e) Provide and maintain an environment that is safe and conducive to learning
  - f) Display a sound knowledge of factors that contribute to student success.
  - g) Have an understanding of sound fiscal management skills and state reporting techniques
  - h) Ability to work and share responsibilities with an administrative team

#### **DUTIES**

1. Establishes the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
2. Shares with the administrative team the supervising of the instructional programs of the school, evaluating lesson plans and observing classes (teaching as duties allow) on regular bases to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
3. Provides harmonious staff relations.
4. Provides a safe physical environment for pupils and staff. Will assume the responsibility of discipline and attendance for the 9<sup>th</sup> and 10<sup>th</sup> grades and will coordinate with the 9<sup>th</sup> and 10<sup>th</sup> grade counselor in regard to student issues.
5. Shares recruitment responsibilities of incoming students with the Administrative Team: Principal, and other administrators.
6. Determines eligibility for all non-athletic competitions.
7. Shares responsibilities of supervising extra-curricular activities.
8. Shares responsibilities of attending Parent meetings and Parent Workdays.
9. Shares personnel responsibilities with the Principal, and other Assistant Principal.
10. Shares State Reporting responsibilities with the Principal and other Assistant Principal.

11. Utilizes and promotes technology at all levels.
12. Demonstrates effective public relations skills.
13. Promotes an environment that encourages parent volunteer involvement.
14. Promotes an environment that encourages community involvement in the school.
15. Sits in for Principal and 11/12 Assistant Principal in their absence.
16. Work with students and Faculty in regard to Freshmen Orientation.
17. Assumes the role of Athletic Director and mentors the Assistant Athletic Director.
18. Determines eligibility for athletic competitions and Cheerleading.
19. Assist Principal in the recording and managing of Athletic Funds.
20. Serves as the Safe & Healthy School Committee Chair.

### **11<sup>th</sup> & 12<sup>th</sup> Assistant Principal**

**Reports to:** Principal

**Position Summary:** The assistant principal shall assist the Principal.

### **QUALIFICATIONS**

1. Oklahoma certification as a secondary school administrator.
2. Minimum of an earned master's degree from an accredited institution.
3. Minimum of five years teaching experience.
4. Demonstrate the following knowledge, skills and abilities:
  - a) Communicate ideas and directives clearly, both orally and in writing
  - b) Demonstrate active listening skills.
  - c) Promote working collaboratively
  - d) Display strong organization and problem-solving capabilities
  - e) Provide and maintain an environment that is safe and conducive to learning
  - f) Display a sound knowledge of factors that contribute to student success.
  - g) Have an understanding of sound fiscal management skills and state reporting techniques.
  - h) Ability to work and share responsibilities with an administrative team

### **DUTIES**

1. Assists with the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
2. Shares with the administrative team the supervising of the instructional programs of the school, evaluating lesson plans and observing classes (teaching as duties allow) on regular bases to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
3. Provides harmonious staff relations.

4. Provides a safe physical environment for pupils and staff. Will assume the responsibility of discipline and attendance for the 11<sup>th</sup> and 12<sup>th</sup> grades and will coordinate with both counselors regarding student issues.
5. Shares recruitment responsibilities of incoming students with the Administrative Team: Principal, and other administrators.
6. Shares responsibilities of supervising extra-curricular activities.
7. Shares responsibilities of attending parent meetings and parent workdays.
8. Shares personnel responsibilities with the Administrative Team: Principal and 9<sup>th</sup> & 10<sup>th</sup> grade Assistant Principal.
9. Shares State Reporting responsibilities with the Administrative Team: Principal and 9<sup>th</sup> & 10<sup>th</sup> grade Assistant Principal.
10. Utilizes and promotes technology at all levels.
11. Demonstrates effective public relations skills.
12. Promotes an environment that encourages parent volunteer involvement.
13. Promotes an environment that encourages community involvement in the school.
14. Sits in for the Principal and the 9/10 grade Assistant Principal in her/his absence.
15. Coordinates Oklahoma State Testing.
16. Supervises the distribution and paperwork associated with locks and lockers.

## **SECTION B:**

### **1. EMPLOYMENT OF THE PRINCIPAL**

- A. Should the position become available a Search Committee shall be formed to be comprised of the following: members of the Governance Board, and one or more faculty members, to be selected by the Governance Board.
- B. The school will use all methods that are practical to advertise the job vacancy.
- C. Resumes and applications will be reviewed by the Search Committee to assure that the applicant meets all employment requirements of the position.
- D. Interviews will be conducted by the Search Committee.
- E. Interviews will be declared closed and the Search Committee will review all interviewed applicants. The Search Committee will recommend one or more applicants to the Governance Board for their consideration. The applicants will be invited to attend and observe the school for one-half day, when in session. The purpose of the visit is for the applicants to observe the school, students and faculty in its day-to-day operations and for the faculty to meet the applicant. The Principal or Assistant Principal will host the applicant(s) during the visit. The Governance Board may invite the applicant to interview with the Governance Board.
- F. The results of the applicant's interview process shall be evaluated in executive session at the following regularly scheduled Governance Board meeting or, if the need arises, in a Special Meeting. The Board will vote on a motion to hire one of the applicants. The applicants will be notified in writing of the Board's decision. If the Board votes to hire one of the applicants, the President of the Board shall offer the applicant the position. If the applicant accepts the position, they shall submit to a background check conducted by the school with the cost of

the check shall be borne by the school. Pending the results of the background check, salary and benefit negotiations will take place. The President of the Board will conduct the negotiations. If the candidate accepts the terms of the negotiations, then a contract of employment will be formed and signed. The candidate will assume the duties of the Principal by a date designated by the Governance Board.

## **2. EMPLOYMENT OF THE ASSISTANT PRINCIPALS**

Said employment shall be pursuant to the same procedures as followed for the Principal.

## **3. EMPLOYMENT OF REGULAR FULL-TIME FACULTY AND REGULAR PART-TIME FACULTY**

After a position vacancy has been declared the procedure herein will be followed.

1. The Principal either shall offer the position to an existing faculty member or file notice of the position with various sources to attract the best-qualified applicant at his/her discretion.
2. If the Principal does not offer the vacancy to an existing faculty member, he/she will review applications and resumes and will determine which applicants will be interviewed.
3. The first interview will be conducted by the Principal and the appropriate Assistant Principal(s) and the second interview will be conducted by the appropriate Assistant Principal and the appropriate Department Head.
4. Once all interviews have been conducted, interviews will be declared closed by the Principal. She/he will evaluate all applicants.
5. The Principal will offer the job to the best qualified applicant with the discussion of salary and benefits following the approved Governance Board Salary schedule.
6. If the applicant accepts, the applicant will be asked to submit to an OSBI background check. The cost of the background check will be borne by FEE.
7. Pending the results of the background check, the applicant will sign a contract and be given a reporting date.
8. The Principal will provide the Governance Board with a Personnel Report monthly.

## **4. SUBSTITUTE FACULTY EMPLOYMENT**

HCPHS will try to provide a qualified substitute teacher to take the place of classroom teachers who are absent, whenever feasible. Whenever a substitute teacher is not available, students will be reassigned to alternative coverage by other faculty or an alternative educational program or enrichment will be provided. Whenever it is practical, the Principal will assist in the duties of substitute teacher.

If a parent of a student at HCPHS is qualified to be a substitute and wishes to serve for volunteer hours, then that parent may serve as a substitute without compensation. If the parent wishes to substitute with compensation, HCPHS will pay them and no volunteer hours will be awarded.

## **5. TUTORING FOR PAY**

The Governance Board expects faculty and administration to instruct and provide assistance to their students in a manner that will allow each student to reach their optimal performance potential. It believes that this will occur during school hours. However, it also recognizes that some students require tutoring to improve their learning potential.

An employee may receive pay for tutoring students who attend classes at HCPHS. Tutoring for pay may not take place during regular hours of operation. Employees may use HCPHS facilities for tutoring outside of normal class hours and during times that the building is open. Arrangement for pay for tutoring and collection of compensation shall be the sole responsibility of the teacher and shall be arranged individually between the teacher and individual compensating the teacher for the tutoring. HCPHS assumes no responsibility and may not be held liable for tutoring fees. Tutoring of students who do not attend HCPHS may not occur at the HCPHS facility.

## **6. EXTRA DUTY COMPENSATION**

In addition to the annual salary, the following extra-duty activities to be compensated include but are not limited to: Department & Horizontal Heads/Chairs, Band, Orchestra, Drama, Fine Art Programs, Athletics and others as may be approved by the Governance Board.

Faculty may be paid bonuses at the sole discretion of the Governance Board as circumstances allow and are not a guarantee regardless of how often paid in prior years.

## **7. SUPPLEMENTAL SALARY AND/OR EXTRA DUTY COMPENSATION FOR ADDITIONAL RESPONSIBILITY AND/OR DEGREES.**

After school activities may be compensated according to an extra-duty schedule, proposed by the Principal and approved by the Governance Board.

**Note:** All sports activities will be compensated only if the head coach and assistant coach has completed all necessary requirements.

## **ADVANCED DEGREES**

Before administrators and faculty, with advanced degrees, are eligible to receive any supplementary salary as provided by approved salary schedules, in recognition of their advance degree attainment, the following procedures must be followed as failure to do so will result in said administrator and/or faculty member not being entitled to receive said supplemental salary.

1. The employee shall provide an official transcript verifying that a degree has been conferred. If all of the requirements for a degree have been completed, but the degree has not yet been conferred, then the employee will be required to supply evidence from the

University that requirements for the degree have been completed. This documentation must carry the embossed seal of the University.

2. The supplementary salary shall be effective upon approval by the Governance Board and said supplemental salary shall only be payable from the date such procedures are completed.

## **8. EMPLOYMENT POLICIES**

It is the policy of HCPHS to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, sexual orientation, or disability. It is further this organization's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination. This organization complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education; the U.S. Department of Labor; the U.S. Equal Employment Opportunity Commission; and the Oklahoma Human Rights Commission.

## **9. EMPLOYMENT OF FACULTY AND ADMINISTRATION**

The employment qualifications as stated by an employee or prospective employee on an employment application or related information may be verified, and falsification of such information may jeopardize an employee's employment with HCPHS or a prospective employee's likelihood of being hired.

Upon employment by HCPHS all employees are required to complete any and all necessary financial forms and benefit applications as deemed necessary by the school or its designee.

- A. Employees may be hired as regular full-time employees or regular part-time employees.
- B. Employees will be placed on HCPHS payroll and will be eligible for all benefits.
- C. Employees who are not regular full-time or regular part-time (such as adjuncts, speech pathologist, psychometrist, or aids) will be contracted on an individual basis.
- D. Harding Charter Preparatory High School will perform all payroll services, which may be rendered through a payroll service.
- E. HCPHS will also continue to administer the benefits package for each employee of HCPHS.

## **10. BACKGROUND SEARCHES ON PROSPECTIVE EMPLOYEES**

Prospective new employees to the school, at the time of the offer of employment, shall submit to a background check. The cost of this background check shall be borne by HCPHS

## **11. ALCOHOL & DRUG-FREE WORKPLACE**

The Governance Board is committed to maintaining a work environment that is safe for all employees while achieving the highest possible level of performance and quality by these



employees. The abuse of alcohol, controlled substances, and/or any unauthorized drug can impair the ability of employees to perform critical tasks, increase the potential for accidents and reduce the reliability, stability, and good judgment of employees. The Governance Board shall ensure, where possible, that employees and affiliated personnel are free from alcohol and other unauthorized drugs which would adversely affect good judgment or impair the safe and efficient performance of their job duties. The Principal is charged by the Governance Board to develop programs and procedures to ensure that the intent of this policy is implemented. Contractors, suppliers, and/or vendors who have employees working on the school premises or job site shall be notified that their employees are expected to abide by the school's Drug-Free Workplace policies, hereinabove. These contractors, suppliers, and/or vendors shall normally be notified through contract documents.

No employee engaged in work for HCPHS or in connection with a federal, state or local grant administered by HCPHS shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, while on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15, or dispense, possess, use or be under the influence of marijuana or any alcoholic beverage while on or in the workplace.

*"Workplace" is defined to mean the site for the performance of any work done in connection with HCPHS, or under a federal, state or local grant. This includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event or function, where students are under the jurisdiction of the school district."*

As a condition of employment with HCPHS each employee shall abide by the terms of HCPHS policy respecting a drug-free workplace.

An employee who violates the terms of this policy may not be renewed for the following school term or his/her employment may be suspended or terminated, pursuant to employee disciplinary procedures.

## **12. PERSONNEL PROTECTION AGAINST RETRIBUTION AND RETALIATION**

No employee of HCPHS shall discipline any other employee for:

1. Refusing to act in violation of an established and well-defined public policy or for performing an act consistent with a clear and compelling public policy;

2. Reporting a violation of the Constitution or laws of the United States, the Constitution or laws of the State of Oklahoma, and reporting violations of the ordinances of Oklahoma City;
3. Reporting violations of Governance Board Policies or Regulations;
4. Reporting intentional misuse or destruction of the assets of this District or HCPHS;
5. Reporting inappropriate conduct of any employee toward students, patrons or employees of this District or HCPHS;
6. Reporting information without giving prior notice to the employee's supervisor or anyone else in the employee's chain of command.

This policy shall not be construed to protect any employee from appropriate disciplinary action who is otherwise engaged in misconduct or is unwilling to perform his/her duties. It should also not be construed to protect employees who report information that they know or reasonably suspect to be false or information, which is confidential pursuant to law. This provision is not meant or intended to prevent anyone from being a “whistleblower”.

