Harding Charter Preparatory School District

Regular Governance Board Meeting

Published on June 5, 2026 at 1:14 PM CDT

Date and Time

Tuesday June 9, 2026 at 6:00 PM CDT

Location

District Office
12600 N. Kelley Avenue
Oklahoma City, OK, 73131

Agenda

		Purpose	Time
I.	**Opening Items**		**6:00 PM**
	A. Call the Meeting to Order		
	B. Record Attendance		1 m
II.	**Recognitions**		
III.	**Public Comments**		
IV.	**Committee Reports**		**6:01 PM**

		Purpose	Time
A.	Executive Committee	FYI	3 m
B.	Finance Committee	FYI	3 m
C.	Academic Committee	FYI	3 m
D.	Communications Committee	FYI	3 m
E.	Superintendent Evaluation	FYI	3 m

V. Consent Agenda — 6:16 PM

Each of the below action items are subject to being modified and/or amended during the meeting.

A.	Regular Governance Board Minutes 5/12/2026	Approve Minutes	1 m
B.	HCP Personnel Report	Vote	1 m
C.	Surplus List	Vote	1 m
D.	Purchase Order Changes Report	Vote	1 m
E.	Monthly Financial Report	Vote	1 m
F.	General Fund Purchase Orders (no new purchase orders)	Vote	1 m
G.	Building Fund Purchase Orders (no new purchase orders)	Vote	1 m
H.	Gift Fund Purchase Orders (102 - 105)	Vote	1 m
I.	Monthly Credit Card Statement	Vote	1 m
J.	Move $2,000.00 from Fund 60-857 (Parent Fundraisers) to Fund 81-126 for 2026 HCP Scholarships.	Vote	1 m
K.	Contract with Moore Therapy Services for occupational therapy services in 2026-2027.	Vote	1 m
L.	Quote from Commercial Door LLC for door security upgrade to elementary school specials building.	Vote	1 m
M.	Quote from Commercial Door LLC for door security repairs to high school.	Vote	1 m

		Purpose	Time
N.	Quotes from Walker Companies for upgraded signage at all three campuses in 2026-2027 due to branding changes.	Vote	1 m

VI. Superintendent's Report — 6:30 PM

A.	Superintendent Report	FYI	20 m

VII. Informational Items — 6:50 PM

A.	Resignation letter of board member, Rachel Durham.	FYI	1 m

VIII. Action Items — 6:51 PM

Each of the below action items are subject to being modified and/or amended during the meeting.

A.	Discussion and action on approving new HCPSD Compensation Schedule to be in effect beginning 2026-2027.	Vote	5 m
B.	Discussion and action on approving the 2026-2027 budget and purchase orders.	Vote	5 m
C.	Discussion and action on approving content only for the 2026-2027 school handbooks.	Vote	5 m
D.	Discussion and board action on contracting with the Northside YMCA for Before/After School Programming at HCP Elementary School at Kelley for the elementary school students and families.	Vote	5 m
E.	Discussion and action on approving HCPHS Band and Orchestra trip to San Antonio in 2026-2027.	Vote	5 m
F.	Discussion and action on giving Superintendent authority to seek and secure insurance package at the limits provided to the board. If limits are exceeded, the superintendent must seek board approval.	Vote	5 m
G.	Discussion and action on recommended revisions to the Contract Days Policy.	Vote	5 m
H.	Discussion and action on recommended revisions to the Staff Discipline Policy.	Vote	5 m
I.	Discussion and action on recommended revisions to the Leave Policy.	Vote	5 m

		Purpose	Time
J.	Discussion and action on recommended revisions to the Resignation of Employees Policy.	Vote	5 m
K.	Discussion and action on recommended revisions to the Title IX Policy.	Vote	5 m
L.	Discussion and action on recommended revisions to the Vacation Leave Policy.	Vote	5 m
M.	Discussion and action on recommended revisions to the Employment Practice Policy.	Vote	5 m
N.	Discussion and action on recommended revisions to the HCP Bylaws from the executive committee.	Vote	5 m
O.	Discussion and board action on adding Ronald Grant as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.	Vote	5 m
P.	Discussion and board action on adding Merlyn Frederick as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.	Vote	5 m
Q.	Discussion and board action on adding Bryan Greenwood as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.		5 m
R.	Discussion and board action on adding Elicia Brannon-Little as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.	Vote	5 m
S.	Discussion and board action on adding Haylie Calicott as an HCP Parent Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.	Vote	5 m

IX. Executive Session — 8:26 PM

A.	Motion to enter into Executive Session for discussions pursuant to 25 O.S.§ 307 (B) (1)(3)(4) to discuss: 1. Superintendent’s recommendation to terminate the employment of Toronzo McInnis, HCP Teacher 2025 - 2026.	Vote	30 m

X. Action on Executive Session

	Purpose	Time

Action, if any, concerning executive session items.

XI. New Business

XII. Closing Items

A. Adjourn Meeting — Vote

Coversheet

Regular Governance Board Minutes 5/12/2026

Section: V. Consent Agenda
Item: A. Regular Governance Board Minutes 5/12/2026
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Governance Board Meeting on May 12, 2026

APPROVED

Harding Charter Preparatory School District

Minutes

Regular Governance Board Meeting

Date and Time
Tuesday May 12, 2026 at 6:00 PM

Location
District Office
12600 N. Kelley Avenue
Oklahoma City, OK, 73131

Directors Present
Angela Parker, Brent Bushey, Conner Mulvaney, Lisa Miller, Michelle Hudson

Directors Absent
Jorge Chavez, Rachel Durham

Directors who arrived after the meeting opened
Conner Mulvaney

Ex Officio Members Present
Judy Luster, Lou Falsetti

Non Voting Members Present
Judy Luster, Lou Falsetti

Guests Present
Pat McKinstry, Rachel Dowell, Steven Stefanick

I. Opening Items

A. Call the Meeting to Order

Lisa Miller called a meeting of the board of directors of Harding Charter Preparatory School District to order on Tuesday May 12, 2026 at 6:06 PM.

B. Record Attendance

Conner Mulvaney arrived at 6:09 PM.

II. Committee Reports

A. Executive Committee

The executive committee went over the financials. They reviewed the budget for now. The budget looks good for now. The committee will look at the financials again next month.

B. Finance Committee

Finances look good for now.

C. Academic Committee

No report.

D. Communications Committee

No report.

E. Superintendent Evaluation

Conner Mulvaney stated that the committee came up with 3 goals for the superintendent. Those goals are Academics, Growth and Financials.

III. Consent Agenda

A. Special Session of Governance Board Minutes 2/24/2026

Lisa Miller pulled this item for a discussion and separate vote.

Conner Mulvaney made a motion to approve the minutes from Special Session of Governance Board on 02-24-26.
Brent Bushey seconded the motion.
The board **VOTED** to approve the motion.

B. Special Governance Board Minutes 3/27/2026

Conner Mulvaney made a motion to approve the minutes from Special Session on 3-27-206. Special Session of Governance Board on 03-27-26.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

C. Special Governance Board Minutes 4/16/2026

Conner Mulvaney made a motion to approve the minutes from Special Meeting on 4-16-2026 Special Governance Board Meeting on 04-16-26.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

D. Special Governance Board Minutes 4/28/2026

Lisa Miller pulled this item for discussion and separate vote.
Brent Bushey made a motion to approve the minutes from Special Session of Governance Board on 04-28-26.
Conner Mulvaney seconded the motion.
The board **VOTED** to approve the motion.

E. HCP Personnel Report

Conner Mulvaney made a motion to approve the personnel report.
Brent Bushey seconded the motion.
The board **VOTED** to approve the motion.

F. Purchase Order Changes Report

Conner Mulvaney made a motion to approve the purchase order change report.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

G. Monthly Financial Report

Conner Mulvaney made a motion to to approve the monthly financial report.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

H. General Fund Purchase Orders (no new purchase orders)

Conner Mulvaney made a motion to approve the no new purchase orders.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

I. Building Fund Purchase Orders (no new purchase orders)

Conner Mulvaney made a motion to approve the no new purchase orders.
Angela Parker seconded the motion.

The board **VOTED** to approve the motion.

J. Gift Fund Purchase Orders (96 - 101)

Conner Mulvaney made a motion to approve the gift fund purchase orders (96-101).
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

K. Monthly Credit Card Statement

Conner Mulvaney made a motion to approve the monthly credit card statement.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

L. Charter School Program Grant Update

Conner Mulvaney made a motion to approve the charter school program grant updates.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

M. Approval of contract with Medina Handyman Services for janitorial services in 2026-2027.

Conner Mulvaney made a motion to approve the contract with Medina Handyman Services for janitorial services in 2026-2027.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

N. Approval of contract with Medina Handyman Services for maintenance services in 2026-2027.

Conner Mulvaney made a motion to to approve the contract with Medina Handyman Services for maintenance services in 2026-2027.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

O. Approval of contract with TalkPathLive for special education services in 2026-2027.

Conner Mulvaney made a motion to approve the contract with TalkPathLive for special education services in 2026-2027.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

P. Approval of contract with Jacie Fite for physical therapy services in 2026-2027.

Conner Mulvaney made a motion to approve the contract with Jacie Fite for physical therapy services 2026-2027.
Angela Parker seconded the motion.

The board **VOTED** to approve the motion.

Q. Approval of amended contract with Keystone Food Services for child nutrition services in 2026-2027.

Conner Mulvaney made a motion to approve the amended contract with Keystone Food Services for child nutrition services in 2026-2027.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

R. Approval of contract with Sylogist for treasury services in 2026-2027.

Conner Mulvaney made a motion to approve the contract with Sylogist for treasury ssrvicesin 2026-2027.
Angela Parker seconded the motion.
The board **VOTED** to approve the motion.

S. Approval of contract with Shanna Padgham for grant writing services in 2026-2027.

Conner Mulvaney made a motion to approve the standard contract with Shanna Padgham for grant writing services in 206-2027.
Brent Bushey seconded the motion.
The board **VOTED** to approve the motion.

T. Approval of work plan with Simple Grants for federal grant writing for the OESE Innovative Approaches to Literacy Program.

IV. Superintendent's Report

A. Superintendent Report

Mr. Stefanick went over some of the main items in his Superintendent Report.

V. Informational Items

A. Board resignation letter of Sacha Almanza

No action taken.

B. Board resignation letter of Tiffany Ellis

No action taken.

C. Staff Conflict of Interest Disclosure Form

Mr. Stefanick explained that all staff members will have to sign a Conflict of Intererst Disclosure Form starting in 2026-2027.

D.

Discussion on recommended revisions to the HCP Bylaws from the executive committee to be voted upon at the June regular scheduled meeting.

Lisa Miller stated that there has been revisions to the HCP Bylaws and suggested that all board members look over the changes and make any recommendations. Before the June board meeting.

VI. Action Items

A. Discussion and action on board officer elections for president, vice president, and secretary based on the nominations at the April special board meeting.

Brent Bushey made a motion to approve the officers as follows: President - Lisa Miller Secretary - Angela Parker.
Conner Mulvaney seconded the motion.
Conner Mulvaney nominated himself for Vice President.
Conner Mulvaney made a motion to approve himself for Vice President
and Brent Bushey seconded the motion.
The board **VOTED** to approve the motion.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:22 PM.

Respectfully Submitted,
Judy Luster

Coversheet

HCP Personnel Report

Section: V. Consent Agenda
Item: B. HCP Personnel Report
Purpose: Vote
Submitted by:
Related Material: Personnel Report - June 2026.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

Personnel Report - June 2026.xlsx

Coversheet

Surplus List

Section: V. Consent Agenda
Item: C. Surplus List
Purpose: Vote
Submitted by:
Related Material: HCP 2025-2026 Surplus Request.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

HCP 2025-2026 Surplus Request.xlsx

Coversheet

Purchase Order Changes Report

Section: V. Consent Agenda
Item: D. Purchase Order Changes Report
Purpose: Vote
Submitted by:
Related Material: HCP_Purchase_Order_Update_Report_-_June_2026_.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

HCP_Purchase_Order_Update_Report_-_June_2026_.xlsx

Coversheet

Monthly Financial Report

Section: V. Consent Agenda
Item: E. Monthly Financial Report
Purpose: Vote
Submitted by:
Related Material: Harding May, 2026 financial report.pdf

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT

May 31, 2026 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

June 2, 2026

Honorable Board of Education
Harding Charter Preparatory School District
Oklahoma City, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – modified cash basis for the Harding Charter Preparatory School District as of May 31, 2026, and the related statements of revenues and expenses – cash basis for the eleven (11) months then ended for the General, Building, and Gift Funds. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. My compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, I did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds, and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities, and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the School's assets, liabilities, net assets, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Harding Charter Preparatory School District.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jack H. Jenkins
Certified Public Accountant

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

General Fund Revenue	Source Code	2024-25 Actual	2024-25 As of 5/31/25	% of YTD to Actual	2025-26 Original Budget	2025-26 Estimated Budget	2025-26 As of 5/31/26	% of YTD to Budg.
LOCAL SOURCES								
Summer School	1200	$ 1,723.40	1,723.40	100.0%	10,000.00	10,000.00		0.0%
Interest Earnings	1300	43,233.04	38,754.29	89.6%	40,000.00	31,600.00	27,803.79	88.0%
Reimbursements	1500	10,683.22	10,683.22	100.0%	11,000.00	3,000.00	2,865.55	95.5%
Donations	1600	100.00	100.00	100.0%	1,503.65	1,503.65	1,503.65	100.0%
Child Nutrition - Local	1700	102,315.22	67,876.46	66.3%	80,000.00	80,000.00	53,507.95	66.9%
Non-revenue Receipts	5000	122.00	122.00	100.0%		15,853.30	15,853.30	100.0%
STATE SOURCES								N/A
Foundation & Salary Incentive Aid	3210	7,074,090.68	6,441,080.34	91.1%	7,500,000.00	7,836,170.62	7,131,436.23	91.0%
Flexible Benefits Reimb.	3250	631,684.46	555,579.17	88.0%	714,580.20	714,580.20	645,764.39	90.4%
Reading Sufficiency	3415	3,929.22	3,929.22	100.0%	7,902.51	7,902.51	7,902.51	100.0%
Purchase of Textbooks	3420	65,471.36	65,471.36	100.0%	64,655.66	71,061.25	64,665.74	91.0%
School Resource Officer Grant	3436	177,000.62	177,000.62	100.0%	93,041.47	93,041.47	93,041.47	100.0%
Maternity Leave	3437	6,187.00	6,187.00	100.0%		4,686.20	4,686.20	100.0%
Teacher Empowerment	3438			N/A	13,500.00	13,500.00	13,500.00	100.0%
TSET	3650			N/A	8,396.08	8,396.08	8,396.08	100.0%
State Sources of Revenue	3690	7,725.46	7,725.46	100.0%	7,500.00	8,996.10	8,996.10	100.0%
Child Nutrition - State	3700	4,335.36	4,335.36	100.0%	1,935.15	3,870.10	3,870.10	100.0%
FEDERAL SOURCES								N/A
Title I (Proj. 511 & 515)	4210	197,163.51	133,998.08	68.0%	170,553.89	170,553.89	112,979.64	66.2%
Title II, Part A (541)	4271	42,349.06	42,349.06	100.0%	45,000.00	45,487.91	45,487.91	100.0%
Titile III-A & EL (Proj. 571 & 572)	4281	12,506.19		0.0%	1,836.46	1,839.46	1,839.46	100.0%
Special Education Programs	4300	180,318.80	126,434.69	70.1%	190,420.21	190,420.21	149,875.35	78.7%
Title IV, Part A	4442	10,000.00	4,826.83	48.3%	14,948.04	15,151.90	15,151.90	100.0%
CSP Grant (Proj. 772)	4462	693,923.41	665,553.53	95.9%	1,100,000.00	1,100,000.00	662,413.97	60.2%
Town Branch Foundation Grant	4689	284,042.79	284,042.79	100.0%				N/A
LETRS	4689	1,292.00	1,292.00	100.0%				N/A
Child Nutrition - Federal	4700	287,308.66	227,300.31	79.1%	300,000.00	320,669.08	320,669.08	100.0%
Total Revenue		9,837,505.46	8,866,365.19	90.1%	10,376,773.32	10,748,283.93	9,392,210.37	90.5%
Lapsed Appr/Estopped Warr.	6130/40	6,901.32	6,901.32			1,774.39	1,774.39	
Net Assets - Beginning		457,675.20	457,675.20		556,984.77	556,984.77	556,984.77	
Balance Available		$ 10,302,081.98	9,330,941.71		10,933,758.09	11,307,043.09	9,950,969.53	

SEE ACCOUNTANT'S COMPILATION REPORT

HARDING CHARTER PREPARATORY SCHOOL DISTRICT
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

Expenditures	Object Code	2024-25 Actual	2024-25 As of 5/31/25	% of YTD to Actual	2025-26 Original Budget	2025-26 Estimated Budget	2025-26 As of 5/31/26	% of YTD to Budg.
Salaries	100	$ 4,943,905.43	4,940,098.43	99.9%	5,275,000.00	5,387,700.00	4,558,240.89	84.6%
Employee Benefits	200	1,873,867.60	1,873,387.06	100.0%	2,025,000.00	2,052,700.00	1,717,931.46	83.7%
Worker's Comp./State Unempl.	270-280	40,215.47	33,301.27	82.8%	40,000.00	33,000.00	26,640.83	80.7%
Professional Services	300	452,327.65	409,924.08	90.6%	330,000.00	232,810.00	187,188.57	80.4%
Utility Services	410	58,920.84	54,107.71	91.8%	60,000.00	50,000.00	40,508.50	81.0%
Cleaning Services	420	31,806.09	27,695.41	87.1%	30,000.00	29,080.00	22,285.82	76.6%
Repairs and Maintenance Services	430	117,539.42	109,351.70	93.0%	155,000.00	192,160.00	184,025.84	95.8%
Rentals or Lease Services	440	264,198.30	228,625.62	86.5%	130,000.00	129,925.00	108,287.02	83.3%
Construction Services	450					39,930.00	39,930.00	100.0%
Insurance Services	520	96,776.50	96,776.50	100.0%	325,000.00	301,365.00	301,360.87	100.0%
Communications Services	530	26,857.50	25,375.52	94.5%	90,000.00	94,690.00	69,059.59	72.9%
Advertising	540	1,563.32	1,563.32	100.0%	30,000.00	31,550.00	31,539.83	100.0%
Printing and Binding	550	6,917.57	5,412.37	78.2%	12,000.00	11,545.00	4,291.02	37.2%
Food Service Management	570	362,892.48	332,271.46	91.6%	425,000.00	425,000.00	376,528.76	88.6%
Out-of-District Travel	580	36,145.36	800.61	2.2%	3,000.00	6,105.00	6,103.86	100.0%
Other Purchased Services	599	1,231.74	1,231.74	100.0%	2,000.00	2,000.00	1,231.74	61.6%
General Supplies	610	176,436.90	144,835.92	82.1%	100,000.00	102,415.00	86,691.78	84.6%
Energy (Elect., Natural Gas, & Fuel	620	229,875.39	198,414.84	86.3%	275,000.00	273,425.00	220,304.95	80.6%
Books	640	6,950.93	6,950.93	100.0%	63,000.00	95,315.00	95,110.39	99.8%
Furniture, Fixtures, Tech, etc.	650	633,634.62	507,866.87	80.2%	295,000.00	351,905.00	300,752.22	85.5%
Student and Staff	680	2,250.47	2,250.47	100.0%	3,850.00	3,120.00	2,619.06	83.9%
Property	700	267,094.66	54,410.86	20.4%	103,000.00	866,500.00	311,245.16	35.9%
Dues and Fees	810	79,754.97	72,328.26	90.7%	80,000.00	102,360.00	69,078.73	67.5%
Staff Registration & Tuition	860	33,788.00	10,368.00	30.7%	42,000.00			N/A
Reimbursement	930	146.00	146.00	100.0%	150.00			N/A
Total Expenditures		9,745,097.21	9,137,494.95	93.8%	9,894,000.00	10,814,600.00	8,760,956.89	81.0%
Net Assets - Ending		$ 556,984.77	193,446.76		1,039,758.09	492,443.09	1,190,012.64	

SEE ACCOUNTANT'S COMPILATION REPORT

Powered by BoardOnTrack

HARDING CHARTER PREPARATORY SCHOOL DISTRICT - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS

Building Fund	Source Codes	2024-25 Actual	2024-25 As of 5/31/2025	% of YTD to Actual	2025-26 Original Budge	2025-26 Estimated Budget	2025-26 As of 5/31/2026	% of YTD to Budgeted
Revenue								
Redbud Grant	3435	$ 534,186.30	309,828.05	58.0%	550,000.00	550,000.00	347,805.76	63.2%
Total Revenue		534,186.30	309,828.05	58.0%	550,000.00	550,000.00	347,805.76	63.2%
Lapsed Appropriations	6130							
Beginning Fund Balance	6110	449,603.61	449,603.61		495,281.49	495,281.49	495,281.49	
Total Revenue Available		983,789.91	759,431.66		1,045,281.49	1,045,281.49	843,087.25	
Expenditures								
Cleaning Services	420	252,222.39	252,222.39	100.0%	295,000.00	296,850.00	270,344.85	91.1%
Repairs & Maint. Services	430	236,286.03	231,311.03	97.9%	250,000.00	364,870.00	192,608.70	52.8%
Communication Services	530			N/A	11,500.00	11,500.00	8,057.50	70.1%
Supplies & Materials	600			N/A	600.00	585.00	582.44	99.6%
Total expenditures		488,508.42	483,533.42	99.0%	557,100.00	673,805.00	471,593.49	70.0%
Ending Net Assets		$ 495,281.49	275,898.24		488,181.49	371,476.49	371,493.76	

See Accountant's Compilation Report

HARDING CHARTER PREPARATORY SCHOOL DISTRICT - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS

Gift Fund	Source Codes	2024-25 Actual	2024-25 As of 5/31/2025	% of YTD to Actual	2025-26 Original Budge	2025-26 Estimated Budget	2025-26 As of 5/31/2026	% of YTD to Budgeted
Revenue								
Interest Earnings	1300	$ 8,096.76	6,822.67	84.3%	20,000.00	20,000.00	18,980.45	94.9%
Reimbursements	1500	187.17	175.95	94.0%	500.00	913.22	913.22	182.6%
Donations	1600	708,306.17	408,306.17	57.6%	357,588.61	376,735.75	376,735.75	100.0%
Total Revenue		716,590.10	415,304.79	58.0%	378,088.61	397,648.97	396,629.42	99.7%
Estopped Warrants	6140	95,518.74	95,518.74			1,056.91	1,056.91	
Beginning Fund Balance	6110	114,699.91	114,699.91		417,110.05	417,110.05	417,110.05	
Inter Fund Transfer	6200	(285,027.30)	(285,027.30)					
Total Revenue Available		641,781.45	340,496.14		795,198.66	815,815.93	814,796.38	
Expenditures								
Contracted Services	300	640.00	640.00	100.0%	550.00	2,110.00	2,108.12	99.9%
Cleaning Services	420	474.47	474.47	100.0%				N/A
Repairs & Maintenance	430	16,438.92	16,438.92	100.0%		2,060.00	2,058.52	99.9%
Property Services	440	113,457.21	113,457.21	100.0%				N/A
Insurance Services	520			N/A		1,226.00	1,226.00	100.0%
Construction Services	450	6,165.21	6,165.21	100.0%				N/A
Communication Services	530			N/A	6,000.00	6,300.00	6,291.28	99.9%
Printing & Binding	550	13,680.84	13,680.84	100.0%				N/A
Staff Travel	580	4,644.94	4,644.94	100.0%				N/A
Supplies & Materials	600	27,694.10	27,694.10	100.0%	7,925.00	11,085.00	11,082.45	100.0%
Capital Improvements	700	970.00	970.00	100.0%	129,000.00	631,895.00	496,910.00	78.6%
Dues & Fees	800	40,505.71	40,505.71	100.0%	50,000.00	59,680.00	20,045.26	33.6%
Total debt service		224,671.40	224,671.40	100.0%	193,475.00	714,356.00	539,721.63	75.6%
Ending Assets		$ 417,110.05	115,824.74		601,723.66	101,459.93	275,074.75	

See Accountant's Compilation Report

SUPPLEMENTAL INFORMATION

HARDING CHARTER PREPARATORY SCHOOL DISTRICT - 2025-26 FISCAL YEAR
THREE (3) YEAR COMPARISON - GENERAL FUND - CASH BASIS

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	Salary	Non-salary	Salary	Non-salary	Salary	Non-salary
July	$ 84,506.91	197,814.80	93,776.89	346,869.66	93,944.19	274,939.20
August	501,169.38	182,039.56	538,230.02	322,405.56	583,947.53	384,652.59
September	521,688.09	175,322.84	564,283.64	188,913.96	617,293.70	137,008.18
October	504,953.17	201,635.61	567,957.65	198,992.14	617,372.17	290,998.08
November	494,052.24	329,566.71	562,164.70	79,426.97	616,413.55	162,883.13
December	516,965.24	175,762.94	575,024.54	81,475.57	631,163.25	140,882.15
January	492,137.51	207,667.87	577,435.82	291,599.40	616,307.97	404,194.96
February	504,042.60	162,958.98	597,791.19	254,176.66	631,579.54	145,110.36
March	492,450.46	152,667.65	588,958.97	235,374.85	625,207.85	265,665.43
April	489,377.06	151,213.85	601,561.80	207,776.28	619,305.51	201,466.87
May	1,350,461.95	189,307.01	1,546,300.27	116,998.41	623,637.09	76,983.59
June	23,115.71	360,569.17	49,988.40	557,613.86		
	5,974,920.32	2,486,526.99	6,863,473.89	2,881,623.32	6,276,172.35	2,484,784.54
		8,461,447.31		9,745,097.21		8,760,956.89

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	Salary	Non-salary	Salary	Non-salary	Salary	Non-salary
July	$ 84,506.91	197,814.80	93,776.89	346,869.66	93,944.19	274,939.20
August	501,169.38	182,039.56	538,230.02	322,405.56	583,947.53	384,652.59
September	521,688.09	175,322.84	564,283.64	188,913.96	617,293.70	137,008.18
October	504,953.17	201,635.61	567,957.65	198,992.14	617,372.17	290,998.08
November	494,052.24	329,566.71	562,164.70	79,426.97	616,413.55	162,883.13
December	516,965.24	175,762.94	575,024.54	81,475.57	631,163.25	140,882.15
January	492,137.51	207,667.87	577,435.82	291,599.40	616,307.97	404,194.96
February	504,042.60	162,958.98	597,791.19	254,176.66	631,579.54	145,110.36
March	492,450.46	152,667.65	588,958.97	235,374.85	625,207.85	265,665.43
April	489,377.06	151,213.85	601,561.80	207,776.28	619,305.51	201,466.87
May	1,350,461.95	189,307.01	1,546,300.27	116,998.41	623,637.09	76,983.59
June						
	$ 5,951,804.61	2,125,957.82	6,813,485.49	2,324,009.46	6,276,172.35	2,484,784.54
		8,077,762.43		9,137,494.95		8,760,956.89

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 LIFE SKILL PROGRAMS	$0.00	$13.88	$14,290.24	$4,504.52	$9,799.60	$0.00	$9,799.60
803 CHESS CLUB	$0.00	$0.00	$423.38	$0.00	$423.38	$0.00	$423.38
805 PARKING	$0.00	$5.00	$665.11	$205.00	$465.11	$0.00	$465.11
806 HCP OFFICE	$0.00	$2,473.38	$4,857.50	$6,369.59	$961.29	$0.01	$961.28
807 ART CLUB	$0.00	$3,432.00	$159.38	$3,048.65	$542.73	$0.00	$542.73
809 WORLD LANGUAGE	$0.00	$0.00	$7.86	$0.00	$7.86	$0.00	$7.86
810 SPORTS - GENERAL	$0.00	$16,202.98	$9,612.81	$14,862.20	$10,953.59	$0.00	$10,953.59
811 NEWSPAPER	$0.00	$170.00	$443.01	$483.99	$129.02	$0.00	$129.02
812 SPORTS - CROSS COUNTRY	$0.00	$180.00	$5,495.61	$1,619.50	$4,056.11	$0.00	$4,056.11
813 UNIFORMS	$0.00	$0.00	$605.80	$0.00	$605.80	$0.00	$605.80
815 AGENDAS	$0.00	$1,575.00	$65.77	$0.00	$1,640.77	$0.00	$1,640.77
816 SPORTS - VOLLEYBALL	$0.00	$1,413.50	$6,498.99	$4,918.66	$2,993.83	$201.50	$2,792.33
817 FRENCH CLUB	$0.00	$238.00	$0.00	$0.00	$238.00	$0.00	$238.00
818 SPORTS - SOFTBALL	$0.00	$0.00	$200.00	$0.00	$200.00	$0.00	$200.00
819 A/P TESTING	$0.00	$24,965.00	$10,684.45	$5,318.36	$30,331.09	$0.00	$30,331.09
820 STUDENT COUNCIL	$0.00	$7,072.40	$1,822.59	$5,660.82	$3,234.17	$0.00	$3,234.17
821 ACT	$0.00	$0.00	$597.49	$0.00	$597.49	$0.00	$597.49
823 SPORTS - GIRLS SOCCER	$0.00	$1,199.60	$323.19	$135.00	$1,387.79	$0.00	$1,387.79
824 SPORTS - BOYS SOCCER	$0.00	$2,415.00	$1,103.18	$555.00	$2,963.18	$0.00	$2,963.18
825 SPORTS - ARCHERY	$0.00	$0.00	$254.29	$0.00	$254.29	$0.00	$254.29
828 GOLF	$0.00	$0.00	$27.05	$0.00	$27.05	$0.00	$27.05
831 DRAMA	$0.00	$1,404.24	$2,226.59	$1,477.35	$2,153.48	$1,020.00	$1,133.48
832 VOCAL MUSIC	$0.00	$427.90	$321.30	$578.97	$170.23	$0.00	$170.23
833 YEARBOOK	$0.00	$6,570.75	$1,619.92	$4,828.60	$3,362.07	$0.00	$3,362.07
834 BAND	$0.00	$7,855.05	$2,591.01	$7,978.92	$2,467.14	$0.00	$2,467.14
836 ORCHESTRA	$0.00	$1,671.30	$931.74	$2,002.35	$600.69	$0.00	$600.69
837 MOVIE HISTORY CLUB	$0.00	$0.00	$495.84	$300.00	$195.84	$0.00	$195.84
839 SPEECH & DEBATE	$0.00	$746.25	$104.78	$277.00	$574.03	$0.00	$574.03
841 TECHNOLOGY INSURANCE	$0.00	$10,012.80	$1,776.80	$11,720.48	$69.12	$0.00	$69.12
842 SPORTS - BASEBALL	$0.00	$656.20	$2,281.60	$1,079.43	$1,858.37	$0.00	$1,858.37
844 GOLF	$0.00	$0.00	$625.00	$0.00	$625.00	$0.00	$625.00
845 NATIONAL HONOR SOCIETY	$0.00	$1,792.24	$3,491.38	$1,967.46	$3,316.16	$0.00	$3,316.16
851 MEDIA CENTER	$0.00	$500.15	$1,047.58	$364.37	$1,183.36	$0.00	$1,183.36
852 STEM CLUB	$0.00	$0.00	$3,139.34	$0.00	$3,139.34	$0.00	$3,139.34
854 SENIOR CLASS	$0.00	$9,025.02	$1,905.54	$2,588.11	$8,342.45	$0.00	$8,342.45
855 CHILD NUTRITION CLEARING ACCOUNT	$0.00	$38,036.10	$72.75	$19,403.29	$18,705.56	$0.00	$18,705.56
857 PARENT FUNDRAISERS	$0.00	$7,134.11	$4,523.11	$6,250.27	$5,406.95	$0.00	$5,406.95
859 SPORTS - BOYS BASKETBALL	$0.00	$3,060.00	$553.25	$2,452.36	$1,160.89	$0.00	$1,160.89
860 SPORTS - CHEERLEADING	$0.00	$1,421.40	$2,769.50	$2,331.85	$1,859.05	$0.00	$1,859.05
861 SPORTS - TENNIS	$0.00	$603.00	$989.89	$400.00	$1,192.89	$0.00	$1,192.89
862 SPORTS - TRACK	$0.00	$235.00	$1,198.75	$0.00	$1,433.75	$0.00	$1,433.75
863 CONCESSIONS	$0.00	$2,120.03	$2,505.64	$2,074.22	$2,551.45	$0.00	$2,551.45
864 SPORTS - GIRLS BASKETBALL	$0.00	$280.00	$1,848.80	$900.00	$1,228.80	$0.00	$1,228.80
870 JUNIOR CLASS	$0.00	$6,733.50	$11,448.02	$7,633.45	$10,548.07	$0.00	$10,548.07
872 SPORTS - SWIMMING	$0.00	$3,217.00	$322.25	$2,957.48	$581.77	$0.00	$581.77
873 BLACK STUDENT UNION	$0.00	$335.00	$2,722.37	$544.92	$2,512.45	$0.00	$2,512.45
874 NAVIGATORS	$0.00	$300.00	$1,044.19	$190.00	$1,154.19	$0.00	$1,154.19
875 LATINX STUDENT UNION	$0.00	$1,365.00	$2,560.63	$403.41	$3,522.22	$0.00	$3,522.22
876 FRENCH EXCHANGE PROGRAM	$0.00	$0.00	$2,108.20	$45.60	$2,062.60	$0.00	$2,062.60
877 BAKING CLUB	$0.00	$0.00	$1,103.87	$0.00	$1,103.87	$0.00	$1,103.87
878 ASIAN STUDENT UNION	$0.00	$469.00	$957.19	$401.73	$1,024.46	$0.00	$1,024.46
879 CREDIT RECOVERY	$0.00	$3,810.00	$1,900.00	$2,860.00	$2,850.00	$0.00	$2,850.00
880 WOMEN OF STEM	$0.00	$315.00	$0.00	$57.00	$258.00	$0.00	$258.00
882 QSA	$0.00	$92.50	$0.00	$22.59	$69.91	$0.00	$69.91
883 FILM CLUB	$0.00	$165.00	$0.00	$56.99	$108.01	$0.00	$108.01
901 ICMS GENERAL ACTIVITY	$0.00	$34,281.63	$40,336.15	$39,212.81	$35,404.97	$0.01	$35,404.96
935 ELEMENTARY	$0.00	$14,396.97	$5,401.12	$14,067.65	$5,730.44	$0.02	$5,730.42

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
943 ICMS ALL SPORTS ACCOUNT	$0.00	$19,581.00	$12,963.45	$19,569.81	$12,974.64	$0.00	$12,974.64
Total	**$0.00**	**$239,968.88**	**$178,025.25**	**$204,679.76**	**$213,314.37**	**$1,221.54**	**$212,092.83**

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Purchase Order Register

Options: Year: 2025-2026, Fund(s): GEN FUND-FOR OP, Date Range: 5/1/2026 - 5/31/2026

PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$369.24**
Report Total:	

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Purchase Order Register

Options: Year: 2025-2026, Fund(s): BUILDING FUND, Date Range: 5/1/2026 - 5/31/2026

PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Report Total:	

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Purchase Order Register

Options: Year: 2025-2026, Fund(s): GIFTS FUND, Date Range: 5/1/2026 - 5/31/2026

PO No	Date	Vendor No	Vendor	Description	Amount
102	05/06/2026	8766	ARVEST BANK	GET YOUR TEACH ON	79.00
103	05/06/2026	8955	INFINITY RESTORATION AND CONST, LLC	ELEMENTARY CONSTRUCTION	59,452.00
104	05/13/2026	8743	ANGLIN PUBLIC RELATIONS	MARKETING AND OUTREACH	291.28
105	05/20/2026	8955	INFINITY RESTORATION AND CONST, LLC	HARDING ELEMENTARY PAY APP 4 RETAINAGE	42,695.80
				Non-Payroll Total:	**$102,518.08**
				Payroll Total:	**$0.00**
				Report Total:	**$102,518.08**

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Encumbrance Register

Options: Year: 2025-2026, Date Range: 5/1/2026 - 5/31/2026, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	3	07/01/2025	1269	ACE MEDIA SUPPLY	COPIER SUPPLIES/PRINTER CARTRIDGES	-1,200.00
11	5	07/01/2025	151	AMERICAN FIRE AND SAFETY	FIRE INSPECTION	-1,021.05
11	16	07/01/2025	8766	ARVEST BANK	APRIL CREDIT CARD PAYMENT	-1,818.31
11	28	07/01/2025	1995	CLASSIC PAPER SUPPLY, INC.	CUSTODIAL PAPER SUPPLIES	0.00
11	50	07/01/2025	826	CISIVE	BACKGROUND CHECKS	0.00
11	56	07/01/2025	80121	JUDY LUSTER	REIMB SUPPLIES/TRAVEL	-903.00
11	62	07/01/2025	8457	NWEA	BENCHMARK TESTING	1,834.50
11	66	07/01/2025	1335	OKLAHOMA CONSULTING AND ACCTNG	ACCOUNTING SERVICES	0.00
11	73	07/01/2025	544	POWERS OF OKLAHOMA	HVAC AUTOMATION REPAIR & MAINTENANCE	1,807.65
11	75	07/01/2025	8602	PUREDATA CONSULTING INC.	POWERSCHOOL PLUGIN	0.00
11	80	07/01/2025	39	ROCKET COLOR DOCUMENT CENTER	PRINTING	0.00
11	87	07/01/2025	1743	SMITH FARM AND GARDEN	MAINTENANCE ON MOWERS AND EQUIPMENT	-100.65
11	94	07/01/2025	8663	CORY'S SPACES	HS AUDITORIUM PROJECTOR/SCREEN	-317.44
11	99	07/01/2025	105	U.S. POSTAL SERVICE (CMRS-FP)	POSTAGE	-100.01
11	157	02/27/2026	8969	JACIE FITE	PHYSICAL THERAPY SERVICES	0.00
11	158	02/27/2026	8970	RAZOOK SLP, LLC	SPEECH THERAPY SERVICES	713.75

Non-Payroll Total:	**($1,104.56)**
Payroll Total:	**$40,599.61**
Balance Forward:	**$10,775,103.20**
Report Total:	**$10,814,598.25**

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Encumbrance Register

Options: Year: 2025-2026, Date Range: 5/1/2026 - 5/31/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	15	07/01/2025	41	UNITED MECHANICAL	HVAC SPLIT UNIT INSTALLATION	0.00
21	16	07/01/2025	1527	URBAN LAWN AND LANDSCAPE INC	LAWN SERVICE	0.00

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$673,800.94**
Report Total:	**$673,800.94**

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Encumbrance Register

Options: Year: 2025-2026, Date Range: 5/1/2026 - 5/31/2026, Fund(s): GIFTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	102	05/06/2026	8766	ARVEST BANK	GET YOUR TEACH ON	79.00
81	103	05/06/2026	8955	INFINITY RESTORATION AND CONST, LLC	ELEMENTARY CONSTRUCTION	59,452.00
81	104	05/13/2026	8743	ANGLIN PUBLIC RELATIONS	MARKETING AND OUTREACH	291.28
81	105	05/20/2026	8955	INFINITY RESTORATION AND CONST, LLC	HARDING ELEMENTARY PAY APP 4 RETAINAGE	42,695.80

Non-Payroll Total:	**$102,518.08**
Payroll Total:	**$0.00**
Balance Forward:	**$611,822.46**
Report Total:	**$714,340.54**

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Encumbrance Register

Options: Year: 2025-2026, Date Range: 5/1/2026 - 5/31/2026, Fund(s): SCHOOL ACTIVITY FNDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
60	9	07/10/2025	90000	BANCFIRST	BANK FEES FOR AF	234.00
60	469	05/06/2026	8766	ARVEST BANK	NASSP	616.57
60	470	05/06/2026	80379	JAMI WEST	IXL CHALLENGE AWARD LUNCH FUZZYS TACOS	209.14
60	471	05/06/2026	80649	LANAYE TRICK	BASKETS FOR SINGO NIGHT RAFFLE	200.00
60	472	05/06/2026	160	J.W. PEPPER	MUSIC	169.99
60	473	05/06/2026	160	J.W. PEPPER	MUSIC	128.29
60	474	05/06/2026	701	AMAZON CAPITAL SERVICES	CORDS FOR AP STUDENTS	57.96
60	475	05/06/2026	80308	RICHARD DUNCAN	IHOP BREAKFAST	306.67
60	476	05/06/2026	80308	RICHARD DUNCAN	GAS FOR MOWER	31.85
60	477	05/06/2026	9006	GRAND LIFE PHOTOGRAPHY	EXTRA YEARBOOKS	260.00
60	478	05/06/2026	187	SCIENCE MUSEUM OKLAHOMA	2ND GRADE FIELD LESSON	270.00
60	479	05/08/2026	9007	LIKEMINDED THERAPIES	TEACHER CHAIR MASSAGES	200.00
60	480	05/13/2026	8652	HOUSE OF CLAY	CERAMIC GLAZE	73.23
60	481	05/13/2026	80512	LANA INGRAM	REIMB FOOD ITEMS FOR STAFF	66.75
60	482	05/13/2026	1015	OKC ZOO	1ST GRADE FIELD LESSON TO OKC ZOO	224.00
60	483	05/13/2026	701	AMAZON CAPITAL SERVICES	AF SUPPLIES	899.36
60	484	05/13/2026	80654	JULIA BEGAYE	REIMB OFFICE SUPPLIES	210.51
60	485	05/13/2026	39	ROCKET COLOR DOCUMENT CENTER	TEACHER APPRECIATION CERTIFICATES	15.00
60	486	05/13/2026	80358	AMY GRESHAM	BAGEL BREAKFAST	46.02
60	487	05/13/2026	80379	JAMI WEST	ADDITIONAL SINGO GAME	55.00
60	488	05/13/2026	80515	DEREK W DONWERTH	REIMB FOR NHS INDUCTION SPPLY	51.44
60	489	05/13/2026	8930	SABRINA COLEMAN	REIMB FUZZYS CATERING	323.00
60	490	05/13/2026	2091	BRETT DOBIE	GAME OFFICIAL	160.00
60	491	05/13/2026	9008	RIVERSPORT GROUP SALES	8TH GRADE PROMOTION CELEBRATION	1,535.00
60	492	05/13/2026	1408	HONORS GRADUATION	CORDS FOR HONOR STUDENTS	136.00
60	493	05/13/2026	1408	HONORS GRADUATION	TASSELS FOR SENIORS	114.00
60	494	05/13/2026	19	OKC PUBLIC SCHOOLS	BUS RENTAL FOR FIELD TRIP ON 4.2.26	175.00
60	495	05/20/2026	1801	ALL AMERICAN PIZZA	PIZZAS FOR STUDENT RECOGNITION	180.00
60	496	05/20/2026	1576	OKLAHOMA SHIRT COMPANY	PARENT ORG FOR 8TH GRADE CLASS TEES	656.30
60	497	05/20/2026	453	OSM	SPRING MEDIA DAY	189.00
60	498	05/20/2026	96	OSSAA	ORCHESTRA SOLO/SMALL ENSEMBLE/LARGE ENSEMBLE FEES	222.00
60	499	05/20/2026	701	AMAZON CAPITAL SERVICES	TEACHER APPRECIATION GIFTS	159.99
60	500	05/20/2026	9009	MONIQUE BAXTER	DECORATION FOR SINGO NIGHT	69.91
60	501	05/20/2026	8849	OKLAHOMA CITY ZOO	ADMISSIONS	564.00
60	502	05/20/2026	1567	COUNCIL ROAD BAPTIST	GRADUATION VENUE	2,070.00
60	503	05/20/2026	39	ROCKET COLOR DOCUMENT CENTER	PRINTING NEEDS	52.00

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Encumbrance Register

Options: Year: 2025-2026, Date Range: 5/1/2026 - 5/31/2026, Fund(s): SCHOOL ACTIVITY FNDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
60	504	05/20/2026	39	ROCKET COLOR DOCUMENT CENTER	PROMOTION CEREMONY AWARDS AND CERTIFICATES	365.00
60	505	05/20/2026	1801	ALL AMERICAN PIZZA	PIZZA FOR STUDENT RECOGNITION	45.00
60	506	05/20/2026	101	JOSTEN'S	YEARBOOKS	762.59
60	508	05/20/2026	80495	PAIGE L CUDJOE	BALLOONS FOR GRADUATION	58.51
60	509	05/21/2026	80654	JULIA BEGAYE	REIMB FOR FUN INFLATABLES	167.25

Non-Payroll Total:	**$12,330.33**
Payroll Total:	**$0.00**
Balance Forward:	**$193,570.97**
Report Total:	**$205,901.30**

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HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Payment Register

Options: Year: 2025-2026, Fund Account: SCHOOL ACTIVITY FNDS, Date Range: 5/1/2026 - 5/31/2026, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
488	05/01/2026	90000	BANCFIRST				$44.17
489	05/06/2026	80379	JAMI WEST				$209.14
490	05/06/2026	80649	LANAYE TRICK				$200.00
491	05/06/2026	160	J.W. PEPPER				$169.99
492	05/06/2026	160	J.W. PEPPER				$128.29
493	05/06/2026	701	AMAZON CAPITAL SERVICES				$57.96
494	05/06/2026	80308	RICHARD DUNCAN				$306.67
495	05/06/2026	80308	RICHARD DUNCAN				$31.85
496	05/06/2026	9006	GRAND LIFE PHOTOGRAPHY				$260.00
497	05/06/2026	187	SCIENCE MUSEUM OKLAHOMA				$270.00
498	05/06/2026	8766	ARVEST BANK				$616.57
499	05/08/2026	9007	LIKEMINDED THERAPIES				$200.00
500	05/11/2026	90000	BANCFIRST				$414.00
501	05/13/2026	8652	HOUSE OF CLAY				$73.23
502	05/13/2026	80512	LANA INGRAM				$66.75
503	05/13/2026	1015	OKC ZOO				$224.00
504	05/13/2026	701	AMAZON CAPITAL SERVICES				$899.36
505	05/13/2026	80654	JULIA BEGAYE				$210.51
506	05/13/2026	39	ROCKET COLOR DOCUMENT CEN				$15.00
507	05/13/2026	80358	AMY GRESHAM				$46.02
508	05/13/2026	80379	JAMI WEST				$55.00
509	05/13/2026	80515	DEREK W DONWERTH				$51.44
510	05/13/2026	8930	SABRINA COLEMAN				$323.00
511	05/13/2026	2091	BRETT DOBIE				$160.00
512	05/13/2026	9008	RIVERSPORT GROUP SALES				$1,535.00
513	05/13/2026	1408	HONORS GRADUATION				$136.00
514	05/13/2026	1408	HONORS GRADUATION				$114.00
515	05/13/2026	19	OKC PUBLIC SCHOOLS				$175.00
516	05/20/2026	1801	ALL AMERICAN PIZZA				$180.00
517	05/20/2026	1576	OKLAHOMA SHIRT COMPANY				$656.30
518	05/20/2026	453	OSM				$189.00
519	05/20/2026	96	OSSAA				$222.00
520	05/20/2026	701	AMAZON CAPITAL SERVICES				$159.99
521	05/20/2026	9009	MONIQUE BAXTER				$69.91
522	05/20/2026	8849	OKLAHOMA CITY ZOO				$564.00
523	05/20/2026	1567	COUNCIL ROAD BAPTIST				$2,070.00
524	05/20/2026	39	ROCKET COLOR DOCUMENT CEN				$52.00
525	05/20/2026	39	ROCKET COLOR DOCUMENT CEN				$365.00
526	05/20/2026	1801	ALL AMERICAN PIZZA				$45.00
527	05/20/2026	101	JOSTEN'S				$762.59
528	05/20/2026	9010	FUN INFLATABLES, LLC		05/20/2026	$167.25	$0.00
529	05/20/2026	80495	PAIGE L CUDJOE				$58.51
530	05/21/2026	80654	JULIA BEGAYE				$167.25

Non-Payroll Total:	**$12,554.50**
Payroll Total:	**$0.00**
Balance Forward:	**$192,125.26**
Total:	**$204,679.76**

Fund	Vendor No	Vendor Name	PO No	PO Date	PO Type	Description	Requested Date	Requested By	Approved Date	Encumbered	Certified	Paid	Unpaid	To PO Vendor	To Others
11	1987	ABSOLUTE DATA SHREDDING	1	7/1/2025	A	PAPER SHREDDING	7/1/2025		7/1/2025	$600.00	$375.00	$375.00	$225.00	$600.00	$0.00
11	8892	ACCENT GLASS SERVICES, LLC.	2	7/1/2025	A	HS SECURITY DOORS	7/1/2025		7/1/2025	$39,930.00	$39,930.00	$39,930.00	$0.00	$39,930.00	$0.00
11	1269	ACE MEDIA SUPPLY	3	7/1/2025	A	COPIER SUPPLIES/PRINTER CARTRIDGES	7/1/2025		7/1/2025	$1,800.00	$1,655.88	$1,655.88	$144.12	$1,800.00	$0.00
11	701	AMAZON CAPITAL SERVICES	4	7/1/2025	A	INSTRUCTIONAL SUPPLY	7/1/2025		7/1/2025	$1,500.00	$128.21	$128.21	$1,371.79	$1,500.00	$0.00
11	151	AMERICAN FIRE AND SAFETY	5	7/1/2025	A	FIRE INSPECTION	7/1/2025		7/1/2025	$767.00	$767.00	$767.00	$0.00	$767.00	$0.00
11	8743	ANGLIN PUBLIC RELATIONS	6	7/1/2025	A	PUBLISHING SERVICES	7/1/2025		7/1/2025	$30,000.00	$30,000.00	$30,000.00	$0.00	$30,000.00	$0.00
11	8766	ARVEST BANK	7	7/1/2025	A	JULY CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$5,081.58	$5,081.58	$5,081.58	$0.00	$5,081.58	$0.00
11	8766	ARVEST BANK	8	7/1/2025	A	AUGUST CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$958.85	$958.85	$958.85	$0.00	$958.85	$0.00
11	8766	ARVEST BANK	9	7/1/2025	A	SEPTEMBER CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$1,734.91	$1,734.91	$1,734.91	$0.00	$1,734.91	$0.00
11	8766	ARVEST BANK	10	7/1/2025	A	OCTOBER CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$735.64	$735.64	$735.64	$0.00	$735.64	$0.00
11	8766	ARVEST BANK	11	7/1/2025	A	NOVEMBER CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$478.31	$478.31	$478.31	$0.00	$478.31	$0.00
11	8766	ARVEST BANK	12	7/1/2025	A	DECEMBER CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$3,189.50	$3,189.50	$3,189.50	$0.00	$3,189.50	$0.00
11	8766	ARVEST BANK	13	7/1/2025	A	JANUARY CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$1,473.88	$1,473.88	$1,473.88	$0.00	$1,473.88	$0.00
11	8766	ARVEST BANK	14	7/1/2025	A	FEBRUARY CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$4,114.56	$4,114.56	$4,114.56	$0.00	$4,114.56	$0.00
11	8766	ARVEST BANK	15	7/1/2025	A	MARCH CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$1,148.32	$1,148.32	$1,148.32	$0.00	$1,148.32	$0.00
11	8766	ARVEST BANK	16	7/1/2025	A	APRIL CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$181.69	$181.69	$181.69	$0.00	$181.69	$0.00
11	8766	ARVEST BANK	17	7/1/2025	A	MAY CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$2,000.00	$0.00	$0.00	$2,000.00	$2,000.00	$0.00
11	8766	ARVEST BANK	18	7/1/2025	A	JUNE CREDIT CARD PAYMENT	7/1/2025		7/1/2025	$12,000.00	$0.00	$0.00	$12,000.00	$12,000.00	$0.00
11	1419	AVID CENTER - SI PAYMENT	19	7/1/2025	A	PD REGISTRATION/MEMBERSHIP	7/1/2025		7/1/2025	$35,000.00	$16,618.00	$16,618.00	$18,382.00	$35,000.00	$0.00
11	90000	BANCFIRST	20	7/1/2025	A	BANK FEES	7/1/2025		7/1/2025	$6,000.00	$5,322.99	$5,322.99	$677.01	$6,000.00	$0.00
11	8689	BISON ELECTRIC	21	7/1/2025	A	HS/MS SECURITY LIGHTING	7/1/2025		7/1/2025	$6,709.09	$6,709.09	$6,709.09	$0.00	$6,709.09	$0.00
11	276	BLEDSOE, HEWETT AND GULLEKSON	22	7/1/2025	A	ANNUAL AUDIT	7/1/2025		7/1/2025	$10,250.00	$10,250.00	$10,250.00	$0.00	$10,250.00	$0.00
11	8727	BOARDONTRACK	23	7/1/2025	A	GOVERNANCE BOARD MANAGEMENT SOFTWARE & COACHING	7/1/2025		7/1/2025	$8,995.00	$8,495.00	$8,495.00	$500.00	$8,995.00	$0.00
11	38	CAROLINA BIOLOGICAL	24	7/1/2025	A	INSTRUCTIONAL SUPPLY - SCIENCE	7/1/2025		7/1/2025	$1,500.00	$1,123.46	$1,123.46	$376.54	$1,500.00	$0.00
11	110	CENGAGE LEARNING	25	7/1/2025	A	MATH CURRICULUM	7/1/2025		7/1/2025	$57,432.80	$57,432.80	$57,432.80	$0.00	$57,432.80	$0.00
11	4	CHATTERBOX COMM, LLC	26	7/1/2025	A	SPEECH THERAPY	7/1/2025		7/1/2025	$41,175.00	$41,175.00	$41,175.00	$0.00	$41,175.00	$0.00
11	5	CITY OF OKC WATER	27	7/1/2025	A	WATER SERVICE	7/1/2025		7/1/2025	$50,000.00	$40,508.50	$40,508.50	$9,491.50	$50,000.00	$0.00
11	1995	CLASSIC PAPER SUPPLY, INC.	28	7/1/2025	A	CUSTODIAL PAPER SUPPLIES	7/1/2025		7/1/2025	$40,000.00	$36,560.29	$36,560.29	$3,439.71	$40,000.00	$0.00
11	8894	CONVEX	29	7/1/2025	A	PROPERTY/ELL INSURANCE	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	529	COX BUSINESS	30	7/1/2025	A	COMMUNICATIONS/TECH	7/1/2025		7/1/2025	$10,000.00	$7,382.00	$7,382.00	$2,618.00	$10,000.00	$0.00
11	8657	DARL WOLF	31	7/1/2025	A	ELEMENTARY FENCING	7/1/2025		7/1/2025	$13,863.61	$13,863.61	$13,863.61	$0.00	$13,863.61	$0.00
11	2092	DE LAGE LANDEN FINANCIAL SERVICES	32	7/1/2025	A	COPIER LEASE/MAINT AGREEMENT	7/1/2025		7/1/2025	$11,000.00	$7,819.42	$7,819.42	$3,180.58	$11,000.00	$0.00
11	614	EDUCATIONAL ADMINISTRATIVE SERVICES	33	7/1/2025	A	FEDERAL PROGRAM MGMT	7/1/2025		7/1/2025	$18,000.00	$0.00	$0.00	$18,000.00	$18,000.00	$0.00
11	8701	EDUSKILLS LLC	34	7/1/2025	A	ELL IDENTIFICATION SOFTWARE	7/1/2025		7/1/2025	$3,950.00	$3,950.00	$3,950.00	$0.00	$3,950.00	$0.00
11	8598	ENCORE ENERGY	35	7/1/2025	A	NATURAL GAS	7/1/2025		7/1/2025	$30,000.00	$25,568.53	$25,568.53	$4,431.47	$30,000.00	$0.00
11	8531	FINALSITE	36	7/1/2025	A	SCHOOL WEBSITE	7/1/2025		7/1/2025	$9,300.00	$9,300.00	$9,300.00	$0.00	$9,300.00	$0.00
11	91	FLINN SCIENTIFIC INC.	37	7/1/2025	A	INSTRUCTIONAL SUPPLY - SCIENCE	7/1/2025		7/1/2025	$1,000.00	$695.84	$695.84	$304.16	$1,000.00	$0.00
11	111	FOLLETT SOFTWARE, LLC	38	7/1/2025	A	TESTING MS LIBRARY DATABASE	7/1/2025		7/1/2025	$799.32	$799.32	$799.32	$0.00	$799.32	$0.00
11	2067	FP MAILING SOLUTIONS	39	7/1/2025	A	POSTAGE METER INK	7/1/2025		7/1/2025	$1,061.42	$1,061.42	$1,061.42	$0.00	$1,061.42	$0.00
11	1607	FUNDS FOR LEARNING, LLC	40	7/1/2025	A	ADMIN MGMT SERVICES	7/1/2025		7/1/2025	$4,999.00	$4,999.00	$4,999.00	$0.00	$4,999.00	$0.00
11	8690	GATEHOUSE MEDIA OK HOLDINGS, INC	41	7/1/2025	A	PUBLISHING SERVICES	7/1/2025		7/1/2025	$622.68	$622.68	$622.68	$0.00	$622.68	$0.00
11	8895	GOTHAM	42	7/1/2025	A	PROPERTY/ELL INSURANCE	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	813	THE HARTFORD	43	7/1/2025	A	PROPERTY/ELL INSURANCE	7/1/2025		7/1/2025	$105,345.00	$105,345.00	$105,345.00	$0.00	$105,345.00	$0.00
11	8499	HEARTLAND SCHOOL SOLUTIONS	44	7/1/2025	A	POS SOFTWARE FOR CNP	7/1/2025		7/1/2025	$2,499.00	$2,499.00	$2,499.00	$0.00	$2,499.00	$0.00
11	797	HOLMES MURPHY & ASSOC., LLC	45	7/1/2025	A	SURETY BONDS	7/1/2025		7/1/2025	$1,163.50	$1,163.50	$1,163.50	$0.00	$1,163.50	$0.00
11	1408	HONORS GRADUATION	46	7/1/2025	A	CORDS FOR GRADUATION	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
11	8732	HORIZON	47	7/1/2025	A	CREDIT RECOVERY LICENSES	7/1/2025		7/1/2025	$9,000.00	$4,080.00	$4,080.00	$4,920.00	$9,000.00	$0.00
11	8652	HOUSE OF CLAY	48	7/1/2025	A	HIGH SCHOOL ART SUPPLIES	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
11	8458	TEACH FOR AMERICA	49	7/1/2025	A	MS TUTORING SERVICES	7/1/2025		7/1/2025	$24,000.00	$11,400.00	$11,400.00	$12,600.00	$24,000.00	$0.00
11	826	CISIVE	50	7/1/2025	A	BACKGROUND CHECKS	7/1/2025		7/1/2025	$2,750.00	$1,618.60	$1,618.60	$1,131.40	$2,750.00	$0.00
11	8799	INTERIOR CONNECTIONS, LLC	51	7/1/2025	A	INSTALLATION OF CAFETERIA TABLES	7/1/2025		7/1/2025	$2,100.00	$2,100.00	$2,100.00	$0.00	$2,100.00	$0.00
11	1869	INTRADO	52	7/1/2025	A	ROBO-CALL HOSTING	7/1/2025		7/1/2025	$2,100.00	$0.00	$0.00	$2,100.00	$2,100.00	$0.00
11	1997	IXL LEARNING	53	7/1/2025	A	CURRICULUM LICENSING	7/1/2025		7/1/2025	$9,482.00	$9,482.00	$9,482.00	$0.00	$9,482.00	$0.00
11	43	JENKINS AND KEMPER CPAS, P.C.	54	7/1/2025	A	TAX RETURN PREPARATION	7/1/2025		7/1/2025	$750.00	$750.00	$750.00	$0.00	$750.00	$0.00
11	101	JOSTEN'S	55	7/1/2025	A	DIPLOMAAS	7/1/2025		7/1/2025	$3,500.00	$1,555.70	$1,555.70	$1,944.30	$3,500.00	$0.00
11	80121	JUDY LUSTER	56	7/1/2025	A	REIMB SUPPLIES/TRAVEL	7/1/2025		7/1/2025	$97.00	$97.00	$97.00	$0.00	$97.00	$0.00
11	8811	KAW POWER & SAFETY	57	7/1/2025	A	ELEMENTARY SCHOOLWINDOW TINT	7/1/2025		7/1/2025	$10,062.50	$10,062.50	$10,062.50	$0.00	$10,062.50	$0.00
11	952	KEYSTONE FOOD SERVICE	58	7/1/2025	A	FOOD SERVICE MGMT	7/1/2025		7/1/2025	$425,000.00	$376,528.76	$376,528.76	$48,471.24	$425,000.00	$0.00
11	8659	KI FURNITURE	59	7/1/2025	A	CAFETERIA TABLES	7/1/2025		7/1/2025	$19,995.12	$19,995.12	$19,995.12	$0.00	$19,995.12	$0.00
11	8600	KLS LEASING II, LLC	60	7/1/2025	A	ELEMENTARY BLDG RENT	7/1/2025		7/1/2025	$120,000.00	$98,366.70	$98,366.70	$21,633.30	$120,000.00	$0.00
11	8601	NUTRI-LINK TECHNOLOGIES, INC.	61	7/1/2025	A	ONLINE LUNCH FORMS	7/1/2025		7/1/2025	$2,935.00	$2,935.00	$2,935.00	$0.00	$2,935.00	$0.00
11	8457	NWEA	62	7/1/2025	A	BENCHMARK TESTING	7/1/2025		7/1/2025	$17,554.50	$17,554.50	$17,554.50	$0.00	$17,554.50	$0.00
11	17	OG&E	63	7/1/2025	A	ELECTRICITY	7/1/2025		7/1/2025	$225,000.00	$182,817.05	$182,817.05	$42,182.95	$225,000.00	$0.00
11	1204	OK PUBLIC CHARTER SCHOOL ASSOC	64	7/1/2025	A	ANNUAL MEMBERSHIP	7/1/2025		7/1/2025	$6,500.00	$0.00	$0.00	$6,500.00	$6,500.00	$0.00
11	19	OKC PUBLIC SCHOOLS	65	7/1/2025	A	SPONSOR FEE/RENT	7/1/2025		7/1/2025	$85,000.00	$72,897.61	$72,897.61	$12,102.39	$85,000.00	$0.00
11	1335	OKLAHOMA CONSULTING AND ACCTNG	66	7/1/2025	A	ACCOUNTING SERVICES	7/1/2025		7/1/2025	$51,000.00	$46,750.00	$46,750.00	$4,250.00	$51,000.00	$0.00
11	1574	OKLAHOMA COPIER SOLUTIONS	67	7/1/2025	A	COPIER LEASE/MAINT AGREEMENT	7/1/2025		7/1/2025	$15,000.00	$13,257.05	$13,257.05	$1,742.95	$15,000.00	$0.00
11	1292	OKLAHOMA DHS	68	7/1/2025	A	COMMODITY DISTRIBUTION	7/1/2025		7/1/2025	$2,000.00	$1,231.74	$1,231.74	$768.26	$2,000.00	$0.00
11	122	OKLAHOMA EMPLOYMENT SECURITY COMM	69	7/1/2025	A	UNEMPLOYMENT	7/1/2025		7/1/2025	$19,000.00	$12,667.83	$12,667.83	$6,332.17	$19,000.00	$0.00
11	2006	OKLAHOMA SCHOOL ASSURANCE GROUP	70	7/1/2025	A	WORKERS COMP	7/1/2025		7/1/2025	$13,973.00	$13,973.00	$13,973.00	$0.00	$13,973.00	$0.00
11	21	OKLAHOMA NATURAL GAS COMPANY	71	7/1/2025	A	NATURAL GAS	7/1/2025		7/1/2025	$17,500.00	$10,993.50	$10,993.50	$6,506.50	$17,500.00	$0.00

