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# **GENERAL SCHOOL INFORMATION**

## **Harding Charter Preparatory High School Mission Statement**

*Provide each student with an academically challenging, educational experience through an Advanced Placement curriculum, which will prepare graduates for success at a four-year university.*

## **Harding Charter Preparatory High School Creed**

*We believe all students can learn.  
We believe all students should have open access to all programs.  
We believe a collaborative culture is essential to high student achievement.  
We believe reflecting on student work shapes classroom instruction.  
We believe change is vital to the process of continuous improvement.  
We believe professional development enhances effective teaching and learning.  
We believe in a safe and supportive learning environment for our community.  
We believe honoring diversity enriches individual points of views.  
We believe individual commitment is fundamental to achieving our mutual mission.*

## **Harding Charter Preparatory High School Alma Mater**

*Lo Alma Mater  
Our own Harding High  
For your truth and honor,  
Freedom for the right*

*Long may we sing  
Your praises ever high  
Long may we love our school  
Our Harding Charter High!*

# **Harding Charter Preparatory High School**

## **Office Contact Information**

Office – 606-8742

Fax – 609-1677

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

School Breakfast

7:00 am – 7:45 am

Principal Offices

7:30 am - 4:30 pm

Attendance Office

7:30 am - 4:30 pm

Counseling Office

7:30 am - 4:00 pm

Classroom Teachers

7:30 am - 3:30 pm

After School Activities

3:30 pm - 4:30pm

After School Programs (M, T, TH)

3:20pm - 4:30pm

Summer Office Hours (M – TH)

8:00am – 3:00pm

1301 NE 101<sup>st</sup> Street  
Oklahoma City, OK 73131

## Faculty and Staff

Faculty/Staff	Subject Area	Degrees and Universities
Abrams, Randall	Math	BS, Oklahoma City University
Adams, Andrea	Science	BA, University of Nebraska-Lincoln MS, University of Oklahoma
Boomer, Elizabeth	English	BA Ed., University of Central Oklahoma
Boomer, Jason	Science	BS, Northeastern University
	Counselor	
Call, Jacob	World Language	BA Ed., University of Central Oklahoma
Clark, Daniel	History	BA, Baylor University MA, Oklahoma State University
Cox, Rachel	Science	BA, Brigham Young University
Cox, Renee	Assistant Principal / DTC	BS, Oklahoma State University M Ed., Lamar University
Currat, Conde	Art	BA Ed., University of Central Oklahoma
Defee-Cooper, Gemma	History	BA, Drury University MA, University of Central Oklahoma
Ferguson, Cherith	English	BA, University of Oklahoma MA, University of Oklahoma
Ferguson, Katherine	Counselor / Academic Advisor	BA, Santa Clara University MA, University of Oklahoma
Ferguson, Michael	Drama / Debate	BA, University of Oklahoma
Gillis, Jennifer	Vocal Music/Humanities	BM, University of Tulsa MM, University of Oklahoma PhD, University of Oklahoma
Gomez, Hunter	History	BA, Westminster College
Gomez, Kendall	History	BA, Westminster College
Hensley, Margaret	Special Services/AVID Director	BS, Oklahoma State University M Ed., Oklahoma State University
Hughes, Joe	Assistant Principal/Athletic Director	BS, St. Gregory's University MS, Langston University
Kindinger, Tom	Math/Science	BSE, University of Michigan MS, Michigan State University
Kraus, Michael	World Language	BS, St. Meinrad College MA, University of Oklahoma
Lewchuk, Michael	Math	MA, University of Windsor PhD, University of Western Ontario
Luster, Judy	Financial Secretary/Enrollment	
Meerschaert, Gregory	Science	BS Ed., Saginaw Valley State University
Piccolo, Leslie	Science / Health / PE	BS Ed., University of Central Oklahoma
Pocock, Cory	Health / PE / Assistant AD	BS, University of Central Oklahoma BS, Oklahoma City University MS, Oklahoma City University
Raymond, Ashley	Math	BS, University of Central Oklahoma
Runnels, Natalie	English	BA Ed., University of Central Oklahoma
Smreker, Emma	Foreign Language	BA, University of Oklahoma
Stefanick, Steven	Superintendent/Principal	BS Ed., University of Oklahoma M Ed., University of Central Oklahoma
Taylor, Kelli	Instrumental Music/Multimedia	BM Ed., University of Central Oklahoma MM, University of Central Oklahoma
Thomas, Jillian	Media Specialist/STUCO	BA Ed., University of Oklahoma MS, Oklahoma State University
Villanueva, Liha	World Language	BA Ed., University of Central Oklahoma
Woods, Latesha	Computer Applications / Health	
Walsh, David	English	BA, University of California at Santa Barbara MA, University of Central Oklahoma
Whitehead, Marie	Administrative Assistant	BS, Ashford University
York, Noel	Math	BS, University of Central Oklahoma

## Governance Board Members

Steve O'Dell	Parent – Senior	Member – President
Katie Wilkes	Parent- Senior	Member
Lisa Boevers	Parent- Junior	Member – Vice President
Laura Litle	Parent – Junior	Member
Jamie Burnette	Parent – Sophomore	Member
April Gray	Parent – Sophomore	Member - Clerk
Lisa Henning	Community	Member
Pat McKinstry	Community	Member
Greg Hall	Community	Member
Jay Shanker	Community	Member
Johnny McCharen	Alumni	Member
Greg Roberson	Alumni	Member

## **Harding Charter Preparatory HS Calendar 2020-2021**

August 3	Normal Office Hours Resume
August 3	Freshmen Orientation
August 4	New Teacher PD
August 5	New Teacher to HCP
August 6, 7, 10, 11	Professional Development
August 10	Schedule Pickup
August 12	Classes Begin
September 3	HCP Open House
September 4 - September 7	Labor Day Weekend - No Classes
October 14	PSAT / Career Day
October 14	End of 9 weeks
October 15	Parent Conference Day
October 15, 16, 17	Fall Break
November 25, 26, 27	Thanksgiving Break
December 14, 15, 6	Semester Finals
December 16	End of Semester
December 17 - January 5	Winter Break – No Classes
January 5	Professional Development
January 6	Classes Resume
January 18	MLK No Classes
February 15	Presidential Day (Snow Day)
March 12	End of 9 Weeks
March 15 – 19	Spring Break
April 2	Spring Friday (Snow Day)
May 22	Graduation
May 17, 18, 19	Semester Finals
May 19	End of Semester
May 21	PD/Record Day

## What to do if?

You are absent.....your parent or guardian is to call the school that day  
You become ill at school.....go immediately to the Main Office  
You must leave school.....go to the office, check out, even if your parent has already called  
You have a locker problem.....go to the Main Office  
You need to register a vehicle.....go to the Main Office  
You wish to request schedule changes.....go to the Main Office  
You are having difficulty in a class.....talk to your teacher  
You lose your lunch money..... go to the Main Office  
You lose a personal item.....report it to the Main Office  
You wish to report a theft..... report it to the Main Office  
You are moving and must withdraw from school..... go to the Main Office  
You are having parking problems..... go to the Main Office  
You need to purchase a yearbook .....visit Mrs. K. Taylor

