General School Information

Attendance Information

Disciplinary Policies & Procedures
Philosophy of Harding Independence Charter District

Parents who desired the best educational experiences for their children founded both Independence Charter Middle School (ICMS) and Harding Charter Preparatory High School (HCPHS). The educational philosophy of ICMS and HCPHS is that of a small school environment where the former prepares their students for a college-preparatory high school and the latter uses a College Board, Advanced Placement curriculum. A highly trained faculty aids in the implementation of our rigorous curriculum. The Harding Independence Charter District (HICD) faculty and administration employ a transitional philosophy from the environment of middle school to the rigors and demands of high school. ICMS and HCPHS are staffed by a committed group of professionals who provide the structure and environment to use the full range of their professional expertise in providing the best educational experiences for the children they serve. We believe in a collaborative environment where faculty and administration work together for the benefit of students.

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

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

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

Harding Independence Charter District
Vision Statement

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

District Office Contact Information

Superintendent – Steven Stefanick
Email – sstefanick@hicd.org
Office – 405-606-8742, ext. 109

1301 NE 101st Street
Oklahoma City, OK 73131
GENERAL SCHOOL INFORMATION
Harding Charter Preparatory High School
Mission Statement

Our mission is to provide each student with an academically challenging and equitable educational experience through an Advanced Placement curriculum, which will prepare all graduates for success at a four-year university.

School Office Contact Information

Office – 405-606-8742
Fax – 405-609-1677
Website – www.hicd.org

School Breakfast
7:30 – 7:50 a.m.

School Hours
8 a.m. – 3 p.m.

Principal Offices
7:30 a.m. – 4:30 p.m.

Attendance Office
7:30 a.m. – 4:30 p.m.

Counseling Office
7:30 a.m. – 4:00 p.m.

Classroom Teachers
7:30 a.m. – 3:30 p.m.

After-School Activities
3:15 – 4:30 p.m.

Summer Office Hours (M – TH)
8 a.m. – 3 p.m.

