

HARDING INDEPENDENCE CHARTER DISTRICT

Independence Charter Middle School and Harding Charter Preparatory High School

POLICY AND PROCEDURE MANUAL

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Philosophy of Harding Independence Charter District

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

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 is 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 principle interest is the welfare, educational experience and achievement of each student. Faculty, administration and parents hold high expectations for student academic achievement and have, therefore, designed a rigorous curriculum 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.

Statement by Governance Board of Harding Independence Charter District

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

This manual and the policies and procedures set forth herein are not intended to create or constitute a contract between HICD and the faculty member or administrative staff member or to change the nature of the employment relationship between the faculty member or administrative staff member.

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

The governance board believes all students can learn and is committed to provide the best educational opportunities for students. They further believe instructional personnel must maintain high expectations for students and provide opportunities for them to achieve educational excellence. The governance board recognizes the importance of the presence of a responsible caring adult in the life of a student and that student's ability to achieve academic

excellence. It encourages all parents, guardians and mentors to become actively involved in the schools and in their child's education.

Equity Policy

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

Nondiscrimination Policy

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

SECTION A: ADMINISTRATIVE DUTIES

1. DUTIES OF GOVERNANCE BOARD

The governance board shall serve as the primary governing unit of the district. Its purpose is to ensure the educational needs of the students are met in keeping with the mission and goals of each school. The governance board sets policy and guidelines for the administration of the schools. It employs the superintendent and all faculty members. The governance board adopts a budget providing the management of all funds. Its not-for-profit corporation oversees all funds that come to the schools through grants and donations. The governance board is the final arbiter of all disputes and complaints presented by students, faculty, administrative personnel, and parents or any other entity or person. It has oversight responsibility over all aspects of the operations of the district. Governance board bylaws are available for review at the schools' websites.

2. DUTIES/QUALIFICATIONS OF SUPERINTENDENT

SUMMARY OF POSITION

The superintendent is appointed by the governance board as the chief operating officer to serve as the educational leader responsible for managing and developing policies, regulations, and procedures guiding the schools toward the district vision and mission. The superintendent will oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, minimum of waste, and ever-present, overriding concern for the impact on each student's education. Additionally, the superintendent will inform the board members of the state of the schools; lead in a fiscally sound way; communicate to principals the board's decisions; proactively promote and share the district's story to the public; be the public face of the district; represent the district in as many public venues as possible; be the liaison between authorizer and the schools; and fulfill reporting expectations. The superintendent must act with integrity; support HICD's organizational goals; demonstrate the ability to inspire, grow and motivate others; utilize feedback; drive for results; and commit to championing the needs of the students, employees, and district overall.

GOALS

To envision the district mission in concrete steps; to create a district action plan to achieve the mission and vision; to lead with integrity and clarity; and to direct site leaders in foundational curriculum pedagogy.

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

SUPERVISES

Supervises principals and district office staff with overall direction and oversight of all faculty, staff, and educational support personnel.

QUALIFICATIONS

1. Minimum of an earned master's degree from an accredited institution.
2. Oklahoma certification as a secondary school administrator.
3. Oklahoma certification as a superintendent preferred.
4. Minimum of five years teaching experience preferred.
5. Minimum of five years of administration experience preferred.

6. Experience in curriculum planning, program implementation, and employee evaluation, with successful supervisory role in a district setting preferred.
7. Proven performance in educational program management and supervision of education in a district setting.
8. Effective public relations skills.

DUTIES

1. Manage, evaluate and supervise effective and clear procedures for the operation and functioning consistent with the philosophy, mission, values, and goals of the district to ensure compliance with all laws, board policies, and civil regulations.
2. Establish procedures for evaluation and selection of instructional materials and equipment, with ultimate approval of all recommendations.
3. Present the governance board with a yearly budget and maintain standards to stay within the means of the budget.
4. Manage all budgetary decisions at the district level.
5. Manage state and federal reporting responsibilities.
6. Oversee student recruitment and overall enrollment.
7. Serve as the liaison between the district and the community.
8. Serve as the liaison between the district and the sponsoring district, to include managing all contract and lease issues.
9. Oversee both the state accreditation audit and the financial audit, ensuring all documentation is in place and all deadlines are met.
10. Report to the governance board at its monthly meetings the status of the district and communicate any issues which might arise between monthly meetings.
11. Satisfy all district, state and federal guidelines required to evaluate personnel.

3. DUTIES/QUALIFICATIONS OF PRINCIPAL(S)

The principal is selected by the superintendent and approved by the governance board to serve as the educational leader, responsible for enforcing district policies, regulations, and procedures to ensure all students are supervised in a safe and academically rigorous learning environment meeting the approved curricula and mission of the school. Achieving academic excellence requires the principal work collaboratively to direct and nurture all members of the school staff hired by the governance board and communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, implementation of emergency procedures, and facility operations. Should the principal position be unfilled or abolished then the Assistant Principal shall assume all duties formerly assigned to the principal, and all references to principal, herein, shall mean assistant principal.

Reports to: Superintendent

QUALIFICATIONS:

1. Minimum of an earned master's degree from an accredited institution.
2. Oklahoma certification as a secondary school administrator.
3. Minimum of five years teaching experience preferred.

4. Minimum of three years of administration experience preferred.
5. Experience in curriculum planning, implementation, and evaluation, with successful supervisory role in a school setting.
6. School site budget experience preferred.
7. Effective public relations skills.

DUTIES:

1. Established the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
2. Manage, evaluate and supervise effective and clear procedures for the operations and functioning of the school consistent with the philosophy, mission, values, and goals of the district, including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies, and civil regulations.
3. Manage the supervision of the school's instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
4. Define the teaching and non-teaching professional faculty positions needed to implement the school's program and recruit highly effective teachers and staff to fill them.
5. Establish productive working conditions, discipline, and training and development of all professional staff, with oversight of superintendent.
6. Establish procedures for evaluation and selection of instructional materials and equipment, with oversight of superintendent.
7. Assist superintendent in completing state and federal reporting responsibilities.
8. Represent the school in the community at the direction of the superintendent.
9. Share recruitment responsibilities of incoming students with the Administrative Team: superintendent and other school administrators.
10. Ensure the school completes all necessary state testing requirements.
11. Satisfy all district, state and federal guidelines required to evaluate personnel.

4. DUTIES/QUALIFICATION OF ASSISTANT PRINCIPAL(S)

Reports to: Superintendent and Principal of School

QUALIFICATIONS:

1. Minimum of an earned master's degree from an accredited institution preferred.
2. Oklahoma certification as a secondary school administrator preferred.
3. Minimum of five years teaching experience preferred.
4. Effective public relation skills.

DUTIES:

1. Assist with the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
2. Share with the administrative team the supervision of the school's instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
3. Encourage harmonious staff relations.
4. Provides a safe physical environment for pupils and staff. Responsible for student discipline and attendance, and will coordinate with the principal and counselor regarding student issues.
5. Share responsibilities of supervising extracurricular activities.
6. Share state reporting responsibilities with the principal.
7. Assist with promoting an environment that encourages parental and community involvement.
8. Satisfy all district, state and federal guidelines required to evaluate personnel.

SECTION B: ADMINISTRATION AND FACULTY

1. EMPLOYMENT OF SUPERINTENDENT

- A. Should the position become available, a search committee shall be formed by the governance board and be composed of the following: selected members of the governance board, one or more faculty members from each school site, and – at the discretion of the governance board -- one or more members of the community. The search committee chair will be the current president of the governance board, who will select the members of the search committee with input from the board.
- B. The district will use all methods that are practical to advertise the job vacancy.
- C. Resumes and applications will be reviewed by the search committee to ensure the applicants meet all employment requirements of the position.
- D. Interviews will be conducted by the search committee.
- E. The search committee will recommend one or more applicants to the governance board for consideration. The recommended applicant(s) will be invited to attend and observe the district when in session. The purpose of the visit is for the applicant(s) to observe the district, students and faculty in its day-to-day operations, and for the faculty to meet the applicant(s). The superintendent, principal or assistant principal will host the applicant(s) during the visit(s). The governance board may invite the applicant(s) to interview with the governance board.
- F. The results of each recommended applicant's interview process shall be evaluated in executive session at the following regularly scheduled governance board meeting or, if the need arises, at a special meeting. The board will vote on a motion to hire one of the applicants. The applicants will be notified of the board's decision. If the board votes to hire one of the applicants, the president of the board shall offer the applicant the position. If the applicant accepts the position, he/she shall submit to a background check

conducted by the district, with the cost of the check borne by the district. Pending the results of the background check, salary and benefit negotiations will take place. The president of the board will conduct the negotiations. If the candidate accepts the terms of the negotiations and passes the background check, then a contract of employment will be formed and signed. The candidate will assume the duties of the superintendent by a date designated by the governance board.

2. EMPLOYMENT OF PRINCIPALS

- A. The district will use all methods that are practical to advertise the job vacancy.
- B. Resumes and applications will be reviewed by the superintendent to ensure the applicants meet all employment requirements of the position.
- C. Interviews will be conducted by the superintendent and appropriate staff at the discretion of the superintendent.
- D. The superintendent will recommend one or more applicants to the governance board for its consideration. The applicant(s) will be invited to attend and observe the school when in session. The purpose of the visit(s) is for the applicant(s) to observe the school, students and faculty during day-to-day operations, and for the faculty to meet the applicant(s). The superintendent will host the applicant(s) during the visit(s).
- E. The results of each recommended applicant's interview process shall be evaluated in executive session at the following regularly scheduled governance board meeting or, if the need arises, at a special meeting. The board will vote on a motion to hire the recommendation from the superintendent. The applicant will be notified of the board's decision. If the board votes to hire the applicant, the superintendent shall offer the applicant the position. If the applicant accepts the position, he/she shall submit to a background check conducted by the district, with the cost of the check borne by the district. If the candidate accepts the position and passes the background check, then a contract of employment will be formed and signed. The candidate will assume the duties of the principal by a date designated by the superintendent.

3. EMPLOYMENT OF ASSISTANT PRINCIPALS, REGULAR FULL-TIME FACULTY, AND REGULAR PART-TIME FACULTY

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

- A. The district will use all methods that are practical to advertise the job vacancy.
- B. Resumes and applications will be reviewed by the principal to ensure the applicants meet all employment requirements of the position.
- C. Interviews will be conducted by the principal and appropriate staff at the discretion of the principal.
- D. The principal will recommend one or more applicants to the superintendent for consideration. The applicant(s) may be invited to attend and observe the school when in session. The purpose of the visit(s) is for the applicant(s) to observe the school, students and faculty during day-to-day operations, and for the faculty to meet the applicant(s). The principal – or his/her designee -- will host the applicant(s) during the visit.
- E. The board will vote on a motion to hire the recommendation from the superintendent. The applicant will be notified of the board's decision. If the board votes to hire the applicant, the principal, with input from the superintendent, shall offer the applicant the position. If the applicant accepts the position, he/she will submit to a background check

conducted by the district, with the cost of the check borne by the district. If the candidate accepts the position and passes the background check, then a contract of employment will be formed and signed. The candidate will assume the duties as assigned by a date designated by the principal with oversight of the superintendent.

FACULTY VACANCIES

Vacancy, for purposes of this section, does not include a non-renewed contract position for the following school year. A non-renewed position can be filled by for the following school year by the appropriate administrator.