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11	90002	OSEEGIB	72	7/1/2025	A	DEN AND VIS PREMIUMS FOR TERMINATED EMPLOYESS	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
11	544	POWERS OF OKLAHOMA	73	7/1/2025	A	HVAC AUTOMATION REPAIR & MAINTENANCE	7/1/2025		7/1/2025	$13,807.65	$13,807.65	$13,807.65	$0.00	$13,807.65	$0.00
11	1395	POWERSCHOOL GROUP, LLC	74	7/1/2025	A	STUDENT INFORMATION SYSTEM SOFTWARE	7/1/2025		7/1/2025	$45,473.41	$45,473.41	$45,473.41	$0.00	$45,473.41	$0.00
11	8602	PUREDATA CONSULTING INC.	75	7/1/2025	A	POWERSCHOOL PLUGIN	7/1/2025		7/1/2025	$5,000.00	$4,425.30	$4,425.30	$574.70	$5,000.00	$0.00
11	24	QUO VADIMUS SYS SERVICES	76	7/1/2025	A	HS CLASSROOM INTERACTIVE PANELS	7/1/2025		7/1/2025	$20,000.00	$0.00	$0.00	$20,000.00	$20,000.00	$0.00
11	24	QUO VADIMUS SYS SERVICES	77	7/1/2025	A	STUDENT LAPTOPS AND CARTS	7/1/2025		7/1/2025	$9,032.80	$0.00	$0.00	$9,032.80	$9,032.80	$0.00
11	24	QUO VADIMUS SYS SERVICES	78	7/1/2025	A	LAPTOPS/CASES FOR 3RD GRADE	7/1/2025		7/1/2025	$17,261.10	$17,261.10	$17,261.10	$0.00	$17,261.10	$0.00
11	24	QUO VADIMUS SYS SERVICES	79	7/1/2025	A	COMPUTER TECH REPAIR/SUPPLIES	7/1/2025		7/1/2025	$100,000.00	$98,667.43	$98,667.43	$1,332.57	$100,000.00	$0.00
11	39	ROCKET COLOR DOCUMENT CENTER	80	7/1/2025	A	PRINTING	7/1/2025		7/1/2025	$6,000.00	$2,215.00	$2,215.00	$3,785.00	$6,000.00	$0.00
11	56	SAM'S CLUB	81	7/1/2025	A	COPY PAPER	7/1/2025		7/1/2025	$8,000.00	$4,752.41	$4,752.41	$3,247.59	$8,000.00	$0.00
11	56	SAM'S CLUB	82	7/1/2025	A	HS SCIENCE INSTRUCTIONAL SUPPLIES	7/1/2025		7/1/2025	$500.00	$61.92	$61.92	$438.08	$500.00	$0.00
11	8897	SCHOOLMINT	83	7/1/2025	A	LOTTERY/ENROLLMENT REGISTRATION	7/1/2025		7/1/2025	$10,230.00	$10,230.00	$10,230.00	$0.00	$10,230.00	$0.00
11	2011	SCHOOLSAFEID, LLC	84	7/1/2025	A	LABELS/STICKERS/DECALS	7/1/2025		7/1/2025	$3,500.00	$2,735.95	$2,735.95	$764.05	$3,500.00	$0.00
11	2012	SECURLY, INC.	85	7/1/2025	A	TECHNOLOGY MANAGEMENT SYSTEM	7/1/2025		7/1/2025	$9,810.86	$9,810.86	$9,810.86	$0.00	$9,810.86	$0.00
11	8820	SIMPLE GRANTS	86	7/1/2025	A	GRANT WRITING	7/1/2025		7/1/2025	$37,932.50	$37,932.50	$37,932.50	$0.00	$37,932.50	$0.00
11	1743	SMITH FARM AND GARDEN	87	7/1/2025	A	MAINTENANCE ON MOWERS AND EQUIPMENT	7/1/2025		7/1/2025	$899.35	$899.35	$899.35	$0.00	$899.35	$0.00
11	357	SOBEL PIANO SERVICE	88	7/1/2025	A	PIANO TUNING	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
11	51	SYLOGISTED, INC.	89	7/1/2025	A	GENERAL/ACTIVITY/GRANT ACCOUNT CHECKS	7/1/2025		7/1/2025	$1,000.00	$775.32	$775.32	$224.68	$1,000.00	$0.00
11	51	SYLOGISTED, INC.	90	7/1/2025	A	ACCOUNTING SOFTWARE/FORMS	7/1/2025		7/1/2025	$10,000.00	$8,700.00	$8,700.00	$1,300.00	$10,000.00	$0.00
11	8625	PRENTGRAF, LTC	91	7/1/2025	A	THERAPIST STUDENT SERVICES	7/1/2025		7/1/2025	$5,345.45	$1,117.44	$1,117.44	$4,228.01	$5,345.45	$0.00
11	8509	TBD (VENDOR NOT DETERMINED)	92	7/1/2025	A	HS/ES GATES	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	8971	WPS	93	7/1/2025	A	SPECIAL EDUCATION TESTING MATERIALS	7/1/2025		7/1/2025	$1,948.10	$0.00	$0.00	$1,948.10	$1,948.10	$0.00
11	8663	CORY'S SPACES	94	7/1/2025	A	HS AUDITORIUM PROJECTOR/SCREEN	7/1/2025		7/1/2025	$8,052.05	$8,052.05	$8,052.05	$0.00	$8,052.05	$0.00
11	29	TERMINIX	95	7/1/2025	A	PEST CONTROL	7/1/2025		7/1/2025	$10,000.00	$5,686.97	$5,686.97	$4,313.03	$10,000.00	$0.00
11	8619	THE PLUMBER OKC HVAC	96	7/1/2025	A	PLUMBING REPAIR	7/1/2025		7/1/2025	$14,303.00	$14,303.00	$14,303.00	$0.00	$14,303.00	$0.00
11	8631	TIMECLOCK PLUS, LLC	97	7/1/2025	A	IT SERVICES FOR SUBS	7/1/2025		7/1/2025	$2,500.00	$1,620.00	$1,620.00	$880.00	$2,500.00	$0.00
11	8898	TRACK IT FORWARD	98	7/1/2025	A	VOLUNTEER HOUR SOFTWARE	7/1/2025		7/1/2025	$3,242.00	$3,242.00	$3,242.00	$0.00	$3,242.00	$0.00
11	105	U.S. POSTAL SERVICE (CMRS-FP)	99	7/1/2025	A	POSTAGE	7/1/2025		7/1/2025	$2,899.99	$370.00	$370.00	$2,529.99	$2,899.99	$0.00
11	53	WALKER COMPANIES	100	7/1/2025	A	STAMPS, BADGES, PLAQUES	7/1/2025		7/1/2025	$1,800.00	$491.75	$491.75	$1,308.25	$1,800.00	$0.00
11	1689	WASTE CONNECTIONS OF OK, INC.	101	7/1/2025	A	WASTE MANAGEMENT	7/1/2025		7/1/2025	$17,500.00	$15,138.85	$15,138.85	$2,361.15	$17,500.00	$0.00
11	108	WESTCO LAMINATING SERVICES	102	7/1/2025	A	LAMINATOR SUPPLY	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
11	8893	OPEN TO USE	103	7/1/2025	A	OPEN TO USE	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	8893	OPEN TO USE	104	7/1/2025	A	OPEN TO USE	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	8893	OPEN TO USE	105	7/1/2025	A	OPEN TO USE	7/1/2025		7/1/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	8673	95 PERCENT GROUP	106	7/1/2025	A	ELEMENTARY PHONICS LIBRARY	7/1/2025		7/1/2025	$12,306.80	$12,306.80	$12,306.80	$0.00	$12,306.80	$0.00
11	8899	MINDPLAY EDUCATION	107	7/1/2025	A	ELEM SCHOOL READING STUDIO LICENSE	7/1/2025		7/1/2025	$19,000.00	$19,000.00	$19,000.00	$0.00	$19,000.00	$0.00
11	8678	MYSTERY SCIENCE	108	7/1/2025	A	3 YEAR MEMBERSHIP	7/1/2025		7/1/2025	$5,085.00	$5,085.00	$5,085.00	$0.00	$5,085.00	$0.00
11	8679	QUAVER ED	109	7/1/2025	A	MUSIC CURRICULUM	7/1/2025		7/1/2025	$9,555.00	$9,555.00	$9,555.00	$0.00	$9,555.00	$0.00
11	31	THOMPSON SCHOOL BOOK	110	7/1/2025	A	MYVIEW LITERACY 6 YEAR LICENSE	7/1/2025		7/1/2025	$49,872.00	$49,872.00	$49,872.00	$0.00	$49,872.00	$0.00
11	80512	LANA INGRAM	111	7/16/2025	A	TRAVEL REIMB PD	7/16/2025		7/16/2025	$2,629.39	$2,629.39	$2,629.39	$0.00	$2,629.39	$0.00
11	1866	INDUSTRIAL COMMERCIAL ENTERPRISES	112	7/16/2025	A	CNP GREASE TRAP CLEANING	7/16/2025		7/16/2025	$1,059.00	$1,059.00	$1,059.00	$0.00	$1,059.00	$0.00
11	8635	ABSOLUTE RESTAURANT SERVICE	113	7/16/2025	A	KITCHEN APPLIANCE REPAIRS	7/16/2025		7/16/2025	$3,201.04	$3,201.04	$3,201.04	$0.00	$3,201.04	$0.00
11	8515	NED'S CATERING	114	8/12/2025	A	WELCOME BACK TEACHER DAY	8/12/2025		8/12/2025	$2,545.30	$2,545.30	$2,545.30	$0.00	$2,545.30	$0.00
11	80587	PAT MCKINSTRY	115	8/13/2025	A	TRAVEL REIMB	8/13/2025		8/13/2025	$165.20	$165.20	$165.20	$0.00	$165.20	$0.00
11	8657	DARL WOLF	116	8/14/2025	A	GENERAL BLDG MAINTENANCE AND REPAIRS	8/14/2025		8/14/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	1983	MARKET SOURCE	117	8/14/2025	A	REACH IN REFRIGERATORS FOR KITCHEN	8/14/2025		8/14/2025	$13,280.75	$13,280.75	$13,280.75	$0.00	$13,280.75	$0.00
11	8905	SCHOOLYTICS, INC.	118	8/20/2025	A	STUDENT DATA SOFTWARE	8/20/2025		8/20/2025	$25,000.00	$25,000.00	$25,000.00	$0.00	$25,000.00	$0.00
11	8906	THE BALDWIN GROUP	119	8/20/2025	A	PROPERTY INSURANCE	8/20/2025		8/20/2025	$194,852.37	$194,852.37	$194,852.37	$0.00	$194,852.37	$0.00
11	8913	INSTRUCTURE, INC.	120	9/10/2025	A	LEARNING MANAGEMENT SYSTEM	9/10/2025		9/10/2025	$22,340.00	$22,340.00	$22,340.00	$0.00	$22,340.00	$0.00
11	8914	PATRICIA MARTINEZ	121	9/10/2025	A	VISUALLY IMPAIRED SERVICES	9/10/2025		9/10/2025	$3,000.00	$900.00	$900.00	$2,100.00	$3,000.00	$0.00
11	8915	RADISH EDUCATION INC.	122	9/10/2025	A	MATH INTERVENTION SOFTWARE	9/10/2025		9/10/2025	$10,505.00	$10,505.00	$10,505.00	$0.00	$10,505.00	$0.00
11	8916	PROPIO LS, LLC	123	9/10/2025	A	LANGUAGE TRANSLATION SERVICES	9/10/2025		9/10/2025	$2,332.32	$305.49	$305.49	$2,026.83	$2,332.32	$0.00
11	8811	KAW POWER & SAFETY	124	11/14/2025	A	WINDOW TINT	11/14/2025		11/14/2025	$24,486.00	$12,243.00	$12,243.00	$12,243.00	$24,486.00	$0.00
11	26	SCHOOL OUTFITTERS	125	11/14/2025	A	BULLETIN BOARDS	11/14/2025		11/14/2025	$3,976.39	$3,976.39	$3,976.39	$0.00	$3,976.39	$0.00
11	701	AMAZON CAPITAL SERVICES	126	11/14/2025	A	CLASSROOM CALCULATORS	11/14/2025		11/14/2025	$952.52	$952.52	$952.52	$0.00	$952.52	$0.00
11	8933	WEST MUSIC COMPANY, INC.	127	11/14/2025	A	CLASSROOM MUSIC AND AUDIO	11/14/2025		11/14/2025	$18,705.30	$18,705.30	$18,705.30	$0.00	$18,705.30	$0.00
11	2011	SCHOOLSAFEID, LLC	128	11/14/2025	A	VISITOR MGMT DEVICE	11/14/2025		11/14/2025	$3,723.95	$3,723.95	$3,723.95	$0.00	$3,723.95	$0.00
11	65	SCHOLASTIC INC	129	11/21/2025	A	TEXTBOOKS	11/21/2025		11/21/2025	$4,446.60	$4,446.60	$4,446.60	$0.00	$4,446.60	$0.00
11	41	UNITED MECHANICAL	130	12/4/2025	A	BLDG REPAIR	12/4/2025		12/4/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	24	QUO VADIMUS SYS SERVICES	131	12/10/2025	A	ELEMENTARY TECHNOLOGY	12/10/2025		12/10/2025	$112,655.39	$0.00	$0.00	$112,655.39	$112,655.39	$0.00
11	24	QUO VADIMUS SYS SERVICES	132	12/10/2025	A	ELEMENTARY DOOR ACCESS CONTROL	12/10/2025		12/10/2025	$8,591.42	$0.00	$0.00	$8,591.42	$8,591.42	$0.00
11	701	AMAZON CAPITAL SERVICES	133	12/10/2025	A	3RD/4TH GRADE CLASSROOM CONSUMABLES	12/10/2025		12/10/2025	$6,435.44	$6,395.43	$6,395.43	$40.01	$6,435.44	$0.00
11	24	QUO VADIMUS SYS SERVICES	134	12/10/2025	A	CLASSROOM STUDENT HEADPHONES	12/10/2025		12/10/2025	$2,997.15	$0.00	$0.00	$2,997.15	$2,997.15	$0.00
11	2000	MIDWEST BUS SALES	135	12/10/2025	A	SCHOOL BUSES	12/10/2025		12/10/2025	$385,000.00	$104,421.91	$104,421.91	$280,578.09	$385,000.00	$0.00
11	1337	PERFORMANCE SURFACES	136	1/7/2026	A	GYM BLEACHERS	1/7/2026		1/7/2026	$59,677.00	$59,677.00	$59,677.00	$0.00	$59,677.00	$0.00
11	8680	LAKESHORE LEARNING MATERIALS, LLC	137	1/14/2026	A	MATH MANIP TOOLBOXES	1/14/2026		1/14/2026	$181.96	$181.96	$181.96	$0.00	$181.96	$0.00
11	8619	THE PLUMBER OKC HVAC	138	1/15/2026	A	WATER BOTTLE FILLERS	1/15/2026		1/15/2026	$12,600.00	$12,600.00	$12,600.00	$0.00	$12,600.00	$0.00
11	8659	KI FURNITURE	139	1/15/2026	A	EARLY CHILDHOOD FURNITURE	1/15/2026		1/15/2026	$40,270.02	$39,400.91	$39,400.91	$869.11	$40,270.02	$0.00
11	8799	INTERIOR CONNECTIONS, LLC	140	1/15/2026	A	EARLY CHILDHOOD FURNITURE DELIVERY	1/15/2026		1/15/2026	$3,850.00	$3,600.00	$3,600.00	$250.00	$3,850.00	$0.00
11	8659	KI FURNITURE	141	1/15/2026	A	ELEMENTARY SCHOOL LIBRARY FURNITURE	1/15/2026		1/15/2026	$36,132.91	$1,363.00	$1,363.00	$34,769.91	$36,132.91	$0.00
11	8799	INTERIOR CONNECTIONS, LLC	142	1/15/2026	A	ELEMENTARY SCHOOL LIBRARY FURNITURE DELIVERY	1/15/2026		1/15/2026	$3,600.00	$0.00	$0.00	$3,600.00	$3,600.00	$0.00
11	65	SCHOLASTIC INC	143	1/15/2026	A	ELEMENTARY SCHOOL LIBRARY NOVELS	1/15/2026		1/15/2026	$15,036.08	$14,832.63	$14,832.63	$203.45	$15,036.08	$0.00
11	8683	WENGER CORPORATION	144	1/15/2026	A	CLASSROOM SOUND WALL PANELS	1/15/2026		1/15/2026	$4,004.33	$4,004.33	$4,004.33	$0.00	$4,004.33	$0.00

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11	8717	DIDAX	145	1/15/2026	A	ELEMENTARY SCHOOL MATH MANIPULATIVE KITS	1/15/2026		1/15/2026	$2,764.50	$2,764.50	$2,764.50	$0.00	$2,764.50	$0.00
11	8807	LEARNING WITHOUT TEARS	146	1/15/2026	A	HANDWRITING CURRICULUM	1/15/2026		1/15/2026	$3,339.80	$3,339.80	$3,339.80	$0.00	$3,339.80	$0.00
11	1574	OKLAHOMA COPIER SOLUTIONS	147	1/15/2026	A	ELEMENTARY SCHOOL COPIER MACHINE	1/15/2026		1/15/2026	$6,500.00	$0.00	$0.00	$6,500.00	$6,500.00	$0.00
11	110	CENGAGE LEARNING	148	1/15/2026	A	ELEMENTARY SCHOOL MATH CURRICULUM	1/15/2026		1/15/2026	$8,181.00	$7,703.88	$7,703.88	$477.12	$8,181.00	$0.00
11	8680	LAKESHORE LEARNING MATERIALS, LLC	149	1/15/2026	A	ELEMENTARY SCHOOL CLASSROOM CONSUMABLES	1/15/2026		1/15/2026	$13,050.14	$13,050.14	$13,050.14	$0.00	$13,050.14	$0.00
11	24	QUO VADIMUS SYS SERVICES	150	1/15/2026	A	CLASSROOM HEADPHONES	1/15/2026		1/15/2026	$3,447.36	$3,447.36	$3,447.36	$0.00	$3,447.36	$0.00
11	26	SCHOOL OUTFITTERS	151	1/15/2026	A	INTERIOR FLOOR MATS	1/15/2026		1/15/2026	$4,189.55	$4,189.55	$4,189.55	$0.00	$4,189.55	$0.00
11	8952	APPTEGY	152	1/15/2026	A	WEBSITE	1/15/2026		1/15/2026	$4,866.67	$4,866.67	$4,866.67	$0.00	$4,866.67	$0.00
11	1550	CITY OF OKC POLICE DEPARTMENT	153	2/4/2026	A	ALARM PERMIT	2/4/2026		2/4/2026	$17.00	$17.00	$17.00	$0.00	$17.00	$0.00
11	1396	INTERNAL REVENUE SERVICE	154	2/12/2026	A	THIRD PARTY SICK PAY	2/12/2026		2/12/2026	$153.00	$0.00	$0.00	$153.00	$153.00	$0.00
11	943	WORTHINGTON DIRECT	155	2/16/2026	A	CLASSROOM FURNITURE	2/16/2026		2/16/2026	$94,698.00	$0.00	$0.00	$94,698.00	$94,698.00	$0.00
11	24	QUO VADIMUS SYS SERVICES	156	2/16/2026	A	INTERACTIVE WHITEBOARDS	2/16/2026		2/16/2026	$39,960.00	$39,960.00	$39,960.00	$0.00	$39,960.00	$0.00
11	8969	JACIE FITE	157	2/27/2026	A	PHYSICAL THERAPY SERVICES	2/27/2026		2/27/2026	$2,500.00	$1,220.00	$1,220.00	$1,280.00	$2,500.00	$0.00
11	8970	RAZOOK SLP, LLC	158	2/27/2026	A	SPEECH THERAPY SERVICES	2/27/2026		2/27/2026	$5,713.75	$5,713.75	$5,713.75	$0.00	$5,713.75	$0.00
11	184	NCS PEARSON, INC	159	3/6/2026	A	SPEC ED TESTING MATERIALS	3/6/2026		3/6/2026	$933.04	$0.00	$0.00	$933.04	$933.04	$0.00
11	8673	95 PERCENT GROUP	160	3/9/2026	A	SUMMER SCHOOL READING MATERIAL	3/9/2026		3/9/2026	$2,422.20	$2,422.20	$2,422.20	$0.00	$2,422.20	$0.00
11	1997	IXL LEARNING	161	3/9/2026	A	MS SCIENCE AND SOCIAL STUDIES CURRICULUM	3/9/2026		3/9/2026	$4,275.00	$4,275.00	$4,275.00	$0.00	$4,275.00	$0.00
11	8673	95 PERCENT GROUP	162	3/12/2026	A	ELEM SCHOOL PHONICS CURRICULUM	3/12/2026		3/12/2026	$6,956.90	$0.00	$0.00	$6,956.90	$6,956.90	$0.00
11	8673	95 PERCENT GROUP	163	3/12/2026	A	ELEM SCHOOL PHONICS PROFESSIONAL DEVELOPMENT	3/12/2026		3/12/2026	$800.00	$800.00	$800.00	$0.00	$800.00	$0.00
11	8975	DBQ PROJECT	164	3/12/2026	A	HS SOCIAL STUDIES CURRICULUM	3/12/2026		3/12/2026	$5,406.00	$0.00	$0.00	$5,406.00	$5,406.00	$0.00
11	701	AMAZON CAPITAL SERVICES	165	3/12/2026	A	MS AND HS CLASSROOM SUPPLIES	3/12/2026		3/12/2026	$7,954.52	$6,785.72	$6,785.72	$1,168.80	$7,954.52	$0.00
11	80599	SARA MARIN	50000	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$111,903.29	$102,567.35	$102,567.35	$9,335.94	$9,335.94	$102,567.35
11	80587	PAT MCKINSTRY	50001	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$122,194.42	$112,012.19	$112,012.19	$10,182.23	$10,182.23	$112,012.19
11	80512	LANA INGRAM	50002	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$121,353.28	$111,311.60	$111,311.60	$10,041.68	$10,041.68	$111,311.60
11	80419	RACHEL DOWELL	50003	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$146,121.99	$133,946.68	$133,946.68	$12,175.31	$12,175.31	$133,946.68
11	80461	TAMARA D MCMANIS	50004	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$101,286.83	$92,916.71	$92,916.71	$8,370.12	$8,370.12	$92,916.71
11	80379	JAMI WEST	50005	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$126,877.02	$116,354.79	$116,354.79	$10,522.23	$10,522.23	$116,354.79
11	80597	WILLIAM N OKINE JR	50006	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$2,142.24	$2,142.24	$2,142.24	$0.00	$0.00	$2,142.24
11	80598	CASSIUS D HILL	50007	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$1,582.46	$1,582.46	$1,582.46	$0.00	$0.00	$1,582.46
11	80134	JOE HUGHES	50008	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$134,787.75	$123,581.81	$123,581.81	$11,205.94	$11,205.94	$123,581.81
11	80121	JUDY LUSTER	50009	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$60,020.64	$50,195.14	$50,195.14	$9,825.50	$9,825.50	$50,195.14
11	80176	STEVEN STEFANICK	50010	7/15/2025	P	PAYROLL	7/15/2025		7/15/2025	$209,852.42	$192,398.59	$192,398.59	$17,453.83	$17,453.83	$192,398.59
11	80460	KEITH R CAMPBELL	50011	7/28/2025	P	PAYROLL	7/28/2025		7/28/2025	$338.10	$338.10	$338.10	$0.00	$338.10	$0.00
11	80397	TYLER L MCCARRELL	50012	7/31/2025	P	PAYROLL	7/31/2025		7/31/2025	$53,228.56	$44,369.51	$44,369.51	$8,859.05	$8,859.05	$44,369.51
11	80358	AMY GRESHAM	50013	7/31/2025	P	PAYROLL	7/31/2025		7/31/2025	$54,102.25	$45,226.20	$45,226.20	$8,876.05	$8,876.05	$45,226.20
11	80479	CHRISTOPHER MARK TURNER	50014	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$77,549.17	$64,543.25	$64,543.25	$13,005.92	$13,005.92	$64,543.25
11	80600	KYLEE MOORE	50015	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$67,843.66	$56,465.83	$56,465.83	$11,377.83	$11,377.83	$56,465.83
11	80601	GRACE FRISBY	50016	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$22,756.80	$22,756.80	$22,756.80	$0.00	$0.00	$22,756.80
11	80602	BRANDY EDELEN	50017	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$74,333.69	$61,880.68	$61,880.68	$12,453.01	$12,453.01	$61,880.68
11	80603	SAMANTHA MCCOURRY-KURZ	50018	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$72,577.92	$60,331.72	$60,331.72	$12,246.20	$12,246.20	$60,331.72
11	80604	ANTHONY OWENS	50019	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$80,557.99	$67,089.58	$67,089.58	$13,468.41	$13,468.41	$67,089.58
11	80605	DIANE PERKINS	50020	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$72,769.80	$52,246.89	$52,246.89	$20,522.91	$20,522.91	$52,246.89
11	80606	SARA BALL	50021	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$64,986.61	$54,032.72	$54,032.72	$10,953.89	$10,953.89	$54,032.72
11	80607	JACLYN BRANTLEY	50022	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,601.55	$66,243.93	$66,243.93	$13,357.62	$13,357.62	$66,243.93
11	80608	ANASTASIYA ISABEL BRUSKI	50023	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$63,857.36	$53,083.34	$53,083.34	$10,774.02	$10,774.02	$53,083.34
11	80609	DY'MOND COMBS	50024	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$64,213.14	$53,442.42	$53,442.42	$10,770.72	$10,770.72	$53,442.42
11	80610	EMILEE CRIM	50025	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$85,918.83	$71,579.93	$71,579.93	$14,338.90	$14,338.90	$71,579.93
11	80611	KENNETH MARK DELANO	50026	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$67,099.76	$55,965.92	$55,965.92	$11,133.84	$11,133.84	$55,965.92
11	80612	KARLA GILLILAND	50027	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$52,456.33	$43,588.27	$43,588.27	$8,868.06	$8,868.06	$43,588.27
11	80613	CHELSEY GONZALES	50028	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$84,727.98	$57,231.50	$57,231.50	$27,496.48	$27,496.48	$57,231.50
11	80614	MICHELLE HAZELIP	50029	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$91,990.95	$76,651.65	$76,651.65	$15,339.30	$15,339.30	$76,651.65
11	80615	KIM HUGHES	50030	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$78,587.90	$65,412.15	$65,412.15	$13,175.75	$13,175.75	$65,412.15
11	80616	NIMA KEIVANI	50031	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$67,540.04	$56,215.24	$56,215.24	$11,324.80	$11,324.80	$56,215.24
11	80617	PAMELA LEHMAN	50032	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$90,368.21	$75,249.59	$75,249.59	$15,118.62	$15,118.62	$75,249.59
11	80618	TORONZO MCINNIS	50033	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$71,308.06	$60,181.58	$60,181.58	$11,126.48	$11,126.48	$60,181.58
11	80619	KATHERINE MESSERLY	50034	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$76,355.13	$63,590.97	$63,590.97	$12,764.16	$12,764.16	$63,590.97
11	80620	GREGORY MILLS	50035	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$66,562.21	$55,508.06	$55,508.06	$11,054.15	$11,054.15	$55,508.06
11	80621	JOHNNY WARREN MITCHELL	50036	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$78,710.35	$65,440.29	$65,440.29	$13,270.06	$13,270.06	$65,440.29
11	80622	CHELSEA PATE	50037	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$26,006.15	$26,006.15	$26,006.15	$0.00	$0.00	$26,006.15
11	80623	AMY PEMBERTON	50038	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$127,863.39	$106,477.77	$106,477.77	$21,385.62	$21,385.62	$106,477.77
11	80624	GREGORY RAZOOK	50039	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,834.02	$69,256.64	$69,256.64	$13,577.38	$13,577.38	$69,256.64
11	80625	MOLLY ROBINS	50040	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$66,296.04	$55,238.10	$55,238.10	$11,057.94	$11,057.94	$55,238.10
11	80626	BIANCA ROSE	50041	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$88,697.53	$73,786.71	$73,786.71	$14,910.82	$14,910.82	$73,786.71
11	80627	JESSE SCARBOROUGH	50042	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$71,912.60	$59,816.44	$59,816.44	$12,096.16	$12,096.16	$59,816.44
11	80628	JENNA SHEMAK	50043	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$63,697.74	$52,956.28	$52,956.28	$10,741.46	$10,741.46	$52,956.28
11	80629	LAURA DEANNE STROTHERS	50044	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,029.86	$68,420.30	$68,420.30	$13,609.56	$13,609.56	$68,420.30
11	80630	AMANDA SUPPES	50045	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$46,543.06	$38,823.68	$38,823.68	$7,719.38	$7,719.38	$38,823.68
11	80631	JULIAN TASHMAN	50046	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$64,491.20	$53,730.45	$53,730.45	$10,760.75	$10,760.75	$53,730.45
11	80632	ANTHONY TRICK	50047	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$64,507.25	$53,856.28	$53,856.28	$10,650.97	$10,650.97	$53,856.28
11	80633	CAITLIN TIMMONS	50048	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$70,030.07	$58,324.13	$58,324.13	$11,705.94	$11,705.94	$58,324.13
11	80634	KATY WERLINGER	50049	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$46,484.83	$38,656.29	$38,656.29	$7,828.54	$7,828.54	$38,656.29

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11	80635	MICHELLE YOUNG	50050	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$87,441.60	$72,668.06	$72,668.06	$14,773.54	$14,773.54	$72,668.06
11	80636	AMINA DAHMOUCH	50051	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$58,352.48	$48,690.02	$48,690.02	$9,662.46	$9,662.46	$48,690.02
11	80638	JAMES SURBER	50052	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$10,913.05	$10,913.05	$10,913.05	$0.00	$0.00	$10,913.05
11	80588	CARIN ARCHER	50053	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$61,605.43	$51,860.15	$51,860.15	$9,745.28	$9,745.28	$51,860.15
11	80591	SHAYLA N CORNETT	50054	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$55,266.85	$46,108.95	$46,108.95	$9,157.90	$9,157.90	$46,108.95
11	80592	CHARLES P RATLIFF	50055	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$73,888.64	$61,678.46	$61,678.46	$12,210.18	$12,210.18	$61,678.46
11	80593	KALEI MARTIN	50056	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$64,390.33	$53,629.58	$53,629.58	$10,760.75	$10,760.75	$53,629.58
11	80595	LAURA PARSONS	50057	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$77,057.46	$64,086.89	$64,086.89	$12,970.57	$12,970.57	$64,086.89
11	80404	SIERRA J PAUL	50058	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$66,697.37	$55,153.98	$55,153.98	$11,543.39	$11,543.39	$55,153.98
11	80480	DAVID R UNDERWOOD	50059	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$47,995.30	$40,154.76	$40,154.76	$7,840.54	$7,840.54	$40,154.76
11	80507	ALEXANDRIA C VELDERS	50060	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$84,611.38	$71,581.44	$71,581.44	$13,029.94	$13,029.94	$71,581.44
11	80508	NOAH T MILLER	50061	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$17,321.63	$17,321.63	$17,321.63	$0.00	$0.00	$17,321.63
11	80466	LYDIA M COUVAS	50062	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,144.11	$66,208.39	$66,208.39	$12,935.72	$12,935.72	$66,208.39
11	80468	JULIANNE E FORD	50063	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$73,940.61	$61,350.54	$61,350.54	$12,590.07	$12,590.07	$61,350.54
11	80469	CHRIS L FREDERICK	50064	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$85,608.77	$71,314.82	$71,314.82	$14,293.95	$14,293.95	$71,314.82
11	80474	RODNEY E NICHOLS	50065	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$93,112.95	$77,754.02	$77,754.02	$15,358.93	$15,358.93	$77,754.02
11	80475	LAEKYNN N PARISH	50066	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$72,065.09	$60,708.55	$60,708.55	$11,356.54	$11,356.54	$60,708.55
11	80476	TRAVIS W RHODES	50067	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$77,563.33	$64,679.53	$64,679.53	$12,883.80	$12,883.80	$64,679.53
11	80519	NATHAN P HOPKINS	50068	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,512.87	$66,447.61	$66,447.61	$13,065.26	$13,065.26	$66,447.61
11	80520	SABRINA M LINDSLEY	50069	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$78,323.52	$65,467.02	$65,467.02	$12,856.50	$12,856.50	$65,467.02
11	80521	EMILY R LOVING	50070	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$47,094.16	$39,254.54	$39,254.54	$7,839.62	$7,839.62	$39,254.54
11	80522	RACHELLE F MILAM	50071	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$85,937.38	$48,604.73	$48,604.73	$37,332.65	$37,332.65	$48,604.73
11	80350	JENNIFER ADAMS	50072	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$78,000.14	$65,145.26	$65,145.26	$12,854.88	$12,854.88	$65,145.26
11	80354	CHRISTINE CARLLSON	50073	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,715.61	$68,614.72	$68,614.72	$14,100.89	$14,100.89	$68,614.72
11	80368	KATHLEEN MOSELEY	50074	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$63,962.04	$53,466.56	$53,466.56	$10,495.48	$10,495.48	$53,466.56
11	80523	JEFF M BRANSON	50075	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$59,126.59	$49,282.48	$49,282.48	$9,844.11	$9,844.11	$49,282.48
11	80525	ANGELA HARE	50076	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$86,562.90	$72,173.40	$72,173.40	$14,389.50	$14,389.50	$72,173.40
11	80526	BETTY L DORSEY	50077	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$77,100.93	$64,060.37	$64,060.37	$13,040.56	$13,040.56	$64,060.37
11	80529	JENETTE M MCFARLAND	50078	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$71,885.58	$59,992.74	$59,992.74	$11,892.84	$11,892.84	$59,992.74
11	80533	RANDOLYN G MC'AULIFFE-TURNER	50079	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$47,224.19	$39,496.40	$39,496.40	$7,727.79	$7,727.79	$39,496.40
11	80534	BEN J PAYNE	50080	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$59,497.10	$50,034.23	$50,034.23	$9,462.87	$9,462.87	$50,034.23
11	80537	ELISE CHARISSE WOOD	50081	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$76,865.57	$64,054.71	$64,054.71	$12,810.86	$12,810.86	$64,054.71
11	80538	SUHAILA H TASHMAN	50082	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$78,786.20	$66,247.06	$66,247.06	$12,539.14	$12,539.14	$66,247.06
11	80540	DESIREE A RYAN	50083	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,504.17	$68,806.39	$68,806.39	$13,697.78	$13,697.78	$68,806.39
11	80541	TAMMY K RUSSELL	50084	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$102,811.55	$85,736.09	$85,736.09	$17,075.46	$17,075.46	$85,736.09
11	80542	CRYSTAL M REGIN	50085	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$75,627.52	$63,028.13	$63,028.13	$12,599.39	$12,599.39	$63,028.13
11	80543	GAYLE E OOTEN	50086	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,783.12	$66,492.13	$66,492.13	$13,290.99	$13,290.99	$66,492.13
11	80547	KORI D WILLIAMS	50087	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$4,575.15	$4,575.15	$4,575.15	$0.00	$3,712.35	$862.80
11	80423	MEGAN E KNUDSON	50088	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$75,029.42	$62,630.23	$62,630.23	$12,399.19	$12,399.19	$62,630.23
11	80495	PAIGE L CUDJOE	50089	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$75,716.79	$63,909.98	$63,909.98	$11,806.81	$11,806.81	$63,909.98
11	80438	RENEE D THACKER	50090	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$70,800.86	$59,260.56	$59,260.56	$11,540.30	$11,540.30	$59,260.56
11	80515	DEREK W DONWERTH	50091	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$71,881.93	$60,012.30	$60,012.30	$11,869.63	$11,869.63	$60,012.30
11	80297	HEATHER M HILL	50092	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,162.97	$68,677.40	$68,677.40	$13,485.57	$13,485.57	$68,677.40
11	80321	TIFFANY BRIGGS	50093	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$82,619.32	$68,906.37	$68,906.37	$13,712.95	$13,712.95	$68,906.37
11	80259	RACHEL M COX	50094	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,893.93	$66,511.45	$66,511.45	$13,382.48	$13,382.48	$66,511.45
11	80310	GREGORY MEERSCHAERT	50095	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$79,290.42	$66,147.50	$66,147.50	$13,142.92	$13,142.92	$66,147.50
11	80122	CORY POCOCK	50096	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$95,425.24	$80,270.16	$80,270.16	$15,155.08	$15,155.08	$80,270.16
11	80199	MARK BUSICK	50097	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$10,764.97	$10,764.97	$10,764.97	$0.00	$0.00	$10,764.97
11	80015	KELLI TAYLOR	50098	8/15/2025	P	PAYROLL	8/15/2025		8/15/2025	$90,766.90	$75,664.36	$75,664.36	$15,102.54	$15,102.54	$75,664.36
11	80640	TAMERA SURBER	50099	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$61.36	$61.36	$61.36	$0.00	$0.00	$61.36
11	80572	ANH VY NGUYEN	50100	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$4,582.79	$4,582.79	$4,582.79	$0.00	$0.00	$4,582.79
11	80373	PATRICIA RIDEN	50101	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$10,499.03	$10,499.03	$10,499.03	$0.00	$0.00	$10,499.03
11	80560	AJ FLOYD	50102	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,301.99	$2,301.99	$2,301.99	$0.00	$0.00	$2,301.99
11	80582	GOVAUN T KING	50103	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$107.65	$107.65	$107.65	$0.00	$0.00	$107.65
11	80166	MICHAEL S. ROSS	50104	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$3,229.52	$3,229.52	$3,229.52	$0.00	$2,770.48	$459.04
11	80009	THOMAS K. KINDINGER	50105	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,152.96	$2,152.96	$2,152.96	$0.00	$0.00	$2,152.96
11	80308	RICHARD DUNCAN	50106	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$4,663.47	$4,663.47	$4,663.47	$0.00	$4,000.75	$662.72
11	80246	KATHY L KEFFER-SHARPE	50107	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,152.96	$2,152.96	$2,152.96	$0.00	$1,532.04	$620.92
11	80348	PATRICK T DENNIS	50108	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$1,614.79	$1,614.79	$1,614.79	$0.00	$1,385.21	$229.58
11	80341	STASHA MORGAN	50109	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$3,229.46	$3,229.46	$3,229.46	$0.00	$2,770.54	$458.92
11	80344	MAKINSLEY JEMISON	50110	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$4,844.19	$4,844.19	$4,844.19	$0.00	$4,149.81	$694.38
11	80500	DEANDRE GOUDEAU	50111	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,153.01	$2,153.01	$2,153.01	$0.00	$1,846.99	$306.02
11	80489	SHEILA K CARR	50112	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,691.23	$2,691.23	$2,691.23	$0.00	$2,308.77	$382.46
11	80456	DAVID B WARD	50113	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$2,152.96	$2,152.96	$2,152.96	$0.00	$1,847.04	$305.92
11	80590	CUHOUTEMOC JIMMY ROMERO	50114	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$1,614.80	$1,614.80	$1,614.80	$0.00	$0.00	$1,614.80
11	80641	CHARLES MCCARRELL	50115	8/29/2025	P	PAYROLL	8/29/2025		8/29/2025	$4,844.19	$4,844.19	$4,844.19	$0.00	$0.00	$4,844.19
11	80410	KEVIN SUAREZ	50116	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$107.42	$107.42	$107.42	$0.00	$98.66	$8.76
11	80482	AMY FRAME	50117	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$272.36	$272.36	$272.36	$0.00	$233.64	$38.72
11	80477	SARAH A SHOAF	50118	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$92.36	$92.36	$92.36	$0.00	$79.24	$13.12
11	80364	SUSAN LINDERER	50119	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$112.95	$112.95	$112.95	$0.00	$103.41	$9.54
11	80530	SHANNON D JONES	50120	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$101.17	$101.17	$101.17	$0.00	$96.19	$4.98
11	80544	AMANDA D NEAL	50121	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$83.97	$83.97	$83.97	$0.00	$72.03	$11.94
11	80335	JENNIFER GILLIS	50122	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$152.76	$152.76	$152.76	$0.00	$131.04	$21.72

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11	80516	ALICIA M GOODE	50123	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$78.37	$78.37	$78.37	$0.00	$67.23	$11.14
11	80215	EMMA C SMREKER	50124	9/2/2025	P	PAYROLL	9/2/2025		9/2/2025	$128.58	$128.58	$128.58	$0.00	$122.70	$5.88
11	80596	THOMAS L CONNER	50125	9/15/2025	P	PAYROLL	9/15/2025		9/15/2025	$107.65	$107.65	$107.65	$0.00	$0.00	$107.65
11	80571	JUANITA JOHNSON	50126	9/15/2025	P	PAYROLL	9/15/2025		9/15/2025	$1,126.05	$1,126.05	$1,126.05	$0.00	$0.00	$1,126.05
11	80576	KHALIL FACTORY	50127	9/15/2025	P	PAYROLL	9/15/2025		9/15/2025	$1,376.31	$1,376.31	$1,376.31	$0.00	$0.00	$1,376.31
11	80414	ERIK A HAMILTON	50128	9/15/2025	P	PAYROLL	9/15/2025		9/15/2025	$1,014.92	$1,014.92	$1,014.92	$0.00	$0.00	$1,014.92
11	80449	GENEVIEVE HONIKER	50129	9/15/2025	P	PAYROLL	9/15/2025		9/15/2025	$7,039.18	$7,039.18	$7,039.18	$0.00	$0.00	$7,039.18
11	80642	YOLANDA COBB	50130	9/30/2025	P	PAYROLL	9/30/2025		9/30/2025	$215.30	$215.30	$215.30	$0.00	$0.00	$215.30
11	80646	JACOB VELDERS	50131	9/30/2025	P	PAYROLL	9/30/2025		9/30/2025	$4,913.42	$4,913.42	$4,913.42	$0.00	$0.00	$4,913.42
11	80578	OMAR MARAVILLA	50132	9/30/2025	P	PAYROLL	9/30/2025		9/30/2025	$38.43	$38.43	$38.43	$0.00	$0.00	$38.43
11	80648	SUMERA RAFIQUE	50133	11/14/2025	P	PAYROLL	11/14/2025		11/14/2025	$11,537.78	$11,537.78	$11,537.78	$0.00	$0.00	$11,537.78
11	80204	KATEY LUSTER	50134	11/14/2025	P	PAYROLL	11/14/2025		11/14/2025	$349.81	$349.81	$349.81	$0.00	$0.00	$349.81
11	80650	LEVESTER LYONS	50135	12/15/2025	P	PAYROLL	12/15/2025		12/15/2025	$388.28	$388.28	$388.28	$0.00	$0.00	$388.28
11	80653	ARIES REED	50136	12/15/2025	P	PAYROLL	12/15/2025		12/15/2025	$3,382.77	$3,382.77	$3,382.77	$0.00	$0.00	$3,382.77
11	80654	JULIA BEGAYE	50137	12/15/2025	P	PAYROLL	12/15/2025		12/15/2025	$10,038.37	$10,038.37	$10,038.37	$0.00	$0.00	$10,038.37
11	80655	ALEXANDRA JONES	50138	12/15/2025	P	PAYROLL	12/15/2025		12/15/2025	$307.34	$307.34	$307.34	$0.00	$0.00	$307.34
11	80656	EMILIE MARKS	50139	12/15/2025	P	PAYROLL	12/15/2025		12/15/2025	$538.25	$538.25	$538.25	$0.00	$0.00	$538.25
11	80649	LANAYE TRICK	50140	12/31/2025	P	PAYROLL	12/31/2025		12/31/2025	$384.44	$384.44	$384.44	$0.00	$0.00	$384.44
11	80658	WHITNEY REED	50141	12/31/2025	P	PAYROLL	12/31/2025		12/31/2025	$968.85	$968.85	$968.85	$0.00	$0.00	$968.85
11	80570	DAVID DEAN	50142	1/15/2026	P	PAYROLL	1/15/2026		1/15/2026	$23,321.93	$12,804.45	$12,804.45	$10,517.48	$10,517.48	$12,804.45
11	80563	KATHLEEN M PERCIVAL	50143	1/15/2026	P	PAYROLL	1/15/2026		1/15/2026	$888.06	$888.06	$888.06	$0.00	$140.48	$747.58
11	80659	MORGAN DAWSON	50144	1/15/2026	P	PAYROLL	1/15/2026		1/15/2026	$24,821.14	$17,809.50	$17,809.50	$7,011.64	$7,011.64	$17,809.50
11	80660	KANGWA MUNDENDE	50145	1/15/2026	P	PAYROLL	1/15/2026		1/15/2026	$33,437.19	$23,878.64	$23,878.64	$9,558.55	$9,558.55	$23,878.64
11	80661	MARY E RISI	50146	1/30/2026	P	PAYROLL	1/30/2026		1/30/2026	$4,413.65	$4,413.65	$4,413.65	$0.00	$0.00	$4,413.65
11	80662	SABRINA M COLEMAN	50147	1/30/2026	P	PAYROLL	1/30/2026		1/30/2026	$107.65	$107.65	$107.65	$0.00	$0.00	$107.65
11	80663	KADIJAH CULPEPPER	50148	2/13/2026	P	PAYROLL	2/13/2026		2/13/2026	$3,014.22	$3,014.22	$3,014.22	$0.00	$0.00	$3,014.22
11	80574	MARY STREVETT	50149	2/13/2026	P	PAYROLL	2/13/2026		2/13/2026	$1,507.10	$1,507.10	$1,507.10	$0.00	$0.00	$1,507.10
11	80505	ZAKERIA CHISM	50150	2/13/2026	P	PAYROLL	2/13/2026		2/13/2026	$753.55	$753.55	$753.55	$0.00	$0.00	$753.55
11	80657	ANNIE DILLARD	50151	2/13/2026	P	PAYROLL	2/13/2026		2/13/2026	$1,103.22	$1,103.22	$1,103.22	$0.00	$0.00	$1,103.22
11	80664	WILLIAM HADLEY	50152	2/27/2026	P	PAYROLL	2/27/2026		2/27/2026	$16,186.86	$16,186.86	$16,186.86	$0.00	$0.00	$16,186.86
11	80557	ELLIE SMITH	50153	2/27/2026	P	PAYROLL	2/27/2026		2/27/2026	$49.96	$49.96	$49.96	$0.00	$0.00	$49.96
11	80583	CHELSEA GORBET	50154	3/31/2026	P	PAYROLL	3/31/2026		3/31/2026	$3,713.93	$3,713.93	$3,713.93	$0.00	$0.00	$3,713.93
11	80665	VINCE MUDD	50155	4/15/2026	P	PAYROLL	4/15/2026		4/15/2026	$688.16	$688.16	$688.16	$0.00	$0.00	$688.16
11	80667	DRUE JOHNSON-LUTONSKY	50156	4/15/2026	P	PAYROLL	4/15/2026		4/15/2026	$3,229.50	$3,229.50	$3,229.50	$0.00	$0.00	$3,229.50
11	80668	CHARLES H ARNOLD	50157	4/15/2026	P	PAYROLL	4/15/2026		4/15/2026	$1,949.06	$1,949.06	$1,949.06	$0.00	$0.00	$1,949.06
11	80333	DOUGLAS OZMENT	50158	4/15/2026	P	PAYROLL	4/15/2026		4/15/2026	$1,345.61	$1,345.61	$1,345.61	$0.00	$0.00	$1,345.61
11	80670	CAMRYN CARPENTER	50159	4/30/2026	P	PAYROLL	4/30/2026		4/30/2026	$753.55	$753.55	$753.55	$0.00	$0.00	$753.55
11	80671	OLIVIA FRISBY	50160	4/30/2026	P	PAYROLL	4/30/2026		4/30/2026	$1,230.27	$1,230.27	$1,230.27	$0.00	$0.00	$1,230.27
11	80669	JEWEL LAFLEUR	50161	5/15/2026	P	PAYROLL	5/15/2026		5/15/2026	$369.24	$369.24	$369.24	$0.00	$0.00	$369.24
										$10,814,598.25	**$8,760,956.89**	**$8,760,956.89**	**$2,053,641.36**	**$4,566,232.60**	**$6,248,365.65**
21	1990	ALL & ALL LAWN SERVICE	1	7/1/2025	A	LAWN SERVICE	7/1/2025		7/1/2025	$7,650.00	$6,775.00	$6,775.00	$875.00	$7,650.00	$0.00
21	8742	AMERICAN ELEVATOR COMPANY	2	7/1/2025	A	ELEVATOR REPAIR	7/1/2025		7/1/2025	$2,000.00	$1,415.75	$1,415.75	$584.25	$2,000.00	$0.00
21	8689	BISON ELECTRIC	3	7/1/2025	A	ELECTRICAL REPAIRS	7/1/2025		7/1/2025	$10,000.00	$4,427.50	$4,427.50	$5,572.50	$10,000.00	$0.00
21	1550	CITY OF OKC POLICE DEPARTMENT	4	7/1/2025	A	ALARM CERTIFICATES/ FEES	7/1/2025		7/1/2025	$900.00	$0.00	$0.00	$900.00	$900.00	$0.00
21	1946	CONTROL FIRE SYSTEMS	5	7/1/2025	A	SPRINKLER REPAIRS	7/1/2025		7/1/2025	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00
21	1206	D & D INSTALLATIONS	6	7/1/2025	A	WINDOW BLDG REPAIRS	7/1/2025		7/1/2025	$2,877.00	$1,477.00	$1,477.00	$1,400.00	$2,877.00	$0.00
21	367	EALES ELECTRONICS CORPORATION	7	7/1/2025	A	ALARM MONITORING	7/1/2025		7/1/2025	$6,500.00	$3,821.00	$3,821.00	$2,679.00	$6,500.00	$0.00
21	1759	FIRETROL PROTECTION SYSTEMS, INC.	8	7/1/2025	A	FIRE MONITORING	7/1/2025		7/1/2025	$7,500.00	$6,207.70	$6,207.70	$1,292.30	$7,500.00	$0.00
21	8890	OPERATIONS HERO	9	7/1/2025	A	OPERATION & INVENTORY MANAGEMENT	7/1/2025		7/1/2025	$2,500.00	$2,371.00	$2,371.00	$129.00	$2,500.00	$0.00
21	49	MAYFAIR KEY AND LOCK SHOP	10	7/1/2025	A	INSTALLATION OF DOOR HARDWARE	7/1/2025		7/1/2025	$8,600.00	$619.50	$619.50	$7,980.50	$8,600.00	$0.00
21	8702	MEDINA HANDYMAN SERVICES LLC	11	7/1/2025	A	JANITORIAL SERVICES	7/1/2025		7/1/2025	$230,000.00	$208,964.19	$208,964.19	$21,035.81	$230,000.00	$0.00
21	8610	SUMMIT FIRE AND SECURITY LLC	12	7/1/2025	A	SECURITY MONITORING	7/1/2025		7/1/2025	$5,000.00	$4,236.50	$4,236.50	$763.50	$5,000.00	$0.00
21	8610	SUMMIT FIRE AND SECURITY LLC	13	7/1/2025	A	FIRE MONITORING	7/1/2025		7/1/2025	$6,500.00	$1,161.00	$1,161.00	$5,339.00	$6,500.00	$0.00
21	8955	INFINITY RESTORATION AND CONST, LLC	14	7/1/2025	A	ELEMENTARY RENOVATIONS	7/1/2025		7/1/2025	$125,000.00	$0.00	$0.00	$125,000.00	$125,000.00	$0.00
21	41	UNITED MECHANICAL	15	7/1/2025	A	HVAC SPLIT UNIT INSTALLATION	7/1/2025		7/1/2025	$158,294.00	$145,973.77	$145,973.77	$12,320.23	$158,294.00	$0.00
21	1527	URBAN LAWN AND LANDSCAPE INC	16	7/1/2025	A	LAWN SERVICE	7/1/2025		7/1/2025	$50,000.00	$45,606.00	$45,606.00	$4,394.00	$50,000.00	$0.00
21	1216	VETS SEPTIC SERVICE	17	7/1/2025	A	GREASE TRAP DISPOSAL	7/1/2025		7/1/2025	$3,000.00	$2,925.00	$2,925.00	$75.00	$3,000.00	$0.00
21	8569	WW CLEANING SOLUTIONS, LLC	18	7/1/2025	A	BUILDING CLEANING SERVICES	7/1/2025		7/1/2025	$4,500.00	$4,374.66	$4,374.66	$125.34	$4,500.00	$0.00
21	8766	ARVEST BANK	19	8/6/2025	A	BLDG SUPPLIES	8/6/2025		8/6/2025	$579.94	$579.94	$579.94	$0.00	$579.94	$0.00
21	8619	THE PLUMBER OKC HVAC	20	9/8/2025	A	PLUMBING REPAIR	9/8/2025		9/8/2025	$13,000.00	$6,555.00	$6,555.00	$6,445.00	$13,000.00	$0.00
21	8657	DARL WOLF	21	9/8/2025	A	GENERAL MAINTENANCE REPAIRS	9/8/2025		9/8/2025	$20,000.00	$16,566.19	$16,566.19	$3,433.81	$20,000.00	$0.00
21	1313	CITY OF OKC DEVELOPMENT SERVICES	22	11/18/2025	A	ELEVATOR INSPECTIONS	11/18/2025		11/18/2025	$2,150.00	$2,149.60	$2,149.60	$0.40	$2,150.00	$0.00
21	8937	COMMERCIAL DOOR, LLC	23	11/20/2025	A	MS REPAIRS TO DOORS	11/20/2025		11/20/2025	$1,450.00	$1,098.55	$1,098.55	$351.45	$1,450.00	$0.00
21	8937	COMMERCIAL DOOR, LLC	24	1/6/2026	A	DOOR REPAIRS	1/6/2026		1/6/2026	$2,600.00	$2,588.64	$2,588.64	$11.36	$2,600.00	$0.00
21	1221	LUEVANOS LANDSCAPING SERVICES	25	2/4/2026	A	SNOW REMOVAL	2/4/2026		2/4/2026	$1,700.00	$1,700.00	$1,700.00	$0.00	$1,700.00	$0.00
										$673,800.94	**$471,593.49**	**$471,593.49**	**$202,207.45**	**$673,800.94**	**$0.00**
60	56	SAM'S CLUB	1	7/3/2025	A	CANDY FOR SENIORS/BRIDAL SHOWER	7/3/2025		7/3/2025	$100.70	$100.70	$100.70	$0.00	$100.70	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	2	7/9/2025	A	8TH GRADE PROMOTION CERTIFICATES	7/9/2025		7/9/2025	$330.00	$330.00	$330.00	$0.00	$330.00	$0.00
60	101	JOSTEN'S	3	7/9/2025	A	YEARBOOKS	7/9/2025		7/9/2025	$673.20	$673.20	$673.20	$0.00	$673.20	$0.00
60	8900	SALSBURY INDUSTRIES	4	7/10/2025	A	LOCKERS	7/10/2025		7/10/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	1801	ALL AMERICAN PIZZA	5	7/16/2025	A	PIZZA FOR VOLLEYBALL	7/16/2025		7/16/2025	$95.88	$95.88	$95.88	$0.00	$95.88	$0.00

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60	8769	OKIE PRINT	6	7/16/2025	A	TEES FOR VOLLEYBALL CAMP	7/16/2025		7/16/2025	$390.18	$390.18	$390.18	$0.00	$390.18	$0.00
60	1527	URBAN LAWN AND LANDSCAPE INC	7	7/23/2025	A	CLEAN UP GARDEN AREA	7/23/2025		7/23/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	8902	GOLD MEDAL SQUARED	8	7/23/2025	A	COACHING CLINIC	7/23/2025		7/23/2025	$399.99	$399.99	$399.99	$0.00	$399.99	$0.00
60	90000	BANCFIRST	9	7/10/2025	A	BANK FEES FOR AF	7/10/2025		7/10/2025	$4,232.81	$4,232.77	$4,232.77	$0.04	$4,232.81	$0.00
60	8900	SALSBURY INDUSTRIES	10	7/30/2025	A	MS LOCKERS	7/30/2025		7/30/2025	$5,920.01	$5,920.01	$5,920.01	$0.00	$5,920.01	$0.00
60	701	AMAZON CAPITAL SERVICES	11	7/30/2025	A	LANYARDS FOR STUDENT ID BADGES/COVERS	7/30/2025		7/30/2025	$257.48	$257.48	$257.48	$0.00	$257.48	$0.00
60	1801	ALL AMERICAN PIZZA	12	7/30/2025	A	PIZZA FOR VOLLEYBALL	7/30/2025		7/30/2025	$90.00	$90.00	$90.00	$0.00	$90.00	$0.00
60	80379	JAMI WEST	13	7/30/2025	A	ORANGE PAINT, CHARLOTTE PIPE 2" QUIKRETE	7/30/2025		7/30/2025	$89.74	$89.74	$89.74	$0.00	$89.74	$0.00
60	701	AMAZON CAPITAL SERVICES	14	8/6/2025	A	AF SUPPLIES	8/6/2025		8/6/2025	$2,661.50	$2,661.50	$2,661.50	$0.00	$2,661.50	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	15	8/6/2025	A	FORMS/NAMEPLATES/MAPS	8/6/2025		8/6/2025	$226.00	$226.00	$226.00	$0.00	$226.00	$0.00
60	99999	HARDING CHARTER PREP	16	8/12/2025	A	CLEARING ACCOUNT PRJ 879 CREDIT RECOVERY	8/12/2025		8/12/2025	$2,160.00	$2,160.00	$2,160.00	$0.00	$2,160.00	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	17	8/13/2025	A	OFFICE ITEMS	8/13/2025		8/13/2025	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	701	AMAZON CAPITAL SERVICES	18	8/13/2025	A	MISC OFFICE SUPPLIES	8/13/2025		8/13/2025	$152.64	$152.64	$152.64	$0.00	$152.64	$0.00
60	8904	MISTY WARFIELD	19	8/13/2025	A	CUSTOM CUPS FOR STAFF	8/13/2025		8/13/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	453	OSM	20	8/13/2025	A	OSM YEARBOOK MEMBERSHIP	8/13/2025		8/13/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	24	QUO VADIMUS SYS SERVICES	21	8/13/2025	A	DOMAIN NAME RENEWAL	8/13/2025		8/13/2025	$19.99	$19.99	$19.99	$0.00	$19.99	$0.00
60	80512	LANA INGRAM	22	8/20/2025	A	REIMB WALGREENS/HARBOR FREIGHT SUPPLIES	8/20/2025		8/20/2025	$174.76	$174.76	$174.76	$0.00	$174.76	$0.00
60	1527	URBAN LAWN AND LANDSCAPE INC	23	8/20/2025	A	PEST CONTROL/ CLEANUP	8/20/2025		8/20/2025	$1,070.00	$1,070.00	$1,070.00	$0.00	$1,070.00	$0.00
60	8907	JAMES SIMPSON	24	8/20/2025	A	GAME OFFICIAL	8/20/2025		8/20/2025	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	108	WESTCO LAMINATING SERVICES	25	8/20/2025	A	LAMINATOR FILM	8/20/2025		8/20/2025	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	701	AMAZON CAPITAL SERVICES	26	8/20/2025	A	CLASSROOM SUPPLIES	8/20/2025		8/20/2025	$93.74	$93.74	$93.74	$0.00	$93.74	$0.00
60	56	SAM'S CLUB	27	8/20/2025	A	SPUD DINNER FOR TEACHERS	8/20/2025		8/20/2025	$113.20	$113.20	$113.20	$0.00	$113.20	$0.00
60	8908	ALIYA SHORT	28	8/20/2025	A	GAME OFFICIAL	8/20/2025		8/20/2025	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	80358	AMY GRESHAM	29	8/20/2025	A	REIMB SPUD DINNER FOR TEACHERS	8/20/2025		8/20/2025	$27.22	$27.22	$27.22	$0.00	$27.22	$0.00
60	53	WALKER COMPANIES	30	8/20/2025	A	FRONT LOBBY REDESIGN/ PARKING PASSES	8/20/2025		8/20/2025	$205.00	$205.00	$205.00	$0.00	$205.00	$0.00
60	8868	OKIE PRINT BARN	31	8/20/2025	A	TSHIRTS	8/20/2025		8/20/2025	$495.71	$495.71	$495.71	$0.00	$495.71	$0.00
60	80379	JAMI WEST	32	8/20/2025	A	TEACHER BREAKFAST	8/20/2025		8/20/2025	$139.60	$139.60	$139.60	$0.00	$139.60	$0.00
60	8909	BORQUAYE CONSULTING, LLC	33	8/20/2025	A	CHEER CAMP	8/20/2025		8/20/2025	$2,000.00	$2,000.00	$2,000.00	$0.00	$2,000.00	$0.00
60	8910	JAMES COLBERT	34	8/20/2025	A	REFUND CNP	8/20/2025		8/20/2025	$6.00	$6.00	$6.00	$0.00	$6.00	$0.00
60	173	OKLAHOMA ASSOC OF STUDENT COUNCILS	35	8/27/2025	A	ADVANCED SESSION	8/27/2025		8/27/2025	$300.00	$300.00	$300.00	$0.00	$300.00	$0.00
60	8832	JULIA BEGAYE	36	8/27/2025	A	REIMB FIVE BELOW/FUZZY'S BACK TO SCHOOL GIFTS	8/27/2025		8/27/2025	$305.41	$305.41	$305.41	$0.00	$305.41	$0.00
60	80529	JENETTE M MCFARLAND	37	8/27/2025	A	REQUIRED COACH TRAINING	8/27/2025		8/27/2025	$50.00	$50.00	$50.00	$0.00	$50.00	$0.00
60	8912	SPORTS IMPORTS INC.	38	8/27/2025	A	VBALL SUPPLIES	8/27/2025		8/27/2025	$3,214.75	$3,214.75	$3,214.75	$0.00	$3,214.75	$0.00
60	8911	MUSIC THEATRE INTERNATIONAL	39	8/27/2025	A	ROYALTY FEE AND MATERIALS	8/27/2025		8/27/2025	$1,020.00	$0.00	$0.00	$1,020.00	$1,020.00	$0.00
60	1261	MARIAN ROBINSON	40	8/27/2025	A	GAME OFFICIAL	8/27/2025		8/27/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	8730	ELAINE SHAW	41	8/27/2025	A	GAME OFFICIAL	8/27/2025		8/27/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	258	NATIONAL HONOR SOCIETY/NASSP	42	8/27/2025	A	NHS MEMBERSHIP	8/27/2025		8/27/2025	$385.00	$385.00	$385.00	$0.00	$385.00	$0.00
60	701	AMAZON CAPITAL SERVICES	43	8/27/2025	A	VARIOUS SUPPLIES FOR TEACHER LOUNGE	8/27/2025		8/27/2025	$224.36	$224.36	$224.36	$0.00	$224.36	$0.00
60	8761	WOOD INVESTMENT LLC	44	8/27/2025	A	PROM VENUE	8/27/2025		8/27/2025	$2,000.00	$2,000.00	$2,000.00	$0.00	$2,000.00	$0.00
60	8908	ALIYA SHORT	45	8/27/2025	A	GAME OFFICIAL	8/27/2025		8/27/2025	$135.00	$135.00	$135.00	$0.00	$135.00	$0.00
60	173	OKLAHOMA ASSOC OF STUDENT COUNCILS	46	8/27/2025	A	ANNUAL OASC DUES	8/27/2025		8/27/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	701	AMAZON CAPITAL SERVICES	47	9/10/2025	A	ITEMS FOR STAFF APPRECIATION	9/10/2025		9/10/2025	$31.47	$31.47	$31.47	$0.00	$31.47	$0.00
60	701	AMAZON CAPITAL SERVICES	48	9/10/2025	A	BACK TO SCHOOL BASH	9/10/2025		9/10/2025	$210.03	$210.03	$210.03	$0.00	$210.03	$0.00
60	701	AMAZON CAPITAL SERVICES	49	9/10/2025	A	ADAMS MONEY AND RECEIPT BOOKS	9/10/2025		9/10/2025	$42.42	$42.42	$42.42	$0.00	$42.42	$0.00
60	701	AMAZON CAPITAL SERVICES	50	9/10/2025	A	BULLETIN BOARD SUPPLIES	9/10/2025		9/10/2025	$45.80	$45.80	$45.80	$0.00	$45.80	$0.00
60	701	AMAZON CAPITAL SERVICES	51	9/10/2025	A	OFFICE/CLASSROOM SUPPLIES	9/10/2025		9/10/2025	$37.22	$37.22	$37.22	$0.00	$37.22	$0.00
60	701	AMAZON CAPITAL SERVICES	52	9/10/2025	A	THEATRE SUPPLY	9/10/2025		9/10/2025	$156.70	$156.70	$156.70	$0.00	$156.70	$0.00
60	80199	MARK BUSICK	53	9/10/2025	A	CROSS COUNTRY MEET REGISTRATIONS REIMB	9/10/2025		9/10/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	80199	MARK BUSICK	54	9/10/2025	A	CPR TRAINING VIDEO/FIRST AID SUPPLY	9/10/2025		9/10/2025	$49.99	$49.99	$49.99	$0.00	$49.99	$0.00
60	126	DICK BLICK ART MATERIALS	55	9/10/2025	A	ART SUPPLIES	9/10/2025		9/10/2025	$1,248.03	$1,248.03	$1,248.03	$0.00	$1,248.03	$0.00
60	1801	ALL AMERICAN PIZZA	56	9/10/2025	A	PIZZA FOR NHS	9/10/2025		9/10/2025	$84.00	$84.00	$84.00	$0.00	$84.00	$0.00
60	1801	ALL AMERICAN PIZZA	57	9/10/2025	A	PIZZA FOR PATRIOT GRILL	9/10/2025		9/10/2025	$52.50	$52.50	$52.50	$0.00	$52.50	$0.00
60	1658	SNO SITES	58	9/10/2025	A	SNO SITES WEBSITE RENEWAL	9/10/2025		9/10/2025	$275.00	$275.00	$275.00	$0.00	$275.00	$0.00
60	1247	MUSTANG HIGH SCHOOL	59	9/10/2025	A	ENTRY FEE FOR 8.29.25 MEET	9/10/2025		9/10/2025	$60.00	$60.00	$60.00	$0.00	$60.00	$0.00
60	1203	BETHANY PUBLIC SCHOOLS	60	9/10/2025	A	CROSS COUNTRY MEET 9.5.25	9/10/2025		9/10/2025	$105.00	$105.00	$105.00	$0.00	$105.00	$0.00
60	258	NATIONAL HONOR SOCIETY/NASSP	61	9/10/2025	A	NATL JUNIOR HONOR SOCIETY AFFILIATION	9/10/2025		9/10/2025	$385.00	$385.00	$385.00	$0.00	$385.00	$0.00
60	400	CENTRAL OK DIRECTORS ASSOC.	62	9/10/2025	A	ENTRY FEES/MEMBERSHIP	9/10/2025		9/10/2025	$175.00	$175.00	$175.00	$0.00	$175.00	$0.00
60	8917	ANDREW BARNES	63	9/10/2025	A	GAME OFFICIAL	9/10/2025		9/10/2025	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	2011	SCHOOLSAFEID, LLC	64	9/10/2025	A	BLANK DISMISSAL TAGS	9/10/2025		9/10/2025	$32.95	$32.95	$32.95	$0.00	$32.95	$0.00
60	56	SAM'S CLUB	65	9/10/2025	A	AF SUPPLIES	9/10/2025		9/10/2025	$668.78	$668.78	$668.78	$0.00	$668.78	$0.00
60	8766	ARVEST BANK	66	9/10/2025	A	TEACHER BREAKFAST FROM SONIC	9/10/2025		9/10/2025	$167.27	$167.27	$167.27	$0.00	$167.27	$0.00
60	8918	HEYDI VILLATORO	67	9/17/2025	A	REFUND OF CNP	9/17/2025		9/17/2025	$66.00	$66.00	$66.00	$0.00	$66.00	$0.00
60	258	NATIONAL HONOR SOCIETY/NASSP	68	9/17/2025	A	MEMBERSHIP	9/17/2025		9/17/2025	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	80199	MARK BUSICK	69	9/17/2025	A	CROSS COUNTRY CLINIC	9/17/2025		9/17/2025	$70.00	$70.00	$70.00	$0.00	$70.00	$0.00
60	1115	OK SMALL SCHOOL BAND DIR. ASSN.	70	9/17/2025	A	ALL STATE ENTRIES	9/17/2025		9/17/2025	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	80358	AMY GRESHAM	71	9/17/2025	A	ITEMS FOR HOUSE STEM PROJECT	9/17/2025		9/17/2025	$47.50	$47.50	$47.50	$0.00	$47.50	$0.00
60	8919	BRITTNAY CARAWAY	72	9/17/2025	A	REFUND OVERPMT OF TECH INSURANCE	9/17/2025		9/17/2025	$50.00	$50.00	$50.00	$0.00	$50.00	$0.00
60	8920	LEVI SMITH	73	9/17/2025	A	REFUND TECH FEE	9/17/2025		9/17/2025	$50.00	$50.00	$50.00	$0.00	$50.00	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	74	9/17/2025	A	NAME PLATE REPRINTS	9/17/2025		9/17/2025	$15.00	$15.00	$15.00	$0.00	$15.00	$0.00
60	8921	OKLAHOMA CITY STORM ATHLETICS LLC	75	9/17/2025	A	VOLLEYBALL TOURNEY ENTRY FEES	9/17/2025		9/17/2025	$450.00	$450.00	$450.00	$0.00	$450.00	$0.00
60	701	AMAZON CAPITAL SERVICES	76	9/17/2025	A	VOLLEYBALL NET AND CART	9/17/2025		9/17/2025	$468.34	$468.34	$468.34	$0.00	$468.34	$0.00
60	701	AMAZON CAPITAL SERVICES	77	9/17/2025	A	SHARPIE MARKERS/ RULERS	9/17/2025		9/17/2025	$290.28	$290.28	$290.28	$0.00	$290.28	$0.00