1301 NE 101st Street
Oklahoma City, OK 73131
<table>
<thead>
<tr>
<th>Faculty/Staff</th>
<th>Subject Area</th>
<th>Degrees and Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrams, Randall</td>
<td>Math</td>
<td>BS, Oklahoma City University</td>
</tr>
<tr>
<td>Adams, Andrea</td>
<td>Science</td>
<td>BA, University of Nebraska-Lincoln, MS, University of Oklahoma</td>
</tr>
<tr>
<td>Allen, Deborah</td>
<td>English Language Learner</td>
<td>BA, University of Louisiana Lafayette, MA, University of Louisiana Lafayette</td>
</tr>
<tr>
<td>Alvarado, Rachel</td>
<td>Science</td>
<td>BA, Brigham Young University</td>
</tr>
<tr>
<td>Baker, Carlissa</td>
<td>Counselor</td>
<td>BA, University of Oklahoma, MS, Langston University</td>
</tr>
<tr>
<td>Baquera, Ashley</td>
<td>Math</td>
<td>BS, University of Central Oklahoma</td>
</tr>
<tr>
<td>Boomer, Elizabeth</td>
<td>English</td>
<td>BA Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Call, Jacob</td>
<td>World Language</td>
<td>BA Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Clark, Daniel</td>
<td>History</td>
<td>BA, Baylor University, MA, Oklahoma State University</td>
</tr>
<tr>
<td>Cox, Renee</td>
<td>Assistant Principal /DTC</td>
<td>BS, Oklahoma State University, M Ed., Lamar University</td>
</tr>
<tr>
<td>Currat, Conde</td>
<td>Art</td>
<td>BA Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Defee-Cooper, Gemma</td>
<td>History</td>
<td>BA, Drury University, MA, University of Central Oklahoma</td>
</tr>
<tr>
<td>Dowell, Rachel</td>
<td>Assistant Principal</td>
<td>BA, University of Oklahoma, M.Ed., University of Oklahoma</td>
</tr>
<tr>
<td>Ferguson, Cherith</td>
<td>English</td>
<td>BA, University of Oklahoma, MA, University of Oklahoma</td>
</tr>
<tr>
<td>Ferguson, Michael</td>
<td>Fine Arts</td>
<td>BA, University of Oklahoma</td>
</tr>
<tr>
<td>Gillis, Jennifer</td>
<td>Fine Arts</td>
<td>BM, University of Tulsa, MM, University of Oklahoma, PhD, University of Oklahoma</td>
</tr>
<tr>
<td>Gomez, Kendall</td>
<td>History</td>
<td>BA, Westminster College</td>
</tr>
<tr>
<td>Hensley, Margaret</td>
<td>Special Services/ AVID Director</td>
<td>BS, Oklahoma State University, M Ed., University of Oklahoma</td>
</tr>
<tr>
<td>Hughes, Joe</td>
<td>Principal</td>
<td>BS, St. Gregory’s University, MS, Langston University</td>
</tr>
<tr>
<td>Jennings, Susan</td>
<td>Family &amp; Consumer Science</td>
<td>BS, Louisiana Tech University, MS, Southern Arkansas University</td>
</tr>
<tr>
<td>Kindinger, Tom</td>
<td>Math/Science</td>
<td>BSE, University of Michigan, MS, Michigan State University</td>
</tr>
<tr>
<td>Kraus, Michael</td>
<td>World Language</td>
<td>BS, St. Meinrad College, MA, University of Oklahoma</td>
</tr>
<tr>
<td>Leenders, Katie</td>
<td>English</td>
<td>BA Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Lewchuk, Michael</td>
<td>Math</td>
<td>MA, University of Windsor, PhD, University of Western Ontario</td>
</tr>
<tr>
<td>Luster, Judy</td>
<td>Business Manager</td>
<td></td>
</tr>
<tr>
<td>McNeal, Lori</td>
<td>Counselor</td>
<td>M Ed., University of Northern Iowa</td>
</tr>
<tr>
<td>McNeill, Daniel</td>
<td>History</td>
<td>BA, University of Maryland</td>
</tr>
<tr>
<td>Meerschaert, Gregory</td>
<td>Science</td>
<td>BS Ed., Saginaw Valley State University</td>
</tr>
<tr>
<td>Norris, Larry</td>
<td>Science</td>
<td>BS, University of Texas at Arlington, MD, Southwestern Baptist Theological Seminary</td>
</tr>
<tr>
<td>Piccolo, Leslie</td>
<td>Science / Health / PE</td>
<td>BS Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Pocock, Cory</td>
<td>Health / PE / Athletic Director</td>
<td>BS, University of Central Oklahoma, BS, Oklahoma City University, MS, Oklahoma City University</td>
</tr>
<tr>
<td>Suarez, Kevin</td>
<td>Computer Science</td>
<td>BA, University of Oklahoma</td>
</tr>
<tr>
<td>Smreker, Emma</td>
<td>World Language</td>
<td>BA, University of Oklahoma</td>
</tr>
<tr>
<td>Stefanick, Steven</td>
<td>Superintendent</td>
<td>BS Ed., University of Oklahoma, M Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Stinson, Nancy</td>
<td>Administrative Assistant</td>
<td></td>
</tr>
<tr>
<td>Taylor, Kelli</td>
<td>Fine Arts</td>
<td>BM Ed., University of Central Oklahoma, MM, University of Central Oklahoma</td>
</tr>
<tr>
<td>Thomas, Jillian</td>
<td>Media Specialist/ STUCO</td>
<td>BA Ed., University of Oklahoma, MS, Oklahoma State University</td>
</tr>
<tr>
<td>Villanueva, Liha</td>
<td>World Language</td>
<td>BA Ed., University of Central Oklahoma</td>
</tr>
<tr>
<td>Walsh, David</td>
<td>English</td>
<td>BA, University of California at Santa Barbara, MA, University of Central Oklahoma</td>
</tr>
<tr>
<td>York, Noel</td>
<td>Math</td>
<td>BS, University of Central Oklahoma</td>
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</table>
Harding Independence Charter District, Inc.
Governance Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Vesely Peters</td>
<td>HCP Parent (12th grade)</td>
<td></td>
</tr>
<tr>
<td>Dr. Angela Slovak</td>
<td>HCP Parent (11th grade)</td>
<td></td>
</tr>
<tr>
<td>Dr. Jeree Frost</td>
<td>HCP Parent (10th grade)</td>
<td></td>
</tr>
<tr>
<td>To be elected September 2022</td>
<td>HCP Parent (9th grade)</td>
<td>Member</td>
</tr>
<tr>
<td>Leanna Vasquez</td>
<td>ICMS Parent (8th grade)</td>
<td></td>
</tr>
<tr>
<td>Michael Pedder</td>
<td>ICMS Parent (8th grade)</td>
<td>President</td>
</tr>
<tr>
<td>Shantel Farrow</td>
<td>ICMS Parent (7th grade)</td>
<td>Vice President</td>
</tr>
<tr>
<td>To be elected September 2022</td>
<td>ICMS Parent (6th grade)</td>
<td>Member</td>
</tr>
<tr>
<td>To be elected September 2022</td>
<td>ICMS Parent (5th grade)</td>
<td>Member</td>
</tr>
<tr>
<td>Lisa Miller</td>
<td>Community</td>
<td>Member</td>
</tr>
<tr>
<td>Dr. Kathleen Parker</td>
<td>Community</td>
<td>Member</td>
</tr>
<tr>
<td>Jay Shanker</td>
<td>Community</td>
<td>Member</td>
</tr>
<tr>
<td>Lisa Boevers</td>
<td>Community</td>
<td>Member</td>
</tr>
<tr>
<td>Steven Stefanick</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Lou Falsetti</td>
<td>Legal Counsel</td>
<td></td>
</tr>
<tr>
<td>Judy Luster</td>
<td>Board Clerk</td>
<td></td>
</tr>
</tbody>
</table>