After a position vacancy has been declared, the procedure in Section B-3 will be followed with the following exception. If the position is to be filled, the superintendent will direct the principal to post the position internally first, and then file notice of the position vacancy if necessary. If the principal does not offer the vacancy to an existing faculty member, then the procedures in Section B-3 will be followed.

SUBSTITUTE FACULTY EMPLOYMENT

The district will try to provide a qualified substitute teacher to take the place of classroom teachers who are absent, whenever feasible and available. Whenever a substitute teacher is not available, students will be reassigned to alternative coverage by other faculty or an alternative educational program or enrichment will be provided.

If a parent of a student is qualified to be a substitute and wishes to serve for volunteer hours, that parent may serve as a substitute without compensation. If a qualified parent wishes to substitute with compensation, the district will provide compensation and no volunteer hours will be awarded. A qualified substitute is one who has an approved yearly background check on file with the site or district.

4. COMPENSATION

COMPENSATION STEP SCHEDULES

The HICD Governance Board has adopted schedules for the base salary compensation of its principals, assistant principals, faculty and support staff. The schedules are based upon years of service and degrees attained. These schedules shall be effective beginning with the 2021-2022 school year and shall continue until such time as they are revised, in whole or part, by the governance board.

TUTORING FOR PAY

The governance board expects faculty and administration to instruct and provide assistance to their students in a manner allowing each student to reach his/her optimal performance and potential. Ideally, this occurs during normal school hours. However, the governance board also recognizes some students require tutoring to improve their learning potential.

Arrangement for services, pay for tutoring, and collection of compensation shall be the sole responsibility of the teacher and shall be arranged individually between the teacher and the individual compensating the teacher for tutoring. The district assumes no responsibility for hiring and/or services provided and may not be held liable for tutoring fees.

EXTRA DUTY COMPENSATION FOR ADDITIONAL RESPONSIBILITY

Faculty and staff have an opportunity to earn extra-duty compensation for involvement in extracurricular activities and/or additional duties per the extra-duty compensation scale proposed by the superintendent and approved by the governance board. Sports activities will be

compensated only if the head coach and assistant coach have completed all necessary requirements.

BONUSES

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

ADVANCED DEGREE COMPENSATION

The governance board has established a salary schedule that allows administrators and faculty who have attained advanced degrees (i.e. Masters or Ph.D.), to be eligible to receive additional compensation in recognition of their advanced degree attainment. The administrator's or faculty member's failure to comply with the requirements outlined below will result in said administrator and/or faculty member not being entitled to receive said additional compensation, and their salary will follow the schedule as if the advanced degree was not earned. To qualify for this additional compensation, the following process **must** be followed.

1. The employee shall provide an official transcript verifying the degree has been conferred. If all of the requirements for a degree have been completed, but the degree has not yet been conferred, then the employee will be required to supply evidence from the university that requirements for the degree have been completed. This documentation must carry the embossed seal of the university.
2. The advanced degree compensation shall be effective upon approval by the Governance Board and said compensation shall only be payable from the date such procedures are completed and not retroactively to date first requested.

COMPENSATION EQUALIZATION

The HICD Governance Board acknowledges that some employees are currently being compensated at an amount that exceeds the step level designated for their classification on the HICD Teacher Salary Schedule. Classification is based on a person's years of service as a certified employee and the academic degree attained. The governance board believes that employees of the same classification should be compensated at the same pay rate. However, the governance board does not believe that any employee should be penalized by having their compensation reduced to the appropriate step level. Therefore, the governance board has adopted the following policy to equalize all employee compensation over time.

Any employee currently receiving compensation in excess of the appropriate step level classification shall not receive a step increase until such time as the appropriate step level compensation is reached.

5. EMPLOYMENT POLICIES

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

6. EMPLOYMENT OF FACULTY AND ADMINISTRATION

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

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

- A. Employees may be hired as regular full-time employees or regular part-time employees.
- B. Employees will be placed on payroll and are eligible for all benefits upon start date.
- C. Employees who are not regular full-time or regular part-time (such as adjuncts, speech pathologists, psychometrists, or aids) will be contracted on an individual basis.
- D. The district will perform all payroll services, which may be rendered through a payroll service.
- E. The district will administer the benefits package for each employee.
- F. Employment is contingent upon cooperating in obtaining the background check noted in Section B-9.

7. BACKGROUND CHECKS ON PROSPECTIVE EMPLOYEES

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

8. PERFORMANCE REVIEWS

The following criteria will be followed for performance reviews of faculty members.

Performance reviews will be conducted each year for all faculty members. However, those faculty members who have achieved a superior performance rating will be officially reviewed one time every two years. As long as the faculty member keeps a superior performance rating, their official review will be every two years.

The principal and his/her designee will conduct all performance reviews. If the faculty member being reviewed is found to be deficient in any area, the principal who reviews the employee will establish a Plan for Improvement that clearly states performance goals and evaluation parameter(s) as well as a date of completion. If the Plan for Improvement is not completed to satisfaction or completed at all, then the principal may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion, suspension, or termination of employment. Faculty members have the same rights to due process and to the Complaint Procedure, as does any other employee.

The superintendent and his/her designee will conduct all performance reviews for the principals. If the principal being reviewed is found to be deficient in any area, the superintendent who reviews the employee will establish a Plan for Improvement that clearly states performance goals and evaluation parameter(s) as well as a date of completion. If the Plan for Improvement is not completed to satisfaction or completed at all, then the superintendent may determine disciplinary action be taken, including but not limited to reassignment of duties, demotion,

suspension, or termination of employment. Principals have the same rights to due process and to the Complaint Procedure, as does any other employee.

The job performance of the superintendent will be evaluated annually by the governance board. If the superintendent is found to have unsatisfactory performance in any area, then a strategy for improvement shall be established by the governance board and a date of completion shall be set. If the strategy for improvement is not completed to satisfaction or completed at all, then the governance board may determine disciplinary action not limited to reassignment of duties, demotion, suspension, or termination of employment. The superintendent has the same rights to due process and to the Complaint Procedure, as does any other employee.

9. EMPLOYMENT RENEWAL STATUS

If the faculty member is not notified in writing by June 1 of the school year that their contract will not be renewed, the teacher will be re-employed for the following year pursuant to a continuing contract. For purposes of this section, the school year is defined as July 1 to June 30.

10. ALCOHOL AND DRUG-FREE WORKPLACE

The governance board is committed to maintaining a work environment that is safe for all employees while achieving the highest possible level of performance and quality by employees. The abuse of alcohol, controlled substances, and/or any unauthorized drug or substances can impair the ability of employees to perform critical tasks, increases the potential for accidents and reduces the reliability, stability, and good judgment of employees.

In addition to being concerned about employees' well-being, there is equal concern that HICD's reputation and image is not compromised in any way. HICD's policy concerning drug and alcohol use and abuse is as follows:

Employees must report to work in a fit condition to perform assigned duties. Being under the influence of drugs or alcohol is not acceptable. It is a violation of HICD policy on drugs and alcohol for an employee to:

1. Operate any vehicle in the course of employment while under the influence of drugs or alcohol;
2. Be in possession of illegal drugs while on the premises or on duty;
3. Sell or distribute illegal drugs on or off the job; or
4. Work while under the influence of drugs or alcohol, or with illegal drugs in one's system.

The governance board shall ensure, where possible, that employees and affiliated personnel are free from alcohol and other unauthorized drugs and substances which would adversely affect good judgment or impair the safe and efficient performance of their job duties. The superintendent is charged by the governance board to develop programs and procedures to ensure the intent of this policy is implemented. Contractors, suppliers, and/or vendors who have employees working on the school premises or job site shall be notified their employees are expected to abide by the district's Drug-Free Workplace policies, hereinabove. These contractors, suppliers, and/or vendors shall normally be notified through contract documents and in not then in writing.

No employee engaged in work for HICD or in connection with a federal, state or local grant administered by the district shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, while on or in the workplace, any narcotic drug, hallucinogenic drug,

amphetamine, barbiturate or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15, or dispense, possess, use or be under the influence of marijuana or any alcoholic beverage while on or in the workplace.

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

As a condition of employment with the district, each employee shall abide by the terms of the policy respecting a drug-free workplace. At the discretion of the district, all employees shall submit to drug testing at the expense of the district.

Discipline shall be imposed against any employee who violates the terms of this policy which discipline may range from not having their contract of employment renewed for the following school term or his/her employment being suspended or terminated, pursuant to employee disciplinary policies and procedures.

Any employee taking physician-prescribed medication must notify his/her supervisor if there is likelihood that such medication could affect job performance and/or safety. However, employees are not required to give specific details about their medical condition. Additionally, all such information will be maintained in the strictest confidence.

HICD reserves the right to test employees for drug or alcohol impairment on a random basis or based on a reasonable suspicion that an employee is impaired. Violations of this policy will result in appropriate discipline, up to and including discharge.

11. PERSONNEL PROTECTION AGAINST RETRIBUTION AND RETALIATION

No employee shall retaliate or seek retribution against another for:

1. Refusing to act in violation of an established and well-defined public policy or for performing an act consistent with a clear and compelling public policy;
2. Reporting a violation of the Constitution or laws of the United States, the Constitution or laws of the State of Oklahoma, and reporting violations of the ordinances of the City of Oklahoma City;
3. Reporting violations of governance board Policy(ies) or Regulations;
4. Reporting intentional misuse or destruction of the assets of this district or;
5. Reporting inappropriate conduct of any employee toward students, patrons, or employees of this district or;
6. Reporting information without giving prior notice to the employee's supervisor or anyone else in the employee's chain of command.

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

12. WHISTLEBLOWER POLICY

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

EMPLOYEE RIGHTS

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

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

WHERE TO REPORT

Employees have the duty to comply with all applicable laws and to assist HICD to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the superintendent or governance board president if the complaint involves the superintendent.

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

PROTECTION FROM RETALIATION

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistleblowing may file a complaint with either the superintendent or the governance board president. Any complaint of retaliation will be promptly investigated and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors. The legal counsel will conduct the investigation and report to the governance board.

VIOLATIONS

Any employee aggrieved under Section B-11 may submit a complaint pursuant to the complaint process outlined in this section.

13. FACULTY ORIENTATION

An orientation program shall be formulated by the superintendent and principals which will be conducted for new employees. The program will provide general orientation concerning the district schools, their mission and goals the district's governance structure, as well as its policies and procedures.

14. RESIGNATIONS OF EMPLOYEES

In the event an employee finds it necessary to resign during the school term, the employee shall give written notice to the principal with a copy thereof to the superintendent not less than two weeks before the effective date of the resignation, unless the governance board makes an exception. In the event the resignation of employment is prior to the end of an employment contract, the employee shall only be entitled to the prorated salary and benefits earned through the last date of employment.

15. BEFORE SCHOOL, AFTER SCHOOL AND LUNCH DUTY

Faculty may be assigned before school, after school, or lunch duty on a rotating basis by the principal as the principal determines the need for such duty. Duty will include such tasks as supervision of students before/after school and/or during lunch sessions.