## **12A. WHISTLEBLOWER**

HCPHS encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

### **1. Employee Rights**

Employees have the right to report, without suffering retaliation, any activity by HCPHS or any of our employees that the employee reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

### **2. Where to Report**

Employees have the duty to comply with all applicable laws and to assist HCPHS to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Principal or Governance Board President if the complaint involves the Executive Director.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

### **3. Protection from Retaliation**

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Principal or the Governance Board President. Any complaint of retaliation will be promptly

investigated, and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

## **12B. VIOLATIONS**

Any employee aggrieved under Section B-12 may submit a grievance pursuant to the grievance process outlined in this Section.

## **13. EMPLOYMENT STATUS**

If the Faculty member is not notified in writing by June 1<sup>st</sup> of the school year that their contract will not be renewed, the teacher will be re-employed for the following year pursuant to a continuing contract.

## **14. FACULTY ORIENTATION**

An orientation program shall be formulated by the Principal and shall be conducted for new employees within two weeks of their employment. The program will provide general orientation concerning the school, its' mission, goals and governance structure, as well as policies and procedures of the school.

## **15. RESIGNATIONS OF EMPLOYEES**

In the event that an employee finds it necessary to resign during the school term, the employee shall give written notice to the Principal not less than two weeks before the effective date of the resignation, unless the Board makes an exception. In the event of termination of employment prior to the end of an employment contract, the employee shall be only entitled to the prorated salary and benefits earned through the last date of employment. If an employee fails to give a minimum of two weeks' notice prior to the desired resignation date, that employee shall forfeit compensation for any unused accrued leave and benefits as it pertains to Extra Duty Compensation or Leave Days. Such an employee remains eligible for any salary due, prorated to the date of resignation. Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance process outlined in this Section.

## **16. BEFORE OR AFTER SCHOOL DUTY**

Faculty will be assigned "before" or "after school duty" on a rotating basis by the Principal as the Principal determines the need for such duty. Duty will include such tasks as supervision of students 20 minutes prior to school and/or for 20 minutes after school.

## **19. FACULTY CONDUCT CODE**

### **(Ethical Behavior)**

Faculty are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism, with children, parents, prospective parents, co-workers, administrators, staff, and the community.

### **CODE OF CONDUCT**

I understand that I have chosen to be a teacher in a unique educational environment. Therefore, I am committed to abide by and respect the entirety of this Code of Conduct. With that I *COMMIT...*

- ◆ to teach in a manner conducive to a positive learning environment.
- ◆ to support each of my student's education via regular communication with parent's/guardians.
- ◆ to treat myself, students, parents, peers, staff members, administrators and school grounds and property with respect.
- ◆ to refrain from profanity in speech and written language while on school property, in the presence of students and during school sponsored event or activities wherever such are taking place.
- ◆ to abide by school's policy on dangerous weapons on school grounds or at school events or activities wherever such are taking place.
- ◆ to support parent/student continuing education.
- ◆ to recognize that students work at varying intellectual and physical abilities and to strive to help students achieve their individual learning goals.
- ◆ to provide a variety of instructional techniques within the daily schedule.
- ◆ to serve as a positive adult role model for students.
- ◆ to represent the school through my personal conduct in a positive manner at all times.
- ◆ to dress in a manner which will support my students in a positive attitude towards learning.
- ◆ to follow the Code of Conduct on school grounds and at school sponsored activities.
- ◆ to follow the directions from administrators, unless such violates school policies or regulations, and Department Heads unless such conflicts with administrative directives or violates school policies or regulations.

## **18. REDUCTION IN STAFF WORK FORCE**

The Governance Board believes the needs of the students of the school should be given first consideration in the event that it becomes necessary to reduce the number of employees. Other factors that will be considered are course taught, training, experience, special qualifications and evaluations.

## **19. DISCIPLINE, SUSPENSION AND/OR DISMISSAL OF EMPLOYEES**

### **Principal**

The Governance Board recognizes that it is the duty of the Principal to impose discipline, when necessary, upon the employees of the school. Discipline may range from a verbal warning to termination. The matter may also be resolved by implementation of a “Plan(s) of Improvement”. The employee shall be advised verbally and in writing of the discipline being imposed and the basis for the discipline. The employee shall have the opportunity to be heard and present a written response, and witnesses in their support before any discipline is imposed. The Principal shall render a decision as to whether any discipline is to be imposed and to what extent only upon full review of all facts and information pertinent to the matter which shall include the written response of the employee, the oral or written statements of witnesses, including the employee and any other pertinent information. Upon the conclusion of this review the Principal shall render his/her decision.

### **Review by Governance Board**

The employee has the right to appeal an unfavorable decision by the Principal to the Governance Board. Should the employee appeal the Principal’s decision to the Board the imposition of the discipline shall be stayed until the matter is heard and decided by the Board, unless such concerns the safety of persons or property. The Board will then review all of the pertinent information presented at the above review which shall be made available to the members of the Board. The employee shall be given the opportunity to address the Board. The Governance Board may ask questions that clarify facts and information from the employee, witnesses, or the Principal. At the end of this question and answer period, the Governance Board shall excuse the employee, witnesses, and Principal and discuss the matter in Executive Session. The Board shall vote on the disposition of the matter in regular open session. If the Board finds that the correct decision concerning the employee was made by the Principal, then it will uphold the Principal’s decision. If the Board finds that the correct decision was not made, then it shall overturn the decision in whole, or in part, render an alternate decision or require the Principal to formulate a new “Plan for Improvement” if appropriate. If the Plan of Improvement is successfully completed, then the employee is retained. If the Plan of Improvement is not completed within the allotted time frame, the matter will be returned to the Governance Board for determination of the employee’s status. Notification of the Governance Board's decision must be made to the employee in writing. The decision of the Governance Board is final.

If it is the opinion of the Principal that the employee presents a direct threat to the safety and/or welfare of the students, of the school, or any School or District employee, or the property of the school or any person then the Principal may immediately suspend the employee with pay and arrange for a hearing before the Governance Board where the procedures herein shall be followed as soon as is practicable. In such case the employee will be immediately escorted off the school’s premises and grounds.

## **20. EMPLOYEE GRIEVANCE PROCEDURE**

The Governance Board is committed to providing a process by which employees may have a procedure for addressing grievances concerning their employment issues. The Governance Board and Principal shall do whatever is practicable to provide the proper environment for the positive resolution of employee concerns. In the event of a dispute involving employment or the implementation of policies all employees may submit their grievance by following the procedures outlined below. **Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.**

1. The employee shall submit a statement in writing to the Principal which states the nature of their grievance. All pertinent facts and details shall be provided in this statement in order to provide full details of the matter and assist the Principal in his/her determination.
2. The Principal shall review the matter and make a determination concerning the grievance and shall submit a written response to the employee no later than two weeks.
3. If it is determined that a plan of action is required to resolve the grievance, this shall be stipulated in the response.
4. If the employee does not agree with the decision of the Principal the employee may appeal that decision to the Governance Board by providing written notice of such to the Board's President no later than two weeks.
5. The Governance Board will review the original complaint and will determine if the Principal followed the proper procedure in handling the grievance and if the determination was supported by the facts and was appropriate. The Board, in making its determination, shall also review any information, including interviews of individuals or other documentation submitted by the employee and the Principal. It will review all pertinent information in the case that is presented to it. The employee or Principal may present witnesses on their behalf, however cumulative testimony will not be allowed. The Board may ask questions of the employee, Principal or any witnesses presented.
6. If the Board upholds the Principal's decision, the decision is final. If the Governance Board determines that an alternate decision is appropriate, then such alternate decision shall supersede the decision of the Principal.

## **21. MISCELLANEOUS PERSONNEL RELATED MATTERS**

**(Confidentiality)** Employees of HCPHS shall not, in any way, release any information about the school, its students, its activities, or the activities of its personnel not legally permissible or required by law or their duties or as expressly permitted by the Governance Board or its designee, for a period of two (2) years from their last day of employment. No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed, or used, any private or proprietary information which such

employee may in any way acquire, learn, develop, or create by reason of employment with the school, unless otherwise permitted by the Governance Board or its designee for a period of five (5) years after their last day of employment. Any document or other material containing which is the property of the school or its parent organization, Families for Excellence in Education, Inc., is required to be returned to the Principal upon an employee's termination or resignation.

**(Personnel Inquiries)**

No one other than the Governance Board, the Principal or a duly designated individual is authorized to respond either verbally or in writing to personnel inquiries of any type about any school employee (other than themselves), student, or incident involving the school-if such would disclose any information about another school employee or student.

**(Return of Materials)**

Immediately upon termination or upon the effective date of employee's resignation the employee must return all office and room keys, identification, security cards and codes, office materials and supplies, including classroom supplies in said employee's possession to the Principal. Any costs to replace any of the foregoing will be borne by the employee and such costs will be deducted from the employee's final paycheck or billed to the employee if final paycheck has already been received. This includes any such items which are located other than in the employee's classroom, including their vehicles or residences or which are stored at other locations.

**(Examination of Personnel Files)**

Any employee may examine his or her personnel file(s) at any time but only in the presence of the Principal, the President of the Governance Board, or their designees. Such employee may make copies of or take written notes about the contents of the file and may add comments for inclusion in the file at any time. Any such additions will be made on a separate sheet(s) of paper. The employee must provide at least 24 hours advance notice of the intent to review and/or make copies of their file. No personnel file is to be removed from the office or campus grounds unless expressly provided for in writing by the Principal, the President of the Governance Board, or their designee. No employee may make copies of any document that may be confidential under state or federal FERPA related laws or other applicable laws or regulations.

**(Copyrights)**

Copyrights, payments and/or royalties which occur as a result of a project of any employee or employees of the school which are derived, constructed, developed or otherwise generated as a result of their employment with HCPHS shall remain the property of HCPHS. The Governance Board may assign copyrights, royalties, or other payments to the author or authors or project participants at its sole discretion.

**(Binding the School)**

No employee is authorized to bind the school, the administration or the Governance Board unless specifically, and in writing, given such authority by the Governance Board.

## **22. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

HCPHS complies with all applicable federal and state equal opportunity laws and regulations administered by the U.S. Department of Education; the U.S. Department of Labor; the U.S. Equal Employment Opportunity Commission; and the Oklahoma Human Rights Commission. In accordance with this policy, this institution does not discriminate on the basis of race, color, sex sexual orientation, religion, age, national origin, handicap, disability, veteran, parental, family or marital status in admission or access to or treatment of employment in its programs and activities. Should federal or state law or regulations add other bases to the aforementioned list, then such shall also be included herein, by reference. Qualified disabled individuals will not be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity operated by or through the school solely by reason of disability. Administrators will make reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled applicants or employees unless such accommodations impose undue hardship on the operation of school's programs and activities.

## **23. STAFF CONFLICT OF INTEREST**

### **(Remuneration from Other Sources)**

The following guidelines will be used in determining eligibility of employees for additional remuneration from HCPHS over their contract salary and benefits or other sources of funds for services rendered:

- A. Employees may not receive remuneration from other sources for work that they perform during their regular duty days or duty hours.
- B. Employees cannot be paid twice by HCPHS for services performed during their regular duty day or duty hours except as provided in their employment contract.
- C. Employees may receive remuneration from other sources for services they perform outside of their regular workday that are not a part of their job responsibilities and duties.
- D. Employees may not use personal leave days or pooled school-leave days, disability leave days or workers' compensation days to provide services for remuneration from other sources.
- E. Employees shall not be permitted to provide services outside of their employment duties to others during their work hours.

This regulation will not apply when employees are directed to participate in Reserve, or U.S. Armed Forces Activities or state or federal jury duties in accordance with federal and state statutes.

## **24. HARASSMENT**

It is the policy of HCPHS to prohibit harassment, upon the basis of religion, race, ethnicity, gender or sexual orientation from occurring in the workplace or any other place where an HCPHS sponsored event takes place. The purpose of this policy is not to regulate personal



morality, or to encroach on employees' personal lives, but to demonstrate HCPHS's commitment to maintaining a workplace environment that is free of harassment of and by its employees. It is the responsibility of all management and all employees to assure that this policy is understood, implemented, and adhered to without exception.

**(Defining Harassment)**

Unwelcome verbal, physical, or visual conduct may constitute harassment when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment with HCPHS.
- B. Submission to or rejection of such conduct by an employee is used as the basis for an employment decision affecting that employee; or,
- C. Such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance, or of creating an intimidating, hostile, or offensive work environment.

Harassment may include such actions as: repeated offensive or unwelcome verbal comments, jokes, or innuendo, words or gestures used to describe a person or depict a situation, or the display of offensive objects or pictures.

Harassment

(Investigation and Remediation)

If an employee believes that he or she has experienced harassment, or believes that he or she has witnessed harassment, that employee should immediately notify an administrator or Governance Board member with whom the employee feels most comfortable in discussing the matter.

A designee of the Governance Board will promptly investigate all reports of harassment. This information will be kept confidential by the investigator and will only be reported to the Governance Board or its' legal representative.

If an investigation confirms that harassment has occurred, the Governance Board will take appropriate corrective action which may include but not be limited to, a verbal reprimand, an official memorandum in an employee's personnel file, salary adjustment, suspension with or without pay or termination of the offending employee.

No employee shall be subject to employment-based retaliation, intimidation, or discipline as a result of making a complaint of harassment. However, disciplinary action up to and including termination also may be taken against anyone who knowingly makes a false, meritless, or malicious claim of harassment.

## **25. STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The Governance Board recognizes that employees of HCPHS have the same civic responsibilities and privileges as other citizens. Among these are campaigning for and holding public office. Employees' political activities shall not interfere with their job duties. Involvement in such activities shall be at the discretion of individual employees and shall not involve the educational programs of the school/district. Employees shall not use HCPHS time, equipment, or supplies or facilities for solicitation of funds for or in support of any campaign purposes political or otherwise. Employees shall not hold any political office that conflicts or interferes with their employment with HCPHS.