Harding Charter Preparatory High School
2022-23 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Normal Office Hours Resume</td>
</tr>
<tr>
<td>August 1</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>August 2</td>
<td>New Teacher to HICD</td>
</tr>
<tr>
<td>August 3 – 9</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 8</td>
<td>Schedule Pickup Day</td>
</tr>
<tr>
<td>August 10</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1</td>
<td>HCP Open House / Curriculum Night</td>
</tr>
<tr>
<td>September 2 – September 5</td>
<td>Labor Day Weekend – No Classes</td>
</tr>
<tr>
<td>October 12</td>
<td>PSAT / Career Day</td>
</tr>
<tr>
<td>October 12</td>
<td>End of 9 weeks</td>
</tr>
<tr>
<td>October 13</td>
<td>Parent Conference Day</td>
</tr>
<tr>
<td>October 13, 14, 17</td>
<td>Fall Break – No Classes</td>
</tr>
<tr>
<td>November 21 – November 25</td>
<td>Thanksgiving Break – No Classes</td>
</tr>
<tr>
<td>December 12, 13, 14</td>
<td>Semester Finals</td>
</tr>
<tr>
<td>December 15</td>
<td>End of Semester</td>
</tr>
<tr>
<td>December 16</td>
<td>Record Day</td>
</tr>
<tr>
<td>December 16 - January 3</td>
<td>Winter Break – No Classes</td>
</tr>
<tr>
<td>January 3</td>
<td>Professional Development</td>
</tr>
<tr>
<td>January 4</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 16</td>
<td>MLK Day – No Classes</td>
</tr>
<tr>
<td>February 17 – 20</td>
<td>Professional Development / Parent Conference Day</td>
</tr>
<tr>
<td>March 10</td>
<td>End of 9 Weeks</td>
</tr>
<tr>
<td>March 13 – 17</td>
<td>Spring Break – No Classes</td>
</tr>
<tr>
<td>April 7</td>
<td>Spring Friday (Snow Day)</td>
</tr>
<tr>
<td>May 17</td>
<td>End of Semester</td>
</tr>
<tr>
<td>May 18</td>
<td>Record Day</td>
</tr>
<tr>
<td>May 20</td>
<td>HCP Graduation</td>
</tr>
</tbody>
</table>
What to do if?

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

Daily Schedule

A two-minute warning bell will be given to students at 7:58 a.m.
Lunch is based on Advisory.

FIRST LUNCH
1st 8 – 8:45 a.m.
2nd 8:50 – 9:40 a.m.
3rd 9:45 – 10:30 a.m.
4th 10:35 – 11:20 a.m.
Lunch 11:25 – 11:55 a.m.
Advisory noon – 12:30 p.m.
5th 12:35 – 1:20 p.m.
6th 1:30 – 2:10 p.m.
7th 2:15 – 3:00 p.m.

SECOND LUNCH
1st 8 – 8:45 a.m.
2nd 8:50 – 9:40 a.m.
3rd 9:45 – 10:30 a.m.
4th 10:35 – 11:20 a.m.
Advisory 11:25 – 11:55 a.m.
Lunch noon – 12:30 p.m.
5th 12:35 – 1:20 p.m.
6th 1:25 – 2:10 p.m.
7th 2:15 – 3:00 p.m.

Free After-School Program 3:15 – 4:30 p.m. (Mondays, Tuesdays, Thursdays)

Distance Learning Schedule

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

Monday - Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8 – 8:40 a.m.</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:45 – 9:25 a.m.</td>
</tr>
<tr>
<td>Support</td>
<td>9:30 – 10:05 a.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:10 – 10:50 a.m.</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:55 – 11:35 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:40 a.m. – 12:05 p.m.</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:10 – 12:50 p.m.</td>
</tr>
<tr>
<td>Support</td>
<td>12:55 – 1:30 p.m.</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:35 – 2:15 p.m.</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:20 – 3:00 p.m.</td>
</tr>
</tbody>
</table>
**Emergency Drills**

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

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

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

Drills are conducted at various times throughout the school year.

**Notification of Rights under FERPA**

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

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

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

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

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

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

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

Armed Forces Student Access

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

Immunizations

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

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

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

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

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

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

Child Nutrition Programs

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

Child Nutrition Charges

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

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student’s school lunch account;

2. The limit for student charges is $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. The student will not be allowed to pick up the following year’s enrollment schedule.
2. The student’s grades will not be sent out.
3. The student’s records will not be released to other schools.
4. The student will not be allowed to participate in extracurricular activities.

Leaving After School
Students must exit the school building immediately at the close of the school day unless participating in an after-school program, event or activity with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:20 p.m. and must be under the direct supervision of a teacher, coach or sponsor. Any students that fail to participate in such will be removed from the school building at 3:20 p.m., unless wind chill is below 40 degrees, heat index is above 90 degrees or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day, but no later than 5:30 p.m., 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 p.m. If the student drives their own vehicle to school, then they are responsible for complying with this policy.
Failure to comply with this policy may result in:

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

**Lost and Found Articles**

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

**Telephone Calls & Messages**

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

The policy toward messages for students is as follows:

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

**Visitors**

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

**Flowers & Gift Deliveries**

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

**Pledge of Allegiance**

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

**Computing Device Usage Policy**

Student use of networked computing devices is available from 7:30 a.m. to 3:30 p.m. each day. However, student use will be at the discretion of the teacher using the classroom.

Access to the internet is available on computing devices throughout the school and through Wi-Fi. However, before any student is given permission to use the internet, they must have signed the Internet Agreement part of the enrollment sheet, which must be on file in the principal’s office.
The following policies apply to any computing device at HCPHS. Failure to comply with these policies will result in disciplinary action through the office and loss of computing device privileges.

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

**Academic Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% to 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% to 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% to 69%</td>
</tr>
<tr>
<td>F</td>
<td>0% to 59%</td>
</tr>
</tbody>
</table>

I – Incomplete. For the fall semester, incompletes must be completed within two weeks of the beginning of the spring semester. For the spring semester, incompletes must be completed by May 30th.