16. CODE OF CONDUCT FOR FACULTY

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

CODE OF CONDUCT

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

COMMIT:

- to teach in a manner conducive to a positive learning environment.
- to regularly communication with all parents/guardians.
- to treat myself, students, parents, peers, staff members, administrators and school grounds and property with respect.
- to refrain from profanity in speech and written language while on school property, in the presence of students, during school-sponsored events or activities.
- to abide by all district policies while on the school grounds, any school-sponsored activity, and when representing the school in any capacity.
- to support parent/student continuing education.
- to recognize students learn at different paces and in different ways, and to strive to see each become academically successful.
- to provide a variety of instructional techniques.
- to serve as a positive adult role model for students.
- to represent the school through positive and appropriate personal conduct at all times.
- to dress in a professional manner at all times unless indicated by administration for a special occasion.
- to follow the Code of Conduct on school grounds and at school-sponsored activities.

17. REDUCTION IN FORCE

There may be times when the District must take steps to reduce the number of its employees. As a part of that process, the governance board believes that the needs of the students of the school should be given first consideration in any reduction in force decisions. Other factors that will be considered are course(s) taught by the employee(s) and the training, experience, special qualifications, and evaluations of the affected employee(s).

18. DISCIPLINE, SUSPENSION, AND/OR DISMISSAL OF AN EMPLOYEE

Discipline may range from a verbal warning to termination. The matter may also be resolved by implementation of a Plan for Improvement. The employee shall be advised verbally and in writing of the discipline being imposed and the basis for the discipline. The employee shall have the opportunity to be heard, to present a written response, and to present witnesses in their support before any discipline is imposed. The principal shall render a decision as to whether any discipline is to be imposed, and to what extent, only upon full review of all facts and information pertinent to the matter, which shall include the written response of the employee, the oral statements of witnesses, including the employee, and any other pertinent information. Upon the conclusion of this review, the principal shall render his/her decision. The principal's decision shall be in writing and provided to the employee. The employee shall sign and date a copy of the decision acknowledging their receipt of the decision.

If it is the opinion of the superintendent the employee presents a direct threat to the safety and/or welfare of any student, the district, any district employee, the property of the district, or any person, the superintendent may immediately suspend the employee with pay and arrange for a hearing before the governance board, where the procedures herein shall be followed as soon as is practicable. In such cases, the employee will be immediately escorted off the school's premises and grounds.

All disciplinary actions, suspensions, and/or dismissals of an employee may adhere to the employee complaint procedure.

19. EMPLOYEE COMPLAINT PROCEDURE

The governance board is committed to providing a process by which employees may have a procedure for addressing complaints concerning their employment issues and/or policy implementation issues.

The governance board and superintendent aim to do whatever is practicable to provide the proper environment for the positive resolution of employee concerns. In the event of a dispute involving employment matters and/or the implementation of policies affecting the employee, the employee may submit a complaint by following the procedures outlined below. **Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to complain. It is recommended that all parties familiarize themselves with these procedures.**

1. The complaint process shall begin with the affected employee submitting a written statement to the principal stating the nature of their complaint and their position for resolution of the complaint. All pertinent facts and details shall be provided in this statement -- including the identification of any witnesses and/or supporting documents -- in order to provide full details of the matter and assist the principal in his/her determination. The employee may provide the principal with witness statements, which must be based on the witnesses' personal knowledge. The complaint shall be signed and dated by the employee. The complaint must be submitted to

the principal no later than ten (10) working days of the alleged event. The principal shall provide the employee with a written and dated acknowledgment of receipt of the complaint. This acknowledgement shall include the date and time when the employee is to meet with the principal. The principal shall meet with the employee to discuss the complaint no later than ten (10) working days after the receipt of the complaint.

2. After discussing the complaint with the employee, reviewing the information provided and conducting an investigation, if any, the principal shall make a determination concerning the complaint and shall submit a written decision, which may contain a plan of action required to resolve the complaint, if appropriate, to the employee no later than ten (10) working days after the meeting between the principal and the employee. The employee shall sign a copy of the decision acknowledging the date of their receipt of such.

3. If the employee does not agree with the decision of the principal, the employee may appeal that decision to the superintendent by providing a written notice of appeal to the superintendent no later than ten (10) working days from the date the employee received the principal's decision. The appeal shall contain a copy of the written statements from the original complaint and a copy of the principal's written decision. The superintendent shall sign a copy of the notice of appeal acknowledging the date of their receipt of such.

4. (A) Upon receipt of the appeal notice, the superintendent shall schedule a meeting with the principal and the employee to discuss the issues in the appeal. The superintendent's review shall be limited to the evidence reviewed by the principal, the meeting with the principal and employee and any written statement(s) provided by the principal and/or employee supporting their respective positions.

(B) Upon the superintendent's review of the evidence, the meeting with the principal and any written statement(s) provided by the principal and/or employee, if submitted, the superintendent shall make a decision concerning the complaint.

(C) The superintendent shall provide their decision, in writing, to the employee and principal no later than ten (10) working days after the employee provides the notice of appeal to the superintendent.

(D) The employee shall sign a copy of the superintendent's decision, acknowledging the date of their receipt of such. If the employee refuses to sign the acknowledgement, then such shall be noted and dated on the decision in the presence of the principal. The superintendent shall confirm by email to the employee their refusal to sign the acknowledgement.

(E) The superintendent may either uphold or overturn, in whole or in part, the principal's decision. If the superintendent overturns, in whole or in part, the principal's decision, they may, in their discretion, determine that an alternate decision is appropriate, in which case the superintendent's alternate decision shall supersede the decision of the principal. If the superintendent overturns the principal's decision in part but does not enter an alternate decision, then the remaining part(s) of the principal's decision which was/were not overturned shall remain in full force and effect.

20. OTHER PERSONNEL-RELATED MATTERS

CONFIDENTIALITY

Employees of the district shall not, in any way, release any information about the district, its school, its students, its activities, or the activities of its personnel not legally permissible or required by law or their duties or as expressly permitted by the governance board or its designee for a period of two (2) years from their last day of employment. No employee shall

publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed, or used, any private or proprietary information which such employee may in any way acquire, learn, develop, or create by reason of employment with the district, unless otherwise permitted by the governance board or its designee, for a period of five (5) years after their last day of employment. Any document or other material, which is the property of either school, the district, or the governance board, is required to be returned to the district upon an employee's termination or resignation.

PERSONNEL INQUIRIES

No one other than the superintendent or a duly designated individual is authorized to respond either verbally or in writing to personnel inquiries of any type about any school employee (other than themselves), student, or incident involving either school.

All inquiries from any person or entity concerning the schools, their staff, students, policies, administration or any matter involving such are to be referred to the superintendent. No one else is authorized to speak on behalf of the schools unless expressly permitted to do so in writing, which said authorization shall be limited to the specific matter at hand, from the superintendent or governance board. Permitting another to speak on behalf of the schools in one incidence does not grant authorization to do so as to other incidences. Any inquiries should be vetted with the district's legal counsel before being a response is made.

RETURN OF MATERIALS

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

EXAMINATION OF PERSONNEL FILES

Any employee may examine his or her personnel file(s) during regular school hours and only in the presence of the superintendent, the president of the governance board, or their designees. Such employee may make copies of or take written notes about the contents of the file and may add comments for inclusion in the file at any time. Any such additions will be made on a separate sheet(s) of paper. The employee must provide at least 24 hours advance notice, excluding weekends and holidays, of the intent to review and/or make copies of their file. No personnel file is to be removed from the office or campus grounds unless expressly provided for in writing by the superintendent, the president of the governance board, or their designee. No employee may make copies of any document that may be confidential under state or federal FERPA related laws or other applicable laws or regulations. The employee must sign an acknowledgement verifying that they received all the documentation from their file that they requested.

COPYRIGHTS

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

BINDING THE SCHOOL

No employee, other than the superintendent, is authorized to bind or speak for or on behalf of the district, the administration or the governance board unless specifically, and in writing, given such authority by the governance board. This does not apply to statements made by district's attorney in any legal or administrative proceedings or contractual negotiations.

21. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

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

22. PROHIBITION ON OTHER REMUNERATION OR WORK

- A. Employees may not receive remuneration from other sources for work they perform during their regular duty days or duty hours.
- B. Employees cannot be paid twice by the district for services performed during their regular duty day or duty hours except as provided in their employment contract.
- C. Employees may receive remuneration from other sources for services they perform outside of their regular duty days or duty hours that are not a part of their job responsibilities and duties.
- D. Employees may not use personal business leave days or pooled school-leave days, disability leave days, or workers' compensation days to provide services for remuneration from other sources.
- E. This regulation will not apply when employees are directed to participate in Reserve or U.S. Armed Forces Activities or state or federal jury duties in accordance with federal and state statutes.

23. HARASSMENT

It is the policy of the district to prohibit harassment upon the basis of religion, race, ethnicity, gender, sexual orientation, or disability, handicap, sex, color, national origin or age from occurring in the workplace or any other place where a sponsored event takes place. The purpose of this policy is not to regulate personal morality, or to encroach on employees' personal lives, but to demonstrate the district's commitment to maintaining a workplace environment that is free of harassment of and by its employees. It is the responsibility of all management and all employees to ensure this policy is understood, implemented, and adhered to without exception.

DEFINING HARASSMENT

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

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

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

HARASSMENT INVESTIGATION AND REMEDIATION

If an employee believes he or she has experienced harassment, or believes he or she has witnessed harassment, that employee shall immediately notify an administrator or governance board member with whom the employee feels most comfortable in discussing the matter. If the matter is in regards to the superintendent, the governance board member will direct the information to the governance board president.

A designee of the administration or governance board will promptly investigate all reports of harassment. This information will be kept confidential by the investigator and will only be reported to the governance board or its legal representative if needed.

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

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

24. STAFF PARTICIPATION IN POLITICAL ACTIVITIES

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

25. LEAVE

The governance board respects the individual needs of employees to have access to proper amounts of leave time without fear of loss of income. The governance board further would like to express its confidence in the faculty for their expression of professionalism and judicious use of leave time. Leave time will be provided for employees to be absent when necessary. To

protect employees against loss of salary due to certain absences, employees are eligible for paid absences as set out herein. Employees shall complete the appropriate leave form prior to taking said leave unless prevented by an emergency, in which case they are to complete the form as soon as possible.

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

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

The following is how the governance board will administer its leave policy.

- A. The principal or his/her designee will administer leave policy for their respective site.
- B. Unused leave shall not be cumulative nor accrue past the school's fiscal year.
- C. The following is a list of the leave provided by the school:
 1. Family Leave (FMLA)
 2. Sick Leave
 3. Personal Leave
 4. Emergency Leave
 5. Bereavement Leave
 6. Military Leave
 7. Legal Leave

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

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

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

1. There is an established pattern of leave use on days immediately preceding or following a holiday.
2. There is an established pattern of leave use on days following warrant days.

3. There is an established pattern of leave use on days of inclement weather.
4. There is an established pattern of leave use on the first or last days of a workweek.

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

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

26. FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

ELIGIBILITY

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

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

QUALIFYING REASONS

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

Qualifying reasons for FMLA leave:

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

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

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

QUALIFYING EXIGENCY LEAVE AND MILITARY CAREGIVER LEAVE

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

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

DEFINITION OF FAMILY MEMBER

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

The federal FMLA defines family member as:

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

SERIOUS HEALTH CONDITIONS

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

11. Requires continuing supervision by a health care provider
12. Conditions requiring multiple treatments (e.g. chemotherapy, dialysis, physical therapy)
13. Restorative surgery or conditions, if left untreated, would result in incapacity of more than 3 full consecutive calendar days

INTERMITTENT/REDUCED SCHEDULE LEAVE

1. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.
2. Intermittent/reduced schedule leave may be taken when medically necessary, as provided on FMLA certification, to care for a seriously ill family member, or because of the employee's serious health condition.
3. Intermittent/reduced schedule leave may not be taken to care for a newborn or newly placed adopted or foster care child. Only with approval by the principal will an exception be made.