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60	701	AMAZON CAPITAL SERVICES	78	9/17/2025	A	VOLLEYBALL AND SENIOR NIGHT SUPPLIES	9/17/2025		9/17/2025	$274.43	$274.43	$274.43	$0.00	$274.43	$0.00
60	8807	LEARNING WITHOUT TEARS	79	9/17/2025	A	ADDL KG WRITING MATERIALS	9/17/2025		9/17/2025	$89.10	$89.10	$89.10	$0.00	$89.10	$0.00
60	1783	MATTHEW PRICE	80	9/17/2025	A	GAME OFFICIAL	9/17/2025		9/17/2025	$135.00	$135.00	$135.00	$0.00	$135.00	$0.00
60	8740	KUINTUN NEWMAN	81	9/17/2025	A	GAME OFFICIAL	9/17/2025		9/17/2025	$65.00	$65.00	$65.00	$0.00	$65.00	$0.00
60	8565	HEATHER HILL	82	9/17/2025	A	REIMB OK STATE FAIR TICKETS	9/17/2025		9/17/2025	$247.20	$247.20	$247.20	$0.00	$247.20	$0.00
60	8922	MEGAN CATLIN	83	9/17/2025	A	GAME OFFICIAL	9/17/2025		9/17/2025	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	56	SAM'S CLUB	84	10/1/2025	A	AF SUPPLIES/MEMBERSHIP	10/1/2025		10/1/2025	$1,200.22	$1,200.22	$1,200.22	$0.00	$1,200.22	$0.00
60	8740	KUINTUN NEWMAN	85	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$135.00	$135.00	$135.00	$0.00	$135.00	$0.00
60	8657	DARL WOLF	86	10/1/2025	A	SOCCER FIELD INSTALLATIONS	10/1/2025		10/1/2025	$1,785.40	$1,785.40	$1,785.40	$0.00	$1,785.40	$0.00
60	701	AMAZON CAPITAL SERVICES	87	10/1/2025	A	CLASSROOM SUPPLIES	10/1/2025		10/1/2025	$129.38	$129.38	$129.38	$0.00	$129.38	$0.00
60	1203	BETHANY PUBLIC SCHOOLS	88	10/1/2025	A	BETHANY INVITATIONAL VOLLEYBALL TOURNEY	10/1/2025		10/1/2025	$105.00	$105.00	$105.00	$0.00	$105.00	$0.00
60	701	AMAZON CAPITAL SERVICES	89	10/1/2025	A	TEACHER APPRECIATION SUPPLIES	10/1/2025		10/1/2025	$84.29	$84.29	$84.29	$0.00	$84.29	$0.00
60	96	OSSAA	90	10/1/2025	A	ENTRY FEE FOR STATE TOURNAMENT	10/1/2025		10/1/2025	$6.00	$6.00	$6.00	$0.00	$6.00	$0.00
60	96	OSSAA	91	10/1/2025	A	ENTRY FEES REGIONAL SPEECH AND DEBATE TOURNEY	10/1/2025		10/1/2025	$12.00	$12.00	$12.00	$0.00	$12.00	$0.00
60	80297	HEATHER M HILL	92	10/1/2025	A	REIMB PD BREAKFAST FOR TEACHERS	10/1/2025		10/1/2025	$133.74	$133.74	$133.74	$0.00	$133.74	$0.00
60	2011	SCHOOLSAFEID, LLC	93	10/1/2025	A	STICKER PAPER FOR SCHOOL SAFE BOX	10/1/2025		10/1/2025	$182.95	$182.95	$182.95	$0.00	$182.95	$0.00
60	8907	JAMES SIMPSON	94	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$65.00	$65.00	$65.00	$0.00	$65.00	$0.00
60	8917	ANDREW BARNES	95	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	96	10/1/2025	A	ALTO SAX SERVICE	10/1/2025		10/1/2025	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	383	NORTH CENTRAL HONOR ORCHESTRA	97	10/1/2025	A	ENTRY FEES	10/1/2025		10/1/2025	$70.00	$70.00	$70.00	$0.00	$70.00	$0.00
60	2011	SCHOOLSAFEID, LLC	98	10/1/2025	A	BADGE STICKERS FOR SCHOOL SAFE PRINTER	10/1/2025		10/1/2025	$216.95	$216.95	$216.95	$0.00	$216.95	$0.00
60	80507	ALEXANDRIA C VELDERS	99	10/1/2025	A	REQUIRED COACHTRAININGS	10/1/2025		10/1/2025	$50.00	$50.00	$50.00	$0.00	$50.00	$0.00
60	8780	RESTO ATHLETIC	100	10/1/2025	A	VB JERSEYS	10/1/2025		10/1/2025	$1,464.00	$1,464.00	$1,464.00	$0.00	$1,464.00	$0.00
60	80547	KORI D WILLIAMS	101	10/1/2025	A	CAPPS VAN	10/1/2025		10/1/2025	$487.60	$487.60	$487.60	$0.00	$487.60	$0.00
60	8923	DOUGLAS HUTCHENS	102	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$135.00	$135.00	$135.00	$0.00	$135.00	$0.00
60	80199	MARK BUSICK	103	10/1/2025	A	REIMB FOR VAN RENTAL FOR CAMP GRUBER	10/1/2025		10/1/2025	$267.65	$267.65	$267.65	$0.00	$267.65	$0.00
60	80199	MARK BUSICK	104	10/1/2025	A	REIMB ENTRANCE FEES	10/1/2025		10/1/2025	$248.00	$248.00	$248.00	$0.00	$248.00	$0.00
60	80199	MARK BUSICK	105	10/1/2025	A	REIMB ENTRY FEES FOR CHILI PEPPER RACE	10/1/2025		10/1/2025	$216.00	$216.00	$216.00	$0.00	$216.00	$0.00
60	8924	RUS ROBINSON	106	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	1261	MARIAN ROBINSON	107	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$65.00	$65.00	$65.00	$0.00	$65.00	$0.00
60	8925	BRITTNEY S MADDEX	108	10/1/2025	A	GAME OFFICIAL	10/1/2025		10/1/2025	$90.00	$90.00	$90.00	$0.00	$90.00	$0.00
60	701	AMAZON CAPITAL SERVICES	109	10/1/2025	A	AF SUPPLIES	10/1/2025		10/1/2025	$964.97	$964.97	$964.97	$0.00	$964.97	$0.00
60	2057	BJ'S BREWHOUSE	110	10/7/2025	A	LUNCH FOR XC TEAM	10/7/2025		10/7/2025	$123.88	$123.88	$123.88	$0.00	$123.88	$0.00
60	684	THE COLLEGE BOARD	111	10/8/2025	A	FY25 AND FY26 MEMBERSHIP FEES	10/8/2025		10/8/2025	$800.00	$800.00	$800.00	$0.00	$800.00	$0.00
60	8479	ADRENALINE FUNDRAISING	112	10/8/2025	A	COOKIE DOUGH FUNDRAISER	10/8/2025		10/8/2025	$648.00	$648.00	$648.00	$0.00	$648.00	$0.00
60	80358	AMY GRESHAM	113	10/8/2025	A	BACK TO SCHOOL/TEACHER APPR. SUPPLIES	10/8/2025		10/8/2025	$92.01	$92.01	$92.01	$0.00	$92.01	$0.00
60	180	OK MUSIC EDUCATORS ASSOCIATION	114	10/8/2025	A	ALL STATE WINDS AND PERCUSSION PRIMARY ENTRIES	10/8/2025		10/8/2025	$60.00	$60.00	$60.00	$0.00	$60.00	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	115	10/8/2025	A	REEDS FOR INSTRUMENTS	10/8/2025		10/8/2025	$61.00	$61.00	$61.00	$0.00	$61.00	$0.00
60	1874	DAVID FOSTER	116	10/8/2025	A	GAME OFFICIAL	10/8/2025		10/8/2025	$270.00	$270.00	$270.00	$0.00	$270.00	$0.00
60	647	TENA SLAUGHTER	117	10/8/2025	A	GAME OFFICIAL	10/8/2025		10/8/2025	$180.00	$180.00	$180.00	$0.00	$180.00	$0.00
60	80507	ALEXANDRIA C VELDERS	118	10/8/2025	A	REIMB VOLLEYBALL SUPPLY	10/8/2025		10/8/2025	$198.62	$198.62	$198.62	$0.00	$198.62	$0.00
60	80122	CORY POCOCK	119	10/8/2025	A	REIMB CPR TRAINING	10/8/2025		10/8/2025	$39.00	$39.00	$39.00	$0.00	$39.00	$0.00
60	1801	ALL AMERICAN PIZZA	120	10/8/2025	A	PIZZA FOR PATRIOT GRILL	10/8/2025		10/8/2025	$52.50	$52.50	$52.50	$0.00	$52.50	$0.00
60	8926	BRENDA ESCOBAR	121	10/8/2025	A	PARTIAL REIMB FOR DEPOSIT	10/8/2025		10/8/2025	$12.20	$12.20	$12.20	$0.00	$12.20	$0.00
60	80641	CHARLES MCCARRELL	122	10/8/2025	A	REIMB FOR COACH TRAINING	10/8/2025		10/8/2025	$54.99	$54.99	$54.99	$0.00	$54.99	$0.00
60	80397	TYLER L MCCARRELL	123	10/8/2025	A	REIMB FOR COACH TRAINING	10/8/2025		10/8/2025	$54.99	$54.99	$54.99	$0.00	$54.99	$0.00
60	701	AMAZON CAPITAL SERVICES	124	10/8/2025	A	BASKETBALL RACK/ART SPPLY/BLDG SPPLY	10/8/2025		10/8/2025	$498.70	$498.70	$498.70	$0.00	$498.70	$0.00
60	8767	HERITAGE HALL XC	125	10/15/2025	A	CROSS COUNTRY MEET REGISTRATION	10/15/2025		10/15/2025	$70.00	$70.00	$70.00	$0.00	$70.00	$0.00
60	80621	JOHNNY WARREN MITCHELL	126	10/15/2025	A	REIMB FOR OCDA REGISTRATION	10/15/2025		10/15/2025	$85.00	$85.00	$85.00	$0.00	$85.00	$0.00
60	126	DICK BLICK ART MATERIALS	127	10/15/2025	A	ONE BOLT OF MUSLIN	10/15/2025		10/15/2025	$180.74	$180.74	$180.74	$0.00	$180.74	$0.00
60	180	OK MUSIC EDUCATORS ASSOCIATION	128	10/15/2025	A	ALL STATE ORCHESTRA ENTRY FEES	10/15/2025		10/15/2025	$60.00	$60.00	$60.00	$0.00	$60.00	$0.00
60	80134	JOE HUGHES	129	10/15/2025	A	FIRST AID/CPR/AED CERTIFICATION	10/15/2025		10/15/2025	$89.26	$89.26	$89.26	$0.00	$89.26	$0.00
60	701	AMAZON CAPITAL SERVICES	130	10/22/2025	A	ART/PTO/BSU SUPPLIES	10/22/2025		10/22/2025	$838.44	$838.44	$838.44	$0.00	$838.44	$0.00
60	8927	GENERATION CITIZEN, INC.	131	10/22/2025	A	PROF DEV PGM / EDUCATOR NETWORK	10/22/2025		10/22/2025	$600.00	$600.00	$600.00	$0.00	$600.00	$0.00
60	823	VARSITY SPIRIT FASHIONS & SUPPLIES	132	10/22/2025	A	CHEER UNIFORMS	10/22/2025		10/22/2025	$1,231.60	$1,231.60	$1,231.60	$0.00	$1,231.60	$0.00
60	80122	CORY POCOCK	133	10/22/2025	A	VELCRO	10/22/2025		10/22/2025	$10.98	$10.98	$10.98	$0.00	$10.98	$0.00
60	1417	SHAWNEE HIGH SCHOOL	134	10/22/2025	A	VOLLEYBALL TOURNAMENT	10/22/2025		10/22/2025	$375.00	$375.00	$375.00	$0.00	$375.00	$0.00
60	96	OSSAA	135	10/22/2025	A	PARTICIPATION FEES	10/22/2025		10/22/2025	$790.00	$790.00	$790.00	$0.00	$790.00	$0.00
60	8928	MIDWEST CITY VOLLEYBALLL BOOSTER	136	10/22/2025	A	MWC VARSITY VOLLEYBALL TOURNEY	10/22/2025		10/22/2025	$225.00	$225.00	$225.00	$0.00	$225.00	$0.00
60	88	COMMUNITY CHRISTIAN SCHOOL	137	10/22/2025	A	CROSS COUNTRY MEET/VOLLEYBALL TOURNAMENT	10/22/2025		10/22/2025	$455.00	$455.00	$455.00	$0.00	$455.00	$0.00
60	383	NORTH CENTRAL HONOR ORCHESTRA	138	10/22/2025	A	PARTICIPATION FEE	10/22/2025		10/22/2025	$20.00	$20.00	$20.00	$0.00	$20.00	$0.00
60	19	OKC PUBLIC SCHOOLS	139	10/22/2025	A	BUS TRANSPORTATION TO STATE FAIR	10/22/2025		10/22/2025	$175.00	$175.00	$175.00	$0.00	$175.00	$0.00
60	8868	OKIE PRINT BARN	140	10/22/2025	A	STAFF TEES	10/22/2025		10/22/2025	$711.00	$711.00	$711.00	$0.00	$711.00	$0.00
60	8929	PERSUADE PAINTING BY PARAITE	141	10/22/2025	A	FACE PAINT	10/22/2025		10/22/2025	$120.00	$120.00	$120.00	$0.00	$120.00	$0.00
60	24	QUO VADIMUS SYS SERVICES	142	10/29/2025	A	SANDISK ULTRA 64GB SDXC MEMORY CARD, CLASS 10	10/29/2025		10/29/2025	$78.00	$78.00	$78.00	$0.00	$78.00	$0.00
60	8930	SABRINA COLEMAN	143	10/29/2025	A	REIMB SNACKS	10/29/2025		10/29/2025	$100.25	$100.25	$100.25	$0.00	$100.25	$0.00
60	80525	ANGELA HARE	144	10/29/2025	A	FIELD LESSON FOR BOTANY AND GARDENING	10/29/2025		10/29/2025	$180.05	$180.05	$180.05	$0.00	$180.05	$0.00
60	58	PENDER'S MUSIC COMPANY	145	10/29/2025	A	OKMEA AUDITION PACKETS	10/29/2025		10/29/2025	$65.97	$65.97	$65.97	$0.00	$65.97	$0.00
60	80199	MARK BUSICK	146	10/29/2025	A	REIMB BOYS/GIRLS TEAMS CROSS COUNTRY HERITAGE HALL	10/29/2025		10/29/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00

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60	80379	JAMI WEST	147	10/29/2025	A	7/8TH GRADE STAFF LUNCH	10/29/2025		10/29/2025	$83.00	$83.00	$83.00	$0.00	$83.00	$0.00
60	56	SAM'S CLUB	148	10/29/2025	A	SAMS CLUB AF SUPPLIES	10/29/2025		10/29/2025	$523.38	$523.38	$523.38	$0.00	$523.38	$0.00
60	8766	ARVEST BANK	149	11/5/2025	A	PARENT WORK DAY SUPPLIES	11/5/2025		11/5/2025	$145.48	$145.48	$145.48	$0.00	$145.48	$0.00
60	739	INFLATABLE ADVENTURES	150	11/5/2025	A	BALLOON BOUNCE	11/5/2025		11/5/2025	$553.58	$553.58	$553.58	$0.00	$553.58	$0.00
60	80476	TRAVIS W RHODES	151	11/5/2025	A	STUCO TRAVEL REIMB	11/5/2025		11/5/2025	$590.28	$590.28	$590.28	$0.00	$590.28	$0.00
60	8930	SABRINA COLEMAN	152	11/5/2025	A	FAJITA BAR FUZZYS TACO SHOP	11/5/2025		11/5/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	823	VARSITY SPIRIT FASHIONS & SUPPLIES	153	11/5/2025	A	UNIFORMS	11/5/2025		11/5/2025	$1,859.95	$1,859.95	$1,859.95	$0.00	$1,859.95	$0.00
60	973	CENTURY RESOURCES	154	11/5/2025	A	ALL SCHOOL FUNDRAISER	11/5/2025		11/5/2025	$2,359.27	$2,359.27	$2,359.27	$0.00	$2,359.27	$0.00
60	80547	KORI D WILLIAMS	155	11/5/2025	A	CAPPS VAN RENTAL FOR TOURNEY	11/5/2025		11/5/2025	$243.80	$243.80	$243.80	$0.00	$243.80	$0.00
60	8931	ALL ABOUT NOW PHOTOGRAPHY	156	11/5/2025	A	HYPE VIDEO SENIOR BANNERS	11/5/2025		11/5/2025	$1,140.00	$1,140.00	$1,140.00	$0.00	$1,140.00	$0.00
60	701	AMAZON CAPITAL SERVICES	157	11/5/2025	A	AF SUPPLIES	11/5/2025		11/5/2025	$424.21	$424.21	$424.21	$0.00	$424.21	$0.00
60	80199	MARK BUSICK	158	11/12/2025	A	REIMB VAN RENTAL	11/12/2025		11/12/2025	$517.85	$517.85	$517.85	$0.00	$517.85	$0.00
60	80616	NIMA KEIVANI	159	11/12/2025	A	CYRANO DE BERGERAC	11/12/2025		11/12/2025	$45.60	$45.60	$45.60	$0.00	$45.60	$0.00
60	160	J.W. PEPPER	160	11/12/2025	A	SHEET MUSIC	11/12/2025		11/12/2025	$244.99	$244.99	$244.99	$0.00	$244.99	$0.00
60	8930	SABRINA COLEMAN	161	11/12/2025	A	REIMB TEACHER APPR SPPLY	11/12/2025		11/12/2025	$51.72	$51.72	$51.72	$0.00	$51.72	$0.00
60	8868	OKIE PRINT BARN	162	11/12/2025	A	STAFF TEES	11/12/2025		11/12/2025	$104.34	$104.34	$104.34	$0.00	$104.34	$0.00
60	388	OKCPS TRANSPORTATION	163	11/12/2025	A	SCIENCE MUSEUM TRIP 7TH GRADE 10.8.25	11/12/2025		11/12/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	19	OKC PUBLIC SCHOOLS	164	11/12/2025	A	MYRIAD BOTANY	11/12/2025		11/12/2025	$175.00	$175.00	$175.00	$0.00	$175.00	$0.00
60	19	OKC PUBLIC SCHOOLS	165	11/12/2025	A	SCIENCE MUSEUM 7TH GRADE 10.8.25	11/12/2025		11/12/2025	$350.00	$350.00	$350.00	$0.00	$350.00	$0.00
60	8902	GOLD MEDAL SQUARED	166	11/12/2025	A	COACHING CLINIC FOR A VELDERS	11/12/2025		11/12/2025	$320.00	$320.00	$320.00	$0.00	$320.00	$0.00
60	8902	GOLD MEDAL SQUARED	167	11/12/2025	A	COACHING CLINIC FOR L PARISH	11/12/2025		11/12/2025	$320.00	$320.00	$320.00	$0.00	$320.00	$0.00
60	1601	DOWNTOWN YMCA	168	11/12/2025	A	SWIM LANES FOR OCT DOWNTOWN YMCA	11/12/2025		11/12/2025	$243.00	$243.00	$243.00	$0.00	$243.00	$0.00
60	2065	MITCH PARK YMCA	169	11/12/2025	A	SWIM LANES MITCH PARK	11/12/2025		11/12/2025	$228.00	$228.00	$228.00	$0.00	$228.00	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	170	11/12/2025	A	ADMIT TO CLASS FORM	11/12/2025		11/12/2025	$65.00	$65.00	$65.00	$0.00	$65.00	$0.00
60	108	WESTCO LAMINATING SERVICES	171	11/12/2025	A	LAMINATION PAPER INSTALLATION	11/12/2025		11/12/2025	$108.00	$108.00	$108.00	$0.00	$108.00	$0.00
60	80621	JOHNNY WARREN MITCHELL	172	11/12/2025	A	REIMB CHOIR PRIMARY ENTRIES AND LATE FEES	11/12/2025		11/12/2025	$225.00	$225.00	$225.00	$0.00	$225.00	$0.00
60	1247	MUSTANG HIGH SCHOOL	173	11/19/2025	A	ENTRY FEE FOR AUGUST 29TH MEET	11/19/2025		11/19/2025	$60.00	$60.00	$60.00	$0.00	$60.00	$0.00
60	453	OSM	174	11/19/2025	A	YEARBOOK	11/19/2025		11/19/2025	$247.50	$247.50	$247.50	$0.00	$247.50	$0.00
60	1801	ALL AMERICAN PIZZA	175	11/19/2025	A	HONOR ROLL PIZZA	11/19/2025		11/19/2025	$455.00	$455.00	$455.00	$0.00	$455.00	$0.00
60	56	SAM'S CLUB	176	11/19/2025	A	VOLLEYBALL BANQUET SUPPLIES	11/19/2025		11/19/2025	$201.50	$0.00	$0.00	$201.50	$201.50	$0.00
60	80379	JAMI WEST	177	11/19/2025	A	SINGO GAME SYSTEM	11/19/2025		11/19/2025	$55.00	$55.00	$55.00	$0.00	$55.00	$0.00
60	80358	AMY GRESHAM	178	11/19/2025	A	CUSTOM GIFT BASKETS	11/19/2025		11/19/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	1801	ALL AMERICAN PIZZA	179	11/19/2025	A	PATRIOT GRILL	11/19/2025		11/19/2025	$52.50	$52.50	$52.50	$0.00	$52.50	$0.00
60	701	AMAZON CAPITAL SERVICES	180	11/19/2025	A	STUDENT RECOGNITION ITEMS/PATRIOT STORE SPPLY	11/19/2025		11/19/2025	$95.28	$95.28	$95.28	$0.00	$95.28	$0.00
60	701	AMAZON CAPITAL SERVICES	181	11/19/2025	A	WRISTBANDS/CANCER AWARENESS SPPLY	11/19/2025		11/19/2025	$145.05	$145.05	$145.05	$0.00	$145.05	$0.00
60	8934	RYAN MANUEL	182	11/19/2025	A	GAME OFFICIAL	11/19/2025		11/19/2025	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	731	PONCA CITY HS	183	11/19/2025	A	STUCO REGISTRATIONS FOR 8 STUDENTS	11/19/2025		11/19/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
60	975	PLAYSCRIPTS INC.	184	11/19/2025	A	RIGHTS AND LICENSING	11/19/2025		11/19/2025	$566.48	$566.48	$566.48	$0.00	$566.48	$0.00
60	8935	GEORGIES CERAMIC AND CLAY CO.	185	11/19/2025	A	CLAY EXTRUDER	11/19/2025		11/19/2025	$867.85	$867.85	$867.85	$0.00	$867.85	$0.00
60	8672	RATCLIFF INK	186	11/19/2025	A	VOLLEYBALL TEAM SHIRTS	11/19/2025		11/19/2025	$380.73	$380.73	$380.73	$0.00	$380.73	$0.00
60	8930	SABRINA COLEMAN	187	11/19/2025	A	SNACKS	11/19/2025		11/19/2025	$146.46	$146.46	$146.46	$0.00	$146.46	$0.00
60	8936	NEVAEH TOT	188	11/19/2025	A	GAME OFFICIAL	11/19/2025		11/19/2025	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	8487	CENTRAL OK CHORAL DIRECTOR'S ASSOC.	189	11/19/2025	A	AUDITION FEES	11/19/2025		11/19/2025	$20.00	$20.00	$20.00	$0.00	$20.00	$0.00
60	8557	CROOKED OAK ATHLETICS	190	12/3/2025	A	BASKETBALL TOP TOWN TOURNEY FEE	12/3/2025		12/3/2025	$350.00	$350.00	$350.00	$0.00	$350.00	$0.00
60	701	AMAZON CAPITAL SERVICES	191	12/3/2025	A	SCHOOL CELEBRATION	12/3/2025		12/3/2025	$104.29	$104.29	$104.29	$0.00	$104.29	$0.00
60	80358	AMY GRESHAM	192	12/3/2025	A	BAGELS FOR PD	12/3/2025		12/3/2025	$35.05	$35.05	$35.05	$0.00	$35.05	$0.00
60	1677	RANDY MUSICK	193	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	8938	COLBY SCIFRES	194	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$235.00	$235.00	$235.00	$0.00	$235.00	$0.00
60	1936	DAVID M. CAIN	195	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	966	DERRICK GRADY	196	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	8547	GREGORY'S SPORTING GOODS	197	12/3/2025	A	UNIFORMS FOR GIRLS BASKETBALL	12/3/2025		12/3/2025	$900.00	$900.00	$900.00	$0.00	$900.00	$0.00
60	701	AMAZON CAPITAL SERVICES	198	12/3/2025	A	AF SUPPLIES	12/3/2025		12/3/2025	$66.12	$66.12	$66.12	$0.00	$66.12	$0.00
60	160	J.W. PEPPER	199	12/3/2025	A	SHEET MUSIC - MIDNIGHT SCORE	12/3/2025		12/3/2025	$28.99	$28.99	$28.99	$0.00	$28.99	$0.00
60	823	VARSITY SPIRIT FASHIONS & SUPPLIES	200	12/3/2025	A	CHEER UNIFORMS	12/3/2025		12/3/2025	$362.25	$362.25	$362.25	$0.00	$362.25	$0.00
60	8830	WILLOW LANE EDUCATION	201	12/3/2025	A	LIBRARY BOOKS	12/3/2025		12/3/2025	$79.97	$79.97	$79.97	$0.00	$79.97	$0.00
60	8636	GARY REEVES	202	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	1118	JUSTIN WINSCHEL	203	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	8923	DOUGLAS HUTCHENS	204	12/3/2025	A	GAME OFFICIAL	12/3/2025		12/3/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	1278	INTER-CITY VIOLIN STUDIOS, INC.	205	12/3/2025	A	REPAIRS TO VIOLIN	12/3/2025		12/3/2025	$87.00	$87.00	$87.00	$0.00	$87.00	$0.00
60	96	OSSAA	206	12/3/2025	A	REGIONAL ORCHESTRA CONTEST FEES	12/3/2025		12/3/2025	$175.00	$175.00	$175.00	$0.00	$175.00	$0.00
60	56	SAM'S CLUB	207	12/3/2025	A	AF SUPPLIES	12/3/2025		12/3/2025	$1,937.81	$1,937.81	$1,937.81	$0.00	$1,937.81	$0.00
60	8766	ARVEST BANK	208	12/3/2025	A	CONCESSION SUPPLIES	12/3/2025		12/3/2025	$92.56	$92.56	$92.56	$0.00	$92.56	$0.00
60	8848	RACHEL DURHAM	209	12/10/2025	A	GIFT BAGS AND AF ITEMS	12/10/2025		12/10/2025	$73.93	$73.93	$73.93	$0.00	$73.93	$0.00
60	701	AMAZON CAPITAL SERVICES	210	12/10/2025	A	FIREPLACE MANTEL BACKDROP, STOCKINGS	12/10/2025		12/10/2025	$45.62	$45.62	$45.62	$0.00	$45.62	$0.00
60	8939	SHAWN GRANT	211	12/10/2025	A	GAME OFFICIAL	12/10/2025		12/10/2025	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	8938	COLBY SCIFRES	212	12/10/2025	A	GAME OFFICIAL	12/10/2025		12/10/2025	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	222	BLUE AND GOLD SAUSAGE	213	12/10/2025	A	SAUSAGE AND MEATS FOR RESALE	12/10/2025		12/10/2025	$3,802.50	$3,802.50	$3,802.50	$0.00	$3,802.50	$0.00
60	701	AMAZON CAPITAL SERVICES	214	12/10/2025	A	CUPS, LIDS, PRINTER CARTRIDGES	12/10/2025		12/10/2025	$227.67	$227.67	$227.67	$0.00	$227.67	$0.00
60	1706	FAST STITCH	215	12/10/2025	A	EMBROIDERY	12/10/2025		12/10/2025	$238.00	$238.00	$238.00	$0.00	$238.00	$0.00
60	701	AMAZON CAPITAL SERVICES	216	12/10/2025	A	FIREPLACE MANTEL BACKDROP, STOCKINGS	12/10/2025		12/10/2025	$45.62	$45.62	$45.62	$0.00	$45.62	$0.00
60	8930	SABRINA COLEMAN	217	12/10/2025	A	SNACKS/GIFT CARDS	12/10/2025		12/10/2025	$55.37	$55.37	$55.37	$0.00	$55.37	$0.00
60	701	AMAZON CAPITAL SERVICES	218	12/10/2025	A	ITEMS FOR HOLIDAY HOOPLA	12/10/2025		12/10/2025	$120.96	$120.96	$120.96	$0.00	$120.96	$0.00

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60	8936	NEVAEH TOT	219	12/10/2025	A	GAME OFFICIAL	12/10/2025		12/10/2025	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	8470	KRISTAL SHIELDS	220	12/10/2025	A	GAME OFFICIAL	12/10/2025		12/10/2025	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	80605	DIANE PERKINS	221	12/10/2025	A	REIMB PUPPET MATERIALS	12/10/2025		12/10/2025	$129.46	$129.46	$129.46	$0.00	$129.46	$0.00
60	80358	AMY GRESHAM	222	12/10/2025	A	ITEMS FOR HOLIDAY HOOPLA	12/10/2025		12/10/2025	$22.33	$22.33	$22.33	$0.00	$22.33	$0.00
60	99999	HARDING CHARTER PREP	223	12/10/2025	A	CLEARING ACCOUNTS CNP, TECH INS, CREDIT RECOVERY	12/10/2025		12/10/2025	$32,854.71	$32,854.71	$32,854.71	$0.00	$32,854.71	$0.00
60	160	J.W. PEPPER	224	12/17/2025	A	MUSIC FOR CHRISTMAS CONCERT	12/17/2025		12/17/2025	$207.49	$207.49	$207.49	$0.00	$207.49	$0.00
60	701	AMAZON CAPITAL SERVICES	225	12/17/2025	A	METAL CABINETS	12/17/2025		12/17/2025	$277.40	$277.40	$277.40	$0.00	$277.40	$0.00
60	80122	CORY POCOCK	226	12/17/2025	A	AIR PUMP/VELCRO	12/17/2025		12/17/2025	$30.97	$30.97	$30.97	$0.00	$30.97	$0.00
60	8657	DARL WOLF	227	12/17/2025	A	SCISSOR LIFT CORD/PLUMBING REPAIR OUTSIDE	12/17/2025		12/17/2025	$1,207.07	$1,207.07	$1,207.07	$0.00	$1,207.07	$0.00
60	684	THE COLLEGE BOARD	228	12/17/2025	A	PSAT/NMSQT : FALL 10TH AND 11TH GRADES	12/17/2025		12/17/2025	$2,789.64	$2,789.64	$2,789.64	$0.00	$2,789.64	$0.00
60	684	THE COLLEGE BOARD	229	12/17/2025	A	PSAT 8/9 : FALL - 9TH GRADE	12/17/2025		12/17/2025	$1,670.76	$1,670.76	$1,670.76	$0.00	$1,670.76	$0.00
60	8941	MARI WALKER	230	12/17/2025	A	REFUND CNP LOCAL	12/17/2025		12/17/2025	$26.20	$26.20	$26.20	$0.00	$26.20	$0.00
60	8932	TULL RIGGING LLC	231	12/17/2025	A	BAND SET SUPPLIES	12/17/2025		12/17/2025	$1,996.00	$1,996.00	$1,996.00	$0.00	$1,996.00	$0.00
60	53	WALKER COMPANIES	232	12/17/2025	A	HCP BRANDING	12/17/2025		12/17/2025	$2,405.49	$2,405.49	$2,405.49	$0.00	$2,405.49	$0.00
60	701	AMAZON CAPITAL SERVICES	233	12/17/2025	A	ALL SCHOOL STEM PRJ	12/17/2025		12/17/2025	$274.19	$274.19	$274.19	$0.00	$274.19	$0.00
60	701	AMAZON CAPITAL SERVICES	234	12/17/2025	A	WASHABLE MARKERS IN BULK COUNTS	12/17/2025		12/17/2025	$159.52	$159.52	$159.52	$0.00	$159.52	$0.00
60	701	AMAZON CAPITAL SERVICES	235	12/17/2025	A	NURSE STATION SUPPLIES	12/17/2025		12/17/2025	$57.76	$57.76	$57.76	$0.00	$57.76	$0.00
60	701	AMAZON CAPITAL SERVICES	236	12/17/2025	A	WATERING CANS FOR GARDEN	12/17/2025		12/17/2025	$158.83	$158.83	$158.83	$0.00	$158.83	$0.00
60	8936	NEVAEH TOT	237	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	8934	RYAN MANUEL	238	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	80379	JAMI WEST	239	12/17/2025	A	TEA FOR TEACHER LUNCH	12/17/2025		12/17/2025	$20.00	$20.00	$20.00	$0.00	$20.00	$0.00
60	453	OSM	240	12/17/2025	A	FALL MEDIA DAY ATTENDANCE	12/17/2025		12/17/2025	$203.50	$203.50	$203.50	$0.00	$203.50	$0.00
60	8942	JEFFREY T. WATERMAN	241	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	215	GARY LEWIS	242	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	1903	BRYAN MUSICK	243	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$235.00	$235.00	$235.00	$0.00	$235.00	$0.00
60	80128	BEN PELLEY	244	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	8495	BRADY HERREN	245	12/17/2025	A	GAME OFFICIAL	12/17/2025		12/17/2025	$235.00	$235.00	$235.00	$0.00	$235.00	$0.00
60	8943	REDLINE CHEER AND DANCE	246	1/7/2026	A	REGISTRATION FEE FOR CHEER COMPETITION	1/7/2026		1/7/2026	$1,350.00	$1,350.00	$1,350.00	$0.00	$1,350.00	$0.00
60	2065	MITCH PARK YMCA	247	1/7/2026	A	SWIM LANES NOVEMBER 2025	1/7/2026		1/7/2026	$228.00	$228.00	$228.00	$0.00	$228.00	$0.00
60	8944	HARRAH HIGH SCHOOL	248	1/7/2026	A	ANNUAL HARRAH INVITATIONAL	1/7/2026		1/7/2026	$70.00	$70.00	$70.00	$0.00	$70.00	$0.00
60	1927	YUKON ATHLETICS	249	1/7/2026	A	BEST OF THE WEST SWIM MEET	1/7/2026		1/7/2026	$84.00	$84.00	$84.00	$0.00	$84.00	$0.00
60	1601	DOWNTOWN YMCA	250	1/7/2026	A	SWIM LANES	1/7/2026		1/7/2026	$189.00	$189.00	$189.00	$0.00	$189.00	$0.00
60	1601	DOWNTOWN YMCA	251	1/7/2026	A	SWIM LANES	1/7/2026		1/7/2026	$189.00	$189.00	$189.00	$0.00	$189.00	$0.00
60	80134	JOE HUGHES	252	1/7/2026	A	BREAKFAST FOR PROF DEV	1/7/2026		1/7/2026	$73.50	$73.50	$73.50	$0.00	$73.50	$0.00
60	8487	CENTRAL OK CHORAL DIRECTOR'S ASSOC.	253	1/7/2026	A	STUDENT PARTICIPATION FEES	1/7/2026		1/7/2026	$20.00	$20.00	$20.00	$0.00	$20.00	$0.00
60	1677	RANDY MUSICK	254	1/7/2026	A	GAME OFFICIAL	1/7/2026		1/7/2026	$210.00	$210.00	$210.00	$0.00	$210.00	$0.00
60	8942	JEFFREY T. WATERMAN	255	1/7/2026	A	GAME OFFICIAL	1/7/2026		1/7/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	1903	BRYAN MUSICK	256	1/7/2026	A	GAME OFFICIAL	1/7/2026		1/7/2026	$210.00	$210.00	$210.00	$0.00	$210.00	$0.00
60	8945	TANYA FERGUSON	257	1/7/2026	A	WARM UP TOPS/PANTS	1/7/2026		1/7/2026	$787.50	$787.50	$787.50	$0.00	$787.50	$0.00
60	8946	EL RENO SPEECH AND DEBATE	258	1/7/2026	A	EL RENO HS SPEECH AND DEBATE TOURNEY	1/7/2026		1/7/2026	$45.00	$45.00	$45.00	$0.00	$45.00	$0.00
60	8930	SABRINA COLEMAN	259	1/7/2026	A	CONCESSION SUPPLIES	1/7/2026		1/7/2026	$144.56	$144.56	$144.56	$0.00	$144.56	$0.00
60	8930	SABRINA COLEMAN	260	1/7/2026	A	CLARK CREW CATERING	1/7/2026		1/7/2026	$376.55	$376.55	$376.55	$0.00	$376.55	$0.00
60	8947	CIERRA BURRAGE	261	1/7/2026	A	CHEER SUPPLIES	1/7/2026		1/7/2026	$71.93	$71.93	$71.93	$0.00	$71.93	$0.00
60	8947	CIERRA BURRAGE	262	1/7/2026	A	REIMB CHEER SUPPLIES	1/7/2026		1/7/2026	$78.96	$78.96	$78.96	$0.00	$78.96	$0.00
60	8948	JENNNY OLIVENCIA	263	1/7/2026	A	SHIRTS	1/7/2026		1/7/2026	$348.00	$348.00	$348.00	$0.00	$348.00	$0.00
60	56	SAM'S CLUB	264	1/7/2026	A	AF SUPPLIES	1/7/2026		1/7/2026	$928.64	$928.64	$928.64	$0.00	$928.64	$0.00
60	8766	ARVEST BANK	265	1/7/2026	A	12.31.25 7800 STATEMENT	1/7/2026		1/7/2026	$15.60	$15.60	$15.60	$0.00	$15.60	$0.00
60	168	GEORGE EDWARDS	266	1/14/2026	A	GAME OFFICIAL	1/14/2026		1/14/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	8934	RYAN MANUEL	267	1/14/2026	A	GAME OFFICIAL	1/14/2026		1/14/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	575	RANDY MACK	268	1/14/2026	A	GAME OFFICIAL	1/14/2026		1/14/2026	$400.00	$400.00	$400.00	$0.00	$400.00	$0.00
60	1785	JOSEPH MAYE	269	1/14/2026	A	GAME OFFICIAL	1/14/2026		1/14/2026	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	8949	SCOTT CAIN	270	1/14/2026	A	GAME OFFICIAL	1/14/2026		1/14/2026	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	160	J.W. PEPPER	271	1/14/2026	A	SHEET MUSIC	1/14/2026		1/14/2026	$436.99	$436.99	$436.99	$0.00	$436.99	$0.00
60	8950	PAYNE EDUCATION CENTER	272	1/14/2026	A	ALPHABET ARCS	1/14/2026		1/14/2026	$46.00	$46.00	$46.00	$0.00	$46.00	$0.00
60	8780	RESTO ATHLETIC	273	1/14/2026	A	BASKETBALL UNIFORMS	1/14/2026		1/14/2026	$276.00	$276.00	$276.00	$0.00	$276.00	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	274	1/14/2026	A	BASS CLARINET REPAIR/MAINT	1/14/2026		1/14/2026	$65.00	$65.00	$65.00	$0.00	$65.00	$0.00
60	8951	HEGGERTY	275	1/14/2026	A	PHONEMIC AWARENESS RESOURCES	1/14/2026		1/14/2026	$61.00	$61.00	$61.00	$0.00	$61.00	$0.00
60	566	SOCCER USA	276	1/14/2026	A	SOCCER BALLS	1/14/2026		1/14/2026	$420.00	$420.00	$420.00	$0.00	$420.00	$0.00
60	2011	SCHOOLSAFEID, LLC	277	1/14/2026	A	BLANK CAR DECALS	1/14/2026		1/14/2026	$32.95	$32.95	$32.95	$0.00	$32.95	$0.00
60	80379	JAMI WEST	278	1/14/2026	A	RESOURCES FOR SOCIAL STUDIES	1/14/2026		1/14/2026	$90.00	$90.00	$90.00	$0.00	$90.00	$0.00
60	701	AMAZON CAPITAL SERVICES	279	1/14/2026	A	SPRING PLAY SUPPLIES AND ATH DIR FILING CABINET	1/14/2026		1/14/2026	$465.76	$465.76	$465.76	$0.00	$465.76	$0.00
60	701	AMAZON CAPITAL SERVICES	280	1/21/2026	A	AF SUPPLIES DETAILED	1/21/2026		1/21/2026	$1,188.62	$1,188.62	$1,188.62	$0.00	$1,188.62	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	281	1/21/2026	A	REPAIR OF CLARINET	1/21/2026		1/21/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8953	EDMOND MEMORIAL HIGH SCHOOL	282	1/21/2026	A	SPEECH AND DEBATE TOURNEY	1/21/2026		1/21/2026	$90.00	$90.00	$90.00	$0.00	$90.00	$0.00
60	80632	ANTHONY TRICK	283	1/21/2026	A	REIMB SPPLY FOR HOT COCOA BAR	1/21/2026		1/21/2026	$67.17	$67.17	$67.17	$0.00	$67.17	$0.00
60	160	J.W. PEPPER	284	1/21/2026	A	E PRINT SHEET MUSIC - SMOKE AND MIRRORS	1/21/2026		1/21/2026	$25.00	$25.00	$25.00	$0.00	$25.00	$0.00
60	8954	TULSA COMMUNITY FOUNDATION	285	1/21/2026	A	DONATION FOR BREAST CANCER AWARENESS	1/21/2026		1/21/2026	$300.00	$300.00	$300.00	$0.00	$300.00	$0.00
60	80134	JOE HUGHES	286	1/21/2026	A	ACT PROFESSIONAL DEVELOPMENT REGISTRATION	1/21/2026		1/21/2026	$190.00	$190.00	$190.00	$0.00	$190.00	$0.00
60	80350	JENNIFER ADAMS	287	1/21/2026	A	REIMB FOR BUTTONS, FABRIC, BOBBINS	1/21/2026		1/21/2026	$66.50	$66.50	$66.50	$0.00	$66.50	$0.00
60	8766	ARVEST BANK	288	2/4/2026	A	1.30.26 STMNT 7800	2/4/2026		2/4/2026	$12.44	$12.44	$12.44	$0.00	$12.44	$0.00

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60	56	SAM'S CLUB	289	2/4/2026	A	AF SUPPLIES	2/4/2026		2/4/2026	$284.12	$284.12	$284.12	$0.00	$284.12	$0.00
60	8956	LAWRENCE GRECH	290	2/4/2026	A	BALLOON TWISTER	2/4/2026		2/4/2026	$250.00	$250.00	$250.00	$0.00	$250.00	$0.00
60	8657	DARL WOLF	291	2/4/2026	A	INSTALL STAKES AND SOCCER NETS	2/4/2026		2/4/2026	$151.07	$151.07	$151.07	$0.00	$151.07	$0.00
60	96	OSSAA	292	2/4/2026	A	MUSIC CONTEST	2/4/2026		2/4/2026	$85.00	$85.00	$85.00	$0.00	$85.00	$0.00
60	1246	COLIN CHATMAN	293	2/4/2026	A	GAME OFFICIAL	2/4/2026		2/4/2026	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	1665	SCOTT DEROSA	294	2/4/2026	A	GAME OFFICIAL	2/4/2026		2/4/2026	$75.00	$75.00	$75.00	$0.00	$75.00	$0.00
60	8636	GARY REEVES	295	2/4/2026	A	GAME OFFICIAL	2/4/2026		2/4/2026	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	8957	STUDIES WEEKLY	296	2/4/2026	A	SCIENCE STUDIES PUBLICATON ONLINE	2/4/2026		2/4/2026	$888.35	$888.35	$888.35	$0.00	$888.35	$0.00
60	8958	KULTURE FITZ	297	2/4/2026	A	FLAGS AND POLES	2/4/2026		2/4/2026	$90.00	$90.00	$90.00	$0.00	$90.00	$0.00
60	80654	JULIA BEGAYE	298	2/4/2026	A	BOB TEA BAR SPPLY/NOTEPADS/ORNAMENTS AND SPPLY	2/4/2026		2/4/2026	$324.33	$324.33	$324.33	$0.00	$324.33	$0.00
60	877	NORMAN NORTH c/o MORGAN BROWN	299	2/4/2026	A	ENTRY FEES FOR SPEECH AND DEBATE TOURNAMENT	2/4/2026		2/4/2026	$50.00	$50.00	$50.00	$0.00	$50.00	$0.00
60	2065	MITCH PARK YMCA	300	2/4/2026	A	SWIM LANES	2/4/2026		2/4/2026	$240.00	$240.00	$240.00	$0.00	$240.00	$0.00
60	1118	JUSTIN WINSCHEL	301	2/4/2026	A	BASKETBALL OFFICIALS SCHEDULING	2/4/2026		2/4/2026	$325.00	$325.00	$325.00	$0.00	$325.00	$0.00
60	1601	DOWNTOWN YMCA	302	2/4/2026	A	SWIM LANES	2/4/2026		2/4/2026	$162.00	$162.00	$162.00	$0.00	$162.00	$0.00
60	1233	EDMOND MUSIC	303	2/11/2026	A	INSURANCE MONEY MUSIC DEPT	2/11/2026		2/11/2026	$4,651.23	$4,651.23	$4,651.23	$0.00	$4,651.23	$0.00
60	8959	ASTEC	304	2/11/2026	A	ASTEC SUPER SCRIMMAGE	2/11/2026		2/11/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	305	2/11/2026	A	TROPHY 4080B	2/11/2026		2/11/2026	$375.99	$375.99	$375.99	$0.00	$375.99	$0.00
60	388	OKCPS TRANSPORTATION	306	2/11/2026	A	8TH GRADE FIELD LESSON TO OKC MEMORIAL	2/11/2026		2/11/2026	$350.00	$350.00	$350.00	$0.00	$350.00	$0.00
60	8647	MCARTHUR MOCK	307	2/11/2026	A	DJ FOR VALENTINE SWEETHEART BALL	2/11/2026		2/11/2026	$300.00	$300.00	$300.00	$0.00	$300.00	$0.00
60	8960	PIZZAHOUSE	308	2/11/2026	A	PIZZA FOR STUDENTS	2/11/2026		2/11/2026	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
60	8961	BRANDI VEREEN	309	2/11/2026	A	CNP REFUND	2/11/2026		2/11/2026	$55.00	$55.00	$55.00	$0.00	$55.00	$0.00
60	8962	GEMINI MOBILE WINDOW TINT	310	2/11/2026	A	VINYL NUMBERS FOR DOORS	2/11/2026		2/11/2026	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
60	80507	ALEXANDRIA C VELDERS	311	2/11/2026	A	CHEER BOW	2/11/2026		2/11/2026	$238.00	$238.00	$238.00	$0.00	$238.00	$0.00
60	80632	ANTHONY TRICK	312	2/11/2026	A	EXTRA CHESS BOARDS FOR AFTER SCHOOL CLUB	2/11/2026		2/11/2026	$35.91	$35.91	$35.91	$0.00	$35.91	$0.00
60	80358	AMY GRESHAM	313	2/11/2026	A	SUPPLIES FOR VALENTINES SWEETHEART BALL/STEM	2/11/2026		2/11/2026	$163.38	$163.38	$163.38	$0.00	$163.38	$0.00
60	701	AMAZON CAPITAL SERVICES	314	2/11/2026	A	AF ORDERS FOR ALL SITES	2/11/2026		2/11/2026	$385.82	$385.82	$385.82	$0.00	$385.82	$0.00
60	2065	MITCH PARK YMCA	315	2/18/2026	A	SWIM LANES JANUARY 2026	2/18/2026		2/18/2026	$159.00	$159.00	$159.00	$0.00	$159.00	$0.00
60	8930	SABRINA COLEMAN	316	2/18/2026	A	NOTHING BUNDT CAKES	2/18/2026		2/18/2026	$58.98	$58.98	$58.98	$0.00	$58.98	$0.00
60	391	KURT THURMAN	317	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	1783	MATTHEW PRICE	318	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	1903	BRYAN MUSICK	319	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	844	ROBERT ROOP	320	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	8930	SABRINA COLEMAN	321	2/18/2026	A	REIMB STAFF BREAKFAST	2/18/2026		2/18/2026	$180.00	$180.00	$180.00	$0.00	$180.00	$0.00
60	1794	CARL IWERTZ	322	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	8493	MARCUS LEE	323	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	8963	SEAN SLATE	324	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	1665	SCOTT DEROSA	325	2/18/2026	A	GAME OFFICIAL	2/18/2026		2/18/2026	$215.00	$215.00	$215.00	$0.00	$215.00	$0.00
60	1676	MENT APPAREL, LLC	326	2/18/2026	A	GILDAN SCREEN PRINTED SWEATSHIRTS	2/18/2026		2/18/2026	$590.25	$590.25	$590.25	$0.00	$590.25	$0.00
60	8964	HAHAHAOKC BOUNCES HOUSE	327	2/18/2026	A	BOUNCE HOUSE RENTAL	2/18/2026		2/18/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	1799	ALL AMERICAN STRIPING	328	2/18/2026	A	STRIPING SOCCER FIELD	2/18/2026		2/18/2026	$255.00	$255.00	$255.00	$0.00	$255.00	$0.00
60	80654	JULIA BEGAYE	329	2/18/2026	A	REIMB DONUTS FOR TEACHERS	2/18/2026		2/18/2026	$63.50	$63.50	$63.50	$0.00	$63.50	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	330	2/18/2026	A	CLARINET SERVICE	2/18/2026		2/18/2026	$30.00	$30.00	$30.00	$0.00	$30.00	$0.00
60	505	CHRISTIAN HERITAGE ACADEMY	331	2/18/2026	A	CHA SOCCER FESTIVAL	2/18/2026		2/18/2026	$170.00	$170.00	$170.00	$0.00	$170.00	$0.00
60	8965	TASTONDA ADAIR	332	2/18/2026	A	CNP REFUND	2/18/2026		2/18/2026	$69.00	$69.00	$69.00	$0.00	$69.00	$0.00
60	701	AMAZON CAPITAL SERVICES	333	2/18/2026	A	OFFICE SUPPLIES/ID BADGE FOR PRINCIPAL OF THE DAY	2/18/2026		2/18/2026	$130.81	$130.81	$130.81	$0.00	$130.81	$0.00
60	80321	TIFFANY BRIGGS	334	2/18/2026	A	HOMECOMING FLOWER BOUQUETS	2/18/2026		2/18/2026	$29.62	$29.62	$29.62	$0.00	$29.62	$0.00
60	8966	NEXT LEVEL DJ	335	2/18/2026	A	SCHOOL DANCE DJ	2/18/2026		2/18/2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	80654	JULIA BEGAYE	336	2/25/2026	A	REIMB FOR DJ SERVICES	2/25/2026		2/25/2026	$400.00	$400.00	$400.00	$0.00	$400.00	$0.00
60	1801	ALL AMERICAN PIZZA	337	2/25/2026	A	PIZZA PARTY LEHMANS CLASS	2/25/2026		2/25/2026	$23.99	$23.99	$23.99	$0.00	$23.99	$0.00
60	1801	ALL AMERICAN PIZZA	338	2/25/2026	A	PIZZA FOR PIZZA PARTY	2/25/2026		2/25/2026	$42.00	$42.00	$42.00	$0.00	$42.00	$0.00
60	8733	NTL ASSOCIATION STUDENT COUNCILS	339	2/25/2026	A	FY27 MEMBERSHIP	2/25/2026		2/25/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	8967	MINSKA MASSAGE	340	2/25/2026	A	CHAIR MASSAGE FOR TEACHERS	2/25/2026		2/25/2026	$380.00	$380.00	$380.00	$0.00	$380.00	$0.00
60	98	EDMOND PUBLIC SCHOOLS	341	2/25/2026	A	SWIM TEAM BOYS/GIRLS	2/25/2026		2/25/2026	$210.00	$210.00	$210.00	$0.00	$210.00	$0.00
60	80512	LANA INGRAM	342	2/25/2026	A	REIMB FOR DONUTS FOR PREK	2/25/2026		2/25/2026	$21.98	$21.98	$21.98	$0.00	$21.98	$0.00
60	701	AMAZON CAPITAL SERVICES	343	2/25/2026	A	1/4" X 20"X 20' 23 GAUGE	2/25/2026		2/25/2026	$168.07	$168.07	$168.07	$0.00	$168.07	$0.00
60	46	BRITTNEY HARVEY	344	2/25/2026	A	PRIVATE TEACHING OF CHEER TECHNIQUES	2/25/2026		2/25/2026	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
60	701	AMAZON CAPITAL SERVICES	345	2/25/2026	A	STAFF APPRECIATION GIFT JANUARY	2/25/2026		2/25/2026	$168.19	$168.19	$168.19	$0.00	$168.19	$0.00
60	89	PUTNAM CITY HIGH SCHOOL	346	2/25/2026	A	SWIM MEET	2/25/2026		2/25/2026	$81.00	$81.00	$81.00	$0.00	$81.00	$0.00
60	2135	KATHY KEFFER-SHARPE	347	2/25/2026	A	ALTUS/PONCA CITY/STILLWATER TRAVEL REIMB	2/25/2026		2/25/2026	$181.00	$181.00	$181.00	$0.00	$181.00	$0.00
60	8968	COOL CUPS	348	2/26/2026	A	COOL CUPS DEPOSIT	2/26/2026		2/26/2026	$280.00	$280.00	$280.00	$0.00	$280.00	$0.00
60	701	AMAZON CAPITAL SERVICES	349	3/4/2026	A	PAINTING SUPPLIES AND DECOR	3/4/2026		3/4/2026	$207.57	$207.57	$207.57	$0.00	$207.57	$0.00
60	8945	TANYA FERGUSON	350	3/4/2026	A	TOP GOLF BASKETBALL EVENT	3/4/2026		3/4/2026	$482.29	$482.29	$482.29	$0.00	$482.29	$0.00
60	1801	ALL AMERICAN PIZZA	351	3/4/2026	A	PIZZA FOR PARENT ORG	3/4/2026		3/4/2026	$525.00	$525.00	$525.00	$0.00	$525.00	$0.00
60	80358	AMY GRESHAM	352	3/4/2026	A	DRINKS FOR STAFF	3/4/2026		3/4/2026	$47.83	$47.83	$47.83	$0.00	$47.83	$0.00
60	2135	KATHY KEFFER-SHARPE	353	3/4/2026	A	TRAVEL AND TEES	3/4/2026		3/4/2026	$155.48	$155.48	$155.48	$0.00	$155.48	$0.00
60	1605	PAULS VALLEY ATHLETICS	354	3/4/2026	A	BOYS AND GIRLS TENNIS TOURNEY	3/4/2026		3/4/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	701	AMAZON CAPITAL SERVICES	355	3/4/2026	A	DECORATIONS FOR STAFF COMPETITION	3/4/2026		3/4/2026	$39.89	$39.89	$39.89	$0.00	$39.89	$0.00
60	701	AMAZON CAPITAL SERVICES	356	3/4/2026	A	BASKETBALLS AND PENCILS FOR AWARDS	3/4/2026		3/4/2026	$123.56	$123.56	$123.56	$0.00	$123.56	$0.00

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60	1514	NW CLASSEN TENNIS	357	3/4/2026	A	BOYS AND GIRLS TENNIS TOURNEY	3/4/2026		3/4/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	1256	GOPHER	358	3/4/2026	A	BASKETBALL GOAL AND BACKBOARD REPLACEMENT	3/4/2026		3/4/2026	$769.15	$769.15	$769.15	$0.00	$769.15	$0.00
60	1601	DOWNTOWN YMCA	359	3/4/2026	A	SWIM LANES FOR FEBRUARY	3/4/2026		3/4/2026	$162.00	$162.00	$162.00	$0.00	$162.00	$0.00
60	8766	ARVEST BANK	360	3/4/2026	A	AF SUPPLIES	3/4/2026		3/4/2026	$854.89	$854.89	$854.89	$0.00	$854.89	$0.00
60	56	SAM'S CLUB	361	3/4/2026	A	AF SUPPLIES	3/4/2026		3/4/2026	$2,000.69	$2,000.69	$2,000.69	$0.00	$2,000.69	$0.00
60	701	AMAZON CAPITAL SERVICES	362	3/11/2026	A	AF SUPPLIES NOTECARD/STEPSTOOLS/RECEIPTS	3/11/2026		3/11/2026	$839.28	$839.28	$839.28	$0.00	$839.28	$0.00
60	1801	ALL AMERICAN PIZZA	363	3/11/2026	A	PIZZA	3/11/2026		3/11/2026	$143.82	$143.82	$143.82	$0.00	$143.82	$0.00
60	8972	ROMEO DESTEFANO	364	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	2119	AHMAD TALAI	365	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8973	SERGIO ALVAREZ	366	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	80122	CORY POCOCK	367	3/11/2026	A	SAND	3/11/2026		3/11/2026	$25.92	$25.92	$25.92	$0.00	$25.92	$0.00
60	8974	JEAN SHACKLETON	368	3/11/2026	A	PIANIST	3/11/2026		3/11/2026	$780.00	$780.00	$780.00	$0.00	$780.00	$0.00
60	1408	HONORS GRADUATION	369	3/11/2026	A	HONOR CORDS	3/11/2026		3/11/2026	$94.00	$94.00	$94.00	$0.00	$94.00	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	370	3/11/2026	A	FLUTE SERVICE - PLAY CONDITION	3/11/2026		3/11/2026	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	8973	SERGIO ALVAREZ	371	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	2112	JASON MACK	372	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	8542	EZEKIEL ASOKU	373	3/11/2026	A	GAME OFFICIAL	3/11/2026		3/11/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	80246	KATHY L KEFFER-SHARPE	374	3/11/2026	A	OCA/OHSSCA MEMBERSHIPS	3/11/2026		3/11/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	2065	MITCH PARK YMCA	375	3/11/2026	A	SWIM LANES	3/11/2026		3/11/2026	$171.00	$171.00	$171.00	$0.00	$171.00	$0.00
60	701	AMAZON CAPITAL SERVICES	376	3/25/2026	A	RANDOM DECORATING SUPPLIES	3/25/2026		3/25/2026	$149.02	$149.02	$149.02	$0.00	$149.02	$0.00
60	701	AMAZON CAPITAL SERVICES	377	3/25/2026	A	RECEIPT BOOKS	3/25/2026		3/25/2026	$26.97	$26.97	$26.97	$0.00	$26.97	$0.00
60	8976	VIZAVANCE	378	3/25/2026	A	VISION SCREENING	3/25/2026		3/25/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	8977	ALL VOLLEYBALL	379	3/25/2026	A	VOLLEYBALL SUPPLIES	3/25/2026		3/25/2026	$877.00	$877.00	$877.00	$0.00	$877.00	$0.00
60	8978	CARMEN CROFFIE	380	3/25/2026	A	TEACHER APPRECIATION REIMB	3/25/2026		3/25/2026	$142.60	$142.60	$142.60	$0.00	$142.60	$0.00
60	96	OSSAA	381	3/25/2026	A	SOLO/ENSEMBLE CONTESTS ENTRY FEES	3/25/2026		3/25/2026	$424.00	$424.00	$424.00	$0.00	$424.00	$0.00
60	96	OSSAA	382	3/25/2026	A	LARGE GROUP/SOLO/ENSEMBLE CONTEST ENTRY FEES	3/25/2026		3/25/2026	$337.00	$337.00	$337.00	$0.00	$337.00	$0.00
60	8818	EDMOND SANTA FE HIGH SCHOOL	383	3/25/2026	A	ENTRY FEES FOR EDMOND SANTA FE SPEECH/DEBATE	3/25/2026		3/25/2026	$74.00	$74.00	$74.00	$0.00	$74.00	$0.00
60	462	VILLAGE TRAVEL LLC	384	3/25/2026	A	CONTEST BUS	3/25/2026		3/25/2026	$1,195.00	$1,195.00	$1,195.00	$0.00	$1,195.00	$0.00
60	1985	CRESCENT SCHOOLS	385	3/25/2026	A	BASEBALL TOURNAMENT	3/25/2026		3/25/2026	$275.00	$275.00	$275.00	$0.00	$275.00	$0.00
60	8945	TANYA FERGUSON	386	3/25/2026	A	REIMB FOR BASKETBALL BANQUET	3/25/2026		3/25/2026	$822.57	$822.57	$822.57	$0.00	$822.57	$0.00
60	2011	SCHOOLSAFEID, LLC	387	3/25/2026	A	BADGE STICKERS FOR SCHOOL SAFE PRINTER	3/25/2026		3/25/2026	$216.95	$216.95	$216.95	$0.00	$216.95	$0.00
60	8979	SAVO SRETENOVIC	388	3/25/2026	A	GAME OFFICIAL	3/25/2026		3/25/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8980	ADAM BYZDRA	389	3/25/2026	A	GAME OFFICIAL	3/25/2026		3/25/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	701	AMAZON CAPITAL SERVICES	390	3/25/2026	A	RECEIPT BOOKS	3/25/2026		3/25/2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	1233	EDMOND MUSIC	391	3/25/2026	A	INSURANCE MONEY MUSIC DEPARTMENT	3/25/2026		3/25/2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	8681	CHRISTOPHER VARNEY	392	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8982	AGUSTIN MATEOS	393	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8983	GANETH BOOGAARD	394	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8542	EZEKIEL ASOKU	395	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	2112	JASON MACK	396	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	2044	DEFINING MOMENT	397	4/1/2026	A	SENIOR POSTERS	4/1/2026		4/1/2026	$360.00	$360.00	$360.00	$0.00	$360.00	$0.00
60	1927	YUKON ATHLETICS	398	4/1/2026	A	ENTRY FEE FOR CHISHOLM TRAIL INV	4/1/2026		4/1/2026	$400.00	$400.00	$400.00	$0.00	$400.00	$0.00
60	701	AMAZON CAPITAL SERVICES	399	4/1/2026	A	VIDEO CONTENT SUPPLIES	4/1/2026		4/1/2026	$56.99	$56.99	$56.99	$0.00	$56.99	$0.00
60	701	AMAZON CAPITAL SERVICES	400	4/1/2026	A	ITEMS FOR STEM NIGHT	4/1/2026		4/1/2026	$226.91	$226.91	$226.91	$0.00	$226.91	$0.00
60	701	AMAZON CAPITAL SERVICES	401	4/1/2026	A	TABLE CLOTHS/DECOR	4/1/2026		4/1/2026	$628.74	$628.74	$628.74	$0.00	$628.74	$0.00
60	8984	JETT BRAUN	402	4/1/2026	A	GAME OFFICIAL	4/1/2026		4/1/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	56	SAM'S CLUB	403	4/1/2026	A	VARIOUS AF SUPPLIES	4/1/2026		4/1/2026	$1,708.28	$1,708.28	$1,708.28	$0.00	$1,708.28	$0.00
60	8985	LOUIS DUFRAICHE	404	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8972	ROMEO DESTEFANO	405	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8986	DYLAN DARNALL	406	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$170.00	$170.00	$170.00	$0.00	$170.00	$0.00
60	8979	SAVO SRETENOVIC	407	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	8980	ADAM BYZDRA	408	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	2112	JASON MACK	409	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	8987	GREGORY GUSTAS	410	4/8/2026	A	GAME OFFICIAL	4/8/2026		4/8/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	8761	WOOD INVESTMENT LLC	411	4/8/2026	A	SECURITY OFFICER FOR EVENT	4/8/2026		4/8/2026	$400.00	$400.00	$400.00	$0.00	$400.00	$0.00
60	8988	JERREMIAH JONES	412	4/8/2026	A	REIMB FOR FOOD TRUCK	4/8/2026		4/8/2026	$100.00	$100.00	$100.00	$0.00	$100.00	$0.00
60	8769	OKIE PRINT	413	4/8/2026	A	TEES	4/8/2026		4/8/2026	$238.94	$238.94	$238.94	$0.00	$238.94	$0.00
60	98	EDMOND PUBLIC SCHOOLS	414	4/8/2026	A	SWIM MEET	4/8/2026		4/8/2026	$105.00	$105.00	$105.00	$0.00	$105.00	$0.00
60	462	VILLAGE TRAVEL LLC	415	4/8/2026	A	STATE CONTEST BUS FEES	4/8/2026		4/8/2026	$1,600.00	$1,600.00	$1,600.00	$0.00	$1,600.00	$0.00
60	1801	ALL AMERICAN PIZZA	416	4/8/2026	A	PIZZA FOR HONOR ROLL	4/8/2026		4/8/2026	$378.00	$378.00	$378.00	$0.00	$378.00	$0.00
60	1256	GOPHER	417	4/8/2026	A	SOCCER NETS	4/8/2026		4/8/2026	$204.97	$204.97	$204.97	$0.00	$204.97	$0.00
60	8989	FIRST AMERICANS MUSEUM	418	4/8/2026	A	3RD GRADE FIELD TRIP TO FIRST AMERICANS MUSEUM	4/8/2026		4/8/2026	$156.00	$156.00	$156.00	$0.00	$156.00	$0.00
60	8990	CHOCTAW ATHLETICS	419	4/8/2026	A	TRACK MEET 4.7.26	4/8/2026		4/8/2026	$400.00	$400.00	$400.00	$0.00	$400.00	$0.00
60	57	INTER-CITY VIOLIN STUDIOS INC.	420	4/8/2026	A	BASS REPAIR	4/8/2026		4/8/2026	$237.40	$237.40	$237.40	$0.00	$237.40	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	421	4/8/2026	A	DRUM STAND	4/8/2026		4/8/2026	$140.63	$140.63	$140.63	$0.00	$140.63	$0.00
60	701	AMAZON CAPITAL SERVICES	422	4/8/2026	A	PROM/GRADUATION/OFFICE/TESTING SUPPLIES	4/8/2026		4/8/2026	$659.32	$659.32	$659.32	$0.00	$659.32	$0.00
60	8991	BRENT KING	423	4/8/2026	A	REIMB FOR PROM FOOD/CATERING	4/8/2026		4/8/2026	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
60	8991	BRENT KING	424	4/15/2026	A	REIMB FOR PROM FOOD/CATERING	4/15/2026		4/15/2026	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
60	1927	YUKON ATHLETICS	425	4/15/2026	A	ENTRY FEE FOR CHISHOLM TRAIL INV	4/15/2026		4/15/2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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60	8992	BRITTANY CHAPMAN	426	4/15/2026	A	BALLOON ARCH, BALLOON COLUMNS, HCP MARQUEE	4/15/2026		4/15/2026	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
60	8835	THEBILLYGREEN LLC	427	4/15/2026	A	PROM PHOTOGRAPHER	4/15/2026		4/15/2026	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
60	8529	CASHION TRACK & FIELD	428	4/15/2026	A	CASHION TRACK MEET	4/15/2026		4/15/2026	$320.00	$320.00	$320.00	$0.00	$320.00	$0.00
60	8543	GREG NELSON	429	4/15/2026	A	GAME OFFICIAL	4/15/2026		4/15/2026	$85.00	$85.00	$85.00	$0.00	$85.00	$0.00
60	8993	MATHIEU BARBIRATI	430	4/15/2026	A	GAME OFFICIAL	4/15/2026		4/15/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8982	AGUSTIN MATEOS	431	4/15/2026	A	GAME OFFICIAL	4/15/2026		4/15/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8994	MARCOS ARRANZ DIEZ	432	4/15/2026	A	GAME OFFICIAL	4/15/2026		4/15/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	1233	EDMOND MUSIC	433	4/15/2026	A	TECHNIQUE BOOKS FOR MUSIC	4/15/2026		4/15/2026	$237.80	$237.80	$237.80	$0.00	$237.80	$0.00
60	8995	ELISE KING	434	4/15/2026	A	REFUND CNP ACCOUNT	4/15/2026		4/15/2026	$7.48	$7.48	$7.48	$0.00	$7.48	$0.00
60	80321	TIFFANY BRIGGS	435	4/15/2026	A	REIMB FOR PROM TICKETS	4/15/2026		4/15/2026	$112.92	$112.92	$112.92	$0.00	$112.92	$0.00
60	1799	ALL AMERICAN STRIPING	436	4/15/2026	A	FIELD STRIPING	4/15/2026		4/15/2026	$480.00	$480.00	$480.00	$0.00	$480.00	$0.00
60	8837	HOT SAUCE MEDIA, LLC	437	4/15/2026	A	DJ AND PHOTO BOOTH RENTAL	4/15/2026		4/15/2026	$1,025.00	$1,025.00	$1,025.00	$0.00	$1,025.00	$0.00
60	1801	ALL AMERICAN PIZZA	438	4/15/2026	A	PIZZA FOR NHS MEETING	4/15/2026		4/15/2026	$112.00	$112.00	$112.00	$0.00	$112.00	$0.00
60	701	AMAZON CAPITAL SERVICES	439	4/15/2026	A	CAR WASH SUPPLIES	4/15/2026		4/15/2026	$300.18	$300.18	$300.18	$0.00	$300.18	$0.00
60	24	QUO VADIMUS SYS SERVICES	440	4/22/2026	A	GUMDROP CASES FOR LENOVO 5TH GRADE LAPTOPS	4/22/2026		4/22/2026	$144.95	$144.95	$144.95	$0.00	$144.95	$0.00
60	701	AMAZON CAPITAL SERVICES	441	4/22/2026	A	NEW FAMILY NIGHT BACKDROP AND NAME TAGS	4/22/2026		4/22/2026	$194.96	$194.96	$194.96	$0.00	$194.96	$0.00
60	101	JOSTEN'S	442	4/22/2026	A	YEARBOOK REMAINING DUE	4/22/2026		4/22/2026	$3,626.40	$3,626.40	$3,626.40	$0.00	$3,626.40	$0.00
60	8980	ADAM BYZDRA	443	4/22/2026	A	GAME OFFICIAL	4/22/2026		4/22/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	8973	SERGIO ALVAREZ	444	4/22/2026	A	GAME OFFICIAL	4/22/2026		4/22/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	8996	MATTHEW SHAWDEE	445	4/22/2026	A	GAME OFFICIAL	4/22/2026		4/22/2026	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	80122	CORY POCOCK	446	4/22/2026	A	REIMB FOR PAINT STRIPPING SUPPLIES	4/22/2026		4/22/2026	$107.76	$107.76	$107.76	$0.00	$107.76	$0.00
60	80358	AMY GRESHAM	447	4/22/2026	A	REIMB MATL FOR HOUSE ASSEMBLY	4/22/2026		4/22/2026	$50.74	$50.74	$50.74	$0.00	$50.74	$0.00
60	973	CENTURY RESOURCES	448	4/22/2026	A	BALANCE FOR FUNDRAISER	4/22/2026		4/22/2026	$46.20	$46.20	$46.20	$0.00	$46.20	$0.00
60	1353	EDMOND/GILLIAM/LARSEN MUSIC	449	4/29/2026	A	MUSIC INSTRUMENTS	4/29/2026		4/29/2026	$352.72	$352.72	$352.72	$0.00	$352.72	$0.00
60	8997	JORGE LANDERAS	450	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8998	ANDREA MARINAS	451	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$80.00	$80.00	$80.00	$0.00	$80.00	$0.00
60	8999	ALEX VELIKOV	452	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$95.00	$95.00	$95.00	$0.00	$95.00	$0.00
60	80308	RICHARD DUNCAN	453	4/29/2026	A	REIMB FOR SR NIGHT/BASEBALL TRAVEL	4/29/2026		4/29/2026	$497.76	$497.76	$497.76	$0.00	$497.76	$0.00
60	9000	JASMINE MORAN CHILDRENS MUSEUM	454	4/29/2026	A	ADMISSIONS FOR KG	4/29/2026		4/29/2026	$468.00	$468.00	$468.00	$0.00	$468.00	$0.00
60	56	SAM'S CLUB	455	4/29/2026	A	AF SUPPLIES	4/29/2026		4/29/2026	$973.78	$973.78	$973.78	$0.00	$973.78	$0.00
60	701	AMAZON CAPITAL SERVICES	456	4/29/2026	A	ACTIVITY FUND SUPPLIES	4/29/2026		4/29/2026	$895.74	$895.74	$895.74	$0.00	$895.74	$0.00
60	8557	CROOKED OAK ATHLETICS	457	4/29/2026	A	ENTRY FEE FOR GMAC SOCCER TOURNEY	4/29/2026		4/29/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	96	OSSAA	458	4/29/2026	A	STATE CONTEST/ SOLO ENTRIES/ ENSEMBLE ENTRIES	4/29/2026		4/29/2026	$375.00	$375.00	$375.00	$0.00	$375.00	$0.00
60	81	MTM RECOGNITION	459	4/29/2026	A	OSSAA DISTRICT PLAQUES	4/29/2026		4/29/2026	$85.26	$85.26	$85.26	$0.00	$85.26	$0.00
60	8974	JEAN SHACKLETON	460	4/29/2026	A	ACCOMPANIST	4/29/2026		4/29/2026	$555.36	$555.36	$555.36	$0.00	$555.36	$0.00
60	736	OK SOCCER COACHES ASSOC.	461	4/29/2026	A	MEMBERSHIP	4/29/2026		4/29/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	9001	AXEL TRICOT	462	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	9002	OSARXTIN OGBOMAN	463	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$110.00	$110.00	$110.00	$0.00	$110.00	$0.00
60	8542	EZEKIEL ASOKU	464	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	9003	PRIMETIME TRANSPORTATION, LLC	465	4/29/2026	A	STUDENT CELEBRATION LIMO	4/29/2026		4/29/2026	$125.00	$125.00	$125.00	$0.00	$125.00	$0.00
60	9004	BRIAN WYSINGLE	466	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$170.00	$170.00	$170.00	$0.00	$170.00	$0.00
60	9005	JIMMY MOYNAHAN	467	4/29/2026	A	GAME OFFICIAL	4/29/2026		4/29/2026	$170.00	$170.00	$170.00	$0.00	$170.00	$0.00
60	1408	HONORS GRADUATION	468	4/29/2026	A	SENIOR OFFICER CORDS	4/29/2026		4/29/2026	$444.00	$444.00	$444.00	$0.00	$444.00	$0.00
60	8766	ARVEST BANK	469	5/6/2026	A	NASSP	5/6/2026		5/6/2026	$616.57	$616.57	$616.57	$0.00	$616.57	$0.00
60	80379	JAMI WEST	470	5/6/2026	A	IXL CHALLENGE AWARD LUNCH FUZZYS TACOS	5/6/2026		5/6/2026	$209.14	$209.14	$209.14	$0.00	$209.14	$0.00
60	80649	LANAYE TRICK	471	5/6/2026	A	BASKETS FOR SINGO NIGHT RAFFLE	5/6/2026		5/6/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	160	J.W. PEPPER	472	5/6/2026	A	MUSIC	5/6/2026		5/6/2026	$169.99	$169.99	$169.99	$0.00	$169.99	$0.00
60	160	J.W. PEPPER	473	5/6/2026	A	MUSIC	5/6/2026		5/6/2026	$128.29	$128.29	$128.29	$0.00	$128.29	$0.00
60	701	AMAZON CAPITAL SERVICES	474	5/6/2026	A	CORDS FOR AP STUDENTS	5/6/2026		5/6/2026	$57.96	$57.96	$57.96	$0.00	$57.96	$0.00
60	80308	RICHARD DUNCAN	475	5/6/2026	A	IHOP BREAKFAST	5/6/2026		5/6/2026	$306.67	$306.67	$306.67	$0.00	$306.67	$0.00
60	80308	RICHARD DUNCAN	476	5/6/2026	A	GAS FOR MOWER	5/6/2026		5/6/2026	$31.85	$31.85	$31.85	$0.00	$31.85	$0.00
60	9006	GRAND LIFE PHOTOGRAPHY	477	5/6/2026	A	EXTRA YEARBOOKS	5/6/2026		5/6/2026	$260.00	$260.00	$260.00	$0.00	$260.00	$0.00
60	187	SCIENCE MUSEUM OKLAHOMA	478	5/6/2026	A	2ND GRADE FIELD LESSON	5/6/2026		5/6/2026	$270.00	$270.00	$270.00	$0.00	$270.00	$0.00
60	9007	LIKEMINDED THERAPIES	479	5/8/2026	A	TEACHER CHAIR MASSAGES	5/8/2026		5/8/2026	$200.00	$200.00	$200.00	$0.00	$200.00	$0.00
60	8652	HOUSE OF CLAY	480	5/13/2026	A	CERAMIC GLAZE	5/13/2026		5/13/2026	$73.23	$73.23	$73.23	$0.00	$73.23	$0.00
60	80512	LANA INGRAM	481	5/13/2026	A	REIMB FOOD ITEMS FOR STAFF	5/13/2026		5/13/2026	$66.75	$66.75	$66.75	$0.00	$66.75	$0.00
60	1015	OKC ZOO	482	5/13/2026	A	1ST GRADE FIELD LESSON TO OKC ZOO	5/13/2026		5/13/2026	$224.00	$224.00	$224.00	$0.00	$224.00	$0.00
60	701	AMAZON CAPITAL SERVICES	483	5/13/2026	A	AF SUPPLIES	5/13/2026		5/13/2026	$899.36	$899.36	$899.36	$0.00	$899.36	$0.00
60	80654	JULIA BEGAYE	484	5/13/2026	A	REIMB OFFICE SUPPLIES	5/13/2026		5/13/2026	$210.51	$210.51	$210.51	$0.00	$210.51	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	485	5/13/2026	A	TEACHER APPRECIATION CERTIFICATES	5/13/2026		5/13/2026	$15.00	$15.00	$15.00	$0.00	$15.00	$0.00
60	80358	AMY GRESHAM	486	5/13/2026	A	BAGEL BREAKFAST	5/13/2026		5/13/2026	$46.02	$46.02	$46.02	$0.00	$46.02	$0.00
60	80379	JAMI WEST	487	5/13/2026	A	ADDITIONAL SINGO GAME	5/13/2026		5/13/2026	$55.00	$55.00	$55.00	$0.00	$55.00	$0.00
60	80515	DEREK W DONWERTH	488	5/13/2026	A	REIMB FOR NHS INDUCTION SPPLY	5/13/2026		5/13/2026	$51.44	$51.44	$51.44	$0.00	$51.44	$0.00
60	8930	SABRINA COLEMAN	489	5/13/2026	A	REIMB FUZZYS CATERING	5/13/2026		5/13/2026	$323.00	$323.00	$323.00	$0.00	$323.00	$0.00
60	2091	BRETT DOBIE	490	5/13/2026	A	GAME OFFICIAL	5/13/2026		5/13/2026	$160.00	$160.00	$160.00	$0.00	$160.00	$0.00
60	9008	RIVERSPORT GROUP SALES	491	5/13/2026	A	8TH GRADE PROMOTION CELEBRATION	5/13/2026		5/13/2026	$1,535.00	$1,535.00	$1,535.00	$0.00	$1,535.00	$0.00
60	1408	HONORS GRADUATION	492	5/13/2026	A	CORDS FOR HONOR STUDENTS	5/13/2026		5/13/2026	$136.00	$136.00	$136.00	$0.00	$136.00	$0.00
60	1408	HONORS GRADUATION	493	5/13/2026	A	TASSELS FOR SENIORS	5/13/2026		5/13/2026	$114.00	$114.00	$114.00	$0.00	$114.00	$0.00
60	19	OKC PUBLIC SCHOOLS	494	5/13/2026	A	BUS RENTAL FOR FIELD TRIP ON 4.2.26	5/13/2026		5/13/2026	$175.00	$175.00	$175.00	$0.00	$175.00	$0.00
60	1801	ALL AMERICAN PIZZA	495	5/20/2026	A	PIZZAS FOR STUDENT RECOGNITION	5/20/2026		5/20/2026	$180.00	$180.00	$180.00	$0.00	$180.00	$0.00
60	1576	OKLAHOMA SHIRT COMPANY	496	5/20/2026	A	PARENT ORG FOR 8TH GRADE CLASS TEES	5/20/2026		5/20/2026	$656.30	$656.30	$656.30	$0.00	$656.30	$0.00