## Daily Schedule

*A two-minute warning bell will be given to students at 7:58am.*

*Lunch is based on Advisory.*

### **FIRST LUNCH**

**1<sup>st</sup>** 8:00 – 8:45

**2<sup>nd</sup>** 8:50 – 9:40

**3<sup>rd</sup>** 9:45 – 10:30

**4<sup>th</sup>** 10:35 – 11:20

**Lunch** 11:25 – 11:55

**Advisory** 12:00 – 12:30

**5<sup>th</sup>** 12:35 – 1:20

**6<sup>th</sup>** 1:30 - 2:10

**7<sup>th</sup>** 2:15 – 3:00

### **SECOND LUNCH**

**1<sup>st</sup>** 8:00 – 8:45

**2<sup>nd</sup>** 8:50 – 9:40

**3<sup>rd</sup>** 9:45 – 10:30

**4<sup>th</sup>** 10:35 – 11:20

**Advisory** 11:25 – 11:55

**Lunch** 12:00 – 12:30

**5<sup>th</sup>** 12:35 – 1:20

**6<sup>th</sup>** 1:25 – 2:10

**7<sup>th</sup>** 2:15 – 3:00

Free After School Program 3:20 to 4:30pm (Monday, Tuesday, Thursday)

## Distance Learning Schedule

*The following schedule will be used if the school building needs to be closed for a period of time.  
Harding Charter Preparatory will use Microsoft Teams, which is provided to all students free of cost.*

### **Monday - Friday**

<b>1<sup>st</sup> Period</b>	10:00am – 10:35am
<b>2<sup>nd</sup> Period</b>	10:40am – 11:15am
<b>3<sup>rd</sup> Period</b>	11:20am – 11:55am
<b>LUNCH</b>	12:00pm – 12:20pm
<b>4<sup>th</sup> Period</b>	12:25pm – 1:00pm
<b>5<sup>th</sup> Period</b>	1:05pm – 1:40pm
<b>6<sup>th</sup> Period</b>	1:45pm – 2:20pm
<b>7<sup>th</sup> Period</b>	2:25pm – 3:00pm

## **Emergency Drills**

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

In the case of a tornado drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions.

In the event of a fire drill, the siren and strobes will be the signal that all persons must leave the building by the nearest exit, in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the sirens conclude and a school official signals to students indicating that the building may be reentered safely. Drills are conducted at various times throughout the school year. *Teachers will take their emergency bags with them so they can take roll and account for all students.*

## **Notification of Rights under FERPA**

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

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

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



The School is permitted to disclose what is termed “directory information” of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or parent, if the student is under 18 years of age, may restrict or prevent the release of all or any part of the information designated as “directory information” without their prior consent provided that the student or parent, if the student is under 18 years of age, notifies the school, in writing, within (ten) 10 days of receipt of this handbook, that any or all of the “directory information” should not be released without the student’s or parent’s, if the student is under 18 years of age, prior consent. “Directory information” is designated as: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW Washington, D.C. 20202-4605

### **Armed Forces Student Access**

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

### **Immunizations**

Oklahoma law requires that parents or guardians of all minor children in grades kindergarten through twelfth for all public, parochial or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations for DPT/DT, Oral Polio, Measles, and Rubella. Measles immunizations must have been administered after one year of age. HIB immunizations are also required for students entering the seventh grade in August 1997.

### **Medication**

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

A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions for administration at school.

B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.

C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

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

## **Child Nutrition Programs**

Students may purchase meal funds through the main office. Checks made payable for meal funds will NOT be exchanged for CASH. Applications for free or reduced lunches may be obtained from the office. Free or reduced lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by parent or guardian of student.**

## **Child Nutrition Charge Policy**

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

### **Local Meal Charge Policy Considerations**

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is \$100;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Principal;
5. The school will notify households for negative balances by email, phone, or direct mail.

### **Local Meal Charge Policy Communication Requirements**

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

### **Alternate Meal Policy Considerations**

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.

### **Delinquent/Bad Debt Practices**

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

### **Financial Obligations**

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

1. A student will not be allowed to pick up the following year's enrollment schedule.
2. Grades will NOT be sent out.
3. Records will not be released to other schools.
4. Will not participate in extra-curricular activities.

### **Leaving After School**

Students should exit the school building immediately at the close of the school day unless participating in an After-School Program, event or activity, with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:20 p.m. and must be under the direct supervision of a teacher, sponsor or coach. Any students that fail to participate in such will be removed from the school building at 3:20 p.m. unless wind chill is below 40 degrees, or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day, but no later than 5:30 pm and shall not loiter around or on the school grounds. It is the responsibility of the parents to ensure that students are picked up by 5:30 pm. If the student drives his/her own vehicle to school, then they are responsible for complying with this policy.

### **Lost and Found Articles**

Students are responsible for all items used at school. Personal items should be marked with the student's full name. Students who have lost items may ask for them in the main office. Students finding articles in the school should bring them to the main office. All unclaimed items are given to a charity at the close of the school year.

## **Messages**

The policy toward student messages is as follows:

- a. Students are generally not called to the office telephone. In case of sickness, ~~in the home~~, or some emergency, which the caller must indicate, messages will be delivered.
- b. Parents/guardians are the only people who may call and leave messages to be delivered to students.

## **Telephone**

Students may use the telephone in the office to contact parents or guardians only. If a call has to be made during class time the student must first obtain permission from their teacher. Student's abusing the telephone may lose the ability to use the telephone.

## **Visitors**

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

## **Flowers or Gift Delivery**

Flowers, balloons, or gift deliveries are accepted. Deliveries will be held in the front office for pick up at the end of the school day.

## **Computer Usage Policy**

Student use of networked computers is available from 7:30 am to 4:30 pm each day. However, student use will be at the discretion of the teacher using the classroom. Students may use personal laptops only in the classroom at the discretion of teacher as long as the classroom abides by equitable practices. Access to the internet is available in certain computers throughout the school and through WIFI. However, before any student is given permission to use the Internet, he/she must have signed the Internet Agreement form part of the enrollment sheet and it must be on file with the principal's office. The following policies apply to any computer or personal laptop at HCPHS. Failure to comply with these policies will result in disciplinary action through the office and loss of computer privileges.

- No chat rooms and/or instant messaging may be accessed on any computer at HCPHS.
- Games are not to be loaded on any computer.
- Computers and their supported technology are to be treated with care and respect.
- Any unauthorized use of the computer network is strictly forbidden.
- Only school related use of the computers is authorized.
- No cloning or copying software

## Grading Scale

**A – 90% to 100%**

**B – 80% to 89%**

**C - 70% to 79%**

**D - 60% to 69%**

**F - 0% to 59%**

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

**NC – No Credit** – On the 10<sup>th</sup> excused/unexcused absence, a student will receive a “no credit” on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (NC) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded.