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

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

SPECIAL RULES FOR SCHOOLS

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

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

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

1. Leave within last 3 weeks of the end of the academic term – for a purpose other than the instructional employee's own serious health condition, district may require continuous leave until the end of the term if the period of leave lasts more than 5 working days.

2. Leave within last 5 weeks of the academic term for a purpose other than the instructional employee's own serious health condition, district may require continuous leave until the end of the term if the period of leave is longer than 2 weeks; and if the return to work would occur within 2 weeks of the end of the academic term.
3. Leave more than 5 weeks PRIOR to the end of the academic term – The district may require continuous leave until the end of the term if the period of leave is at least 3 weeks; and the return to work would occur during the last 3 weeks of the academic term.

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

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

RETURNING FROM FMLA

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

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

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

SUBSTITUTION OF ACCRUED LEAVE

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

MAINTENANCE OF HEALTH BENEFITS

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

NOTICE OF NEED

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

SUBMITTING TIME OFF FOR FMLA

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

1. Teachers need to submit their leave requests, requesting a substitute as well as through any other method requested by their Building Administrator.
2. Support employees need to submit their leave requests through the pre-established channels to their supervisor.
3. Employees should keep in contact with their immediate supervisor periodically during the FMLA leave to let them know if the employee is on track for returning on the date listed on the request.
4. If the employee is unavailable to enter their time due to the severity of their illness, the supervisor must enter the time on the employee's behalf.
5. All FMLA time off should be entered and accounted for by the administration.

RECERTIFICATION OF FMLA

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

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

27. SICK LEAVE

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

28. PERSONAL BUSINESS LEAVE

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

29. EMERGENCY LEAVE

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

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

- The employee suffered a physical injury as a result of the disaster; or
- An immediate family member or household member of the employee suffered a severe physical injury or died as a result of the disaster; or
- The domicile of the employee or the domicile of an immediate family member of the employee was destroyed as a result of the disaster.
- Additional time may be allowed if circumstances warrant.

30. BEREAVEMENT LEAVE

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

31. MILITARY LEAVE

Military leave shall be granted to qualified employees to perform a variety of military duties under this regulation. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Nothing in this regulation shall supersede, nullify or diminish any federal or state law (including any local law or ordinance), that provides guidance for this matter. Refer to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), enacted October 13, 1994 (Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353) for guidance. Human Resources (HR), and/or the Employer Support of the Guard and Reserve (ESGR), can be contacted for clarity or items not in this regulation.

Employees shall provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice can be provided by the employee or by an appropriate Officer, Non-Commissioned Officer or Non-Commissioned Officer in Charge (NCO or NCOIC) of the service branch. All employee documents and leave request(s) will be submitted to administration. Employees will be entitled to 30 paid days of military leave for teachers and 20 paid days of military leave for all other employees, and will be entitled to reinstatement without loss of status, efficiency rating and benefits to the extent allowed by law. Military leave may be used for all activations, active duty and non-active duty training or duty. Once the military leave is exhausted, the employees will be placed on unpaid military leave and personal business leave may not be used.

REEMPLOYMENT RIGHTS

Employees who volunteer or are called to military service may have reinstatement rights to their employment upon their discharge from active service or their return from short-term assignments, such as weekly drills, weekend drills, summer encampments, or cruises, consistent with USERRA. In order to qualify for reemployment rights, the employee must be qualified as set forth in these regulations and USERRA and must have been employed on a regular basis. The employee cannot be absent for a period greater than 5 years unless the employee qualifies for an exception as set forth by USERRA. The employee must be or have been separated from the service under honorable conditions. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible.

Reemployment rights regarding seniority, status, career path, benefits, insurance coverage etc., will all be in accordance with USERRA, and the district will defer to USERRA in situations not covered by this regulation.

MILITARY CAREGIVER LEAVE

Employees who are the covered relation or next of kin of a covered service member and are needed to provide care for that covered service member may be eligible to take up to a total of 26 weeks of Military caregiver Leave within a single 12-month period and be restored to the same or an Equivalent Position upon returning to work, provided the employee meets the eligibility requirements. See the FMLA Regulation for further guidance.

32. LEGAL LEAVE

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

33. DRESS/APPEARANCE

All employees are expected to dress appropriately in *business casual attire* and to conduct themselves responsibly. The image they portray as Harding Independence Charter District employees through day-to-day contact with the public and with colleagues has a direct bearing on student success, employee effectiveness, and the public's perception of the school and district. Cleanliness and personal grooming are important and expected.

Principals and supervisors have the authority to correct inappropriate dress on an individual basis. Principals and supervisors may approve variations in the dress code for special situations and for those individuals whose responsibilities may necessitate an alternate form of dress.

SECTION C: STUDENTS AND PARENTS

1. CHARACTER EDUCATION

It is the goal of the governance board, administration, faculty, and staff to serve others by helping instill values of good character, citizenship, and moral living to our students. Our endeavor is to prepare our students to make appropriate choices for their future, so they can achieve their full potential. It is our continued goal to motivate positive behavior in students and help them develop critical thinking skills, core values, and productive choices in their lives.

2. PROGRAMS FOR STUDENTS WITH DISABILITIES

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

3. PROGRAMS FOR GIFTED AND TALENTED STUDENTS

The governance board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes. Therefore, it is the policy of the governance board to cooperate fully with the Oklahoma State Department of Education in identifying gifted children and in implementing appropriate educational programs. The parents or guardians of children so identified will be advised in writing of that fact and will be provided an overview of the gifted student educational programs offered at HICD. The Gifted and Talented Committee will meet a minimum of once per year.

4. STUDENT COUNCIL

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

5. EXTRACURRICULAR ACTIVITIES

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

6. SCHOOL SOCIAL ACTIVITIES

Adolescent development includes the acquisition of acceptable social skills. The governance board believes students should have the opportunity to take part in appropriate social activities with adequate parental supervision. Such activities include but are not limited to using proper dinner placement settings, social graces, interview skills, etc. The principal, with the assistance of parents, shall design and ensure adequate staffing for school social activities.

7. FIELD TRIPS AND EXCURSIONS

The governance board believes field trips, designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered appropriate extensions of the classroom. Field trips are authorized to the extent that they provide an effective means for accomplishing general curriculum objectives of the district. Permission for trips shall be obtained from the principal.

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

8. GUIDANCE PROGRAM

Each site will provide a developmental guidance program, which is designed to assist students with making appropriate personal, educational, and/or vocational decisions. Parents desiring more information should contact the school counselor.

9. GRADING PRACTICES

The governance board believes grades should be awarded on the basis of the achievement of the student. Grading practices should be administered in a fair, equitable, and consistent manner to students. The end result of grading practices, the grade, should reflect the cumulative achievement demonstrated by students to acquire knowledge and skills relative to a particular subject. It is the sole responsibility of the classroom teacher to assign a grade for a particular course unless that child is following an Individual Education Program (IEP). In this event, the classroom teacher, in conjunction with the special education teacher, shall assign the grade. The governance board believes criteria for grading practices should be communicated clearly to students and parents at the beginning of the course of study. The schools' grading systems can be found in their respective Student Handbooks.

10. STUDENT ADMISSIONS

Admission to district's schools is on a first-come, first-served basis, subject to the priority rankings, until such time as it is required to accept applications by lottery. Regardless of priority rankings, all applications for admission must be submitted by the deadline to be considered. The priority rankings are as follows:

1. Applicants with siblings currently enrolled in ICMS or HCP and/or current ICMS students applying to HCP (pursuant to HICD's charter with OKCPS)
2. Applicants residing within the Oklahoma City Public School District (a student with an approved transfer shall be considered a student of the district)
3. Applicants residing outside of the Oklahoma City Public School District

A lottery will not affect these rankings.

Applications will be available at each school, on each school's website, and at any other designated location. They must be returned to the office of the school to which the student is applying. When the application is received, it will be given a number; the date and time it was received shall be noted on the application, and it will be photocopied.

The parent will be notified of reception of the application and if there are any deficiencies on the application; applications with deficiencies is considered incomplete. The correct priority ranking shall be noted on the application, and all information shall be entered on the database.

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

Once a student has been enrolled in the district, that student will automatically be enrolled for each succeeding school year, provided he/she has complied with all application and enrollment requirements.

If a lottery is in effect, parents will be notified of their child's/ward's lottery number. The lottery number does not guarantee a seat in the class until such time as the lottery is held and that number selected. Any lottery required to be held will be conducted as follows:

1. Applicants with siblings currently enrolled in ICMS or HCP and/or current ICMS students applying to HCP will be placed in one container and drawn first.
2. Applicants residing within the Oklahoma City Public School District will be placed in a separate container and drawn second (a student with an approved transfer shall be considered a student of the district);
3. Applicants residing outside of the Oklahoma City Public School District will be placed in a third container and drawn third.

Each applicant would have received a lottery number at the time their application was received. The lottery number will be deposited into the appropriate container. Lottery numbers will be drawn by a neutral individual. All lottery numbers will be drawn so that each application will be given a numerical ranking and a waiting list may be established.

The lottery drawing will be open to the public.

The drawing will be overseen by the governance board and superintendent.

An acceptance letter will be sent to the parent of each child whose lottery number has been selected. Each parent who receives an acceptance letter for his/her child/ward will have two weeks to accept or reject a seat and complete enrollment in the district. Failure to respond by the deadline shall be considered a rejection; the seat will be assigned to the next child in the lottery. That child's parent will receive an acceptance letter for his/her child/ward and have two weeks to accept or reject a seat and complete enrollment in the district. Failure to respond by the deadline shall be considered a rejection; the seat will be assigned to the next child in the lottery. The process shall continue in like manner until all seats are filled. If a parent does not complete the enrollment process after accepting the seat, then such shall be considered a forfeiture of that seat and the next child in the lottery will be offered the seat. This process shall apply to each child whose parent has accepted a seat but not completed enrollment as required.

If a lottery is not in place, then an acceptance letter will likewise be sent out for all applicants.

The fifth (5th) grade class of ICMS shall to the best of our ability be limited to 20 students per classroom on average.

The ninth (9th) grade class of HCP shall to the best of our ability be limited to 25 students per classroom on average.

The governance board may, in its discretion, change the student number for any grade at any duly called meeting of the board. The total number of students for all grades shall be limited only by applicable fire codes or law.

11. ADMISSION OF NONRESIDENT STUDENTS

Nonresident students shall be admitted after an opportunity has been extended to all students who are eligible as set forth in Section 10 above and positions in the school remain open.

In keeping with the provisions of Oklahoma law (Open Transfers), the parents or guardians of the student will be required to fill out appropriate forms to gain admission to the Oklahoma City Public School District prior to being admitted to the district schools.

12. ADMISSION OF STUDENTS AFTER THE BEGINNING OF THE SCHOOL YEAR

The district offers an aggressive and challenging curriculum in all subject areas. It is the desire of the governance board to maintain consistency of instruction in all subject areas for each student. Some students who seek admission to our school after the start of the school term may find themselves at a disadvantage academically due to the inability to meet graduation requirements.