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60	453	OSM	497	5/20/2026	A	SPRING MEDIA DAY	5/20/2026		5/20/2026	$189.00	$189.00	$189.00	$0.00	$189.00	$0.00
60	96	OSSAA	498	5/20/2026	A	ORCHESTRA SOLO/SMALL ENSEMBLE/LARGE ENSEMBLE FEES	5/20/2026		5/20/2026	$222.00	$222.00	$222.00	$0.00	$222.00	$0.00
60	701	AMAZON CAPITAL SERVICES	499	5/20/2026	A	TEACHER APPRECIATION GIFTS	5/20/2026		5/20/2026	$159.99	$159.99	$159.99	$0.00	$159.99	$0.00
60	9009	MONIQUE BAXTER	500	5/20/2026	A	DECORATION FOR SINGO NIGHT	5/20/2026		5/20/2026	$69.91	$69.91	$69.91	$0.00	$69.91	$0.00
60	8849	OKLAHOMA CITY ZOO	501	5/20/2026	A	ADMISSIONS	5/20/2026		5/20/2026	$564.00	$564.00	$564.00	$0.00	$564.00	$0.00
60	1567	COUNCIL ROAD BAPTIST	502	5/20/2026	A	GRADUATION VENUE	5/20/2026		5/20/2026	$2,070.00	$2,070.00	$2,070.00	$0.00	$2,070.00	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	503	5/20/2026	A	PRINTING NEEDS	5/20/2026		5/20/2026	$52.00	$52.00	$52.00	$0.00	$52.00	$0.00
60	39	ROCKET COLOR DOCUMENT CENTER	504	5/20/2026	A	PROMOTION CEREMONY AWARDS AND CERTIFICATES	5/20/2026		5/20/2026	$365.00	$365.00	$365.00	$0.00	$365.00	$0.00
60	1801	ALL AMERICAN PIZZA	505	5/20/2026	A	PIZZA FOR STUDENT RECOGNITION	5/20/2026		5/20/2026	$45.00	$45.00	$45.00	$0.00	$45.00	$0.00
60	101	JOSTEN'S	506	5/20/2026	A	YEARBOOKS	5/20/2026		5/20/2026	$762.59	$762.59	$762.59	$0.00	$762.59	$0.00
60	9010	FUN INFLATABLES, LLC	507	5/20/2026	A	BLUE WAVE WATERSLIDE	5/20/2026		5/20/2026	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60	80495	PAIGE L CUDJOE	508	5/20/2026	A	BALLOONS FOR GRADUATION	5/20/2026		5/20/2026	$58.51	$58.51	$58.51	$0.00	$58.51	$0.00
60	80654	JULIA BEGAYE	509	5/21/2026	A	REIMB FOR FUN INFLATABLES	5/21/2026		5/21/2026	$167.25	$167.25	$167.25	$0.00	$167.25	$0.00
										$205,901.30	**$204,679.76**	**$204,679.76**	**$1,221.54**	**$205,901.30**	**$0.00**
81	8452	THOMAS HARBISON	1	7/1/2025	A	CALVIN KELLEY SCHOLARSHIP-22	7/1/2025		7/1/2025	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00
81	8428	ANTHONY MENSAH	2	7/1/2025	A	HCP ENGLISH DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8427	ANA MATLACK	3	7/1/2025	A	HCP FINE ARTS DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8440	KRISTEN HIGGINS	4	7/1/2025	A	HCP HISTORY DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
81	8444	MICAH MCMAHAN	5	7/1/2025	A	HCP HISTORY DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8445	MICHAEL CRABB	6	7/1/2025	A	HCP MATH DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8451	SEBASTIAN DOVER	7	7/1/2025	A	HCP MATH DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8449	REYNA SUN	8	7/1/2025	A	HCP PRINCIPAL DEPT. SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8438	JAYME ESCOBAR	9	7/1/2025	A	HCCPO SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
81	8446	MY VU	10	7/1/2025	A	JAY SHANKER SCHOLARSHIP-22	7/1/2025		7/1/2025	$1,750.00	$0.00	$0.00	$1,750.00	$1,750.00	$0.00
81	1891	TORY NGUYEN	11	7/1/2025	A	JAY SHANKER SCHOLARSHIP-22	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8431	CORYON LIDDELL	12	7/1/2025	A	JORDAN MCFADDEN SCHOLARSHIP-22	7/1/2025		7/1/2025	$882.00	$0.00	$0.00	$882.00	$882.00	$0.00
81	8436	ISABELLA REDDICK	13	7/1/2025	A	SARAH & LARRY BLACKLEDGE SCHOLARSHIP-22	7/1/2025		7/1/2025	$171.26	$0.00	$0.00	$171.26	$171.26	$0.00
81	1293	GARRETT EAKERS	14	7/1/2025	A	SCHOLARSHIP-22	7/1/2025		7/1/2025	$3,057.75	$0.00	$0.00	$3,057.75	$3,057.75	$0.00
81	8512	MICHAEL BISHOP	15	7/1/2025	A	SCHOLARSHIP-CLYDE RIGGS 2023	7/1/2025		7/1/2025	$1,067.91	$0.00	$0.00	$1,067.91	$1,067.91	$0.00
81	1822	ACHANYA NASH	16	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8572	ALISHA LEROY	17	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8573	AMARI TRICE	18	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$2,182.36	$722.07	$722.07	$1,460.29	$2,182.36	$0.00
81	1837	AUTUMN HARRIS	19	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8576	DANIELA REYES	20	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8577	DANNY DELEON	21	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$2,050.00	$0.00	$0.00	$2,050.00	$2,050.00	$0.00
81	1886	ELLA ROWE	22	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8578	EMILY DICKERSON	23	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$750.00	$750.00	$0.00	$750.00	$0.00
81	8579	EVA ITUARTE	24	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8580	ISRAEL IBANEZ	25	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$195.20	$195.20	$195.20	$0.00	$195.20	$0.00
81	8583	JULIAN MELTON	26	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8584	KATHY GALINDO	27	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$277.63	$277.63	$472.37	$750.00	$0.00
81	8588	NOLAWI DAWIT	28	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$1,500.00	$0.00	$0.00	$1,500.00	$1,500.00	$0.00
81	8591	SEAN CARR	29	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8593	THOMAS ETHERINGTON	30	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8594	YAMILETH PONCE	31	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$750.00	$0.00	$0.00	$750.00	$750.00	$0.00
81	8595	YASMINE MINOR	32	7/1/2025	A	SCHOLARSHIP-23	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
81	8711	BRIANNA FAST	33	7/1/2025	A	SCHOLARSHIP-24	7/1/2025		7/1/2025	$882.00	$0.00	$0.00	$882.00	$882.00	$0.00
81	8707	GRACE SLOVAK	34	7/1/2025	A	SCHOLARSHIP-24	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8705	MARIAH CANTY	35	7/1/2025	A	SCHOLARSHIP-24	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8706	SHAREEFAH JAMES	36	7/1/2025	A	SCHOLARSHIP-24	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	1853	VANESSA LOPEZ	37	7/1/2025	A	SCHOLARSHIP-24	7/1/2025		7/1/2025	$1,800.00	$0.00	$0.00	$1,800.00	$1,800.00	$0.00
81	8876	ALEJANDRO COVEY	38	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8877	BECCA JOLLY	39	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
81	8878	CAMERON KOELSCH	40	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$117.45	$117.45	$382.55	$500.00	$0.00
81	8879	DANIEL GREGG	41	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$882.00	$882.00	$882.00	$0.00	$882.00	$0.00
81	8880	MATTHEW ALBERS	42	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8881	MEHA JOSEPH	43	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
81	8882	MONICA MOGHBEL	44	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	1660	PETER ONEMA	45	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,500.00	$1,500.00	$1,500.00	$0.00	$1,500.00	$0.00
81	8883	RACHEL CARR	46	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$0.00	$0.00	$500.00	$500.00	$0.00
81	8884	SAMANTHA ARDREY	47	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$0.00
81	8885	SARAH TIRRELL	48	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
81	8886	SHAUN LASKEY	49	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,500.00	$1,500.00	$1,500.00	$0.00	$1,500.00	$0.00
81	8887	TIZIANA MONGU	50	7/1/2025	A	SCHOLARSHIP-25	7/1/2025		7/1/2025	$1,000.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$0.00
81	8901	FUEL OKC, INC,	51	7/16/2025	A	TRAINING	7/16/2025		7/16/2025	$675.00	$675.00	$675.00	$0.00	$675.00	$0.00
81	8903	AMERICAN BUS SALES, LLC	52	7/23/2025	A	2023 THOMAS BUS 39' 6.7L CUMMINS	7/23/2025		7/23/2025	$134,985.00	$0.00	$0.00	$134,985.00	$134,985.00	$0.00
81	80587	PAT MCKINSTRY	53	8/13/2025	A	CANDY FOR STAFF ORIENTATION	8/13/2025		8/13/2025	$70.06	$70.06	$70.06	$0.00	$70.06	$0.00
81	80522	RACHELLE F MILAM	54	8/13/2025	A	CLASSROOM ASSISTANCE	8/13/2025		8/13/2025	$187.50	$187.50	$187.50	$0.00	$187.50	$0.00
81	90000	BANCFIRST	55	7/1/2025	A	BANK FEES	7/1/2025		7/1/2025	$1,500.00	$1,342.22	$1,342.22	$157.78	$1,500.00	$0.00

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81	701	AMAZON CAPITAL SERVICES	56	8/20/2025	A	OFFICE/TECH SUPPLY	8/20/2025		8/20/2025	$1,353.82	$1,353.82	$1,353.82	$0.00	$1,353.82	$0.00
81	701	AMAZON CAPITAL SERVICES	57	8/27/2025	A	TENNIS BALLS AND PENCIL SHARPENER	8/27/2025		8/27/2025	$243.99	$243.99	$243.99	$0.00	$243.99	$0.00
81	24	QUO VADIMUS SYS SERVICES	58	8/27/2025	A	CNP BARCODE SCANNER AND TECH SUPPLY	8/27/2025		8/27/2025	$2,645.00	$2,645.00	$2,645.00	$0.00	$2,645.00	$0.00
81	8854	HUGH ROBERT LAW OFFICE, PC	59	8/27/2025	A	LEGAL NONPROFIT ESTABLISHMENT WORK	8/27/2025		8/27/2025	$529.12	$529.12	$529.12	$0.00	$529.12	$0.00
81	701	AMAZON CAPITAL SERVICES	60	9/10/2025	A	CHRIS TURNER APPROVED	9/10/2025		9/10/2025	$90.69	$90.69	$90.69	$0.00	$90.69	$0.00
81	701	AMAZON CAPITAL SERVICES	61	10/1/2025	A	CNA EVENT GIVEAWAYS	10/1/2025		10/1/2025	$15.80	$15.80	$15.80	$0.00	$15.80	$0.00
81	1719	PROJECT LEAD THE WAY	62	10/1/2025	A	COMPUTER SCIENCE PARTICIPATION	10/1/2025		10/1/2025	$2,200.00	$2,200.00	$2,200.00	$0.00	$2,200.00	$0.00
81	1964	JACOB SHELLEY	63	10/1/2025	A	SCHOLARSHIP FROM FY22	10/1/2025		10/1/2025	$465.55	$465.55	$465.55	$0.00	$465.55	$0.00
81	2017	TEACHER SYNERGY, LLC	64	10/1/2025	A	FROG STREET DIGITAL GOOGLE SLIDES	10/1/2025		10/1/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
81	701	AMAZON CAPITAL SERVICES	65	10/1/2025	A	MINI MAILBOX/TREASURE BOX TOY	10/1/2025		10/1/2025	$37.56	$37.56	$37.56	$0.00	$37.56	$0.00
81	701	AMAZON CAPITAL SERVICES	66	10/1/2025	A	CLEANING SUPPLY/BALL BEARINGS	10/1/2025		10/1/2025	$101.55	$101.55	$101.55	$0.00	$101.55	$0.00
81	2017	TEACHER SYNERGY, LLC	67	10/1/2025	A	FROG STREET MEGA BUNDLE FULL YEAR	10/1/2025		10/1/2025	$150.00	$150.00	$150.00	$0.00	$150.00	$0.00
81	701	AMAZON CAPITAL SERVICES	68	10/1/2025	A	PAINTS, BRUSHES, NEWSPRINT PAPER	10/1/2025		10/1/2025	$97.86	$97.86	$97.86	$0.00	$97.86	$0.00
81	8766	ARVEST BANK	69	10/8/2025	A	CHICKEN N PICKLE	10/8/2025		10/8/2025	$1,160.12	$1,160.12	$1,160.12	$0.00	$1,160.12	$0.00
81	8766	ARVEST BANK	70	11/5/2025	A	FLORAL AND HARDY	11/5/2025		11/5/2025	$132.00	$132.00	$132.00	$0.00	$132.00	$0.00
81	701	AMAZON CAPITAL SERVICES	71	11/5/2025	A	TEACHER OF THE MONTH	11/5/2025		11/5/2025	$56.50	$56.50	$56.50	$0.00	$56.50	$0.00
81	1353	EDMOND/GILLIAM/LARSEN MUSIC	72	11/12/2025	A	MUSIC STAND STORAGE	11/12/2025		11/12/2025	$500.00	$500.00	$500.00	$0.00	$500.00	$0.00
81	8901	FUEL OKC, INC,	73	11/19/2025	A	SCHOOLMINT ANNUAL CONTRACT	11/19/2025		11/19/2025	$6,000.00	$6,000.00	$6,000.00	$0.00	$6,000.00	$0.00
81	701	AMAZON CAPITAL SERVICES	74	11/19/2025	A	MARKER HOLDERS	11/19/2025		11/19/2025	$47.50	$47.50	$47.50	$0.00	$47.50	$0.00
81	38	CAROLINA BIOLOGICAL	75	11/19/2025	A	CLASSROOM ITEMS FOR STEM	11/19/2025		11/19/2025	$248.71	$248.71	$248.71	$0.00	$248.71	$0.00
81	8680	LAKESHORE LEARNING MATERIALS, LLC	76	12/3/2025	A	CLASSROOM ASSISTANCE - ELL	12/3/2025		12/3/2025	$249.14	$249.14	$249.14	$0.00	$249.14	$0.00
81	8766	ARVEST BANK	77	12/3/2025	A	MARSHALLS/HOBBY LOBBY/HOMEGOODS/COSTCO	12/3/2025		12/3/2025	$332.13	$332.13	$332.13	$0.00	$332.13	$0.00
81	8811	KAW POWER & SAFETY	78	12/4/2025	A	WINDOW TINT (FUEL OKC)	12/4/2025		12/4/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
81	701	AMAZON CAPITAL SERVICES	79	12/10/2025	A	CAMERA BATTERY/BACKDROP/PRISM CUBE	12/10/2025		12/10/2025	$55.77	$55.77	$55.77	$0.00	$55.77	$0.00
81	701	AMAZON CAPITAL SERVICES	80	12/17/2025	A	OFFICE SUPPLIES	12/17/2025		12/17/2025	$242.55	$242.55	$242.55	$0.00	$242.55	$0.00
81	8766	ARVEST BANK	81	1/7/2026	A	12.31.25 7800 STATEMENT	1/7/2026		1/7/2026	$1,716.07	$1,716.07	$1,716.07	$0.00	$1,716.07	$0.00
81	701	AMAZON CAPITAL SERVICES	82	1/14/2026	A	TEACHER OF THE MONTH AND 6TH GRADE MATH SPPLY	1/14/2026		1/14/2026	$282.44	$282.44	$282.44	$0.00	$282.44	$0.00
81	701	AMAZON CAPITAL SERVICES	83	1/21/2026	A	LIQUID CHALK MARKERS	1/21/2026		1/21/2026	$99.83	$99.83	$99.83	$0.00	$99.83	$0.00
81	1962	KEVIN WILLIAMSON	84	2/4/2026	A	REMAINING SCHOLARSHIP FROM FY22	2/4/2026		2/4/2026	$630.64	$630.64	$630.64	$0.00	$630.64	$0.00
81	701	AMAZON CAPITAL SERVICES	85	2/11/2026	A	INSTRUCTIONAL SUPPLIES	2/11/2026		2/11/2026	$104.64	$104.64	$104.64	$0.00	$104.64	$0.00
81	8955	INFINITY RESTORATION AND CONST, LLC	86	2/11/2026	A	HVAC/FENCING/PAVING/OTHER BLDG CONST.	2/11/2026		2/11/2026	$106,875.17	$106,875.17	$106,875.17	$0.00	$106,875.17	$0.00
81	813	THE HARTFORD	87	2/18/2026	A	SMALL BUS INSURANCE	2/18/2026		2/18/2026	$1,226.00	$1,226.00	$1,226.00	$0.00	$1,226.00	$0.00
81	701	AMAZON CAPITAL SERVICES	88	2/18/2026	A	CLASSROOM SUPPLIES	2/18/2026		2/18/2026	$6.99	$6.99	$6.99	$0.00	$6.99	$0.00
81	99999	HARDING CHARTER PREP	89	2/18/2026	A	ACTIVITY FUND CORRECTION FOR AF PO 303	2/18/2026		2/18/2026	$4,480.34	$4,480.34	$4,480.34	$0.00	$4,480.34	$0.00
81	1353	EDMOND/GILLIAM/LARSEN MUSIC	90	2/18/2026	A	INSTRUMENTS	2/18/2026		2/18/2026	$6,019.66	$6,019.66	$6,019.66	$0.00	$6,019.66	$0.00
81	701	AMAZON CAPITAL SERVICES	91	2/25/2026	A	2" BINDERS AND INSERTS	2/25/2026		2/25/2026	$241.06	$241.06	$241.06	$0.00	$241.06	$0.00
81	701	AMAZON CAPITAL SERVICES	92	3/4/2026	A	CLASSROOM SUPPLIES	3/4/2026		3/4/2026	$52.37	$52.37	$52.37	$0.00	$52.37	$0.00
81	8766	ARVEST BANK	93	3/4/2026	A	NCSC	3/4/2026		3/4/2026	$1,650.00	$1,650.00	$1,650.00	$0.00	$1,650.00	$0.00
81	8955	INFINITY RESTORATION AND CONST, LLC	94	3/11/2026	A	PROJECT 25-106	3/11/2026		3/11/2026	$277,387.03	$277,387.03	$277,387.03	$0.00	$277,387.03	$0.00
81	701	AMAZON CAPITAL SERVICES	95	3/25/2026	A	ART SUPPLIES	3/25/2026		3/25/2026	$308.32	$308.32	$308.32	$0.00	$308.32	$0.00
81	8981	JOHN SANFORD ARCHITECTS	96	4/1/2026	A	FUEL OKC REIMB PERMIT APP FEE/ ARCH FEE	4/1/2026		4/1/2026	$2,637.50	$2,637.50	$2,637.50	$0.00	$2,637.50	$0.00
81	8680	LAKESHORE LEARNING MATERIALS, LLC	97	4/1/2026	A	ART SUPPLIES	4/1/2026		4/1/2026	$51.97	$51.97	$51.97	$0.00	$51.97	$0.00
81	701	AMAZON CAPITAL SERVICES	98	4/15/2026	A	TEACHER OF THE MONTH	4/15/2026		4/15/2026	$35.98	$35.98	$35.98	$0.00	$35.98	$0.00
81	2000	MIDWEST BUS SALES	99	4/22/2026	A	TIRES AND REPAIR FOR BUS	4/22/2026		4/22/2026	$676.93	$676.93	$676.93	$0.00	$676.93	$0.00
81	701	AMAZON CAPITAL SERVICES	100	4/22/2026	A	VARGHESE SUPPLIES	4/22/2026		4/22/2026	$14.53	$14.53	$14.53	$0.00	$14.53	$0.00
81	1206	D & D INSTALLATIONS	101	4/22/2026	A	GLASS REPLACEMENT IN ELEMENTARY BLDG	4/22/2026		4/22/2026	$1,381.59	$1,381.59	$1,381.59	$0.00	$1,381.59	$0.00
81	8766	ARVEST BANK	102	5/6/2026	A	GET YOUR TEACH ON	5/6/2026		5/6/2026	$79.00	$79.00	$79.00	$0.00	$79.00	$0.00
81	8955	INFINITY RESTORATION AND CONST, LLC	103	5/6/2026	A	ELEMENTARY CONSTRUCTION	5/6/2026		5/6/2026	$59,452.00	$59,452.00	$59,452.00	$0.00	$59,452.00	$0.00
81	8743	ANGLIN PUBLIC RELATIONS	104	5/13/2026	A	MARKETING AND OUTREACH	5/13/2026		5/13/2026	$291.28	$291.28	$291.28	$0.00	$291.28	$0.00
81	8955	INFINITY RESTORATION AND CONST, LLC	105	5/20/2026	A	HARDING ELEMENTARY PAY APP 4 RETAINAGE	5/20/2026		5/20/2026	$42,695.80	$42,695.80	$42,695.80	$0.00	$42,695.80	$0.00
										$714,340.54	**$539,721.63**	**$539,721.63**	**$174,618.91**	**$714,340.54**	**$0.00**

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Coversheet

Monthly Credit Card Statement

Section: V. Consent Agenda
Item: I. Monthly Credit Card Statement
Purpose: Vote
Submitted by:
Related Material: Credit Card Statement.pdf

ARVEST

Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 05/29/26

Corporate Account Summary

Previous Balance		$877.26
Purchases and other Charges	+	$4,709.79
Cash Advances	+	$0.00
Credits	-	$46.58
Payments	-	$877.26
Late Payment Charge	+	$0.00
Finance Charges	+	$0.00
New Balance		**$4,663.21**
Disputed Amount		$0.00

Corporate Account Summary

Past Due Amount	$0.00
Credit Limit	$15,000.00
Available Credit Limit	$10,336.79
Cash Advance Credit Limit	$0.00
Days in Billing Cycle	29
Statement Closing Date	05/29/26
Minimum Payment Due	$140.00
Payment Due Date	06/22/26

Call Customer Service	1-800-356-8085	Manage your account online at:	Please send billing inquiries and correspondence to:
Lost or Stolen Credit Card	1-800-356-8085	www.arvest.com	ARVEST BANK P.O. BOX 235 LOWELL, AR 72745-0235

Corporate Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
05/12	05/12	74494576132000020002158	PAYMENT RECEIVED - THANK YOU	-$877.26

Interest Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	0.00%	$0.00	$0.00
CASH ADVANCES	0.00%	$0.00	$0.00

Cardholder Account Summary

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JUDY LUSTER XXXX XXXX XXXX 2304	$15,000	$46.58	$2,617.25	$0.00	$2,570.67
RACHEL DOWELL XXXX XXXX XXXX 2312	$15,000	$0.00	$125.00	$0.00	$125.00
PAT MCKINSTRY XXXX XXXX XXXX 2320	$15,000	$0.00	$40.37	$0.00	$40.37
STEVEN STEFANICK XXXX XXXX XXXX 9476	$15,000	$0.00	$1,927.17	$0.00	$1,927.17

DETACH HERE: To ensure proper credit, please include lower portion with your payment.

ARVEST BANK
P.O. BOX 235
LOWELL, AR 72745-0235

☐ New address, phone number or email? PRINT on back.

HARDING CHARTER PREP
SCHOOL DISTRICT
12600 N KELLEY AVE
OKLAHOMA CITY OK 73131-1869

Account Number	XXXX XXXX XXXX 7800
New Balance	$4,663.21
Minimum Payment Due	$140.00
Payment Due Date	06/22/26
Amount enclosed	$

To ensure proper credit, please return this portion with your payment. Make checks payable to Arvest Bank.

Arvest Bank
PO BOX 2149
Lowell AR 72745

448563000171780 0014000 0466321

ARVEST

Account Number: XXXX XXXX XXXX 7800
HARDING CHARTER PREP
Statement Closing Date: 05/29/26

Cardholder Account Activity

JUDY LUSTER	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 2304	$15,000	$46.58	$2,617.25	$0.00	$2,570.67

Trans Date	Post Date	Reference Number	Description	Amount
04/30	05/01	24226386121023522159455	WAL-MART #0389 EDMOND OK	$19.52
05/03	05/04	24445006124400224276413	SAMS CLUB #6267 EDMOND OK	$42.94
05/04	05/06	74906416124256991046357	NASSP PRODUCT & SERVICE 703-8600200 VA	-$46.58
05/12	05/13	24055226133748749314711	MEDDYS OKC OKLAHOMA CITY OK	$127.50
05/12	05/14	24034546133002704582491	7-ELEVEN 41473 OKLAHOMA CITY OK	$150.00
05/13	05/14	24431066133430131647686	TARGET.COM * 800-591-3869 MN	$280.00
05/13	05/14	24431066133430086194957	TARGET.COM WWW.TARGET.CO MN	$1,980.00
05/20	05/22	24137466141200357405039	HOBBY-LOBBY #0001 EDMOND OK	$3.58
05/22	05/25	24137466143200415062523	HOBBY-LOBBY #0001 EDMOND OK	$13.71

RACHEL DOWELL	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 2312	$15,000	$0.00	$125.00	$0.00	$125.00

Trans Date	Post Date	Reference Number	Description	Amount
05/07	05/08	24326846128045562000112	CAREER SERVICES MERCHANTSERVI OK	$125.00

PAT MCKINSTRY	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 2320	$15,000	$0.00	$40.37	$0.00	$40.37

Trans Date	Post Date	Reference Number	Description	Amount
05/27	05/28	24291286148000000867453	MAYFAIR KEY AND LOCK OKLAHOMA CITY OK	$40.37

STEVEN STEFANICK	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9476	$15,000	$0.00	$1,927.17	$0.00	$1,927.17

Trans Date	Post Date	Reference Number	Description	Amount
05/14	05/15	24011346135100030891147	DOT CARDS DOT.CARDS CA	$108.00
05/25	05/25	24692166145405474704862	VRBO HA81FXV7 512-759-0902 TX	$1,582.17
05/26	05/27	24045476146221901321907	PETES PLACE OF KREBS 918-9169169 OK	$237.00

Coversheet

Move $2,000.00 from Fund 60-857 (Parent Fundraisers) to Fund 81-126 for 2026 HCP Scholarships.

Section: V. Consent Agenda
Item: J. Move $2,000.00 from Fund 60-857 (Parent Fundraisers) to Fund 81-126 for 2026 HCP Scholarships.
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory Parent Organization (HCPPO) has identified funds from parent fundraising activities to support student scholarships. In order to properly account for and distribute scholarship funds, administration is requesting the transfer of $2,000.00 from the Parent Fundraisers account into the HCP 2026 Scholarship account.

This transfer will ensure that funds designated for scholarships are maintained within the appropriate fund and available for scholarship awards.

RECOMMENDATION:

Administration recommends approval of a transfer of **$2,000.00** from **Fund 60-857 (Parent Fundraisers)** to **Fund 81-126 (HCP Scholarships)**.

Coversheet

Contract with Moore Therapy Services for occupational therapy services in 2026-2027.

Section: V. Consent Agenda
Item: K. Contract with Moore Therapy Services for occupational therapy services in 2026-2027.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: OT Contract 2026-2027 (1).pdf

BACKGROUND:

Harding Charter Preparatory School District is required to provide related services to eligible students as outlined in their Individualized Education Programs (IEPs). Occupational therapy services support students in developing and maintaining the functional skills necessary to access and participate in their educational program.

Moore Therapy Services will provide occupational therapy evaluations, direct services, consultation, and other required supports in accordance with applicable state and federal special education requirements. Contracting with Moore Therapy Services will ensure the district continues to meet the needs of students requiring occupational therapy services while maintaining compliance with IDEA and other applicable regulations.

RECOMMENDATION:

Administration recommends approval of a contract with Moore Therapy Services to provide occupational therapy services for Harding Charter Preparatory School District students during the 2026–2027 school year.

OCCUPATIONAL THERAPY SERVICES CONTRACT

This contract is made between Moore Therapy Services, Inc. (“Moore”), Oklahoma City, and Harding Charter Preparatory School, Watonga, Oklahoma.

SECTION ONE
TERM OF CONTRACT

This contract shall run from August 1, 2026, through July 31, 2027.

SECTION TWO
SERVICES TO BE PROVIDED

Occupational therapy services shall be provided by Julie Moore, Registered and Licensed Occupational Therapist (“OTR/L”), a Certified Occupational Therapy Assistant (“COTA”) selected by Ms. Moore and working under her supervision, and/or an OTR/L selected by Ms. Moore and working at her direction. Ms. Moore or the OTR/L shall personally perform all evaluations, discharges, and COTA supervisory duties. Additionally, the COTA or the OTR/L shall provide student therapy treatments as Ms. Moore determines appropriate in the exercise of her professional judgment. Evaluations, discharges, supervisory duties, and treatments may be performed virtually when necessary.

SECTION THREE
SERVICES TO BE PROVIDED UNDER UNIQUE CIRCUMSTANCES

When circumstances arise that require special scheduling accommodations, services, and/or fees, Moore and Harding School may agree to modify the terms of this contract to provide for the unique circumstances on a case-by-case basis. Such modifications shall be in writing and attached as an exhibit to this contract or as an addendum executed separately if the annual contract has already been signed.

SECTION FOUR
THERAPY SCHEDULE

Under this contract, occupational therapy services shall be provided up to one and one-half day per week. The number of days of therapy each week may be increased by mutual agreement between Moore and Harding School if more students are added to the schedule or if student assessments indicate that additional therapy time is required. An addendum to the contract can be written at such time.

SECTION FIVE
PAYMENTS UNDER THE CONTRACT

Harding Charter School agrees to pay Moore at the rate of $79.00 per hour for each seven-hour therapy day at Harding School during the 2026-2027 school year. Harding School further agrees to pay Moore at the rate of $79.00 per hour for services provided during the 2027 summer extended school year. A $55.00 flat rate will be charged for each trip made to Harding School by the therapist to reimburse for travel expenses. Harding Charter School agrees to pay Moore $125.00 per evaluation and $30.00 per annual benchmark.

SECTION SIX
COMPENSATION FOR COTA & OTR/L

Moore is solely responsible for all compensation and travel reimbursement for the COTA and the OTR/L. Harding School has no obligation under this contract to compensate the COTA or the OTR/L.

SECTION SEVEN
EMPLOYMENT RELATIONSHIP NOT CREATED

Nothing in this contract is intended, or shall be deemed, to constitute an employer/employee relationship between Moore and/or the COTA or OTR/L and Harding School.

SECTION EIGHT
PROFESSIONAL JUDGMENT

Harding School acknowledges that Moore, the COTA, and the OTR/L determine how their duties should be performed in accordance with professional occupational therapy guidelines and practices.

SECTION NINE
DOCUMENTATION

All required documentation of daily treatments shall be kept on record at Harding School by Moore.

SECTION TEN
RESCHEDULING TREATMENTS

Moore shall reschedule any therapy treatments that are missed due to the absence of Moore or the COTA or the OTR/L. Moore may, but is not required to, reschedule therapy treatments that are missed by the student for any reason.

SECTION ELEVEN
OVERHEAD AND OTHER EXPENSES

Harding School is not responsible for paying any expenses incurred by Moore, the COTA, or the OTR/L that are not specifically mentioned in this contract, including but not limited to health, accident, or professional liability insurance, continuing education costs, therapy supplies not already available at the schools, and overhead expenses.

SECTION TWELVE
TAXES

Moore has the duty to report income received for all tax purposes and to report withholding, social security, federal unemployment, or any other taxes that may be payable under this contract.

SECTION THIRTEEN
NOTICES IN WRITING

All notices under this contract shall be in writing.

SECTION FOURTEEN
ASSIGNMENTS PROHIBITED

There shall be no assignment or transfer of this contract or any interest in this contract. Nothing in this provision shall be construed as prohibiting Moore from subcontracting with a COTA or OTR/L for the performance of appropriate services rendered under this contract.

SECTION FIFTEEN
TERMINATION

This contract shall continue in force and govern all transactions between the parties until it expires.

SECTION SIXTEEN
MODIFICATION OF CONTRACT

No modification of this contract is binding on either party unless the modification is in writing and signed by the parties.

SECTION SEVENTEEN
APPLICABLE LAW

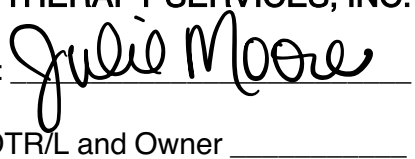
This contract shall be governed by the laws of the State of Oklahoma both as to interpretation and performance.

SECTION EIGHTEEN
SEVERABILITY

All of the provisions of this contract are distinct and severable, and if any provision shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality or enforceability of any other provision or portion of this contract.

In witness whereof, the parties have executed this contract.

MOORE THERAPY SERVICES, INC.

Signature: 

Title: __OTR/L and Owner _____

Date: _____5/15/2026_____

HARDING CHARTER PREPARATORY SCHOOL

Signature: _____

Title: _____

Date: _____

Coversheet

Quote from Commercial Door LLC for door security upgrade to elementary school specials building.

Section: V. Consent Agenda
Item: L. Quote from Commercial Door LLC for door security upgrade to elementary school specials building.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material:
PROPOSAL_2_door_repairs_Mullions_and_Panic_devices__2026_5_13.pdf

BACKGROUND:

As part of the district's ongoing commitment to student and staff safety, administration has identified the need to enhance access control and security measures within the Elementary School Specials Building. The proposed upgrades will improve the security of building access points, strengthen campus safety, and support the district's comprehensive school security plan.

Commercial Door LLC has provided a quote to complete the necessary door security improvements. These enhancements will help ensure that the facility provides a secure learning environment for students, staff, and visitors while aligning with the district's safety priorities.

There is no financial impact to the district's general operating budget. The project will be funded through dedicated school security funding provided by the Oklahoma Legislature for the purpose of enhancing school safety and security measures.

RECOMMENDATION:

Administration recommends approval of the quote from Commercial Door LLC to complete door security upgrades at the Harding Charter Preparatory Elementary School Specials Building.

COMMERCIAL DOOR, LLC
987 N University Blvd
Norman, OK 73069
Ph: (405) 321-3667

PROPOSAL

601075

Customer Info		Job Info

Harding Charter Prep
1301 NE 101st St
Oklahoma City, OK 73131-2034

Attn: **Judy**

Elementry School
Re: 2 door repairs
12600 N Kelley Ave
Oklahoma City, OK 73131-1869

Date	Proposal No	Submitted By	Reference
5/13/2026	601075	John D. Blair	Mullions and Panic devices

Description	Amounts
Commercial Door LLC proposes to remove and haul away old materials, and then furnish and install materials as follows: ***6070 Hollow Metal Door pair (Yellow Doors)*** We will remove the existing surface vertical rod panic devices and exterior cylindrical trim from door. Weld in flat plate in existing 161 cylindrical preps. Grind welds flush, Bondo, and sand. Install 6'8" non removable mullion at center where doors meet. Install (2) new PDQ Panic devices (One will be electrified so access control can tie into system (Done by others). Install (2) PDQ Night Latch trims with cylinders and D pull. (1) Misc. Sheet metal for Preps (1) Bondo (1) 7'0" Non - Removable Mullion (1) PDQ 6300R Rim panic device (1) PDQ 6300R Motorized latch retraction rim panic device (2) PDQ 6GW Grip Pull exterior trims with key cylinder (2) 161 latch filler plates	$4,886.92
6068 Hollow metal door pair (Red Doors) We will remove the lock set and deadbolt from the door. Weld in sheet metal to cover holes. Grind welds, Bondo, and sand. Remove flush bolts and Z astragal from inactive door. Install new leading edge cap to inactive door. Install non removable Mullion at center where doors meet.Install (2) new PDQ Panic devices (One will be electrified so access control can tie into system (Done by others). Install (2) PDQ Night Latch trims with cylinders and D pull. (1) Misc. Sheet metal for Preps (1) Bondo (1) 6'8" Non - Removable Mullion (1) PDQ 6300R Rim panic device (1) PDQ 6300R Motorized latch retraction rim panic device (2) PDQ 6GW Grip Pull exterior trims with key cylinder (2) 161 latch filler plates	$4,984.77
We will make all needed adjustments for safe and proper operation and warranty our craftsmanship for a period of one year upon completion. Finish work to be done by others (If Needed), (IE. Drywall, paint, concrete etc) Not associated with Commercial Door LLC. (Unless stated otherwise in proposal) All Proposals Exceeding the total amount of $5,000 Will Require a 50% deposit Prior to materials being ordered.	

Any High/ Low voltage power to operate to our equipment (if not already in place) will be completed/supplied by others not associated with Commercial Door LLC. (If Needed)

If Any additional Materials are requested to be installed that are not listed on this proposal, Additional charges may incur.

At Commercial Door LLC we value your business, and your time. We always strive to ensure that our clients are being provided the highest level door service available. If there is anything you think we can do to make certain we are providing you maximum value, please reach out to any of our friendly staff and let us know. We look forward to hearing from you!

Ask me about our preventative maintenance plans!

Date	Payment Terms	Acceptance Terms	Valid Thru	Total Amount
5/13/2026	50% Deposit, 50% Completion	30 Days	6/12/2026	$9,871.69

Submitted By	Phone No	Email
John D. Blair, Norman Ops Manager	(405) 999-3216	jblair@321door.com

Signature

ACCEPTED BY | PRINT NAME | EMAIL ADDRESS | DATE

Terms and Conditions

a. Offer and Acceptance. This proposal is valid for thirty (30) days unless otherwise stated. A signed proposal and required deposit (applicable for total amounts of $5,000 or greater) must be received by Commercial Door LLC ("Contractor") prior to material ordering or scheduling. Contractor reserves the right to revoke this proposal at any time prior to acceptance. Hidden, concealed, or unanticipated conditions or damages are excluded unless expressly stated.
b. Payment Terms. Payment terms are as stated on the face of this proposal. Past due balances shall accrue interest at 1.5% per month (18% annually), or the maximum rate permitted by applicable law. Credit card payments are subject to a processing fee of 3.5%. Additional administrative fees may apply for special billing or reporting requests. Prevailing wage costs are excluded unless expressly stated.
c. Material Pricing & Procurement. Material pricing is not guaranteed unless and until materials are ordered and released to production. Deposits secure scheduling, administrative preparation, and pre-construction services only and do not lock material pricing. If material costs increase between proposal acceptance and material ordering, Owner agrees to pay the documented difference prior to ordering. At Owner's request, materials may be ordered early to secure pricing or availability, subject to full payment for materials and any applicable storage, handling, warehousing, insurance, or rehandling costs. Tariffs, manufacturer surcharges, freight increases, or supply chain disruptions imposed after proposal issuance may be added to the contract price.
d. Lead Times & Delays. Manufacturer lead times are estimates only. Contractor is not responsible for delays caused by manufacturers, supply chain issues, Owner delays, inspections, weather, site conditions, or other causes beyond Contractor's control. Schedule extensions and cost adjustments may apply.
e. Tariffs. If tariffs are imposed on materials orders, they may be added to the quoted price after it has been given.
f. Warranties. Contractor warrants its workmanship for one (1) year from completion unless otherwise stated. Manufacturer warranties commence upon shipment or receipt of materials, not installation. Contractor is not responsible for reduced, expired, or denied manufacturer warranties resulting from early material purchase, storage, project delays, schedule changes, or causes beyond Contractor's control.
g. Scope of Work. Contractor shall furnish, deliver, and install only the materials expressly listed in this proposal. Electrical work, concrete, framing, grouting, painting, keying, locksmithing, finish carpentry, and power supply are by others unless specifically stated. Openings must be provided by others at correct dimensions and be plumb, level, and square prior to installation. Additional trips or rework caused by site conditions or incomplete work by others will result in additional charges. Commercial Door LLC proposes to furnish, deliver, and install the material cited on the proposal. All prices for operator installation are based on wire, wiring, conduit, electrical hook up, and mounting of control panels by others, unless specifically stated in scope above.
h. Overhead Door Jambs and Spring Pads Done by Others. Additional charges will be added if jambs and spring pads are not ready prior to installation. e. HOLLOW METAL GROUTED FRAMES done by others unless specifically stated in the scope above.
i. Paint. Hollow metal doors and frames come grey primed. Painting done by others unless stated in the scope above.
j. Work to be Completed by Others. FINISH CARPENTRY BY OTHERS UNLESS OTHERWISE STATED IN THIS CONTRACT. KEYING, RE-KEYING, AND LOCKSMITHING BY OTHERS. OPENINGS ARE TO BE PROVIDED BY OTHERS AT CORRECT DIMENSIONS, WITH APPROPRIATE CLEARANCES, AND TO BE PLUMB, LEVEL, AND SQUARE WITHIN 1/8 PRIOR TO DOOR INSTALLATION. APPLIES TO ALL DOOR TYPES.
k. PM Service includes: Tightening all loose nuts, bolts, setscrews. Balance and align doors. Minor repairs. Inspecting doors for worn or damaged parts. Lubricating all points of friction. All adjustments needed for safe and proper operation. Major repairs will be recommended and may require additional quote for approval to complete repair.
l. Change Orders. Any change in scope, specifications, quantities, dimensions, finishes, hardware, code requirements, phasing, or schedule constitutes a change order and may affect pricing, lead times, delivery dates, and warranties. No change order work shall proceed without written authorization.
m. Limitation of Damages. In no event shall Commercial Door LLC be liable for any consequential, incidental, indirect, special, or delay damages, including but not limited to loss of use, loss of profits, loss of business, or extended general conditions, regardless of cause. Commercial Door LLC's total liability, if any, shall be limited to the amount paid to Commercial Door LLC for the work giving rise to the claim.
n. No Schedule Guarantee or Liquidated Damages. Installation dates and completion timelines are estimates only. Commercial Door LLC does not guarantee project completion dates and shall not be subject to liquidated damages, back charges, or penalties for delays not caused solely by Commercial Door LLC.
o. Risk of Loss & Storage. Risk of loss transfers to Owner upon delivery of materials to the project site or storage facility. Commercial Door LLC shall not be responsible for theft, vandalism, weather damage, or deterioration of materials stored due to project delays or Owner direction.
p. Suspension of Work for Non-Payment. Commercial Door LLC reserves the right to suspend work, without breach or liability, if payment is not made in accordance with the payment terms. Schedule extensions and additional costs resulting from suspension shall be borne by Owner.
q. Governing Law & Venue. This agreement shall be governed by the laws of the State of Oklahoma. Venue shall lie in Oklahoma County, Oklahoma.
r. Attorney Fees/Costs. In any dispute arising out of this proposal or the work performed, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, and expenses to the extent permitted by law.
s. Site Safety & Access. Owner shall provide safe, unrestricted access to the work area during scheduled installation. Commercial Door LLC shall not be responsible for unsafe site conditions created by others.
t. Indemnity. To the extent permitted by law, Owner shall indemnify and hold Commercial Door LLC harmless from claims arising from site conditions, Owner-provided specifications, or work performed by others.
u. No Third-Party Beneficiaries. This agreement is solely for the benefit of the parties hereto and creates no rights in any third party.
v. Force Majeure. Contractor shall not be liable for delays or failures in performance caused by events beyond its reasonable control, including acts of God, labor shortages, pandemics, governmental actions, material shortages, or supply chain disruptions.
w. Notice. Any claim relating to the work must be made in writing within thirty (30) days of the event giving rise to the claim or it is waived. Notice must be served in accordance with a state's governing process for service of process.
x. No Waiver/Entire Agreement. This proposal, together with any written change orders, constitutes the entire agreement between the parties. No oral statements or prior agreements shall modify these terms. Failure to enforce any provision shall not constitute a waiver of future enforcement.

Addendum A - For Public Projects (If Applicable)
a. Prevailing Wage / Certified Payroll. Prevailing wages, certified payroll reporting, fringe benefits, apprenticeship requirements, and related compliance costs are excluded unless expressly stated in the proposal. If prevailing wage requirements are later determined to apply, pricing shall be equitably adjusted to include all wage, administrative, reporting, audit, and compliance costs.
b. Administrative & Reporting Burdens. Additional administrative time, documentation, reporting, site meetings, inspections, background checks, badging, safety training, or compliance requirements imposed by the Owner, GC, or governmental authority may result in additional charges.
c. Inspections, Approvals & Delays. Contractor is not responsible for delays caused by inspections, approvals, governmental directives, or third-party compliance requirements. Schedule extensions and cost adjustments shall apply as necessary.
d. Conflict. In the event of a conflict between this Addendum and the main Terms & Conditions, this Addendum shall control only as to prevailing wage and compliance matters.

Coversheet

Quote from Commercial Door LLC for door security repairs to high school.

Section: V. Consent Agenda
Item: M. Quote from Commercial Door LLC for door security repairs to high school.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material:
PROPOSAL_Interior_Door_Issues__multiple_doors_closers_and_panic_parts_2026_5_11 (1).pdf

BACKGROUND:

As part of the district's ongoing commitment to maintaining safe and secure learning environments, administration has identified the need for repairs to several door security components at Harding Charter Preparatory High School. These repairs are necessary to ensure that exterior and interior access points function properly, maintain secure access controls, and support the district's overall school safety plan.

Commercial Door LLC has provided a quote to complete the required repairs. Timely completion of this work will help ensure the continued safety and security of students, staff, and visitors.

There is no financial impact to the district's general operating budget. The project will be funded through dedicated school security funding provided by the Oklahoma Legislature for the purpose of enhancing school safety and security measures.

RECOMMENDATION:

Administration recommends approval of the quote from Commercial Door LLC to complete door security repairs at Harding Charter Preparatory High School.

COMMERCIAL DOOR, LLC
987 N University Blvd
Norman, OK 73069
Ph: (405) 321-3667

PROPOSAL

600435

Customer Info		Job Info

Harding Charter Prep
1301 NE 101st St
Oklahoma City, OK 73131-2034

Attn: **Judy**

High School
Re: Interior Door Issues
NE 129th St
Oklahoma City, OK 73013

Date	Proposal No	Submitted By	Reference
5/11/2026	600435	Jason Tibbs	multiple doors closers and panic parts

Description	Amounts
Commercial Door LLC proposes to remove and haul away old materials, and then furnish and install materials as follows: **C hall:** **(2) Vonduprin 99 SVR top strike and shims.** **(1) VD99 end pice w/ mounting hardware** **(1) LCN 4040 friction HO aluminum finish w/ P arm bracket to replace the dead stop** **West cafeteria entrance:** **(2) 3 pack hinges, adjust doors and strikes** **(1) VD 99 end cap w/ mounting hardware** **East cafeteria entrance:** **(2) 3 pack hinges** **(1) LHR VD 99 entry / classroom escutcheon / tubular lever trim** **(1) IC core cylinder (School to provide the core)** **(1) VD 99 end cap w/ hardware** **(1) Grovescover plate kit for VD99 fire rated** **Janitorial closet A140:** **(1) best mortise lock escutcheon trim round lever re use cylinder** **Custodian doors:** **(2) PDQ 7100 closers** **West doors:** **(2) PDQ 7100 closers**	$10,895.65

SW entrance:
(4) PDQ 7100 closers and adjust strikes

South West doors:
(6) PDQ 7100 closers

We will make all needed adjustments for safe and proper operation and warranty our craftsmanship for a period of one year upon completion.

Finish work to be done by others (If Needed), (IE. Drywall, paint, concrete etc) Not associated with Commercial Door LLC. (Unless stated otherwise in proposal)

All Proposals Exceeding the total amount of $5,000 Will Require a 50% deposit Prior to materials being ordered.

Any High voltage power to operate to our equipment (if not already in place) will be completed/supplied by others not associated with Commercial Door LLC. (If Needed)

If Any additional Materials are requested to be installed that are not listed on this proposal, Additional charges may incur.

At Commercial Door LLC we value your business, and your time. We always strive to ensure that our clients are being provided the highest level door service available. If there is anything you think we can do to make certain we are providing you maximum value, please reach out to any of our friendly staff and let us know. We look forward to hearing from you!

Ask me about our preventative maintenance plans!

Date	Payment Terms	Acceptance Terms	Valid Thru	Total Amount
5/11/2026	Net 30 Days	30 Days	6/10/2026	$10,895.65

Submitted By	Phone No	Email
Jason Tibbs, Vice President / COO	(405) 415-5507	jason.tibbs@321door.com

Signature

ACCEPTED BY | PRINT NAME | EMAIL ADDRESS | DATE

Terms and Conditions

a. Offer and Acceptance. This proposal is valid for thirty (30) days unless otherwise stated. A signed proposal and required deposit (applicable for total amounts of $5,000 or greater) must be received by Commercial Door LLC ("Contractor") prior to material ordering or scheduling. Contractor reserves the right to revoke this proposal at any time prior to acceptance. Hidden, concealed, or unanticipated conditions or damages are excluded unless expressly stated.
b. Payment Terms. Payment terms are as stated on the face of this proposal. Past due balances shall accrue interest at 1.5% per month (18% annually), or the maximum rate permitted by applicable law. Credit card payments are subject to a processing fee of 3.5%. Additional administrative fees may apply for special billing or reporting requests. Prevailing wage costs are excluded unless expressly stated.
c. Material Pricing & Procurement. Material pricing is not guaranteed unless and until materials are ordered and released to production. Deposits secure scheduling, administrative preparation, and pre-construction services only and do not lock material pricing. If material costs increase between proposal acceptance and material ordering, Owner agrees to pay the documented difference prior to ordering. At Owner's request, materials may be ordered early to secure pricing or availability, subject to full payment for materials and any applicable storage, handling, warehousing, insurance, or rehandling costs. Tariffs, manufacturer surcharges, freight increases, or supply chain disruptions imposed after proposal issuance may be added to the contract price.
d. Lead Times & Delays. Manufacturer lead times are estimates only. Contractor is not responsible for delays caused by manufacturers, supply chain issues, Owner delays, inspections, weather, site conditions, or other causes beyond Contractor's control. Schedule extensions and cost adjustments may apply.
e. Tariffs. If tariffs are imposed on materials orders, they may be added to the quoted price after it has been given.
f. Warranties. Contractor warrants its workmanship for one (1) year from completion unless otherwise stated. Manufacturer warranties commence upon shipment or receipt of materials, not installation. Contractor is not responsible for reduced, expired, or denied manufacturer warranties resulting from early material purchase, storage, project delays, schedule changes, or causes beyond Contractor's control.
g. Scope of Work. Contractor shall furnish, deliver, and install only the materials expressly listed in this proposal. Electrical work, concrete, framing, grouting, painting, keying, locksmithing, finish carpentry, and power supply are by others unless specifically stated. Openings must be provided by others at correct dimensions and be plumb, level, and square prior to installation. Additional trips or rework caused by site conditions or incomplete work by others will result in additional charges. Commercial Door LLC proposes to furnish, deliver, and install the material cited on the proposal. All prices for operator installation are based on wire, wiring, conduit, electrical hook up, and mounting of control panels by others, unless specifically stated in scope above.
h. Overhead Door Jambs and Spring Pads Done by Others. Additional charges will be added if jambs and spring pads are not ready prior to installation. e. HOLLOW METAL GROUTED FRAMES done by others unless specifically stated in the scope above.
i. Paint. Hollow metal doors and frames come grey primed. Painting done by others unless stated in the scope above.
j. Work to be Completed by Others. FINISH CARPENTRY BY OTHERS UNLESS OTHERWISE STATED IN THIS CONTRACT. KEYING, RE-KEYING, AND LOCKSMITHING BY OTHERS. OPENINGS ARE TO BE PROVIDED BY OTHERS AT CORRECT DIMENSIONS, WITH APPROPRIATE CLEARANCES, AND TO BE PLUMB, LEVEL, AND SQUARE WITHIN 1/8 PRIOR TO DOOR INSTALLATION. APPLIES TO ALL DOOR TYPES.
k. PM Service includes: Tightening all loose nuts, bolts, setscrews. Balance and align doors. Minor repairs. Inspecting doors for worn or damaged parts. Lubricating all points of friction. All adjustments needed for safe and proper operation. Major repairs will be recommended and may require additional quote for approval to complete repair.
l. Change Orders. Any change in scope, specifications, quantities, dimensions, finishes, hardware, code requirements, phasing, or schedule constitutes a change order and may affect pricing, lead times, delivery dates, and warranties. No change order work shall proceed without written authorization.
m. Limitation of Damages. In no event shall Commercial Door LLC be liable for any consequential, incidental, indirect, special, or delay damages, including but not limited to loss of use, loss of profits, loss of business, or extended general conditions, regardless of cause. Commercial Door LLC's total liability, if any, shall be limited to the amount paid to Commercial Door LLC for the work giving rise to the claim.
n. No Schedule Guarantee or Liquidated Damages. Installation dates and completion timelines are estimates only. Commercial Door LLC does not guarantee project completion dates and shall not be subject to liquidated damages, back charges, or penalties for delays not caused solely by Commercial Door LLC.

o. Risk of Loss & Storage. Risk of loss transfers to Owner upon delivery of materials to the project site or storage facility. Commercial Door LLC shall not be responsible for theft, vandalism, weather damage, or deterioration of materials stored due to project delays or Owner direction.
p. Suspension of Work for Non-Payment. Commercial Door LLC reserves the right to suspend work, without breach or liability, if payment is not made in accordance with the payment terms. Schedule extensions and additional costs resulting from suspension shall be borne by Owner.
q. Governing Law & Venue. This agreement shall be governed by the laws of the State of Oklahoma. Venue shall lie in Oklahoma County, Oklahoma.
r. Attorney Fees/Costs. In any dispute arising out of this proposal or the work performed, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, and expenses to the extent permitted by law.
s. Site Safety & Access. Owner shall provide safe, unrestricted access to the work area during scheduled installation. Commercial Door LLC shall not be responsible for unsafe site conditions created by others.
t. Indemnity. To the extent permitted by law, Owner shall indemnify and hold Commercial Door LLC harmless from claims arising from site conditions, Owner-provided specifications, or work performed by others.
u. No Third-Party Beneficiaries. This agreement is solely for the benefit of the parties hereto and creates no rights in any third party.
v. Force Majeure. Contractor shall not be liable for delays or failures in performance caused by events beyond its reasonable control, including acts of God, labor shortages, pandemics, governmental actions, material shortages, or supply chain disruptions.
w. Notice. Any claim relating to the work must be made in writing within thirty (30) days of the event giving rise to the claim or it is waived. Notice must be served in accordance with a state's governing process for service of process.
x. No Waiver/Entire Agreement. This proposal, together with any written change orders, constitutes the entire agreement between the parties. No oral statements or prior agreements shall modify these terms. Failure to enforce any provision shall not constitute a waiver of future enforcement.

Addendum A - For Public Projects (If Applicable)
a. Prevailing Wage / Certified Payroll. Prevailing wages, certified payroll reporting, fringe benefits, apprenticeship requirements, and related compliance costs are excluded unless expressly stated in the proposal. If prevailing wage requirements are later determined to apply, pricing shall be equitably adjusted to include all wage, administrative, reporting, audit, and compliance costs.
b. Administrative & Reporting Burdens. Additional administrative time, documentation, reporting, site meetings, inspections, background checks, badging, safety training, or compliance requirements imposed by the Owner, GC, or governmental authority may result in additional charges.
c. Inspections, Approvals & Delays. Contractor is not responsible for delays caused by inspections, approvals, governmental directives, or third-party compliance requirements. Schedule extensions and cost adjustments shall apply as necessary.
d. Conflict. In the event of a conflict between this Addendum and the main Terms & Conditions, this Addendum shall control only as to prevailing wage and compliance matters.

Coversheet

Quotes from Walker Companies for upgraded signage at all three campuses in 2026-2027 due to branding changes.

Section: V. Consent Agenda
Item: N. Quotes from Walker Companies for upgraded signage at all three campuses in 2026-2027 due to branding changes.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Elementary School Signage Pricing (1).pdf
Middle School Signage Pricing (1).pdf
High School Signage Pricing (1).pdf

BACKGROUND:

Beginning in the 2026–2027 school year, Harding Charter Preparatory School District will implement a unified district branding initiative across all campuses. As part of this transition, signage at Harding Charter Preparatory Elementary School, Harding Charter Preparatory Middle School, and Harding Charter Preparatory High School must be updated to reflect the district's new branding standards and visual identity.

Walker Companies has provided quotes for the design, production, and installation of updated signage. These improvements will create a consistent and recognizable district identity, improve way finding for families and visitors, and support district-wide branding efforts.

The cost of the project is a financial impact on the 2026-2027 budget in Fund 21 in the amount of $11,639.76.

RECOMMENDATION:

Administration recommends approval of quotes from Walker Companies to update exterior and interior signage across all three district campuses.

Walker COMPANIES
aim | MEMBER
Billing Address
PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**122170**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604001 - Elementary Sc...

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
Desig...	Digital Layout and Design The school district is rebranding so we need to change a lot of their logos and add new signage in some places. You will just be removing the star from a lot of the things we have already printed	3	80.00	3	80.00	240.00
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY Monument Sign Full color logo / white background Overall size: 114"W x 36"H Qty: 2 **just need to remove the star and recenter HCP. Nothing else will change on this. **these will be full coverage graphics Previous file: PREVIOUS ART FILES\Monument Graphics	57	6.25	2	178.13	356.25
PREM...	PREMIUM MATTE LAMINATE, USED FOR BRICK GRAPHIC AND CAR WRAPS	57	2.81	2	80.09	160.17

Total

Walker COMPANIES
aim | MEMBER
Billing Address
PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**122170**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604001 - Elementary Sc...

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY Cafeteria Yellow Wall HCP letters in green going vertically down wall Plotter contour cut text See attached for measurements Only the letters HCP (not full logo) Photo: SITE PHOTOS - NEW SIGNAGE\cafeteria - vertical HCP logo Size: 38.5"W x 125.25"H	35	6.25	1	218.75	218.75
PREM...	PREMIUM MATTE LAMINATE, USED FOR BRICK GRAPHIC AND CAR WRAPS	35	2.81	1	98.35	98.35
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC	35	1.25	1	43.75	43.75
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY Cafeteria White Wall - Core Values Plotter contour cut text Use font that is easy to weed Make text HCP green color See attached for measurements Photo: SITE PHOTOS - NEW SIGNAGE\cafeteria - mission statement Size: 162"W x 37.6"H	91	6.25	1	568.75	568.75
PREM...	PREMIUM MATTE LAMINATE, USED FOR BRICK GRAPHIC AND CAR WRAPS	91	2.81	1	255.71	255.71

Total

Walker COMPANIES

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DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**122170**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604001 - Elementary Sc...

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC	91	1.25	1	113.75	113.75
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY LARGE YELLOW WALL - Eagles green vinyl Overall size: 160.82"W x 26"H Plotter cut green text Qty: 1 Art file:	30	6.25	1	187.50	187.50
PREM...	PREMIUM MATTE LAMINATE, USED FOR BRICK GRAPHIC AND CAR WRAPS	30	2.81	1	84.30	84.30
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC	30	1.25	1	37.50	37.50

ALP3...	3MM ALUPANEL DIGITAL DIRECT PRINT Early Childhood Door Sign Green background / white text See attached for measurements. This new sign can be larger than the current Photo: SITE PHOTOS - NEW SIGNAGE\daycare entrance - early childhood Verbiage: Early Childhood Center Size: 42"W x 18"H	6	13.65	1	81.90	81.90
MAT	MATTE LAMINATE ADDED TO DIGITAL GRAPHIC	6	1.50	1	9.00	9.00

Total

Walker COMPANIES
aim | MEMBER
Billing Address
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405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**122170**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604001 - Elementary Sc...