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

1. The teacher will utilize grading patterns that are fairly administered and based on identified criteria. A minimum of two grades per week will be submitted by the teacher to provide opportunities to all students. Students and parents will receive prior notification of the criteria and objectives.

2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, tests, etc.

3. Nine-week evaluation will include multi-criteria assessments as listed above.

4. All semester grades will be calculated as followed:

Eighteen weeks average = 80%      Semester exam/project/performance = 20%

## Semester Exam Final Exemptions

Students may be exempted from the second semester final exam in any Advanced Placement course by following these guidelines. There are no exemptions for first semester final exams.

1. Students must have at least a “C” average in the current enrolled Advanced Placement course by May 1<sup>st</sup>.
2. Students must enroll and participate in the Advanced Placement exam for that course scheduled in May.

Students may opt to take the semester examination. However, the student must accept the risk that the test score may lower his/her semester grade. The decision to take the test must be made one week prior to the final examination week.

## Grade Classification

The following criteria will be used to determine the classification of students by grade at the beginning of the Fall Semester:

- Twenty-One (21) units to be classified as a senior and member of the present graduating class.
- Fourteen (14) units to be classified as a junior.
- Seven (7) units to be classified as a sophomore.

## Graduation Requirements

Graduation Requirements for a Standard Diploma to graduate from Harding Charter Preparatory High School, a student must have earned a total of twenty-eight (28) units.

Student must take each core for four (4) consecutive years of high school.

English	4 units
Science	4 units (must include one unit of Biology and one unit of a Physical Science)
Math	4 units
History	4 units
World Language	2 units (must be in the same language during high school)
Physical Education	½ unit
Health	½ unit
Humanities	½ unit
Novice Debate / Public Speaking	½ unit
Computer Applications	½ unit
Electives	5.5 units
Visual/Performing Art	1 unit
Senior Capstone	1 unit

**A SENIOR MUST BE WITHIN ONE CREDIT BY APRIL 15<sup>TH</sup> TO PARTICIPATE IN SENIOR ACTIVITIES**

### **Oklahoma Academic Standard Testing Requirements**

- 11<sup>th</sup> Grade State ACT (taken in grade 11)
- CCRA State Science Exam (taken in grade 11)
- CCRA State US History Exam (taken in grade 11)

## Valedictorian and Salutatorian Senior Class

The Valedictorian will be the student having the highest weighted GPA. The Salutatorian will be the student with the second highest weighted GPA. To qualify as a valedictorian or salutatorian, the student must be enrolled in Harding Charter Preparatory High School at the beginning of the fall semester of his/her senior year and have had no major infractions of the HCPHS Code of Conduct. Any credits earned prior to entering high school will not be used to calculate GPA.

### Extracurricular Activity Eligibility

Any student competing in any extracurricular activity must maintain scholastic eligibility in order to participate. Scholastic eligibility is defined for every student, including incoming ninth graders and transfer students, as receiving a passing grade in each subject he/she was enrolled during the previous semester, even if said semester is from the previous school year whether from HCPHS or another school in which the student was enrolled.

If a student does not meet this requirement, he/she is not eligible to participate during the first six weeks of the new semester, even if said semester is in a new school year.

**Example: Any student who failed a class in the 2020 Spring Semester is ineligible to participate until Monday, September 21, 2020. (These dates will change to reflect applicable years.)**

Scholastic eligibility will be checked three weeks after the start of each semester and each succeeding week thereafter. These grade checks will be done every Thursday morning by 8:00 AM. The period of ineligibility will always begin the *following Monday and end on Sunday*.

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

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

**Example: Any student who fails a class in the 2020 Fall Semester will be ineligible until Tuesday, February 16, 2021. (These dates will change to reflect applicable years)**

### Schedule Change Requests

Students wishing to change their schedules must complete the appropriate form at the beginning of the semester by the last day of the first week of school before 3:00pm. The forms may be picked up in the main office. Also, students enrolled in a full year class, may not drop this class for the next semester without administration approval.

## Concurrent Enrollment

Students will be allowed to enroll at a metropolitan college or university while enrolled at Harding, provided certain requirements are met. The following explains the eligibility requirements.

	Minimum GPA/ACT
<b>HIGH SCHOOL SENIORS</b>	
University of Oklahoma	3.0 GPA and 24 ACT
Oklahoma State University	3.0 GPA and 24 ACT
University of Science & Arts of Oklahoma	3.0 GPA and 23 ACT
Regional Universities	3.0 GPA and 20 ACT
Community Colleges	3.0 GPA and 19 ACT
<b>HIGH SCHOOL JUNIORS</b>	
University of Oklahoma	3.5 GPA and 25 ACT
Oklahoma State University	3.5 GPA and 25 ACT
Regional Universities	3.5 GPA and 23 ACT
Community Colleges	3.5 GPA and 21 ACT

Senior students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from Harding Charter Preparatory High School no later than the spring of the junior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian and be accepted and enrolled before the semester begins. The student's schedule will not be adjusted until all conditions have been met.

Junior students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from Harding Charter Preparatory High School no later than the spring of the sophomore year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian and be accepted and enrolled before the semester begins. The student's schedule will not be adjusted until all conditions have been met.

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the high school. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school.

## Metro Technology Center Enrollment

In the best interest of the students of Harding Charter Preparatory High School, students may enroll at Metro Technology Center in Oklahoma City by following the guidelines below while at Harding Charter Preparatory High School. To learn more about such programs, students are encouraged to visit the counselling office.

- 1) Only juniors and seniors will be allowed to enroll at Metro Technology Center.



- 2) Students may enroll in any **two-year program** that ensures the graduation requirements of Harding Charter Preparatory High School are met in the Student Handbook.
- 3) To ensure students meet graduation requirements of Harding Charter Preparatory High School, students may only be permitted to take morning sessions at Metro Technology Center and must return to school by 4<sup>th</sup> hour.
- 4) Any student wishing to enroll at Metro Technology Center must notify their counselor prior to enrollment. Should the decision to enroll occur over the summer, they must notify their principal by August 1 for scheduling purposes.

## **Counseling Office**

The Counseling office is located in C hall.

Guidance services are available to every student in the school. These services include:

- Assistance with educational planning
- Study help
- Help with home, school, and/or social concerns
- Any questions a student might feel they would need to discuss

The Counseling office believes that parent input is important and encourages parent involvement.

Parents or Guardians may request a meeting any Monday, Tuesday, Wednesday, Thursday, or Friday meeting at 7:30am with the teachers accompanied by the counselor and assistant principal through the counseling office. No group meetings may be arranged after-school hours. If a parent or guardian arrives after the scheduled time, the meeting must be rescheduled, or the meeting may continue with the absence of the teachers.