13. ATTENDANCE AND TARDY STATUS

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

student with ten (10) absences occurring in one school semester per class - either excused or unexcused - does not receive credit for that class. Thus, the class must be repeated.

ILLNESS AND EMERGENCY ABSENCES

When a child is absent from school, the parent shall call the school to document such as an excused absence and provide a signed note on the day of the absence within five school days to be labeled as a medical, judicial, or family emergency absence.

PLANNED ABSENCES

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

TARDY STATUS

Students shall be charged with a tardy if they arrive to any class one (1) to five (5) minutes late. Three (3) tardies will be counted as one (1) unexcused absence in that class. A pattern of absences/tardies will result in a conference with the student, their parent, and the principal to review the problem and to work out a solution. The principal has the option of referring the matter to the superintendent for review with the parent present.

14. CODE OF CONDUCT FOR STUDENTS

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

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

Furthermore, I understand all consequences for misconduct are unique to students who choose to attend the district schools and this Code of Conduct may be modified by the governance board of the school.

15. CODE OF CONDUCT FOR PARENTS/GUARDIANS

I understand the district's reputation has been built, in part, on a community of caring adults and students. To maintain this level of community, we ask our families to do their best to meet these expectations. With that, I *PROMISE*:

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

I have read the material pertinent to the vision, philosophy, and mission of the district. I understand the focus of the district is to provide an academically challenging curriculum to prepare students for post-secondary success. I agree to be a vital part of my student's education as an adult role model. I understand I have made the choice for my child to attend

Harding Independence Charter District, and the Code of Conduct may be modified by the governance board of the school.

16. CONSEQUENCES FOR VIOLATIONS OF CODES OF CONDUCT

Consequences for violations, which are found in the Student Handbook, will be handled as stated in each site's handbook.

STUDENTS

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

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

Each student signs the Student Handbook acknowledging there exists a firm, fair, consistent and progressive disciplinary plan used by faculty to address student misbehavior inside and outside the classroom. The disciplinary plan applies at all times within the school day and any school-sponsored events outside the school day.

The superintendent may refer a student to the governance board for consideration of action. The principal will present a summary of the violation and the parent and child will have an opportunity to discuss the incident before the governance board (due process). Consequences, if any, for the violation will be determined by the governance board with the recommendation of the superintendent. This may include such actions as: placing the student on short- or long-term probation from the school or from school activities, placing the student on academic probation, excusing the student from the school or any other action deemed appropriate by the governance board. The decision of the governance board is final.

PARENTS/GUARDIANS

The ultimate success of Harding Independence Charter District (HICD) relies, to a large degree, on the continued cooperation of parents and their participation in those activities that support the school. It is also our belief the parent must support their child educationally and maintain high expectations for their child's academic achievement.

Violations to the Code of Conduct will be dealt with as follows:

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

FIRST OFFENSE

Parent may be barred from the school campus and all school-related activities and events for up to ten (10) school days.

SECOND OFFENSE

Parent may be barred from the school campus and all school-related activities and events for up to thirty (30) days.

THIRD OFFENSE

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

FOURTH OFFENSE

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

17. STUDENT RELEASE FROM SCHOOL

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

18. STUDENT TRANSPORTATION

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

19. STUDENT TRANSPORTATION IN PRIVATE VEHICLES

When students are transported to school-sponsored activities, properly inspected, registered, and insured private vehicles may be used with licensed drivers. The district will not be held responsible for the welfare of students while being transported in private vehicles. Insurance coverage is the responsibility of the owner of the private vehicle. It is the responsibility of the parent to ensure that transportation for their child(ren) is being provided in a safe and

responsible fashion in the private vehicle, and the owner of the vehicle has the appropriate insurance to cover injury to passengers.

20. UNIFORM DRESS CODE

The governance board embraces the philosophy that wearing a school uniform enables students to focus their attention on academics and the learning process. The governance board requires all students to wear a school-approved uniform while on school grounds and while on school field trips, unless an exception has been made. Parents are provided a copy of the school's dress code at enrollment, and the dress code is in the Student Handbook.

21. OUT-OF-UNIFORM DAYS

Periodically during the school year, students will be allowed to deviate from the uniform guidelines and wear appropriate regular clothes. The principal will determine the dates of these out-of-uniform days. Parents are provided a copy of the school's out-of-uniform guidelines, which are found in the Student Handbook.

22. BULLYING, HARASSMENT, SECRET SOCIETIES, GANGS AND HAZING

The district will not tolerate bullying, harassment, secret societies, gangs or hazing in any manner or form. The governance board will not recognize or sanction secret societies formed wholly or in part from the membership of students attending schools. This policy is in effect while any student is on school property, at a school event or activity, or under the supervision of school authorities. Violations of this policy may result in disciplinary action, including dismissal from school. The bullying and harassment policies are contained in the Student Handbook

23. SEARCH OF STUDENTS, STUDENT LOCKERS AND STUDENT PROPERTY, AND SCHOOL-WIDE SEARCHES

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

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

24. STUDENT AND PARENT COMPLAINTS

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

STUDENTS

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

PARENTS

Parents who have a concern or complaint with a faculty or staff member shall abide by the Code of Conduct in their interaction with the faculty or staff member. The parent shall make an appointment with the faculty or staff member in question. At no time is a parent to interrupt instruction to discuss any matter. The parent, faculty or staff member has the option to request the principal be present during the discussion. If the parent is dissatisfied with the outcome of the meeting with the faculty or staff member, then the parent may bring their concern or complaint to the principal. The principal shall listen to the parent's concern or complaint and investigate the matter with the employee concerned and determine how the matter can be resolved in the best interest of the child and in keeping with the policies of the school. If the parent is not satisfied with the principal's decision, then they may submit their concern or complaint, in writing, to the superintendent. If the parent is not satisfied with the superintendent's decision, then they may submit their concern or complaint, in writing, to the president of the governance board. The president shall refer the matter to the governance board for review, either at the next monthly meeting or at a special meeting if circumstances warrant. All parties shall be afforded the opportunity to be heard by the board. The governance board may ask questions to clarify points that are made. The governance board shall discuss the matter in Executive Session if disclosure of protected confidential information will occur, otherwise the matter will be heard in open session. If an Executive Session is warranted by the Open Meetings Act, then, upon hearing the matter and exiting the Executive Session, the board

shall render its decision, and that decision shall be final. If the superintendent or principal provides testimony in the matter, then he/she shall not be present while the governance board discusses the matter, unless the board requests their presence. If the parent/guardian has a concern or complaint concerning a policy or procedure which is being imposed against their child/ward, they may discuss such with the principal. The matter will be dealt with in the same manner as any other concern or complaint as set forth herein.

PARENT/GUARDIAN COMPLAINT CONCERNING NONFACULTY-RELATED OR SCHOOL POLICY ISSUES

SUPERINTENDENT

The governance board is committed to providing a process by which a parent/guardian may have a procedure for addressing complaints or grievances they may have regarding non-faculty related or school policy issues which have, in their opinion, aggrieved them or their child/ward. The governance board and superintendent believe that the goal should be that they do whatever is practicable to provide the proper environment for the positive resolution of such complaints or grievances.

In order to accomplish that goal, the governance board recognizes that it is the duty of the superintendent to address and resolve, if possible, complaints or grievances from parents/guardians regarding issues that involve non-faculty related or school policy issues from which they assert they or their child/ward has been aggrieved. The parent/guardian shall have the opportunity to meet with the superintendent to assert their complaint or grievance. The parent/guardian and superintendent shall make every effort to arrive at a reasonable and workable resolution of the complaint or grievance. The parent/guardian shall, prior to meeting with the superintendent, provide him/her with a detailed statement setting forth their complaint or grievance and the resolution they seek. If the parent/guardian and superintendent reach an agreed upon resolution of the complaint or grievance, they shall reduce said resolution to writing which they both shall sign and date.

GOVERNANCE BOARD

If the parent/guardian and superintendent are not able to reach a resolution of the complaint or grievance, then in that event the parent/guardian shall have the right to present their complaint or grievance to the governance board for its review and decision. The parent/guardian and superintendent shall reduce their inability to resolve the complaint or grievance to writing which they will sign and date.

In order to effectuate their right to present their complaint or grievance to the governance board, they shall notify the president of the board of their request to do so within ten (10) days of the date of the above signed and dated writing that the complaint or grievance was not resolved. Failure to do so will result in a waiver of their right to present their complaint or grievance to the governance board, in which case the decision of the superintendent shall become final, unless good cause is shown for the failure to comply with the notification requirement.

Upon the board president's receipt of the parent's/guardian's notification, the board will review all of the information or documentation presented by the parent/guardian to the superintendent during their meeting and any information or documentation relied upon by the superintendent in response to the complaint or grievance. The parent/guardian shall be given the opportunity to address the board and have witnesses testify on their behalf as to the issues contained in the complaint or grievance. The superintendent may testify as to the issues contained in the complaint or grievance and have witnesses testify on their behalf. The governance board may question the parent/guardian, witnesses, and /or superintendent to clarify facts and information.

Upon the close of all testimony and evidence, the governance board shall excuse the parent, student, witnesses, and superintendent and proceed to discuss the matter and review the information and testimony in executive session, if such need complies with the Oklahoma Open Meetings Act and if not such discussion shall be in open session. The board shall vote on the disposition of the issues in open session. The decision of the board shall be final.

DISPOSITION OF EVIDENCE NOT PRESENTED TO THE SUPERINTENDENT

The governance board will only review the evidence which was presented to the superintendent, and no new evidence shall be considered unless good cause is shown for the failure to include such during the meeting with the superintendent. If new evidence is accepted for submission by the board, then the other party shall be given a reasonable amount of time to present evidence on their behalf before the board renders its decision.

25. SCHEDULING OF ALL STUDENTS

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

26. SCHOOL CALENDAR

The superintendent shall present a calendar each year, which includes the starting and ending dates of the school year. The calendar will meet the correct number of instructional hours mandated by the Oklahoma State Department of Education. The superintendent may seek suggestions from school employees and parents in the development of the calendar.

27. COMMUNITY SERVICE PROGRAMS

The governance board views the community service component of our students' education as a means of developing awareness by our students of their role in the community. While at ICMS, students will participate in school-wide community service projects and at HCP the service component will be expanded to be individualized for each student. This requirement of a designated number of hours of approved community service or completion of a student-designed and faculty-approved project providing some service or assistance to a member or members of the Oklahoma City community is required to satisfy the district high school graduation requirements. The Board hopes to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the governance board believes age appropriate community service projects are an asset to the curriculum. The governance board believes students must be aware they are representatives of and ambassadors for their school as they work in the community. Students must be capable of carrying out the community service without endangering their academic achievement. Students will be expected to maintain their grades, attend classes and recognize the activity to which they are volunteering their services is secondary to their primary goal of receiving an education. Failure to comply with the school's volunteer policy may subject the student to discipline as reflected in the Student Handbook.

28. SCHOOL DAY

State school law prescribes a school day of a minimum of 6.5 instructional hours (exclusive of lunch hour). School hours established for ICMS and HCPHS shall meet the requirements, rules and regulations of the State Board of Education. The superintendent may make changes, consistent with state law, to provide a program of instruction to accommodate the needs of the

individual students. The established times for the regular school day of ICMS are 7:40 a.m. to 2:45 p.m. and 8:00 a.m. to 3:00 p.m. for HCPHS. The superintendent is authorized to change established times during periods of severe weather (including hot weather) or for national or state declared emergencies as allowed by law. Should state law change the minimum hours of instruction, then the district will comply by providing no less than the required minimum.