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
ALU063	DIRECT PRINT ON .063ALUMINUM Gate Entrance - Early Childhood Keep "Gate 1" at the top. Need to change text underneath. New Verbiage: Early Childhood Center Previous file: PREVIOUS ART FILES\Elementary School\PRINT\2407001 GATE 1 ENTRY SIGN PRINT Size: 18.5" x 18.5" Qty: 2	5	26.25	2	65.63	131.25
MAT	MATTE LAMINATE ADDED TO DIGITAL GRAPHIC	5	1.50	2	3.75	7.50
MISC ...	CUSTOM FLAT CUT ALUMINUM LETTERING Early Childhood Awning 1/4" flat cut aluminum Custom Font Custom painted dark green HEX Code: 0e4204 Stud mount with spacer Verbiage: HCP (all uppercase)	1	722.00	1	722.00	722.00
Equip...	Equipment Rental 19' Scissor Lift - one week	1	1272.00	1	1272.00	1,272.00
CRC	CUSTOM ROUTERED CUT ADDED TO GRAPHIC	1	75.25	1	75.25	75.25
Install	Signage Installation, Per Hour, Per Person	30	80.00	30	80.00	2,400.00

Total **$7,063.68**

Walker COMPANIES

aim | MEMBER

Billing Address
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Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/5/2026	**126182**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604002 - Middle School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
Desig...	Digital Layout and Design We are either removing the star from each sign or replacing the entire logo. Logo to use will be listed on each line item.		80.00			80.00
ALP3...	3MM ALUPANEL DIGITAL DIRECT PRINT CHIMNEY ACM Overall size: 48"W x 86"H **this is split between two panels **Only need to replace the TOP panel ** remove the star and replace with new eagle icon ** keep the H Qty: 1 Ref Art file: 2406001 CHIMNEY LETTERS SCALE.ai Logo file: HCP Green Eagle Icon (.pdf)	29	16.88	1	489.52	489.52
MAT	MATTE LAMINATE ADDED TO DIGITAL GRAPHIC	29	2.70	1	78.30	78.30

Total

Walker COMPANIES
aim | MEMBER
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PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/5/2026	**126182**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604002 - Middle School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
ALP3...	3MM ALUPANEL DIGITAL DIRECT PRINT INTERIOR & EXTERIOR METAL SIGNS Sizes: 80"W x 60"H Qty: 2 ** replace with new logo. Logo file: HCP Green Centered Type Logos (.pdf) Ref Art file: 2406001 EXTERIOR ACM SCALE.ai Ref photos: exterior ACM.jpg ***PLEASE USE 5X10 SHEET SO THESE ARE NOT SEAMED	67	17.55	2	565.48	1,175.85
MAT	MATTE LAMINATE ADDED TO DIGITAL GRAPHIC	67	2.70	2	83.08	180.90
DEC	FULL COLOR DIGITAL PRINT ON WHITE OPAQUE VINYL EXTERIOR WINDOW VINYL ** Same design as alupanel prints. HCP middle school logo w/ patriots at the bottom Window size: 83"W x 62"H Qty: 1 New logo to use: HCP Green Centered Type Logos (.pdf) Ref Art file: 2406001 EXTERIOR DECAL SCALE.ai Ref photo: exterior window.jpg	36	8.50	1	288.00	306.00
MAT	MATTE LAMINATE ADDED TO DIGITAL GRAPHIC	36	2.70	1	89.28	97.20

Total

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aim | MEMBER
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PO Box 177
Oklahoma City OK 73101
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walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/5/2026	**126182**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604002 - Middle School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC ***$15 MINIMUM CHARGE***	36	1.25	1	36.00	45.00
BLTD...	BACKLIT DECAL ON TRANSLUCENT ADHESIVE MATERIAL HCP LOGOS FOR LARGE MONUMENT (x2) Logo sizes: approx. 60.3"W x 23.4"H (x2) Middle school text: approx. 82.7"W x 7.5"H New logo to use: HCP Green Centered Type Logos (.pdf) Ref Art files: 2406001 LARGE MONUMENT PRINT	30	8.50	4	60.00	255.00
BLTD...	BACKLIT DECAL ON TRANSLUCENT ADHESIVE MATERIAL HCP LOGOS FOR SMALL MONUMENT (x2) Logo sizes: approx. 43.7"W x 16.9"H (x2) Middle school text: approx. 52.4"W x 4.75"H New logo to use: HCP Green Centered Type Logos (.pdf) Ref art file: 2406001 SMALL MONUMENT PRINT	15	8.50	4	30.00	127.50
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC ***$15 MINIMUM CHARGE***	45	1.25	8	5.63	56.25

Total

Walker COMPANIES

aim | MEMBER

Billing Address
PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/5/2026	**126182**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604002 - Middle School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
ACC25	WHITE OPAQUE ACRYLIC .25" DIRECT PRINT CAFETERIA WALL ACRYLICS Size: 25" x 25" 3/4" diam / 3/4" barrel standoffs QTY: 1 ** Only replacing the star acrylic w/ eagle icon Logo file to use: HCP Green Eagle Icon (.pdf) Ref Art file: 2406001 CAFETERIA WALL ACRYLIC SCALE.ai	5	28.00	1	140.00	140.00
LCC	LASER CUSTOM CUT PRODUCT CHARGED AT $35 PER HOUR ****MINIMUM $35****	1	39.00	1	37.50	39.00
Install	Signage Installation, Per Hour, Per Person	1	1000.00	1	1000.00	1,000.00

Total **$4,070.52**

Walker COMPANIES
aim | MEMBER
Billing Address
PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**126180**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604003 - High School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
Desig...	Digital Layout and Design They updated their branding and we need to change a few graphics that we have already done. We are only replacing the eagles	1	80.00	1	80.00	80.00
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY ENTRYWAY #1 - ABOVE DOUBLE DOORS HCP logo above the doors Plotter cut green graphics Logo file: HCP Green Eagle Icon (.pdf) **needs to be the same size as current eagle. Previous print files saved in this folder Previous file: 2507002 ENTRYWAY 1 ART	11	6.25	1	68.75	68.75
PREM...	PREMIUM MATTE LAMINATE	11	2.81	1	30.91	30.91
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC	1	15.00	1	15.00	15.00

Total

Walker COMPANIES

aim | MEMBER

Billing Address
PO Box 177
Oklahoma City OK 73101
405.235.0148 accounting ext 3017
405.235.5319 F405.235.1698
walkercompanies com

DIGITAL WORK ORDER

DATE	S.O. #
5/4/2026	**126180**

Name / Address	Ship To
HARDING CHARTER Independance Charter MS	WILL CALL 121 NW 6TH STREET OKLAHOMA CITY, OK. 73102 ATTN: JUDY 528-0562

AUTHORIZED BY	Judy	CONTACT #	405-314-2063	CUSTOMER P.O.#	

SHIPPING CHARGES	TERMS	REP	SHIP VIA	VENDOR PO#	JOB DUE DATE	WORK ORDER INFO
DON'T ADD	Net 30	CMA	INSTALL		**06/01/2026**	2604003 - High School

ITEM	DESCRIPTION	UNI...	Rate	QTY	EACH	AMOUNT
BRKVIN	FULL COLOR DIGITAL PRINT FOR BRICK OR MASONRY TROPHY CASE LOGO HCP logo above the trophy case Plotter cut green eagle Logo file: HCP Green Eagle Icon (.pdf) **needs to be the same size as current eagle. Previous print files saved in this folder Previous file: 2507002 TROPHY CASE RIGHT SIDE ART	15	6.25	1	93.75	93.75
PREM...	PREMIUM MATTE LAMINATE	15	2.81	1	42.15	42.15
PCC	PLOTTER CONTOUR CUT ADDED TO DIGITAL GRAPHIC	1	15.00	1	15.00	15.00
Install	Signage Installation, Per Hour, Per Person	2	80.00	2	80.00	160.00

Total **$505.56**

Coversheet

Superintendent Report

Section: VI. Superintendent's Report
Item: A. Superintendent Report
Purpose: FYI
Submitted by:
Related Material: HCP Superintendent Monthly Report.pdf

HCP
HARDING CHARTER PREPARATORY SCHOOL DISTRICT

Monthly Superintendent Report

June 2026

Project Status

- C – New Translation Services
- C – New Math Program (Magma Math)
- C – New Lottery & Registration System
- C – ”Man-Trap” at High School
- C – New Elementary Gym Bleachers
- C – New Elementary Water Bottle Fillers
- C – Early Childhood Center Renovations
- C – Repaired High School Auditorium Projector Screen
- C – New LMS System (Canvas)
- C – Transportation Shuttle System (Fall 26’)
- C – Teacher Apprenticeship Program (Fall 26’)
- C – New High School Interactive Boards
- C – New Substitute Teaching Services (Fall 26’)
- C – New Middle School Furniture
- S – New Elementary School Media Center
- S – New Website and Mobile App (Apptegy)
- S – New Teacher Recruitment Website (Nimble)
- U – 2nd Elementary School Expansion (Fall 27’)
- X – School Data Dashboard

Grant Supports

Towne Branch Foundation - $150,000.00 – AWARDED

- School bus

FEDERAL - Charter School Program (CSP) - $2,000,000.00 – AWARDED

- Elementary School #2 Expansion

PLTW Computer Science – $10,000.00 – AWARDED

- CS Professional Development & Resources

FEDERAL - NEA Gap Arts - $100,000.00 – SUBMITTED (Notified in November)

- Upgrades to HS Auditorium

FEDERAL - BAJ Stop Violence Grant - $1,000,000.00 – SUBMITTED (Notified in November)

- Conscious Discipline Professional Development + Dean of Student Success Salaries

FEDERAL - IAL Literacy Grant - $500,000.00 – SUBMITTED (Notified in November)

- Science of Reading Professional Development + Upgrades to School Libraries

Inasmuch Foundation - $80,000.00 – DENIED (Requested to Apply in Fall for Elementary School #2)

- Capital Campaign

Charter School Growth Fund (CSGF) - $500,000.00 – DENIED (Requested Updated Academic Data in June for Reconsideration)

- Elementary School #2 Expansion

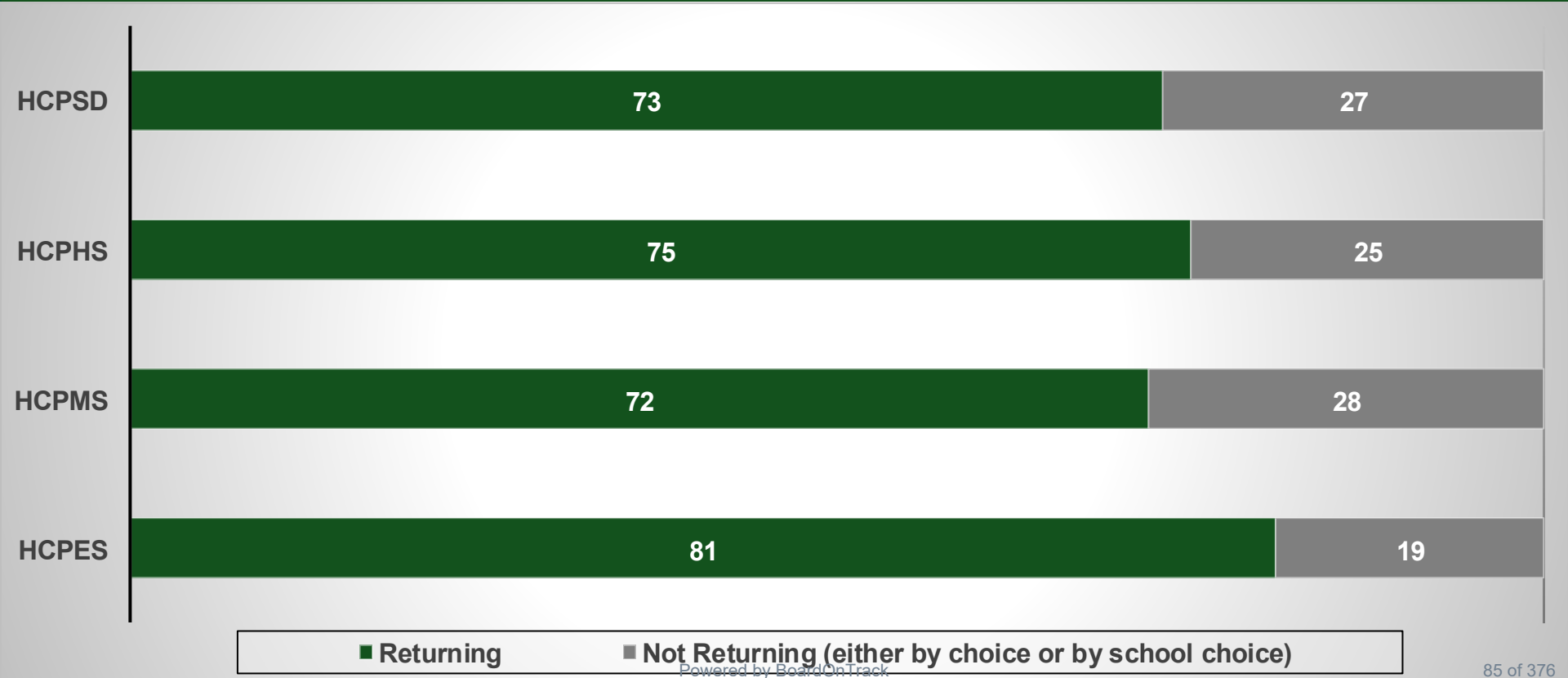
Sarkeys Foundation - $250,000.00 - DENIED

- High Dosage Tutoring

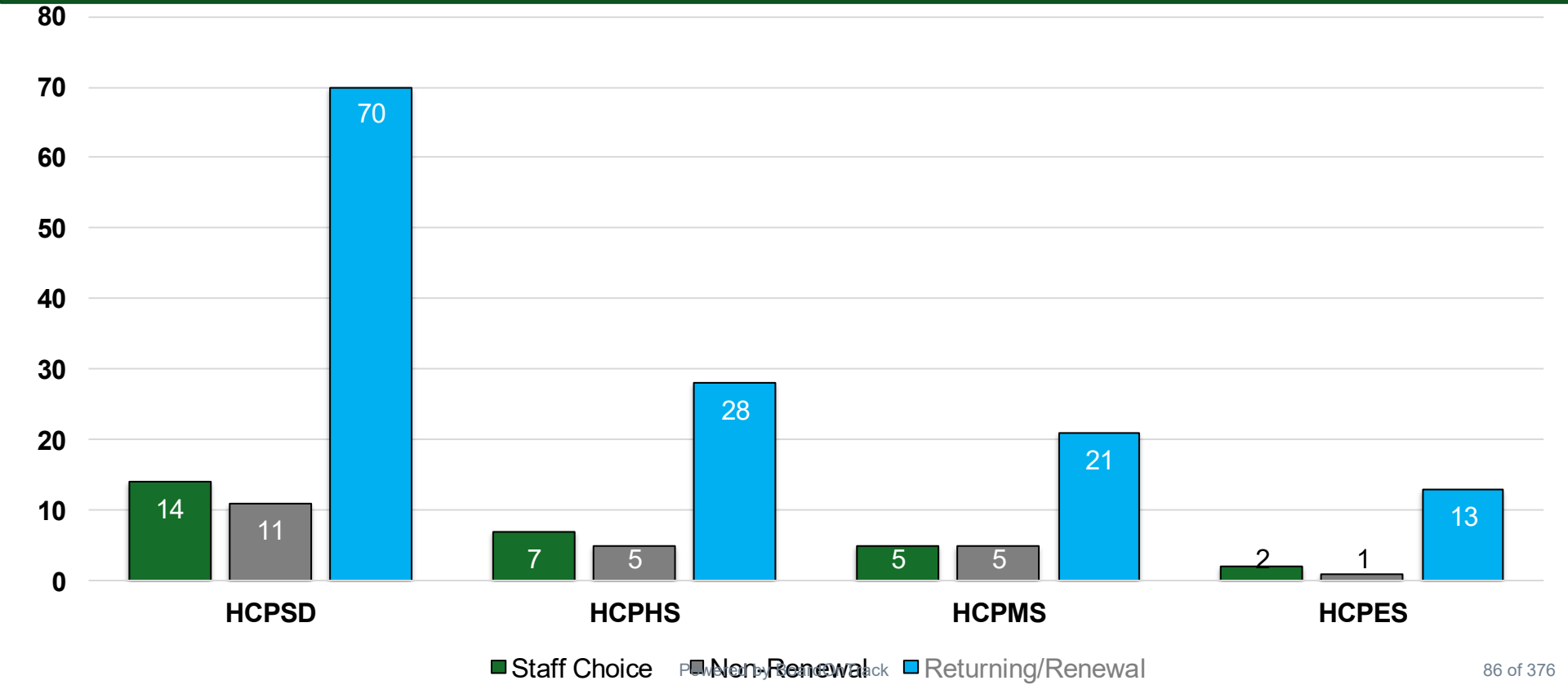
Kirkpatrick Foundation - $50,000.00 - DENIED

- Fine Arts

Staff Retention Rates



Staff Reason for Leaving HCP



HCP
HARDING CHARTER PREPARATORY SCHOOL DISTRICT

POSITIONS NOW OPEN!

JOIN OUR TEAM

Elementary School

- Second Grade

Middle School

- 5th Grade Math/Science

High School

- Pre-AP and AP English
- Pre-AP and AP Social Studies

Apply at www.hardingcharterprep.org

INTRODUCING OUR NEW PERSONNEL MEMBERS

New Talent. Stronger Support. Greater Impact.

We are excited to announce four key personnel hires that will help us strengthen our operations, enhance support for our schools, and drive continued growth.

JEREMY WILLIAMS

CHIEF OPERATING OFFICER (COO)

SKYLA PARKER

OUTREACH AND RECRUITMENT COORDINATOR

MANUEL SERNA-VELASCO

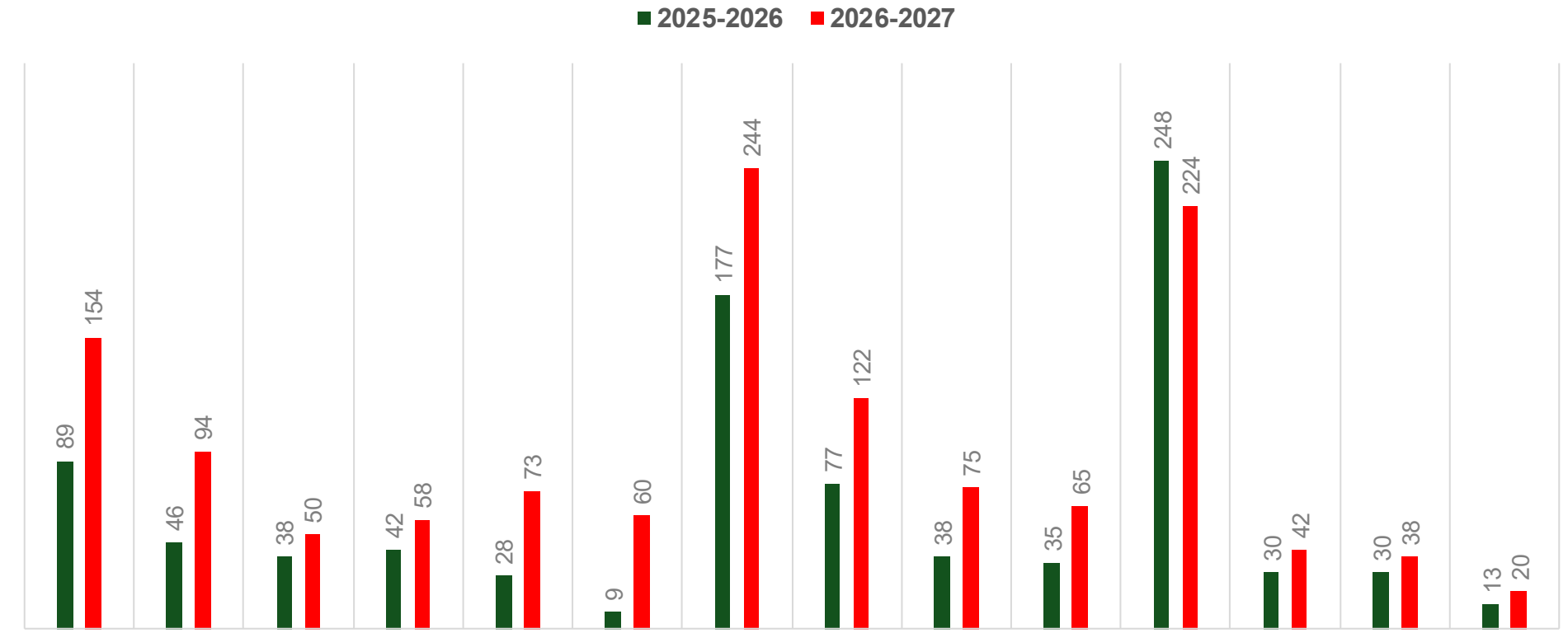
IT COORDINATOR

SHANE MURNAN

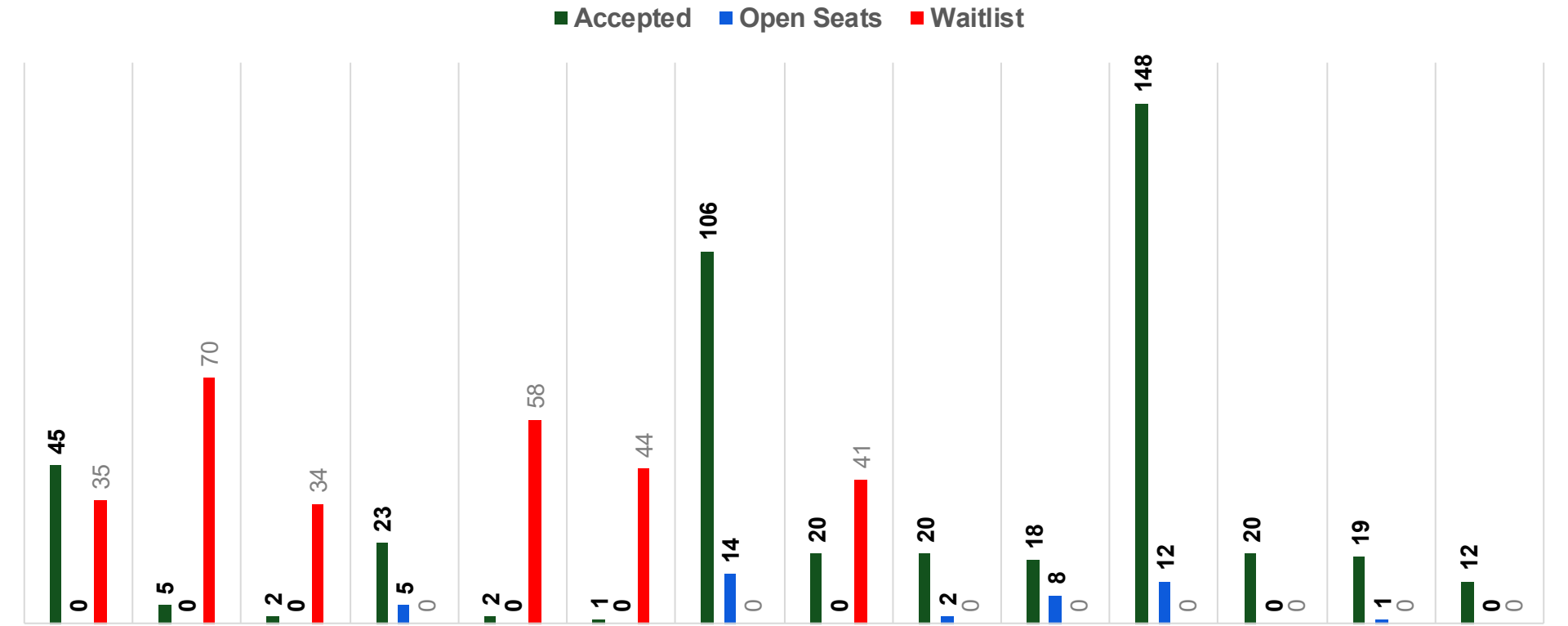
PROFESSIONAL LEARNING COORDINATOR

These hires are pending Board approval.

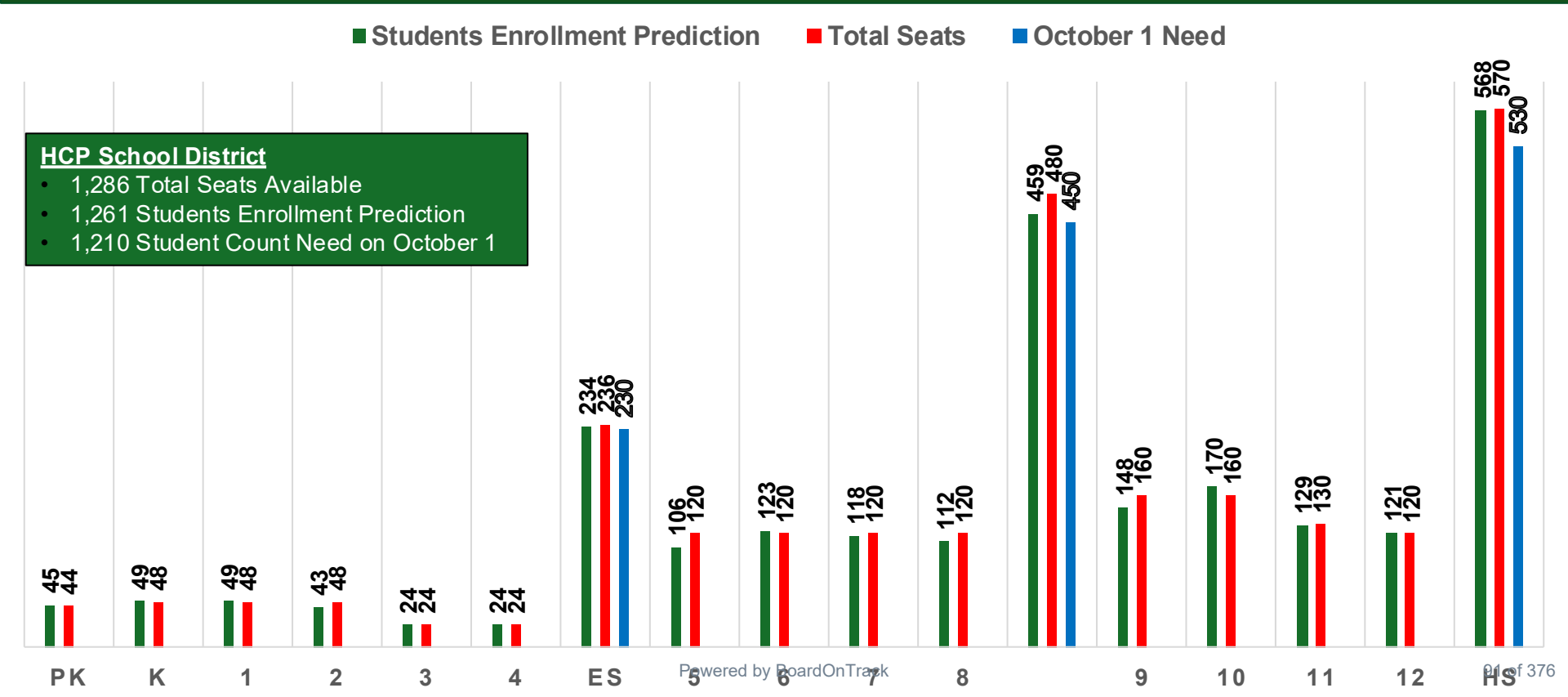
New Student Application Trends



New Enrollment Seats Accepted



2026-2027 Current Student Count



HCP STUDENT SUCCESS Profile

HARDING CHARTER PREPARATORY SCHOOL DISTRICT

H — HYPOTHESIZER

Asks meaningful questions, explores possibilities, and seeks understanding through inquiry and evidence

C — COLLABORATOR

Works effectively with others by listening, communicating, contributing, and valuing diverse perspectives in pursuit of shared goals

P — PROBLEM SOLVER

Analyzes challenges, thinks critically, perseveres through challenges, and develops effective solutions in the face of complexity or obstacles

S — SCHOLAR

Life-long learner who engages deeply with knowledge and ideas and communicates thoughtfully through reading, writing, and public speaking

D — DIFFERENCE MAKER

Person of character who uses their talents, actions, and leadership to positively impact others and their community

OUR MISSION

Prepare all graduates for success at any post-secondary educational institution.

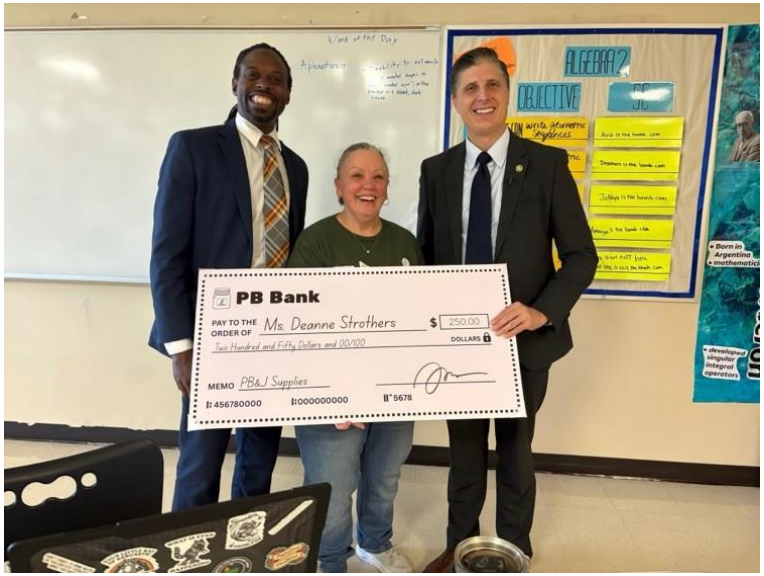
Monthly Student Highlights

HCPHS Senior Final Days

HCPES Part of History

Monthly Staff Highlights

HCPHS Teacher Recognition



HCP Leadership Retreat

Coversheet

Resignation letter of board member, Rachel Durham.

Section: VII. Informational Items
Item: A. Resignation letter of board member, Rachel Durham.
Purpose: FYI
Submitted by:
Related Material: Durham Letter.pdf

June 2, 2026

Lisa Miller
Harding Charter Preparatory School District
12600 N Kelley Ave
Oklahoma City, OK 73131

Dear Lisa,

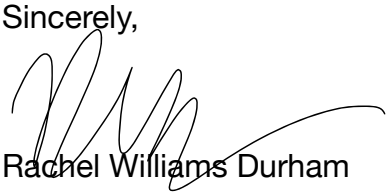
I am writing to formally resign from my position on the Governance Board of the Harding Charter Preparatory School District, effective immediately.

Availability and travel plans are changing for my family. During this season of life, I am no longer able to consistently attend evening meetings.

It has been an honor and privilege to serve the district, and to work alongside this dedicated group of board members. I've learned so much, and I thank you for the opportunity to learn, collaborate, and give back in a meaningful way.

I will continue to be a friend and supporter of HCP, and I look forward to seeing the great things that are in store for the district.

Sincerely,



Rachel Williams Durham

Coversheet

Discussion and action on approving new HCPSD Compensation Schedule to be in effect beginning 2026-2027.

Section: VIII. Action Items
Item: A. Discussion and action on approving new HCPSD Compensation Schedule to be in effect beginning 2026-2027.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: HCPSD Compensation Schedule (No TRS Paid Option).xlsx

BACKGROUND:

For many years, Harding Charter Preparatory School District has paid both the required employer contribution of 9.5% and the employee contribution of 7.0% to the Oklahoma Teacher Retirement System (OTRS), resulting in a total district contribution of 16.5% of employee salaries.

Following a review of compensation practices across Oklahoma school districts, administration determined that HCPSD is one of very few districts in the state that pays both the employer and employee portions of retirement contributions. While this practice has historically provided a benefit to employees, it has also limited the district's ability to remain competitive in advertised salary schedules when compared to neighboring school districts.

The proposed compensation schedule would align HCPSD with standard retirement contribution practices across Oklahoma by continuing to pay the required employer contribution of 9.5% while transitioning the employee contribution of 7.0% back to employees, as required by law. To offset this change, the district will increase employee salaries by an equivalent 7.0%.

As a result, employees will experience no reduction in overall compensation, as the increased salary will offset the employee retirement contribution. In addition, employees may benefit from higher reported salaries for retirement calculation purposes, as OTRS retirement benefits are based on an employee's highest years of earned salary.

Market Competitiveness

A primary benefit of this proposal is that it allows HCPSD to more accurately compete in the educator labor market. Most prospective employees compare salary schedules when evaluating employment opportunities and are often unaware that HCPSD pays the employee portion of retirement contributions.

For example, during the 2025–2026 school year:

- HCPSD minimum certified salary was approximately **$44,500**.
- Oklahoma City Public Schools advertised a minimum salary of approximately **$45,249**.
- Edmond Public Schools advertised a minimum salary of approximately **$45,953**.
- Putnam City Schools advertised a minimum salary of approximately **$46,050**.

Under the current model, HCPSD's actual investment in employees is significantly higher than the advertised salary because the district pays an additional 7.0% employee retirement contribution. However, this benefit is not visible on salary schedules and often places HCPSD at a disadvantage during recruitment.

By restructuring compensation and moving the 7.0% employee retirement contribution into salary, HCPSD can advertise salaries that more accurately reflect its investment in employees and better compete with surrounding districts for high-quality teachers and staff.

Benefits of the Proposed Change

- Aligns HCPSD retirement contribution practices with the vast majority of Oklahoma school districts.
- Improves HCPSD's salary schedule competitiveness in recruitment and retention efforts.
- Creates greater transparency regarding employee compensation and retirement contributions.
- Maintains a financially neutral impact for employees.
- Increases reported salaries, which may positively impact future retirement benefit calculations.
- Better positions HCPSD to attract and retain highly qualified employees in an increasingly competitive labor market.

Financial Impact

The proposed compensation schedule has been developed within the district's approved budget parameters for the 2026–2027 fiscal year. The restructuring is designed to be financially neutral to employees while improving the district's market competitiveness.

RECOMMENDATION:

Administration recommends approval of the proposed 2026–2027 HCPSD Compensation Schedule.

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

HCPSD Compensation Schedule (No TRS Paid Option).xlsx

Coversheet

Discussion and action on approving the 2026-2027 budget and purchase orders.

Section: VIII. Action Items
Item: B. Discussion and action on approving the 2026-2027 budget and purchase orders.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: 2026-2027_Budget_Build.xlsx

BACKGROUND:

Each year, the Board of Governance is responsible for approving the district's annual operating budget and associated purchase orders to ensure the continued operation of Harding Charter Preparatory School District.

The proposed 2026–2027 budget reflects the district's strategic priorities, enrollment projections, staffing plans, contractual obligations, and anticipated revenues from state, federal, and local sources.

The proposed budget supports the district's continued commitment to providing high-quality educational opportunities for all students while maintaining fiscal responsibility and compliance with all applicable state and federal requirements. Key investments within the budget include personnel costs, instructional programs, student support services, transportation services, facility operations, technology, and strategic initiatives aligned with district goals.

In addition, the purchase orders presented for approval represent anticipated expenditures necessary to support district operations during the 2026–2027 fiscal year. Approval of these purchase orders allows the district to efficiently conduct business and ensure continuity of services throughout the fiscal year.

The proposed budget has been developed with consideration of current revenue estimates, projected enrollment, district priorities, and the importance of maintaining adequate cash reserves to support long-term financial stability.

RECOMMENDATION:

Administration recommends approval of the 2026–2027 district budget and associated purchase orders as presented.

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

2026-2027_Budget_Build.xlsx

Coversheet

Discussion and action on approving content only for the 2026-2027 school handbooks.

Section: VIII. Action Items
Item: C. Discussion and action on approving content only for the 2026-2027 school handbooks.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: HCPES_School_Handbook_26-27_.docx
HCPHS School Handbook 26-27.docx
HCPMS School Handbook 26-27.docx

BACKGROUND:

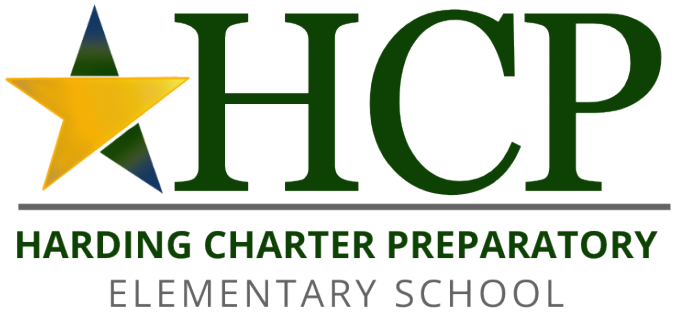
Administration has completed its annual review of the Harding Charter Preparatory School District Student Handbooks for the 2026–2027 school year. The handbooks serve as the primary resource for students and families regarding district expectations, procedures, student rights and responsibilities, attendance requirements, discipline procedures, academic expectations, extracurricular participation, transportation services, and other school operations.

The proposed revisions include updates to ensure alignment with current district policies, state and federal requirements, operational procedures, and district initiatives planned for implementation during the 2026–2027 school year. Significant updates include revisions related to district branding, transportation services, student expectations, attendance procedures, and other administrative updates necessary for the upcoming school year.

Board approval at this time is requested for the handbook content only. Administration will continue the formatting, design, and final publication process following approval of the content. Any non-substantive formatting, grammatical, or typographical corrections identified prior to publication will be made administratively.

RECOMMENDATION:

Administration recommends approval of the content for the 2026–2027 Harding Charter Preparatory School District Student Handbooks, with authorization for administration to finalize formatting and publication prior to the start of the 2026–2027 school year.



~~2025-2026~~2026-2027 School Handbook

1

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Philosophy of Harding Charter Preparatory School District

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

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

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

The program model for Harding Charter Preparatory includes:

College Preparatory Environment – We highlight college and career opportunities for our students from the earliest ages. We create opportunities for students to develop leadership and advocacy skills, along with involvement in a holistic program to include fine arts, athletics, culturally responsive programs and activities, and community service initiatives.

Rigorous Teaching and Learning – We offer a challenging, vertically aligned, standards-based curriculum that prepares students for academic success at the highest levels. Our teachers implement engaging instructional strategies to support student learning and monitor student academic growth with high-quality formative and summative assessments.

Comprehensive Student Supports – We support the success of our students by offering a comprehensive school counseling program, implementing AVID strategies, providing targeted interventions and a robust after-school tutoring program, and building time into our schedule to intentionally support students.

Community Engagement – We create strategic partnerships with community stakeholders that enable the success of our students and staff. We collaborate with families in many ways throughout the year, offering multiple avenues of engagement including monthly service days, parent organization meetings and activities, providing support to each of our schools, and membership on our Governance Board.

Operating Principles – We maintain a school environment to ensure that every student is known and valued. We cultivate a positive school culture by supporting collaboration and data-informed decision making through distributive leadership. We recruit a highly qualified and diverse faculty, whom we retain by providing high-quality professional learning opportunities and establishing mutually respective relationships.

Harding Charter Preparatory School District
Vision Statement

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

District Office Contact Information

Superintendent / Homeless Liaison – Steven Stefanick
Email – sstefanick@~~hicd~~hardingcharterprep.org~~.org~~
~~Office – 405-767-3003 ext. 401~~

Chief Academic Officer / Testing Coordinator – Rachel Dowell
Email – rdowell@hardingcharterprep.org
~~Office – 405-767-3003 ext. 402~~
Chief Operating Officer / Title IX Coordinator – Jeremy Williams
Email – jwilliams@hardingcharterprep.org

Special Education Coordinator – Amy Pemberton
Email – apemberton@hardingcharterprep.org

English Language Learner Coordinator – Bianca Rose
Email – brose@hardingcharterprep.org

Business Manager – Judy Luster
Email – jluster@hardingcharterprep.org
~~Office – 405-767-3003 ext. 400~~

12600 N Kelley Avenue~~1301 NE 101st Street~~

Oklahoma City, OK 73131
405-767-3003 ext. 800
www.~~hicd~~hardingcharterprep.org
~~**District Office Contact Information**~~

~~Superintendent – Steven Stefanick~~

Email - sstefanick@hardingcharterprep.org

Chief Academic Officer - Rachel Dowell
Email - rdowell@hardingcharterprep.org

Chief Operating Officer - Pat McKinstry
Email - pmckinstry@hardingcharterprep.org

Business Manager - Judy Luster
Email - jluster@hardingcharterprep.org

12600 N Kelley Avenue
Oklahoma City, OK 73131
405-767-3003 ext. 800
www.hardingcharterprep.org

Commented [LI1]: New district office address

GENERAL SCHOOL INFORMATION

Harding Charter Preparatory Elementary School at Kelley
Mission Statement

Our mission is to prepare our students to be successful in a middle school honors program.

School Office Contact Information

Office – 405-767-3003 ext. 3
Fax – 405-609-1677
Website – www.hardingcharterprep.org

School Breakfast
7:00 a.m. – 7:5525 a.m.

School Hours
7:308:00 a.m. – 3:15 2:45 p.m.

Principal Offices
7:00 a.m. – 4:0015 p.m.

Attendance Office
7:3000 a.m. – 4:153:45 p.m.

Classroom Teachers
7:3000 a.m. – 3:4515 p.m.

~~After School Program~~
~~3:00 p.m. – 6:00 p.m.~~

12600 N Kelley Avenue
Oklahoma City, OK 73131

Harding Charter Preparatory Elementary School at Kelley

~~2025-26~~2026-2027 Calendar

August 3August 7August 5	New Staff Professional Development – No ClassesCamp Patriot5th Grade Orientation (5th Grade Only)
August 4 – 7August 58	Professional Development – No ClassesNew Teacher Staff to HICDProfessional Development
August 10August 6 – 98 – 14	Meet the Teacher – No ClassesProfessional Development
August 10 – 11August 124	Staff Work Day – No ClassesSchedule Pickup DaySchedule Pick-Up Day
August 13August 15	Classes BeginClasses Begin
September 7September 4August 14	Labor Day – No ClassesLabor Day – No ClassesClasses Begin
September 17 - 18October 18August 22	Parent Teacher Conferences – No ClassesPSAT / College DayOpen House
September 21October 18September 2	Professional Development – No ClassesEnd of 9 weeksLabor Day – No Classes
October 12 – 16September 19	Fall Break – No ClassesParent Teacher Conferences (4:30pm – 7:30pm)
November 23 – 27October 19, 20. 23October 17 - 21	Thanksgiving Break – No ClassesFall Break – No Classes
December 17November 20 – November 24October 17	End of SemesterThanksgiving Break – No ClassesProfessional Development
December 18December 19, 20, 21November 25 - 29	Staff Work Day – No ClassesSemester FinalsThanksgiving Break – No Classes
December 19 - January 3December 1921	Winter Break – No ClassesEnd of Semester
January 4December 2022	Professional Development – No ClassesRecord DayStaff Work Day
January 5December 202 - January 68	Staff Workday – No ClassesWinter Break – No Classes
January 6January 8January 7	Classes ResumeProfessional DevelopmentStaff Workday
January 18January 9January 8	MLK Day - No ClassesClasses Resume
February 11 - 12January 15January 20	Parent Teacher Conferences – No ClassesMLK Day - No Classes

9

February 15~~February 19~~~~February 10~~	Professional Development – No Classes~~Parent Conference Day~~~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
March 15 – 19~~March 15~~~~February 12~~	Spring Break – No Classes~~End of 9 Weeks~~~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
April 5~~February 14~~	Spring Friday (Snow Day) – No Classes~~No Classes~~
May 19~~February 17~~	End of Semester~~Professional Development~~
May 20~~March 18 – 22~~~~March 17 - 21~~	Staff Work Day – No Classes~~Spring Break – No Classes~~

What to do if?

Your child is absent	a parent or guardian is to call the school that day
Your child becomes ill at school	a parent/guardian will be notified
Your child must leave school	a parent or guardian must check the student out at the main office
Your child is having difficulty in class	talk to your child's teacher
Your child loses a personal item	check the lost and found
You are moving and must withdraw from school	a parent or guardian must notify the front office

Daily Schedules

7:00-7:5~~2~~5: Morning drop off/breakfast
~~7:30-2:45~~8:00-3:15: Instructional Time
(each grade level & classroom teacher will have an individual schedule available to parents at curriculum night)
~~2:45-3:15~~3:15-3:45: Dismissal

Campus Structure

Beginning in the 2026–2027 school year, HCPES will operate as a two-building campus. The Early Childhood building will serve students in Pre-K and Kindergarten, while the Elementary building will serve students in grades 1–4. Each building will have a dedicated office with staff available to support students, families, and daily operations. Families should reference arrival and dismissal procedures for specific details regarding each building.

Arrival & Dismissal Procedures

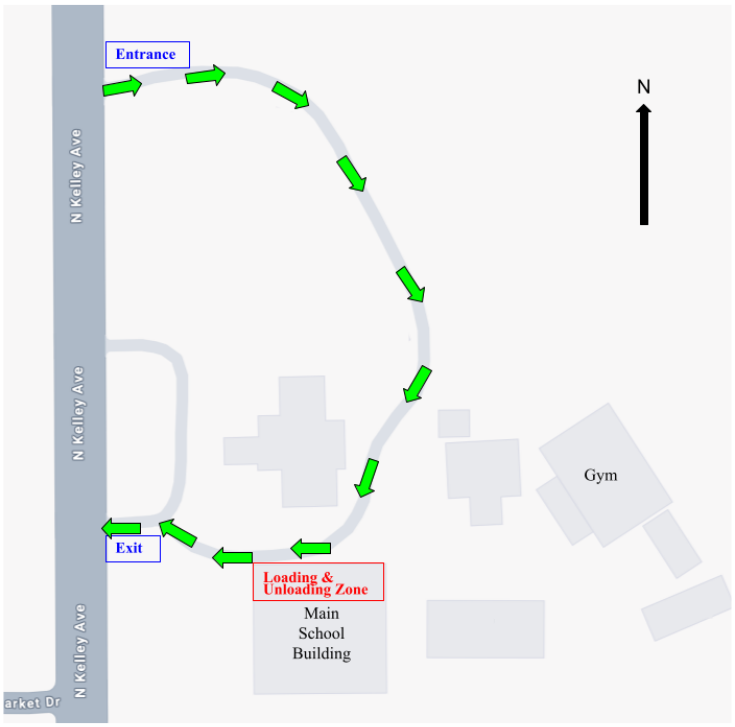
Arrival Procedures

- Drop-off is available from **7:00–7:55 AM**. Supervision increases at **7:30 AM**, and families are encouraged to arrive at or after that time when possible. Breakfast ends at **7:55 AM**, and students should arrive before that time if they plan to eat. Students arriving after **8:00 AM** are considered tardy and must be signed in by an adult at the appropriate front office.
- All families will enter campus through the **north entrance gate**.
    - **Grades 1–4 and students eating breakfast** will proceed to the Elementary building and unload under the front overhang.
    - **Pre-K & Kindergarten students (not eating breakfast)**: After passing the Elementary drop-off area, parents will take a right, follow the drive to the **Early Childhood building**, and unload at the front entrance.
- **Unloading Procedures**
    - Pull your vehicle as far forward as possible in the loading zone. Students may only be dropped off when staff are present.
    - Staff will not unbuckle car seats or seat belts. All students must be unbuckled by a parent/guardian or independently.
    - Please have backpacks and belongings ready for a quick, driver-side back seat drop-off. Practicing this routine at home helps ensure a safe and efficient arrival.
    - Staff will supervise students as they exit vehicles and guide them safely into the building.
- **Exiting Campus**
    - Vehicles exiting both drop-off areas will proceed onto **Kelley Ave.**
    - Many families find it easiest to turn right and make a safe U-turn if needed.
- ~~Drop off will be from 7:00-7:30am. If a student arrives after 7:30am, they are considered tardy and will need to be signed in by an adult at the front office.~~
- ~~Enter HCPES through the north gate of the property. Follow the road along the east side of the property, pulling in from the east facing west in front of the school. Students will be dropped off under the overhang of the school building.~~
- ~~Pull your car as far forward into the loading zone as traffic allows. Drivers may drop-off students only when HCPES staff are outside on duty.~~
- ~~Parents/Guardians, please be ready and quick. We need to keep the line moving. Have your child's coats and backpacks ready for a quick drop off.~~
- ~~Staff will supervise students as they exit vehicles, offer assistance, and guide them along the walkway into the school. We ask that parents/guardians stay in the vehicle.~~
- ~~Students will unload from the driver's side of the vehicle only. (Move booster seats to this side)~~

Dismissal

- Dismissal begins daily at 3:15 PM.
- All families will enter campus through the north entrance gate and follow the same dismissal loop.
    - **Pre-K & Kindergarten Students:**
      After passing the Elementary building, parents will turn right into the Early Childhood loop and pick up at the Early Childhood building.
    - **1st–4th Grade Students:**
      Parents will continue along the loop to the Elementary building and pick up under the front overhang.

    - **Families with students in both buildings:** Will complete pickup at each building (Elementary and Early Childhood)
- **Loading Procedures:**
    - A car rider tag must be visible for student release. Students will remain in classrooms until their number is displayed. Parents/guardians must remain in their vehicles.
    - Staff will assist students in getting into vehicles safely, but staff will not buckle car seats or seat belts. Parents/guardians are responsible for securing their child before driving away. Families are encouraged to practice loading and buckling with their child at home to help make dismissal quick and safe.
- **Aftercare Bus Shuttle**
    - Students who are attending the YMCA or Boys and Girls Club aftercare programs will be loaded onto the bus shuttle at dismissal.
- Changes to end-of-day transportation are discouraged. If necessary, please call the designated front office at least one hour before dismissal (2:15pm).
- Early checkout ends 30 minutes prior to dismissal (2:45pm).
- Only authorized individuals listed in school records may pick up a student.
- Students should be picked up by 3:45 PM. If a student is not picked up on time, the school will contact the parent or guardian immediately. Repeated late pick-ups may result in a meeting with the principal, and/or contact with local authorities or Child Protective Services to ensure safety. Please note that the school office closes at 4:00 PM.
- ~~Dismissal will begin daily at 2:45pm.~~
- ~~Enter HCPES through the north gate of the property. Follow the road along the east side of the property, pulling in from the east facing west in front of the school. Students will be picked up from under the overhang of the school building.~~
- ~~Students will remain in classrooms until their number is displayed. Parents remain in the car. A car rider tag must be displayed to release students.~~
- ~~YMCA Aftercare: YMCA staff will meet students in the school cafeteria at 3:00pm daily. Parents will pick up and check out with the YMCA through the front doors.~~
- ~~Early checkout ends 15 minutes prior to the end of the school day.~~
- ~~Changing end of day transportation is discouraged. However, if you need to change the daily norm of transportation, please send in a detailed signed note to the office that morning or call the office up to one hour before dismissal.~~
- ~~For another adult to pick up your child, he/she must be listed on the school record as authorized to do so. If you need to update information on your student's record, please contact the front office. It is imperative that we are able to reach you or another authorized person in an emergency.~~
- ~~Late Pick-Up: Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at the school, he/she will be sent to our YMCA onsite program. The YMCA charges a fee for students who are left in their care and not a regular YMCA registered student.~~



Emergency Drills

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

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

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

In the case of a lockdown drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions. Classrooms will be locked and emergency personnel will be notified immediately.

Drills are conducted at various times throughout the school year.

Notification of Rights under FERPA

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

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

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governance Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in school service program or serving on an official committee, or assisting another school official in performing their tasks.
7. The district is permitted to disclose what is termed "directory information" of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or parent, if the student is under 18 years of age, may restrict or prevent the release of all or any part of the information designated as "directory information" without their prior consent provided that the student or parent, if the student is under 18 years of age, notifies the school, in writing, within ten (10) days of receipt of this handbook, that any or all of the "directory information" should not be released without the student's or parent's, if the student is under 18 years of age, prior consent. "Directory information" is designated as: the student's name, address, telephone listing, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

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

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

Immunizations

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

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
PreK	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th Grade	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th Grade	1 Tdap (tetanus, diphtheria, pertussis)• 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

◄ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4 th dose of IPV is not required.
■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
• The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement

Medication

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

A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the guardian's written permission for administration at school.
B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

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

Child Nutrition Programs

Funds may be added to student accounts through the main office. Checks made payable for meal funds will NOT be exchanged for cash. Applications for free or reduced breakfasts/lunches may be completed from the district website. Free or reduced breakfasts/lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by the parent or guardian of a student.**

Child Nutrition Charges

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

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is $300;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the principal;
5. The school will notify households for negative balances by email, phone, or direct mail.

Local Meal Charge Policy Communication Requirements

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

4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.
2. If a student reaches the limit of $300 in charges, then the student will receive an alternate meal instead of the child nutrition program meal.

Delinquent/Bad Debt Practices

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

Financial Obligations

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

1. The student will not be allowed to pick up the following year's enrollment schedule.
2. The student's grades will not be sent out.
3. The student will not be allowed to participate in extracurricular activities.

Lost and Found Articles

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

Phone Calls & Messages

Only the front office staff, teachers, or administration can make phone calls at our school. Students are not allowed to use the office phone, except in special cases. If a student is sick and need to be picked up, the front office staff will notify parents.

Visitors

Our children's safety is important to us. While we welcome visitors, we must maintain a secure campus. All visitors must sign in through the Lobby Guard System located in the office foyer. All visitors must utilize their driver's license or other photo identification to obtain access and a visitor badge. Please do not walk your child to class and/or visit the classroom as this can disrupt the class or monopolize the teacher's time. All outside building doors will remain secured during school hours.

Parents are welcome to eat breakfast or lunch with their child, whether it is purchased at school or brought in to school. If parents want to eat the school lunch with their child, they must pay the exact amount in advance at the office. There is a guest table designated for parents and their child in the cafeteria.

Flowers & Gift Deliveries

Flowers, balloons, and other gift deliveries will **not** be accepted for students. ~~Staff/Students will be notified that they have a delivery, which will be held in the front office for pick up at the end of the school day.~~

Pledge of Allegiance

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

Computing Device Usage Policy

Access to the internet is available on computing devices throughout the school and through Wi-Fi. Student use will be at the discretion of the teacher in the classroom. However, before any student is given permission to use the internet, they must have signed the Internet Agreement part of the enrollment process.

The following policies apply to any computing device at HCP. Failure to comply with these policies will result in disciplinary action through the office and loss of computing device privileges. Damages to computing devices will be at the expense of the student's family.

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

Academic Grading Scale

HCPES uses Standards-Based Grading in grades PreK-4th grade. Standards-based grading emphasizes assessing students' mastery of specific learning standards rather than overall subject performance. Unlike traditional grading, which provides a single letter grade, standards-based grading breaks down the curriculum into clear learning objectives. Teachers assess students on each standard, offering

targeted feedback for individual concepts or skills. Standards-based grading promotes clear learning objectives, accurate assessment, targeted feedback, individualized learning, a growth mindset, and improved communication.

Implementation involves employing a proficiency scale in core subjects. The goal is to achieve "M," indicating the meeting of academic standards. In contrast to traditional grading, Standards-Based Grading assesses solely on achievement, separates behavioral assessments, and allows students to showcase growth on a continuum towards end-of-year goals. Grades will go out ~~quarterly~~per semester.

Academics Key:

- M = Meeting or exceeding grade level expectations
- P = Progressing: on track for meeting grade level expectations (in development)
- L = Limited Progress: experiencing difficulty; needs time & support
- U = Unsatisfactory: not approaching expectations even with time & support

Promotion & Retention Criteria for PreK – 4

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on criterion referenced test results, teacher observations, course grades, and attendance in grades PK-4.

- Students who miss more than 15% of instruction with excused and/or unexcused absences will be recommended for retention. The School Attendance Committee will make the ultimate decision. The decision will be made at the end of the second semester.

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by following the Parent Complaint Policy found in the HCP Policy and Procedure Manual.

Strong Readers Act

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress.

The Strong Readers Act can be divided into three main sections:

1. Early Identification of Reading Difficulties

2. Clear, Consistent Parent Communication

3. Increased Time and Improved Literacy Instruction

1. Early Identification of Reading Difficulties

The Strong Readers Act serves to ensure that all students are assessed, beginning in kindergarten, to determine their current level of proficiency in the basic areas of reading. All students who score at the 40%ile or below will also receive a Dyslexia Screener and results will be shared with families.

In addition to providing the screener three times per year, HCP teachers utilize progress monitoring throughout the year to determine the extent to which instruction and intervention are meeting the student's needs.

2. Clear, Consistent Parent Communication

The Strong Readers Act places great attention on parent communication. Reading success requires support from many different people. With the help of the family and as a result of his or her own hard work, each child has a greater chance of becoming a successful reader.

Every student who does not meet established grade-level benchmark level targets on an approved screening instrument must have a Student Literacy Intervention Plan (SLIP). The SLIP is created once a student has been identified as having reading difficulty (below the 40%ile) The SLIP will provide: the child's specific area of need, the instructional services and supports for that student, and strategies and online resources that families can use to help their child succeed. This SLIP is discussed with parents at conferences. Every student's SLIP will be included in the student's cumulative folder.

3. Increased Time and Improved Literacy Instruction

The Strong Readers Act requires that specific amounts of time be reserved every day for literacy instruction. Every student in grades K-4 receives 90 minutes of core reading instruction. During this time, instruction is designed to help students master the reading skills required for their grade level.

In addition to the 90 minutes of core instruction, students who are not meeting the established grade-level benchmark receive additional minutes of targeted intervention. This extra support is designed to fill gaps in students' foundational reading skills.

Tier 1 (all students receive in the general classroom)

90 minutes daily scientific research-based reading instruction.

Tier 1+ (26th-39%ile)

90 minutes daily scientific research-based reading instruction PLUS additional intervention time at least 2-3x/week.

Tier 2 (11th-25th%ile)

90 minutes daily scientific research-based reading instruction PLUS additional intervention time at least 3-5x/week.

Tier 3 (1st-10th%ile)

90 minutes Daily scientific research-based reading instruction PLUS additional intervention time at least 30 minutes daily.

Volunteer Hours

Students

The HCP Governance Board views the Community Service component of our students' education as a means of developing awareness by our students of their role in the community. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the governance board believes that age-appropriate community service projects are an asset to the curriculum. Each student must learn about the importance of community service and complete a service each year arranged by the school administration.

Parents/Families

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

Each family is required to complete a minimum of fifteen (15) hours of volunteer time per school year. It is the duty of parents to maintain their own records. The office shall supply each family with "time sheets" that are used to record the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. The awarding of volunteer hours for tasks is outlined below:

A. If a family member or guardian wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time.
B. If a student, family member or guardian provides classroom materials and/or purchases materials to complete a volunteer and/or education-related task, the family will receive one (1) hour of volunteer credit for every $20.00 spent.

Asbestos Hazard Emergency Response Act of 1986

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

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

ATTENDANCE INFORMATION

Attendance Policies and Procedures

Attendance is vital to the education of our students. Students don't learn when they are not in the classroom. Thus, it is not only important that every student attend school but also are not tardy. Secondarily, failure to attend school is detrimental to the student because excess absences can result in various penalties, including financial, for both the student and district.

Commented [LF2]: To advise parents & students of the costs of non-attendance

Oklahoma County Truancy Laws

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

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

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

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

Excused Absences

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

Unexcused Absences

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

Attendance and Makeup Work

If a problem of absenteeism persists, a conference may be held with the parent, the student and the principal. A behavioral or attendance contract may be written and signed by the parent and student, if

under 18 years of age, or the student may be subject to further disciplinary action, including withdrawal from HCP.

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

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

Checking In and Out
Students must be signed out at the front office before they are permitted to leave before regular dismissal time. Students may only be checked out by individuals designated by the parents/guardians on enrollment forms; changes may be made by contacting the office. Students who leave and return to school the same day must be signed in at the front office by a parent/guardian or designated individual upon returning.

Attendance Summary
The following chart will provide a summary to students and families regarding which absences count against a student's attendance. Students are only allowed eight (8) unexcused/excused absences per semester.

Count Against Student Attendance	Does Not Count Against Student Attendance
Unexcused/Excused Absences	Medical Absences (with documentation)
	Funeral Absences (with documentation)
	Judicial Absences (with documentation)
	Religious Absences (with documentation)

Tardy Policy

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

A tardy, defined as not being in the classroom for less than fifteen (15) minutes. **Tardiness will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. ~~Detention~~

GENERAL EXPECTATIONS

HCP General Expectations

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

General School Rules

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

Articles Prohibited in School

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

Uniform Dress Code

Pants

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

Shorts

- Shorts must be khaki or navy blue.
- Shorts must be plain or pleated front and must have belt loops.
- Shorts must fit properly and may not have tears, splits, rips or frayed hems.
- Shorts must be an appropriate length, no more than three (3) inches above the knee.

Skirts

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

Jumpers/Dresses

- Jumpers/Dresses must be khaki or navy blue; jumpers/dresses in approved plaid from the school uniform store are also permitted.

Shirts

- Shirts must be hunter green, navy, or white.
- Only polo shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.
- Shirts may have the official HCP logo but are not required to.
    - jumpers and dresses are permitted from the school uniform store.
    - Shirts with the HCP logo must come from the school uniform store.
    - Shirts without the HCP logo must not have any other logos or insignias.

- Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.
- Shirts with hoods are not permitted.

Sweatshirts
- Sweatshirts must be hunter green or navy.
- Sweatshirts may have the official HCP logo but are not required to.
    - Sweatshirts with the HCP logo must come from the school uniform store.
    - Sweatshirts without the HCP logo must not have any other logos or insignias.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If a sweatshirt or pullover is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

Coats, Jackets, and Pullovers
- Personal coats and/or jackets are not permitted during the school day. Coats and jackets brought to school should remain in students' lockers during the school day.
- HCP pullovers and jackets from the school uniform store are permitted during the school day.
- Jackets considered to be spirit attire may be worn only on HCP Spirit Fridays.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

HCP Spirit Fridays
- Spirit attire includes shirts, sweatshirts, pullovers and jackets that represents HCP and has been approved by administration.
- Spirit attire may only be worn on Fridays.
- Spirit attire may not be cut, altered or homemade. Spirit attire may not be rolled and/or tied.

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

Personal Items (non-academic)
- Must be left in designated area for the entire school day.

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

Headwear and Head Coverings
- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Medical/Air Filtration Face Masks
- Medical/Air Filtration face masks are allowed
- Masks must be school appropriate and cannot be bandana print.

Out of Uniform Days (requires approval from the administration)

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

Students will be informed about any violation of the dress code and added to the uniform violation list.

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

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Inappropriate Language

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

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

The consequences may include, but are not limited to:

1. Parent/Guardian Contact
2. Conference with student and/or parent/guardian
3. Detention

Classroom Expectations

- **Be Prepared:** Arrive on time, bring necessary materials, and be ready to learn.
- **Follow Directions:** Listen to and follow teacher instructions promptly.
- **Respect Others:** Speak politely, listen when others are speaking, and use kind words and actions.
- **Stay on Task:** Focus on assignments, participate appropriately, and complete work to the best of your ability.
- **Respect Property:** Take care of classroom materials, school supplies, and personal belongings.
- **Follow Safety Rules:** Move safely in the classroom and follow all teacher and school safety instructions.
- **Use Technology Responsibly:** Only use computers, tablets, and other technology as directed by the teacher.
- **Take Responsibility:** Own your actions, accept consequences, and make positive choices.
- **Help Maintain a Positive Learning Environment:** Encourage peers, cooperate during group work, and contribute to a classroom community where everyone can learn.

Cafeteria ~~Behavior~~Expectations

- **Use Good Manners:** Speak politely and use kind words with peers and staff.
- **Follow Directions:** Follow staff directions at all times, including procedures for seating, lining up, and cleaning up.
- **Respect Property:** Keep tables and floors clean; use trash receptacles properly.
- **Stay Seated and Safe:** Remain seated unless given permission to move, and keep hands, feet, and objects to yourself.
- **Eat Responsibly:** Use appropriate table manners and finish meals in a timely manner.
- **Positive Behavior:** Include others, use kind words, and help create a welcoming and respectful environment for everyone.

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

- ~~Students will keep their hands and feet and objects to themselves.~~
- ~~Students will walk in the cafeteria.~~
- ~~Students will eat quietly and use good manners.~~
- ~~Students will finish eating any food items before leaving the cafeteria.~~
- ~~Students will stay in their seats until dismissed. (To get help, students will raise their hands.)~~
- ~~Students will clean up after themselves.~~
- ~~Everyone will treat everyone with dignity and respect.~~
- ~~Students will sit in designated areas/tables.~~
- ~~Students will get permission from a monitor/teacher before going to the restroom.~~

~~The consequences may include, but are not limited to:~~

1. ~~Parent/Guardian Contact~~
2. ~~Conference with student and/or parent/guardian~~

~~3. Detention~~

Recess Expectations

- **Play Safely:** Use equipment properly, keep hands and feet to yourself, and avoid rough play or unsafe behavior.
- **Respect Others:** Use kind words, include others, and resolve conflicts peacefully.
- **Follow Staff Directions:** Listen to supervising staff and follow directions to ensure a safe and respectful environment.
- **Care for Equipment:** Use balls, swings, and other equipment properly and return items after use.
- **Stay in Designated Areas:** Remain in supervised areas and follow boundaries.
- **Resolve Conflicts Respectfully:** Report problems to staff and avoid physical or verbal fights.

- ~~Students will stay within the designated areas. They will not leave the playground without permission.~~
- ~~Students will limit throwing and kicking of objects to balls in games. Rocks, dirt, sticks, twigs and gravel will remain on the ground.~~
- ~~Students will respect the rights of others to use their own space. They will avoid fighting, wrestling, shoving, spitting and games that may cause injury to others.~~
- ~~Students will refrain from name calling, teasing and cursing. They will treat other people with respect.~~
- ~~Games will be open to all students wishing to play.~~
- ~~Students will leave toys, nuisance items, games, skateboards, skates, scooters, baseballs, footballs, electronic devices, etc. at home.~~
- ~~Students will only be able to leave the playground with permission from a monitor/teacher.~~

~~The consequences may include, but are not limited to:~~

~~1. Parent/Guardian Contact~~

~~2. Conference with student and/or parent/guardian~~

~~3. Detention~~

Hallway Expectations

- **Walk Safely:** Keep hands, feet, and objects to yourself; walk quietly and in a single file when required.
- **Respect Others:** Speak quietly and politely; avoid running, pushing, or distracting others.
- **Respect Property:** Keep the hallway clean, avoid touching displays, walls, or classroom items that aren't yours.
- **Follow Directions:** Listen to staff and follow posted signs and rules.
- **Move Efficiently:** Go directly to your destination; avoid unnecessary stops or lingering.

~~Teachers are expected to accompany and supervise their students during transport through the hallways when going to specials, lunch or other class events.~~

~~Students should walk quietly and in an orderly manner (e.g. skater walk) to maintain a climate conducive to learning.~~

~~Students who are leaving the classroom to use the restroom, run an errand for a teacher, etc, must abide by hallway procedures:~~

- ~~Keep voice at level 0~~
- ~~Walk on the right side of the hallway~~
- ~~Keep your arms to yourself and your eyes forward.~~

Head Lice

When a student is found to have live head lice or nits:

1. The parent is notified, and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
4. The school may check the student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nets before the student returns.
5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

When to check beyond the identified student with live lice or nits:

1. Determine if the student has siblings in the School. If yes, then check the siblings.
2. Full classroom screenings for head lice may be done as deemed necessary by the Superintendent, or designee.

Pink Eye (Conjunctivitis)

Students with pink eye should stay home if they have eye redness with thick discharge, crusting, or discomfort. Those with bacterial conjunctivitis may return after 24 hours of antibiotic treatment. Students with viral conjunctivitis should stay home until symptoms improve. Allergic or irritant conjunctivitis is not contagious, and students may attend if they feel well.

Vomiting

Students who vomit should stay home until they are symptom-free for at least 24 hours without medication. If vomiting is due to a contagious illness, students should also be free of fever and other symptoms before returning to school.

Fever

Students with a fever of **100°F or higher** should stay home and may return to school only after being **fever-free for 24 hours without the use of medication**. If the fever is accompanied by other

symptoms of illness, students should remain home until they are feeling well enough to participate in school activities.

Potty Training

Students are expected to be fully potty trained before attending school. This means they can independently use the restroom, wipe, flush, and wash their hands. Occasional accidents may happen, but frequent accidents may require a meeting with parents to discuss readiness for school.

Parents/guardians should provide a change of clothes ~~in case of an accident.~~for their child to keep at school for emergencies or accidents.

Parties

No more than three class parties are planned during the school year. When these class parties occur may change from year to year. Teachers may plan special events (not additional parties) that are an extension of the regular curriculum. Parents may assist with special activities anytime during the school year under the direct supervision of the classroom teacher. It is critical that a certified teacher is always responsible for students.

Please bring healthy snacks and treats for parties. HCP asks that parents refrain from a large amount of sugary treats, cookies, and cupcakes for parties. Store packaged items only are allowed.

Birthday Recognition

Birthdays are special and exciting days for our students. To ensure all students can safely participate while being sensitive to student allergies and financial hardships, we will not allow food treats (cupcakes, cookies, pizza, etc.) to be brought in and shared with the class. We ask that you do not send or drop off balloons, flowers, or gifts, as these cause a distraction to the learning environment. Individual teachers will recognize students' special days within their established classroom routines.

~~Floral or balloon bouquets that are delivered to school will not be delivered to classrooms but kept in the office. The student may be called out of his/her class to see the arrangement, but will not be delivered to class.~~

To prevent hurt feelings, private birthday invitations may only be distributed at school if every student **in the classroom is invited. If you are not inviting the entire class, please distribute invitations outside of the school day. ~~If you are planning a private birthday party, please work with the teacher to distribute invitations in an unobtrusive manner. Invitations are allowed to be distributed in class only if the entire class is invited.~~**

Safe & Healthy Schools

Schools play a critical role in promoting the health of young people and helping them establish lifelong healthy behaviors. Research shows that healthy schools can help improve students' academic performance and overall health. Our goal is to serve the whole child, including strategies and resources for all students to be safe, healthy, challenged, engaged, and supported.

As part of safe and healthy schools, HCP asks that parents help ensure our students are making good, healthy choices. Please send snacks that are healthy and non-sugary. Please do not send candy or soda pop to school for breakfast, lunch, or snack. Please also do not send cupcakes or other sugary treats for your child's birthday to school.

Cell Phones & Other Electronic Devices

A student may possess an electronic device (cellular phone, iPhone, AirPod, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT IN THE STUDENT'S BACKPACK DURING THE SCHOOL DAY. Such devices may not be activated, seen, or heard during school hours (~~7:30~~8:00 a.m. – ~~2:30~~3:15 p.m.). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an infraction of this policy. Upon confirmation that the use of a device or phone call/text was made, the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

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

SECOND OFFENSE: Electronic device will be confiscated, taken to the office, and parent or guardian must come to retrieve it.

THIRD OFFENSE: Electronic device will be confiscated, taken to the office, and must be picked up by the parent or guardian. The device will no longer be allowed to be on campus.

Media Release Protection

The use of an electronic device to record or take photos of any school activities or event is not permitted. It is illegal for any party, other than those that have been approved to do such, to record students.

Search and Seizure

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

shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Transportation Expectations and Bus Rider Conduct

Transportation services are provided by Harding Charter Preparatory School District to support student access to school and approved school activities. Riding a district bus is a privilege, not a right. Students are expected to conduct themselves in a safe, respectful, and responsible manner at all times while waiting for, boarding, riding, and exiting the bus. Failure to follow transportation expectations may result in disciplinary action, including suspension or revocation of transportation privileges.

Student Responsibilities

Students shall:

1. Be at their designated bus stop at least five (5) minutes prior to the scheduled arrival time.
2. Wait in an orderly manner and remain a safe distance from the roadway until the bus comes to a complete stop.
3. Board and exit the bus in an orderly manner as directed by the driver.
4. Remain seated and facing forward while the bus is in motion.
5. Keep aisles, exits, and emergency exits clear at all times.
6. Follow all directions given by the bus driver or other authorized school personnel.
7. Speak quietly and use appropriate language.
8. Keep hands, feet, objects, and personal belongings to themselves.
9. Respect the rights, safety, and property of others.
10. Help maintain a clean bus environment by disposing of trash properly.
11. Immediately report unsafe conditions, accidents, or concerns to the bus driver.