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

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

1. The teacher will utilize grading patterns that are fairly administered and based on identified criteria. A minimum of two grades per week will be submitted by the teacher to provide opportunities to all students. Students and parents will receive prior notification of the criteria and objectives.
2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, tests, etc.
3. Nine-week evaluation will include multi-criteria assessments as listed above.
4. All semester grades will be calculated as followed:
   - Eighteen weeks average = 80%
   - Semester exam/project/performance = 20%

**Semester Final Exam 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.
2. Students must enroll and participate in the Advanced Placement exam scheduled in May for that course. Students may opt to take the semester examination. However, the student must accept the risk that the test score may lower their 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) credits to be classified as a senior and member of the present graduating class.
- Fourteen (14) credits to be classified as a junior.
- Seven (7) credits to be classified as a sophomore.

**Graduation Requirements**

To graduate from HCPHS with a standard diploma, a student must:

- Earn a total of twenty-eight (28) credits.
- Take each core subject for four (4) consecutive years of high school.
- Complete the course requirements below.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>4 credits (must include one credit of Biology and one credit of a Physical Science)</td>
</tr>
<tr>
<td>Math</td>
<td>4 credits</td>
</tr>
<tr>
<td>History</td>
<td>4 credits</td>
</tr>
<tr>
<td>World Language</td>
<td>2 credits (must be in the same language during high school)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½ credit (exempt if student letters in athletics)</td>
</tr>
<tr>
<td>Health</td>
<td>½ credit</td>
</tr>
<tr>
<td>Family &amp; Consumer Science</td>
<td>½ credit</td>
</tr>
<tr>
<td>Novice Debate / Public Speaking</td>
<td>½ credit</td>
</tr>
<tr>
<td>Computer Applications / Programming</td>
<td>½ credit</td>
</tr>
<tr>
<td>Visual/Performing Art</td>
<td>½ credit</td>
</tr>
<tr>
<td>Senior Capstone</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

A SENIOR MUST BE WITHIN ONE CREDIT BY APRIL 15TH TO PARTICIPATE IN SENIOR ACTIVITIES

**Oklahoma Academic Standard Testing Requirements**

- 11th 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**

The valedictorian will be the senior having the highest weighted GPA. The salutatorian will be the senior with the second-highest weighted GPA. To qualify as a valedictorian or salutatorian, the student must be enrolled in HCPHS at the beginning of the fall semester of their 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 as receiving a passing grade in each subject they were enrolled in during the previous semester, even if said semester is from the previous school year and/or student was enrolled in another school.

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

**Example:** Any student who failed a class in the 2022 Spring Semester is ineligible to participate until Monday, September 19, 2022. (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. 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 they are enrolled during a semester. Students not passing all subjects in which they are enrolled on the day of the grade check will be on probation for the next one-week period, as stated above. Students still failing one or more classes during the next week on the grade check day (even if it is a different class/subject than the prior week) will be ineligible to participate during the next one-week period. Students will not regain eligibility until they are passing all subjects on the day grade checks are done. During a week of ineligibility, students may still participate in practices. All ineligibility periods run from Monday to Sunday following the date of the most previous grade check. Even if students regain a passing status the day of a grade check, they are not able to participate until the following Monday.

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

**Example:** Any student who fails a class in the 2022 Fall Semester will be ineligible until Tuesday, February 13, 2023. (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 3:00 p.m. 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 administrative approval.
**Concurrent Enrollment**

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

<table>
<thead>
<tr>
<th>HIGH SCHOOL SENIORS</th>
<th>Minimum GPA/ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oklahoma</td>
<td>3.0 GPA and 24 ACT</td>
</tr>
<tr>
<td>Oklahoma State University</td>
<td>3.0 GPA and 24 ACT</td>
</tr>
<tr>
<td>University of Science &amp; Arts of Oklahoma</td>
<td>3.0 GPA and 23 ACT</td>
</tr>
<tr>
<td>Regional universities</td>
<td>3.0 GPA and 20 ACT</td>
</tr>
<tr>
<td>Community colleges</td>
<td>3.0 GPA and 19 ACT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH SCHOOL JUNIORS</th>
<th>Minimum GPA/ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oklahoma</td>
<td>3.5 GPA and 25 ACT</td>
</tr>
<tr>
<td>Oklahoma State University</td>
<td>3.5 GPA and 25 ACT</td>
</tr>
<tr>
<td>Regional universities</td>
<td>3.5 GPA and 23 ACT</td>
</tr>
<tr>
<td>Community colleges</td>
<td>3.5 GPA and 21 ACT</td>
</tr>
</tbody>
</table>

Senior students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from HCPHS 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 parent 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 HCPHS 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 parent 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, HICD shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by HCPHS. 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**

When it is in the best interest of the students of HCPHS, students may enroll at Metro Technology Center in Oklahoma City by following the guidelines below while at HCPHS. To learn more about these programs, students are encouraged to visit the counselling office.

Only juniors and seniors will be allowed to enroll at Metro Technology Center. Students may enroll in any **two-year program** that ensures the graduation requirements of HCPHS are met as outlined in this Student Handbook.

To ensure students meet graduation requirements of HCPHS, students are only be permitted to take morning sessions at Metro Technology Center and must return to HCPHS by 4th hour.
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, students must notify their principal by August 1 for scheduling purposes.