29. PARENT VOLUNTEER PROGRAM

The governance board believes a parent's participation in the education of their child is one of the most important aspects of a child's educational success. Parental participation in the education process is at the core of our school's foundation. Therefore, the governance board has established a Parent Volunteer Program to provide parents with various activities and projects to assist the school, to support their child's education, and to reduce the overall operational costs of the school. Participation in the Parent Volunteer Program is expected for each family who enrolls a child in the school.

Each family is encouraged to complete parent hours of volunteer time per school year that is determined in the Student Handbook. The principal shall outline the awarding of volunteer hours for tasks. It is the duty of the parent to maintain his or her own records. The office shall have available for each family "time sheets" to write down the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. If a family member or other relative, other than the student, wishes to participate in a volunteer activity on behalf of the parent, then those hours of volunteer time shall be counted toward the family's volunteer time. A parent shall receive one hour of volunteer credit for the expenditure of \$20.00 towards materials used in completing a volunteer task.

30. PARENT ORGANIZATIONS

The governance board recognizes the establishment of a parent organization per school site is necessary to serve the needs of the district, the faculty, and the administration. School parent organizations shall be responsible for establishing any necessary committees with the approval of the principal. No such organizations may be formed or established until it is approved by the governance board.

31. STUDENT PUBLICATIONS

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

32. PROHIBITION OF RACE & SEX DISCRIMINATION IN CURRICULUM & COMPLAINT PROCESS

In compliance with HB 1775 and the Oklahoma State Department of Education, the board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,

2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- B. Identify the dates the alleged discriminatory act occurred;
- C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- D. Include relevant information that would enable a public school to investigate the alleged violation; and
- E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the Superintendent as the employee responsible for receiving complaints. Complaints may be provided via email to the Superintendent. The contact information is accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

SECTION D: COMPETITIVE SPORTS AND ACTIVITIES

1. SPORTS AND ACTIVITIES

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

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

2. PRACTICE SCHEDULING

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

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

3. TRANSPORTATION TO PRACTICES AND GAMES

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

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

4. CONCUSSIONS

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

5. BUS USAGE POLICY

If the school provides a bus for transportation to events, the individual who will be driving the bus must be a school employee or recognized school coach with a current Commercial Driver's License (CDL) with P & S endorsements and who is listed on the school's insurance as a designated driver.

Any school activity which seeks to use a school provided bus must complete the Field Trip Permission Form. Priority for usage will be given by date and time the Bus Usage Form is returned to the school office. The principal is the only person authorized to permit use of the bus. The parties who check out the bus will be responsible for following all of the school bus checklist posted inside of the bus before and after usage. It is understood the bus fuel tank will always be full, and each party checking it out is responsible to return with a full tank. Such expense will be reimbursed by the appropriate activity account. Students and all persons utilizing the bus are expected to follow the school discipline code while in transit.

6. RILEY BOATWRIGHT ACT

It is the policy of the district to coordinate with the emergency medical services provider that serves the area in which the school district is located to develop a plan for emergency medical services at athletic events or activities held at the school district facilities. The governance board gives authority to the superintendent to establish and create such plan to serve for each individual school site.

SECTION E: SAFETY AND SECURITY

1. SAFETY

It is the policy of the district to provide the students and staff with a safe and worry-free environment. Safety awareness and the prevention of accidents are important goals of the district.

Attention will be given to the following areas:

1. Supervision of students in school buildings and on school grounds.
2. A safe school environment.
3. Observation of safe practices, including activities which may consist of special hazards.

Faculty and staff will monitor students for a safe and secure school atmosphere. Students will follow the rules and procedures that specifically address safety of themselves and others.

Students are to remain on school grounds before and after school, unless specified by faculty and/or parents. Written permission or notification from a parent or guardian is necessary for students to leave the school grounds during the school day. A parent must be present before a student will be allowed to leave school property. A parent may designate another individual to be present, provided the parent provides the name, address and telephone information of said individual in writing to the school and completes the appropriate permission form.

Students who do not have their own vehicles shall be picked up from the school no later than thirty minutes after the school day has concluded, unless they are participating in or watching a school-sponsored event or activity on the school grounds, in which case the students shall be picked up immediately upon the conclusion of the event or activity.

Students who have their own vehicles shall leave the school grounds no later than thirty minutes after the school day has concluded, unless they are participating in or watching a school-sponsored event or activity, in which case they shall leave the school grounds immediately upon the conclusion of the event or activity. The intent is that no students, in normal circumstances, shall remain on the school's grounds longer than thirty minutes after school unless attending a school event or activity, including academic assistance.

2. SAFE AND HEALTHY SCHOOL COMMITTEE

A goal of Harding Independence Charter District is to maintain emotionally and physically safe and healthy environments for students, employees and visitors to the district. Specific governance board policies address the various issues involved in creating and sustaining safe and healthy environments. The focus of this policy is upon 1) Healthy and Fit School Advisory and Safe School Committees (referred to as the Safe/Healthy School Committee) and 2) Communications with faculty with regard to students with a history of violence.

SAFE/HEALTHY SCHOOL COMMITTEE.

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

The Committee will have at least seven members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying.

The Committee will be selected no later than September 1 of each school year and meet at least one time prior to October 1.

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

A. Health Issues

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

B. Safety Issues

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

Each committee team is to forward a copy of its committee report to the principal and superintendent. The superintendent's administrative team will examine site-level committee reports as a source of input for the review and revision of district plans and procedures and/or recommendations for policy or other specific governance board action.

3. USE OF TOBACCO AND NICOTINE PRODUCTS

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

4. BUILDING AND GROUNDS SECURITY

Building and grounds security shall mean maintenance of a secure, locked building; protection from fire hazards; faulty equipment; and safe practices in the use of electrical, plumbing, and heating equipment. The principal shall designate one or more area(s) in each building for secure storage of records, audiovisual equipment, computers, and other items of school property. The principal, who is responsible for school-owned property, shall develop and implement sign-out, sign-in procedures. The person checking out an item of equipment will be held strictly accountable for its security, and failure to return it at the designated time will result in disciplinary action and payment of any costs incurred. No employee is permitted to use or operate school-owned equipment for his/her own benefit or to generate income outside of the employee's contract with the district without the express permission of the superintendent.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. The principal shall determine exactly what areas of the building to which each employee needs access and issue only the necessary keys. Employees are prohibited from having their keys copied or giving their keys to an unauthorized person. If an employee is found in possession of an unauthorized key, the principal, superintendent, or a member of the governance board may confiscate it, and the employee will be subject to disciplinary procedures. An adequate key and security alarm code number system shall be established to implement this policy. All keys shall be returned by the end of the school year, or no longer than needed thereafter if permitted by the principal or their designee. Such permission

shall be in writing. If keys are lost or stolen, the cost of replacing the keys and re-keying any doors will be borne by the person who was responsible for them.

5. MEDICAL EMERGENCIES

Any medical emergency that may occur on school property will be dealt with in the most sensitive manner and with the welfare of the individual in mind. Outside emergency treatment will be summoned if necessary, and parents will be notified using the emergency numbers they have provided. Parents are highly encouraged to provide three (3) emergency telephone numbers in case a student becomes ill or has an accident or injury at school or at school events and/or activities, regardless of location. The designated person will provide first aid and attempt to notify a parent as soon as possible. If the school cannot reach a parent in an extreme medical emergency, emergency medical services shall be called. Expenses for the emergency care will be the responsibility of the parent. The district strongly urges all parents to immediately update notification numbers when a change occurs. Parents shall provide, in writing, a list of individuals to contact if they are not available and who are permitted to make medical decisions on behalf of their child.

Parents shall provide the school with all necessary information about their child, including but not limited to notification of any allergy conditions, food or otherwise.

Parents shall provide the school with the proper and legal HIPPA release of medical information documents permitting school personnel to discuss their child's medical/health issues with necessary parties, including those persons the parent includes on the above-referenced list.

6. DISASTER/CRISIS PLANS

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

PHILOSOPHY

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

MAJOR CRISIS

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

MINOR CRISIS

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

GOALS OF THE DISASTER/CRISIS INTERVENTION PLAN

1. To facilitate a cooperative effort among all employees when a crisis occurs.

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

ESSENTIAL RESPONSIBILITIES OF DISTRICT PERSONNEL

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

The superintendent will lead the crisis intervention team. They will consult with appropriate school personnel.

Crisis intervention training will be provided at the beginning of each school year.

CRISIS/DISASTER INTERVENTION TEAM ACTION PLAN

1. Initial response to the crisis/disaster takes place within the classrooms to ensure the safety of students.
2. Where appropriate, the classroom teacher or building administrator will notify emergency personnel.
3. The district personnel will assemble and activate the crisis intervention team as soon as possible. The specific response plan will be activated.
4. Appropriate school personnel will be notified as soon as is practicable.

CRISIS INTERVENTION TEAM MEMBERSHIP

1. Superintendent
2. Principals
3. Assistant principals
4. Designated faculty
5. Support personnel

FOLLOW-UP TREATMENT

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

7. HANDLING OF HAZARDOUS MATERIALS

Harding Independence Charter District complies with the OSHA Hazard Communication Standard.

8. VANDALISM

The superintendent and/or principals are authorized to sign a criminal complaint and to press charges against the perpetrators and parents or guardians of perpetrators of vandalism against school property. In addition, he/she is authorized to pursue legal action against the perpetrators and parents of perpetrators to recover expenses incurred in the repair, renovation or replacement of vandalized property. Perpetrators of vandalism, if students, will be sent to the principal to determine what, if any, disciplinary action should be taken.

9. PERSONAL SAFETY

The District recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents. Threats of violence to any person will not be tolerated. Any threat, whether by electronic means, through social networking sites, verbal, written, or physical, including hazing or bullying by a student, will be acted upon immediately by the principal with disciplinary action, which may include suspension and/or expulsion from school. Any threat of violence by an employee to another employee or by an employee to a student shall be grounds for immediate disciplinary action as determined by the principal and may result in suspension without pay and/or termination of employment.

10. FIRE, TORNADO AND INTRUDER DRILLS

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

FIRE DRILLS

1. Will be held once per semester at minimum, one being within the first 15 days of instruction.
2. Students will practice within each classroom as to the safest and quickest exit path.
3. When the fire warning sounds, faculty will direct students to the established exit and exit the building in a safe and orderly manner. Each classroom will have a designated area outside the building.
4. Students will exit in a quiet, orderly manner.
5. Faculty will take roll upon reaching the outside destination.
6. All restroom areas will be checked by the appropriate employee

TORNADO DRILLS

1. Will be held a minimum of once per semester, one in September and one in March.
2. Students will practice within each classroom as to the place students will proceed to during a tornado. Students will also be taught the optimum position they must assume that will result in the best protection for their body.
3. Upon arrival to the designated locations, students will kneel on the floor, assume a protective posture, and remain quiet until the administrator has given the all clear signal.

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

LOCKDOWN DRILLS

1. Will be held a minimum of four times per year, one of which being held within the first 15 days of each semester.
2. Students will practice within each classroom to remain seated and quiet at all times in a designated area selected by the teacher.
3. Faculty members will proceed to turn off classroom lights, lock all doors, and cover windows.
4. No faculty member shall open any doors or give instruction until given all clear from school administration.