## **26. LEAVE**

The Governance Board respects the individual needs of employees to have access to proper amounts of leave time without fear of loss of income. The Governance Board further would like to express its confidence in the faculty for their expression of professionalism and judicious use of leave time. Leave time will be provided for employees to be absent when necessary. To protect employees against loss of salary due to certain absences, employees are eligible for paid absences as set out herein. Employees shall complete the appropriate leave form prior to taking said leave unless prevented by an emergency, in which case they are to complete the form as soon as possible.

Employees cannot use personal business leave to work a second job, excluding military activities. Any employee abusing leave policies will be subject to disciplinary action as set forth in the discipline policy herein.

Employees should make requests sufficiently in advance of the need for the leave, unless circumstances prevent such, to allow the employee to receive a copy of the form with the required approval prior to the date of the absence and to provide the school reasonable time to find a substitute to handle the employee's duties.

The following is how the Board will administer its leave policy.

- A. The principal or his/her designee will administer leave policy.
- B. Unused leave shall not be cumulative nor accrue past the school's fiscal year.
- C. The principal or his/her designee shall initiate an investigation of the matter. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for the leave benefits.
- D. The following is a list of the leave provided by the school:
  - 1. Family Leave (FMLA)
  - 2. Sick Leave

3. Personal Leave
4. Emergency Leave
5. Bereavement Leave
6. Military Leave
7. Legal Leave

When there appears to be a pattern of absenteeism and the Principal has cause to believe that leave is being abused the employee will be asked to substantiate the cause for leave. Any employee who abuses leave or attempts to take unfair advantage of leave benefits shall be subject to disciplinary action. If it is suspected that an employee is not using leave for its intended purpose, the employee shall be notified. The principal or his/her designee shall initiate an investigation of the matter. In conducting such the employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for the leave benefits.

If the Principal has cause to find that the reason for leave has not been substantiated, the he/she will inform the employee of their concern and a hearing before the Governance Board shall be scheduled for consideration of disciplinary action against the employee. Any discipline to be imposed will be pursuant to the school's discipline policy herein.

The following are examples of patterns of absenteeism, which may lead to disciplinary action:

1. There is an established pattern of leave use on days immediately preceding or following a holiday.
2. There is an established pattern of leave use on days following warrant days.
3. There is an established pattern of leave use on days of inclement weather.
4. There is an established pattern of leave use on the first or last days of a workweek.

Leave may be denied by the Principal if she/he believes the student population will be underserved.

Immediate family, for leave purposes, shall be defined as spouse, parent, guardian, child, ward, brother, sister, grandparent, grandchild, or each similar relationship established by marriage. Family is defined differently for purposes of the Family and Medical Leave Act (FMLA) which is described therein.

## **27. FAMILY and MEDICAL LEAVE (FMLA)**

FMLA leave runs concurrently with paid time off and workers' compensation benefits. Employees are required to exhaust paid FMLA leave (e.g. sick leave, vacation, etc.) before taking unpaid FMLA leave.

### **Eligibility**

To be eligible for FMLA leave, an employee much have:

- 1) Worked at least 12 months for Harding Charter Preparatory (need not be consecutive): and
- 2) Worked at least 1,250 hours during the 12 months preceding the need for leave. Paid time off and unpaid leave are not included in determining hours actually worked.

### Qualifying Reasons

FMLA leave may be taken for more than one qualifying reason but are limited to a total of 12 weeks in a 12-month period. The eligibility requirement must be verified with the first FMLA leave request and for each new qualifying reason during the rolling calendar year.

Qualifying reasons for FMLA leave:

1. Birth of a child and to care for a newborn child of the employee or spouse. \*
2. Placement with the employee of a child for adoption or foster care. \*\*
3. Care for the employee's spouse, child, or parent with a serious health condition.
4. A serious health condition that makes an employee unable to perform the functions of the employee's job.

\*For the purpose of parental bonding with a newborn, the employee is entitled to 12 weeks of job protected leave. Sick leave can only cover the portion of illness or disability for the employee or child which would typically be 6 weeks for a normal vaginal childbirth and 8 weeks for a C-section birth. To support employees due to the inability for cumulative leave, maternity leave will be awarded of 4 weeks paid leave and paternity leave will be awarded of 2 weeks paid leave, not including school leave provided. Employees wanting to extend such leave may utilize vacation and/or personal business.

\*\*For the purpose of parental bonding adopted or foster child, the employee is entitled to 12 weeks of job protected leave. Sick leave can only cover the portion of illness or disability for the employee or child which would typically be 6 weeks for a normal vaginal childbirth and 8 weeks for a C-section birth. Employees wanting to be paid for this time off may utilize vacation and/or personal business.

### Qualifying Exigency Leave and Military Caregiver Leave

Active duty service members qualifying exigency may use up to 26 weeks in a 12-month period. Covered active duty means duty during deployment to a foreign country.

1. A qualifying exigency arising out of the employee's spouse, child, or parent's covered active duty or call to active duty in support of a contingency operation. Qualifying exigency leave is a FMLA-qualifying reason for which an eligible employee may use his or her entitlement for up to 12 work weeks of FMLA leave each year. An eligible employee may take 12 weeks of leave for both qualifying exigencies leave and leave for a serious health condition.
2. Care for a covered service member, current member of the Armed Forces, including Regular National Guard or Reserves, with a serious injury or illness incurred in the line of

active duty if the employee is the spouse, child, parent, or next of kin of the service member.

### Definition of Family Member

FLMA leave can be used to care for a family member with a serious health condition. Documentation (birth certificate, court document) may be requested to confirm the family relationship and age of child.

The federal FMLA defines family member as:

1. Spouse – husband or wife, including those in same-sex marriages
2. Own Parent (not parent “in-laws”)
3. Child – biological, adopted or foster child, stepchild, legal ward, or a child of a person standing “in loco parentis” who is either under the age of 18, or 18 or older and incapable of self-care because of mental or physical disability
4. Covered service member.

### Serious Health Conditions

1. Inpatient Care – requiring overnight hospitalization and subsequent treatment
2. Continuing Treatment
3. A period of incapacity of more than three full consecutive calendar days
4. An in-person visit to a health care provider within 7 days of the first day of incapacity and a second in-person visit within 30 days of the first day of incapacity or
5. An in-person visit to a health care provider within 7 days of the first day of incapacity followed by a regimen of continuing treatment such as a course of medication or physical therapy
6. Chronic conditions continuing over an extended period of time include (e.g. asthma, diabetes, migraine headaches)
7. Any period of incapacity (inability to perform essential duties of job or perform other regular daily activities)
8. May cause episodic rather than continuous incapacity
9. Requires at least two visits annually to the health care provider
10. Permanent or long-term conditions (e.g. Alzheimer’s, stroke, terminal diseases)
11. Requires continuing supervision by a health care provider
12. Conditions requiring multiple treatments (e.g. chemotherapy, dialysis, physical therapy)
13. Restorative surgery or conditions, if left untreated, would result in incapacity of more than 3 full consecutive calendar days

### Intermittent/Reduced Schedule Leave

1. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

2. Intermittent/reduced schedule leave may be taken when medically necessary, as provided on
3. FMLA certification, to care for a seriously ill family member, or because of the employee's serious health condition.
4. Intermittent/reduced schedule leave may not be taken to care for a newborn or newly placed adopted or foster care child. Only with approval by Principal, will an exception be made.

Only the amount of leave actually taken while on intermittent/reduced schedule leave will be charged against employee's FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with Principal to schedule the leave so as not to unduly disrupt the school/department's operations, subject to the approval of the employee's health care provider. In such cases, the employee may be transferred temporarily to an alternative job with equivalent pay and benefits that accommodate the recurring periods of leave better than the employee's regular job.

#### Special Rules for Schools

Congress recognized that there could be a substantial disruption to the educational process from instructional employees taking leave at certain times during the academic year or for certain intervals. As a result, there are special rules in the FMLA regulations regarding "instructional employees" of public and private elementary and secondary schools. "Instructional employees" are those whose principal function is to teach and instruct students in a class, small group, or individual setting. Thus, "instructional employees" includes not only teachers in the school, but also athletic coaches and special education assistants. For "instructional employees" the following rules apply:

1. With regard to intermittent or reduced schedule leave, the school may require the employee to choose:
  - a. To take leave of a particular duration not to exceed the duration of the planned leave (the entire period of leave is counted as FMLA leave); or
  - b. To temporarily transfer to another position, so long as such position has equivalent pay and benefits and is a position for which they are qualified. The position also has to better accommodate the employee's intermittent leave.

If leave is requested near the end of the term, the following rules apply regarding job restoration:

1. Leave within last 3 weeks of the end of the academic term – for a purpose other than the instructional employee's own serious health condition, District may require continuous leave until the end of the term if the period of leave lasts more than 5 working days.
2. Leave within last 5 weeks of the academic term for a purpose other than the instructional employee's own serious health condition, district may require continuous leave until the end of the term if the period of leave is longer than 2 weeks; and if the result to work would occur within 2 weeks of the end of the academic term.

3. Leave more than 5 weeks PRIOR to the end of the academic term – The District may require continuous leave until the end of the term if the period of leave is at least 3 weeks; and the return to work would occur during the last 3 weeks of the academic term.

In these cases, only the period of leave taken until the employee is ready to return to work may be charged against the instructional employee's 12 weeks of FMLA.

When counting 1250 hours worked, teachers can use work time before and after school to determine hours worked. As a benchmark, teachers physically working 9 months of the year would meet the 1250 benchmark if they worked 35 hours a week.

### Returning from FMLA

The employee shall notify the Principal of their fit for duty/return to work 3 business days in advance of the return work date. Principal will evaluate the notification to verify there are no restrictions that will cause the employee not to be able to perform the essential duties of his/her job. If there are no restrictions or minor restrictions below what is required for the job, employee will return to work with any restrictions that might be needed. If there are restrictions that do not allow the employee to perform the essential duties of their job, the employee will not be allowed to return to work until Principal and employee have time to meet and discuss if reasonable accommodations can be made.

The employee is expected to be at work on the date indicated by the Principal. If the employee does not come back to work that day, the employee will have an unexcused absence. An employee who is returning from an approved FMLA absence will be returned to the same position held at the time the leave began or to an equivalent position. An employee on FMLA leave whose position is affected by a reduction in force or reassignment, may not be reinstated if it can be demonstrated the reduction in force or reassignment would have occurred had the employee been working and not on FMLA leave.

Key employees (employees who are among the highest 10% compensated) may be an exception to the reinstatement rule if reinstatement would result in "substantial and grievous economic injury" to the District. If circumstances allow, Principal will notify the key employee before the FMLA leave begins that reinstatement might not be available when he or she is ready to return to work.

### Substitution of Accrued Leave

All time missed in a workday due to FMLA leave is charged to available leave accruals, starting with, sick leave (if the leave qualifies to use sick leave), personal business, and vacation (if eligible). If an employee is to be gone for an FMLA eligible reason, that time off shall be charged to FMLA. This time off shall be charged to non-exempt (hourly paid) and exempt employees (salaried, including instructional and professional exempt staff). When on FMLA leave and all paid time-off accruals have been exhausted, FMLA leave will convert to unpaid

FMLA leave status. As previous stated, employees are required to exhaust all available paid FMLA leave before taking unpaid FMLA leave.

### Maintenance of Health Benefits

When an employee is on FMLA leave and all paid time-off accruals, have been exhausted, the employee will go into FMLA leave without pay status. The employee in this unpaid status will continue to have the employer paid health benefits while on FMLA; however, the employee will need to make arrangements to pay for any employee paid (optional) benefit deductions (i.e. dental insurance, dependent medical insurance) when going out on FMLA leave. The coverage will be dropped if payment is more than 30 days late. Other benefits, including board paid contribution (if eligible) and cash payments chosen by the employee instead of group health insurance coverage, will not be maintained during the period of unpaid FMLA leave. Accrued paid leave, such as vacation, will not continue to accrue during period of unpaid leave, including FMLA.

### Notice of Need

Eligible employees seeking to use FMLA leave need to provide a 30-day advance notice of the need to Principal, or as soon as practicable when the need is not foreseeable.

### Submitting Time Off for FMLA

Employees are required to submit their leave in the same way they would for any other leave request in their department.

1. Teacher's need to submit their leave requests, requesting a substitute as well as through any other method requested by their Building Administrator.
2. Support employee's need to submit their leave request through the pre-established channels to their supervisor.
3. Employees should keep in contact with their immediately supervisor periodically during the FMLA leave just in case the school or department is looking for something specific that the employee might have been working on and to let them know if the employee is on track for returning on the date listed on the request.
4. If the employee is unavailable to enter their time due to the severity of their illness, the supervisor must enter the time on the employee's behalf.
5. All FMLA time off should entered and accounted for by the direct supervisor.

### Recertification

The employee must provide the requested recertification to the District within the time frame requested 15 days after the district's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. The district may request recertification if:

1. The employee requests an extension.
2. Circumstances in the previous certification have changed significantly



3. Information is received that casts doubts on the reason for the absence or validity of the previous certification
4. If the number and/or nature of the employee's absences don't match the certification, the employee's FMLA attendance record may be sent to the health care provider and asked if the absences are consistent with the employee's serious health condition
5. Every 6 months in connection with an absence by the employee
6. The duration of the prior certification or every 30 days, whichever period is longer

## **28. SICK LEAVE**

- A. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in their immediate family without loss of salary not to exceed ten (10) days during each school year. The right to sick leave shall be vested at the beginning of the school year.
- B. Unused sick leave is not cumulative and does not accrue.
- C. When a teacher's sick leave is exhausted and the teacher is absent any of the reasons set forth in (A) above, the teacher shall receive full salary less the amount that would be paid to a substitute teacher for a maximum of 20 days, except in cases of FMLA leave.
- D. Sick leave may run concurrently with FMLA time.