## **Scholarships and Other Opportunities**

Scholarships and other opportunities are available to those students who have achieved excellence in academics and have also scored well on college entrance examinations. There are also special scholarships/opportunities and awards for students who have demonstrated outstanding talent, for example, athletics, music, art, leadership, etc. Information is available in the Counseling Office and distributed through various classes. Please check the scholarship/opportunities bulletin board inside the Counseling Office on a regular basis for current information.

## **ACT, PSAT, & SAT Testing**

The ACT is a college entrance test. Students can take this test on any of the national testing dates. (see the Counseling Office for details). We suggest that students take the ACT early and often, as this will help them become comfortable with standardized testing and it is proven to help raise scores. HCP administers the ACT during the October and February testing sessions, with 11<sup>th</sup> grade students taking it as a state assessment in April. The April ACT will collect additional information about your student's college and career interests, including high school course/grade information, student profile, and interest inventory. A request to opt out of the disclosure of the specific information must be in writing by the end of 1<sup>st</sup> semester and only a parent of a secondary school student may submit such until the secondary

school student has reached 18 years of age. At 18 years of age, the secondary school student may request in writing to opt out of the disclosure of information.

The PSAT is administered to the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders to prepare them for college entrance exams. When students take the PSAT in the 11<sup>th</sup> grade their score can qualify them for National Merit Finalist ranking. The SAT tests are designed to assess students' academic readiness for college. These exams provide a path to opportunities, financial support, and scholarships in a way that's fair to all students.

## **Grade Viewing**

Grades can be viewed by signing on to PowerSchool. In the event you cannot access PowerSchool, please feel free to call or email your child's respective counselor for his/her grades. Grades are submitted by teachers before eligibility of each week.

## **Progress Reports**

Progress Reports are completed by teachers every nine weeks; the dates are listed on the calendar at the front of this handbook. The date that is listed is the last date of the nine weeks; grades are uploaded and will be mailed out the following week. Semester grades are mailed about two weeks after the last day of the semester.

## **Transcripts**

Transcripts needed for military use, scholarship consideration, college applications, or prospective employer information may be requested from the office. Please allow 24 hours processing time, excluding weekends and holidays, from when a transcript request form is turned into the office.

A senior who is accepted at one or more college(s) should request a transcript of final grades to be sent to the college where he or she plans to enroll. Six (6) transcripts are provided to the student free of charge.

## **Library/Media Center**

**Harding Charter Preparatory High School Media Center contains materials to meet the research and recreational reading needs of our students.**

**To assure excellence in library service, it is important that students comply with the following guidelines:**

1. The media center is open every school day with some exceptions. Students are welcome at all times during the school day for the purpose of research, study, or recreational reading. Media passes are required from classroom teachers during class times ~~or lunch~~, but not before/after school.
2. Three items may be checked out at one time. If a student requires more than three items for a special project, the staff may extend check-out privileges. A clean return history will determine if privileges are extended. Regular circulating books are checked out for a two-

week period, with one renewal option. Reference books may be checked out after school and returned the following morning.

3. Fines for overdue items are assessed as follows:  
Regular circulating books: \$.10 per day past the due date.  
Reference books \$.25 per hour beginning with first hour of the morning they are due.
4. Materials that are lost or damaged must be paid for by the student.
5. Fines will accumulate to a maximum of the cost of replacing the item until the item is either paid for or returned.
6. Grades and transcripts will not be released to anyone, including students, parents or any other educational institution until all outstanding library obligations are paid in full.
7. Internet usage is restricted to information needs related only to school assignments. Students are required to have the Internet Agreement box on file signed by a parent/guardian. Use of the internet for other than permitted uses will result in serious disciplinary action.
8. Theft or attempted theft of library materials or pranks played with the media center's security system will result in serious disciplinary action.

### **Lost and Damaged Textbooks**

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

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

### **Volunteer Hours Policy**

#### **STUDENT**

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 required that each student will complete 30 hours of community service per year. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the Governance Board believes that age appropriate community service projects are an asset to the curriculum. The Governance Board believes that students must be aware that they are representatives of and ambassadors for the school as they work in the community. Students must be capable of carrying out the community service without endangering their academic achievement or safety. 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.

#### **PARENT (FAMILY)**

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 Participation Program to provide parents with various activities and projects to assist the school and support their child's education. Participation in the Parent Volunteer program is encouraged for each parent who wishes to admit their student to the school.

Each family is encouraged to complete a minimum of twenty-five (25) hours of volunteer time per school year. The awarding of volunteer hours for tasks shall be outlined below. It is the duty of the parent to maintain his or her own records. The office shall supply each family with "time sheets" that are used 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 wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time. If a student, parent or guardian purchases material to complete a volunteer task, education-related task, or provide classroom materials, the student will receive one (1) hour of volunteer credit for every \$20.00 spent. This policy includes guardians.

### **NON-COMPLIANCE**

Failure to comply with the volunteer policies may result in disciplinary action being taken. Discipline may involve detention or the loss or restriction of privileges for the student, the extent of which shall be determined by the principal. Discipline shall be imposed on a case by case basis. The principal may consider the ability of a student and/or parent to comply, given their circumstances, in determining whether discipline is appropriate and the type and extent of discipline, if any, to be imposed. Any considerations given shall be uniform and consistent for all students and/or parents.

# **ATTENDANCE INFORMATION**

## **Attendance Policy and Procedures**

### **Oklahoma County Truancy Laws**

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

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

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

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

### **Unexcused Absences**

Unexcused absences are those absences that a parent has not excused either by phone or written notice. Absences need to be "excused" by a parent on the day of the absence; otherwise, it remains unexcused. Tardiness will result in unexcused absences (please see the tardy policy below). Students are not allowed to make up schoolwork for days that they have an unexcused absence.

### **Attendance and Make-Up Work**

If a problem of absenteeism persists, a conference may be held with the parent, the student and the principal. A behavioral or attendance contract may be written and signed by the student and parent, if under 18 years of age or the student may be subject to further disciplinary action, including withdrawal from HCPHS.

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

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

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

### **School Activity Absences**

Students attending any approved activity during school hours must arrange with the teacher for any classroom work before the actual event occurs. Students will not receive additional time to complete such assignments unless permitted by the teacher. Students will not be penalized on their attendance for any approved activity.

### **College Visits**

Students classified as juniors and seniors may take college visits and not be penalized on their attendance. This is a privilege that has been granted by the Governance Board of Harding Charter Preparatory High School. Please take this privilege seriously and use them wisely.

- Juniors are allowed 2 *days* of college visits in the 2<sup>nd</sup> semester of their junior year.
- Seniors are allowed 4 *days* of college visits during their senior year.