**Counseling Office**

The counselors are located on Hallway A upstairs and downstairs. 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
- Discussion about questions a student feels they need to address

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

Parents/Guardians may contact the counseling office to request a meeting to be held any school day at 7:30 a.m. with the teachers as well as the counselor and an administrator. **No group meetings will be held after school.** If a parent/guardian is late for a scheduled meeting, the meeting may be rescheduled or may continue without the attendance of one or more 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, in athletics, music, art, leadership, etc. Information is available in the Counseling Office and distributed through various classes and/or online.

**ACT, PSAT & SAT**

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.) Students are encouraged to take the ACT early and often, as this will help them become comfortable with standardized testing and is proven to help raise scores. Eleventh grade students take the ACT (at no cost to the student) during school in April as a state assessment. The April ACT will collect additional information about students’ 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 1st 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 9th, 10th, and 11th graders to prepare them for college entrance exams. When students take the PSAT in the 11th 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.
Grade Viewing

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

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 main office. Please allow 24 hours processing time, excluding weekends and holidays, from when a transcript request form is turned into the office.

Seniors who are accepted at one or more college(s) should request a transcript of final grades to be sent to the college where they plan to enroll. Six (6) transcripts are provided to the student free of charge.

Library/Media Center

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

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

**Lost and Damaged Textbooks**

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

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

**Volunteer Hours**

**Students**

The HICD Governance Board views the Community Service component of our students’ education as a means of developing awareness by our students of their role in the community. It is expected that each student will complete thirty (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.

**Parents/Families**

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

Each family is encouraged to complete a minimum of twenty-five (25) hours of volunteer time per school year. It is the duty of parents to maintain their own records. The office shall supply each family with “time sheets” that are used to record the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. The awarding of volunteer hours for tasks is outlined below:
A. If a family member or guardian wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family’s volunteer time.

B. If a student, family member or guardian provides classroom materials and/or purchases materials to complete a volunteer and/or education-related task, the family will receive one (1) hour of volunteer credit for every $20.00 spent.

**Asbestos Hazard Emergency Response Act of 1986**

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

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


Attendance Policies and Procedures

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

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

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

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

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

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

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

When a student is absent, makeup work will be allowed only if the absence is excused. It is the responsibility of the student to arrange with the teacher to make up work and/or take tests.
All makeup work is due within a reasonable amount of time. The number of days absent plus one will be allowed; however, if work is not made up or arrangements have not been made by the end of the grading term, a zero will be recorded for those assignments.

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

**School Activity Absences**
Students attending any approved activity during school hours must arrange with the teacher for any classroom work before the actual event occurs. 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 HICD Governance Board. Please take this privilege seriously and use the days wisely.

- Juniors are allowed 2 days of college visits in the 2nd semester of their junior year.
- Seniors are allowed 4 days of college visits during their senior year.
- *All allowed college visit days include travel time.*

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 from 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 they want to visit. Colleges usually have designated times for tours and speakers to answer 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.*

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

**Tardy Policy**
HCPHS 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 will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. Three (3) tardies in a class:
   - Parent contacted by an administrator
   - One (1) session of administrative detention

2. Six (6) tardies in a class:
   - Parent contacted by an administrator
   - Two (2) sessions of administrative detention

3. Nine (9) tardies in a class:
   - Conference with parents and an administrator
   - Two (2) days of in-school suspension

4. Twelve (12) tardies in a class:
   - Conference with parents and an administrator
   - Two (2) days of out-of-school suspension
GENERAL EXPECTATIONS
HCP General Expectations

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

General School Rules

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

Articles Prohibited in School

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

Hall Signs

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

Assemblies

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

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

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

Travel Conduct

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

1. Failing to remain seated
2. Failing to properly use seat belts when available
3. Refusing to obey the driver
4. Fighting and/or spitting
5. Throwing objects
6. Hanging out of the window
7. Using tobacco and/or alcohol
8. Profanity
9. Lighting matches
10. Vandalism
11. Disruptive or unruly conduct

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

**Uniform Dress Code**

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

**Shorts**
- Shorts must be khaki or navy blue.
- Shorts may be plain or pleated front and must have belt loops.
- Belts are required to be worn with shorts at all times.
- Shorts must fit properly and may not have tears, splits, rips or frayed hems.
- Shorts must be an appropriate length, no more than three (3) inches above the knee.

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

**Shirts**
- Shirts must be hunter green or white.
- Only polo shirts and oxford shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.
- Shirts may have the official HCP logo but are not required to.
- Shirts with the HCP logo must come from an authorized vendor.
- Shirts without the HCP logo must not have any other logos or insignias.
- Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.
- Shirts with hoods are not permitted.
- Seniors: Black polo and oxford shirts are permitted for members of the Senior Class only.
- **ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.**
Sweaters, Sweatshirts and Pullovers
- Sweaters, sweatshirts and pullovers must have the HCP logo and come from an authorized vendor.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweater, sweatshirt or pullover is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)
- Seniors: Black HCP sweaters, HCP sweatshirts and HCP pullovers are permitted for members of the Senior Class only.

HCP Spirit Fridays
- Spirit attire includes shirts, sweaters, sweatshirts, pullovers and jackets that represent an approved HCP club, sport, or organization and has been approved by administration.
- Spirit attire may only be worn on Fridays.
- Spirit attire may not be cut, altered or homemade. Spirit attire may not be rolled and/or tied.
- Seniors: College shirts, sweatshirts and pullovers are permitted on Fridays for members of the Senior Class only.