LOCKOUT DRILLS

1. Will be held a minimum of two times per year, one of which being held each semester.
2. Designated administration will proceed to locking down all exterior doors from entrance or exit.
3. Faculty members will proceed to cover windows.
4. No faculty member shall open any doors or give instruction until given all clear from school administration.

11. REPORTING CHILD ABUSE

It is the intent of the district to comply with state statutes related to mandatory reporting of suspected child abuse and/or neglect. Any employee who has reasonable cause to believe or suspect a child is being subjected to physical or sexual abuse or neglect or has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, will immediately orally report his/her findings to the Department of Human Services or Child Abuse Hotline. The Child Abuse Hotline number is 1-800-522-3511 and the line is open 24 hours a day. The employee who submits a report to the Department of Human Services must also let the school counselor know the details as well. The information to be provided to the counselor is the date and time of the call; the name of the Department of Human Services worker spoken to; a summary of the concern with the name of the student; and the case number. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than to necessary persons, the Department of Human Services, and the appropriate law enforcement personnel. It is not the responsibility of the school official or employee to prove the child has been abused or neglected. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability. The superintendent will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

All parties concerned shall treat the reports in a confidential manner. In no case should the child be subject to undue pressure in order to validate or not validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of the Department of Human Services, assisted by the police. In suspected cases of physical and/or sexual abuse, the police or social

worker at the school may, without the principal obtaining permission of the victim's parent, question the alleged victim. Employees will not contact the parent concerning suspected child abuse.

12. DANGEROUS WEAPONS

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

STUDENTS

If a faculty member or other school employee should find a student in possession of a dangerous weapon, the employee shall immediately secure the safety of the other students and notify the principal. If safety permits, the weapon should be confiscated. The principal or an appropriate supervisor shall notify the Oklahoma City Police Department immediately. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as is practicable. Any student in possession of a firearm or dangerous weapon, on school property or at a school-sponsored event or activity, shall be subject to immediate expulsion from the school. Any such student shall be referred to the superintendent for review, as soon as is practical, of any expulsion for affirmance of the expulsion or imposition of other disciplinary action. The decision of the superintendent is final. Any disciplinary action for violations of this section is subject to the school's due process policy. The school will notify the parents of any student violating this policy. Any student violating this policy shall be subject to the discipline set forth hereinabove and in the Student Handbook.

EMPLOYEES

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

13. ENERGY CONSERVATION

The district believes the implementation of an energy conservation program will be a joint responsibility of administrators, teachers, students and support personnel and its success is based on cooperation at all levels. The administrative staff will develop short- and long-range strategies in the areas of facilities management with energy awareness and conservation.

14. TECHNOLOGY PROGRAM

The district believes access to technology for learning will be equal for all learners, regardless of learning styles, differences, or capabilities; and training in the use of technology as a learning tool is integral to the learning environment at schools. It further believes technology will be used to design learning environments that enhance and challenge each student's approach to learning. The governance board directs the superintendent to work in a collaborative manner with the principals in designing, implementing, and maintaining a technology plan for the students of these schools.

15. INTERNET POLICY

The governance board recognizes the vast opportunities for research, cultural appreciation, and communication afforded by the Internet. In order to utilize the Internet for educational purposes only, students will be supervised at all times during use of the Internet via school-owned computers or any other internet accessible device, whether provided by the school, personally owned by the student or owned by another. Using school-owned computers or other internet-accessible devices for the purpose of viewing inappropriate material on the Internet is unacceptable and will be disciplined accordingly, including possible immediate removal of the student or termination of staff.

Internet usage is restricted to school-related use only. Students are required to have an Internet Agreement form on file signed by a parent or guardian. Any student violating this policy shall be subject to the discipline set forth hereinabove and in the Student Handbook.

16. E-MAIL POLICY

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

17. LIBRARY/MEDIA CENTER PLAN

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

18. SAFE AND HEALTHY SCHOOL BUILDING OPERATION PLAN

A goal of the district is to maintain an emotionally and physically safe and healthy environment for students, employees and visitors to the district while on school grounds or attending school events/activities. Specific board policies address the various issues involved in creating and sustaining a safe and healthy environment. To ensure the health of all stakeholders, the safety and health policies and procedures will be followed. The governance board may give authority to the current superintendent to change protocol of an emergency situation.

19. LOCAL TEXTBOOK ADOPTION COMMITTEE

The principal shall appoint a local textbook committee, consisting of not less than three (3) or more than nine (9) teachers employed in the public schools of the district, of which a majority shall be classroom teachers and one (1) lay member. The principal or his/her designee shall serve as chairperson of the local textbook committee. The local textbook committee shall serve

without compensation and shall cease to exist when local adoptions have been completed and shall be replaced in the same manner each year as is provided by state law.

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

SECTION F: COMMUNITY AND PUBLIC RELATIONS

1. RELATIONSHIPS WITH EDUCATIONAL ACCREDITATION AGENCIES

The governance board recognizes the unique nature of being a charter district. Harding Independence Charter District believes as part of a charter association we must encourage growth in the number of charter schools in the state and provide educational opportunities for children. The district improves community ties and educational ethos through cooperative relationships with local, state and federal agencies, organizations, and institutions dedicated to education.

This cooperation and working relationship should include:

1. Research, exchange of information, and data;
2. Services of college and university faculty members who are willing to serve our school as instructional resource persons;
3. Promotion of potentially useful research with colleges, universities, and recognized research agencies; and
4. Information concerning services or publications beneficial to the district.

2. PUBLIC INFORMATION

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

3. COMMUNITY USE OF SCHOOL GROUNDS AND FACILITIES

The governance board recognizes it has been charged with the management of the physical plant and grounds. While these facilities are for the primary use of the students and patrons of the school, certain other community groups or organizations may from time to time wish to use the grounds or facilities. Harding Independence Charter District shall attempt to cooperate with our communities, as much as is practical, to allow them access to the facility and grounds.

4. ADVERTISING IN THE SCHOOLS

Advertising or otherwise promoting the interests of any commercial or non-school agency or organization within the school facilities must have the approval of the superintendent or his/her designee. Commercial firms and non-school agencies or organizations may purchase advertising space in school papers, school programs, or other publications sponsored by the school. Inadvertent advertising such as the use of a business name, logo, or other identification is permissible if it is in conjunction with sanctioned school-business partnership activities. There shall not be allowed any political advertising, posters, or signage in any school publications, in the school building, or on the school grounds. The schools may rent or lease the buildings or grounds for the purpose of being an election day polling place.

5. VISITORS TO THE DISTRICT

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

6. USE OF DISTRICT-OWNED PROPERTY

Except when rented, in compliance with governance board policies and its lease with the sponsoring district, district and school property may not be used for other schools' purposes, other purposes of general public interest, or purposes permitted in said lease. The governance board shall permit school property to be used by staff members when such use is to conduct school business and by students when the property is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to ensure the lender's and borrower's responsibilities for all such property. Any such agreement shall follow the District Lease Agreement form.

7. PUBLIC COMMENTS AT BOARD MEETINGS

PUBLIC COMMENTS

The governance board believes that it is important to provide an opportunity for the public to have open communication with the board. The board meeting agenda may provide time for members of the public, subject to the limitations herein, to make comments during business meetings.

Persons wanting to speak at a governance board meeting shall be required to complete and deliver to HICD's office a Public Comments Sign-up Form prior to 4:30 p.m. on the day of that board meeting. These forms are available on each school's website and in each school's office. This is the only time that forms may be submitted to request to make public comments at board meetings. Any requests that are submitted after the deadline will be denied. Public requests that are not related/designated to a specific agenda item will be denied.

Any person who is a resident of HICD, an employee or an official representative of a recognized organization or group of the Oklahoma City Public School District, a parent or guardian of an HICD student, or student of HICD may address the Board.

Each speaker shall be limited to three (3) minutes regardless of the number of topics. Where a recognized group or organization wishes to speak, only one (1) person shall be selected to speak on behalf of the group or organization. No person shall be permitted to speak more than once during any meeting, and speakers cannot assign or yield their time, or any portion of their time, to another speaker.

Comments regarding the following subjects will not be permitted during Public Comments: (1) comments not related to a specific agenda item; (2) an issue in a pending lawsuit, complaint or investigation filed in a court or with an outside agency, wherein the district or one of its schools, employee(s), or board members is a party; (3) a pending complaint or grievance; (4) a complaint against an individual employee(s); (5) a pending complaint filed with the district; (6) an employee disciplinary action, suspension, or termination; (7) a student suspension or appeal which may ultimately reach the board; (8) any matter involving a student which is protected by state or federal privacy laws; (9) a solicitation for business, whether or not the speaker is seeking to have the district purchase a product or service; (10) disparaging comments about any individual; and (11) comments by an individual who has publicly announced or filed as a candidate for public office, which pertain to his/her candidacy.

The public comments portion of the meeting is not for the purpose of discussion, debate, or questions and answers between the speaker and the board, administration, or any member thereof. Board members are not permitted to respond to speakers' comments.

Any questions a speaker wishes to have answered must be presented to the board in written form and will be responded to, in writing, by the superintendent or board president as soon after the meeting as is practical.

Decorum will be observed at every meeting, including during the public comment portion.

Solicitation for business and announcements of events, whether personal or business, are not appropriate during the public comments portion of the meeting and will not be permitted.

The board president may interrupt and terminate any presentation that violates any of the above-mentioned criteria.

PUBLIC COMMENTS AT VIRTUAL BOARD MEETINGS

The following will be HICD's policy regarding public comments, which may be provided at the discretion of the board when board meetings are being conducted virtually. Speakers are responsible for ensuring that they have the resources and capabilities available to participate in any public comments part of an agenda and that the board receives their request submission by the deadline of 5:00 p.m. previously noted in this section. The same rules, limitations, and criteria apply to public comments made during a virtual board meeting as apply during an in-person board meeting and are incorporated herein.

8. OPEN RECORDS REQUESTS

It is the policy of the Harding Independence Charter District board to recognize and facilitate the public's right of access to and review of school district records so they may exercise their right to be informed about the district. Records of the school district and its employees shall be open for inspection or reproduction during regular business hours. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.I, et seq. and only to the extent that said act does not violate federal law.

The superintendent shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

Copy and Search Fees

The district shall charge a fee to recover the reasonable direct costs of copying and searching for district records sought for solely commercial purposes or which cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. The fee schedule for searching for and copying of district records shall comply with the Open Records Act.

(8 1/2 x 14 or smaller)	25¢ per page
Certified copy	\$ 1.00 per page

Where possible, the actual copying and/or search costs will be calculated in advance with payment to be made in cash, in advance. When costs are unknown, those making requests will be asked for the amount of cash they wish to spend. Employees will accept the cash and stop activity when the cost reaches the amount of cash received from the requestors. When additional cash is received, activity will resume.

Procedures for Inspection and Copying Records

Requests to inspect and copy records will normally be honored when made. A request for records that requires overwhelming staff search or extensive reproduction will be provided within a reasonable timeframe.

A log will be kept of information on the requesting person or group and will include their signatures.

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel.