Students may pick up the college visit form in the office. These forms *must* be turned into the office *before* the actual visit date. Students are required to get confirmation with the college visited. Most colleges will gladly confirm that you have visited them, and many colleges even have their own form that you may use in addition to our form. Students should talk with their teachers in advance of the visit to get their homework as this is considered a “day at school” and not a normal excused absence.

Students should always make plans in advance with the college that you want to visit. Colleges usually have designated times for tours and speakers to answer your questions.

Students are reminded that while at the college, college rules will apply, and unacceptable behavior may result in loss of privileges. **After Spring Break, college visits must be approved by the principal.**

COLLEGE VISIT DAYS LISTED ABOVE *INCLUDE* TRAVEL TIME.

### **Checking In and Out**

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

## Tardy Policy

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

A tardy, defined as not being in the classroom, becomes an absence after five (5) minutes of class time has elapsed. **Tardiness for only administrative reasons will be excused.**

Three tardies to any class will result in the student being charged with an unexcused absence. All tardies accumulate for each semester in each class.

Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. *Three (3) tardies in a class.....  
2 hours of administrative detention.*
2. *Six (6) tardies in a class .....  
Parent contact made by the administrator.  
4 hours of administrative detention.*
3. *Nine (9) tardies in a class.....  
Conference with parents and Principal/Asst. Principal  
1 day of suspension.*
4. *Twelve (12) tardies in a class.....  
Conference with parents and Principal/Asst. Principal  
2 days of suspension.*



# **GENERAL EXPECTATIONS**

## **HCP General Expectations**

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

## **General School Rules**

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

### **Articles Prohibited in School**

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere some way with the school instructional program. Such items include radios, cassette/CD players, Smartwatches, I Pods, headphones, skateboards, chains, cards, or any other item deemed as inappropriate. These items will be taken from the student and released (upon request) to an adult. Cell phones are guided under the Cell Phone & Electronic Device Policy.

### **Hall Signs**

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

### **Assemblies**

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

1. Always report to class first.
2. Wait until the announcement for dismissal.
3. Go quickly and quietly with the class and teacher to the gym or auditorium.
4. Quietly stand at attention during the presentation of the colors (flag).
5. Reserve cheering and whistling for pep assemblies.

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

## Travel Conduct

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

1. Failure to remain seated.
2. Refusing to obey the driver
3. Fighting or Spitting
4. Throwing objects
5. Hanging out the window
6. Use of tobacco products
7. Profanity
8. Lighting matches
9. Vandalism
10. Disruptive or unruly conduct

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

## Uniform Dress Code

### Pants & Shorts

- Pants and shorts may be plain or pleated front with belt loops.
- Pants and shorts in khaki or navy blue are permitted.
- Pants and shorts must fit properly and may not have tears, splits, rips, or frayed hems.
- Shorts must be an appropriate length, no more than 3 inches above the knee.
- Pants and shorts such as hip huggers, joggers, stretch pants, leggings, cargo, or denim material are not permitted.
- Belts are required to be worn with pants and shorts at all times.

### Skirts

- Skirts in khaki, navy blue, or HCP plaid are permitted.
- Skirts must be an appropriate length, no more than 3 inches above the knee.
- Skirts must fit properly and may not have tears, splits, rips, or frayed hems.

### Shirts

- Students may only wear HCP polo or oxford shirts from authorized dealers.
- Black polo or oxford shirts are permitted only for the Senior Class.
- NO logos or insignias with exception of official HCP logo.
- Shirts may not be rolled, tied, and the collar cannot be tucked in the neck or altered in any way.

### Undershirts

- Must be green, grey, or white if wearing one.
- Black undershirts are permitted only for the Senior Class.

### HCP Spirit Friday

- All spirit shirts, sweatshirts, & jackets may be worn on **FRIDAY ONLY**.

- Spirit shirts, sweatshirts, & jackets can only be attire that is representing an HCP club, sport, or organization that has been approved by administration.
- Spirit shirts, sweatshirts, & jackets may not be cut, altered, or homemade.
- Spirit shirts, sweatshirts, & jackets may not be rolled and/or tied.

#### Extra-Curricular Competition Days

- Extra-curriculars may wear a unified t-shirt, sweatshirt, sweater, or pull-over on days of a competition. Sweatshirts, sweaters, or pull-overs must have unified t-shirt on underneath.
- Unified attire can only be worn that is representing an HCP club, sport, or organization that has been approved by administration.
- Jackets are not permitted.
- Unified attire in black is not permitted unless approved by administration.

### **ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.**

#### Sweaters, Sweatshirts, & Pullovers

- Students may only wear HCP sweaters, sweatshirts, or pullovers from authorized dealers.
- Black sweaters / sweatshirts / pullovers are permitted only for the Senior Class.
- HCP Eagle Week sweatshirts are permitted.
- HCP white navigator sweatshirts are permitted only on Tuesday.
- An official HCP polo shirt must be worn under sweaters, sweatshirts, and pullovers at all times.

#### Jackets

- HCP jackets are only approved to be worn on Spirit Friday.
- An official HCP polo shirt must be worn under jackets at all times.

#### Shoes

- Tennis shoes and leather style shoes are acceptable.
- No shoes with open toes, open heels, and/or visible holes are permitted.
- No house shoes.

#### Backpacks, Purses, & Fanny Packs

- Are to be left in student lockers for the entire school day.

#### Head Gear

- No headgear is to be worn in the building at any time.
- Headgear for religious reasons is exempted out of the policy provided individual notifies administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

#### Face Masks

- Facemasks are permitted to be worn at all times.
- Facemasks must be school appropriate and cannot be bandana print.

#### Out of Uniform Days

- Will be determined by the administration.
- Clothing must be acceptable and appropriate.

- The fundamentals of the HCP Dress Code Policy apply to Out of Uniform Days. The fundamentals of HCP Policy include:
  - Length of shorts and/or skirts
  - HCP Shoe policy
  - Head Gear policy
  - Backpack, Purses, & Fanny Pack policy
- Any sleeveless shirt under four fingers width must have a sleeved shirt as an undershirt.
- No hoodies.
- No pants with holes or frays.
- No exposed midriffs.
- No plunging necklines.
- Tights and/or leggings may not be worn as pants. They can only be worn under bottoms that abide by the HCP length of shorts and/or skirt policy.

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

### **Public Display of Affection**

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

### **Inappropriate Language**

It is expected that language used at school be polite and appropriate. Foul language (profanity, obscenity, and vulgarity) have no place at school or during a school-sponsored activity. Offensive wording or offensive pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. This also includes any student(s) who used foul language based on sex, sexual orientation, race, color, national origin, disability of age or other referenced bases. (It shall not be a defense to this prohibition that the slur(s) or word(s) were spoken at, between or to members of the same racial or ethnic group.)