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

Coats and Jackets
- Wearing coats and/or jackets is not permitted during the school day. Coats and jackets brought to school should remain in students’ lockers during the school day.
- Jackets considered to be spirit attire may be worn only on HCP Spirit Fridays.

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

Backpacks, Purses & Fanny Packs
- Backpacks, purses & fanny packs are to be left in student lockers for the entire school day.

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

Headwear and Head Coverings
- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.
Medical/Air Filtration Face Masks
   - Medical/Air Filtration face masks are allowed
   - Masks must be school appropriate and cannot be bandana print.

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

Students will be informed about any violation of the dress code.

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

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

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

Public Displays of Affection

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

Inappropriate Language

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

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

**Foul Language** (e.g., profanity, obscenity and vulgarity)
Foul language and/or pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. A student using foul language and/or pictures shall be disciplined with any of the following:

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

**Offensive Language** (e.g., language based on sex, sexual orientation, race, color, national origin, disability, age or other referenced bias)
Offensive wording and/or pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. A student using offensive language and/or pictures shall be disciplined with any of the following:

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

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

1. Always use a tray. Trays cannot be taken from the cafeteria.
2. Keep milk cartons, food and wastepaper on the tray.
3. Empty all debris from trays into trash containers.
4. Keep tables and floors clean.
5. Talk in a normal voice.
6. Remain seated.
7. Keep the cafeteria lines orderly.
8. Never push or run.
9. 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. 
Removed from cafeteria for two (2) days

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

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

**Closed Campus Rules**

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

**FIRST OFFENSE:** One (1) day 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 three (3) weeks.

**SECOND OFFENSE:** Two (2) days out-of-school suspension or twelve (12) hours of detention. Also, if a vehicle is used, the driver and passengers in the vehicle will not be allowed to drive on campus for six (6) weeks.

**THIRD OFFENSE:** Five (5) days 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.

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.

**Hallway Expectations**

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

- Walk at all times; running in the halls is not permitted.
- Keep hallways and floors clean and clear.
• Show respect to other students, the teachers and the campus at all times.
• Be purposeful and continue moving to class to avoid tardiness.

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

Parking
Each HCPHS student who drives to school is required to park in designated student parking and display a current HCPHS Parking Permit in their vehicle. To receive the permit, the student shall submit a parking permit application form. The administration will conduct random parking checks; if a vehicle does not have the required parking permit, the vehicle may be towed at the owner’s expense. Students and parents/guardians are asked to read and retain a copy of the parking rules and regulations.

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

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

Cell Phones & Other Electronic Devices
A student may possess an electronic device (cellular phone, iPhone, AirPod, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT IN THE STUDENT’S LOCKER DURING THE SCHOOL DAY. Such devices may not be activated, seen, or heard during school hours (8 a.m. to 3 p.m.). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an infraction of this policy. Upon confirmation that the use of a device or phone call/text was made, the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

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

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

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

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

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

**Lockers**

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

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

**Search and Seizure**

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.
Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

**Student Vehicle Rules**

1. The speed limit in the parking area is 10 mph.
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 permits will result in loss of parking privileges for all persons involved. All students are to park in the east student parking lot.
10. The school is not responsible for the student’s automobile in terms of accidents, damage, theft, vandalism, etc.
11. Accidents or incidents on the school campus should be reported to the proper authorities.
12. 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.
13. Any student that receives a long-term suspension will lose their parking privileges for the length of the suspension.
14. 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.
15. 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 day.
16. Closed campus violations during the school day will result in the discipline set forth in the Closed Campus Rules.
17. 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 a pickup.

18. All state laws pertaining to driving apply to the school parking areas and access roads.

19. There will be a charge of $5.00 to replace a damaged or lost parking permit.

20. Students may register more than one vehicle, but only one of the registered automobiles may be on campus at a time during school hours.

21. 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 immediately notify a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason. Once a fight occurs, the students involved in fighting may be disciplined as follows:

**FIRST OFFENSE:** Three- to five-day out-of-school suspension, depending on severity

**SECOND OFFENSE:** Out-of-school suspension for nine (9) weeks

**Note:** This policy is limited to fighting that occurs on school grounds/property and/or at school-related and/or school-sponsored events/activities.

**Destruction of School Property**

All students are responsible for proper use of HCPHS 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**

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

**Bullying Prevention**

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

Bullying means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school principal.

2. The principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.

3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.

4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.

5. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.

6. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.

7. If the student’s actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.

8. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.

9. The principal may also require that the student and the student’s parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.

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

Definitions/Terms of this regulation:

A. “At school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

B. “Electronic communication” means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or computing device.

C. “Threatening behavior” means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

D. Appropriate school personnel consist of site administration (principal, assistant principals and/or administrative interns), counselors, and/or teachers.
Information from this regulation shall be posted on in areas deemed appropriate by school principal, and will be included in all student and faculty handbooks.

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

**Smoking, Vaping and Dipping**

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

- **FIRST OFFENSE:** Two (2) days out-of-school suspension; parents contacted.
- **SECOND OFFENSE:** Five (5) days out-of-school suspension; conference with parents and principal.
- **THIRD OFFENSE:** Out-of-school suspension for nine (9) weeks.

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

**Soliciting**

Students may not display, distribute, solicit contributions, collect funds, offer to sell, or sell any item to students unless the principal has granted permission, or through approved student activities or organizations.
Disciplinary Policies & Procedures
The administration, faculty and staff at HICD are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly.