## **29. PERSONAL BUSINESS LEAVE**

The Board shall provide for a minimum of three (3) days of personal business leave for employee per school year. Any leave beyond three (3) days is at the sole discretion of the principal or his/her designee. Personal business leave is to be used for absences necessitated by an unforeseen combination of circumstances that call for immediate action. Personal leave is noncumulative and does not accrue. Requests for personal leave shall be made in writing and in advance, if possible. If an advance request is not possible, the written request shall be filed within one (1) day after returning to work. The request shall be considered by the principal or his/her designee who shall approve or disapprove said request.

## **30. EMERGENCY LEAVE**

The Board shall provide for not more than three (3) days for emergency leave per school year. The term emergency shall be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave shall be granted at the discretion of the principal or his/her designee. Emergency leave is noncumulative and does not accrue.

Leave may be granted, not to exceed 10 working days per school year, to an employee who is affected by state or federally declared disaster in Oklahoma if:

- The employee suffered a physical injury as a result of the disaster; or
- An immediate family member or household member of the employee defined by the FMLA Policy suffered a severe physical injury or died as a result of the disaster; or

The domicile of the employee or the domicile of an immediate family member of the employee was destroyed as a result of the disaster.  
Additional time may be allowed if circumstances warrant.

### **31. BEREAVEMENT LEAVE**

Employees shall be provided with up to five (5) total days, following the death of a member of their immediate family, for bereavement. Any leave beyond three (3) days is at the sole discretion of the principal or his/her designee. Immediate family shall be defined as the employee's spouse, parent or guardian, child, brother, sister, aunt, uncle, grandparent, grandchild, first-cousin or each similar relationship as established by marriage, or a person residing in the same household as the employee.

### **32. MILITARY LEAVE**

The Governance Board adopts the Oklahoma City Board of Education Policy G-42-R4 attached hereto as Appendix B as its policy for Military leave purposes.

### **33. LEGAL LEAVE**

Legal leave shall be granted to employees who have been summoned for jury duty or subpoenaed as a witness in any civil, criminal or juvenile proceedings. Jury duty leave shall only be for the actual number of days of jury duty for which the employee is paid by the court.

## **SECTION C: STUDENTS AND PARENTS**

### **1. CHARACTER EDUCATION**

It is the goal of the Governance Board, administration, faculty and staff of HCPHS to serve others by helping instill values of good character, citizenship and moral living to our students. Our endeavor is to prepare our students to make appropriate choices for their future, so they can achieve their full potential. It is our continued goal to motivate positive behavior in students and help them develop critical thinking skills, core values, and productive choices in their lives. For purposes of these policies and procedures the words parent or parents shall include guardian or guardians, whether or not such characterization is specifically mentioned in any section of this policy.

### **2. PROGRAM FOR STUDENTS WITH DISABILITIES**

The Governance Board believes that education services for all young people should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting their educational needs. The administration and faculty will work together in evaluating students referred for testing to determine what is the least restrictive environment, for that student so that each student may receive a free and appropriate public education in compliance with federal and state law.

### **3. PROGRAM FOR GIFTED AND TALENTED STUDENTS**

The Governance Board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes. Therefore, it is the policy of the Governance Board to cooperate fully with the State Department of Education and the Oklahoma City Public Schools in identifying gifted children and in implementing appropriate educational programs. The parents or guardians of children so identified will be provided an overview of the gifted student educational program offered at HCPHS. Meetings with the parents/guardians will be no less than once per academic calendar year.

### **4. STUDENT COUNCIL**

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, HCPHS authorizes the formation of a Student Council. This council shall not have authority to make policies or regulations for the school. The council may make recommendations to the Principal on any topic of student concern. The Student Council shall not have any disciplinary authority. The administration and the Student Council shall keep channels of communication open, not only between themselves but also between all students and the council. The council is urged to choose a representative who will communicate with the Governance Board on matters pertinent to the betterment of the school system and improvement of the educational process.

### **5. EXTRA-CURRICULAR ACTIVITIES**

The Governance Board believes that each student's educational experience can be enriched and that they can be engaged in the educational process more fully by offering additional activities to their schedule after the core day. These voluntary activities will be designed to meet the varying interests of the students and will include such activities as competitive sports, academic competitions, performing and fine arts activities, and special interest clubs. The Principal, with the assistance of parents, shall design and ensure adequate staffing after school activities. All Extra-Curricular Activities are subject to the HCPHS Drug Test Policy.

### **6. SCHOOL SOCIAL ACTIVITIES**

Adolescent development includes the acquisition of acceptable social skills. The Governance Board believes that students should have the opportunity to take part in appropriate social activities with adequate parental supervision. Planning for such activities shall include the collaboration of all stakeholders to assist in the planning and implementing of any social activities.

### **7. FIELD TRIPS AND EXCURSIONS**

The Governance Board believes that field trips, designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered appropriate extensions of the classroom. Field trips are authorized to the extent that they

provide an effective means for accomplishing general curriculum objectives of the district. Permission for trips shall be obtained from the Principal.

Students will be required to furnish a Parent's Permission Form before each trip. All students must wear their school uniforms on field trips unless faculty notifies them that they may wear street clothes. Field Trip Permission forms will be completed by the student's parent/guardian.

## **8. GRADING PRACTICES**

The Governance Board believes that grades should be awarded on the basis of the achievement of the student. Homework, test scores, class participation, and other learning activities demonstrate student achievement. Grading practices should be administered in a fair, equitable and consistent manner to students. The end result of grading practices, the grade, should reflect the cumulative achievement demonstrated by students to acquire knowledge and skills relative to a particular subject. It is the sole responsibility of the classroom teacher to assign a grade for a particular course unless that child is following an IEP. In this event, the classroom teacher in conjunction with the Special Education teacher shall assign the grade. The Governance Board believes that criteria for grading practices should be communicated clearly to students and parents at the beginning of the course of study

## **9. STUDENT ADMISSIONS**

Admission to HCPHS will be on a first come, first serve basis, subject to the statutorily authorized priority rankings until such time as it is required to accept applications by lottery. The priority rankings are as follows: (1) siblings of students enrolled in HCPHS at the time of the submission of the application or current ICMS 8<sup>th</sup> grade students; (2) applicants residing in the Oklahoma City School District or approved transfer; (3) applicants residing outside the Oklahoma City School District. A lottery will not affect these rankings.

All applications for admission must be timely submitted in order to be considered. Applications will be available at the school, on the school's website, or at any other designated location. They must be returned to the school office. When the application is received it will be given a number and the date and time it was received shall be noted on the application and it will be photocopied.

The parent or guardian will be notified of reception of the application and if there are any deficiencies on the application. The correct priority ranking shall be noted on the application and all information shall be entered on the database.

Applications will be accepted beginning Oct. 1 of the year, prior to admission, through the first Friday of the following March at 4:30 p.m. Any application received after 4:30 p.m. shall be considered late and put on a second waiting list. Should a lottery be necessary such shall take place on the Monday following the first Friday in March (closing date of applications.). The location, date and time of any lottery shall be announced at the appropriate time.

Once a student has been enrolled and matriculated through HCPHS, that student will automatically be enrolled for each succeeding school year, provided he/she has complied with any enrollment requirements.

Parent(s)/Guardian(s) of children/ward(s), if a lottery is in effect, will be notified of their child's/ward's lottery number. The lottery number does not guarantee a seat in the class until such time as the lottery is held and that number selected.

An acceptance letter will be sent to the parent(s)/guardian(s) of all children whose lottery number has been selected. Parent(s) or guardian(s) who receive an acceptance letter for their child(ren)/ward(s) will have two weeks of the current school year to accept or reject a seat and complete enrollment in the ninth-grade class. If the parent(s)/guardian(s) do not respond either accepting or rejecting the seat by the aforementioned deadline then such shall be considered a rejection and the seat will be declared to be forfeited and shall be assigned to the next child in the lottery whose parent(s) or guardian(s) will be notified to determine if they accept or reject a seat in the class and complete enrollment in the ninth-grade class. If that parent(s)/guardian(s) fail to respond or rejects the seat, within two weeks of being notified of the open seat (or the first school day thereafter if the 5<sup>th</sup> day is a weekend or holiday) then the seat shall be assigned to the next child in the lottery and the process shall continue in like manner until all seats are filled. If the parent(s)/guardian(s) do not complete the enrollment process, even if they have accepted the seat, then such shall be considered a forfeiture of that seat and the next child in the lottery will be offered the seat. This process shall apply to each child whose parent(s)/guardian(s) have accepted a seat but not completed enrollment as required.

If a lottery is not in place, then an acceptance letter will likewise be sent out and the same deadlines and requirements will apply as to the parent(s)/guardian(s) acceptance or rejection of the seat and enrollment.

The ninth (9th) grade class shall be limited to 150 students. The tenth-twelfth (10th-12th) grade classes shall be limited to a combined 450 students. The Governance Board may, in its discretion, change the student number for any grade at any duly called meeting of the Board. The total number of students for all grades shall be limited only by applicable fire codes or law. This admissions policy shall take effect for the 2020-2021 school year and thereafter.

Any lottery required to be held will be conducted as follows:  
There will be three pools of lottery numbers:

1. Applicants with siblings currently enrolled in HCPHS and applicants from ICMS who choose to timey apply will be placed in one container and drawn first;
2. Students residing within the Oklahoma City School District will be placed in a separate container and drawn second (students with approved transfers shall be considered a student of the district);
3. Students residing outside the Oklahoma City School District will be placed in a third container and drawn third.

Each applicant would have received a lottery number at the time their application was received. That number will be placed on a ping pong ball or other device and deposited into the appropriate container. The ping pong ball or other device will be drawn by a neutral individual. All applications will be drawn and given a numerical ranking so that a waiting list may be established.

The lottery drawing will be open to the public.

The drawing will be overseen by the Governance Board.

#### **10. ADMISSION OF NON-RESIDENT STUDENTS**

Non-resident students shall be admitted after an opportunity has been extended to all students who are eligible as set forth in section nine (9) above and positions in the school remain open. In keeping with the provisions of Oklahoma law (Open Transfers) the parents or guardians of the student will be required to fill out appropriate forms to gain admission to the Oklahoma City School District prior to being admitted HCPHS.

#### **11. ADMISSION OF STUDENTS AFTER THE BEGINNING OF THE SCHOOL YEAR**

Harding Charter Preparatory High school offers an aggressive and challenging curriculum in all subject areas. It is the desire of the Governance Board to maintain consistency of instruction in all subject areas for each student. Some students, who seek admission to our school, after the start of the school term, may find themselves at a disadvantage academically due to the pace of instruction. The Principal shall evaluate each student and after an interview with the student, an examination of their transcript, attendance and discipline history, and an interview with their parents/guardians. The Principal shall determine if the student shall be admitted to the school if spots are available

#### **12. ATTENDANCE AND TARDY STATUS**

School attendance is important to the student's success. Poor attendance often results in poor achievement. Students are expected and required by Oklahoma Law to attend school every day the school is in session, except on those occasions when the school has been notified that the child is ill, has a family emergency, or that the absence has been pre-arranged with school officials. It is the responsibility of the student to make up any work that has been missed because of an absence or tardy. One-day make-up time is allowed for each day of absence unless each teacher has made other arrangements. Excused absences may be granted to a student by the school upon request of the parent/guardian for the following reasons: illness, accident, injury, medical or dental appointments, death in the family, religious holidays, and emergency situations. Ten (10) absences that occur in one school semester that are either excused or unexcused may be grounds for non-credit recommendation in such class.

### **Illness and Emergency Absences**

When a child is absent from school the parent/guardian shall call the school on the day of the absence, preferably in the morning. Notes excusing a student's absence in lieu of making a personal phone call are discouraged.

### **Planned Absences**

The attendance secretary shall be given notice from the parent/guardian in writing as far in advance as possible for absences involving religious holidays, medical or dental appointments, or family trips.

### **Tardy Status**

Students shall be charged with a tardy if they enter the building at or after 8:00 a.m. or are tardy for a class during class changes. All tardy students will report to the attendance secretary where they will be given admission slips. Three tardies will be counted as one unexcused absence in that class. A pattern of absences/tardies will result in a conference with the student, their parent/guardian and the Principal to review the problem and to work out a solution. The Principal has the option of referring the matter to the Governance Board for review with the parent/guardian present.

## **13. CODE OF CONDUCT FOR STUDENTS**

I understand that I choose my own actions and reactions to others and to situations. I also understand that every choice has a positive or negative consequence. With that, I *PROMISE* to the best of my ability...

- to treat myself, teachers, peers, and the school grounds and property with respect.
- to complete 30 hours of service to the community per academic year
- to obey classroom rules set by teachers.
- to maintain a healthy lifestyle by avoiding harmful substances and behaviors.
- to refrain from profanity in speech, personal conduct, and written language while on campus or at school sponsored events and/or activities, including travel to and from.
- to not endanger myself or others by bringing any form of a weapon onto the school grounds or to any school-related event or activity.
- to refrain from vandalizing or misusing any school property (i.e. books, lockers and equipment) or the facility.
- to keep my hands, feet, and objects to myself at all times.
- to take responsibility for my own education by arriving at school on time, coming to class prepared and by completing homework or assigned projects on time.
- to not engage in any form of sexual harassment activities.
- to not participate in secret societies (i.e. gangs or occult activities) on school grounds or at school sponsored events/activities.
- to strive to exhibit behaviors that earn the respect of teachers, peers and parents.
- to follow the school dress code.

- to follow the Code of Conduct on school ground and at all school sponsored events and activities.

Furthermore, I understand that all consequences for misconduct are unique to students who choose to attend Harding Charter Preparatory High School and this Code of Conduct may be modified by the Governance Board of the school.

#### **14. CODE OF CONDUCT FOR FAMILIES**

I understand that Harding Charter Preparatory High School's reputation has been built, in part, on the fact that it is a community of caring adults and students. To maintain this level of community, we ask our families to do their best to meet these expectations. With that, I *PROMISE* to the best of my ability...