A student using foul or offensive language or pictures may be disciplined with any of the following:

#### **Inappropriate Language**

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

**Inappropriate Language** (sex, sexual orientation, race, color, national origin, disability of age or other referenced bases)

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

### **Cafeteria Behavior**

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

- a. Always use a tray. Trays cannot be taken from the cafeteria.
- b. Keep milk cartons, food and wastepaper on the tray.
- c. Empty all debris from trays into trash containers.
- d. Keep tables and floors clean.
- e. Talk in a normal voice.
- f. Students must remain seated.
- g. Keep the cafeteria lines orderly.
- h. Never push or run.
- i. Pick and clean up food you drop or spill.

Failure to follow these rules may result in the following:

- |                 |   |
|-----------------|---|
| First offense:  | Warning and possibly further action   |
| Second offense: | Cleaning tables   |
| Third offense:  | Sent to Principal's office. Parents contacted.<br>Removed from cafeteria for 2 days                     |
| Fourth offense: | Removed from cafeteria for 5 days and possible suspension.  |
| Fifth offense:  | Removed from the cafeteria for the remainder of the semester.<br>Conference with parents and principal. |

### **Closed Campus Rules**

Students at Harding Charter Preparatory High School are not allowed to leave the building. If it becomes absolutely necessary for a student to leave campus, he/she must be checked out through the office by a parent or guardian and the student must sign out through the office. Violation of this rule will result in the following disciplinary actions as follows:

**FIRST OFFENSE:** One (1) day out-of-school suspension or six (6) hours of detention. Also, if a vehicle is used, the driver and/or responsible student of the vehicle will not be allowed to drive a vehicle on campus for a period of time to be determined by the principal.

**SECOND OFFENSE:** Two (2) days out-of-school suspension or twelve (12) hours detention. Also, if a vehicle is used, the driver and passengers in the vehicle will not be allowed to drive on campus for six weeks.

**THIRD OFFENSE:** Possible long-term out-of-school suspension. Also, if a vehicle is used, the driver and passengers in the vehicle will lose their driving privilege for the remainder of the year.

If a student, whose parking has been revoked, is found to have a vehicle on campus during the school day, that vehicle will be towed, without notice and at the owner's expense. The student may also face a fine, in addition to or in lieu of towing, to be determined by the principal.

Seniors transporting underclassmen during the school day will be subject to the above disciplinary consequences.

No student should be outside the building or in the student parking lot during the school day without a “Car Pass” from the Office. Violation of this rule may result in detention or loss of privileges.

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

### **Hall Passes**

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

### **Parking Policy**

A student who drives to and attends Harding Charter Preparatory High School is required to park his/her vehicle in designated student parking. The student must display the permit by placing it on the front mirror. The administration will conduct random parking checks and if a vehicle does not have the required parking decal, the vehicle may be towed at the owner’s expense.

In order to receive a permit the student shall provide the following information/items:

1. Copy of valid Oklahoma driver’s license.
2. Copy of current proof of insurance on the car (s) to be assigned the permit.
3. Completed application form.
4. Payment for parking pass paid in the form of cash or check. (Checks should be made out to Harding Charter Preparatory High School.)

Students and parents/guardians are asked to read and retain a copy of the parking rules and regulations.

### **Cheating/Plagiarism Policy**

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

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

### **Cell Phone & Electronic Device Policy**

A student may possess an electric device (electronic paging device, cellular phones, I-Phones, Smart Watches, I-Pods, tablets, etc.) while on school premises. **ALL SUCH DEVICES ARE TO BE LEFT IN THEIR STUDENT LOCKERS.** Only a laptop that abides by the Computer Usage Policy in the Student

Handbook may be permitted outside the locker. Such devices may not be activated, seen, or heard during school hours, (8am to 3pm). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an infraction of this Cell Phone Policy. Upon confirmation that the use of a device or phone call/text was made the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

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

**SECOND OFFENSE:** Electronic device will be confiscated, taken to the office, and parent or guardian must come to retrieve it. Student will receive a 2-hour administrative detention.

**THIRD OFFENSE:** Electronic device will be confiscated and must be picked up by the parent or guardian. Additionally, the student will not be allowed to bring it back to school, until allowed by the administration. Student will receive one day of suspension.

**FOURTH OFFENSE:** Electronic device will be confiscated, taken to the office, and the student will automatically be suspended for three days. The device will only be returned to a parent or guardian. Student will receive three days of suspension.

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

## Lockers

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

State law provides that "Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other property. School personnel shall have access to school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search."

The school does not assume responsibility for property removed or stolen from lockers. No student should ever give his or her lock combination to another student. Periodic locker checks and clean-outs will be made throughout the year.

Students will be checked out a school lock at the beginning of the year if they desire one. Failure to return a school lock at the end of the year will result in a financial obligation. If students bring their own lock, they must turn in their combination or a copy of the key to the main office. Failure to do so will result in your lock being cut.



## **Locker Search and Seizure**

1. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must always have access to all school property, including lockers, desks, etc., assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc. as applicable. Although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances or statutes. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to a student for general and specific inspections at any time. If the administration has not been provided with the correct lock combination or key, the administration has the right to cut off the lock. Lockers, hall and gymnasium, will be subject to search upon reasonable suspicion.
2. Drug dogs may be used to discover narcotics and dangerous drugs concealed in school property assigned to students.
3. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be immediately turned over to law enforcement officials for disposition as they see fit.
4. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

## **Student Vehicle Rules**

1. A 10 mile per hour speed limit in the parking area is required.
2. No parking in fire lanes, bus/passenger loading zones, reserved areas, yellow or red zones, on sidewalks, faculty or visitor parking areas, or on grassy areas, in reserved spaces or in handicap spaces, unless permitted and no blocking of dumpsters (unless directed to do so by principal or faculty member).
3. Any student vehicle parked in any staff/faculty parking space is subject to being towed at the owner's expense.
4. No aimless driving around the school parking area. Students must park their vehicles as soon as they arrive at school and are not to move them without permission or until leaving at the end of the school day. Students should lock their vehicles before leaving them.
5. Improper parking will result in towing of vehicle at owner's expense.
6. Cooperation with the parking lot rules and personnel is expected at all times
7. No loitering in the school parking areas.
8. No loud noises from vehicles.
9. Any exchange of parking decals will result in loss of parking privileges for all persons involved, with no refund. All students are to park in the east student parking lot.