**Behaviors/Acts Subject to Discipline**

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

1. Acts of violence against person or property
2. Adjudication as a delinquent for a non-violent offense
3. Arson
4. Assault
5. Assault & battery
6. Bullying in any form
7. Disruptive or other inappropriate behavior/acts
8. Gang-related activities
9. Extortion
10. False reports or false calls
11. Fighting
12. Forgery
13. Gambling
14. Hazing (initiations) in connection with any school activity
15. Immorality
16. Inappropriate public behavior
17. Indecent exposure
18. Possession of a caustic substance
19. Possession of guns, knives, weapons, facsimile of a weapon
20. Possession of obscene materials
21. Possession of stolen property
22. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)
23. 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)
24. Sexual or other harassment of individuals, including, but not limited to, students, school employees and volunteers
25. Theft
26. Threatening or actually harming a school official verbally, physically, or in writing or text on social network sites
27. Verbal or written threats, or threatening behavior towards the school community or individuals within the school community
28. 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
29. Use or possession of tobacco in any form
30. Vandalism
31. Violation of school regulation(s)
32. Violent offense (See Title 57 O.S. section 571)
33. Willful disobedience of a directive of any school official

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

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

**Types of Discipline**

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

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

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

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

**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 from school. Imposition of this discipline will be on a case-by-case basis, taking into consideration the particular parent’s circumstances. Any such consideration shall be consistent and be applied equally.

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

**Teacher Detention**
A teacher may assign detention to a student as a disciplinary measure. Detention must be before and/or after school hours. Detention dates and times are at the discretion of each individual teacher.
Restricted Privileges
Restricted privileges are the denial of privileges such as student activities and/or extracurricular events, including sports.

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

Out-of-School Suspension
Out-of-school suspension is the removal of a student from the school for a period of time. The length of the suspension will depend on the severity of the offense. The history of prior offenses or discipline or lack thereof may also be taken into consideration.

Out-of-School Disciplinary Procedures
The term out-of-school suspension refers to removal from the school for a period of time. Before the imposition of out-of-school discipline, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

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

I. Grounds for Imposing Out-of-School Suspensions
   A. Violation of a school regulation.
   B. Possession of an intoxicating beverage, low-point beer, as defined by Section 37 O.S. §163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
   C. Possession of a dangerous weapon (as defined herein) or a controlled dangerous substance while on or within two thousand (2,000) feet of a public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
   D. Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district governance board. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.
   E. Any student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for the remainder of the current semester and the next
consecutive semester. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

II. Terms for Out-of-School Suspensions

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

III. Conferences

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

A. Pre-Out-of-School Suspension Conference
   1. When a student less than 18 years of age may be subjected to out-of-school suspension, the principal shall immediately notify the parent by phone or monitor the student calling the parent with the suspension notice and give notice to the student and/or parent, in writing, that the student is being suspended out of school and that other available options have been considered and rejected.

   2. The principal will conduct an informal conference with the student, if aged 18 years or older, otherwise with at least one (1) parent and the student. The student, if aged 18 years or older, may choose not to have a parent present at any of the out-of-school suspension conferences; said choice shall be in writing, signed by the student and witnessed by one staff member. The conference will be held during a school business day, with consideration given to the hours of working parents whenever possible. The conference will be held as soon as possible after the out-of-school suspension has been imposed but before it goes into effect.

   a. At a conference with the student and/or parent, the principal shall read the policy, rule, or regulation that the student is charged with having violated and shall discuss the student’s conduct that violated the policy, rule or regulation. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options.

   b. The student and/or parent shall be asked whether they understand the policy, rule or regulation and be given a full opportunity to explain and discuss the student’s conduct.

   c. If it is concluded that an out-of-school suspension is appropriate, the student and/or parent shall be advised that the student is being suspended and the length of the out-of-school suspension.

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

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

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

2. In such cases, an out-of-school suspension conference with the student, if aged 18 years or older, or with the parent, if student is a minor, will be scheduled as soon as possible after the student has been removed from the building.

3. Any conferences shall occur within five (5) school business days of the imposition of the out-of-school suspension and will be held during school business days, with consideration given to the hours of working parents whenever possible.

4. The conference shall follow the same procedures as set out in IIA above

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

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student’s behavior results in an out-of-school or in-school suspension, the student immediately forfeits the privilege of participating in and/or attending all extracurricular activities of the school during the suspension time.

In addition, when a principal decides to impose other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. Extracurricular activities include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band and all other school-sponsored activities and organizations.

V. Individualized Plan for Out-of-School Suspension

A. Education Plans

1. At its discretion, the district may provide an education plan for students suspended out-of-school for five (5) days or less.

2. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting.

   a. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

   b. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.
c. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student’s educational progress until the student is readmitted into school.

d. The plan shall provide for the core units which the student is enrolled in. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education.

e. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

B. Education Services

1. No education services are required in a required school setting if a student has been:
   a. adjudicated as a delinquent for an offense defined as a violent crime in 57 O.S. § 571,
   b. convicted as an adult of an offense defined as a violent crime in 57 O.S. § 571,
   c. removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students,
   d. suspended as provided for in 70 O.S. §24-101.3(C)(3), or
   e. removed from a public or private school in the state or another state by administrative or judicial process for an act of using electronic communication, as defined in §24-100.3 of this title, with intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.