- to do my best to complete 25 hours of service to the school per academic year.
- to see that my student completes 30 hours of service to the community per academic year.
- to be a positive role model for my child/children or ward/wards.
- to support my student's education via regular communication with teachers and administrators
- to monitor my student's study habits and the completion of my student's homework or assigned projects.
- to conduct myself in a responsible and mature manner in my interactions with teachers, administrators, staff members, and students.
- to support classroom rules set by teachers.
- to refrain from profanity in speech and written language on school grounds and/or at school activities.
- to abide by school policy regarding dangerous weapons on school grounds.
- to be financially responsible for the restoration of school or district property caused by defacing, destruction, or loss of said property by my student.
- to enforce the student dress code for my student.
- to participate in parent/student continuing education when offered by the school.
- to follow the Code of Conduct while on school grounds and at school sponsored events and activities.
- to encourage and support academic assignments such as Summer assignments.
- to provide an environment where homework can be accomplished.
- to communicate to administrators any concerns I might have about a curriculum issue or a teacher.
- to encourage my student to become their own self advocate when dealing with teachers, grades and assignments.
- to ensure that their student follows the policies and procedures in the Student Handbook.

I have read the material pertinent to the vision, philosophy, and mission of the school. I understand the focus of the school is a college preparatory curriculum. I agree to be a vital



part of my student's education as an adult role model. I understand that I have made the choice for my child to attend Harding Charter Preparatory High School and that the Code of Conduct may be modified by the Governance Board of the school.

## **15. CONSEQUENCES FOR VIOLATION OF CODE OF CONDUCT**

Consequences for violations which are also found in the Student Handbook will be handled as stated in the handbook. The student handbook will prevail over these policies and procedures where violations are similar.

### **Students**

In developing the guidelines for consequences for violation of the Code of Conduct it is the desire of the Board to recognize the professional expertise and judgment of the administrative staff and faculty in handling violations of the Code of Conduct by students. While the Board recognizes that not all violations occur with malicious intent neither should they be ignored. It is the Board's desire to establish a system that underscores the Board's firm belief in appropriate and positive conduct yet provides the faculty the flexibility to respond appropriately to each violation while maintaining consistency. If a violation is deemed to be serious enough in nature, the decision of the Governance Board concerning the student is final.

The following features are set forth to be utilized by the Principal:

1. Each student signs the Student Handbook acknowledging that there exists a firm, fair, consistent and progressive disciplinary plan used by faculty to address student misbehavior inside and outside the classroom. The disciplinary plan that is used inside the classroom also serves when students are passing from one class to another and when eating in the cafeteria.
2. The classroom teacher may handle the offense through appropriate classroom behavioral management techniques, provided such are consistent with and conform to school policies. The entire faculty is urged to discuss thoroughly with the students their own class rules.
3. Parents may be notified of the violation through phone call, written note or by a personal conference.
4. The violation will be reported to the Principal for action.
5. The Principal will determine an appropriate punishment, if warranted. This may include but is not limited to removal of various school privileges, suspension from participation in various school activities, or detention after school.

The Principal may refer a student to the Governance Board for consideration of action. The Principal will present a summary of the violation and the parent and child will have an opportunity to discuss the incident before the Governance Board (due process). Consequences, if any, for the violation will be determined by the Governance Board with the recommendation of the Principal. This may include such actions as: placing the

student on short or long-term probation from the school or from school activities, placing the student on academic probation, excusing the student from the school or any other action deemed appropriate by the Governance Board. The decision of the Governance Board is final.

### **Parents/Guardians**

The ultimate success of Harding Charter Preparatory High School relies to a large degree on the continued cooperation of parents/guardians and their participation in those activities that support the school. It is also our belief that the parent/guardian must support their child educationally and maintain high expectations for their child's/ward's academic achievement. Parents/guardians must provide the leadership within the family that will provide and maintain a positive attitude toward learning and toward the school itself. If a parent/guardian chooses to not participate in this fashion, then the following may occur:

1. Discussion with the Principal concerning the problem.
2. Referral of the parent/guardian to the Governance Board by the Principal for a hearing before the Governance Board where the Principal discusses the problem and the parent/guardian has an opportunity to respond. (Due Process) The Governance Board may impose the following penalties for violations which said decision is final. The penalties do not bar the parent/guardian from the school campus or activities and events if their presence is required for a conference or emergency involving their child/ward.

First offense- Parent/Guardian may be barred from the school campus and all school related activities and events for up to 10 school days.

Second offense- Parent/Guardian may be barred from the school campus and all school related activities and events for up to 30 days.

Third offense- Parent/Guardian may be barred from the school campus and all school related activities and events for the remainder of the semester. If there are less than thirty (30) days left in the semester then the ban shall include the following semester.

Fourth offense- Parent/Guardian may be barred from the school campus and all school related activities and events for the remainder of the school year. If there are less than thirty (30) days left in the school year then the ban shall include the following semester.

### **16. STUDENT RELEASE FROM THE SCHOOL**

A request for the release of a student from school, during the school day, will only be honored for persons authorized to seek the student's release. Students are only released to the custodial parent/guardian and the non-custodial parent (with written authorization by the custodial parent and presentation of a certified copy of a legal document providing relationship to the

student) or the custodial parent's designee. It is the responsibility of the custodial parent/guardian to notify the school of restrictions related to the release of a child. This includes but is not limited to divorce decrees that limit or deny access to school information. The non-custodial parent is responsible for providing a mailing address to the school. The school shall be provided a certified copy of any domestic-relations separation order, domestic-relations temporary order, decree of dissolution of marriage (divorce decree) and/or victim's protection order or protection order (VPO/PO) which has been filed in any Court which deals with the visitation status of the non-custodial or joint custodial parent, if not the primary custodial parent. The school will abide by the terms of said order or decree. It is the custodial parent's/guardian's responsibility to provide the school with a list of authorized persons to whom their child(ren)/ward(s) may be released and to keep said list current. The list shall include the name, current address and telephone number of each person thereon.

### **17. STUDENT TRANSPORTATION**

It is the philosophy of the Governance Board to utilize state appropriated funds for expenses that directly impact student academic achievement. Harding Charter Preparatory High School will provide reimbursement of local transit Oklahoma City bus service to any students in need of transportation to and from school. Students with a handicapping condition and who have it stipulated in their IEP that they must receive bus service will be accommodated.

### **18. STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

When students are transported to school-sponsored activities, properly inspected, registered, and insured private vehicles may be used with licensed drivers. HCPHS or its not-for profit corporate parent (Families for Excellence in Education, Inc.) will not be held responsible for the welfare of students while being transported in private vehicles. Insurance coverage is the responsibility of the owner of the private vehicle. It is the responsibility of the parent or guardian of the student to assure that their child/ward is being transported in a safe and responsible fashion in the private vehicle and that the owner of the vehicle has the appropriate insurance to cover injury to passengers.

### **19. UNIFORM DRESS CODE**

The Governance Board embraces the philosophy that wearing a school uniform enables a student to focus their attention on academics and the learning process. The governance Board requires that all students wear a school approved uniform while on school grounds and while on school field trips, unless otherwise excepted. Parents/Guardians are provided a copy of the school's dress code at enrollment and the dress code is in the Student Handbook.

## **20. “OUT-OF-UNIFORM DAY”**

Periodically during the school year, students will be allowed to deviate from the uniform guidelines and wear appropriate regular clothes. The Principal will determine the dates of these “free clothes days”. If there is a question as to the appropriate nature of a student’s attire, then the Principal will determine if the student will need to call their parents/guardians for a change of clothes. No gang-related attire will be tolerated or allowed.

## **21. BULLYING, HARRASSMENT, SECRET SOCIETIES, GANGS AND HAZING**

The Governance Board, Administration and Faculty will not tolerate bullying, harassment, secret societies, gangs or hazing in any manner or form. The Governance Board will not recognize or sanction secret societies formed wholly or in part from the membership of students attending HCPHS. This policy is in effect while any student is on school property, at a school event or activity or under the supervision of school authorities. Violations of this policy may result in disciplinary action, including dismissal from school.

## **22. SEARCH OF STUDENTS, STUDENT LOCKERS, STUDENT PROPERTY AND SCHOOL-WIDE SEARCHES**

The Governance Board recognizes its' responsibility for the safety and welfare of the students and faculty. A search of an individual student, student property, lockers or school-wide searches may be conducted to safeguard the educational process, preserve discipline and order, and promote the safety and security of persons and their property. A student or student’s property may be searched when the student is reasonably suspected of having violated a school policy or a criminal statute or ordinance. The Principal may authorize school-wide searches, including the use of metal detection devices and drug or weapons sniffing dogs, after making the determination that school-wide searches are necessary to detect the presence of dangerous weapons, contraband or to deter potential school violence. School officials may search school property, including but not limited to desks and lockers, at any time. In view of the fact that students do not have privacy rights on school property, lockers and desks and book bags may be searched when there exists reasonable suspicion that a violation of local, state or federal law or school policy has occurred. Items that violate local, state or federal law or school policy shall not be stored in lockers or desks. At least one witness must be present during the search of student property, locker or desk. Group or individual searches of students may be made when a student is on school premises, upon entering a district property, while in transit under the authority of the school, or while in attendance of any function sponsored or authorized by HCPHS. A person of the same gender as the student being searched shall conduct the search of individual students. At least one witness must be present during individual student searches and the witness must be of the same gender as the person being searched. Any type of search must have appropriate authorization and be conducted by an administrator, an administrator's designee or law enforcement personnel so as to assure parents/guardians that safeguards are employed to

protect the well-being and privacy of students. The students' constitutional rights will be protected in any type of search conducted.

### **23. STUDENT AND PARENT COMPLAINTS**

The Governance Board believes that procedures should be established for students' or parents' complaints or concerns to be heard in a fair and equitable manner. When registering a complaint or concern, the Governance Board reminds all concerned that the Code of Conduct for Parents, Faculty and Students shall be enforced. This procedure does not include issues involving disciplinary actions. Parties are referred to the Student Handbook on the handling of disciplinary issues.

#### **Students**

Students should first attempt to discuss their concern or complaint, in a respectful manner, with the faculty or staff member in question if the student feels comfortable doing so and if not the student may discuss such with another faculty member with whom the student feels comfortable. Should the concern or complaint not be resolved to the student's satisfaction he/she may discuss such with the Principal. The student has the option to submit their concern or complaint in writing. The student will be heard in a fair and professional manner and the concern or complaint shall be handled in accordance with classroom policies and the policies of the school. Students who have concerns or complaints concerning other students should report such to their classroom faculty member, another faculty member or the Principal. The matter will be dealt with through conflict management guidelines and in as equitable a manner as is practicable in keeping with the policies of the school. A student who is aggrieved by the decision of the Principal may appeal such decision, in writing, to the Governance Board. The decision of the Governance Board shall be final. The student may have his/her parent(s) present during any step of this procedure, regardless of the student's age.

#### **Parents**

Parents or guardians who have a concern or complaint with a faculty or staff member shall abide by the Code of Conduct in their interaction with the faculty or staff member. The parent or guardian shall make an appointment with the faculty or staff member in question. At no time is a parent to interrupt instruction to discuss any matter. The parent, faculty or staff member has the option to request the Principal to be present during the discussion. If the parent is dissatisfied with the outcome of the meeting with the faculty or staff member, then the parent may bring their concern or complaint to the Principal. The Principal shall listen to the parent's concern or complaint and investigate the matter with the employee concerned and determine how the matter can be resolved in the best interest of the child and in keeping with the policies of the school. If the parent is not satisfied with the Principal's decision, then they may submit their concern or complaint, in writing, to the President of the Governance Board. The President shall refer the matter to the Governance Board for review, either at the next monthly meeting or at a special meeting if circumstances warrant. All parties shall be afforded the opportunity to be heard by the Board. The Governance Board may ask questions to clarify points that are made. The Governance Board shall discuss the matter in executive

session. Upon exiting the Executive Session, the Board shall render its decision which said decision of the Board shall be final. If the Principal provides testimony in the matter, then he/she shall not be present while the Governance Board discusses the matter.

#### **24. SCHEDULING OF ALL STUDENTS**

It is the responsibility of the Principal to establish a proper academic program for each student. The goal of scheduling is to address the individual strengths and weaknesses of each student and to develop a plan for each student that is within the framework of practical school operation.

#### **25. SCHOOL CALENDAR**

The Principal shall present a calendar each year, which includes the starting and ending dates of the school year. The calendar will also include the number of instructional hours mandated by state law and the State Department of Education. The Principal may seek suggestions from among school employees and parents in the development of the calendar.

#### **26. COMMUNITY SERVICE**

The 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. It is expected that each student will complete 30 hours of community service per year. The Board hopes 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, and 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. The Governance Board believes that students must be aware that they are representatives of and ambassadors for their school as they work in the community. Students must be capable of carrying out the community service without endangering their academic achievement. Students will be expected to maintain their grades, attend classes and recognize that the activity to which they are volunteering their services is secondary to their primary goal of receiving an education. Failure to comply with the school's volunteer policy may subject the student to discipline as reflected in the Student Handbook.

#### **27. SCHOOL DAY**

State school law prescribes a school day of a minimum of 6.5 instructional hours (exclusive of lunch hour). School hours established for HCPHS shall meet these requirements, rules and regulations of the State Board of Education. The Principal may make changes, consistent with state law, to provide a program of instruction to accommodate the needs of the individual students. The established times for the regular school day are 8:00 a.m. to 3:00 p.m. The Principal is authorized to change established times during periods of severe weather

(including hot weather). Should state law change the minimum hours of instruction then HCPHS will comply by providing no less than the required minimum.