10. Students may not sell their decal to another student.
11. The school is not responsible for the student's automobile in terms of accidents, damage, theft, vandalism, etc....
12. Accidents or incidents on the school campus should be reported to the proper authorities.
13. Parents and students are to be advised that vehicles may be searched while on school property when reasonable suspicion exists. Failure to consent to the search will result in loss of parking privileges with no refund.
14. Any student that receives a long-term suspension for drug or alcohol (or any other offense that warrants a long-term suspension) will lose their parking privileges for the length of the suspension with no refund.
15. Students who drive to school and park on campus while parking privileges are under suspension, may have their vehicle towed at the owner's expense without parent notification and/or be assessed a fine to be determined by the Principal.
16. Students who drive their vehicles to school and park on school property, without first obtaining a school parking permit may be assessed a fine of \$10.00 per diem.
17. Closed campus violations during the school day will result in the discipline set forth in the Closed Campus Rules.
18. Vehicles are not to be overloaded with passengers (number of passengers recommended by manufacturer, i.e., one passenger per seat belt). Passengers are not allowed to ride in the bed of pick-ups.
19. All state laws pertaining to driving apply to the school parking areas and access roads.
20. There will be a charge of \$5.00 to replace a damaged or lost decal.
21. When a student changes parking status, they must fill out a new registration form.
22. Students may register more than one vehicle but only one of the registered automobiles may be on campus at a time during school hours.
23. Students and staff are reminded not to have anything of value observable from outside of their vehicle as the school is not responsible for any items stolen from their vehicle or any damage inflicted in a theft attempt.

### **Fighting**

It is the student's and/or parents' responsibility to notify, immediately, a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason. Once a fight occurs, the students involved in fighting may be disciplined as follows:

<b>FIRST OFFENSE:</b>	3 to 5 day out-of-school suspension depending of severity
<b>SECOND OFFENSE:</b>	<b>Out-of-school suspension for 9 weeks.</b>

**\*Note: Fighting offenses are inclusive of the student's entire academic career at HCPHS. This policy is limited to fighting that occurs on school grounds/property or at school-related and/or sponsored events/activities.**

### **Destruction of School Property**

All students are responsible for proper use of Harding Charter Preparatory High School facilities and property. Any student who causes damage to or destroys any property or facility will be required to

make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

## **Fraternities, Sororities, Gangs**

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

## **Bullying Prevention**

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

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

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

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school Principal.
2. The Principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the Principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the pendency of the investigation, the Principal may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the Principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.

7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the Principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The Principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
9. The Principal may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by the Principal.

**Definitions/Terms of this regulation:**

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

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

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

### **Smoking, Vaping, and Dipping Policy**

The use or possession of tobacco in any form by students is prohibited by Federal Law. This policy applies to students while on campus (parking lot included), at after school activities, or any school

related function. **This policy includes vaping or any form thereof.** Students violating this policy will be subject to the following per semester:

First offense: Two (2) days out-of-school suspension, parents contacted.

Second offense: Five (5) days out-of-school suspension and conference with parents and principal.

Third offense: Out-of-school suspension for Nine-weeks.

### **Soliciting**

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

# **Disciplinary Policies & Procedures**

## **Types of Discipline**

The administration, faculty, and staff at Harding Charter Preparatory High School are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. The types of discipline which can be imposed will include detention, in-school suspension, restricted privileges, behavioral consultation, shadowing, behavior and attendance contracts, out-of-school suspension, expulsion or other reasonable measures commensurate with the offense.

### **Principal Detention**

Either the Principal or the Assistant Principal may assign detention as a discipline measure. Administrative detentions are held on Friday's from 3-5PM. Failure to serve assigned detention will result in the doubling of the detention. The second offense will be in-school suspension. Students must be present in detention before 3:15PM. Failure to do so will result in an additional detention as well as the current one being served.

### **Teacher Detention**

A teacher may assign detention to a student as a disciplinary measure. Detention days and times are held at the discretion of each individual teacher.

### **In-School Suspension**

Either the Principal and/or the Assistant Principal may assign in-school suspension as a disciplinary measure. In-school suspension dates and times are held at their discretion. In-school suspension also includes the discipline of "**Restricted Privileges.**" Failure to serve or attend an assigned in-school suspension will result in doubling the discipline. The second offense will require a parent conference. Student may not leave school premises until an approved ride arrives and/or parent gives permission for student to leave in own vehicle.

### **Restricted Privileges**

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

### **Behavioral Consultation**

A behavioral consultation is the calling together of a panel consisting of a student, his/her parents, teachers, and principal to consider behavior of a student and make recommendations concerning the situation.

### **Shadowing**

If a student has difficulty following the rules and regulations set forth by the school administration, a requirement may be made whereby the parent attends class(es) with the student. Failure to comply could result in suspension or expulsion from school. Imposition of this discipline will be on a case by case basis taking into consideration a particular parent's circumstances. Any such consideration shall be consistent and be applied equally.

### **Attendance and Behavior Plans**

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

### **Suspension from Classroom**

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without the teacher's prior written approval. A violent offense shall be as defined in Oklahoma school and criminal law.

### **Out-of-School Suspension**

Out of school suspension is the removal of a student from the school for a period of time not to exceed one calendar year. The length of the suspension will depend on the severity of the offense and the history of prior offenses or discipline.

### **Expulsion**

Expulsion is the permanent removal of the student from the school and banishment from all extracurricular activities.

## **Behaviors/Acts Subject To Discipline**

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

1. Arson
2. Possession of guns, knives, weapons, facsimile of a weapon (See Dangerous Weapons Policy)
3. Gang related activities
4. Extortion
5. False reports or false calls



6. Fighting
7. Forgery
8. Gambling
9. Hazing (initiations) in connection with any school activity
10. Immorality
11. Inappropriate public behavior
12. Indecent exposure
13. Possession of a caustic substance
14. Possession of obscene materials
15. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)
16. Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled dangerous substances (as defined by Oklahoma law)
17. Sexual or other harassment of individuals, but not limited to, students, school employees, volunteers
18. Theft
19. Use or possession of tobacco in any form
20. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
21. Vandalism
22. Threatening or actually harming a school official verbally, physically, or in writing text.
23. Willful disobedience of a directive of any school official.
24. Bullying in any form.
25. Acts of violence against person or property.
26. Disruptive or other inappropriate behavior/acts.
27. Adjudication as a delinquent for a non-violent offense.
28. Violent Offense ( See Title 57 O.S. section 571)
29. Assault
30. Assault & Battery
31. Possession of stolen property.
32. Failure to comply with parental or student volunteer hours
33. Violation of school regulation(s)

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

## **Disciplinary Procedures**

HCP recognizes and emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of Harding Charter Preparatory High School must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

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

Any student, parent or guardian who is aggrieved by any decision of a teacher or the principal, with regard to the imposition of discipline, other than that not available for appeal, may appeal such to the Governance Board. The decision of the Governance Board shall be final.

Detention and similar disciplinary options or correctional measures are not considered by law to require or involve the due process procedures set forth herein.

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian.

Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

### **Pre-Out-of-School Suspension Conferences**

1. When a student may be subjected to out-of-school suspension the principal will conduct an informal conference with the student.
2. At a conference with the student the principal shall read the policy, rule, or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent, if the student is under 18 years of age, by phone or monitor the student calling the parent advising the parent of the suspension notice and in writing that the student is being suspended out of school and that other available options have been considered and rejected. The written notice should state which available options were considered and why they were rejected.

### **Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference**

1. A student may be suspended out-of-school without the above pre out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or visitors or harm to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled, either in person or by phone, as soon as possible after the student has been removed from the building.