2. The school in which a student as described in 70 O.S. §24-101.3(F)(1) is subsequently enrolled may elect to not provide education services in the regular school setting until the school determines that the student no longer poses a threat to self, other students or school district faculty or employees.
   a. Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or school district faculty or employees, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
   b. If the school provides education services to the student at a district school facility, the school shall notify any student or school district faculty or employee victims of the student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided the victim notifies the school of the victim's desire to refrain from contact with the offending student.

C. IEP Students

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

VI. Appeals

Any student, parent or guardian who is aggrieved by any decision of the principal regarding the imposition of out-of-school discipline may appeal as set forth hereinbelow. Failure to follow the timelines herein will result in a waiver of the right to review and/or appeal.
A. Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision to an appellate committee consisting of the superintendent and two (2) representatives from of the Superintendent’s Leadership Committee; the two (2) representatives shall be selected by the superintendent. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The committee will render a decision as soon as is practical, preferably no more than five (5) school business days from the written notice of appeal. The decision of the committee is final and not subject to appeal to the governance board.

B. Students suspended out-of-school for more than ten (10) days and students suspended for possession of a firearm while on any school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers, may request a review of the suspension with the superintendent of the district. If the superintendent does not withdraw the suspension, the student shall have the right to appeal the decision of the superintendent to the district governance board. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension.

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

VII. Appeal Hearing

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

8. The board’s vote on the suspension shall be conducted in open session and by a roll call vote. No person or persons shall be permitted to disrupt or attempt to disrupt the hearing proceedings, and any person or persons doing so or attempting to do so will be removed from the hearing. The board president, their designated representative or the hearing officer shall the authority to order the removal of any such person(s) and such person(s) shall not be permitted to return to the hearing.

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

Dangerous Weapons

It is the policy of HICD to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions. The policy on dangerous weapons is applicable to all students, without regard to grade or age.

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) BB 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.

- 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 HICD 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 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 their possession at/in school or any school-sponsored event will be addressed as follows:

• Parent/guardian will be notified if the student is a minor; if the student is aged 18 years or older, parent/guardian will be notified if the student consents to such notice in writing.
• The student may be suspended.
• If harm or threat should occur, the student will be dealt with the same as having a gun.

**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, 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 HICD 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) days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.

3. **Automatic Long-term Suspension:** Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other
person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

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

It is the policy of HICD that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel.

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

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

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

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

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

A. First Offense

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

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

III. Each act shall be considered a separate violation.

**Student Drug Testing**

To protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the governance board adopts the following policy for drug testing of students who participate in all extracurricular activities. 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. The sanctions imposed for violations of this policy will be limited to the opportunity of such students to exercise the privilege of participating in extracurricular activities. No suspension from school or academic sanctions will be imposed for violations of this policy unless the student is found in possession of such drugs or student is found using such drugs or under the influence of such on school grounds or at school events or activities, whether or not such are sponsored by the school, including travelling to or from the school event or activity.

**Purpose**

1. To deter and remediate rather than punish,
2. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance enhancing drug use,
3. 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,
4. To ensure families are aware of their student using or possessing such substances,
5. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use, and
6. To offer students practices, competition, and school activities free of the effects of illegal and/or performance enhancing drug use.

**Procedure**

1. **Consent Form**
   Each student shall be provided with a copy of the form “Student Drug Testing Consent,” which shall be read, signed, and dated by the student and parent or guardian before such student shall
be eligible to participate in any extracurricular activities. The consent form will indicate that the student shall be randomly selected to submit to drug testing by providing a urine sample.

2. **Orientation**
   Prior to the commencement of drug testing each year for students in extracurricular activities, an orientation session will be held to educate them about 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.

3. **Testing**
   Students participating in extracurricular activities will be chosen on a random selection basis from the list of all such students. The district will determine a number of students’ names to be drawn at random to provide a urine sample for testing for illegal drugs and performance-enhancing drugs.

4. **Appeal**
   A student who has been determined to be in violation of this policy shall have the right to appeal the decision to the superintendent. Such request for a review must be submitted to the superintendent in writing within five (5) school business days of notice the initial violation determination. The student shall remain eligible to participate in any extracurricular activities during the appellate process. The superintendent shall determine whether the original finding was justified. The decision of the superintendent shall be final.

**Consequences**

FIRST OFFENSE: Within five (5) school business days of receipt of a positive test result, district will contact and schedule a private conference with the parent/guardian, if the student is under 18 years of age, to present the test results to the parent/guardian. A student with a positive drug test will be suspended from participating in any extracurricular activities for ten (10) school days. After the 10-day suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity and provide a negative drug test by a certified testing facility.

SECOND OFFENSE: A student with a second positive drug test will be suspended from participating in any extracurricular activities for eighty (80) school days. After this suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity and provide a negative drug test by a certified testing facility.

THIRD OFFENSE: A student with a third positive drug test will be suspended from participating in any extracurricular activities for the remainder of their enrollment at HICD. Parents should strongly consider additional assistance from outside sources, including, but not limited to, 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 extracurricular activities until the student submits to a drug test pursuant to this policy.

**Effective Date/Retroactivity of Student Handbook**
This Student Handbook shall be effective beginning with the 2022-23 year and shall continue in effect until such time as it is amended or revised by the HICD Governance Board.