## **28. PARENT VOLUNTEER PROGRAM**

The 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 Volunteer Program to provide parents with various activities and projects to assist the school, support their child's education and to reduce the overall operational costs of the school. Participation in the Parent Volunteer Program is expected for each family who enrolls a child in the school

Each family is encouraged to complete twenty-five (25) parent hours of volunteer time per school year. The Principal shall outline the awarding of volunteer hours for tasks. It is the duty of the parent/guardian to maintain his or her own records. The office shall have available for each family "time sheets" to write down 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. If a family member or other relative, other than the student, wishes to participate in a volunteer activity on behalf of the parent, then those hours of volunteer time shall be counted toward the family's volunteer time. A parent shall receive one hour of volunteer credit for the expenditure of \$20.00 towards materials used in completing a volunteer task or in purchasing education related or classroom materials. Failure to comply with the school's volunteer policy may subject their child/ward to discipline as noted in the Student Handbook.

## **29. PARENT COMMITTEES**

The Governance Board recognizes that the establishment of various parent committees is necessary to serve the needs of the school, the faculty and the administration. HCPHS' parent organization shall be responsible for establishing any necessary committees with the approval of the Principal.

## **30. STUDENT PUBLICATIONS**

Publications sponsored or funded by the school shall be known as student publications and exist as a laboratory tool to teach writing and journalistic skills. Newspapers represent the entire school community and should present various points of view and follow the recommended newspaper code for schools. It shall be the duty of the teacher, as the Principal's representative, to review material and to make editorial decisions regarding the appropriateness of each item.

## **SECTION D: COMPETITIVE SPORTS AND ACTIVITIES**

### **1. SPORTS AND ACTIVITIES**

The governance Board recognizes the role that competitive sports and activities play in the physical and social development of the high school student. In order to foster school spirit, physical development, self-esteem, a competitive and team spirit, as well as positive attitudes toward healthy lifestyles, students at HCPHS are encouraged to take part in many of these activities offered by the school. All coaching staff shall be in compliance with OSSAA Guidelines. Although we seek to participate in OSSAA competitions, it is recognized that some games for some sports may have to be scheduled outside of OSSAA member schools. All students participating in these sports or activities shall have a permission form on file, signed by their parent or guardian as well as a current physical evaluation form on file. HCPHS shall not be liable for any injuries, losses or damages resulting from participation in any of these activities.

1. Dates for practices and games shall be set in accordance with OSSAA Guidelines. Students who wish to participate in any sport or activity shall submit to a grade check on a weekly basis pursuant to OSSAA guidelines. If the student is ineligible to play or participate, as a result of the grade check then the student shall be held out for the game/activity in question. The student will be readmitted to participate in the next game or activity if the Principal had determined that the student has improved his/her grades to a satisfactory level. (See Student Handbook.)
3. Students on academic or behavior probation shall not participate in games or activities while on probation.
4. Parents agree to bear the additional costs of equipment and/or uniforms or other costs that the activity may require.
5. Faculty may receive additional compensation for coaching in accordance with OSSAA rules.

### **2. PRACTICE SCHEDULING**

Practices for various sports or activities should be scheduled so as not to interfere or disrupt the learning process.

1. Students who are involved in tutoring or other after school educational counseling shall not be penalized for missing or being late to practice. However, the student is required to notify the coach of their absence in advance.
2. Parents are responsible for student transportation to practices off campus and to pick students up immediately after each practice.
3. A schedule of practices shall be posted as soon as possible by the coach/faculty.



### **3. TRANSPORTATION TO PRACTICES AND GAMES**

The Governance Board reminds parents of their obligation to provide transportation for their child both to and from practices and games.

1. Parents may form carpools to provide transportation to and from practices and games.
2. HCPHS and the Governance Board shall not be held liable for the welfare of students while being transported to and from practices and games in private vehicles.
3. Consistent failure to pick up a student immediately after a practice may result in that child being declared ineligible for play or practice.

### **4. CONCUSSIONS**

It is the policy of HCPHS that any student-athlete who is removed from a sporting competition or event, including practices, by a referee or member of the coaching staff due to a head trauma, resulting in a possible concussion, must obtain a release from a medical doctor before being allowed to participate in any practices or games, including the game from which he/she was removed. The exception to this policy is if a licensed medical practitioner, such as a medical or osteopathic doctor, is present at said sporting event and can clear (which shall be in writing) the player during the contest, then said player may continue his/her participation.

### **5. BUS USAGE POLICY**

If the school provides a bus for transportation to events the individual who will be driving the bus must be a school employee or recognized school coach with a current CDL license with P & S endorsement and who are listed on the school's insurance as a designated driver.

Any school activity which seeks to use a school provided bus must complete the Field Trip Permission Form. Priority for usage will be given by date and time the Bus Usage Form is returned to the HCPHS office. There will be a separate calendar posted in the office for bus usage. The Principal is the only person authorized to permit use of the bus. The parties who check out the bus will be responsible for following all of the school bus checklist posted inside of the bus before and after usage. It is understood that the bus fuel tank will always be full and each party checking it out is responsible to return with a full tank. Such expense will be reimbursed by the school employee, school coach, or appropriate activity account.

Students and all persons utilizing the bus are expected to follow the school discipline policies while in transit.

## **SECTION E: SAFETY AND SECURITY**

### **1. SAFETY**

It is the policy of Harding Charter Preparatory High School to provide the students and staff with a safe and worry-free environment. Safety awareness and the prevention of accidents are important goals of the school.

Attention will be given to the following areas:

1. Supervision of students in school buildings and on school grounds.
2. A safe school environment.
3. Observation of safe practices by Harding Charter Preparatory High School faculty, administration and staff, including activities which may consist of special hazards.
4. Faculty and staff will monitor students for a safe and secure school atmosphere. Students will follow the rules and procedures that specifically address safety to them and others.
5. Students are to remain on school grounds before and after school, unless specified by faculty and/or parents or guardians. Written permission or notification from a parent or guardian is necessary for students to leave the school grounds during the school day. Parents or guardians must be present in person before a student will allow to leave school property. Parents or guardians may designate another individual to be present, provided they provide the name, address and telephone information of said individual in writing to the school and complete the appropriate permission form.
6. Students, who do not have their own vehicles, shall be picked up from the school no later than 4:30 p.m., unless there is a school sponsored event or activity on the school grounds in which they are participating or watching, in which case the students shall be picked up immediately upon the conclusion of the event or activity. Students who have their own vehicles shall leave the school grounds no later than 4:30 p.m. unless there is a school event or activity in which they are participating or watching, in which case they shall leave the school grounds immediately upon the conclusion of the event or activity. The intent is that all students, in normal circumstances, not remain on the school's grounds after 4:30 p.m. unless attending a school event or activity.

### **2. SAFE & HEALTHY SCHOOL COMMITTEE**

A goal of Harding Charter Preparatory is to maintain emotionally and physically safe and healthy environments for students, employees and visitors to the district and while on school grounds or attending school events/activities. Specific Board policies address the various issues involved in creating and sustaining safe and healthy environments. The focus of this policy is upon

1) Healthy and Fit School Advisory and Safe School Committees (referred to as the Safe/Healthy School Committee) and, 2) Communications with faculty with regard to students with a history of violence.

#### I. Safe/Healthy School Committee.

In accordance with state law, Harding Charter Preparatory High School has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee.

The Committee will be composed of at least seven members, which will be comprised of three teachers, counselor, administrator, student, and one parent (acting Clerk – parent on Governance Board).

The Committee will be selected not later than October 1 of each school year and meet at least one time per semester.

The Committee will study and make written recommendations to the school principal with regard to:

##### A. Health Issues

1. Health education
2. Physical education and physical activity
3. Nutrition and health services

##### B. Safety Issues

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying.
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff and use of problem-solving teams that include counselors and/or school psychologists.

Each committee team is to forward a copy of its Committee report to the principal/designee. The Principal's Administrative Team will examine site level Committee reports as a source of input for the review and revision of district plans and procedures and/or recommendations for policy or other specific Board action.

### **3. USE OF TOBACCO PRODUCTS**

The Governance Board recognizes that the use of tobacco is harmful to health. All students and employees have the right to freedom from tobacco and its use. In order to provide a safer school environment for students and employees, the use of tobacco is prohibited on all school grounds or at school events and activities at all times.

### **4. BUILDING AND GROUNDS SECURITY**

Building and grounds security shall mean maintenance of a secure (locked) buildings, protection from fire hazards, faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Principal shall designate an area(s) in each building for secure storage of records, audiovisual equipment, computers and other items of school property, which may be highly vulnerable to theft. Principal who is responsible for school owned property, which is used by different people, shall develop and/or implement sign-out, sign-in procedures. The person checking out an item of equipment will be held strictly accountable for its security, and failure to return it at the designated time will result in disciplinary action and payment of any costs incurred. No employee is permitted to use or operate school owned equipment for his/her own benefit or to generate income outside of the employee's contract with the School without the express permission of the Governance Board. Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. The Principal shall determine exactly what areas of the building to which each employee needs access and issue only the necessary keys. Employees are prohibited from having their keys copied or giving their keys to an unauthorized person. If an employee is found in possession of an unauthorized key, the Principal, or a member of the Governance Board may confiscate it. The employee will be subject to disciplinary procedures. An adequate key and security alarm code number system shall be established to implement this policy. All keys shall be returned by the end of the school year or no longer than needed thereafter if permitted by the Principal or their designee. Such permission shall be in writing. If keys are lost or stolen the cost of replacing the keys and re-keying any doors will be borne by the person who was responsible for them.

### **5. MEDICAL EMERGENCIES**

Any medical emergency that may occur on school property will be dealt with in the most sensitive manner and with the welfare of the individual in mind. Outside emergency treatment will be summoned if necessary, and parental notification will be immediate using the emergency numbers as provided previously by the parents/guardian(s). Parents are required to provide three (3) emergency telephone numbers in case a student becomes ill or has an accident or injury at school. The designated person will provide first aid and attempt to notify a parent/guardian as soon as possible. If the school cannot reach a parent/guardian in an extreme medical emergency, emergency medical services shall be called. Expenses for the emergency care will be the responsibility of the parent/guardian. The Governance Board strongly urges all parents to immediately update all notification numbers when a change

occurs. Parents/guardians shall provide, in writing, a list of individuals to contact if they are not available and who are permitted to make medical decisions on behalf of their child/ward. Parents/Guardians shall provide the school with all necessary information for their child/ward, including but not limited to notification of any allegorical conditions, food or otherwise. Parents/guardians shall provide the school with the proper and legal HIPPA release of medical information documents permitting to school personnel to discuss their child's/ward's medical/health issues with necessary parties, including those persons the parent/guardian includes on the above-referred list.

## **6. DISASTER / CRISIS PLANS**

In order to maintain a calm and secure environment for students and employees when faced with a crisis or disaster, the Governance Board has established the following policy and procedures.

### **Philosophy**

The Principal shall formulate a School/Crisis Plan that is to be presented to faculty and employees and shared with parents. There will be periodically scheduled drills to practice procedures and to evaluate response times. Modification to the procedures will be made when deemed necessary. The plan will include a description of each anticipated crisis or disaster. The main goal of the plan will to be to provide for the safety and welfare of the students.

### **Major Crisis**

A major crisis involves multiple numbers of persons and affects the welfare of the student(s). The Crisis Intervention team will manage a major crisis with school personnel as well as community agency volunteers. The crisis intervention team shall be composed of staff from the school, which includes Administrators, designated faculty, and the school nurse or designee and city emergency personnel. The school will handle any information to the media.

### **Minor Crisis**

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

### **Goals of the Disaster/Crisis Intervention Plan**

1. To facilitate a cooperative effort among all employees when a crisis occurs.
2. To promote the following: sharing of resources, knowledge, and personnel during a crisis, awareness of the impact of a crisis on persons involved, recognition of children/persons who may be at risk from the emotional stress of crisis or trauma, and education of school personnel regarding management of crisis problems in order to minimize negative impact.

### **Essential Responsibilities of Building Site Administrator/Counselor**

1. To plan how the crisis will be handled. These responsibilities can be shared with other building personnel, as assigned. Teachers will have the responsibility of structuring the response within the classroom.
2. To understand and cope with student reactions. These responsibilities can be shared with parents, administrators, counselors and mental health professionals.
3. To debrief personnel after the crisis and provide follow-up plans.

The Principal will lead each Crisis Intervention Team. They will consult with appropriate School personnel. Crisis intervention training will be provided at the beginning of each school year. The team will remain at the school site as long as deemed necessary by the building administrator.

### **Crisis/Disaster Intervention Team Action Plan**

1. Initial response to the Crisis/Disaster takes place within the classrooms to assure the safety of students.
2. Where appropriate, the classroom teacher or building administrator will notify emergency personnel.
3. The building administrator will assemble and activate the Crisis Intervention Team as soon as possible. The specific response plan will be activated.
4. Appropriate School personnel will be notified as soon as is practicable.

### **Crisis Intervention Team Membership**

1. Principal
2. Assistant- Principals
3. Designated Faculty
4. Support Personnel

### **Follow-up Treatment**

After a crisis, some students may require additional sessions with counselors or other appropriate personnel. It is the goal of the Governance Board to address the needs of these students. The Governance Board directs the Principal and/or counselor to determine if follow-up care is needed at the school. Evaluations should take place at the end of the first day and approximately one week following the crisis. The Principal in consultation with the parents and counselors will determine which students require counseling and will arrange for services to be provided to them in a fashion that is appropriate to best meet the needs of that student.

## **7. HANDLING OF HAZARDOUS MATERIALS**

Harding Charter Preparatory High School complies with the OSHA Hazard Communication Standard.

## **8. VANDALISM**

The Principal is authorized to sign a criminal complaint and to press charges against the perpetrators and parents or guardians of perpetrators of vandalism against school property. In addition, she/he is authorized to pursue legal action against the perpetrators and parents or guardians of perpetrators to recover expenses incurred in the repair, renovation or replacement of vandalized property. Perpetrators, if students, of vandalism will be subject to review by the Governance Board at its' next regularly scheduled meeting to determine what, if any, disciplinary action should be taken.