### **Conference with Parents**

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible, or the conference may be held by phone or video conference.

- a. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
- b. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

### **Out-of-School Suspension Requirements**

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm or dangerous weapon in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspension should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student be suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Imposition of Out-of-school suspensions until the student performs some remedial act are not permitted

### **Out-of-School Suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension**

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The plan shall be available to the parents of the student suspended out of school and shall be complied with by the parent.

- a. The Plan shall provide for the core units which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion for high school graduation in grades nine through twelve.
- b. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The plan shall set out the

procedure for education and shall also address academic credit for work satisfactorily completed.

## **Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures**

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

## **Dangerous Weapons Policy**

**It is the policy of Harding Charter Preparatory High School to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school events or activities. The policy on dangerous weapons is applicable to all students without regard to grade or age.**

### 1. **"Gun or Device Capable of Discharging or Throwing Projectiles;"**

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns of any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells. Shooting and throwing (including any derivative of each) are to be considered synonymous.

- Any student who uses, displays or possesses any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on campus, parking lots, premises or property of Harding Charter Preparatory High School or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall be not less than one calendar year.
- Any student who knowingly aids, accompanies, assists, or participates with another student who uses, displays or possesses a gun, weapon or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension for not less than one calendar year.

## **Facsimile of a Gun**

Any student who has a facsimile of a gun including cap, toy, or water or any other item resembling a gun in his/her possession at school or any school-sponsored event will be disciplined as follows:

- Parent/guardian will be notified.
- The student may be suspended.

- If harm or threat should occur, the student will be dealt with as stated in #1 above.

NOTE: Procedural Due Process Rights: For All suspensions, the due process steps outline for student suspensions in this policy will govern administrative procedures to be followed in the enforcement of this policy.

### **Knives, Weapons, or other Dangerous Devices**

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types (2) brass knuckles, chains, clubs, num-chuks and sharp instruments (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

- The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property; on the campus, parking lots, premises or property of Harding Charter Preparatory High School or during school sponsored activities, functions or events, will be subject to disciplinary actions.
- Any student who knowingly aids, accompanies, assists, or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
- The following disciplinary actions are to result for all students involved:
  1. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
  2. Suspension: Suspension for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.
  3. Long-term Suspension: Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats

NOTE: Procedural Due Process Rights: For ALL suspensions, the due process steps outlined for student suspensions in this policy will govern administrative procedures to be followed in the enforcement of this policy.

## **Drug and Alcohol-Free School Policy**

It is the policy of Harding Charter Preparatory High School that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (K2), drug paraphernalia and chemicals which provide a mood-altering effect are included in controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court or law enforcement action.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parent's expense.

Copies of this policy shall be provided to the students and parents at the beginning of each school year.

### **Discipline for Student Violations of Drug/Alcohol Policy**

**Students violating this policy as to Conspiracy to sell drugs or alcohol/sale of drugs or alcohol / distribution of drugs or alcohol /delivery of drugs or alcohol (for personal gain, monetary gain or otherwise) shall be suspended for the remainder of the current semester and all of the following semester, regardless of whether the following semester is in a new school year.**

**Students violating this policy as to Possession of /use of /sharing of /being under the influence of any drug or alcohol shall be subject to the following discipline:**

#### **First Offense: Six-Week Suspension**

1. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
  - b. To meet with the School Counseling representative.

- c. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing.  
The cost of any assessment or recommended counseling, education, treatment, testing, etc... will be the sole responsibility of the student's parent or guardian.
2. A second one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation.
3. If the student complies with both A and B, as stated above, the suspension may be reduced at the discretion of the principal.

**Second Offense: Suspension for the Remainder of the Current Semester and all of the Succeeding Semester.**

*NOTE: Procedural Due Process Rights: For ALL suspensions, the due process steps outlined for student suspensions in this policy will govern the procedures to be followed in the enforcement of this policy.*

Possible suspension of future busing privileges- suspension based on the seriousness of the infraction and a report to the parents.

**Student Drug Testing Policy**

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in all extra-curricular activities ("Activity Students") as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance enhancing drugs. The District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in extracurricular activities and those who voluntarily participate in the drug-testing program. The sanctions imposed for violations of this policy by an Activity Students will be limited to the opportunity of such student to exercise the privilege of participating in extra-curricular activities. No suspension from school or academic sanctions will be imposed for violations of this policy unless found in possession or use on school grounds.

**The purposes of this policy are five-fold:**

- 1) To educate students as to the serious physical, mental, and emotional harm cause by illegal and/or performance enhancing drug use.
- 2) To alert students with possible substance-abuse problems to the potential harm that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
- 3) To ensure families are aware of their student using or possessing such substances.
- 4) To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.

- 5) To offer students practices, competition, and school activities free of the effects of illegal and/or performance enhancing drug use.

## **Procedures:**

### **1. Consent Form: Activity Students:**

Each Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student”, which shall be read, signed, and dated by the student and parent or guardian before such student shall be eligible to participate in any extra-curricular activities. The consent requires Activity Students to possibly be randomly selected to provide a urine sample and submit to drug testing.

### **2. Consent Form: Non-Activity Students**

Each Non-Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student”, which may be read, signed, and dated by the student and parent or guardian at their choice. The consent requires Non-Activity Students to possibly be randomly selected to provide a urine sample and submit to drug testing.

### **3. Orientation**

Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas that may help to reassure the students and help avoid embarrassment or uncomfortable feelings about the process.

### **4. Testing**

Drug use testing for Participating Students will be chosen on a random selection basis from the list of all Participating Students. The District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs and performance-enhancing drugs.

### **5. Appeal**

An Activity Student who has been determined by the athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent/Principal. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of positive test.

## **Consequences:**

**First Offense:** Within 5 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. A student with a positive drug test will be suspended from participating in any extra-curricular activities for 10 days. After the 10-day suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the Superintendent/Principal that the student has received drug counseling from a qualified drug treatment program or counseling entity.

**Second Offense:** A student with a second positive drug test will be suspended from participating in any extra-curricular activities for the remainder of the semester. After the semester suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the



Superintendent/Principal that the student has received drug counseling from a qualified drug treatment program or counseling entity.

**Third Offense:** A student with a third positive drug test will be suspended from participating in any extra-curricular activities for the remainder of their time at HCP. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

**Refusal to Submit to Drug Use Test:**

A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any extra-curricular activities. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the District.

**Asbestos Hazard Emergency Response Act of 1986 (AHERA)**

Requires the inspection of all buildings for asbestos. The school has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the principal's office. Harding Charter Preparatory High School annually notifies all parents, teachers and other employees posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements. The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, we will notify the appropriate people as described by law.

**Effective Date/Retroactivity of Student Handbook**

This Student Handbook shall be effective beginning with the 2020-2021 school year and continue until such time as it is amended or revised.