SECTION G: FINANCIAL

1. FISCAL MANAGEMENT GOALS

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

8. Provide a fiscal management program ensuring the optimal operation of the district and provide for the needs of the students.
9. Provide an operational budget ensuring the responsible and appropriate expense of state aid to the district.
10. Reflect policies and goals as well as procedures of the Oklahoma Cost Accounting System.
11. Provide financial procedures for both the receipt and expense of funds that are consistent with sound principles of accounting.
12. Maintain financial records that may be easily audited by appropriate designated sponsoring district and state officials.

2. ANNUAL OPERATING BUDGET AND STATE AID

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

3. OUTSIDE FUNDING

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

4. SCHOOL ACTIVITY FUND

Fundraising and the expenses of school activity monies shall be managed through individual school sites.

5. FISCAL MANAGEMENT AND ACCOUNTING

In order to properly manage funds received by the district through any source, it is necessary that an annual budget review and external audit be completed. These shall be scheduled by no later than June 1 for the previous school year. The areas to be audited may be amended as deemed necessary by the governance board. A report of the review and audit shall be made available to the governance board. This report shall be made available to appropriate sponsoring district and Oklahoma State Department of Education officials. The review and audit shall also include recommendations for alteration or revision of the policies, budgets, or procedures of the district or the school or its employees. An independent external audit shall be conducted yearly following each fiscal year to ensure the accuracy of financial statements and reporting. This shall be conducted no later than June 30 of each contract year.

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

CASH RECEIPTS POLICY

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

STATEMENT

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

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

CASH RECEIPTS

Cash Receipts: includes currency, coins and checks.

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

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

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

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

ENDORSEMENTS

All checks will be made payable to the appropriate school site.

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

DOCUMENTATION

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

DIRECT RECEIPTS BY THE FINANCIAL SECRETARY

In instances where cash or checks are received directly by the financial secretary rather than by a board, group, or organization, a cash receipt will be prepared by the financial secretary so funds may be deposited on a timely basis. A copy of the cash receipt and all supporting backup will be forwarded to the responsible board, group, or organization to complete their auditable file.

CASH COLLECTION PROCEDURES

If a board, group, or organization plans to collect funds, a beginning change fund must be requested from the financial secretary a week prior to the date the change fund is needed. The

financial secretary will be provided with a description of the activity and the approximate dollar amount required for change. The collection of funds by any board, group, or organization will include two individuals for verification of receipts. The board, group or organization will follow the following procedures:

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

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

6. PURCHASING

The governance board believes the expenditure of funds on behalf of the district should be done with the best interest of students in mind. It is the intent of the governance board that only those goods and services be selected that exhibit the best in quality, serviceability, value, and educational efficacy. Accounting for the expense of public funds shall be maintained using the Oklahoma Cost Accounting System.

The governance board shall authorize the superintendent to purchase and supervise the purchasing of goods and services for the district in accordance with state laws and standard purchasing practices. The purchasing authority of the superintendent will be restricted by the following guidelines:

1. The superintendent has the authority to approve purchases or expenditures of \$5,000.00 or less. The superintendent, in conjunction with the governance board, will establish a yearly budget for the operation of the district schools. It is the responsibility of the superintendent to verify the purchase is in compliance with the established budget for a specified expense category.
2. The financial secretary will determine the format of the requisition request form and the specific details required. The governance board will approve the form and any subsequent revisions prior to its use. The minimum information will include the item, quantity, detailed product or service description, vendor sources, and the fund the purchase will be charged against. All purchases will be accounted for under the Oklahoma Cost Accounting System established by the State of Oklahoma Office of State Finance (OSF).
3. Instructors and staff members will forward all purchase requests to the principal, with the appropriate supporting documentation on the purchase requisition request form. The principal will review the purchase and submit the request to the superintendent. If required, the superintendent will submit the request to the board for approval.

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

1. When purchasing goods or services with a value of more than \$5,000.00 but less than \$25,000.00, telephone or written quotations from at least three vendors is required prior to submitting the purchasing request to the board for approval. In situations involving a single purchase source (sole provider), a detailed explanation of the provider's expertise within the scope of goods or services to be provided shall be submitted to the board with the purchase request.
2. When purchasing goods or services with a value greater than \$25,000.00, the governance board will determine the need for a formal sealed bid. If a formal sealed bid is required, the board will establish the appropriate time frame for the bidding process and issue written bid specifications to interested vendors.
3. It is the intent of the governance board to comply with the purchasing guidelines established by state statute in the use of state funds.
4. The governance board anticipates the utilization of varied and unique funding limited to the use of grants and awards obtained through state, federal, and private sources. The governance board is aware specific requirements may apply to each individual source of funds and establishes the following guidelines: When purchasing goods or services utilizing specially appropriated funds (i.e. federal, state or private grants, special appropriations, etc.) the financial secretary will establish a specific expenditure policy in accordance with the guidelines established by the fund grantor. These guidelines will be approved by the governance board and utilized in the approval of all purchases from the specified funds.
5. Authorized purchases are those made pursuant to a purchase requisition and approved according to established policy by the superintendent or the governance board. Employees of Harding Independence Charter District, or individuals or parents who make unauthorized purchases in the name of any district school, are subject to personal liability, disciplinary action, and/or criminal prosecution for such unauthorized purchases.

7. EXPENSE REIMBURSEMENTS

The governance board recognizes from time to time individuals will need to be reimbursed for expenses that exceed \$75.00. Some of these funds will be reimbursed from state allocated funds, while it is appropriate to reimburse others out of school activity funds. In either case, the following procedure will be followed.

This outlines the reimbursement for expenditures for the district for amounts exceeding \$75.00. Reimbursement for expenditures under \$75.00 is covered under Procedure D-10 Petty Cash Funds.

1. In order for an individual to be reimbursed for expenditure over \$75.00, the expenditure must be pre-approved by the superintendent. An estimate of the expense and a description of the expense and its intended use must be submitted in writing. If the amount for reimbursement exceeds \$1,000.00, then the governance board must approve it.
2. After the approved expense has been made, then a receipt or receipt for expenses must be presented to the superintendent. This report should include all receipts, copies of

airline tickets or itineraries, hotel receipts, a log of car mileage with date of travel, destination, and any other information that will aid in the support of the financial claim.

3. Reimbursements will not be made for the following:
 - a. Gifts
 - b. Personal loans
 - c. Cashing personal checks
 - d. Personal expenses

8. FUNDRAISING

The governance board believes fundraising is an essential element to the overall success of the district.

GUIDELINES FOR FUNDRAISERS

1. Present a plan of all anticipated fundraisers. Decide who will participate and what the fundraiser will benefit.
2. Determine goal amount to be raised at each fundraiser.
3. Determine dates of fundraisers: beginning date and ending date.
4. Describe how the fundraiser will be advertised to customers, students, and parents.
5. Describe any special arrangements parents must make to support or facilitate the fundraiser.
6. Determine what impact, if any, the fundraiser will have on instruction, instructional programs, or events held in the school during the days the fundraiser will be held.
7. Determine if the timing of the fundraiser will conflict with any other fundraiser or school event.
8. Describe how funds will be collected, accounted for, and reported in keeping with the financial and accounting policies of the school.
9. Secure clearance for the fundraiser from the principal and/or superintendent.
10. Secure approval from the governance board; all fundraisers must be approved by the board.

9. CREDIT OR PURCHASE CARD

The use of a credit card can be a cost-effective method of obtaining supplies and services for Harding Independence Charter District, and can result in other benefits such as program savings, “cash-back” incentives, and, in some instances, increased warranty periods. The use of credit cards also can assist in accountability through detailed purchase histories and other important record-keeping and time-saving information. Some travel and training costs may also be handled best through the credit card process. All benefits of Harding Independence Charter District credit cards will belong to Harding Independence Charter District.

The objective and purpose of this policy is to establish guidelines and limitations for the use of a Harding Independence Charter District credit card account or accounts and establish criteria for the use of credit cards on such account for the purpose of conducting Harding Independence Charter District business as best suits the interests of the district.

USE OF THE CREDIT CARD

1. Any credit card issued on a Harding Independence Charter District account is to be used to conduct Harding Independence Charter District business only. The use of a district credit card is to acquire or purchase goods and services for other than solely district purposes is fraudulent use and will subject the employee to disciplinary action up to and including dismissal and/or criminal prosecution. Use of any district credit card is restricted to the purchase of goods or services which are budgeted and/or allowed in accordance with district policies.
2. The only persons authorized for credit card access are the superintendent, principal, and the business managers. Each employee issued a card (“the cardholder”) will receive a unique card with the school site name and his/her name on it. The cardholder has the ability to make transactions on behalf of other employees of the school, but only for legitimate school purposes. The cardholder, however, is responsible for all use of his/her card.
3. The cardholder will retain all vendor’s receipts and/or records of telephone, Internet, and/or mail orders and file with an appropriate Purchase Requisition and Order for future reconciliation of the credit card statement.
4. The cardholder is at all times responsible for the security of the card.
5. All purchases made with a district credit card shall be paid for within the grace period so that no interest charges or penalties accrue or are assessed.
6. Monthly billing statements for any district credit card shall be reviewed and have all supporting documents of each purchase through an appropriate purchase order.
7. Any incentive program benefits derived from use of a district credit card or credit card account shall inure to the benefit of and be the property of the district. The board authorizes the superintendent to determine the use of such incentive program to the greatest benefit of the district.

A cardholder who fails to follow the above procedures will be liable for the total dollar amount of such purchases, plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder will also be subject to disciplinary action as provided in paragraph A.1, above.

UNAUTHORIZED CREDIT CARD USE

The credit card SHALL NOT BE USED for the following:

1. Personal purchases or personal identification;
2. Cash advances;
3. Personal purchases or expenses, even if the cardholder intends to reimburse Harding Independence Charter District.

A cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder will also be subject to disciplinary action as provided in paragraph A.1, above.

10. PETTY CASH FUND

The governance board recognizes a clear and consistent procedure must be established for the handling of a Petty Cash Fund.

This section outlines the policy on the management and utilization of a Petty Cash Fund for Harding Independence Charter District. Section headings are:

1. Uses of Petty Cash Fund
2. Establishing Petty Cash Fund
3. Custodian responsibilities
4. Maintaining a Petty Cash Fund

USES OF PETTY CASH

- a. Purpose of Petty Cash Fund: The Petty Cash Fund enables the district to pay cash for minor business expenditures and immediate expenses that may arise during the normal operation of the school.
- b. When Petty Cash Fund may be used: Reimbursements from petty cash are authorized for purchases and expenditures up to \$75.00 per transaction.
- c. Accounting accuracy: Reimbursement from Petty Cash Fund must be for the exact amount of the expense. Splitting one transaction over the limit of \$ 75.00 into several parts or requesting reimbursement of less than the full amount of the expense is not allowed.
- d. When Petty Cash Fund may not be used: Petty Cash Fund may NOT be used for:
 - Payment for services performed by employees or non-employees
 - Gifts
 - Personal loans
 - Cashing personal checks
 - Personal expenses
 - Amounts over \$75.00

ESTABLISHING A PETTY CASH FUND

1. Petty Cash Fund: Only one Petty Cash Fund will be established for each school site.
2. Size of Petty Cash Fund: The dollar amount of the Petty Cash Fund will be established by law of \$200.00. The total amount spent through petty cash may only be \$2,500.00 per site per school year.
3. Petty Cash Custodian: The principal or their designee shall be the custodian of the petty cash fund.

MAINTAINING A PETTY CASH FUND

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

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