## **9. PERSONAL SAFETY**

The Governance Board recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents/guardians. Threats of violence to any person will not be tolerated. Any threat, whether by electronic means, through social networking sites, verbal, written or physical, including hazing or bullying, by a student will be acted upon immediately by the Principal with disciplinary action that may include suspension and/or expulsion from school. Any threat of violence by an employee to another employee or by an employee to a student shall be grounds for immediate disciplinary action as determined by the Principal and may result in suspension without pay and/or termination of employment. A hearing before the Governance Board may be held, if necessary, to determine disciplinary action and shall be conducted in accord with the policy set forth in the Student handbook. All decisions by the Board are final.

## **10. FIRE AND TORNADO DRILLS**

Both drills will be executed in the safest manner possible. Drills for separate events shall not be held at the same time.

### **Fire drills:**

- 1) Will be held at minimum, once per semester.
- 2) Students will practice within each classroom as to the safest and quickest exit path.
- 3) When the fire warning sounds, faculty will direct students to the established exit, and exit the building in a safe and orderly manner. Each classroom will have a designated area outside the building.
- 4) Students will exit in a quiet, orderly manner.
- 5) Faculty will take roll upon reaching the outside destination.
- 6) All restroom areas will be checked by the appropriate employee.

### **Tornado Drills:**

- 1) Will be held a minimum of once per semester.
- 2) Students will practice within each classroom as to the place students will proceed to during a tornado. Students will also be taught the optimum position they must assume on the floor that will result in the best protection for their body.

3) Upon arrival to the designated locations, students will kneel on the floor, assume a protective posture and remain quiet until the administrator has given the “all clear” signal.

At all times the faculty and staff will project an air of calm and control. Faculty is to maintain contact with and keep track of the location of all of the students in their charge.

## **11. REPORTING CHILD ABUSE**

It is the intent of the Governance Board to comply with state statutes related to mandatory reporting of suspected child abuse and/or neglect. Any employee who has reasonable cause to believe or suspect that a child is being subjected to physical or sexual abuse or neglect or has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, will immediately orally report his/her findings to the Department of Human Services or Child Abuse Hotline. The Child Abuse Hotline number is 1-800-522-3511 and the line is open 24 hours a day. The person making the oral report to the Department of Human Services is also responsible for submitting a written report to the Department of Human Services. The written report must follow the oral report and be made within twenty-four (24) hours of the contact, which disclosed the existence of possible abuse. A copy of the written report shall be given to the Principal. The employee shall also contact the local law enforcement agency where physical or sexual abuse is suspected. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than to necessary persons, the Department of Human Services and the appropriate law enforcement personnel. It is not the responsibility of the school official or employee to prove the child has been abused or neglected. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability. The Principal will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

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

## **12. DANGEROUS WEAPONS**

The Governance Board recognizes its' responsibility for the safety of the students and staff of HCPHS. Therefore, the Governance Board prohibits the possession and/or the carrying of



dangerous weapons by students, employees, parents, or others either in any vehicle or about the person while on school/district property, at a school sponsored activity or event, or on a school bus. This dangerous weapons policy includes all weapons, including any object, which is considered dangerous or capable of inflicting bodily harm. Dangerous weapons also include all instruments which could not be considered dangerous weapons when used in the manner intended by the manufacturer, but which are used by an employee or student in a way, which is dangerous or capable of inflicting serious bodily harm.

### **Students**

If a faculty member or other school employee should find a student in possession of a dangerous weapon, he/she shall immediately secure the safety of the other students and notify the Principal. If safety permits, the weapon should be confiscated. The Principal or an appropriate supervisor shall notify the Police Department immediately. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as is practicable. Any student in possession of a firearm or dangerous weapon, on school property or at a school sponsored event or activity, shall be subject to immediate expulsion from the school. Any such student shall be referred to the Governance Board for review, as soon as is practical, of any expulsion for affirmance of the expulsion or imposition of other disciplinary action. The decision of the Governance Board is final. Any disciplinary action, for violations of this section, is subject to the school's due process policy. In the event that a student wishes to display or demonstrate an antique or historic firearm or dangerous weapon for a classroom project, they must secure permission for the demonstration from their classroom teacher and from the Principal. The parent/guardian must accompany the student and assist in the handling of the firearm or dangerous weapon during the demonstration. The school will notify the parents/guardians of any student violating this policy. Any student violating this policy shall be subject to the discipline set forth hereinabove and in the Student Handbook.

### **Employees**

Employees found in violation of this policy shall be subject to disciplinary action which includes but is not limited to: a letter of reprimand, short-term suspension without pay, long-term suspension without pay, or immediate termination of employment. Disciplinary action will be independent of any resultant criminal proceeding. If any employee finds another employee in violation of this policy he/she shall immediately notify the Principal or if necessary, the Police Department. Any dangerous weapons brought on to school property that are confiscated shall be turned over to the Police Department. Any employee, who must use instruments that could be interpreted to be a dangerous weapon or which a student might use, shall be responsible for securing the instrument while on school property.

## **13. ENERGY CONSERVATION**

The Governance Board believes that the implementation of an energy conservation program will be a joint responsibility of administrators, teachers, students and support personnel and its success is based on cooperation at all levels. The administrative staff will develop short and

long-range strategies in the areas of facilities management and curriculum development dealing with energy awareness and conservation.

#### **14. TECHNOLOGY PROGRAM**

The Governance Board believes that access to technology for learning will be equal for all learners, regardless of learning styles, differences, or capabilities and that training in the use of technology as a learning tool is integral to the learning environment at Harding Charter Preparatory High School. It further believes that technology will be used to design learning environments that enhance and challenge each student's approach to learning. The Governance Board directs the Principal to work in a collaborative manner with the faculty in designing, implementing and maintaining a technology plan for the students of this school.

#### **15. INTERNET POLICY**

The Governance Board recognizes the vast opportunities for research, cultural appreciation, and communication afforded by the Internet. Further, the Governance Board also recognizes the potential for students to view inappropriate material that has been placed on the Internet. In order to utilize the Internet for educational purposes only, students will be supervised at all times during use of the Internet via school-owned computers or any other internet accessible device, whether provided by the school, personally owned by the student or owned by another. Using school-owned computers or other internet accessible devices for the purpose of viewing inappropriate material on the Internet is unacceptable and may lead to immediate removal of the student or termination of staff. The Principal shall determine if inappropriate material has been viewed by the student or staff and shall report it to the Governance Board. Internet usage is restricted to information needs related only to school assignments. Students are required to have an Internet agreement form on file signed by a parent or guardian. The students are also required to show their student ID and sign in before beginning Internet research. Use of the Internet for other than stated use would result in serious disciplinary action. (See The Student Handbook)

#### **16. E-MAIL POLICY**

All school computers and anything that is electronically transmitted on school-owned computers is the property of HCPHS. Using school-owned computers for the purpose of sending or receiving obscene or inappropriate material electronically is unacceptable and may lead to immediate removal of the student or termination of staff.

#### **17. LIBRARY/MEDIA CENTER PLAN**

The Governance Board views the Library/Media Center as a tool to assist our students to become self-directed, independent learners. It shall be the responsibility of the Principal to research, design and implement a library and media center. The Principal is to ensure that the Center best reflects the requirements of the curriculum and the classroom needs of the faculty.

## **18. SAFETY & HEALTH SCHOOL BUILDING OPERATION PLAN**

A goal of Harding Charter Preparatory is to maintain an emotionally and physically safe and healthy environment for students, employees and visitors to the district while on school grounds or attending school events/activities. Specific Board policies address the various issues involved in creating and sustaining a safe and healthy environment. To ensure the health of all stakeholders, the following Policies and Procedures will be followed. The HCPHS Governance Board may, at its discretion and for the safety of all members of the community, change the active school “level” below.

### **Level 0 – Normal Operations**

- All classrooms will be equipped with hand sanitizer stations.
- All classroom furniture will be sanitized weekly.
- All student lockers will be sanitized monthly.
- All stakeholders with a temperature above 100° will be encouraged to stay home.
  - If a student is found sick while at school, the student will be quarantined until able to be sent home.

### **Level 1 – Precautionary Operations (COVID-19 spread in surrounding community)**

- All classrooms will be equipped with hand sanitizer stations.
- All classroom furniture will be sanitized daily.
- All student lockers will be sanitized weekly.
- All HCPHS staff members will be required to wear masks.
  - Students and guests will be highly encouraged to wear masks.
- All stakeholders with a temperature above 100° will be encouraged to stay home.
  - If a student is found sick while at school, the student will be quarantined until able to be sent home.
- Lunch seating will be expanded to use both the cafeteria and small gymnasium with students required to eat safely distant from one another.
- No assemblies or large student gatherings will be permitted.
- Athletic practices may continue if teams are equipped with cleaning material and masks.

### **Level 2 – Social Distancing Operations (suspected COVID-19 case in school building)**

- All classrooms will be equipped with hand sanitizer stations.
- All classroom furniture will be sanitized daily.
- All student lockers will be sanitized weekly.
- All HCPHS staff members will be required to wear masks.
  - Students and guests will be highly encouraged to wear masks.
- All stakeholders with a temperature above 100° will be encouraged to stay home.
  - If a student is found sick while at school, the student will be quarantined until able to be sent home.
- Lunch seating will be expanded to use both the cafeteria and small gymnasium with students required to eat safely distant from one another.

- No assemblies or large student gatherings will be permitted.
- Classes will not be permitted to perform group activities, and all classroom tables will be replaced with individual student desks that are safely distant from one another to the best of our ability.
- Classes with more than 25 students (band, vocal music, etc.) will be required to use a larger space to ensure students are safely distant from one another.
- Students will only be allowed to use lockers before school, during advisory, and after school. Students will travel between classes with their backpacks, following designated directions in the hallways.
- Grab-N-Go will be delivered to each classroom instead of stations in the hallways.
- After-School Tutoring will be limited in each space to follow social distancing guidelines.
- Athletic practices and sporting events will take guidance from the OSSAA and the HCPHS Governance Board.

**Level 3 – Distance Learning Operations** (confirmed COVID-19 spread in school building)

*The following schedule will be used if the school building needs to be closed for a short-term quarantine.*

*Harding Charter Preparatory will use Microsoft 365 Teams, which is provided to all students free of cost. Daily attendance will be taken for all classrooms by the HCPHS teacher.*

Distance Learning Schedule

**Monday & Wednesday**

1<sup>st</sup> 10:00am – 11:00am  
 2<sup>nd</sup> 11:15am – 12:15pm  
 Lunch 12:15pm – 12:45pm  
 3<sup>rd</sup> 12:45pm – 1:45pm  
 4<sup>th</sup> 2:00pm – 3:00pm

**Tuesday & Thursday**

5<sup>th</sup> 10:00am – 11:00am  
 6<sup>th</sup> 11:15am – 12:15pm  
 Lunch 12:15pm – 12:45pm  
 7<sup>th</sup> 12:45pm – 1:45pm  
 Advisory 2:00pm – 3:00pm

**Friday**

All teachers will have office hours by appointment.

**\*\*This schedule will only be used if an emergency or health outbreak occurs.**  
 Laptops will be provided to all students in need from the school.  
 School nutrition will be provided to all students on a grab-n-go system.

## **SECTION F: COMMUNITY & PUBLIC RELATIONS**

### **1. RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

The Governance Board desires the highest status of membership for HCPHS in any Educational Accreditation Agency. The administration and staff will cooperate in the evaluations of the schools and will give consideration of recommendations submitted. The Principal will provide a copy of the evaluation and recommendation with her/his response to the evaluator to the Governance Board.

### **2. PUBLIC INFORMATION**

The Governance Board recognizes the unique nature of our charter school and the public's desire to obtain information about the school. The Governance Board has a goal of fostering the development of other charter schools in the state and realizes that this school may serve as a resource for those interested in charter schools. The Governance Board seeks to receive parental and public input concerning the school and its function. Students are also an important vehicle in communication and are encouraged to be a part of publicizing school news. However, students shall not be exploited for the promotion or benefit of any individual or group. The President of the Governance Board, Principal/Superintendent, or his/her designee shall be the principle spokesperson for the school.

### **3. COMMUNITY USE OF SCHOOL GROUNDS AND FACILITIES**

The Governance Board recognizes that the grounds and facilities that the school occupies is the property of the Oklahoma City Public School District. The Governance Board also recognizes that it has been charged with the management of the physical plant and grounds. While these facilities are for the primary use of the students and patrons of the school, certain other community groups or organizations may from time to time wish to use the grounds or facilities. HCPHS shall attempt to cooperate with these groups as much as is practicable to allow them access to the facility and grounds.

### **4. ADVERTISING IN THE SCHOOL**

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

## **5. VISITORS TO THE SCHOOL**

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

## **6. USE OF SCHOOL-OWNED PROPERTY**

Except when rented, in compliance with Governance Board policies and its lease with the District, district and school property may not be used for other than school purposes and other purposes of general public interest or purposes permitted in said Lease. The Governance Board shall permit school property to be used by staff members when such use is to conduct school business and to students when the property is to be used in connection with their studies or extra-curricular activities. Proper controls shall be established to assure the lender's and borrower's responsibility for all such property. Individuals not associated with the school district will not be loaned district property for use.

## **SECTION G: FINANCIAL**

### **1. FISCAL MANAGEMENT GOALS**

The Governance Board supports and endorses the establishment and implementation of sound financial management policies and procedures. These should:

1. Provide a fiscal management program that will ensure the optimal operation of the school and provide for the needs of the students.
2. Provide an operational budget that ensures the responsible and appropriate expense of state aid to the school.
3. Reflect policies and goals as well as procedures of the Oklahoma Cost Accounting System.
4. Provide financial procedures for both the receipt and expense of funds that are consistent with sound principles of accounting.
5. Maintain financial records that may be easily audited by appropriate designated District and State officials.