Prohibited Conduct

The following behaviors are prohibited on any district bus or school-provided transportation:

1. Fighting, physical aggression, horseplay, or behavior that may endanger others.
2. Bullying, harassment, intimidation, or threats toward any student or staff member.
3. Profanity, inappropriate language, or disruptive shouting.
4. Throwing objects inside or outside of the bus.
5. Extending hands, arms, heads, or objects outside bus windows.
6. Standing, changing seats, or moving about while the bus is in motion unless directed by the driver.
7. Possession or use of tobacco products, vaping devices, alcohol, illegal drugs, or controlled substances.
8. Possession of weapons, dangerous instruments, fireworks, or other prohibited items.
9. Damaging, vandalizing, or defacing district transportation equipment.
10. Eating or drinking on the bus unless specifically authorized by school personnel.
11. Using electronic devices in a manner that distracts the driver or disrupts the safe operation of the bus.
12. Any behavior that interferes with the driver's ability to safely operate the vehicle.
13. Any behavior outlined in the School Handbook that may apply on the transportation vehicle.

Bus Stops and Route Procedures

1. Students may only board and exit the bus at their assigned stop unless prior approval has been granted by the district.
2. Students shall not cross the street until directed by the bus driver.
3. Parents and guardians are responsible for ensuring students arrive at the bus stop on time.
4. The district reserves the right to modify bus routes, stops, and schedules as necessary to ensure safe and efficient transportation services.
5. Students who repeatedly fail to follow bus stop expectations may lose transportation privileges.

Activity Trips

All transportation expectations and disciplinary consequences apply during field trips, extracurricular activities, athletic events, and any other school-sponsored transportation. Students are expected to represent Harding Charter Preparatory School District positively while traveling to and from school events.

Video Surveillance

District buses may be equipped with video and audio recording systems. Students should have no expectation of privacy while riding district transportation. Recordings may be used to investigate disciplinary incidents, safety concerns, or violations of district policy.

Student Discipline and Loss of Transportation Privileges

Student misconduct on a bus may result in school disciplinary consequences in addition to transportation consequences. Depending on the severity and frequency of the behavior, consequences may include:

- Verbal warning
- Parent notification
- Assigned seat
- Bus conduct contract
- Temporary suspension of bus riding privileges
- Long-term suspension of bus riding privileges
- School disciplinary action in accordance with the School Handbook

Serious offenses involving violence, threats, weapons, illegal substances, or actions that jeopardize the safety of others may result in immediate removal from transportation services and additional disciplinary consequences.

Safety First

The safety of all students is the district's highest priority. Students who choose to ride district transportation are expected to follow all transportation rules and cooperate fully with bus drivers and school staff. By working together, we can ensure that transportation remains safe, orderly, and available for all students.

Fighting

It is the student's and/or parents' responsibility to immediately notify a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason.

Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:

1. Student is sent home for the remainder of the day.
2. Consultation meeting must occur with administration before student is readmitted into the school.

SECOND OFFENSE:

1. Three (3) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.

SUBSEQUENT OFFENSE(S):

1. Five (5) day out-of-school suspension.
2. Consultation meeting must occur with administration before student is readmitted into the school.

***Note: Fighting offenses are inclusive of the student's academic career at the school. This policy is limited to covers fighting that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel. It also covers when the student arrives at the school grounds/property until the student enters the building or departs**

from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle.

Any such conduct that disrupts the educational environment regardless of whether the conduct occurs at or on any of the above circumstances or away from school property or is in the presence/possession of their parent(s)/guardian(s) shall be subject to discipline.

In instances where any of the above occurs while in the presence of their parent(s)/guardian(s) or where the student is in the possession of their parent(s)/guardian(s) the district will contact the local police department as well as the Department of Human Services to handle it.

Destruction of School Property

All students are responsible for proper use of HCP facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

Bullying Prevention

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

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

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

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

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

Definitions/Terms of this regulation:

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

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

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

An anonymous reporting system, HCP CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.

Smoking, Vaping and Dipping

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

FIRST OFFENSE: Student is sent home for the remainder of the day.

SECOND OFFENSE: Three (3) days out-of-school suspension; conference with parents and principal.

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

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

Soliciting

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

Disciplinary Policies & Procedures

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Behaviors/Acts Subject to Discipline

The administration, faculty and staff at HCP are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly.

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

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students;
3. Whether the offense is physically or mentally injurious to other people;
4. Whether the incident is isolated or habitual behavior;
5. The manifestation of a disability;
6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. Some behaviors are not acceptable in society generally, and particularly in a school environment. When, in the judgment of a teacher or administrator, a student misbehaves, is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

HCPES Behavior Matrix		
Tier 1 **Minor** behaviors that impact the student "Teachable Moments"	**Tier 2** **Minor** behaviors that impede learning or safety **(Teacher Managed)**	**Tier 3** **Major** behaviors that are harmful or illegal **(Administrator Managed)**
● Off task behaviors, not working ● Not listening/paying attention ● Noises that disrupt ● Rocking, tilting, falling out of seat ● Leaving seat without permission ● Playing in restroom ● Name calling/teasing ● Talking out of turn ● Getting out of line ● Toys at school ● Noncompliance ● Sleeping	● Continuation of Tier 1 behaviors after corrections and parent contact ● Defiance ● Poor attitude/rudeness ● Inappropriate language/comments ● Dishonesty ● Swearing ● Inappropriate use of playground equipment ● Play fighting ● Poking/touching ● Argumentative ● Consistently not following directions even with	● Continuation of Tier 2 behaviors after corrections and parent contact ● Significant disruption ● Significant defiance ● Throwing furniture/dangerous materials ● Physical aggression/fight with intent to cause bodily harm ● Vandalism ● Verbally threatening behavior ● Physically threatening behavior

• Blurting/talking out • Horseplaying	redirection	• Sexual/racial harassment • Weapons • Illegal substances
Next Steps		
• Redirect student • Reteach expected behavior • Visual, non-verbal, physical prompt • Proximity • Warning • Move to another seat • Conversation with student	• Assign student to buddy teacher • Move to “take a break” area • Loss of privileges • Student reflection sheet • Logical/natural consequences	• Logical/natural consequence • Policy referred consequence if applicable • Office referral if deemed necessary
Teacher addresses with student and documents incident.	Teacher notifies parents/guardians and documents incident.	Administration notifies parents/guardians and documents incident.

Types of Discipline

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

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

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

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

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

Out-of-School Suspension
Out-of-school suspension is the removal of a student from the school for a period of time. The length of the suspension will depend on the severity of the offense. The history of prior offenses or discipline or lack thereof may also be taken into consideration. Any suspension that exceeds ten (10) consecutive days will result in the enrollment transfer revoked at the end of the school year.

Out-of-School Disciplinary Procedures

The term out-of-school suspension refers to removal from the school for a period of time. Before the imposition of out-of-school discipline, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension.

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

I. Grounds for Imposing Out-of-School Suspensions (follows 70 O.S. §24-101.3)
   A. Violation of a school regulation.
   B. Possession of an intoxicating beverage, low-point beer, as defined by Section 37 O.S. §163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
   C. Possession of a dangerous weapon (as defined herein) or a controlled dangerous substance while on or within two thousand (2,000) feet of a public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances.
   D. Any student found in possession of a firearm while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, with said length of the term being determined by the district governance board, which, however, may be modified by the district superintendent on a case-by-case basis.
      1. For purposes of this paragraph the term "firearm" shall mean: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
      2. The term “destructive device” means—(A) any explosive, incendiary, or poison gas— (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses; (B) any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. See 18 U.S.C., Section 921.
   E. Any student found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for 30 school days. The term of the suspension may be modified by the district superintendent on a case-by-case basis. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. In addition, student’s enrollment transfer will be revoked at the end of the second semester.

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

III. Conferences

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

   A. Pre-Out-of-School Suspension Conference
      1. When a student less than 18 years of age may be subjected to out-of-school suspension, the principal shall immediately notify the parent by phone or monitor the student calling the parent with the suspension notice and give notice to the student and/or parent, in writing, that the student is being suspended out of school and that other available options have been considered and rejected.
      2. The principal will conduct an informal conference with the student with at least one (1) parent and the student. The conference will be held during a school business day, with consideration given to the hours of working parents whenever possible. The conference will be held as soon as possible after the out-of-school suspension has been imposed but before it goes into effect.
      3. At a conference with the student and/or parent, the principal shall read the policy, rule, or regulation that the student is charged with having violated and shall discuss the student's conduct that violated the policy, rule or regulation. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options.
      4. The student and/or parent shall be asked whether they understand the policy, rule or regulation and be given a full opportunity to explain and discuss the student's conduct.
      5. If it is concluded that an out-of-school suspension is appropriate, the student and/or parent shall be advised that the student is being suspended and the length of the out-of-school suspension.
      6. At the conclusion of the conference, the principal shall state whether they will terminate or modify the out-of-school suspension.
   B. Immediate Out-of-School Suspension without Pre-Out-of-School Suspension Conference
      1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student and/or parent only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or visitors; harm to school property; or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the parent, will be scheduled as soon as possible after the student has been removed from the building.
3. Any conferences shall occur within five (5) school business days of the imposition of the out-of-school suspension and will be held during school business days, with consideration given to the hours of working parents whenever possible.
4. The conference shall follow the same procedures as set out in IIIA above.

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

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

V. Individualized Plan for Out-of-School Suspension

A. Education Plans
    1. At its discretion, the district may provide an education plan for students suspended out-of-school for five (5) days or less.
    2. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting.
    3. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.
    4. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.
    5. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.
B. Education Services
    1. No education services are required in a required school setting if a student has been:
        a) adjudicated as a delinquent for an offense defined as a violent crime in 57 O.S. § 571,
        b) convicted as an adult of an offense defined as a violent crime in 57 O.S. § 571,
        c) removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an

act showing deliberate or reckless disregard for the health or safety of faculty or other students,

d) suspended as provided for in 70 O.S. §24-101.3(C)(3), or
e) removed from a public or private school in the state or another state by administrative or judicial process for an act of using electronic communication, as defined in §24-100.3 of this title, with intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.

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

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

VI. Appeals

Any student, parent or guardian who is aggrieved by any decision of the principal regarding the imposition of out-of-school discipline may appeal as set forth hereinbelow. Failure to follow the timelines herein will result in a waiver of the right to review and/or appeal.

A. Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision to the Superintendent. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension. Upon full investigation of the matter, the superintendent shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The superintendent will render a decision as soon as is practical, preferably no more than five (5) school business days from the written notice of appeal. The decision of the superintendent is final and not subject to appeal to the governance board.
B. Students suspended out-of-school for more than ten (10) days and students suspended for possession of a firearm while on any school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers, may request a review of the suspension with the superintendent of the district. If the superintendent does not withdraw the suspension, the student shall have the right to appeal the decision of the

superintendent to the district governance board. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension.

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

Any student to be suspended for 10 days or more consecutively will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.

VII. Appeal Hearing

A. Rules

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

No person or persons shall be permitted to disrupt or attempt to disrupt the hearing proceedings, and any person or persons doing so or attempting to do so will be removed from the hearing. The board president, their designated representative or the hearing officer shall the authority to order the removal of any such person(s) and such person(s) shall not be permitted to return to the hearing.

B. Order of procedure for the hearing will be as follows:

1. Opening statement by district representative, unless waived.
2. Opening statement by student representative, unless waived.

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

Dangerous Weapons

It is the policy of HCP to absolutely prohibit the use and/or possession of dangerous weapons and/or firearms on school premises or at school functions and /or sponsored activities regardless of where such are taking place. The policy on dangerous weapons is applicable to all students, without regard to grade or age.

A. This policy shall include but not be limited to (a) a firearm, which meets the definition as set forth in HCP's Grounds for Imposing Out-Of-School Suspensions I-D, (b) rifles, pistols or shotguns of any caliber, BB guns or air pistols, potato throwers, dart guns or blow guns, any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells or any facsimile of same.
   - Any violation of this policy shall result in the-immediate discipline of all students involved for a period of time which may include suspension for the remainder of the semester and the entire next semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms).
   - Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this policy, shall also be subject to suspension as set forth above.

B. This policy shall also include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices (other than those subject to HCP's Grounds for Imposing Out-Of-School Suspensions I-D).
   - Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this part of this policy, shall be subject to discipline as set forth below.

1. **Warning:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury,

destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

2. **Suspension:** Suspension for not less than ten (10) days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.
3. **Automatic Long-term Suspension:** Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

Drug- and Alcohol-Free School Policy

It is the policy of HCP that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution, disrupt the educational process including, but not limited to, nonalcoholic beer, look-a-likes, etc., or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel whether or not such disrupts the educational process.

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

Discipline for Student Violations of Drug/Alcohol Policy

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

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

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

A. First Offense

1. Student shall receive out-of-school suspension for a period of six (6) weeks, subject to the following.
    a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
        i. To meet with an administration representative.
        ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc. will be the sole responsibility of the student's parent or guardian.

    b. An additional one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation signed by the person conducting the assessment.

2. If the student complies with a and/or b above, the suspension may be reduced, as noted therein, at the discretion of the principal.

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

III. Each act shall be considered a separate violation.

Effective Date/Retroactivity of School Handbook

This School Handbook shall be effective beginning with the ~~2025-2026~~2026-2027 year and shall continue in effect until such time as it is amended or revised by the HCP Governance Board.

HCP

HARDING CHARTER PREPARATORY
HIGH SCHOOL

2026-2027
School Handbook

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Philosophy of ~~Harding Independence Charter District~~Harding Charter Preparatory School District

~~Parents who desired the best educational experiences for their children founded both Independence Charter Middle School (ICMS) and Harding Charter Preparatory High School (HCPHS) and later opened Harding Charter Preparatory Elementary School (HCPES). The educational philosophy of ICMS and HCPHS our schools 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 elementary and middle school to the rigors and demands of high school. ICMS and HCPHS Our schools 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.~~

Commented [SS1]: Need to rewrite to reflect elementary school.

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

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

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

The program model for Harding Charter Preparatory includes:

College Preparatory Environment – We highlight college and career opportunities for our students from the earliest ages. We create opportunities for students to develop leadership and advocacy skills, along with involvement in a holistic program to include fine arts, athletics, culturally responsive programs and activities, and community service initiatives.

Rigorous Teaching and Learning – We offer a challenging, vertically aligned, standards-based curriculum that prepares students for academic success at the highest levels. Our teachers implement engaging instructional strategies to support student learning and monitor student academic growth with high-quality formative and summative assessments.

Comprehensive Student Supports – We support the success of our students by offering a comprehensive school support program, implementing AVID strategies, providing targeted interventions and a robust after-school tutoring program, and building time into our schedule to intentionally support students.

Community Engagement – We create strategic partnerships with community stakeholders that enable the success of our students and staff. We collaborate with families in many ways throughout the year, offering multiple avenues of engagement including monthly service days, parent organization meetings and activities, providing support to each of our schools, and membership on our Governance Board.

Operating Principles – We maintain a school environment to ensure that every student is known and valued. We cultivate a positive school culture by supporting collaboration and data-informed decision making through distributive leadership. We recruit a highly qualified and diverse faculty, whom we retain by providing high-quality professional learning opportunities and establishing mutually respective relationships.

~~Harding Independence Charter District~~Harding Charter Preparatory School District

Vision Statement

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

District Office Contact Information

Superintendent / Homeless Liaison – Steven Stefanick
Email – sstefanick@~~hicd~~hardingcharterprep.org~~.org~~
~~Office – 405-767-3003 ext. 401~~

Chief Academic Officer / Testing Coordinator – Rachel Dowell
Email – rdowell@hardingcharterprep.org
~~Office – 405-767-3003 ext. 402~~
Chief Operating Officer / Title IX Coordinator – Jeremy Williams
Email – jwilliams@hardingcharterprep.org

Special Education Coordinator – Amy Pemberton
Email – apemberton@hardingcharterprep.org

English Language Learner Coordinator – Bianca Rose
Email – brose@hardingcharterprep.org

Business Manager – Judy Luster

Email – jluster@hardingcharterprep.org
~~Office – 405-767-3003 ext. 400~~

12600 N Kelley Avenue~~1301 NE 101st Street~~

Oklahoma City, OK 73131
405-767-3003 ext. 800
www.~~hied~~hardingcharterprep.org
~~Oklahoma City, OK 73131~~

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GENERAL SCHOOL INFORMATION

Harding Charter Preparatory High School
Mission Statement

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

School Office Contact Information

Office – 405-767-3003 ext. 1~~405-606-8742~~
Fax – 405-609-1677
Website – www.~~hicd~~hardingcharterprep.org

School Doors Open
7:00 a.m.

School Hours
8:00 a.m. – 3:152~~:46~~5 p.m.

Principal Offices
7:00 a.m. – 4:00~~15~~ p.m.

Attendance Office
7:30 a.m. – 4:00~~15~~ p.m.

~~Counseling Office~~
~~7:15 a.m. – 3:15 p.m.~~

Classroom Teachers
7:30 a.m. – 3:45~~15~~ p.m.

After School ~~Activities~~ Activities ~~(M, T, TH, F)~~
3:152~~:45~~50 p.m. – 4:3015~~05~~ p.m.

~~Summer Office Hours (M – TH)~~
~~8:00 a.m. – 3:00 p.m.~~

1301 NE 101st Street
Oklahoma City, OK 73131

Faculty and Staff

Faculty/Staff	Subject Area	Degrees and Universities
Allen, Deborah	English Language Learner Coordinator	BA, University of Louisiana Lafayette MA, University of Louisiana Lafayette
Alvarado, Rachel	Science	BA, Brigham Young University
Baker, Carlissa	Counselor	BA, University of Oklahoma MS, Langston University
Baquera, Ashley	Math	BS, University of Central Oklahoma
Boomer, Elizabeth	English	BA Ed., University of Central Oklahoma
Call, Jacob	World Language	BA Ed., University of Central Oklahoma
Campbell, Keith	Assistant Principal	BA, Eastern Nazarene College MA, Southern Nazarene University
Chavez, Rebecca	Business Manager	
Cox, Renee	Assistant Principal	BS, Oklahoma State University M Ed., Lamar University
Eaton, Mike	Math	BS, University of Oklahoma
Ferguson, Michael	Fine Arts	BA, University of Oklahoma
Frederick, Chris	Art	BA, East Central University
Ford, Julianne	English	BS Ed., Oklahoma Baptist University
Gillis, Jennifer	Fine Arts	BM, University of Tulsa MM, University of Oklahoma PhD, University of Oklahoma
Hensley, Margaret	AVID	BS, Oklahoma State University M Ed., Oklahoma State University
Hill, Heather	Science	BS, University of Central Oklahoma MA, University of Central Oklahoma
Hughes, Joe	Principal	BS, St. Gregory's University MS, Langston University
Jennings, Susan	Family & Consumer Science	BS, Louisiana Tech University MS, Southern Arkansas University
Kindinger, Tom	Math/Science	BSE, University of Michigan MS, Michigan State University
Kraus, Michael	World Language	BS, St. Meinrad College MA, University of Oklahoma
Leenders, Katie	English	BA Ed., University of Central Oklahoma
Lewchuk, Michael	Math	MA, University of Windsor PhD, University of Western Ontario
McNeal, Lori	Counselor	M Ed., University of Northern Iowa
McNeill, Daniel	Social Studies	BA, University of Maryland
Meerschaert, Gregory	Science	BS Ed., Saginaw Valley State University
Nichols, Rodney	Social Studies	BS, Oklahoma State University MS, Oklahoma State University
Piccolo, Leslie	Science / Health / PE	BS Ed., University of Central Oklahoma
Pocock, Cory	Health / PE / Athletic Director	BS, University of Central Oklahoma BS, Oklahoma City University MS, Oklahoma City University
Rhodes, Travis	Social Studies	BS, Southern Nazarene University
Shoaf, Sarah	Special Education Coordinator	BA, Louisiana State University
Stone, Mark	Science	BS, Oklahoma State University MA, Southern Nazarene University
Suarez, Kevin	Computer Science	BA, University of Oklahoma
Smreker, Emma	World Language	BA, University of Oklahoma
Stinson, Nancy	Administrative Assistant	
Taylor, Kelli	Fine Arts	BM Ed., University of Central Oklahoma MM, University of Central Oklahoma
Thomas, Jillian	Media Specialist	BA Ed., University of Oklahoma MS, Oklahoma State University
Tracy, Jessica	Math	BA, Southern Nazarene University MA, Southern Nazarene University
Villanueva, Liha	World Language	BA Ed., University of Central Oklahoma
Walsh, David	English	BA, University of California at Santa Barbara MA, University of Central Oklahoma

Harding Charter Preparatory High School

20263-274 Calendar

August 3~~August 51~~	9th Grade Orientation – No Classes~~Normal Office Hours Resume~~
August 3~~August 7~~~~August 5~~	New Staff Professional Development – No Classes~~Camp Patriot~~~~5th Grade Orientation (5th Grade Only)~~
August 4 – 7~~August 58~~	Professional Development – No Classes~~New Teacher Staff to HICD~~~~Professional Development~~
August 10~~August 6 - 98 – 14~~	Schedule Pick-Up Day – No Classes~~Professional Development~~
August 10 – 11~~August 124~~	Staff Work Day – No Classes~~Schedule Pickup Day~~~~Schedule Pick-Up Day~~
August 13~~August 15~~	Classes Begin~~Classes Begin~~
August 27~~August 29~~~~August 12 - 13~~	Open House~~ICMS Open House / Curriculum Night~~~~Staff Work Day~~
September 7~~September 4~~~~August 14~~	Labor Day – No Classes~~Labor Day - No Classes~~~~Classes Begin~~
September 17 - 18~~October 18~~~~August 22~~	Parent Teacher Conferences – No Classes~~PSAT / College Day~~~~Open House~~
September 21~~October 18~~~~September 2~~	Professional Development – No Classes~~End of 9 weeks~~~~Labor Day – No Classes~~
October 12 – 16~~September 19~~	Fall Break – No Classes~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
November 23 – 27~~October 19, 20, 23~~~~October 17 - 21~~	Thanksgiving Break – No Classes~~Fall Break – No Classes~~
December 17~~November 20 – November 24~~~~October 17~~	End of Semester~~Thanksgiving Break – No Classes~~~~Professional Development~~
December 18~~December 19, 20, 21~~~~November 25 - 29~~	Staff Work Day – No Classes~~Semester Finals~~~~Thanksgiving Break – No Classes~~
December 19 - January 3~~December 1921~~	Winter Break – No Classes~~End of Semester~~

January 4December 2022	Professional Development – No ClassesRecord DayStaff Work Day
January 5December 202 – January 68	Staff Workday – No ClassesWinter Break – No Classes
January 6January 8January 7	Classes ResumeProfessional DevelopmentStaff Workday
January 18January 9January 8	MLK Day - No ClassesClasses Resume
February 11 - 12January 15January 20	Parent Teacher Conferences – No ClassesMLK Day – No Classes
February 15February 19February 10	Professional Development – No ClassesParent Conference DayParent Teacher Conferences (4:30pm – 7:30pm)
March 15 – 19March 15February 12	Spring Break – No ClassesEnd of 9 WeeksParent Teacher Conferences (4:30pm – 7:30pm)
April 5February 14	Spring Friday (Snow Day) – No ClassesNo Classes
May 19February 17	End of SemesterProfessional Development
May 19	8th Grade Ceremony
May 20March 18 – 22March 17 - 21	Staff Work Day – No ClassesSpring Break – No Classes
August 3August 51	5th Grade Orientation – No ClassesNormal Office Hours Resume
August 3August 7August 5	New Staff Professional Development – No ClassesCamp Patriot5th Grade Orientation (5th Grade Only)

What to do if?

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

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You are moving and must withdraw from school .....go to the Main Office
You are having parking problems .....go to the Main Office

Daily Schedule

1st 8:00am – 8:46pm	**1st** 8:00am – 8:46pm
2nd 8:51am – 9:42am	**2nd** 8:51am – 9:42am
3rd 9:47am – 10:33am	**3rd** 9:47am – 10:33am
4th 10:38am – 11:24am	**4th** 10:38am – 11:24am
Lunch 11:24am – 11:49am	**5th** 11:29am - 12:15pm
5th 11:56am – 12:42pm	**Lunch** 12:15pm – 12:40pm
6th 12:47pm – 1:33pm	**6th** 12:47pm – 1:33pm
7th 1:38pm – 2:24pm	**7th** 1:38pm – 2:24pm
8th 2:29pm – 3:15pm	**8th** 2:29pm – 3:15pm

Lunch is based on 5th Hour Period.

Emergency Drills

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

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

In the event of a fire drill, the siren and strobes will be the signal that all persons must leave the building by the nearest exit, in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the sirens

conclude and a school official signals to students, indicating that the building may be reentered safely. *Teachers will take their emergency bags with them so they can take roll and account for all students.*

In the case of a lockdown drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions. Classrooms will be locked and emergency personnel will be notified immediately.

Drills are conducted at various times throughout the school year.

Notification of Rights under FERPA

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

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

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governance Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in school service program or serving on an official committee, or assisting another school official in performing their tasks.
7. The district is permitted to disclose what is termed "directory information" of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or parent, if the student is under 18 years of age, may restrict or prevent the release of all or any part of the information designated as "directory information" without their prior consent provided that the student or parent, if the student is under 18 years of age, notifies the school, in writing,

within ten (10) days of receipt of this handbook, that any or all of the "directory information" should not be released without the student's or parent's, if the student is under 18 years of age, prior consent. "Directory information" is designated as: the student's name, address, telephone listing, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

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

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

Armed Forces Student Access

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

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

Immunizations

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

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations

PreK	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th Grade	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th Grade	1 Tdap (tetanus, diphtheria, pertussis)• 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

◄ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4 th dose of IPV is not required.
■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
• The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement

Medication

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

A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the guardian's written permission for administration at school.
B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

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

Child Nutrition Programs

Students may purchase meal funds through the main office. Checks made payable for meal funds will NOT be exchanged for cash. Applications for free or reduced breakfasts/lunches may be complete from the district website. Free or reduced breakfasts/lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by parent or guardian of student.** Parent/guardian drop-offs must go through the front office and should not disrupt instructional time.

Child Nutrition Charges

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

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is $300;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the principal;
5. The school will notify households for negative balances by email, phone, or direct mail.

Local Meal Charge Policy Communication Requirements

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

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.
2. If a student reaches the limit of $300 in charges, then the student will receive an alternate meal instead of the child nutrition program meal.

Delinquent/Bad Debt Practices

1. Households will be notified of delinquent debt monthly;
2. Households who are delinquent and may be approved for free/reduce lunch services will be encouraged to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;

4. The principal will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. Accounts with a negative balance as of May 31 may be referred to the school's legal counsel or designated collection agency for payment;
6. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Financial Obligations

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

1. The student will not be allowed to pick up the following year's enrollment schedule.
2. The student's grades will not be sent out.
3. The student will not be allowed to participate in extracurricular activities.

Leaving After School

Students must exit the school building immediately at the close of the school day unless participating in an after-school program, event or activity with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:45 p.m. and must be under the direct supervision of a teacher, coach or sponsor. Any students that fail to participate in such will be removed from the school building at 3:45 p.m., unless wind chill is below 40 degrees, heat index is above 90 degrees or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day, but no later than 4:00 p.m., and shall not loiter around or on the school grounds. It is the responsibility of the parents to ensure that students are picked up by 4:00 p.m. If the student drives their own vehicle to school, then they are responsible for complying with this policy.

Failure to comply with this policy may result in:

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

Lost and Found Articles

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

Telephone Calls & Messages

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

The policy toward messages for students is as follows:

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

Visitors

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

Flowers & Gift Deliveries

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

Pledge of Allegiance

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

Secondary Technology Policy

~~Annual~~ Insurance Fee (Optional)
Harding Charter Preparatory School District provides optional insurance in the amount of $50.00 per device. ~~requires a $30.00 annual technology fee per device~~. This $50.00 allows the device to have full insurance covering accidental damage, lost, and theft with $0 deductible. ~~In addition, this fee provides a protective case for each device.~~ However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of $500.00 if malicious damage occurs.

If a family chooses not to take insurance, any accidental damage, lost, and theft to the device will be at a cost of repair plus $50.00 in hourly labor, or replacement of $500.00.

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

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

~~When a student completes 8th grade or 12th grade, the student will have the option to purchase the laptop for $5.00.~~

Taking Care of Your Laptop

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

General Precautions

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

Carrying the Laptop

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

Screen Care

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

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

Using your Laptop

At School

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

At Home

All students are required to take their laptop home each night throughout the school year for charging. **LAPTOPS MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION**. Students need to charge their laptops each evening. If students leave their laptops at

home, they must immediately phone parents to bring the laptops to school. If fully charged at home, the battery will last throughout the day.

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

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

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

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

Software on Laptop

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

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

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

Inspection

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

Protecting and Storing Your Laptop

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

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

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

Storing Laptops at Extra-Curricular Events
Students are responsible for securing their laptop during extra-curricular events.

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

Repairing or Replacing Your Laptop

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

Accidental Damage or Loss Protection
The laptops are protected against accidental damage or loss due to acts of nature as long as insurance was purchased. Otherwise, accidental damage is at the cost of repair plus hourly rate of $50.00. In the case of theft, Harding Charter Preparatory School District will require that a police report be submitted. Fraudulent reports of theft will be turned over to the proper authorities. A student making a false report of theft will be subject to school discipline as outlined by the Harding Charter Preparatory School District discipline policy.

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

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

~~**Harding Charter Preparatory School District Laptop Device Protection**~~
~~The non-refundable annual fee of $50.00 includes accidental damage, lost, and theft with $0 deductible. In addition, this fee provides a protective case for each device.~~
~~However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of $500.00 if malicious damage occurs.~~

Technology Misuse~~Student use of networked computing devices is available from 7:45~~15 a.m. to 2:45 ~~p.m. each day. However, student use will be at the discretion of the teacher using the classroom.~~

~~Access to the internet is available on computing devices throughout the school and through Wi-Fi. However, before any student is given permission to use the internet, they must have signed the Internet Agreement part of the enrollment process.~~
The following policies apply to any computing device at ~~ICMS~~HCP. Failure to comply with these policies will result in disciplinary action through the office and loss of computing device privileges. Damages to computing devices will be at the expense of the student's family.

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

Academic Grading Scale

A - 90% to 100%
B - 80% to 89%
C - 70% to 79%
D - 60% to 69%
F - 0% to 59%

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

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

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

1. The teacher will utilize grading patterns that are fairly administered and based on identified criteria. A minimum of two grades per week will be submitted by the teacher to provide

opportunities to all students. Students and parents will receive prior notification of the criteria and objectives.

2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, tests, etc.
3. Nine-week evaluation will include multi-criteria assessments as listed above.
4. All semester grades will be calculated as followed:
   - Eighteen weeks average = 80%
   - Semester exam/project/performance = 20%

Semester Final Exam Exemptions

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

1. Students must have at least a "C" average in the current enrolled Advanced Placement course by May 1.
2. Students must enroll and participate in the Advanced Placement exam scheduled in May for that course.

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

Grade Classification

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

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

Graduation Requirements

To graduate from ~~HCP~~HCP ~~HS~~ with a standard diploma, a student must:

- Earn a total of twenty-eight (28) credits.
- Satisfy HCP Credit Requirement
- Take each core subject for four (4) consecutive years ~~of~~ during ~~high school~~9th – 12th.
- Earn a ~~personal~~ financial literacy passport (complete in ~~Capstone~~College Readiness).
- Complete the Individual Career and Academic Plan.
- Be trained in CPR/AED (complete in ~~Capstone~~College Readiness).
- Complete a Free Application for Federal Student Aid (FAFSA)
- Pass the U.S. Citizenship Test (beginning with the Class of 2025).

HCP HS Credit Requirement

ENGLISH-	4 credits
SCIENCE-	4 credits
MATHEMATICS-	4 credits
SOCIAL STUDIES-	4 credits
COLLEGE READINESS	3 credits
WORLD LANGUAGES (SAME) or 2 credits of Technology	2 credits ~~during high school)~~
FINE ARTS and/or SPEECH	1 credit
ELECTIVES	8 credits

Flexibility to the ~~HCP~~HCP ~~HS~~ requirements may be provided only to those students transferring in after freshmen year.

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

Oklahoma Academic Standard Testing Requirements

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

Promotion & Retention Criteria for 9-12

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on course grades and attendance in grades 9-12.

- Students who miss more than 15% of instruction with excused and/or unexcused absences will be recommended for retention. The School Attendance Committee will make the ultimate decision. The decision will be made at the end of the second semester.

- Students in 9th, 10th, and 11th grade who fail FOUR SEMESTER CLASSES (2 credits) throughout the school year must attend summer school to attempt to recover at least TWO SEMESTER CLASSES (1 credit) to be promoted to the next higher level. The cost of summer school is at the expense of the parent/guardian of the student.

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by following the Parent Complaint Policy found in the HCP Policy and Procedure Manual.

Valedictorian and Salutatorian

The valedictorian will be the senior having the highest weighted GPA. The salutatorian will be the senior with the second-highest weighted GPA. To qualify as a valedictorian or salutatorian, the student must be enrolled in ~~HCP~~HCP~~HS~~ at the beginning of the fall semester of their senior year and have had no major infractions of the ~~HCP~~HCP~~HS~~ Code of Conduct. Any credits earned prior to entering high school will not be used to calculate GPA.

Extracurricular Activity Eligibility

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

If a student does not meet this requirement, they are not eligible to participate during the first six weeks of the athletic competition period, even if said semester is in a new school year.
Example: Any student who failed a class in the 2026~~3~~ Spring Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1st competition date).

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

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

Incomplete grades and no credits will be considered to be the same as failing grades in determining scholastic eligibility. A passing grade is defined as making a D or higher.
Example: Any student who failed a class in the 2026~~3~~ Fall Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1st competition date).

Schedule Change Requests

Students wishing to change their schedules must complete the appropriate form at the beginning of the semester by the last day of the first week of school before 3:15 p.m. The forms may be picked up in the main office. Also, students enrolled in a full-year class may not drop this class for the next semester without administrative approval.

Concurrent Enrollment

Students identified as High School Juniors or Seniors will be allowed to enroll at a metropolitan college or university while enrolled at ~~HCP~~HCP~~HS~~, provided certain requirements are met. The following explains the eligibility requirements.

RESEARCH UNIVERSITY A student must meet at least one of the following requirements	
National ACT	24

Pre-ACT (10th Grade)	24
SAT	1160
PSAT or PSAT/NMSQT	1160
GPA and Class Rank	3.0 (unweighted) and top 33.3 percent
REGIONAL UNIVERSITY A student must meet at least one of the following requirements	
National ACT	20
Pre-ACT (10th Grade)	20
SAT	1030
PSAT 10 or PSAT/NMSQT	1030
GPA and Class Rank	3.0 (unweighted) and top 50 percent
COMMUNITY COLLEGE A student must meet at least one of the following requirements	
National ACT	19
Pre-ACT (10th Grade)	19
SAT	990
PSAT 10 or PSAT/NMSQT	990
GPA and Class Rank	3.0 (unweighted)

All concurrent students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from ~~HCP~~HCP~~HS~~ (including curriculum requirements for college admission) no later than the spring of the senior year and must also provide written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For the purpose of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Also, concurrent students may not enroll in remedial (zero-level) course work offered by colleges and universities designed to remove high school deficiencies.

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

COURSE PLACEMENT FOR ALL CONCURRENT STUDENTS

At minimum, concurrent students shall demonstrate college readiness in a particular subject area to be eligible to enroll in a college-level course in the corresponding subject area. A high school student not demonstrating college readiness in science reasoning, mathematics or English will not be permitted enrollment in the corresponding college subject area. A student who is unable to demonstrate college

readiness in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics and English). Concurrent enrollment students are prohibited from enrolling in any form of developmental education, including any configuration in which developmental education is embedded within a credit-bearing course. A concurrent student will be eligible to enroll based on the criteria detailed in the chart below.

Course Placement: Juniors & Seniors				
Test Subject Area	General Examples of College Courses	ACT or Pre-ACT	SAT, PSAT 10, or PSAT/NMSQT	Other
English	English Comp I English Comp II	19 English	510 Evidence Based Reading and Writing	Satisfy an institution's English assessment and course placement measure
Math	Quantitative Reasoning Functions & Modeling Elementary Statistics College Algebra	19 Math	510 Math	Satisfy an institution's math assessment and course placement measure
Reading	US History Government Psychology Sociology	19 Reading	510 Evidence Based Reading and Writing	Satisfy an institution's reading assessment and course placement measure
Science	General Biology	19 Science	N/A	Satisfy an institution's science assessment and course placement measure

DUAL ENROLLMENT

The following courses taken through concurrent enrollment have been approved by ~~HICD~~HCP for dual enrollment (earned academic credit at two institutions).

COLLEGE COURSE	~~HICD~~HCP COURSE
ENGLISH	
English Composition I	1 unit of AP English Language & Composition
English Composition II	1 unit of AP English Literature & Composition
MATHEMATICS	
College Algebra	1 unit of Pre-AP Algebra II
Pre-Calculus	1 unit of AP Pre-Calculus & Trigonometry
Calculus I	1 unit of AP Calculus AB
Calculus II	1 unit of AP Calculus BC
Statistics	1 unit of AP Statistics
SOCIAL STUDIES	
American History Survey to 1877	1 unit of AP United States History
American History Survey from 1877	1 unit of AP United Status History
American Federal Government	1 unit of AP Government & Politics
SCIENCE	
General Biology I (Lab Required)	1 unit of AP Biology
General Chemistry I (Lab Required)	1 unit of AP Chemistry
Physics I (Lab Required)	1 unit of AP Physics I
FINE ARTS	

Music Appreciation	1 unit of Fine Arts
Art Appreciation	1 unit of Fine Arts
Humanities	1 unit of Fine Arts
Introduction to Communications	1 unit of Speech
WORLD LANGUAGES	
Elementary Spanish I	1 unit of Spanish I
Elementary Spanish II	1 unit of Spanish II
Elementary French I	1 unit of French I
Elementary French II	1 unit of French II

Any college course taken through concurrent enrollment but not listed above is approved by ~~HICD~~HCP for elective credit and will count towards high school graduation requirements. Courses that are one (1) and two (2) hours will be transcribed as a ½ unit for high school credit and courses that are three (3) hours will receive 1 unit.

Concurrent courses may be taken in the summer or during the school year, and students can take up to six hours of free tuition per semester. However, if arrangements are not made with the counselor, students will be liable for all tuition and fees. Students will be responsible for any applicable fees and books required.

Students may seek approval for academic core credit for courses not listed above. Requests for consideration must be made by a school administrator or counselor to the superintendent. The request shall be submitted to the superintendent no later than ten (10) school days prior to the start of the college course.

All concurrent college courses where credit is earned will be entered on the high school transcript along with the grade earned in the class. Grades placed on the transcript will be used for GPA and class ranking calculations and will be assigned a 5.0 weight on the ~~HICD~~HCP weighted grading scale.

Students must adhere to the GPA requirements set forth by the college to remain eligible to enroll in any courses for the following semester.

College course grades will be monitored and used for determining OSSAA eligibility on a weekly basis and students are required to follow the procedures for reporting grades to the high school.

Students will be required to provide an official transcript with final semester grades for each college course taken concurrently. Transcripts should be submitted to the high school principal no later than five (5) school days after grades are made available by the higher education institution.

Although grades l~~l~~ower than a C will be transcribed for high school credit, some colleges may require the course to be repeated in order to fulfill degree requirements.

Students who withdraw from a course during the semester without enrolling in another college course during the same term are required to notify their high school counselor within one (1) school day. Students will be enrolled in a high school course at that time, which may or may not count for high school credit depending on the date enrolled.

Students who fail to report grades or to notify their counselor as specified above may receive additional academic and/or disciplinary consequences which may include an F grade assigned for the concurrent course or assigned elective.

Metro Technology Center Enrollment

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

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

To ensure students meet graduation requirements of ~~HCP~~HCP~~HS~~, students are only be permitted to take morning sessions at Metro Technology Center and must return to ~~HCP~~HCP~~HS~~ by 4th hour.
Any student wishing to enroll at Metro Technology Center must notify their counselor prior to enrollment. Should the decision to enroll occur over the summer, students must notify their principal by August 1 for scheduling purposes.~~The counselors are located on Hallway A upstairs and downstairs. Guidance services are available to every student in the school. These services include:~~

- ~~Assistance with educational planning~~
- ~~Study help~~
- ~~Help with home, school, and/or social concerns~~
- ~~Discussion about questions a student feels they need to address~~

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

~~Parents/Guardians may contact the counseling office to request a meeting to be held any school day at 7:30 a.m. with the teachers as well as the counselor and an administrator.~~ No group meetings will be held after school. ~~If a parent/guardian is late for a scheduled meeting, the meeting may be rescheduled or may continue without the attendance of one or more teachers.~~

~~An anonymous reporting system, HICD CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.~~

Scholarships and Other Opportunities

Scholarships and other opportunities are available to those students who have achieved excellence in academics and have also scored well on college entrance examinations. There are also special scholarships/opportunities and awards for students who have demonstrated outstanding talent, for example, in athletics, music, art, leadership, etc. Information is available in the Counseling Office and distributed through various classes and/or online.

ACT, PSAT & SAT

The ACT is a college entrance test. Students can take this test on any of the national testing dates. (See the Counseling Office for details.) Students are encouraged to take the ACT early and often, as this will help them become comfortable with standardized testing and is proven to help raise scores. Eleventh grade students take the ACT (at no cost to the student) during school in April as a state assessment. The April ACT will collect additional information about students' college and career interests, including high school course/grade information, student profile, and interest inventory. A request to opt out of the disclosure of the specific information must be in writing by the end of 1st semester, and only a parent of a secondary school student may submit such until the secondary school student has reached 18 years of age. At 18 years of age, the secondary school student may request in writing to opt out of the disclosure of information.

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

Grade Viewing

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

Transcripts

Transcripts needed for military use, scholarship consideration, college applications, or prospective employer information may be requested from the counseling office or through the district website. Please allow 24 hours processing time, excluding weekends and holidays.

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

Library/Media Center

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

1. The media center is open every school day with some exceptions. Students are welcome at all times during the school day for the purpose of research, study, or recreational reading. Media passes are required from classroom teachers during class times, but not before/after school.
2. Up to three items may be checked out. If a student requires more than three items for a special project, the staff may extend check-out privileges. A clean return history will determine if privileges are extended. Regular circulating books are checked out for a two-week period, with one renewal option. Reference books may be checked out after school and returned the following morning.
3. Fines for overdue items are assessed as follows:
   - Regular circulating books: $.10 per day past the due date.

- Reference books: $.25 per hour beginning with first hour of the morning they are due.

4. Materials that are lost or damaged must be paid for by the student.
5. Fines will accumulate to a maximum of the cost of replacing the item until the item is either paid for or returned.
6. Grades and transcripts will not be released to anyone, including students or ~~,~~ parents ~~or any other educational institution~~, until all outstanding library obligations are paid in full.
7. Internet usage is restricted to information needs related only to school assignments. Students are required to have the Internet Agreement on file signed by a parent/guardian. Use of the internet for other than permitted uses will result in serious disciplinary action.
8. Theft or attempted theft of library materials or pranks played with the media center's security system will result in serious disciplinary action.

Lost and Damaged Textbooks

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

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

Volunteer Hours

Students

The ~~HICD~~HCP ~~-~~Governance Board views the Community Service component of our students' education as a means of developing awareness by our students of their role in the community. It is expected that each student will complete thirty (30) hours of community service per year. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the governance board believes that age-appropriate community service projects are an asset to the curriculum. The governance board believes that students must be aware that they are representatives of and ambassadors for the school as they work in the community. Students must be capable of carrying out the community service without endangering their academic achievement or safety. Students will be expected to maintain their grades, attend classes and recognize that the activity to which they are volunteering their services is secondary to their primary goal of receiving an education.

Parents/Families

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

Each family is required to complete a minimum of fifteen (15) hours of volunteer time per school year. It is the duty of parents to maintain their own records. The office shall supply each family with "time sheets" that are used to record the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. The awarding of volunteer hours for tasks is outlined below:

A. If a family member or guardian wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time.
B. If a student, family member or guardian provides classroom materials and/or purchases materials to complete a volunteer and/or education-related task, the family will receive one (1) hour of volunteer credit for every $20.00 spent.

Asbestos Hazard Emergency Response Act of 1986

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

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

ATTENDANCE INFORMATION

Attendance Policies and Procedures

Attendance is vital to the education of our students. Students don't learn when they are not in the classroom. Thus, it is not only important that every student attend school but also are not tardy. Secondarily, failure to attend school is detrimental to the student because excess absences can result in various penalties, including financial, for both the student and district.

Commented [LF2]: To advise parents & students of the costs of non-attendance

Oklahoma County Truancy Laws

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

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

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

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

Excused Absences

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

Unexcused Absences

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

Attendance and Makeup Work

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

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

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

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

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

Students may pick up the college visit form in the office. These forms *must* be turned into the office *before* the actual visit date. Students are required to get confirmation from the college visited. Most colleges will gladly confirm that you have visited them, and many colleges even have their own form that you may use in addition to our form. Students should talk with their teachers in advance of the visit to get their homework, as this is considered a "~~day at school~~school activity" and not a normal excused absence.
Students should always make plans in advance with the college they want to visit. Colleges usually have designated times for tours and speakers to answer questions. Students are reminded that while at the college, college rules will apply, and unacceptable behavior may result in loss of privileges. ***After Spring Break, college visits must be approved by the principal.***

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

Attendance Summary
The following chart will provide a summary to students and families regarding which absences count against a student's attendance. Students are only allowed eight (8) unexcused/excused absences per semester.

Count Against Student Attendance	Does Not Count Against Student Attendance
Unexcused/Excused Absences	School Activities – up to 10 days
	Medical Absences (with documentation)
	Funeral Absences (with documentation)
	Judicial Absences (with documentation)
	Religious Absences (with documentation)

Tardy Policy

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

A tardy, defined as not being in the classroom, becomes an absence after fifteen (15) minutes of class time has elapsed. **Tardiness will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. Three (3) tardies in a class:
   - Parent contacted by ~~an administrator~~the classroom teacher

2. Six (6) tardies in a class:
   - Parent contacted by an administrator
   - ~~Two~~ One (1~~2~~) session~~s~~ of administrative detention

3. Nine (9) tardies in a class:
   - Conference with parents and an administrator
   - ~~Two~~ One (1~~2~~) day~~s~~ of in-school suspension

4. ~~Twelve~~ Subsequent three (3) ~~(12)~~ tardies in a class after nine (9)~~:~~
   - Conference with parents and an administrator
   - ~~Two (2) days of out~~in ~~of school suspension~~ One (1) day of out-of-school suspension

GENERAL EXPECTATIONS

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~~HCP~~HCP General Expectations

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

General School Rules

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

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

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

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

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

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

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

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

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

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

Uniform Dress Code

Pants

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

Shorts

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

Shirts

- Shirts must be hunter green, navy or white.
- Only polo shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.
- Shirts may have the official HCP logo but are not required to.
    - Shirts with the HCP logo must come from the school uniform store.
    - Shirts without the HCP logo must not have any other logos or insignias.
- Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.
- Shirts with hoods are not permitted.
- ~~Shirts must be hunter green or white.~~
- ~~Only polo shirts and oxford shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.~~
- ~~Shirts may have the official HCP logo but are not required to.~~
- ~~Shirts with the HCP logo must come from an authorized vendor.~~
- ~~Shirts without the HCP logo must not have any other logos or insignias.~~
- ~~Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.~~
- ~~Shirts with hoods are not permitted.~~
- Seniors: Black polo ~~and oxford~~ shirts are permitted for members of the Senior Class only.

Sweatshirts

- Sweatshirts must be hunter green, navy, or white.
- Sweatshirts may have the official HCP logo but are not required to.
  - Sweatshirts with the HCP logo must come from the school uniform store.
  - Sweatshirts without the HCP logo must not have any other logos or insignias.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

Coats, Jackets, and Pullovers

- Personal coats and/or jackets are not permitted during the school day. Coats and jackets brought to school should remain in students' lockers during the school day.
- HCP pullovers and jackets from the school uniform store are permitted during the school day.
- Jackets considered to be spirit attire may be worn only on HCP Spirit Fridays.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

~~Sweaters, Sweatshirts and Pullovers~~

- ~~Sweaters, sweatshirts and pullovers must have the HCP logo and come from an authorized vendor.~~
- ~~Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.~~
- ~~If sweater, sweatshirt or pullover is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)~~
- ~~Seniors: Black HCP sweaters, HCP sweatshirts and HCP pullovers are permitted for members of the Senior Class only.~~

~~HCP~~HCP Spirit Fridays

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

Extracurricular Competition Days (requires approval from the administration)

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

~~Coats and Jackets~~

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

Shoes

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

Personal Items (non-academic)

- Must be left in designated area for the entire school day.

~~Backpacks, Purses, Blankets & Fanny Packs~~

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

Eyewear

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

Headwear and Head Coverings

- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Medical/Air Filtration Face Masks

- Medical/Air Filtration face masks are allowed
- Masks must be school appropriate and cannot be bandana print.

Out of Uniform Days (requires approval from the administration)

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

Students will be informed about any violation of the dress code and added to the uniform violation list.

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

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

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

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

Public Displays of Affection

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

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

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Two (2) hours of administrative detention

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

Inappropriate Language

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

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

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

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

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

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

Cafeteria Behavior

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

1. Keep milk cartons, food and wastepaper on the tray.
2. Empty all debris from trays into trash containers.
3. Keep tables and floors clean.
4. Talk in a normal voice.
5. Remain seated.
6. Keep the cafeteria lines orderly.
7. Never push or run.
8. Pick and clean up food you drop or spill.
9. Food and drinks may not be tossed or thrown.

Failure to follow these rules may result in the following:

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Cleaning tables

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

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

FIFTH OFFENSE: Removed from the cafeteria for the remainder of the semester.

Conference with parents and principal.

Closed Campus / Skipping Class Rules

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

FIRST OFFENSE: Two (2) hours of administrative detention ~~One (1) days in out of school suspension~~. Also, if a vehicle is used, the driver and/or responsible student of the vehicle will not be allowed to drive a vehicle on campus for three (3) weeks.

SECOND OFFENSE: One (1) day ~~out~~in ~~of~~-school suspension ~~Two (2) days out in of school suspension.~~ Also, if a vehicle is used, the driver and passengers in the vehicle will not be allowed to drive on campus for six (6) weeks.

THIRD OFFENSE: ~~Five (5) days in out of school suspension~~. One (1) day out-of-school suspension Also, if a vehicle is used, the driver and passengers in the vehicle will lose their driving privilege for the remainder of the year.

If a student, whose parking has been revoked, is found to have a vehicle on campus during the school day, that vehicle will be towed without notice and at the owner's expense.

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

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

Hallway Expectations

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

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

Hall Passes

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

Parking

Each ~~HCPHS~~HCP student who drives to school is required to park in designated student parking and display a current ~~HCPHS~~HCP Parking Permit in their vehicle. To receive the permit, the student shall

submit a parking permit application form. The administration will conduct random parking checks; if a vehicle does not have the required parking permit, the vehicle may be towed at the owner's expense. Students and parents/guardians are asked to read and retain a copy of the parking rules and regulations.

Cheating/Plagiarism

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

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

Pink Eye (Conjunctivitis)

Students with pink eye should stay home if they have eye redness with thick discharge, crusting, or discomfort. Those with bacterial conjunctivitis may return after 24 hours of antibiotic treatment. Students with viral conjunctivitis should stay home until symptoms improve. Allergic or irritant conjunctivitis is not contagious, and students may attend if they feel well.

Vomiting

Students who vomit should stay home until they are symptom-free for at least 24 hours without medication. If vomiting is due to a contagious illness, students should also be free of fever and other symptoms before returning to school.

Fever

Students with a fever of **100°F or higher** should stay home and may return to school only after being **fever-free for 24 hours without the use of medication**. If the fever is accompanied by other symptoms of illness, students should remain home until they are feeling well enough to participate in school activities.

Cell Phones & Other Electronic Devices

A student may possess an electronic device (cellular phone, iPhone, AirPod, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT IN THE STUDENT'S LOCKER DURING THE SCHOOL DAY. Such devices may not be activated, seen, or heard during school hours (8 a.m. to 3 p.m.). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an

infraction of this policy. Upon confirmation that the use of a device or phone call/text was made, the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

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

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

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

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

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

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

Media Release Protection

The use of an electronic device to record or take photos of any school activities or event is not permitted. It is illegal for any party, other than those that have been approved to do such, to record students.

Lockers

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

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

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

Search and Seizure

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.
The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Student Vehicle Rules

1. The speed limit in the parking area is 10 mph.
2. No parking in fire lanes, bus/passenger loading zones, reserved areas, yellow or red zones, on sidewalks, faculty or visitor parking areas, or on grassy areas, in reserved spaces or in handicap spaces, unless permitted, and no blocking of dumpsters (unless directed to do so by principal or faculty member).
3. Any student vehicle parked in any staff/faculty parking space is subject to being towed at the owner’s expense.
4. No ~~aimless~~ reckless driving ~~around the school parking area~~while on school grounds. Students must park their vehicles as soon as they arrive at school and are not to move them without permission or until leaving at the end of the school day. Students should lock their vehicles before leaving them.

5. Improper parking will result in towing of vehicle at owner's expense.
6. Cooperation with the parking lot rules and personnel is expected at all times.
7. No loitering in the school parking areas.
8. No loud noises from vehicles.
9. Any exchange of parking permits will result in loss of parking privileges for all persons involved. All students are to park in the east student parking lot.
10. The school is not responsible for the student's automobile in terms of accidents, damage, theft, vandalism, etc.
11. Accidents or incidents on the school campus should be reported to the proper authorities.
12. Parents and students are to be advised that vehicles may be searched while on school property when reasonable suspicion exists. Failure to consent to the search will result in loss of parking privileges.
13. Any student that receives a long-term suspension will lose their parking privileges for the length of the suspension.
14. Students who drive to school and park on campus while parking privileges are under suspension may have their vehicle towed at the owner's expense without parent notification.
15. Students who drive their vehicles to school and park on school property without first obtaining a school parking permit may be assessed a fine of $10.00 per day.
16. Closed campus violations during the school day will result in the discipline set forth in the Closed Campus Rules.
17. Vehicles are not to be overloaded with passengers (number of passengers recommended by manufacturer, i.e., one passenger per seat belt). Passengers are not allowed to ride in the bed of a pickup.
18. All state laws pertaining to driving apply to the school parking areas and access roads.
19. There will be a charge of $5.00 to replace a damaged or lost parking permit.
20. Students may register more than one vehicle, but only one of the registered automobiles may be on campus at a time during school hours.
21. Students and staff are reminded not to have anything of value observable from outside of their vehicle, as the school is not responsible for any items stolen from their vehicle or any damage inflicted in a theft attempt.

Transportation Expectations and Bus Rider Conduct

Transportation services are provided by Harding Charter Preparatory School District to support student access to school and approved school activities. Riding a district bus is a privilege, not a right. Students are expected to conduct themselves in a safe, respectful, and responsible manner at all times while waiting for, boarding, riding, and exiting the bus. Failure to follow transportation expectations may result in disciplinary action, including suspension or revocation of transportation privileges.

Student Responsibilities

Students shall:

1. Be at their designated bus stop at least five (5) minutes prior to the scheduled arrival time.
2. Wait in an orderly manner and remain a safe distance from the roadway until the bus comes to a complete stop.
3. Board and exit the bus in an orderly manner as directed by the driver.
4. Remain seated and facing forward while the bus is in motion.
5. Keep aisles, exits, and emergency exits clear at all times.
6. Follow all directions given by the bus driver or other authorized school personnel.
7. Speak quietly and use appropriate language.
8. Keep hands, feet, objects, and personal belongings to themselves.
9. Respect the rights, safety, and property of others.
10. Help maintain a clean bus environment by disposing of trash properly.
11. Immediately report unsafe conditions, accidents, or concerns to the bus driver.

Prohibited Conduct

The following behaviors are prohibited on any district bus or school-provided transportation:

1. Fighting, physical aggression, horseplay, or behavior that may endanger others.
2. Bullying, harassment, intimidation, or threats toward any student or staff member.
3. Profanity, inappropriate language, or disruptive shouting.
4. Throwing objects inside or outside of the bus.
5. Extending hands, arms, heads, or objects outside bus windows.
6. Standing, changing seats, or moving about while the bus is in motion unless directed by the driver.
7. Possession or use of tobacco products, vaping devices, alcohol, illegal drugs, or controlled substances.
8. Possession of weapons, dangerous instruments, fireworks, or other prohibited items.
9. Damaging, vandalizing, or defacing district transportation equipment.
10. Eating or drinking on the bus unless specifically authorized by school personnel.
11. Using electronic devices in a manner that distracts the driver or disrupts the safe operation of the bus.
12. Any behavior that interferes with the driver's ability to safely operate the vehicle.
13. Any behavior outlined in the School Handbook that may apply on the transportation vehicle.

Bus Stops and Route Procedures

1. Students may only board and exit the bus at their assigned stop unless prior approval has been granted by the district.
2. Students shall not cross the street until directed by the bus driver.
3. Parents and guardians are responsible for ensuring students arrive at the bus stop on time.
4. The district reserves the right to modify bus routes, stops, and schedules as necessary to ensure safe and efficient transportation services.
5. Students who repeatedly fail to follow bus stop expectations may lose transportation privileges.

Activity Trips

All transportation expectations and disciplinary consequences apply during field trips, extracurricular activities, athletic events, and any other school-sponsored transportation. Students are expected to represent Harding Charter Preparatory School District positively while traveling to and from school events.

Video Surveillance

District buses may be equipped with video and audio recording systems. Students should have no expectation of privacy while riding district transportation. Recordings may be used to investigate disciplinary incidents, safety concerns, or violations of district policy.

Student Discipline and Loss of Transportation Privileges

Student misconduct on a bus may result in school disciplinary consequences in addition to transportation consequences. Depending on the severity and frequency of the behavior, consequences may include:

- Verbal warning
- Parent notification
- Assigned seat
- Bus conduct contract
- Temporary suspension of bus riding privileges
- Long-term suspension of bus riding privileges
- School disciplinary action in accordance with the School Handbook

Serious offenses involving violence, threats, weapons, illegal substances, or actions that jeopardize the safety of others may result in immediate removal from transportation services and additional disciplinary consequences.

Safety First

The safety of all students is the district's highest priority. Students who choose to ride district transportation are expected to follow all transportation rules and cooperate fully with bus drivers and school staff. By working together, we can ensure that transportation remains safe, orderly, and available for all students.

Fighting

It is the student's and/or parents' responsibility to immediately notify a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason. ~~Any physical altercation is considered a fight.~~

Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:

1. Three (3) to five (5) day out-of-school suspension, depending on severity.

2. Consultation meeting must occur with administration before student is readmitted into the school.

SECOND OFFENSE:

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

SUBSEQUENT OFFENSE(S):

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

***Note: Fighting offenses are inclusive of the student's academic career at the school. This policy covers fighting that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel. It also covers when the student arrives at the school grounds/property until the student enters the building or departs from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle.**

Any such conduct that disrupts the educational environment regardless of whether the conduct occurs at or on any of the above circumstances or away from school property or is in the presence/possession of their parent(s)/guardian(s) shall be subject to discipline.

In instances where any of the above occurs while in the presence of their parent(s)/guardian(s) or where the student is in the possession of their parent(s)/guardian(s) the district will contact the local police department as well as the Department of Human Services to handle it.

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

Destruction of School Property

All students are responsible for proper use of ~~HCPHS~~HCP facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

Fraternities, Sororities, Gangs

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

Bullying Prevention

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

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

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

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school principal.
2. The principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
9. The principal may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying, then they may be assigned disciplinary consequences as deemed appropriate by the principal.

Definitions/Terms of this regulation:

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

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

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

An anonymous reporting system, HCP CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.

Smoking, Vaping and Dipping

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

FIRST OFFENSE: Two (2) days out-of-school suspension; parents contacted.

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

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

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

Student ID Badges

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

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

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

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

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

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

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

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

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

Soliciting

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

Disciplinary Policies & Procedures

The administration, faculty and staff at ~~HICD~~HCP are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly.

Behaviors/Acts Subject to Discipline

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

1. Acts of violence against person or property
2. Adjudication as a delinquent for a non-violent offense
~~2.~~3. Aiding/Abetting any unlawful act.
4. Arson
~~3.~~5. Assault
~~4. Assault~~
~~5.~~6. Assault & battery
7. Bullying in any form
~~6.~~8. Conspiracy of any unlawful act
~~7.~~9. Disruptive or other inappropriate behavior/acts
10. Gang-related activities
~~8.~~
11. Extortion
~~9.~~12. Failure to report knowledge of illegal or dangerous activities which could harm others
~~10.~~13. False reports or false calls of inappropriate events
~~11.~~14. Fighting
~~12.~~15. Forgery
~~13.~~16. Gambling
17. Hazing (initiations) in connection with any school activity
~~14.~~18. Horseplaying
~~15.~~19. Immorality
~~16.~~20. Inappropriate public behavior
~~17.~~21. Indecent exposure
~~18.~~22. Possession of a caustic substance
~~19.~~23. Possession of guns, knives, weapons, facsimile of a weapon
~~20.~~24. Possession of obscene materials
~~21.~~25. Possession of stolen property
~~22.~~26. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)
27. Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled dangerous substances (as defined by Oklahoma law)
28. Provoking/Instigating of inappropriate or destructive behavior
~~23.~~
~~24.~~29. Sexual assault harassment or other types harassment of individuals, including, but not limited to, students, school employees and volunteers
~~25.~~30. Theft
31. Threatening or actually harming a school official verbally, physically, or in writing or text on social network sites
~~26.~~32. Trespassing
~~27.~~33. Verbal or written threats, or threatening behavior towards the school community or individuals within the school community
~~28.~~34. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
~~29.~~35. Use or possession of tobacco in any form
~~30.~~36. Vandalism
~~31.~~37. Violation of school regulation(s)

Commented [LF3]: To separate sexual harassment from other types

~~32.~~38. Violent offense (See Title 57 O.S. section 571)
~~33.~~39. Willful disobedience of a directive of any school official

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

The above-listed behaviors of Fighting, Assault, Assault & Battery, and Horseplaying that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel or when the student arrives at the school grounds/property until the student enters the building or departs from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle is subject to discipline.

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

Types of Discipline

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

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

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

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

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

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

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

In-School Suspension
The principal and/or assistant principal may assign in-school suspension as a disciplinary measure. In-school suspension dates and times are at their discretion. In-school suspension also includes the discipline of Restricted Privileges. If a student is removed from in-school suspension for disruptive or disrespectful behavior, then out-of-school suspension will be imposed.

Out-of-School Suspension
Out-of-school suspension is the removal of a student from the school for a period of time. The length of the suspension will depend on the severity of the offense. The history of prior offenses or discipline or lack thereof may also be taken into consideration. Any suspension that exceeds ten (10) consecutive days will result in the enrollment transfer revoked at the end of the school year.

Out-of-School Disciplinary Procedures

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

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

I. Grounds for Imposing Out-of-School Suspensions (follows 70 O.S. §24-101.3)

A. Violation of a school regulation.

B. Possession of an intoxicating beverage, low-point beer, as defined by Section 37 O.S. §163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

C. Possession of a dangerous weapon (as defined herein) or a controlled dangerous substance while on or within two thousand (2,000) feet of a public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances.

D. Any student found in possession of a firearm while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, with said length of the term being determined by the district governance board, which, however, may be modified by the district superintendent on a case-by-case basis.

1. For purposes of this paragraph the term "firearm" shall mean: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

2. The term “destructive device” means—(A) any explosive, incendiary, or poison gas— (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-

quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses; (B) any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. See 18 U.S.C., Section 921.

E. Any student in grades sixth (6th) to twelfth (12th) found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the district superintendent on a case-by-case basis. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. In addition, student's enrollment transfer will be revoked at the end of the second semester.

II. Terms for Out-of-School Suspensions

A. Five (5) days or less

B. More than five (5) days, including:

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

III. Conferences

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

A. Pre-Out-of-School Suspension Conference

1. When a student less than 18 years of age may be subjected to out-of-school suspension, the principal shall immediately notify the parent by phone or monitor the student calling the parent with the suspension notice and give notice to the student and/or parent, in writing, that the student is being suspended out of school and that other available options have been considered and rejected.
2. The principal will conduct an informal conference with the student, if aged 18 years or older, otherwise with at least one (1) parent and the student. The student, if aged 18 years or older, may choose not to have a parent present at any of the out-of-school suspension conferences; said choice shall be in writing, signed by the student and witnessed by one staff member. The conference will be held during a school business day, with consideration given to the hours of working parents whenever

possible. The conference will be held as soon as possible after the out-of-school suspension has been imposed but before it goes into effect.

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

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

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

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

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

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

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

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

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

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

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

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

limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band and all other school-sponsored activities and organizations.

V. Individualized Plan for Out-of-School Suspension

A. Education Plans

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

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

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

b. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.

c. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

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

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

B. Education Services

1. No education services are required in a required school setting if a student has been:

a. adjudicated as a delinquent for an offense defined as a violent crime in 57 O.S. § 571,

b. convicted as an adult of an offense defined as a violent crime in 57 O.S. § 571,

c. removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students,

d. suspended as provided for in 70 O.S. §24-101.3(C)(3), or

e. removed from a public or private school in the state or another state by administrative or judicial process for an act of using electronic communication, as defined in §24-100.3 of this title, with intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.

2. The school in which a student as described in 70 O.S. §24-101.3(F)(1) is subsequently enrolled may elect to not provide education services in the regular school setting until the school determines that the student no longer poses a threat to self, other students or school district faculty or employees.

a. Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or school district faculty or employees, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.

b. If the school provides education services to the student at a district school facility, the school shall notify any student or school district faculty or employee victims of

the student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided the victim notifies the school of the victim's desire to refrain from contact with the offending student.

C. IEP Students

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

VI. Appeals

Any student, parent or guardian who is aggrieved by any decision of the principal regarding the imposition of out-of-school discipline may appeal as set forth hereinbelow. Failure to follow the timelines herein will result in a waiver of the right to review and/or appeal.

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

~~Any student to be suspended for 10 days or more for one action will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.~~

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

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

Any student to be suspended for 10 days or more consecutively will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.

VII. Appeal Hearing

A. Rules

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

No person or persons shall be permitted to disrupt or attempt to disrupt the hearing proceedings, and any person or persons doing so or attempting to do so will be removed from the hearing. The board president, their designated representative or the hearing officer shall the authority to order the removal of any such person(s) and such person(s) shall not be permitted to return to the hearing.

B. Order of procedure for the hearing will be as follows:

1. Opening statement by district representative, unless waived.
2. Opening statement by student representative, unless waived.
3. Presentation of district's evidence/witnesses, if any, followed by cross-examination of any witnesses by student representative and redirect by district representative, unless waived.
4. Questions from board members. (Questions are only permitted for clarification of evidence/testimony already presented.)
5. Presentation of student's evidence/witnesses, if any, followed by cross-examination of any witnesses by district representative and redirect by student representative, if any.
6. Questions from board members. (Questions are only permitted for clarification of evidence/testimony already presented.)

7. Presentation of any rebuttal evidence/witnesses by district, if any, followed by cross-examination by student representative and redirect by district representative.
8. Closing argument by district representative, unless waived.
9. Closing argument by student representative, unless waived.
10. Rebuttal argument by district representative, unless waived.
11. Upon close of evidence, the board shall convene in a closed session to deliberate and discuss the matte

Dangerous Weapons

It is the policy of ~~HICD~~HCP to absolutely prohibit the use and/or possession of dangerous weapons and/or firearms on school premises or at school functions and /or sponsored activities regardless of where such are taking place. The policy on dangerous weapons is applicable to all students, without regard to grade or age.

A. This policy shall include but not be limited to (a) a firearm, which meets the definition as set forth in ~~HICD~~HCP's Grounds for Imposing Out-Of-School Suspensions I-D, (b) rifles, pistols or shotguns of any caliber, BB guns or air pistols, potato throwers, dart guns or blow guns, any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells or any facsimile of same.

- Any violation of this policy shall result in the immediate discipline of all students involved for a period of time which may include suspension for the remainder of the semester and the entire next semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms).
- Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this policy, shall also be subject to suspension as set forth above.

B. This policy shall also include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices (other than those subject to ~~HICD~~HCP's Grounds for Imposing Out-Of-School Suspensions I-D).

- Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this part of this policy, shall be subject to discipline as set forth below.

1. **Warning:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
2. **Suspension:** Suspension for not less than ten (10) days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of

the knife, weapon or device reflects that such possession posed a danger to persons or property.

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

Drug- and Alcohol-Free School Policy

It is the policy of ~~HICD~~HCP that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution of the following which includes, but is not limited to, of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, nonalcoholic beer, look-a-likes, etc., or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel whether or not such disrupts the educational process.

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

Discipline for Student Violations of Drug/Alcohol Policy

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

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

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

A. First Offense

1. Student shall receive out-of-school suspension for a period of six (6) weeks, subject to the following.
   a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
      i. To meet with an administration representative.
      ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc. will be the sole responsibility of the student's parent or guardian.

   b. An additional one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation signed by the person conducting the assessment.

2. If the student complies with a and/or b above, the suspension may be reduced, as noted therein, at the discretion of the principal.

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

III. Each act shall be considered a separate violation.

Effective Date/Retroactivity of School Handbook

This School Handbook shall be effective beginning with the 2026~~3~~-2027~~4~~ year and shall continue in effect until such time as it is amended or revised by the ~~HHCD~~HCP Governance Board.

HCP

HARDING CHARTER PREPARATORY

MIDDLE SCHOOL at INDEPENDENCE

20264-20275 ~~Student~~School Handbook

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Philosophy of Harding ~~Independence Charter District~~Charter Preparatory School District

~~Parents who desired the best educational experiences for their children founded both Independence Charter Middle School (ICMS) and Harding Charter Preparatory High School (HCPHS) and later opened Harding Charter Preparatory Elementary School (HCPES). The educational philosophy of ICMS and HCPHS our schools 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 elementary and middle school to the rigors and demands of high school. ICMS and HCPHS Our schools 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.~~

Commented [SS1]: Need to rewrite to reflect elementary school.

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

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

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

The program model for Harding Charter Preparatory includes:

College Preparatory Environment – We highlight college and career opportunities for our students from the earliest ages. We create opportunities for students to develop leadership and advocacy skills, along with involvement in a holistic program to include fine arts, athletics, culturally responsive programs and activities, and community service initiatives.

Rigorous Teaching and Learning – We offer a challenging, vertically aligned, standards-based curriculum that prepares students for academic success at the highest levels. Our teachers implement engaging instructional strategies to support student learning and monitor student academic growth with high-quality formative and summative assessments.

Comprehensive Student Supports – We support the success of our students by offering a comprehensive school ~~counseling~~ support program, implementing AVID strategies, providing targeted interventions and a robust after-school tutoring program, and building time into our schedule to intentionally support students.

Community Engagement – We create strategic partnerships with community stakeholders that enable the success of our students and staff. We collaborate with families in many ways throughout the year, offering multiple avenues of engagement including monthly service days, parent organization meetings and activities, providing support to each of our schools, and membership on our Governance Board.

Operating Principles – We maintain a school environment to ensure that every student is known and valued. We cultivate a positive school culture by supporting collaboration and data-informed decision making through distributive leadership. We recruit a highly qualified and diverse faculty, whom we retain by providing high-quality professional learning opportunities and establishing mutually respective relationships.

Harding ~~Independence~~ Charter Preparatory School ~~Charter~~ District Vision Statement

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

District Office Contact Information

Superintendent / Homeless Liaison – Steven Stefanick
Email – sstefanick@~~hied~~hardingcharterprep.org~~.org~~
~~Office – 405-767-3003 ext. 401~~

Chief Academic Officer / Testing Coordinator – Rachel Dowell
Email – rdowell@hardingcharterprep.org
~~Office – 405-767-3003 ext. 402~~
Chief Operating Officer / Title IX Coordinator – Jeremy Williams
Email – jwilliams@hardingcharterprep.org

Special Education Coordinator – Amy Pemberton
Email – apemberton@hardingcharterprep.org

English Language Learner Coordinator – Bianca Rose
Email – brose@hardingcharterprep.org

Business Manager – Judy Luster
Email – jluster@hardingcharterprep.org
~~Office – 405-767-3003 ext. 400~~

12600 N Kelley Avenue~~1301 NE 101st Street~~

Oklahoma City, OK 73131
405-767-3003 ext. 800
www.~~hicd~~hardingcharterprep.org
~~12600 N Kelley Avenue1301 NE 101st Street~~

~~Oklahoma City, OK 73131~~
~~www.hicdhardingcharterprep.org~~

~~District Office Contact Information~~

~~Superintendent – Steven Stefanick~~
~~Email – sstefanick@hardingcharterprep.orgsstefanick@hicd.org~~
~~Office – 405-767-3003~~ ext. 4

~~12600 N Kelley Avenue~~
~~Oklahoma City, OK 73131~~

GENERAL SCHOOL INFORMATION

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~~Independence Charter Middle School~~ Harding Charter Preparatory Middle School at Independence

Mission Statement

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

School Office Contact Information

Office – 405-767-3003 ext. 2
Fax – 405-609-1677
Website – www.~~hied.org~~hardingcharterprep.org

School Doors Open
7:00 a.m.

School Breakfast
7:00 a.m. – 7:55 a.m.

School Hours
8:00 a.m. – 3:152~~:46~~5 p.m.

Principal Offices
7:00 a.m. – 4:00~~15~~ p.m.

Attendance Office
7:30 a.m. – 4:00~~15~~ p.m.

~~Counseling Office~~
~~7:15 a.m. – 3:15 p.m.~~

Classroom Teachers
7:30 a.m. – 3:45~~15~~ p.m.

After School ~~Activities~~ Activities ~~(M, T, TH, F)~~
3:152~~:45~~~~50~~ p.m. – 4:30150~~5~~ p.m.

3232 NW 65th Street
Oklahoma City, OK 73116

Faculty and Staff

Faculty/Staff	Subject Area	Degrees and Universities
Adams, Jennifer	Fine Arts	BA, University of Tulsa M FA, Brandeis University
Allen, Deborah	English Language Learner Coordinator	BA, University of Louisiana Lafayette MA, University of Louisiana Lafayette
Banks, Dallas	Social Studies	BA, University of Central Oklahoma M.Ed, University of Central Oklahoma
Beam, Sydney	Spanish	BA Ed., Oklahoma State University
Bishop, Amanda	Media Specialist/AVID	BA, University of California, Santa Barbara MA, Vanderbilt University
Bouchereau, Sherry	Science	BA, University of Oklahoma MS, Oklahoma State University
Carllson, Christine	English	BS Ed., University of Oklahoma
Conner, James	Business Manager	
Flores, Pablo	Custodian	-
Frame, Amy	Social Studies	BA, University of Central Oklahoma
Gresham, Amy	Administrative Assistant	-
Halpern, Kimberly	Reading	BS, East Central University MS, Northeastern State University
Hanson, Chris	Social Studies	BA, University of Central Oklahoma
Henderson, Dainta	Mathematics / Athletic Director	BS, Bellevue University MA, Western Governors University
Jones, De'Andre	Music	BA Ed., Fisk University
Kimball, Madeline	English	BS Ed., Southwestern Oklahoma State University
Knudson, Megan	English	BA, University of Oklahoma MA, University of Oklahoma
Linderer, Susan	Counselor	BS Ed., Oklahoma State University M Ed., University of Central Oklahoma
Mack, Apriel-Nikolle	Mathematics	M Ed., Grand Canyon University
McElvany, Dylan	Science	BS, Saint Gregory's University
Mendus, Mary	Mathematics	BS Ed., University of Central Oklahoma
Moseley, Kathy	Reading	BS Ed., Chadron State College
Shoaf, Sarah	Special Education Coordinator	BA, Louisiana State University
Stringer, Larry	Health / PE	-
Thacker, Renee	Science	BS, University of Southern Mississippi
Turner, Chris	Science	BA, Baylor University
Vogt, Deborah	Fine Arts	BM, Oklahoma City University MM, Oklahoma City University
West, Jami	Principal	BS Ed., Oklahoma Baptist University M Ed., Wichita State University M Ed., University of Central Oklahoma
White, Aleiha	Computer Science	BS, Langston University

~~Harding Independence Charter~~ Charter ~~Preparatory School District, Inc. Governance Board~~

~~Dr. Jeree Frost~~Suzanne ~~Ritchal~~	~~Member~~Member
~~Ryan Coleman~~Dr. ~~Jeree Frost~~	~~Vice President~~Member
~~Jack Harbin~~Ryan ~~Coleman~~	~~Member~~Vice President
~~To be elected September 2023~~	~~Member~~
~~Amanda Bridges~~Amanda ~~Bridges~~	~~Member~~Member
~~Angela Parker~~Angela ~~Parker~~	~~Member~~Member
~~To be elected September 2023~~	~~Member~~
~~Lisa Miller~~	~~Member~~
~~Lisa Miller~~Michael ~~Pedder~~	~~Member~~President
~~Michael Pedder~~Pat ~~McKinstry~~	~~President~~Member
~~Pat McKinstry~~Lisa ~~Boevers~~	~~Member~~Secretary
~~Lisa Boevers~~Steven ~~Stefanick~~	~~Secretary~~
~~Steven Stefanick~~Lou ~~Falsetti~~	~~Superintendent~~
~~Lou Falsetti~~Judy ~~Luster~~	~~Legal Counsel~~

~~Independence Charter Middle School~~Harding Charter Preparatory Middle School at Independence

2026~~43~~-2027~~54~~ Calendar

August 3~~August 51~~	5th Grade Orientation – No Classes~~Normal Office Hours Resume~~
August 3~~August 7~~~~August 5~~	New Staff Professional Development – No Classes~~Camp Patriot~~~~5th Grade Orientation (5th Grade Only)~~
August 4 – 7~~August 58~~	Professional Development – No Classes~~New Teacher Staff to HICD~~~~Professional Development~~
August 10~~August 6 – 98 – 14~~	Schedule Pick-Up Day – No Classes~~Professional Development~~
August 10 – 11~~August 124~~	Staff Work Day – No Classes~~Schedule Pickup Day~~~~Schedule Pick-Up Day~~
August 13~~August 15~~	Classes Begin~~Classes Begin~~

August 20~~August 29~~~~August 12 - 13~~	Open House~~ICMS Open House / Curriculum Night~~~~Staff Work Day~~
September 7~~September 4~~~~August 14~~	Labor Day – No Classes~~Labor Day - No Classes~~~~Classes Begin~~
September 17 - 18~~October 18~~~~August 22~~	Parent Teacher Conferences – No Classes~~PSAT / College Day~~~~Open House~~
September 21~~October 18~~~~September 2~~	Professional Development – No Classes~~End of 9 weeks~~~~Labor Day – No Classes~~
October 12 – 16~~September 19~~	Fall Break – No Classes~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
November 23 – 27~~October 19, 20, 23~~~~October 17 - 21~~	Thanksgiving Break – No Classes~~Fall Break – No Classes~~
December 17~~November 20 – November 24~~~~October 17~~	End of Semester~~Thanksgiving Break – No Classes~~~~Professional Development~~
December 18~~December 19, 20, 21~~~~November 25 - 29~~	Staff Work Day – No Classes~~Semester Finals~~~~Thanksgiving Break – No Classes~~
December 19 - January 3~~December 19~~~~21~~	Winter Break – No Classes~~End of Semester~~
January 4~~December 20~~~~22~~	Professional Development – No Classes~~Record Day~~~~Staff Work Day~~
January 5~~December 202 - January 6~~~~8~~	Staff Workday – No Classes~~Winter Break – No Classes~~
January 6~~January 8~~~~January 7~~	Classes Resume~~Professional Development~~~~Staff Workday~~
January 18~~January 9~~~~January 8~~	MLK Day - No Classes~~Classes Resume~~
February 11 - 12~~January 15~~~~January 20~~	Parent Teacher Conferences – No Classes~~MLK Day - No Classes~~
February 15~~February 19~~~~February 10~~	Professional Development – No Classes~~Parent Conference Day~~~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
March 15 – 19~~March 15~~~~February 12~~	Spring Break – No Classes~~End of 9 Weeks~~~~Parent Teacher Conferences (4:30pm – 7:30pm)~~
April 5~~February 14~~	Spring Friday (Snow Day) – No Classes~~No Classes~~
May 19~~February 17~~	End of Semester~~Professional Development~~
May 19	8th Grade Ceremony

May 20~~March 18 – 22~~~~March 17 – 21~~	Staff Work Day – No Classes~~Spring Break – No Classes~~
~~April 18~~19	~~Spring Friday (Snow Day) – No Classes~~
~~May 20, 21, 22~~	~~Semester Finals~~
~~May 21~~22	~~End of Semester~~
~~May 21~~2	~~ICMS Graduation~~~~8th Grade Ceremony~~
~~May 23~~~~May 22~~	~~Record Day~~~~Staff Work Day~~

What to do if?

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

Daily Schedule

5th & 6th Grade

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

~~Daily Schedules~~

7th & 8th Grade

1st 7:45am – 8:35am	1st 7:45am – 8:35am
2nd 8:39am – 9:29am	2nd 8:39am – 9:29am
3rd 9:33am – 10:23am	3rd 9:33am – 10:23am
4th 10:27am – 11:17am	4th 10:27am – 11:17am
5th 11:21am – 12:11pm	5th 11:21am – 12:11pm
Lunch 12:15pm – 12:40pm	**House** 12:15 – 12:40pm
House 12:40pm – 1:05pm	**Lunch** 12:40pm – 1:05pm

6th 1:09pm – 1:59pm	6th 1:09pm – 1:59pm
7th 2:03pm – 3:00pm	7th 2:03pm – 3:00pm

MONDAY SCHEDULE

5TH / 6TH GRADE	7TH / 8TH GRADE
1st 8:45am – 9:30am	1st 8:45am – 9:30am
2nd 9:33am – 10:15am	2nd 9:33am – 10:15am
3rd 10:18am – 11:00am	3rd 10:18am – 11:00am
Lunch/Tutorial 11:03am – 11:43am	4th 11:03am – 11:45am
4th 11:46am – 12:28pm	Lunch/Tutorial 11:48am – 12:28pm
5th 12:31pm – 1:13pm	5th 12:31pm – 1:13pm
6th 1:16pm - 1:58pm	6th 1:16pm – 1:58pm
7th 2:01pm – 2:46pm	7th 2:01pm – 2:46pm

TUESDAY – THURSDAY SCHEDULE

5TH / 6TH GRADE	7TH / 8TH GRADE
1st 7:45am – 8:35am	1st 7:45am – 8:35am
2nd 8:38am – 9:28am	2nd 8:38am – 9:28am
3rd 9:31am – 10:21am	3rd 9:31am – 10:21am
4th 10:24am – 11:14am	4th 10:24am – 11:14am
Lunch/Tutorial 11:17am – 12:07am	5th 11:17am – 12:07pm
5th 12:10pm – 1:00pm	Lunch/Tutorial 12:10pm – 1:00pm
6th 1:03pm - 1:53pm	6th 1:03pm – 1:53pm
7th 1:56pm – 2:46pm	7th 1:56pm – 2:46pm

FRIDAY SCHEDULE

5TH / 6TH GRADE	7TH / 8TH GRADE
1st 7:45am – 8:30am	1st 7:45am – 8:30am
2nd 8:33am – 9:15am	2nd 8:33am – 9:15am
3rd 9:18am – 10:00am	3rd 9:18am – 10:00am
4th 10:03am – 10:45am	4th 10:03am – 10:45am
Lunch/Tutorial 10:48am – 11:28am	5th 10:48am – 11:30am
5th 11:31am – 12:13pm	Lunch/Tutorial 11:33am – 12:13pm
6th 12:16pm – 12:58pm	6th 12:16pm – 12:58pm
7th 1:01pm - 1:43pm	7th 1:01pm – 1:43pm
House 1:46pm – 2:46pm	House 1:46pm – 2:46pm

Monday Schedule

The following schedule will be used for late-start Monday.
A two-minute warning bell will be given to students at 8:43 a.m.

5th / 6th Grade	7th / 8th Grade

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1st 8:45 – 9:26 a.m.
2nd 9:29 – 10:10 a.m.
3rd 10:13 – 10:54 a.m.
Lunch/Tutorial 10:57 – 11:47 a.m.
4th 11:50 – 12:31 p.m.
5th 12:34 – 1:15 p.m.
6th 1:18 – 1:59 p.m.
7th 2:02 – 2:45 p.m.

1st 8:45 – 9:26 a.m.
2nd 9:29 – 10:10 a.m.
3rd 10:13 – 10:54 a.m.
4th 10:57 – 11:47 a.m.
Lunch/Tutorial 11:50 – 12:06 a.m.
5th 12:09 – 12:59 p.m.
6th 1:02 – 1:52 p.m.
7th 1:55 – 2:45 p.m.

FIRST LUNCH

SECOND LUNCH

1st 8:45 – 9:31 a.m.
2nd 9:35 – 10:16 a.m.
3rd 10:20 – 11:01 a.m.
5th/6th Lunch 11:05 – 11:45 p.m.
4th 11:49 – 12:30 p.m.
5th 12:34 – 1:15 p.m.
6th 1:19 – 2:00 p.m.
7th 2:04 – 2:45 p.m.

1st 8:45 – 9:31 a.m.
2nd 9:35 – 10:16 a.m.
3rd 10:20 – 11:01 a.m.
4th 11:05 – 11:45 p.m.
7th/8th Lunch 11:50 – 12:30 p.m.
5th 12:34 – 1:15 p.m.
6th 1:19 – 2:00 p.m.
7th 2:04 – 2:45 p.m.

Tuesday - Friday Schedule

The following schedule will be used for Tuesday - Thursday
A two-minute warning bell will be given to students at 7:43 a.m.
Lunch is based on 4th hour teacher.

FIRST LUNCH5th / 6th Grade
SECOND LUNCH7th / 8th Grade

Advisory 7:45 – 8:25 a.m.
1st 7:458:29 – 8:359:13 a.m.
2nd 8:389:17 – 9:2810:01 a.m.
3rd 9:3110:05 – 10:2110:49 a.m.
5th/6th LunchLunch/Tutorial 10:2453 – 11:13:33 a.m.
4th 10:53 – 11:37 a.m10:24 – 11:13 a.m..
4th 11:37 – 12:21 p.m.11:16 – 12:06 p.m.
7th/8th LunchLunch/Tutorial 11:41 – 12:21 p.m.11:16 – 12:06 a.m.
5th 12:0925 – 12:59:09 p.m.
6th 1:02:13 - 1:527 p.m.
7th 1:552:01 - 2:45 p.m.

Advisory 7:45 – 8:25 a.m.
1st 7:458:29 – 89:3513 a.m.
2nd 8:389:17 – 9:2810:01 a.m.
3rd 9:3110:05 – 10:2149 a.m.
4th 10:53 – 11:37
5th 12:0925 – 12:5909 p.m.
6th 1:0213 – 1:527 p.m.
7th 1:552:91 – 2:45 p.m.

Emergency Drills

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

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

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

In the case of a lockdown drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions. Classrooms will be locked and emergency personnel will be notified immediately.

Drills are conducted at various times throughout the school year.

Notification of Rights under FERPA

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

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

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governance Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in school service program or serving on an official committee, or assisting another school official in performing their tasks.
7. The district is permitted to disclose what is termed "directory information" of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or

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

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

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

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

Armed Forces Student Access

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

~~Immunizations~~

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

~~5 DPT/DTaP/TD~~
~~4 Polio~~
~~3 HEP B (7th Grade)~~
~~2 HEP A (7th Grade)~~

~~2 MMR (7th Grade)~~
~~Tdap Booster (7th Grade)~~

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Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
PreK	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th Grade	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th Grade	1 Tdap (tetanus, diphtheria, pertussis)• 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

◄ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4-th dose of IPV is not required.
■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
• The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

Medication

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

A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the guardian's written permission for administration at school.
B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

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

Child Nutrition Programs

Students may purchase meal funds through the main office. Checks made payable for meal funds will NOT be exchanged for cash. Applications for free or reduced breakfasts/lunches may be complete from the district website. Free or reduced breakfasts/lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by parent or guardian of student.** Parent/guardian drop-offs must go through the front office and should not disrupt instructional time.

Child Nutrition Charges

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

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is ~~$~~$300~~100~~;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the principal;
5. The school will notify households for negative balances by email, phone, or direct mail.

Local Meal Charge Policy Communication Requirements

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

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.
2. ~~1.~~If a student reaches the limit of $300 in charges, then the student will receive an alternate meal instead of the child nutrition program meal.

Delinquent/Bad Debt Practices

1. Households will be notified of delinquent debt monthly;

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

Financial Obligations

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

1. The student will not be allowed to pick up the following year's enrollment schedule.
2. The student's grades will not be sent out.
3. ~~The student's records will not be released to other schools.~~
4. ~~3.~~ The student will not be allowed to participate in extracurricular activities.

Leaving After School

Students must exit the school building immediately at the close of the school day unless participating in an after-school program, event or activity with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:45~~2:45~~ p.m. and must be under the direct supervision of a teacher, coach or sponsor. Any students that fail to participate in such will be removed from the school building at 3:45~~10~~ p.m., unless wind chill is below 40 degrees, heat index is above 90 degrees or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day, but no later than 4:00 p.m., and shall not loiter around or on the school grounds. It is the responsibility of the parents to ensure that students are picked up by 4:00~~15~~ p.m. If students are continually picked up late, the following may be instituted:

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

Lost and Found Articles

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

Telephone Calls & Messages

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

The policy toward messages for students is as follows:

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

Visitors

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

Flowers & Gift Deliveries

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

Pledge of Allegiance

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

~~Computing~~ Secondary ~~Device~~ Technology ~~Usage~~ Policy

~~Annual~~ Insurance Fee (Optional)

Harding Charter Preparatory School District provides optional insurance in the amount of $50.00 per device. ~~requires a $~~3~~0.00 annual technology fee per device~~. This $50.00 allows the device to have full insurance covering accidental damage, lost, and theft with $0 deductible. ~~In addition, this fee provides a protective case for each device.~~ However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of $500.00 if malicious damage occurs.

If a family chooses not to take insurance, any accidental damage, lost, and theft to the device will be at a cost of repair plus $50.00 in hourly labor, or replacement of $500.00.

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

Return

Any student who transfers out of Harding Charter Preparatory School District will be required to return their laptop and accessories. If a laptop and accessories are not returned, the parent/guardian will be held

responsible for payment in full. If payment is not received, the parent/guardian will be filed with local authorities for theft and sent to collections.

~~When a student completes 8th grade or 12th grade, the student will have the option to purchase the laptop for $5.00.~~

Taking Care of Your Laptop

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

General Precautions

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

Carrying the Laptop

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

Screen Care

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

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

Using your Laptop

At School

The Laptop is intended for use at school each and every day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, academic handbooks, student handbooks,

schedules and grades will be accessed using the laptop. Students must be responsible for bringing their laptop to all classes and charged.

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

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

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

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

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

Software on Laptop

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

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

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

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

Protecting and Storing Your Laptop

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

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

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

Storing Laptops at Extra-Curricular Events
Students are responsible for securing their laptop during extra-curricular events.

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

Repairing or Replacing Your Laptop

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

Accidental Damage or Loss Protection
The laptops are protected against accidental damage or loss due to acts of nature as long as insurance was purchased. Otherwise, accidental damage is at the cost of repair plus hourly rate of $50.00. In the case of theft, Harding Charter Preparatory School District will require that a police report be submitted. Fraudulent reports of theft will be turned over to the proper authorities. A student making a false report of theft will be subject to school discipline as outlined by the Harding Charter Preparatory School District discipline policy.

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

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

~~**Harding Charter Preparatory School District Laptop Device Protection**~~
~~The non-refundable annual fee of $50.00 includes accidental damage, lost, and theft with $0 deductible. In addition, this fee provides a protective case for each device.~~
~~However, the fee will not provide protection from malicious damage to devices and students will be responsible to replace the device in the amount of $500.00 if malicious damage occurs.~~

Technology Misuse~~Student use of networked computing devices is available from 7:45~~15 a.m. to 2:45 ~~p.m. each day. However, student use will be at the discretion of the teacher using the classroom.~~

~~Access to the internet is available on computing devices throughout the school and through Wi-Fi. However, before any student is given permission to use the internet, they must have signed the Internet Agreement part of the enrollment process.~~
The following policies apply to any computing device at ~~ICMS~~HCP. Failure to comply with these policies will result in disciplinary action through the office and loss of computing device privileges. Damages to computing devices will be at the expense of the student's family.

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

Academic Grading Scale

A - 90% to 100%
B - 80% to 89%
C - 70% to 79%
D - 60% to 69%
F - 0% to 59%

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

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

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

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

Character Grading Scale

Conduct grades are based on the following criteria:

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

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

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

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

Promotion & Retention Criteria for 5-8

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on course grades and attendance in grades 5-8.

· Students who miss more than 15% of instruction with excused and/or unexcused absences will be recommended for retention. The School Attendance Committee will make the ultimate decision. The decision will be made at the end of the second semester.

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

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by following the Parent Complaint Policy found in the HCP Policy and Procedure Manual.

Extracurricular Activity Eligibility

Any student competing in any extracurricular activity must maintain scholastic eligibility in order to participate. Scholastic eligibility is defined for every student as receiving a passing grade at or above ~~70%~~ 60% as well as an E or S conduct grade in each subject they were enrolled in during the previous semester, even if said semester is from the previous school year and/or student was enrolled in another school.

If a student does not meet this requirement, they are not eligible to participate during the first six weeks of the athletic competition period, even if said semester is in a new school year.
Example: Any student who failed a class in the 2026~~3~~ Spring Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1st competition date).
~~Students who do not meet this requirement are not eligible to participate during the first six weeks of the new semester, even if said semester is in a new school year.~~
~~**Example: Any student who failed a class in the 2024 Spring Semester is ineligible to participate until Monday, September 23, 2024. (These dates will change to reflect applicable years.)**~~

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

Students must have passing grades at or above ~~70%~~ 60% in all subjects in which they are enrolled during a semester. Students not passing at or above ~~70%~~ 60% in all subjects in which they are enrolled on the day of the grade check will be on probation for the next one-week period, as stated above. Students still failing one or more classes during the next week on the grade check day (even if it is a different class/subject than the prior week) will be ineligible to participate during the next one-week period. Students will not regain eligibility until they are passing all subjects on the day grade checks are done. During a week of ineligibility, students may still participate in practices. All ineligibility periods run from Monday to Sunday following the date of the most previous grade check. Even if students regain a passing status the day of a grade check, they are not able to participate until the following Monday.

Incomplete grades and no credits will be considered to be the same as failing grades in determining scholastic eligibility. A passing grade is defined as making a D or higher.
Example: Any student who failed a class in the 2026~~3~~ Fall Semester is ineligible to participate for the first six weeks of their athletic competition period (defined as beginning at the 1st competition date).
~~Incomplete grades and no credits will be considered to be the same as failing grades in determining scholastic eligibility. A passing grade is defined as making a C or higher.~~
~~**Example: Any student who fails a class in the 2024 Fall Semester will be ineligible until TuesdayMonday, February 17, 2025. (These dates will change to reflect applicable years.)**~~

~~Counseling Office~~

~~The school counselor's role is student advocacy and support, as well as parent and teacher support. The student is the central focus; collaborating with and providing support for parents and teachers will enhance the child's academic and social/emotional outcomes. Parents are essential school family members and are encouraged to contact the school counselor with insights and issues their child may be experiencing.~~
~~School data is used to identify areas of need, set goals, and drive the comprehensive school counseling program. The program addresses student, parent, and teacher concerns about academic and career advisement and other aspects of each student's school experience.~~

~~All are welcome and encouraged to contact the school counselor through school email, phone call, or request an appointment through the district's website. Students may complete the small form in the front office if they choose, and they will be called to the counseling office when time is available. The counselor can provide help by:~~

- ~~Working with students to decide on ways to solve personal, social, or academic problems~~
- ~~Working with students to develop academic, social, and/or coping skills~~
- ~~Listening to students with a neutral, non-judgmental ear when they are having troubles inside or outside the school environment~~
- ~~Supporting students with ADHD, anxiety, and other issues that affect their learning~~

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

- ~~Assistance with educational planning~~
- ~~Study help~~
- ~~Help with home, school, and/or social concerns~~
- ~~Discussion about questions a student feels they need to address~~

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

~~Parents/Guardians may contact the counseling office to request a meeting to be held any school day at 7:15 a.m. with the teachers as well as the counselor and an administrator.~~ ~~No group meetings will be held after school.~~ ~~If a parent/guardian is late for a scheduled meeting, the meeting may be rescheduled or may continue without the attendance of one or more teachers.~~

~~An anonymous reporting system, HICD~~HCP ~~CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.~~

Grade Viewing

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

Library/Media Center

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

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

Lost and Damaged Textbooks

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

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

Volunteer Hours

Students

The ~~HICD~~ HCP Governance Board views the Community Service component of our students' education as a means of developing awareness by our students of their role in the community. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the governance board believes that age-appropriate community service projects are an asset to the curriculum. ~~It is required that each student learn about the importance of community service and complete a project each year that will be arranged by the school administration.~~Each student must learn about the importance of community service and complete a service each year arranged by the school administration.

Parents/Families

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

Each family is ~~encouraged~~ required to complete a minimum of ~~twenty-five~~ fifteen (~~25~~15) hours of volunteer time per school year. It is the duty of parents to maintain their own records. The office shall supply each family with "time sheets" that are used to record the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. The awarding of volunteer hours for tasks is outlined below:

A. If a family member or guardian wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time.
B. If a student, family member or guardian provides classroom materials and/or purchases materials to complete a volunteer and/or education-related task, the family will receive one (1) hour of volunteer credit for every $20.00 spent.

Asbestos Hazard Emergency Response Act of 1986

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

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

ATTENDANCE INFORMATION

Attendance Policies and Procedures

Attendance is vital to the education of our students. Students don't learn when they are not in the classroom. Thus, it is not only important that every student attend school but also are not tardy. Secondarily, failure to attend school is detrimental to the student because excess absences can result in various penalties, including financial, for both the student and district.

Commented [LF2]: To advise parents & students of the costs of non-attendance

Oklahoma County Truancy Laws

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

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

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

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

Excused Absences

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

Unexcused Absences

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

Attendance and Makeup Work

If a problem of absenteeism persists, a conference may be held with the parent, the student and the principal. A behavioral or attendance contract may be written and signed by the parent and student, if

under 18 years of age, or the student may be subject to further disciplinary action, including withdrawal from ~~ICMS~~HCP.

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

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

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

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

Attendance Summary
The following chart will provide a summary to students and families regarding which absences count against a student's attendance. Students are only allowed eight (8) unexcused/excused absences per semester.

Count Against Student Attendance	Does Not Count Against Student Attendance
Unexcused/Excused Absences	School Activities – up to 10 days
	Medical Absences (with documentation)
	Funeral Absences (with documentation)
	Judicial Absences (with documentation)
	Religious Absences (with documentation)

Tardy Policy

~~ICMS~~HCP values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Tardiness tends to disrupt the continuity of the instructional process, and time lost from class is irretrievable, particularly in terms of

opportunity for interaction and exchange of ideas among students and between teachers and students. Therefore, classroom punctuality is considered to be an integral part of the students' course of study.

A tardy, defined as not being in the classroom, becomes an absence after ~~five~~ fifteen (15) minutes of class time has elapsed. **Tardiness will be excused for administrative reasons only.** All tardies accumulate for each semester in each class. Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. Three (3) tardies in a class:
   - Parent contacted by the classroom teacher~~an administrator~~
   - ~~One (1) session of administrative detention~~
2. Six (6) tardies in a class:
   - Parent contacted by an administrator
   - ~~Two~~ One (12) session~~s~~ of administrative detention
3. Nine (9) tardies in a class:
   - Conference with parents and an administrator
   - ~~Two~~ One (12) day~~s~~ of in-school suspension
   -
   - Subsequent three (3) tardies in a class after nine (9)

~~4. Twelve (12) tardies in a class:~~
   - Conference with parents and an administrator
   - ~~Two (2) days of out~~in ~~of school suspension~~ One (1) day of out-of-school suspension

GENERAL EXPECTATIONS

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~~ICMS~~HCP General Expectations

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

General School Rules

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

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

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

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

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

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

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

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

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

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

Uniform Dress Code

Pants

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

Shorts

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

~~Skirts~~

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

Shirts

- Shirts must be hunter green, navy or white.
- Only polo shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.
- Shirts may have the official HCP logo but are not required to.
    - Shirts with the HCP logo must come from the school uniform store.
    - Shirts without the HCP logo must not have any other logos or insignias.
- Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.
- Shirts with hoods are not permitted.

Seniors: Black polo shirts are permitted for members of the Senior Class only.
~~ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.~~

-

Sweatshirts

- Sweatshirts must be hunter green, navy, or white.
- Sweatshirts may have the official HCP logo but are not required to.
    - Sweatshirts with the HCP logo must come from the school uniform store.
    - Sweatshirts without the HCP logo must not have any other logos or insignias.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

Coats, Jackets, and Pullovers

- Personal coats and/or jackets are not permitted during the school day. Coats and jackets brought to school should remain in students' lockers during the school day.
- HCP pullovers and jackets from the school uniform store are permitted during the school day.
- Jackets considered to be spirit attire may be worn only on HCP Spirit Fridays.
- Clothing with a hood (hoodie) is not permitted, even if it is an HCP hoodie or HCP spirit attire.
- If sweatshirt is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

HCP Spirit Fridays

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

Extracurricular Competition Days (requires approval from the administration)

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

Shoes

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

Personal Items (non-academic)

- Must be left in designated area for the entire school day.

Eyewear

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

Headwear and Head Coverings

- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Medical/Air Filtration Face Masks

- Medical/Air Filtration face masks are allowed
- Masks must be school appropriate and cannot be bandana print.

Out of Uniform Days (requires approval from the administration)

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

Students will be informed about any violation of the dress code and added to the uniform violation list.

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

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

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

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

~~Uniform Dress Code~~

~~Pants~~

- ~~Pants must be khaki or navy blue.~~
- ~~Pants may be plain or pleated front and must have belt loops.~~

- ~~Belts are required to be worn with pants at all times.~~
- ~~Pants must fit properly and may not have tears, splits, rips or frayed hems.~~
- ~~Pants such as hip huggers, stretch pants and leggings are not permitted.~~
- ~~Pants made of denim material are not permitted.~~

~~Shorts~~

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

~~Skirts~~

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

~~Shirts~~

- ~~Shirts must be navy, white or red.~~
- ~~Only polo shirts and oxford shirts are permitted; both short-sleeved and long-sleeved shirts are permitted.~~
- ~~Shirts may have the official ICMS logo but are not required to.~~
  - ~~Shirts with the ICMS logo must come from an authorized vendor.~~
  - ~~Shirts without the ICMS logo must not have any other logos or insignias.~~
- ~~Shirts may not be rolled or tied, and the collar may not be tucked in the neck or altered in any way.~~
- ~~Shirts with hoods are not permitted.~~
- ~~**ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.**~~

~~Sweaters, Sweatshirts and Pullovers~~

- ~~Sweaters, sweatshirts and pullovers must have the ICMS logo and come from an authorized vendor.~~
- ~~Clothing with a hood (hoodie) is not permitted, even if it is an ICMS hoodie or ICMS spirit attire.~~
- ~~If sweater, sweatshirt or pullover is removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)~~

~~ICMS Spirit Fridays~~

- ~~Spirit attire includes shirts, sweaters, sweatshirts, pullovers and jackets that represent an approved ICMS club, sport, or organization and has been approved by administration.~~
- ~~Spirit attire may only be worn on Fridays.~~
- ~~Spirit attire may not be cut, altered or homemade. Spirit attire may not be rolled and/or tied.~~

~~Coats and Jackets~~

- ~~Wearing coats and/or jackets is not permitted during the school day.~~

- 5th Grade: Coats and jackets brought to school should remain in designated area during the school day
- 6th – 8th Grade: Coats and jackets brought to school should remain in students' lockers during the school day
- Jackets considered to be spirit attire may be worn only on ICMS Spirit Fridays.

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

Backpacks, Purses, Blankets & Fanny Packs
- 5th Grade: must be left in designated area for the entire school day.

6th – 8th Grades: must be left in student lockers for the entire school day.

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

Headwear and Head Coverings
- Headwear and head coverings are only allowed for religious reasons, provided the individual notifies the administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Medical/Air Filtration Face Masks
- Medical/Air Filtration face masks are allowed
- Masks must be school appropriate and cannot be bandana print.

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

Students will be informed about any violation of the dress code and added to the uniform violation list.

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

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

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

Public Displays of Affection

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

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

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Two (2) hours of administrative detention

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

Inappropriate Language

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

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

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

1. In class, on school grounds, or at school activity and was not directed to a staff member or student: two (2) hours administrative detention

2. On any electronic device that disrupts the normal operation of the school: one (1) day in-school suspension.
3. Directed at a staff member or student: two (2) days of ~~out~~in ~~of~~ school suspension.

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

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

Cafeteria Behavior

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

1. Students need to sit down with no more than 6 to a table and wait for a duty teacher to dismiss the students' table before getting in the lunch line.
2. Students will be dismissed for the lunch line when the table is full and students are calmly and quietly seated.
3. Cutting in line is prohibited unless a student has a pass.
4. Students need to remain quiet in the lunch line out of respect for our cafeteria workers.
5. Students need to raise their hands and wait for teacher permission to leave the table for any reason.
6. All students, regardless of grade level, will use the 6th grade restrooms during lunch.
7. Restaurant rules apply. Students should only visit with others at their table, and volume should be appropriate.
8. Students need to wait for teacher dismissal to go outside and/or return to class at the end of the lunch period.
9. Out of respect for our school and our custodian, students will clean up their areas before being dismissed.
10. Food and drinks may not be tossed or thrown.
11. Food and drinks are prohibited outside the cafeteria, other than water. ~~–~~
12. During the lunch periods, students must enter and exit the school through the cafeteria doors.

Failure to follow these rules may result in the following:

FIRST OFFENSE: Warning and possibly further action

SECOND OFFENSE: Cleaning tables

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

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

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

Closed Campus / Skipping Class Rules

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

FIRST OFFENSE: Two (2) hours of administrative detention ~~One (1) day out-of-school suspension or six (6) hours of detention~~

SECOND OFFENSE: ~~Two (2) days out-of-school suspension~~ One (1) day ~~out-of-~~school suspension ~~or twelve (12) hours of detention~~

THIRD OFFENSE: ~~Five (5) days out-of-school suspension~~ One (1) day out-of-school suspension

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

~~Recess Expectations~~

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

~~A. When outside for recess or other activities, students are to remain on or inside the track, the basketball court or by the swings. Students cannot be around the storage sheds, fences surrounding the property, behind the portable complex or climbing trees or other outdoor features.~~

~~B. Students must not sit on the retaining wall.~~

~~C. Playground equipment must be used appropriately and returned to the designated place when finished. No sports or recess equipment may be brought from home.~~

~~D. Students are expected to respond immediately to the whistle.~~

~~E. Students must not climb fences, trees, etc.~~

~~F. As in all other areas of school, students are expected to show respect to other students, the teachers and the campus at all times.~~

~~FIRST OFFENSE: Warning and possibly further action~~

~~SECOND OFFENSE: Cleaning tables~~

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

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

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

Hallway Expectations

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

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

Hall Passes

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

Dismissal Expectations

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

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

Cheating/Plagiarism

Plagiarism is defined as the act of appropriating the literary composition of another, or parts or passages of their writings or the ideas or language of the same and passing them off as the product of one's own mind. It does not require the exact duplication of another's work. Cheating will be considered the act or

intent of gaining, receiving or giving knowledge for an assignment or test answers without teacher approval.

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

Head Lice

When a student is found to have live head lice or nits:

1. The parent is notified, and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
4. The school may check the student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nets before the student returns.
5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

When to check beyond the identified student with live lice or nits:

1. Determine if the student has siblings in the School. If yes, then check the siblings.
2. Full classroom screenings for head lice may be done as deemed necessary by the Superintendent, or designee.

Pink Eye (Conjunctivitis)

Students with pink eye should stay home if they have eye redness with thick discharge, crusting, or discomfort. Those with bacterial conjunctivitis may return after 24 hours of antibiotic treatment. Students with viral conjunctivitis should stay home until symptoms improve. Allergic or irritant conjunctivitis is not contagious, and students may attend if they feel well.

Vomiting

Students who vomit should stay home until they are symptom-free for at least 24 hours without medication. If vomiting is due to a contagious illness, students should also be free of fever and other symptoms before returning to school.

Fever

Students with a fever of **100°F or higher** should stay home and may return to school only after being **fever-free for 24 hours without the use of medication**. If the fever is accompanied by other

symptoms of illness, students should remain home until they are feeling well enough to participate in school activities.

Cell Phones & Other Electronic Devices

A student may possess an electronic device (cellular phone, iPhone, AirPod, ear bud, smartwatch, iPod, tablet, etc.) while on school premises. ALL SUCH DEVICES ARE TO BE LEFT ~~IN THE STUDENT'S LOCKER DURING THE SCHOOL DAY FOR 6th – 8th GRADERS AND~~ IN A DESIGNATED AREA AS DETERMINED BY ADMINISTRATION~~FOR 5TH GRADERS~~. Such devices may not be activated, seen, or heard during school hours (7:45 a.m. – 2:45 p.m.). If a student calls/texts for any reason, or if a school employee receives information that a phone call/text was made, and such is confirmed, even if the student was not observed making the call/text, such will be considered as if the phone was observed being used and is an infraction of this policy. Upon confirmation that the use of a device or phone call/text was made, the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

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

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

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

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

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

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

Media Release Protection

The use of an electronic device to record or take photos of any school activities or event is not permitted. It is illegal for any party, other than those that have been approved to do such, to record students.

Lockers

Lockers are provided for the student's convenience. If for any reason the locker is not in good working order, report it to the office. Slamming and kicking locker doors often cause latches to break and is not

permitted. **Decorating the outside of lockers is prohibited unless the administration has given approval**. Stickers and tape will damage the surface of the lockers and is not permitted. Students writing on lockers or defacing them in any way will be expected to pay for the damages and will lose the privilege of using one.

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

Lockers may be accessed by students at 7:30 a.m.~~5~~, before and after lunch, and at dismissal.

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

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

Search and Seizure

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school

officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Transportation Expectations and Bus Rider Conduct

Transportation services are provided by Harding Charter Preparatory School District to support student access to school and approved school activities. Riding a district bus is a privilege, not a right. Students are expected to conduct themselves in a safe, respectful, and responsible manner at all times while waiting for, boarding, riding, and exiting the bus. Failure to follow transportation expectations may result in disciplinary action, including suspension or revocation of transportation privileges.

Student Responsibilities

Students shall:

1. Be at their designated bus stop at least five (5) minutes prior to the scheduled arrival time.
2. Wait in an orderly manner and remain a safe distance from the roadway until the bus comes to a complete stop.
3. Board and exit the bus in an orderly manner as directed by the driver.
4. Remain seated and facing forward while the bus is in motion.
5. Keep aisles, exits, and emergency exits clear at all times.
6. Follow all directions given by the bus driver or other authorized school personnel.
7. Speak quietly and use appropriate language.
8. Keep hands, feet, objects, and personal belongings to themselves.
9. Respect the rights, safety, and property of others.
10. Help maintain a clean bus environment by disposing of trash properly.
11. Immediately report unsafe conditions, accidents, or concerns to the bus driver.

Prohibited Conduct

The following behaviors are prohibited on any district bus or school-provided transportation:

1. Fighting, physical aggression, horseplay, or behavior that may endanger others.
2. Bullying, harassment, intimidation, or threats toward any student or staff member.
3. Profanity, inappropriate language, or disruptive shouting.
4. Throwing objects inside or outside of the bus.
5. Extending hands, arms, heads, or objects outside bus windows.
6. Standing, changing seats, or moving about while the bus is in motion unless directed by the driver.
7. Possession or use of tobacco products, vaping devices, alcohol, illegal drugs, or controlled substances.
8. Possession of weapons, dangerous instruments, fireworks, or other prohibited items.
9. Damaging, vandalizing, or defacing district transportation equipment.
10. Eating or drinking on the bus unless specifically authorized by school personnel.
11. Using electronic devices in a manner that distracts the driver or disrupts the safe operation of the bus.
12. Any behavior that interferes with the driver's ability to safely operate the vehicle.

13. Any behavior outlined in the School Handbook that may apply on the transportation vehicle.

Bus Stops and Route Procedures

1. Students may only board and exit the bus at their assigned stop unless prior approval has been granted by the district.
2. Students shall not cross the street until directed by the bus driver.
3. Parents and guardians are responsible for ensuring students arrive at the bus stop on time.
4. The district reserves the right to modify bus routes, stops, and schedules as necessary to ensure safe and efficient transportation services.
5. Students who repeatedly fail to follow bus stop expectations may lose transportation privileges.

Activity Trips

All transportation expectations and disciplinary consequences apply during field trips, extracurricular activities, athletic events, and any other school-sponsored transportation. Students are expected to represent Harding Charter Preparatory School District positively while traveling to and from school events.

Video Surveillance

District buses may be equipped with video and audio recording systems. Students should have no expectation of privacy while riding district transportation. Recordings may be used to investigate disciplinary incidents, safety concerns, or violations of district policy.

Student Discipline and Loss of Transportation Privileges

Student misconduct on a bus may result in school disciplinary consequences in addition to transportation consequences. Depending on the severity and frequency of the behavior, consequences may include:

- Verbal warning
- Parent notification
- Assigned seat
- Bus conduct contract
- Temporary suspension of bus riding privileges
- Long-term suspension of bus riding privileges
- School disciplinary action in accordance with the School Handbook

Serious offenses involving violence, threats, weapons, illegal substances, or actions that jeopardize the safety of others may result in immediate removal from transportation services and additional disciplinary consequences.

Safety First

The safety of all students is the district's highest priority. Students who choose to ride district transportation are expected to follow all transportation rules and cooperate fully with bus drivers and school staff. By working together, we can ensure that transportation remains safe, orderly, and available for all students.

Fighting

It is the student's and/or parents' responsibility to immediately notify a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason. ~~Any physical altercation is considered a fight.~~

Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:

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

SECOND OFFENSE:

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

SUBSEQUENT OFFENSE(S):

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

***Note: Fighting offenses are inclusive of the student's academic career at the school. This policy covers fighting that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel. It also covers when the student arrives at the school grounds/property until the student enters the building or departs from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle.**

Any such conduct that disrupts the educational environment regardless of whether the conduct occurs at or on any of the above circumstances or away from school property or is in the presence/possession of their parent(s)/guardian(s) shall be subject to discipline.

In instances where any of the above occurs while in the presence of their parent(s)/guardian(s) or where the student is in the possession of their parent(s)/guardian(s) the district will contact the local police department as well as the Department of Human Services to handle it.

~~***Note: Fighting offenses are inclusive of the student's academic career at ICMS or academic career at HCPthe school. This policy is limited to fighting that occurs on school grounds/property, or at school-related and/or sponsored events/activities, or under the supervision of school personnel.**~~

Destruction of School Property

All students are responsible for proper use of ~~ICMS~~HCP facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

Fraternities, Sororities, Gangs

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

Bullying Prevention

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

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

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

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school principal.
2. The principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the investigation, the principal may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the

student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.

9. The principal may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying, then they may be assigned disciplinary consequences as deemed appropriate by the principal.

Definitions/Terms of this regulation:

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

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

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

An anonymous reporting system, HICD CARES, is available to students and parents/guardians on the district website. This reporting system is to report concerns within the school.

Smoking, Vaping and Dipping

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

FIRST OFFENSE: Two (2) days out-of-school suspension; parents contacted.

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

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

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

Student ID Badges

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

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

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

- 1st Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs.
- 2nd Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs. Guardian(s) of the student will be contacted to inform them of the offense.
- 3rd Offense – Students will be provided with an additional Student ID Badge to access child nutrition and media center programs. Guardian(s) of the student will be contacted to inform that no additional Student ID Badges will be provided and either the guardian(s) of the student must pay $5.00 for a replacement, or the student will receive alternative meals.
- Subsequent Offense – Students will be provided with an alternative meal instead of the normal child nutrition program and will not be able to access materials in the media center until a new ID is purchased for $5.00.

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

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

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

~~The student's I.D. badge will be used for access to child nutrition programs, and access to materials in the media center.~~

~~Students will be issued one free photo ID during schedule pickup or during registration. Duplicate copies of I.D. badges will not be allowed to provide for a higher level of access control and security. Subsequent IDs may be purchased ($5.00) in the event an ID is lost, but the prior I.D. will be deactivated and unusable. All lost IDs must be immediately reported to the site's main office.~~

Soliciting

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

Disciplinary Policies & Procedures

The administration, faculty and staff at ~~HICD~~HCP are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly.

Behaviors/Acts Subject to Discipline

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

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

Commented [LF3]: To separate sexual harassment from other types

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

~~Behaviors/Acts Subject to Discipline~~

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~~7. Disruptive or other inappropriate behavior/acts~~
~~8. Gang-related activities~~
~~9. Extortion~~
~~10. False reports or false calls~~
~~11. Fighting~~
~~12. Forgery~~
~~13. Gambling~~
~~14. Hazing (initiations) in connection with any school activity~~
~~15. Immorality~~
~~16. Inappropriate public behavior~~
~~17. Indecent exposure~~
~~18. Possession of a caustic substance~~
~~19. Possession of guns, knives, weapons, facsimile of a weapon~~
~~20. Possession of obscene materials~~
~~21. Possession of stolen property~~
~~22. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)~~
~~23. Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled dangerous substances (as defined by Oklahoma law)~~
~~24. Sexual or other harassment of individuals, including, but not limited to, students, school employees and volunteers~~
~~25. Theft~~
~~26. Threatening or actually harming a school official verbally, physically, or in writing or text on social network sites~~

~~27. Verbal or written threats, or threatening behavior towards the school community or individuals within the school community~~
~~28. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school~~
~~29. Use or possession of tobacco in any form~~
~~30. Vandalism~~
~~31. Violation of school regulation(s)~~
~~32. Violent offense (See Title 57 O.S. section 571)~~
~~33. Willful disobedience of a directive of any school official~~

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

The above-listed behaviors of Fighting, Assault, Assault & Battery, and Horseplaying that occurs on school grounds/property, at school-related and/or sponsored events/activities, or under the supervision of school personnel or when the student arrives at the school grounds/property until the student enters the building or departs from school grounds/property until the student enters their parent's/guardian's or approved driver's vehicle is subject to discipline.

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

Types of Discipline

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

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

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

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

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

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

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

In-School Suspension
The principal and/or assistant principal may assign in-school suspension as a disciplinary measure. In-school suspension dates and times are at their discretion. In-school suspension also includes the discipline of Restricted Privileges. If a student is removed from in-school suspension for disruptive or disrespectful behavior, then out-of-school suspension will be imposed.

Out-of-School Suspension
Out-of-school suspension is the removal of a student from the school for a period of time. The length of the suspension will depend on the severity of the offense. The history of prior offenses or discipline or lack thereof may also be taken into consideration. Any suspension that exceeds ten (10) consecutive days will result in the enrollment transfer revoked at the end of the school year.

Out-of-School Disciplinary Procedures

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

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

I. Grounds for Imposing Out-of-School Suspensions (follows 70 O.S. §24-101.3)

A. Violation of a school regulation.

B. Possession of an intoxicating beverage, low-point beer, as defined by Section 37 O.S. §163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

C. Possession of a dangerous weapon (as defined herein) or a controlled dangerous substance while on or within two thousand (2,000) feet of a public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances.

D. Any student found in possession of a firearm while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, with said length of the term being determined by the district governance board, which, however, may be modified by the district superintendent on a case-by-case basis.

1. For purposes of this paragraph the term "firearm" shall mean: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

2. The term “destructive device” means—(A) any explosive, incendiary, or poison gas— (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses; (B) any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. See 18 U.S.C., Section 921.

E. Any student in grades sixth (6th) to eighth (8th) found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester.

~~E.~~ Any student in grade fifth (5th) found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school shall be suspended for 30 days. The term of the suspension may be modified by the district superintendent on a case-by-case basis. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. In addition, student’s enrollment transfer will be revoked at the end of the second semester.-

II. Terms for Out-of-School Suspensions

A. Five (5) days or less

B. More than five (5) days, including:

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

III. Conferences

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

A. Pre-Out-of-School Suspension Conference

1. When a student less than 18 years of age may be subjected to out-of-school suspension, the principal shall immediately notify the parent by phone or monitor the student calling the parent with the suspension notice and give notice to the student and/or parent, in writing, that the student is being suspended out of school and that other available options have been considered and rejected.
2. The principal will conduct an informal conference with the student, if aged 18 years or older, otherwise with at least one (1) parent and the student. The student, if aged 18 years or older, may choose not to have a parent present at any of the out-of-school suspension conferences; said choice shall be in writing, signed by the student and witnessed by one staff member. The conference will be held during a school business day, with consideration given to the hours of working parents whenever possible. The conference will be held as soon as possible after the out-of-school suspension has been imposed but before it goes into effect.
a. At a conference with the student and/or parent, the principal shall read the policy, rule, or regulation that the student is charged with having violated and shall discuss the student's conduct that violated the policy, rule or regulation. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options.
b. The student and/or parent shall be asked whether they understand the policy, rule or regulation and be given a full opportunity to explain and discuss the student's conduct.
c. If it is concluded that an out-of-school suspension is appropriate, the student and/or parent shall be advised that the student is being suspended and the length of the out-of-school suspension.
d. At the conclusion of the conference, the principal shall state whether they will terminate or modify the out-of-school suspension. If the parent and/or student, if aged 18 years or older, agrees with the principal's decision, they will be asked to sign a waiver of review. If the parent and/or student, if aged 18 years or older, is not in agreement, they may avail themselves of the appeal process.

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

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student and/or parent only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or visitors; harm to school property; or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student, if aged 18 years or older, or with the parent, if student is a minor, will be scheduled as soon as possible after the student has been removed from the building.
3. Any conferences shall occur within five (5) school business days of the imposition of the out-of-school suspension and will be held during school business days, with consideration given to the hours of working parents whenever possible.
4. The conference shall follow the same procedures as set out in IIIA above

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

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

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

V. Individualized Plan for Out-of-School Suspension

A. Education Plans

1. At its discretion, the district may provide an education plan for students suspended out-of-school for five (5) days or less.
2. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting.
   a. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.
   b. The plan shall be available to the parents of the student suspended out-of-school and shall be complied with by the parent.
   c. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.
   d. The plan shall provide for the core units which the student is enrolled in. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education.
   e. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

B. Education Services

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

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

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

VI. Appeals
Any student, parent or guardian who is aggrieved by any decision of the principal regarding the imposition of out-of-school discipline may appeal as set forth hereinbelow. Failure to follow the timelines herein will result in a waiver of the right to review and/or appeal.

Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision to the Superintendent. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension. Upon full investigation of the matter, the superintendent shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The superintendent will render a decision as soon as is practical, preferably no more than five (5) school business days from the written notice of appeal. The decision of the superintendent is final and not subject to appeal to the governance board.

~~Any student to be suspended for 10 days or more for one action will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.~~

A. –

~~A. Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision to an appellate committee consisting of the superintendent and two (2) representatives from of the Superintendent's Leadership Committee; the two (2) representatives shall be selected by the superintendent. Said appeal must be submitted to the superintendent in writing by the parent and/or student, if aged 18 years or older, within five (5) school business days of the imposition of the suspension. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term (number of days) of the out-of-school suspension. The committee will render a decision as soon as is practical, preferably no more than five (5) school business~~

~~days from the written notice of appeal. The decision of the committee is final and not subject to appeal to the governance board.~~

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

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

Any student to be suspended for 10 days or more consecutively will have their transfer revoked as stated in the Oklahoma Transfer law at the end of the school year.

VII. Appeal Hearing

A. Rules

1. The board may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision.
2. The board president, their designated representative or the hearing officer shall be responsible for ensuring that the order of procedure is followed.
3. The board president, their designated representative or the hearing officer shall ensure that the hearing is held in a respectful and dignified manner.
4. The board president, their designated representative or the hearing officer shall make all rulings regarding objections to any testimony, evidence introduction or arguments and relevancy of board member questions.
5. All arguments will only discuss the evidence presented during the hearing and shall not raise or discuss any extraneous matters not presented during the hearing or relevant thereto.
6. The student, their parent or guardian or attorney may choose to hold Part B of the hearing in open session, provided a duly signed waiver of FERPA is provided prior to the hearing, otherwise the hearing will be held in closed session. Once the hearing starts, neither the student, their parent, guardian or attorney can request, mandate or choose to have Part B conducted in an open session.
7. The board's discussion and deliberations of the suspension shall be in closed session. Board members may review any and all evidence presented during the hearing to assist them in rendering their decision.
8. The board's vote on the suspension shall be conducted in open session and by a roll call vote.
~~8.~~

No person or persons shall be permitted to disrupt or attempt to disrupt the hearing proceedings, and any person or persons doing so or attempting to do so will be removed from the hearing. The board president, their designated representative or the hearing officer shall the authority to order the removal of any such person(s) and such person(s) shall not be permitted to return to the hearing.

B. Order of procedure for the hearing will be as follows:

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

Dangerous Weapons

It is the policy of ~~HICD~~HCP to absolutely prohibit the use and/or possession of dangerous weapons and/or firearms on school premises or at school functions and /or sponsored activities regardless of where such are taking place. The policy on dangerous weapons is applicable to all students, without regard to grade or age.

A. This policy shall include but not be limited to (a) a firearm, which meets the definition as set forth in ~~HICD~~HCP's Grounds for Imposing Out-Of-School Suspensions I-D, (b) rifles, pistols or shotguns of any caliber, BB guns or air pistols, potato throwers, dart guns or blow guns, any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells or any facsimile of same.

- Any violation of this policy shall result in the immediate discipline of all students involved for a period of time which may include suspension for the remainder of the semester and the entire next semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms).
- Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this policy, shall also be subject to suspension as set forth above.

B. This policy shall also include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials,

firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices (other than those subject to ~~HICD~~HCP's Grounds for Imposing Out-Of-School Suspensions I-D).

- Any student who knowingly aids, accompanies, assists, or participates with another student in the violation of this part of this policy, shall be subject to discipline as set forth below.

1. **Warning:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
2. **Suspension:** Suspension for not less than ten (10) days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.
3. **Automatic Long-term Suspension:** Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

Drug- and Alcohol-Free School Policy

It is the policy of HCP that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution of the following which includes, but is not limited to, of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, nonalcoholic beer, look-a-likes, etc., or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel whether or not such disrupts the educational process.

~~I.~~

~~It is the policy of HICD that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages, non-intoxicating beverage (defined by law, i.e., 3.2 beer), counterfeit drugs (i.e., K2), drug paraphernalia or chemicals which provide a mood-altering effect. This policy applies while on~~

~~school-owned or provided transportation; on school premises; at school functions; at school-sponsored activities, events, performances, contests, and/or competitions, athletic or otherwise; during lunch; or while under the supervision of school personnel.~~

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

Discipline for Student Violations of Drug/Alcohol Policy

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

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

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

A. First Offense

1. Student shall receive out-of-school suspension for a period of six (6) weeks, subject to the following.
   a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
      i. To meet with an administration representative.
      ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc. will be the sole responsibility of the student's parent or guardian.

   b. An additional one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation signed by the person conducting the assessment.

2. If the student complies with a and/or b above, the suspension may be reduced, as noted therein, at the discretion of the principal.

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

III. Each act shall be considered a separate violation.

Effective Date/Retroactivity of ~~Student~~ School Handbook

This ~~Student~~ School Handbook shall be effective beginning with the 2026~~43~~-2027~~5~~4 year and shall continue in effect until such time as it is amended or revised by the ~~HICD~~HCP Governance Board.

Coversheet

Discussion and board action on contracting with the Northside YMCA for Before/After School Programming at HCP Elementary School at Kelley for the elementary school students and families.

Section: VIII. Action Items
Item: D. Discussion and board action on contracting with the Northside YMCA for Before/After School Programming at HCP Elementary School at Kelley for the elementary school students and families.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: AGREEMENT FOR USE OF HARDING CHARTER & YMCA.docx

BACKGROUND:

As Harding Charter Preparatory School District continues to expand services for students and families, administration has explored opportunities to provide high-quality before and after school programming for students attending HCP Elementary School at Kelley.

The proposed partnership with the Northside YMCA would provide structured before and after school care opportunities for elementary students in a safe, supervised environment. Programming would focus on student enrichment, physical activity, academic support, social-emotional development, and recreational opportunities outside of the regular school day.

This partnership aligns with the district’s commitment to supporting working families by providing reliable childcare options while also extending learning and enrichment opportunities for students. The YMCA has extensive experience providing youth development and out-of-school-time programming throughout the Oklahoma City metropolitan area and has a proven track record of serving school-aged children.

If approved, the program would be available to HCP Elementary School families beginning with the 2026–2027 school year. The YMCA would be responsible for staffing, program management, enrollment, and day-to-day operations in accordance with the terms of the agreement.

RECOMMENDATION:

Administration recommends approval of the agreement with the Northside YMCA to provide before and after school programming for students attending HCP Elementary School at Kelley beginning in the 2026–2027 school year.

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AGREEMENT FOR USE OF HARDING CHARTER PREPARATORY AT 12600 N. KELLEY AVE.

BY THE YMCA OF GREATER OKLAHOMA CITY TO OPERATE BEFORE SCHOOL/AFTER SCHOOL CARE PROGRAM

This Agreement made and entered into this 1st day of June 2026 by and between the YMCA of Greater Oklahoma City (hereinafter called the "YMCA") and Harding Charter Preparatory School District, (hereinafter called "School District").

WITNESSETH

WHEREAS, School District owns and has under its jurisdiction certain schools, educational facilities and equipment that may be utilized after normal school hours for quality childcare programs; and

WHEREAS there is an interest in providing Before School/After School childcare in each elementary school where there is a need and request for this service; and,

WHEREAS, the YMCA has agreed to operate a Before School/After School Care Program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Agreement, agree as follows:

I. Harding Charter Preparatory School District shall:
   a. Provide available space in school facilities for the purpose of Before School/After School Care.
   b. Provide the YMCA with designated areas for storage within the school where the program is located.
   c. Provide access to an outdoor play area.
   d. Provide access to restrooms and telephone.

II. The YMCA shall provide:
   a. Quality Child Care Programs
   b. Copies of all childcare program evaluations
   c. A copy of YMCA operating procedures, which shall include fee structures, personnel requirements, discipline policies, safety procedures, and all other policies needed to operate a quality childcare program. An update of the YMCAs new programming, fee structures, policy changes, and all other changes that may occur while this Agreement is in effect.

III. The YMCA agrees to indemnify and save School District harmless from and against any and all losses, claims, demands, liabilities, suits or actions, including all reasonable expenses and attorney's fees, for injuries or loss caused by or resulting from the acts or omissions of the YMCA employees, subcontractors, or agents of the YMCA and School District. This indemnity does not alter or waive tort immunity.

Further, the YMCA agrees to procure and keep in force, for the entire time this agreement is in effect, minimum insurance coverage for general liability in the amount of $2,000,000 per occurrence and will include School District and KLS Leasing II, LLC (KLS II) as an additional insured during said duration. The insurance shall be carried with an insurance company or companies

qualified to transact business in the State of Oklahoma reasonably satisfactory to Landlord, with a rating of A-, VII or better in the current Best's Insurance Reports, published by A.M. Best Company. A copy of the policy or policies or a certificate of insurance shall be delivered to School District and KLS II upon request. The YMCA shall be responsible for all licensing requirements and shall be responsible for compliance with all state and federal regulations affecting the operation by YMCA of said childcare program. School District shall not be responsible for licensing or compliance with state and federal regulations affecting Before School/After School, this being the sole responsibility of the YMCA.

Further, School District is not responsible for supervising the care program, discipline, safety procedures, personnel requirements or any other matter concerning the operation of the childcare program, such being the sole responsibility of the YMCA.

IV. The YMCA agrees that all facilities and properties shall be used in compliance with all federal, state, and local laws, and in accordance with all rules and regulations of HCD.

The terms of this Agreement shall be from August 1, 2026, and terminating July 31, 2027. This Agreement may only be modified or amended by mutual consent of the parties in writing.

It is mutually agreed that either the YMCA or School District shall have the right and privilege of canceling this Agreement upon one hundred and twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have here unto set their hands and seals the day and year first written above.

Harding Charter Preparatory School District
School District

By_____
Board of Trustees
President

ATTEST: _____
Secretary

YMCA

By: _____
Vice President/COO

ATTEST: _____
Vice President/CFO

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

Coversheet

Discussion and action on approving HCPHS Band and Orchestra trip to San Antonio in 2026-2027.

Section: VIII. Action Items
Item: E. Discussion and action on approving HCPHS Band and Orchestra trip to San Antonio in 2026-2027.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: San Antonio Spring 2027 Proposal.pdf

BACKGROUND:

The Harding Charter Preparatory High School Band and Orchestra program is requesting approval to participate in an educational and performance-based trip to San Antonio, Texas, from April 2–5, 2027. The trip has been designed to provide students with unique opportunities for musical performance, cultural enrichment, historical exploration, and experiential learning beyond the classroom.

As part of the trip, students will perform at SeaWorld San Antonio and participate in educational visits to significant historical and cultural sites including The Alamo, San Antonio Missions National Historical Park, Mission San José, Historic Market Square, the River Walk, Natural Bridge Caverns, and other educational attractions. These experiences are intended to enhance students' understanding of American history, culture, geography, and the performing arts.

Educational Impact

The trip provides students with the opportunity to represent Harding Charter Preparatory School District through a public performance while also engaging in educational experiences that support learning beyond the classroom. Students will gain valuable experience in teamwork, responsibility, leadership, independence, and performance preparation. The itinerary includes numerous historical, cultural, and scientific learning opportunities that align with the district's commitment to developing well-rounded scholars.

Students attending the trip will miss two instructional days. The proposed dates were selected in collaboration with school administration to avoid conflicts with state assessments, AP testing, MAP testing, and other major school events.

Financial Impact

The trip will be funded through participant payments and fundraising efforts coordinated by the Band and Orchestra program. No general operating funds are requested for student participation costs. The proposal includes fundraising opportunities to help offset expenses for participating

students and families. The district will cover the cost of one designated HCPHS administrative representative serving as a school sponsor and chaperone.

Estimated participant costs range from approximately $1,067 to $1,253 per student depending on occupancy and final participant numbers. Pricing is subject to final vendor confirmation.

Safety Considerations

A comprehensive supervision and safety plan has been developed. Safety measures include background-checked chaperones, an HCPHS administrator accompanying the trip, student accountability groups, transportation provided by a licensed charter company, emergency communication tools, and a dedicated tour director provided by Music Travel Consultants. Parents and students will be required to complete all district travel and liability documentation prior to participation.

RECOMMENDATION:

The Superintendent recommends approval of the HCPHS Band and Orchestra educational trip to San Antonio, Texas, April 2–5, 2027, as presented.

2027 SPRING

SAN ANTONIO

The HCP Band and Orchestra are seeking approval for an educational trip to San Antonio, TX in the Spring of 2027.

Kelli Taylor
Band and Orchestra Director

Presenting your custom designed proposal:

Harding CPHS Band & Orchestra

of

Oklahoma City, Oklahoma

Ms. Kelli Taylor, Band & Orchestra Director

Your proposed trip is to:

SAN ANTONIO, TX

Including these trip highlights:

Seaworld Performance

Riverwalk

The Alamo

Historic Market Square

Proposed trip date:

April 2 - 5, 2027

Presented by:

Mickey Stisher

Travel Designer

mickey.stisher@musictravel.com

MUSIC TRAVEL CONSULTANTS®

www.musictravel.com

Harding CPHS Band & Orchestra

Oklahoma City, OK

April 2 - 5, 2027

Friday, April 02 — Travel & Riverwalk

***Estimates Included

Estimates are included as some 2027 pricing is not yet available. Pricing will be updated as it becomes available.

***MTC Online

Eliminate stress and headaches from your school or music booster organization, and pass the liability to MTC. Your travelers may easily sign-up and pay for their children's trips online, directly to MTC, 24/7. No more dreaded collection phone calls about past due payments! Just watch the excitement when you announce your group's next trip. Save time, energy and trees, all with MTC Online!

***MTC Tour Director

Some student travel companies send groups out alone, leaving you, the director or group leader, to figure out meals, rest stops, directions, timing and to manage coach drivers on the way to your destination(s). Those same companies, at best, may provide a person to meet you when you arrive. Music Travel Consultants provides every group with a personable, organized and experienced Tour Director, empowered to fix problems on the spot. She or he manages the trip's numerous moving parts, from confirmations, reconfirmations and deadlines, to changes, routings and more. He or she meets you at your departure point, and stays with you throughout the trip, by your side, until your group returns safely home. So, travel with MTC. Enjoy the trip with your students, and leave travel details to us!

***MTC Travel App

With our exclusive, free MTC App, you can provide the ultimate in convenience, fun and safety throughout your group's trip! Travelers may message their chaperone or group leader if needed, contribute photos to the group's trip feed (which may be edited by the group's director), and chaperones may locate travelers and take attendance using the MTC App. Give your group the best and safest trip ever with the MTC App!