### **2. ANNUAL OPERATING BUDGET - STATE AID**

The Governance Board believes that the formation of an annual operating budget that reflects the judicious expense of state aid monies is essential to the proper management of the school. Therefore, a budget shall be formulated for the school year. This budget shall be reviewed and voted on by the Governance Board. A monthly review may be made with necessary revisions completed by the Governance Board.

### **3. OUTSIDE FUNDING**

The Governance Board shall actively seek any and all outside funding either through grants or donations by individuals, organizations or businesses who are interested in the educational welfare and advancement of the school's educational objectives. The Governance Board urges and supports its faculty in seeking such financial assistance for the school. The donation of "in kind" donations will be accepted and acknowledged where appropriate.

### **4. SCHOOL ACTIVITY FUND**

Fundraising and the expenses of state aid monies shall take place through HCPHS.

### **5. FISCAL MANAGEMENT AND ACCOUNTING**

In order to properly manage funds received by HCPHS through any source, it is necessary that an annual budget review and external audit be completed. These shall be scheduled by no later than April 1 for the previous school year. The areas to be audited may be amended as deemed necessary by the Governance Board. A report of the review and audit shall be made available to the Governance Board. This report shall be made available to appropriate District and State Education officials. The review and audit shall also include recommendations for alteration or revision of the policies, budgets or procedures of HCPHS or the school or its' employees. An independent external audit shall be conducted yearly following each fiscal year to ensure the accuracy of financial statements and reporting. This shall be conducted no later than June 1 of each contract year.

In addition, the following Cash Receipts Policy shall be utilized for the School.

#### **Cash Receipts Policy**

##### **Reason for Policy**

This statement sets forth the HCPHS policy and procedures for the handling and deposit of cash receipts:

##### **Statement**

1. Any and all boards, groups or organizations receiving currency, coin, or checks from any source are required to deposit such funds intact with the financial secretary.
2. No department or activity of HCPHS may open a bank account in the name of HCPHS.
3. No currency, coin, or checks are to be transmitted through the postal service or other package delivery company. All deposits must be hand delivered to the financial secretary
4. The board, group or organization name must accompany each deposit together with copies of any pertinent back-up correspondence or information. The funds and information will be submitted with the Cash Report, and the board, group, or organization for their auditable file will maintain a copy.

5. Pre-numbered receipt books will be issued to each board, group, or organization for use in issuing receipts to remitters. The board, group or organization in their auditable file will retain one copy and the other copy will be given to the remitter. Voided receipts will be attached to the Board, group or organization copy and maintained in the auditable file. In addition any voided items will be noted on the Cash Report.
6. Each board, group, or organization will maintain an income and expenditure ledger for all fund raising and expenditure activity. A monthly summary of all activity will be provided to the Financial Secretary and a copy will be maintained in the auditable file.

### **Definitions**

Cash Receipts: includes currency, coins and checks.

The full amount of cash received must be promptly deposited. Cash received must not be used for petty cash purposes, etc.

All Boards, groups or organizations of HCPHS must deposit cash receipts with the financial secretary within twenty-four hours of receipt.

All Boards, groups and organizations of HCPHS must record all cash (currency, coin, and checks) at the time the funds are received.

Upon acceptance and verification of the deposit by the financial secretary, a cash receipt will be prepared. One copy of the cash receipt will be returned to the originating Board, group or organization. This validated copy is the Board's, group's, or organization's receipt and should be retained for audit purposes.

### **Endorsement**

All checks will be made payable HCPHS.

All checks for deposit by HCPHS should be appropriately endorsed prior to deposit. The endorsement should identify the Board, group or organization and include the words "Harding Charter Preparatory High School--For Deposit Only."

### **Documentation**

When cash is deposited, copies of pertinent supporting documentation should be attached to the Cashier Report at the time it is submitted to the financial secretary. Failure to provide adequate supporting information of the circumstances relating to the deposit may cause delays in completing the transaction.

### **Direct Receipts by the Financial Secretary**

In instances where cash or checks are received directly by the Financial Secretary rather than by a Board, group or organization a cash receipt will be prepared by the Financial Secretary so that funds may be deposited on a timely basis. A copy of the Cash Receipt and all supporting back up will be forwarded to the responsible Board, group or organization to complete their auditable file.



### **Cash Collection Procedures**

If a Board, group or organization plans to collect receipts a beginning change fund must be requested from the Financial Secretary one week prior to the date the change fund is needed. The Financial Secretary will be provided with a description of the activity and the approximate dollar amount that is required for change. The collection of funds by any Board, group or organization will include two individuals for verification of receipts. The Board, group or organization will follow the following procedures:

- \*Verify the amount of the beginning change fund and enter this information on the Cash Report
- \*Complete a pre-numbered receipt for each individual who remits funds giving the original to the remitter and maintaining the copy for the Board, group or organization's auditable file.
- \*Both copies of a voided receipt will be maintained in the Board, group or organizations auditable file.
- \*Complete the Cash Report to determine the amount of ending cash receipts.
- \*List the series of receipt numbers issued on the Cash Report and note any numbers that were voided.

In the event the Cashier Report does not balance, a detailed explanation of the overage or shortage will be included when remitting the deposit to the Financial Secretary. The Cash Report will be signed by two individuals to verify its accuracy.

## **6. PURCHASING**

The Governance Board believes that the expenditure of funds on behalf of the school should be done with the best interest of students in mind. It is the intent of the Governance Board that only those goods and services be selected that exhibit the best in quality, serviceability, value and educational efficacy. Accounting for the expense of public funds shall be maintained using the OCAS system.

The Governance Board shall authorize the Principal of HCPHS to purchase and supervise the purchasing of goods and services for the school in accordance with state laws and standard purchasing practices. The purchasing authority of the Principal will be restricted by the following guidelines:

1. The Principal of HCPHS has the authority to approve purchases or expenditures of \$2,500.00 or less. The Principal in conjunction with the Governance Board will establish a yearly budget for the operation of Harding Charter Preparatory High School. It is the responsibility of the Principal to verify that the purchase is in compliance with the established budget for a specified expense category.
2. The Principal of HCPHS will determine the format of the requisition request form, and the specific details required. The Governance Board will approve the form and any subsequent revisions prior to its use. The minimum information will include the item, quantity, detailed

product or service description, vendor sources, and the fund that the purchase will be charged against. All purchases will be accounted for under the O.C.A.S. system established by the state of Oklahoma Office of State Finance (OSF).

3. Instructors and staff members will forward all purchase requests to the Principal with the appropriate supporting documentation on the purchase requisition request form. The Principal will review the purchase, and if required submit the request to the board for approval.

It is recognized that because of emergencies and various market conditions it is impossible to make hard and fast rules in terms of dollars governing the way in which all purchases will be made. However, the Governance Board shall utilize the following guidelines to administer the purchasing process:

1. When purchasing goods or services with a value of more than \$ 2,500.00 but less than \$25,000.00, telephone or written quotations, from at least three vendors, is required prior to submitting the purchasing request to the board for approval. In situations involving a single purchase source (sole provider) a detailed explanation of the provider's expertise within the scope of goods or services to be provided shall be submitted to the board with the purchase request.

2. When purchasing goods or services with a value greater than \$25,000.00 the Governance Board will determine the need for a formal sealed bid. If a formal sealed bid is required, the board will establish the appropriate time frame for the bidding process, and issue written bid specifications to interested vendors.

3. It is the intent of the Governance Board to comply with the purchasing guidelines established by state statute in the use of state funds.

4. The Governance Board anticipates the utilization of varied and unique funding limited to the use of grants and awards obtained through state, federal and private sources. The Governance Board is aware that specific requirements may apply to each individual source of funds, and establishes the following guidelines: When purchasing goods or services utilizing specially appropriated funds (i.e. federal, state or private grants, special appropriations etc.) the Financial Secretary will establish a specific expenditure policy in accordance with the guidelines established by the fund grantor. These guidelines will be approved by the Governance Board and utilized in the approval of all purchases from the specified funds.

Authorized purchases are those made pursuant to a purchase requisition and approved according to established policy by the Principal or the Governance Board. Employees of Harding Charter Preparatory High School, or Families For Educational Excellence Inc., or individuals or parents or guardians who make unauthorized purchases in the name of HCPHS

or FEE, Inc., are subject to personal liability, disciplinary action and/or criminal prosecution for such unauthorized purchases.

## **7. EXPENSE REIMBURSEMENTS**

The Governance Board recognizes that from time to time individuals will need to be reimbursed for expenses that exceed \$100.00. Some of these funds will be reimbursed from State allocated funds while it is appropriate to reimburse others out of HCPHS funds. In either case the following procedure will be followed.

This outlines the reimbursement for expenditures for HCPHS for amounts that exceed \$100.00. Reimbursement for expenditures under \$100.00 is covered under Procedure G-9 Petty Cash Funds.

1. In order for an individual to be reimbursed for expenditure over \$100.00, the expenditure must be pre-approved by the Principal. An estimate of the expense and a description of the expense and its' intended use must be submitted in writing to either party. If the amount for reimbursement exceeds \$1,000.00, then the Governance Board must approve it.
2. After the approved expense has been made then a receipt or receipt for expenses must be presented to the Principal. This report should include all receipts, copies of airline tickets or itineraries, hotel receipts, a log of car mileage with date of travel, destination, and any other information that will aid in the support of the financial claim.
3. Reimbursements will not be made for the following:
  - a. Gifts
  - b. Personal loans
  - c. Cashing personal checks
  - d. Personal expenses

## **8. FUNDRAISING**

The Governance Board believes that fundraising is an essential element to the overall success of the school.

### **GUIDELINES FOR FUNDRAISERS**

1. Present a plan of all anticipated fundraisers. Decide who will participate and what the fundraiser will benefit.
2. Determine goal amount to be raised at each fundraiser.
3. Determine dates of fundraisers - Beginning date and ending date.
4. Describe how the fundraiser will be advertised to customers, students and parents.
5. Describe any special arrangements that parents must make to support or facilitate the fundraiser.
6. Determine what impact if any the fundraiser will have on instruction, instructional programs or events that will be held in the school during the days that the fundraiser will be held.
7. Determine if the timing of the fundraiser will conflict with any other fundraiser or school event.

8. Describe how funds will be collected, accounted for and reported in keeping with the financial and accounting policies of the school.
9. Secure clearance for the fundraiser from the Fundraising Board and the Governance Board.
10. Fundraisers must be approved by the Governance Board.

## **9. PETTY CASH FUND**

The Governance Board recognizes that a clear and consistent procedure must be established for the handling of Petty Cash.

Summary: This outlines the policy on the management and utilization of a petty cash fund for Harding Charter Preparatory High School (HCPHS). Section headings are:

1. Uses of Petty Cash
2. Establishing Petty Cash
3. Custodian Responsibilities
4. Maintaining A Petty Cash Fund

### **USES OF PETTY CASH**

a. Purpose of Petty Cash Funds: The petty cash fund enables HCPHS to pay cash for minor business expenditures and immediate expenses that may arise during the normal operation of the school.

b. When Petty Cash May be Used: Reimbursements from petty cash are authorized for purchases and expenditures up to \$ 25.00 per transaction.

c. Accounting Accuracy: Reimbursement from petty cash must be for the exact amount of the expense. Splitting one transaction over the limit of \$ 25.00 into several parts or requesting reimbursement of less than the full amount of the expense is not allowed.

d. When Petty Cash May not be Used: Petty cash may NOT be used for:

- \* Payment for services performed by employees or non-employees
- \* Gifts
- \* Personal loans
- \* Cashing personal checks
- \* Personal expenses
- \* Amounts over \$ 25.00

### **ESTABLISHING A PETTY CASH FUND**

a. Petty Cash Funds: Only one Petty cash fund will be established for use by HCPHS

b. Size of Petty Cash Fund: The dollar amount of the Petty cash fund will be established by law.

c. Petty Cash Custodian: The Principal shall be the custodian of the petty cash fund.

#### **MAINTAINING A PETTY CASH FUND**

a. Accounting for Petty Cash Transactions: Proper accounting for petty cash requires that Principal make payments for authorized expenditures only, obtain receipts, and record expenditures. Note that there **MUST** be a sales slip, cash register tape, or other receipt attached to a Received of Petty Cash form for each expenditure. The only exception is reimbursement for mileage where a log with odometer readings, date, destination and business purpose serves in lieu of a receipt. When a receipt is not available, a lost receipt memo should be completed and signed. The person being reimbursed and approved by the Principal must sign the Received of Petty Cash form or the attached receipt.

b. Balancing Petty Cash Funds: When reimbursements by the Principal deplete the amount of cash, receipts are added to account for the expenditures and keep the petty cash fund in balance. At any time, the total cash on hand plus the total receipts and reimbursement requests in process should equal the original amount of the petty cash fund. The petty cash fund should always be balanced before a request is made for replenishment.

c. Replenishing Petty Cash Funds:

\* Approval: The Principal will complete a petty cash reconciliation form to balance the fund.

#### **10. LOCAL TEXTBOOK ADOPTION COMMITTEE**

The Superintendent shall appoint a local textbook committee, consisting of not less than three (3) nor more than nine (9) teachers employed in the public schools of the District/school, of which a majority shall be classroom teachers, and one (1) lay member. The Superintendent or his/her designee shall serve as chairperson of the local textbook committee. The local textbook committee shall serve without compensation and shall cease to exist when local adoptions have been completed and shall be replaced in the same manner each year as is provided by state law.

The duties of the local textbook committee are to contact publishers of textbooks/software/materials selected by the state textbook committee, examine any or all new adoptions in the subjects taught in schools in the District, adopt textbooks from the multiple list selected by the state textbook committee in such manner as prescribed by the State Board of Education, and review any requests for re-evaluation of currently adopted textbooks.