***Gift Link

Request safe and secure contributions to assist in covering the cost of your trip. Gift Link allows you to efficiently contact family and friends that are invested in your educational journey. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

Depart for San Antonio

Depart for San Antonio.

Lunch at the Rivercenter ($25)

$25 will be provided on a pre-paid debit card.

The Alamo

Free time to explore The Alamo. Mission San Antonio de Valero was established in 1718 as the city's first mission. By 1836, the Alamo was the "Cradle of Texas Liberty," until the self-proclaimed Mexican dictator, Santa Ana, decided to suppress the Texans' yearnings for independence. Determined to defend the Alamo, a band of 189 Texans tried to hold off a Mexican army of thousands. The 13-day siege resulted in the deaths of the defenders including notables such as Davy Crockett and Jim Bowie.

Riverwalk Cruise

Your 35-minute narrated cruise in our brand-new, colorful and quiet electric barges will take you on an enchanting journey through San Antonio's rich history, from La Villita, the city's first neighborhood (and where General Santa Anna placed his cannon line in the Battle of the Alamo)… past the Old Mill Crossing where Teddy Roosevelt led his Rough Riders…

You'll learn about our city's architecture and points of interest, such as Selena's Bridge, where Tejano superstar Selena Quintanilla Pérez's husband proposed to her in the movie; the Hyatt Regency Hotel, designed so its height would not cast a shadow on the Alamo in the setting sun; and the Briscoe Western Art Museum. Our German, Mexican, French, Irish, and American Indian heritages create a culture unique to San Antonio.

Free time on the Riverwalk

Once you finish your riverwalk cruise, you may have some free time to explore San Antonio's Riverwalk. This area along the San Antonio River is a collection of cobblestone paths and arched footbridges where restaurants, colorful boutiques, and plush hotels are nestled in the lush foliage.

Dinner at Hard Rock Cafe

Since its 1971 opening in London, Hard Rock Cafe has become a global phenomenon. With over 100 restaurants all over the planet, this popular eatery features great rock memorabilia, music and food in a high-energy setting.

Hotel Check-in

Check in at your hotel.

Saturday, April 03 — Zoo & Andretti Indoor

Breakfast at the Hotel

Breakfast will be provided at the hotel.

San Antonio Missions

San Antonio Missions National Historical Park is a National Historical Park and part of a UNESCO World Heritage Site preserving four of the five Spanish frontier missions in San Antonio, Texas.

Mission San José

"Queen of the Missions." Established in 1720, San José y San Miguel de Aguayo is the largest mission in San Antonio. Spanish designers built the mission using Texas limestone and brightly colored stucco. At its height, it provided sanctuary and a social and cultural community for more than 300 Indians. In 2011, it underwent a $2.2 million renovation to refinish interior domes, walls, and the altar backdrop. When visiting the church, be sure to look for flying buttresses, carvings, quatrefoil patterns, polychromatic plaster, and the famed "Rose Window," a superb example of Spanish Colonial ornamentation.

Ranger Led Education Program

The National Park Service offers many educational opportunities for students to experience the natural and cultural history of the San Antonio Missions. The park is an ideal "outdoor classroom" in which to explore the heritage of our nation's Spanish Colonial past and appreciate the value of historic preservation. This educational guided tour will give students the history and overview of life in mission times.

Lunch at Historic Market ($25)

$25 will be provided on a pre-paid debit card for lunch at the Historic Market. Shops, restaurants, and vibrant surroundings. All at Historic Market Square. A three-block outdoor plaza lined with shops, and restaurants in downtown San Antonio, Historic Market Square is the largest Mexican market in the United States. The "El Mercado" and the "Farmer's Market Plaza" boasts more than 100 locally-owned shops and stalls. Enjoy the sights and flavors of old Mexico and find authentic Talavera pottery, exotic curios, and handcrafted works of art.

Japanese Tea Gardens

The Japanese Tea Garden reopened in March 2008 after the San Antonio Parks and Recreation Department and the San Antonio Parks Foundation completed infrastructure rehabilitation to the facility, to include walkways, piping, filtration, wall repairs, and pond sealing. The restored garden features a lush year-round garden and a floral display with shaded walkways, stone bridges, a 60-foot waterfall and ponds filled with Koi.

San Antonio Zoo

The San Antonio Zoo, operated by the San Antonio Zoological Society, is a non-profit organization committed to securing a future for wildlife. Through its passion and expertise in animal care, conservation, and education, the zoo's mission is to inspire its community to love, engage with, act for and protect animals and the places they live. The zoo welcomes more than a million visitors each year and is open year-round.

Dinner at Andretti Indoor

Dinner will be provided at Andretti Indoor Karting & Games, with the arcade, laser tag, cart racing, and their 7D experience.

Sunday, April 04 — SeaWorld & Performance

Breakfast at the Hotel

Breakfast will be provided at the hotel.

SeaWorld

SeaWorld San Antonio is Texas' best theme park! Experience amazing thrills and rides including Tidal Surge: The tallest, fastest ride of its kind, plus lots of sea creatures to explore.

***SeaWorld is cashless.

Soundwaves Performance!

The Harding Charter Prep Band & Orchestra will perform for the crowd at SeaWorld San Antonio!

***Chairs are provided. Everything else is the responsibility of the performing group.

Buffet Lunch

Enjoy an all-you-care-to-eat buffet at a venue in SeaWorld.

Free Time

Enjoy free time at Sea World San Antonio.

Dinner in the Park ($25)

$25 will be provided on a pre-paid debit card.

Monday, April 05 — Caverns & Travel

Breakfast at the Hotel

Breakfast will be provided at the hotel.

Hotel Check-out

Check-out of your room by packing everything up and leaving your key card in your room. Then, load your luggage onto your motorcoach, and prepare for departure.

Depart for Caverns

Board the motorcoach and depart for the Natural Bridge Caverns.

Natural Bridge Caverns

Included in this trip to the Natural Bridges Caverns is the Discovery Tour. It's the original and Natural Bridge Caverns' most popular tour, the Discovery Tour introduces you to an underground world of natural beauty and amazement. Travel through a half-mile of the largest and most spectacular show cavern in Texas. You'll walk 180 feet below the ground, while listening to our knowledgeable tour guide. See awe-inspiring, ancient formations centuries in the making and still growing today, such as amazing stalagmites, stalactites, flowstones, chandeliers and soda straws. Take pictures along the way because this is one walk through time that you will never want to forget.

***It is suggested to wear comfortable walking shoes that provide traction on steep, wet surfaces, and proper clothing for tour. The cavern will be at a temperature of 70 degrees. No gum, food, or drinks (other than water) are allowed inside the Cavern. Restrooms are not available during the tours.

Depart for Home

Board your motorcoach and depart for home.

Lunch En Route ($15)

$15 will be provided on a pre-paid debit card.

Dinner En Route ($15)

$15 will be provided on a pre-paid debit card.

Arrive at School

Arrive back home after a memorable trip to San Antonio!

TOUR CONDITIONS

Harding CPHS Band & Orchestra

Oklahoma City, Oklahoma
to:

San Antonio, TX

Seaworld Performance
Riverwalk
The Alamo
Historic Market Square

April 2 - 5, 2027

Trip Price per Person

Estimates Included. 2 Complimentary Trips Included. 54 Seats Available on 1 Coach.

Passengers	50	40	45	55
Quad	$1067	$1186	$1120	$1227
Triple	$1129	$1247	$1181	$1289
Twin	$1253	$1371	$1305	$1413
Single	$1623	$1742	$1676	$1783

IMPORTANT NOTE: The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of April 17, 2026 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

Inclusions

- Music Travel Consultants tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- (3) nights Hotel Accommodations per the itinerary
- (11) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

Non-refundable deposit	$80.00	September 12, 2026
Installment	$165.00	October 12, 2026
Installment	$165.00	November 12, 2026
Installment	$165.00	December 12, 2026
Installment	$165.00	January 12, 2027
Installment	$165.00	February 12, 2027
Final Payment	Balance	March 12, 2027

Cancellation Information

"Cancellation" is defined as any change made to the passenger list after the last day to cancel prior to trip departure day. Cancellation must be made under the traveler's account at TripAccount.com by clicking the, "Cancel a Traveler" link on traveler's/payer's welcome page dashboard OR by e-mail or written communication to MTC®. With the exception of non-refundable deposits/payments, if cancellation is received before the last day to cancel prior to trip departure day, money returned by suppliers is refundable. Cancellations received after the cancellation deadline prior to trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled traveler. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact MTC® for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

Tour Operator Responsibility

MTC® acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that MTC® shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. MTC® reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. MTC® reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that MTC® shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants LLC.

4/17/2026

WHY CHOOSE MUSIC TRAVEL CONSULTANTS?

Founded in 1987 by music advocates, Music Travel Consultants specializes exclusively in student group travel arrangements for middle school, high school and collegiate bands, choirs, and orchestras. Now led by award-winning music teachers, we focus on meeting the needs and exceeding the expectations of students, teaching staff, parents and administrators in each group we serve. High quality trips and extraordinary personal service are the hallmarks upon which we've built our reputation. Our staff takes the time to understand your needs and concerns. MUSIC GROUP TRAVEL is OUR business. We know MUSIC . . . musicians, music educators, music directors and arts advocates comprise our staff. We know GROUPS . . . we've focused exclusively on group trips since day one. And we know TRAVEL . . . our staff has vast travel knowledge and travel experience in every popular music group destination around the globe. Our commitment is to give your group an educational and once in a lifetime travel experience.

Learn more about MTC here: www.musictravel.com/introduction

THE TRIP ACCOUNT APP

A travel app for the finest performing ensembles in the world.

Music Travel Consultants introduces the Trip Account App, free to all travelers. Music directors, staff, chaperones and students can use this secure, information-packed, versatile app during their trip. The App features real-time trip schedule updates so everyone knows where to go and when to be there. The App also provides instantaneous group messaging because communication is key to a successful trip and invaluable in an emergency. Travelers can use the app to securely send messages and upload photos with access by only members of their group. The Trip Account App is full of music director tools which easily record contacts, create lists of all kinds and assigns chaperones. To stay organized, assistants, staff and boosters may be granted access at the director's discretion. The Trip Account App frees the director's time and provides staff, chaperones, students and all other travelers a convenient, easy and secure way to enjoy the trip and all it offers!

You can find out more about the Trip Account App at: www.musictravel.com/app

DEDICATED TOUR DIRECTORS

One of the integral parts of a successful Music Travel Consultants trip is having dedicated and committed Tour Directors by your side throughout your journey. From a group's first steps out the door until they return safely home, if the unpredictable happens, rest assured that your MTC Tour Director will use extensive training and management skills to find a solution as quickly as possible. Want to know more about the importance of having a dedicated MTC Tour Director at your side on your next trip?

Learn more at: www.musictravel.com/mtc-tour-directors.html

GIFT LINK

Safe and secure contributions to assist in covering the cost of your trip.

A trip to any destination can be expensive. Spending a few weeks overseas is an even larger financial investment. But don't forget these wise words: Travel is the only thing you can spend money on that will make you richer!

At Music Travel Consultants, we realize that you are investing family resources to send your students and sometimes yourself on your next trip. We work diligently to offer a safe and rewarding experience worthy of this financial sacrifice. To that end, we are proud to present Gift Link.

Gift Link allows you to efficiently contact family and friends that are invested in your musical journey. Be it a trip to Indianapolis for Grand Nationals, a tour of D.C. during the Cherry Blossom Festival or a multi-week tour the includes an international flight, the Eiffel Tower, Normandy and Disneyland Paris, this personal fundraising option transfers 100% of your collected financial gifts directly into your trip account. Gift Link is a perfect suggestion for birthday or holidays. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

Find out more at: www.musictravel.com/gift-link

THE MTC FAMILY OF BRANDS

Since 1987, Music Travel Consultants, led by accomplished music educators, has become the first choice for student performance group travel by providing industry-leading, on-line services and customer-based support. Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based MTC successfully partners with directors and administration, designing travel to destinations within the United States and around the globe. With more than 165 years combined travel expertise earned in over 68 countries, Music Travel Consultants anticipates group needs and delivers an amazing travel experience.

In today's world, nothing is more important that our children's education. To strengthen educational values, learning must be experienced in person. With over a century of in the classroom and out in the world tach experience, Educational Destinations is supremely equipped to connect student the world. The educational process will be enhanced by accomplished educators and a travel team by your side from the planning process to your return home. Our solutions reduce liability for both school and trip organizers while our curriculum allows the teacher to educate.

Musicians Abroad catapulted off an already amazing student experience provided by Ambassadors of Music, to one that fits the nature of today's international travel demands. Rather than offer the same itinerary to every state or regional group biannually, Musicians Abroad uses the power of MTC's extensive international travel knowledge to customize plans that fit each ensemble and their students. Two inaugural trips debuted in the summer of 2023 with several additional tours planned for upcoming years.

Designing tours for all types of school groups, Bennett Travel consistently offers the best quality at an affordable rate. Superb service and attention to detail has been their hallmark since 2008. The company, based in Michigan, was founded by Jeffrey Bennett after he completed a successful 30-year career as Director of Bands/Orchestras in North Branch, Kentwood, and Harbor Springs, Michigan. Since his retirement, he has been dedicating his knowledge, energy and expertise to organizing customized tours for school groups. Bennett Travel partnered with Music Travel Consultants in 2021.

ASSOCIATIONS

We are pleased to be members of the following prestigious and respected travel associations in an ongoing effort to provide the absolute best student group travel service possible.

The MTC Family of Brands is proud to be a Disney Parks Recognized Youth Travel Planner. We were also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium.

We are pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stage play and musical production company of the Disney Theatrical Group, a subsidiary of The Walt Disney Studios, a major business unit of The Walt Disney Company.

The MTC Family of Brands is proud to be an official Universal Orlando Preferred Youth Travel Planner. Universal Orlando Resort™ is proud to partner with select vendors that provide superior service and quality products for the ultimate theme park and resort hotel experience.

Music Travel Consultants is pleased to be the Official Student Travel Partner of Music for All and Bands of America. Music for All is one of the largest and most influential national music education organizations in support of active music-making. Music for All is unique in that it combines programming at a national level with awareness campaigns, research and advocacy. Bands of America, the nation's leading presenter of music events for high school band students, champions a mission to create and provide "positively life-changing" experiences for students, teachers, parents and communities.

The MTC Family of Brands is proud to be Winter Guard International's Preferred Travel Partner. WGI Sport of the Arts is the world's premier organization producing indoor color guard, percussion and winds competitions. As a non-profit youth organization, WGI also serves as the governing body for the indoor color guard, percussion and winds activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Even with over 40 years of history, the sport continues to evolve and grow.

MEMBERSHIPS

Providing students with educational and unforgettable experiences is an effort that goes beyond The MTC Family of Brands. We are surrounded by world-class programs and partners that support our vision and we support each other. Below are a portion of additional organizations with which we are proud partner.

A feature of TRIP ACCOUNT®

With Millions already raised, use this Standard-Setting Personal Fundraising Tool for your next trip.

GiftLink

Safe and secure contributions to assist in covering the cost of your trip.

Gift Link allows travelers to efficiently contact family and friends that are invested in their travel journey. Our personal fundraising option transfers 100% of collected financial gifts directly into your trip account, providing you with the gift of travel.

MUSIC TRAVEL CONSULTANTS®

Learn more at:
www.musictravel.com/gift-link

Other considerations

- Fundraisers will be planned to offset the cost for all participants, including our annual Snap Raise fundraiser, a crowd-funded program like Go Fund Me but for school programs like band and sports. Other fundraisers will be planned at the discretion of the director and with the permission of Joe Hughes dependent on the success of the initial amount raised with Snap Raise. Families may also utilize the gift link option provided by MTC.

- Chaperones will include the director, her husband, parents or other family adults (siblings older than 21), as well as an HCPHS representative chosen from leadership. The HCPHS representative will have costs covered by the district.

Academic Impact

Students attending this trip will miss classes on Friday, April 2 and Monday, April 5. Academic impact will be no more than students who miss classes for athletic tournaments and other competitions throughout the year. AP testing, state testing, and MAP testing will not be impacted. Dates were chosen with HCP administration and other sponsors to avoid conflicts with other events.

Attendees will have the opportunity to broaden their knowledge of American history and culture by visiting Alamo, the Hispanic Market, the Mission San Jose, the historic Riverwalk, and learning from the National Park Service. Students will also have the opportunity to learn more about nature at the Japanese Tea Gardens, the San Antonio Zoo, Sea World, and at the Natural Bridge Cavern.

Finally, the band and orchestra students attending this trip will have the opportunity to perform their own concert, no festival attached, for the public at Sea World.

While students missing instructional time is always a concern, we have found that these trips give our students the opportunity to learn in ways they cannot in a classroom. Independence, teamwork, responsibility, and a sense of wonder are all things that cannot be taught but can be fostered through travel.

Safety plan

Safety measures provided by MTC and HCP:

- A trip-exclusive app is provided allows the tour guide and director to contact the group at large for emergent situations, as well as provide information about meet-up points and other important information. Parents have the option of downloading this free app and can see all messages. Usage of this app should adhere to the state law that took effect July 1.
- A tour guide travels with the group, rides the bus, and is present at all events and handles communication with the trip company in case of emergency.
- All chaperones must pass a background check.
- Each chaperone is responsible for a small group (10-15) students at all times during the trip, including checking that students are in their hotel rooms at the designated time, on the bus before departing all locations, and aiding students as needed.
- An administrator from the site will travel with the group. Administrators are responsible for all student medications and provides communication with the district
- Bus drivers are checked through their company for safe driving records and background checks.
- Bus company will have safety plans in place for emergency situations and reviews them upon boarding the bus.
- Director will check local news outlets in case of inclement weather or other emergencies.
- Travelers and their parents will sign school liability waivers for the trip.

Coversheet

Discussion and action on giving Superintendent authority to seek and secure insurance package at the limits provided to the board. If limits are exceeded, the superintendent must seek board approval.

Section: VIII. Action Items
Item: F. Discussion and action on giving Superintendent authority to seek and secure insurance package at the limits provided to the board. If limits are exceeded, the superintendent must seek board approval.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: HardingBoardEstimate.pdf

BACKGROUND:

Each year, the district must secure appropriate insurance coverage to protect district assets, operations, employees, students, and governing board members. Insurance renewal quotes and coverage options are often not available until mid-to-late June, which frequently occurs after the Board's regularly scheduled June meeting and prior to the beginning of the new fiscal year on July 1.

As a result, obtaining Board approval for a specific insurance package before renewal deadlines can be challenging. To ensure uninterrupted coverage and allow the district to respond promptly to market conditions and available coverage options, administration is requesting authorization for the Superintendent to seek, negotiate, and secure the district's insurance package within spending limits previously approved by the Board.

This authorization would provide the Superintendent flexibility to obtain the most favorable coverage and pricing available while remaining within Board-established financial parameters. If the proposed insurance package exceeds the limits approved by the Board, the Superintendent would be required to return to the Board for approval prior to executing any agreement.

RECOMMENDATION:

Administration recommends authorizing the Superintendent to seek, negotiate, and secure the district's insurance package within Board-approved spending limits. Should the cost exceed those limits, administration will return to the Board for approval prior to entering into any agreement.

Harding Insurance Estimate for 7/1/2026 - 7/1/2027 Renewal

Line of Coverage	26-27 Premium	25-26 Premium	Percent Increase	Deductible Change?	Limits Change?	Notes
Hartford						
Property (Kelley Ave)	$70,000	$69,115	1%	No change, same as expiring	No change, same as expiring	Hartford sent notice they may change the deductible structure. They confirmed with us they will not be doing that and deductibel structure will stay the same. The notice was legally pre-emptive to give them the option to review. Good news.
General Liability	$28,000	$25,115	11%	No change, same as expiring	No change, same as expiring	
Auto	$12,000	$10,256	17%	No change, same as expiring	No change, same as expiring	3 Additional Autos are not contemplated in this pricing.
Umbrella	$10,410	$9,839	6%	No change, same as expiring	No change, same as expiring	
Stand Alone Property (Centennial and Independence Locations)						
Primary Property	$167,000	$166,715	0%	No change, same as expiring	No change, same as expiring	
Excess Property	$30,000	$30,259	-1%	No change, same as expiring	No change, same as expiring	
Totals	**$317,410**	**$311,299**				

Coversheet

Discussion and action on recommended revisions to the Contract Days Policy.

Section: VIII. Action Items
Item: G. Discussion and action on recommended revisions to the Contract Days Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Contractual Days (2).docx

BACKGROUND:

Administration is recommending revisions to the District's Contract Days Policy to reflect organizational and staffing changes approved as part of the district's continued growth and restructuring efforts. As Harding Charter Preparatory School District expands and refines its operational and instructional support systems, several new positions have been created and existing roles have been modified to better align responsibilities across the district.

The proposed revisions update contract day assignments for newly established positions and ensure that all district and school-based roles are appropriately reflected within policy. These updates provide clarity regarding employee work calendars, contractual expectations, and organizational alignment for the 2026–2027 school year and beyond.

The recommended changes are administrative in nature and are intended to ensure policy accuracy, consistency, and transparency as the district implements its updated organizational structure.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Contract Days Policy as presented.

The HCP Governance Board has adopted the number of contractual days for each employee, which determines the number of contractual days and benefits.

- 242 Contract – Consists of district level ~~administration~~ staff and high school principals.
- 215 Contract – Consists of middle school principals and high school assistant principals.
- 210 Contract – Consists of elementary principals and middle school assistant principals.
- 201 Contract – Consists of ~~district and~~ school level office support staff, and academic deans.
- 181 Contract – Consists of teachers and other full-time employees.

COMPENSATION STEP SCHEDULES

The HCP 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.

CLASSROOM COVERAGES DUE TO TEACHERS WHO ARE ABSENT

The HCP Governance Board recognizes those faculty and support staff that cover classrooms during their planning periods when other teachers are absent. In an effort to support the faculty and support staff, HCP will provide compensation of $15.00 for each class period of more than 40 minutes covered by those faculty and support staff. This will be paid at the end of each semester.

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, unless it is a district tutoring program. Teachers are prohibited from tutoring a student currently enrolled in the teachers' district classroom. 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. Bonuses are paid in the same manner as the compensation herein.

ADVANCED DEGREE COMPENSATION

The governance board has established a salary schedule that allows administrators and faculty who have attained advanced degrees (i.e., Masters and Ph.D.) to be eligible to receive additional compensation in recognition of their advanced degree attainment. The administrator's and/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.

Coversheet

Discussion and action on recommended revisions to the Staff Discipline Policy.

Section: VIII. Action Items
Item: H. Discussion and action on recommended revisions to the Staff Discipline Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Discipline (3).docx

BACKGROUND:

Administration is recommending revisions to the District's Staff Discipline Policy to align with the district's updated organizational structure and supervisory framework. As part of the district's recent restructuring efforts, reporting relationships and administrative responsibilities have been refined to support increased organizational efficiency, accountability, and consistency across all schools and departments.

The proposed revisions replace references to specific positions or job titles with the term **"direct supervisor."** This change ensures the policy remains applicable regardless of future organizational changes and provides greater flexibility as the district continues to grow and evolve. The revisions also clarify that employee discipline and corrective action responsibilities rest with the employee's assigned supervisor within the established chain of command.

These updates do not alter employee rights, due process procedures, or disciplinary expectations. Rather, they serve to modernize the policy and ensure it accurately reflects the district's current governance and management structure.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Staff Discipline Policy as presented.

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~~ direct supervisor 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~~ direct supervisor shall render his/her decision. The ~~principal's~~ direct supervisor'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. ~~In the event such involves the principal or district staff, principal shall be replaced with superintendent above.~~

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.

Coversheet

Discussion and action on recommended revisions to the Leave Policy.

Section: VIII. Action Items
Item: I. Discussion and action on recommended revisions to the Leave Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Leave (2).docx

BACKGROUND:

Administration is recommending revisions to the District's Leave Policy to align with the district's updated organizational structure and ensure consistency across all employee groups. As part of the district's ongoing efforts to modernize policies and procedures, references to specific positions and supervisory roles have been reviewed and updated to reflect the current organizational framework.

The proposed revisions replace references to specific job titles with the term **"direct supervisor"** where appropriate and incorporate updates necessary to align leave approval procedures with the district's revised reporting structure. These changes are intended to provide greater flexibility, ensure policy consistency, and maintain applicability as the district continues to grow and evolve.

The recommended revisions do not substantially change employee leave benefits or eligibility requirements. Rather, they clarify administrative procedures and ensure that leave requests and approvals follow the district's established chain of command.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Leave Policy as presented.

The governance board respects the individual needs of employees to have access to proper amounts 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 should make requests sufficiently in advance of the need for the leave, unless circumstances prevent such, to provide the school reasonable time to cover the employees' duties.

Employees' leave days will be calculated based on contractual hours.

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

1. The superintendent or his/her designee will administer leave policy for district positions.
2. The principal will administer leave policy for their respective site.
3. Leave request must be submitted on the designated reporting system established by the superintendent or his/her designee.
3. ~~The district business manager will document all leave requests.~~
4. The following is a list of the leave provided by the district:
    A. Family Leave (FMLA)
    B. Sick Leave
    C. Personal Leave
    D. Emergency Medical Leave
    E. Emergency Leave
    F. Bereavement Leave
    G. Military Leave
    H. Legal Leave
    I. Vacation Leave

The governance board further would like to express its confidence in the faculty for their expression of professionalism and judicious use of leave time. If the direct supervisor ~~superintendent and/or principal~~ has cause to find the reason for leave has not been substantiated, they will inform the employee and superintendent or his/her designee of their concern. The ~~principal~~ direct supervisor 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 necessary, a hearing before the governance board shall be scheduled for consideration of disciplinary action against the employee. Abuse of leave is cause for and will result in disciplinary action which can range from a verbal warning to termination. Verbal warnings will be noted in the employee's file. Any discipline to be imposed will be pursuant to the school's discipline policy herein. The following are examples of abuse of leave, which may lead to disciplinary action:

(1) a pattern of taking leave on Fridays and the Mondays; (2) a pattern of taking leave on the day before or after a holiday; (3) misrepresenting the actual reason for the need of the leave; (4) exceeding the days allowed for the leave when the leave has been exhausted; (5) a pattern of taking the leave the day after payday; and/or (6) working elsewhere during the leave.

Leave may be denied by the ~~superintendent or principal~~ direct supervisor if they believe 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.

Coversheet

Discussion and action on recommended revisions to the Resignation of Employees Policy.

Section: VIII. Action Items
Item: J. Discussion and action on recommended revisions to the Resignation of Employees Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: resignation of employees (2).docx

BACKGROUND:

Administration is recommending revisions to the District's Resignation of Employees Policy to align with the district's updated organizational structure and supervisory framework. As part of the district's ongoing policy review process, references to specific positions and administrative titles have been evaluated to ensure consistency with the current reporting structure.

The proposed revisions replace references to specific job titles with the term **"direct supervisor"** where appropriate and update administrative procedures to reflect the district's current chain of command. These changes are intended to improve policy clarity, maintain consistency across district policies, and ensure the policy remains relevant as organizational structures evolve over time.

The recommended revisions do not alter employee rights, resignation requirements, contractual obligations, or applicable state law. Rather, they provide administrative updates designed to accurately reflect the district's current operations and management structure.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Resignation of Employees Policy as presented.

In the event an employee finds it necessary to resign during the school term, the employee shall give written notice to the direct supervisor and human resources ~~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 such involves district staff, principal shall be replaced with superintendent above.~~ 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. The governance board may choose to hold any certification after the 15th day in June has surpassed.

Coversheet

Discussion and action on recommended revisions to the Title IX Policy.

Section: VIII. Action Items
Item: K. Discussion and action on recommended revisions to the Title IX Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Title IX (1).docx

BACKGROUND:

Administration is recommending revisions to the District's Title IX Policy to reflect the designation of a new Title IX Coordinator. Federal regulations require school districts to identify and publish the individual responsible for coordinating the district's compliance with Title IX requirements, including the investigation and resolution of complaints involving discrimination, harassment, and sexual misconduct based on sex.

The proposed revision updates the policy to identify the district's newly designated Title IX Coordinator and ensures that all policy references, contact information, and reporting procedures accurately reflect the current assignment. Maintaining accurate Title IX information is essential to ensuring compliance with federal requirements and providing students, employees, parents, and community members with clear guidance regarding reporting procedures and available resources.

The recommended revision is administrative in nature and does not alter the district's obligations, complaint procedures, investigative processes, or protections provided under Title IX.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Title IX Policy as presented.

HCP complies with the Civil Rights Laws, including but not limited to Title IX of the Education Amendments of 1972. It is the express policy of the HCP Governance Board to encourage student victims of sexual harassment to come forward with such claims. Students who feel that they have experienced sexual harassment while on any HCP campus or at any HCP-sponsored event are encouraged to report these conditions, or have their parents report these conditions, to the Title IX coordinator. Any employee to whom such a report was made will provide notice of the report to the Title IX coordinator. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations.

The District Title IX coordinator oversees compliance efforts and the investigation complaints of alleged sexual harassment against students.

District Title IX Coordinator

~~Rachel Dowell~~ Jeremy Williams

12600 N Kelley Avenue

Oklahoma City, OK 73131

Phone: 405-767-3003

Email: jwilliams@hardingcharterprep.org

District administrators, teachers, and counselors shall be made aware of their obligation to receive complaints and forward them to the Title IX coordinator in a timely manner.

I. Definitions

Complainant: Individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: The alleged perpetrator of the conduct in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

District Title IX Coordinator: The District Title IX coordinator oversees compliance efforts and complaint investigations of alleged sexual harassment against students. The District Title IX coordinator may not be a Title IX investigator or decision maker.

Title IX Investigator: Title IX investigators investigate complaints of alleged sexual harassment against students. Title IX investigators may not be the District Title IX coordinator or decision maker.

District Title IX Decision Maker: The Title IX decision maker reviews reports compiled by Title IX investigators and makes a determination. The District Title IX decision maker may not be a Title IX investigator or coordinator.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Formal Complaint: A document filed by a complainant and/or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed. A formal complaint may be filed with the Title IX coordinator in person, by mail, or by email, by using the contact information listed for the Title IX coordinator.

Informal Complaint: A voluntary, structured interaction between involved parties (complainant and respondent) to help them address and resolve an issue at the earliest stage possible. Informal complaints are flexible, meaning the process can proceed in many different ways. As a general rule, an informal complaint (1) will not receive a comprehensive investigation, (2) can be kept fully confidential, and (3) will not be referred for official disciplinary action if an agreement between the parties and the school is reached.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to

a School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

A. Verbal comments of a sexual nature or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against (unwanted body contact); comments regarding physical or personality characteristics of a sexual nature; sexual name-calling; repeated propositions; and sexually oriented "kidding," "teasing," double meanings, and jokes.

B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, or about a boy's ability to excel in a class historically considered a "girl's" subject; privately talking to a student about sexual matters; and/or hugging or touching a student inappropriately.

C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and may constitute sexual harassment. Use of email, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

Threshold to Meet Title IX Complaint: If the sexual harassment occurs under the following conditions it could meet the definition of a Title IX complaint: (1) The behavior is so severe (for example, a single incident of rape) or it happened so often (for example, numerous harassing insults in the classroom) that the acts would deprive a student of equal access to education, or to an educational activity like being on a team or in the band, AND (2) HCP has authority over the person or people committing the harassing behavior or violence, AND (3) HCP has authority over the environment where the behavior is happening, including where the environment is an event involving HCP students and/or staff occurring at a non-HCP campus location, i.e., a sporting event at the opposition's location or a neutral location.

Good Cause Delay: A temporary delay of the grievance process or a limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Presumption of No Responsibility: There shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. In addition, the District shall not require, allow, rely upon, or otherwise use questions or evidence that constitutes information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The District shall not require or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

II. Reporting Allegations of Sexual Harassment

Reports of sexual harassment may be submitted to any District employee, who then shall immediately notify the Title IX coordinator. Upon receiving a report of sexual harassment from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the complainant to explain the grievance procedure, discuss the availability of supportive measures, and consider the student's wishes with regard to supportive measures.

Formal Complaint Procedure: The following shall be the procedural steps:

A. Formal Complaint: If a complainant desires to proceed with a formal complaint, then, within thirty (30) school days of an alleged violation, the complainant shall submit a written and signed formal complaint to the Title IX coordinator.

B. Supportive Measures: Upon receiving the complaint, the Title IX coordinator shall determine whether supportive measures should be taken pending the initiation and outcome of the investigation. Such interim measures may include, but are not limited to, separating the complainant from the respondent, suspending the implementation of a policy, practice, or procedure, and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.

C. Notice of Allegations: Within five (5) school days of receiving the complaint, the Title IX coordinator shall notify the respondent of the formal complaint. If, in the course of an investigation, the District obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties. The Notice shall include:

1. Notice of the formal complaint process;
2. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the formal complaint process;

4. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may be, but is not required to be, an attorney. If the advisor is not an attorney, then the parent/guardian shall provide written authorization for the advisor’s participation if the respondent is under the age of 18 years; if the respondent is over the age of 18 years, then the respondent shall provide such authorization.
5. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

D. Response: As soon as reasonably possible, but no later than ten (10) school days from the date of notification, the respondent shall submit a written response to the allegation to the Title IX coordinator.

E. Investigation: Upon receipt of the respondent’s response, HCP will designate an investigator to conduct a thorough investigation of allegations. The investigator’s contact information will be provided to both the complainant and the respondent.

1. The burden of proof and gathering evidence remains on the District.
2. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
3. Neither complainant nor respondent will be prohibited from discussing the allegations with the investigator or gathering and presenting evidence to the investigator.
4. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney, provided the required authorization has been submitted to HCP.
5. Written notice of the date, time, participants, purpose and location of any investigative interview, hearing, or other meeting shall be provided to the parties and any party who is invited or expected to attend.
6. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the District does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided to the parties at least ten (10) school days prior to the completion of the final investigation report in time to give the parties the opportunity to submit a written response to such evidence, which the investigator must consider prior to completing the investigation report.
7. A written investigation report will be provided to Title IX decision maker that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) school days before a hearing or determination of responsibility.

F. Hearing: The Title IX decision maker will conduct a hearing, whereby each party will have ten (10) school days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of the other party or any witness. Both parties will be provided with the answers to the submitted questions.

Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

G. Determination of Responsibility: A decision maker, who is not the Title IX coordinator nor the investigator, will apply a preponderance of the evidence standard to determine responsibility.

Any employee found to have engaged in sexual harassment of students shall be subject to discipline, including, but not limited to: warning, suspension, administrative leave, or termination subject to applicable procedural and due process requirements.

Any student found to have engaged in sexual harassment of other students, either on school premises or off school premises at school-sponsored activities, shall be subject to discipline, including, but not limited to: warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension as a result of the conduct, due process will be afforded to the student in accordance with the District's suspension procedures.

The decision maker will issue a written determination of responsibility that:

1. Identifies the allegations that potentially constitute sexual harassment;
2. Describes the District's procedural steps taken from the receipt of the complaint to the determination;
3. Includes findings of fact to support the determination;
4. Includes conclusions regarding application of the discipline code to the facts;
5. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and any remedies necessary to restore or preserve equal access to the school's educational programs or activities; and
6. Includes the procedures and permissible basis for appeals.

H. Appeal: Within ten (10) school days of a determination of responsibility, dismissal of a complaint or any allegations therein, either party may appeal for one of the following reasons:

1. A procedural error that affected the outcome;
2. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
3. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, HCP will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the initial determination within ten (10) school days of the

written notice to both parties of the appeal being filed. The appeal will be heard by the HCP Governance Board, which shall provide its written decision to the parties. No member of the board can have a conflict of interest or bias against complainants or respondents generally or the particular complainant or respondent. If a board member does have a conflict of interest, they will recuse themselves from the appeal process. The decision of the board will be final and non-appealable. The written decision of the board will be provided within ten (10) school days of the determination.

Records will document in each instance that the District's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

I. Recordkeeping: The District will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures.

III. Retaliation

The HCP Governance Board prohibits retaliation by the District or any employees of the District against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the District's complaint process. Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

HCP's Title IX Formal Complaint Form

Coversheet

Discussion and action on recommended revisions to the Vacation Leave Policy.

Section: VIII. Action Items
Item: L. Discussion and action on recommended revisions to the Vacation Leave Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Vacation Leave (2).docx

BACKGROUND:

Administration is recommending revisions to the District's Vacation Leave Policy to provide greater clarity regarding vacation leave usage and to support the effective operation of district programs and services throughout the year.

The proposed revisions authorize the Superintendent to establish designated vacation leave blackout dates when operational needs require the presence of key personnel. These blackout periods are intended to ensure adequate staffing during critical times of the year, including major district events, required reporting periods, leadership planning activities, school opening and closing processes, and other essential operational functions.

The recommended changes do not eliminate employee vacation leave benefits or accrued leave rights. Rather, they provide a framework for scheduling leave in a manner that balances employee flexibility with the district's responsibility to maintain continuity of operations and service to students, families, and staff.

As Harding Charter Preparatory School District continues to grow, these revisions will help ensure that critical district functions remain adequately staffed while allowing employees to effectively plan and utilize earned vacation leave.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Vacation Leave Policy as presented.

The board shall provide up to twenty (20) days of vacation leave for each 242 contractual day employee per school year. Vacation leave may not be taken during blackout dates established by the superintendent. Otherwise, vacation leave may be used at any time during the contractual year as long as such does not impact district or school operations. Employees should make requests sufficiently in advance of the need for the leave, unless circumstances prevent such, to provide the school reasonable time to cover the employees' duties. ~~Request to use vacation time must be requested in advance by a minimum of one month to the superintendent.~~ Unused vacation leave will be converted to unused sick leave at the end of the fiscal year.

Coversheet

Discussion and action on recommended revisions to the Employment Practice Policy.

Section: VIII. Action Items
Item: M. Discussion and action on recommended revisions to the Employment Practice Policy.
Purpose: Vote
Submitted by: Steven Stefanick
Related Material: Employment Practice (3).docx

BACKGROUND:

Administration is recommending revisions to the District's Employment Practice Policy to clarify expectations regarding the hiring process for leadership positions within Harding Charter Preparatory School District.

The proposed revision requires that the Superintendent be invited to participate in all final-round interviews for leadership positions. This update is intended to ensure consistency in hiring practices, alignment with district goals and priorities, and appropriate executive-level involvement in the selection of individuals who will serve in key leadership roles.

As the district continues to grow and expand its organizational structure, it is important that leadership hiring decisions reflect both the specific needs of the department or school and the broader vision and strategic direction of the district. The proposed revision promotes collaboration in the hiring process while ensuring that final candidates are evaluated with consideration of districtwide expectations and leadership competencies.

The recommended change does not alter existing hiring procedures for non-leadership positions and is intended solely to strengthen the district's leadership selection process.

RECOMMENDATION:

Administration recommends approval of the proposed revisions to the Employment Practice Policy as presented.

The governance board is committed to establishing an environment that embraces community collaboration within the employment practices of the district for all positions.

VACANCIES

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

1. The district will use all methods that are practical to advertise the job vacancy.
    - It is required that all positions be advertised for a minimum of 2 weeks unless it is determined by the superintendent or his/her designee that the job vacancy is an immediate need for the current school year.
2. Resumes and applications will be reviewed by the appropriate supervisor to ensure the applicants meet all employment requirements of the position.
3. Interviews will be conducted by the appropriate supervisor and staff at the discretion of the supervisor. ~~If the appropriate supervisor is not the Chief Academic Officer (CAO), the CAO may attend all certified personnel interviews as determined on the established compensation schedule. If the appropriate supervisor is not the Chief Operating Officer (COO), the COO may attend all support personnel interviews as determined on the established compensation schedule.~~
    - It is recommended that the appropriate supervisor conducts a minimum of 2 rounds of interviews to be consistent in employment practices, however, it is understood that at times immediate positions may need a faster schedule. In this case, it is recommended that appropriate supervisors establish a protocol to provide equal opportunity to all quality applicants.
4. The superintendent must be invited to all final leadership interviews by the appropriate supervisor.
5. The appropriate supervisor 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 appropriate supervisor – or his/her designer –– will host the applicant(s) during the visit.
6. 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 applicant accepts the position, they 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.

Vacancy, for purposes of this section, does not include a non-renewed contract position for the following school year.

NON-RENEWED CONTRACT POSITIONS

Letters of Intent for the upcoming school year will be distributed at the start of the spring semester and must be submitted by March 1 for all employees.

- If an employee provides a written formal notice of an intent not to return, the district may post the vacancy immediately upon receiving written notice from the employee.
- If an employee expresses intent to return but the appropriate supervisor determines a non-renewal is necessary for the upcoming school year, the supervisor must provide a formal written notice of non-renewal before the first Monday in June, as outlined in policy Employment Renewal Practice.

2. Once the non-renewal is received by the district office, the position will be posted following the employment procedures outlined above.

SUBSTITUTE FACULTY EMPLOYMENT

The district will 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.

Coversheet

Discussion and action on recommended revisions to the HCP Bylaws from the executive committee.

Section: VIII. Action Items
Item: N. Discussion and action on recommended revisions to the HCP Bylaws from the executive committee.
Purpose: Vote
Submitted by:
Related Material:
Bylaws_of_HCP_-_for_Full_Board_Review_with_Track_Changes (1).docx
Bylaws_of_HCP_-_for_Full_Board_Review_Clean.docx

BYLAWS OF HARDING CHARTER PREPARATORY SCHOOL DISTRICT, INC.

ARTICLE I. ORGANIZATION

SECTION 1.1 NAME. The name of the Organization shall be Harding Charter Preparatory School District, Inc., (hereinafter HCP).

SECTION 1.2 LOCATION. The location of HCP shall be ~~1301 NE 101st Street~~12600 N Kelley, Oklahoma City, OK 73131.

~~**SECTION 1.3 SCHOOLS.** The current schools operating under HCP are Harding Charter Preparatory High School and Harding Charter Middle School at Independence and Harding Preparatory Charter Elementary School at Kelley. These bylaws do not prevent HCP from forming other charter schools, as allowed by law.~~

ARTICLE II. PURPOSES AND POWERS

SECTION 2.1 PURPOSE. As set forth in the Articles of Incorporation, HCP is organized for educational, scientific and literary purposes. This purpose includes providing for the establishment, funding and operation of charter schools in Oklahoma. The vision of our schools is to adequately prepare all students for a post-secondary education of their choice after graduation.

SECTION 2.2 POWERS. HCP shall have the power to sue and be sued, to hold, receive, lease and purchase such real estate and personal property as may be requisite and expedient for its purposes and to sell, lease, encumber and dispose of such property on its own behalf or on behalf of any school under its control ~~or noted in Article 1, Section 1.3, herein~~. It shall have the power to negotiate any and all contracts involving any school under its control ~~and/or noted in Article 1, Section 1.3, herein~~. It shall have all other powers granted to non-stock, nonprofits by the general laws of this state. Provided, however, HCP shall not carry on any activities or shall it have any powers prohibited to an Organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal revenue law. In particular, but without limitation of the foregoing, HCP shall not have or issue shares of stock or pay dividends, and no part of its earnings or assets shall inure to the benefit of or be distributable to its directors, officers, or other private person, except that it shall be authorized to make payments and distributions in furtherance of its authorized purpose as noted in Section 5.12. HCP shall be the entity in control of negotiating and signing all contracts and/or agreements with any governmental agency or vendor or any entity providing services with regard to each of the respective schools, including, but not limited to, charter school contracts and leases with any sponsoring authority permitted by law. HCP may delegate the authority to negotiate and sign contracts with vendors or entities providing services to the superintendent.

SECTION 2.3 RECEIPT OF FUNDS. HCP shall be the sole receiver of any and all donations, grants, and bequeaths, not barred by law, for and on behalf of each of the charter schools under its control, except in the case that a Foundation is established for the purpose of raising funds to support HCP, in which case that Foundation may also receive funds. HCP may delegate this authority to the respective schools or to the superintendent.

ARTICLE III. OFFICE

HCP shall have and continually maintain a registered office and agent in the State of Oklahoma.

ARTICLE IV. MEMBERSHIP

SECTION 4.1 MEMBERS. HCP shall have no members other than those persons elected or appointed as members of the board of directors, who shall be considered to be the members of HCP for purposes of any statutory provisions or rule of law relating to members of non-stock or non-profit corporations. Said members shall be those individuals who serve as voting members of the HCP Governance Board and shall serve for the same terms as they serve on said board. The words director and member are synonymous for purposes of these bylaws.

SECTION 4.2 MEMBERSHIP PROHIBITION. No member of the governance board shall be employed by either charter school or be related within the second degree of affinity or consanguinity to any other member of the governance board or to any employee of either charter school.

SECTION 4.3 FINANCIAL DISCLOSURES AND BACKGROUND CHECKS. All members of HCP shall provide Oklahoma City Public Schools with financial disclosures utilizing the form provided by the Oklahoma Ethics Commission and complete a criminal background check at the expense of HCP.

SECTION 4.4 CONFLICT OF INTEREST. All members of HCP shall acknowledge and sign the Code of Conduct for HCP Governance Board members, a copy of which is attached hereto as Exhibit A.

SECTION 4.5 CODE OF CONDUCT. All members of HCP shall acknowledge and sign the Code of Conduct for HCP Governance Board members, a copy of which is attached hereto as Exhibit B. All members shall abide by the Code of Conduct, and their refusal to do so will subject the member to removal from any committee and from the Board. Any removal shall require a two-third (2/3) vote.

ARTICLE V. BOARD OF DIRECTORS

SECTION 5.1 DIRECTORS. HCP shall be governed by a ~~governance board consisting of a~~ board of directors for purposes of any statutory provisions or rule of law relating to directors of non-stock or nonprofit corporations. Directorship in HCP is not transferable or assignable. The directors shall be the only members of HCP.

SECTION 5.2 NUMBER AND COMPOSITION. The HCP ~~governance~~ Governance ~~board~~ Board shall consist of no more than fifteen (15) members. The ~~B~~board will consist of no fewer than ~~four~~ two (42) ~~and no more than seven (7)~~ parents/guardians of current HCP students~~, and no fewer than four (4) and no more than seven (7) community members. The board will strive to represent all school levels (elementary, middle, and high school)~~.

SECTION 5.3 NOMINATION PROCEDURE

- ~~Parent board members: parents/guardians interested in serving on the board can nominate themselves for consideration; parents, board members, and staff members can encourage parents to nominate themselves. The board will ensure that information about board service is~~

~~shared widely with all parents using multiple forms of communication, and will ensure that the process for self-nomination is easily accessible to all parents. These nominations will go to the executive committee. The executive committee, together with the Superintendent, will review and discuss all nominations, based on a strategic board composition plan, and recommend parent board candidates to the board for a vote according to the provisions of these bylaws.~~

- ~~Community b~~Board members: The executive committee will seek to identify ~~community~~ members who fit recruiting needs based on a strategic board composition plan by conducting outreach to find interested and qualified candidates. The executive committee, together with the Superintendent, will review and discuss all nominations, based on a strategic board composition plan. The executive committee will recommend ~~community~~ board candidates to the board for a vote according to the provisions of these bylaws.

The regular nomination shall take place in May of each year for any positions which need to be filled. The board may nominate members pursuant to Section 5.7 of these bylaws outside of the May timeframe.

The number of directors may be increased or decreased from time to time by amendment to these bylaws.

SECTION 5.4 ELECTION OF BOARD MEMBERS. All new and re-elected directors shall be approved for their seats by a majority vote of the board-at a regularly scheduled or special board meeting. New members shall take their seats at the governance board's next meeting following their election provided they meet all ~~of~~ the qualification requirements.

SECTION 5.5 TERMS. Each board member shall serve for a term of 3 years. Terms are renewable ~~once~~; a board vote is required each time a term is renewed. ~~Current board members shall be grandfathered in on the board until their terms expire. They may seek to be elected to the relevant position on the board as any other nominee.~~

SECTION 5.6 GOVERNANCE BOARD TRAINING. All members of the board shall be required, within fifteen (15) months of appointment, to complete at least twelve (12) hours of instruction on education issues in the following areas: school finance; legal issues, which include but are not limited to employment, due process, new laws, the Oklahoma Open Records Act and the Oklahoma Open Meeting Act; and duties and responsibilities, which include but are not limited to special education and ethics. In addition, for every year after the first fifteen (15) months of appointment, the members shall be required to obtain at least three (3) hours of instruction in the areas of school finance, the Oklahoma Open Records Act, and the Oklahoma Open Meeting Act. Failure to comply with this requirement will result in removal from the board.

SECTION 5.7 VACANCIES. Should a ~~community~~ member resign or otherwise be removed, the board may vote on a ~~community~~ member to fill the vacancy as soon as practicable. ~~Should a parent board member resign or otherwise be removed, the board may vote on a parent board member as soon as practicable.~~ The board must ensure that the board always has the minimum number of parents/guardians ~~and community members~~ as required in Section 5.2. The nomination process shall be the same as set out in section 5.~~2~~ 3. ~~A board member who joins the board midyear due to a board member leaving the board will be considered to be filling the departed board member's term for the~~

~~remainder of that board year and will start a full 3-year term the following July. The new board members are eligible to renew their term one time.~~ If a parent board member's child/ward leaves HCP for any reason, that board member's term will end immediately upon the child's departure from the school.

SECTION 5.8 VOTING. Each director shall be entitled to one vote on each matter submitted to a vote of the board. No director shall be entitled to vote by proxy or otherwise if not present at such meeting. Voting may take place by videoconferencing and/or teleconferencing if allowed by law and in the manner prescribed by law, at the discretion of the executive committee.

SECTION 5.9 TERMINATION OR RESIGNATION. Except as otherwise required by law a director may resign from the board at any time by giving notice in writing to the board. ~~Such r~~Resignations shall be effective as of the date on the notice and if the notice is not dated the resignation shall be effective upon its receipt by the board. If a director loses his/her membership for any reason whatsoever (i.e. their child is no longer enrolled at their school-site or moves out of the required area), his/her directorship on the board shall automatically and immediately terminate upon written notification and proof of such, without the need for a vote of approval of the board.

SECTION 5.10 GENERAL POWERS. The board shall be charged with the responsibilities and have the authority usually entrusted to a local school board, including but not limited to setting policy, approving the school budget and administering the expense of grant monies, reviewing the outcomes of educational testing, and reviewing new educational programs in the schools to assure they are in alignment with the mission of the schools and the oversight of HCP including those powers enumerated in Section 2.2, herein. The board is not involved in the day-to-day administration of the schools~~,~~ but instead relies on the educational leadership skills of its school leaders.

SECTION 5.11 QUALIFICATIONS. To be eligible to serve on the governance board directors must comply with the following: reside in the State of ~~Oklahoma and in the areas in which the students of their respective school-site reside; OKCPS' Charter School Policy I-22, and with the requirements set forth in Article IV of these bylaws~~.

SECTION 5.12 REMOVAL OF DIRECTORS. A director may be removed by a two-thirds (2/3) vote of the board at any regularly scheduled meeting or special meetings of the board, whenever in its judgment the best interests of HCP would be served by removing that ~~person~~ member from the board. Any board officer may request removal as an agenda item.

SECTION 5.13 COMPENSATION. Directors shall not receive any compensation for their service as directors, except that directors may be reimbursed for expenses incurred for the performance of their duties to HCP in reasonable amounts based upon policies approved by the board. This section shall supersede anything to the contrary in Section 2.2.

SECTION 5.14 BINDING EFFECT OF BOARD ACTION. Except as otherwise provided by law or by the Articles of Incorporation or these bylaws, the act of a majority of the directors present at a meeting, at which a quorum exists, shall be an act of the board and binding upon HCP.

SECTION 5.15 ABSENCE. Any director who is absent from ~~four consecutive~~ three (3) regular scheduled board meetings per calendar year shall be considered to have resigned due to non-

participation, and his/her position shall be declared vacant, unless the board affirmatively votes to retain that director as a director of the board ~~or the executive committee deems the person to not have resigned their position, in the case of extenuating circumstances~~.

ARTICLE VI. MEETINGS

SECTION 6.1 REGULAR MEETINGS. The board of directors shall meet per the published schedule for the purpose of transacting such business as may properly come before it~~,~~ per the published schedule.

SECTION 6.2 SPECIAL MEETINGS. Special meetings may be called by the president, superintendent, or a majority of the board of directors via email request to the board clerk, president, and superintendent.~~.~~

SECTION 6.3 EMERGENCY MEETINGS. Emergency meetings may be called by the president or superintendent.

SECTION 6.4 NOTICE OF MEETINGS. The secretary shall make written or printed notice stating the place, day, and time of all meetings of the governance board. This requirement may be delegated to the administration or board clerk. Notice of meetings shall be posted outside the location of the meeting and on the district ~~office location~~ website accessible to the public at all times. Notice shall be provided to the County Clerk as required by law. The purpose for which the meeting is called shall be stated in the notice, except for emergency meetings. Notice of emergency meetings shall be given at the first opportunity that such can be provided pursuant to the Oklahoma Open Meeting Act. All meeting notices shall comply with the Oklahoma Open Meeting Act.

SECTION 6.5 QUORUM. A majority of the directors, unless a greater proportion is required by law**,** shall constitute a quorum at any meeting.

SECTION 6.6 EXECUTIVE SESSIONS. All meetings of HCP shall be open to the public, except that, upon a vote of the majority of the directors present, an executive session may be held to discuss any matter, item or issue which is permitted to be discussed in an executive session pursuant to the Oklahoma Open Meetings Act. The meeting agenda shall comply with the Oklahoma Open Meetings Act requirements regarding providing notice of the purpose for the executive session. The motion requesting the executive session shall state the general nature of the matter(s) to be discussed, including the statutory authority for each such item if applicable. Those persons invited by the board and deemed necessary to the matters to be discussed in the executive session, as allowed under the Oklahoma Open Meetings Act, may be present during the executive session. The board's attorney will be invited to all executive sessions unless a board member objects in which case a board vote shall be taken ~~stated otherwise by the president of the board~~. The board shall not take any votes on any matters during an executive session. Matters discussed during executive sessions shall remain confidential among those attending. Any matter conducted in executive session shall be voted on in open session pursuant to the Oklahoma Open Meetings Act. Minutes shall be taken during the executive session by the minutes clerk or any person authorized to be present during the session if the minutes clerk is excused from the session for any reason or otherwise absent.

SECTION 6.7 ATTENDANCE OF DIRECTORS. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, excepting where such attendance is for the purpose of

objecting to the transaction of business because the meeting is not lawfully called or convened.

SECTION 6.8 AGENDA ITEMS. Items may be placed on the agenda by either the superintendent or ~~the president. Items may also be placed on the agenda if supported by a majority of board members~~ an officer of the board.

ARTICLE VII. OFFICERS

SECTION 7.1 NOMINATIONS AND ELECTIONS. Nominations for board officers for the ensuing school year shall be taken at the board's April meeting, with elections taking place at the May meeting. The officers of HCP shall be as follows: president, vice president, secretary, and treasurer. Each officer shall serve for one school year (July 1 - June 30) and/or until his/her successor shall have been duly elected and qualified. Officers may be reelected by the board.

SECTION 7.2 VOTING. Each board member shall have one vote for the election of each office. If there ~~is~~ are two (2) or more ~~than one~~ nominees for the same office, then voting shall be by secret ballot. The nominee who ~~attains~~ receives the majority vote of the members present and voting shall be elected to that office. ~~If there are more than two (2) nominees for the same office, then there shall be a runoff election between the two nominees who attain the highest number of votes of the members present and voting.~~ If there is a tie, ~~T~~the runoff will likewise be by secret ballot. The nominee who ~~attains~~ receives the majority vote of the members present and voting, in the runoff, shall be elected.

SECTION 7.3 DUTIES. No two (2) officer positions can be held by the same member. The duties of the officers are:

(A) President. The president shall preside at all meetings of HCP and at all meetings of the board. The president shall have the power to appoint such committees as may be necessary**,** with the approval of the board, which shall act under the direction of the board. The president shall sign all warrants ordered by the board.

(B) Vice President**.** In the absence of the president, the vice president shall preside at all meetings of HCP and at all meetings of the board and exercise all duties of the president during their absence. The vice president shall perform any other duties which may be assigned by the president or the board.

(C) Treasurer. The treasurer shall receive all funds paid to HCP and shall deposit the same in the official depositories and shall make distributions by order of the board. The treasurer's accounts and books shall at all times be open to the inspection of the president, board of directors, and any authorized auditors. The treasurer shall make a report to the annual meeting and at such other times as the president or board of directors may require. The duties of the treasurer may be delegated to another person at the discretion of the board, provided that person complies with Oklahoma law.

(D) Secretary. The secretary shall oversee the keeping of records of all meetings of HCP and the board. The duties of the secretary may be delegated to the board's clerk by the secretary.

SECTION 7.4 BOARD, MINUTES, AND ENCUMBRANCE CLERK(S). The board shall appoint board, encumbrance and minutes clerk(s)**,** and, at its discretion, deputy clerk(s), each of whom shall hold office

at the pleasure of the board. The board may appoint a clerk who shall perform the duties normally assigned to the board secretary as delegated to them by the secretary, which shall include but not be limited to. ~~The board clerk shall~~ countersigning all warrants ordered by the board. If the board appoints a board clerk who is not one of the members of the board, the board clerk may also be employed as the encumbrance clerk and minutes clerk. If the board appoints a member of the board as board clerk, then it must appoint another person(s) as encumbrance and/or minutes clerk. Provided, no superintendent, principal, treasurer or assistant treasurer, instructor, or teacher employed by such board shall be elected or appointed to or serve as clerk or deputy clerk of the board nor as encumbrance clerk or minutes clerk, except that a treasurer or assistant treasurer may serve as minutes clerk. No board member shall serve as encumbrance clerk or minutes clerk. In the absence of the clerk(s), the deputy clerk(s) may perform any of the duties and exercise any of the powers of the clerk(s) with the same force and effect as if the same were done or performed by the clerk(s).

SECTION 7.5 BONDS. The board shall give a bond in a sum of not less than one hundred thousand dollars ($100,000) for the superintendent, one hundred thousand dollars ($100,000) for the treasurer, and one thousand dollars ($1,000) for the board clerk with good and sufficient sureties to be approved by the board conditioned for the faithful performance of such duties. The schools district shall purchase and provide Directors and Officers insurance on behalf of the board.

SECTION 7.6 TRAINING. The appointed minute clerk and encumbrance clerk shall receive a minimum of three (3) hours annual training as to their job duties and responsibilities. In addition, the school treasurer shall receive training of at least twelve (12) hours over three (3) years from the date of their appointment.

ARTICLE VIII. CHECKS, DEPOSITS AND FUNDS

SECTION 8.1 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payments of money, notes or other evidence of indebtedness issued in the name of HCP shall be signed by the president ~~and the clerk~~.

SECTION 8.2 DEPOSITS. All funds given to HCP shall be deposited in such banks, trust companies or other depositories as the governance board may select.

SECTION 8.3 GIFTS. The board may accept on behalf of HCP any contribution, gift, bequest or devise on behalf of either school which shall be turned over or credited to the school for which it was intended.

ARTICLE IX. COMMITTEES

SECTION 9.1 COMMITTEES. The board shall have the power to dissolve or add any committee, for any reason by majority (or a quorum thereof) vote and shall reserve the right to exercise this power at any time during the life of any committee. The purpose of any committee or subcommittee established herein is purely fact-finding, informational, recommendatory and/or advisory and the committee does not exercise any actual or de facto decision-making authority on the board's behalf. The committee shall follow the recommendations of the majority of its members, which shall be reflected in the report provided to the board. The report shall indicate the individual votes of its members. Committees shall only handle matters within its jurisdiction and shall not invade the jurisdiction of

another committee.

All committees shall serve at the pleasure of the board. Committees shall be established by motion or resolution approved by the board ~~(or a quorum thereof)~~. The purpose, jurisdiction and duration of the committee, including standing committees shall be stated in the motion or resolution creating it. The board shall have the power to dissolve any committee, for any reason, and shall reserve the right to exercise this power at any time during the life of any committee. A Committee may be re-established upon the expiration of its stated duration. Members shall serve from July 1st through June 30th of each school year. Members shall be ~~appointed~~ recommended by the ~~board president~~officers' elect, and such recommendations shall be approved by the board ~~in consultation with the executive committee, and announced~~ at or before the ~~May~~ June board meeting.~~; at the board president's discretion, committee~~ Committee members may be ~~appointed~~ recommended and approved at other times as well. There shall not be any limitation on the consecutive number of years a member may serve on a committee. Committees shall operate under the same policies as the board, as it relates to filling ~~director~~director's vacancies due to resignations, deaths or removal.

SECTION 9.2 STANDING COMMITTEES.~~-~~The board will have the following standing committees: (1) executive, (2) finance, (3) academic~~s~~, (4) communications., (5) superintendent support and evaluation. The committees may meet as often as they deem necessary to transact their business. A standing committee may only be dissolved by amendment of these bylaws. The committees shall have the following general areas of responsibility, which may be revised, at any time, by a majority vote of the board:

1. Executive Committee: Responsibility shall concern all areas and issues relating to the governance of the schools, oversight of all committees, planning of board meeting agendas, and facilitating governance board meetings. The committee is responsible for maintaining optimal board composition, setting and upholding board expectations and norms, and ensuring that the board governs effectively. This committee is responsible for conducting an annual board self-assessment process, handles board training and onboarding, manages board member recruitment, interviewing, and election, and nominates candidates for officer positions. This committee shall also handle legal responsibilities, will review current and proposed policies, and will be the point of contact for board counsel.
2. Finance Committee: Responsibility shall concern all issues involving or relating to financial oversight, including but not limited to budgetary, auditing, accounting and fundraising matters. The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the district, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong financial policies, and discusses financial concerns and solutions with the superintendent to safeguard the school's resources.
3. Academic Committee: Responsibility includes oversight over student performance and academic outcomes, measuring progress towards rigorous academic goals, and discussing strategic issues related to improving student outcomes with the superintendent.
4. Development &and Engagement Committee: ~~Responsibility shall concern oversight of all issues involving or related to promotion and communication of HCP-related information, via physical or electronic method.~~Responsibility shall include oversite and support of the district's fundraising, communication, marketing, and community engagement efforts to advance the district's mission,

strategic priorities, and long-term sustainability.

5. Superintendent Support and Evaluation Committee: Responsibility shall include conducting an annual evaluation of the Superintendent, ensuring the Superintendent receives contracts and compensation decisions in a timely manner each year, and ensuring that the Superintendent is provided with the support needed to meet the board's goals and directives.

SECTION 9.3 COMMITTEE MEMBERS. ~~The composition of committees shall be determined by the board president in consultation with the executive committee and shall take into consideration the specific tasks assigned to the committee. Each committee will have a chairperson, selected by the board president in consultation with the executive committee. No board member shall serve on more than two (2) committees.~~ The number of ~~C~~committees members shall be such that the number does not create a quorum of the whole board. ~~should be limited to no more than four (4) board members.~~ It is recommended that each committee have at least one person who has professional expertise in the area of the committee's jurisdiction. Each committee may have members who are not voting board members~~, at the discretion of the board president and the executive committee; the~~ The chair of each committee will be a board member. Committee members shall serve at the discretion of the board. The members of the executive committee shall consist of the superintendent, board president, vice~~-chair~~ president, secretary, financial committee chair, and legal counsel. The executive committee may, in its discretion, appoint one additional member to the committee whenever such a need arises, provided such does not ~~result in the committee being compromised of a majority of the board members~~create a quorum of the whole board. The president shall act as the chairperson of the committee and the vice president shall act as the vice chairperson and will head the committee when the president is unable to be present. ~~All members shall abide by the Code of Conduct and their refusal to do so will subject the member to not only removal from the committee but removal from the Board. Any removal vote shall require a 2/3 vote.~~

~~All members shall abide by the Code of Conduct and their refusal to do so will subject the member to not only removal from the committee but removal from the Board. Any removal vote shall require a 2/3rds vote. The committee shall follow the recommendations of the majority of its members, which shall be reflected in the report provided to the board. The report shall indicate the individual votes of its members. Committees shall only handle matters within its jurisdiction and shall not invade the jurisdiction of another committee.~~

Commented [LM1]: These 2 parts have been inserted in sections 4.5 and 9.1

SECTION 9.4 AUTHORITY AND RESPONSIBILITY. The purpose of any committee or subcommittee established herein is purely fact finding, informational, recommendatory and/or advisory and the committee does not exercise any actual or de fact decision-making authority on the board's behalf. ~~No committee or subcommittee, regardless of type, title or name, shall exercise actual or de facto decision-making authority on behalf of or for the board, HCP, or its schools in the performance of its duties and responsibilities.~~ No committee has any authority to bind HCP or its schools; only the full board, or a quorum thereof, may vote on behalf of the board.

~~The standing committees shall have the following general areas of responsibility, which may be revised, at any time, by a majority vote of the board:~~

~~1. Executive Committee: Responsibility shall concern all areas and issues relating to the~~

~~governance of the schools, oversight of all committees, planning of board meeting agendas, and facilitating governance board meetings. The committee is responsible for maintaining optimal board composition, setting and upholding board expectations and norms, and ensuring that the board governs effectively. This committee is responsible for conducting an annual board self-assessment process, handles board training and onboarding, manages board member recruitment, interviewing, and election, and nominates candidates for officer positions. This committee shall also handle legal responsibilities, will review current and proposed policies, and will be the point of contact for board counsel.~~

~~2. Finance Committee: Responsibility shall concern all issues involving or relating to financial oversight, including but not limited to budgetary, auditing, accounting and fundraising matters. The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the district, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong financial policies, and discusses financial concerns and solutions with the superintendent to safeguard the school's resources.~~

~~3. Academics Committee: Responsibility includes oversight over student performance and academic outcomes, measuring progress towards rigorous academic goals, and discussing strategic issues related to improving student outcomes with the superintendent.~~

~~4. Communications Committee: Responsibility shall concern oversight of all issues involving or related to promotion and communication of HCP-related information, via physical or electronic method.~~

~~5. Superintendent Support and Evaluation Committee: Responsibility shall include conducting an annual evaluation of the Superintendent, ensuring the Superintendent receives contracts and compensation decisions in a timely manner each year, and ensuring that the Superintendent is provided with the support needed to meet the board's goals and directives.~~

SECTION 9.~~5~~ 5 MEETINGS. Committees may meet as often as the committee deems necessary to perform its functions and responsibilities unless directed otherwise by the board. The board, at its discretion, may require a committee to meet as often as necessary to complete assigned tasks. Committee chairpersons have the primary responsibility to schedule meetings, but a meeting may be called by a majority of its members when they deem such is necessary.

SECTION 9.~~6~~ 6 TERM. Each committee member shall hold office for one school year and until his/her term expires, their removal, resignation, or death. Members, with the exception of the executive committee members, may be reappointed for as many one-year terms as the board may determine. All committee appointments will be reviewed annually. Executive committee members shall serve for as long as they are an officer of the governing board, the finance chairperson, superintendent and legal counsel.

~~**SECTION 9.7 LEADERSHIP**. Committee chairs and vice chairs shall be appointed by the board president, in consultation with the executive committee. The vice chairperson who shall serve as chairperson whenever the chairperson is unable to attend any meeting or perform his/her duties.~~

ARTICLE X. CONTRACTS AND GRANTS

SECTION 10.1 CONTRACTS. All contracts must be evaluated by the ~~board, and~~board and intent

to proceed on the contract must be secured through a majority vote of the board. Only the president and the clerk of the board, in consultation with each other and with joint agreement, shall be authorized to enter into any contract and to execute and to deliver any instrument in the name of and on behalf of the board after its approval of such. This authority may be delegated to the superintendent at the direction of the board.

SECTION 10.2 GRANTS. The president and/or treasurer of the board may contingently accept, on behalf of HCP and any of the charter schools under its authority and control, any contribution, gift, grant, bequest or devise for the general purposes or for any special purpose. Donations of the above must be reported to the board at the next scheduled meeting. The board has the authority to vote to not approve any of the above donations if it deems such not to be in the best interest of HCP. These two (2) officers act as the board's agents and have the board's consent to pursue and contingently accept funds to support HCP's purposes and activities. This authority may be delegated to the superintendent at the direction of the board. All potential donors are asked to submit a letter detailing the nature of the gift and any designated purpose toward which it must be used, if applicable, to the superintendent, who will bring such purpose to the attention of the board.

ARTICLE XI. BOOKS AND RECORDS

HCP shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board. All books and records may be inspected by any director, or his agent or attorney**,** for any proper purpose at any reasonable time.

ARTICLE XII. ORDER OF BUSINESS

The following shall be the order of business for all regular meetings of the board of directors. This order may be changed as needed:

1. Call to Order
2. Roll Call of Directors
3. Recognitions
4. Public Comments
5. Committee Reports
    - 5.1 Executive Committee
    - 5.2 Finance Committee
    - 5.3 Academic Committee
    - 5.4 Communications Committee
    - 5.5 Superintendent Evaluation Committee

5.6 Other committees not specifically listed in these bylaws

6. Consent Agenda

7. Superintendent's Report

8. Action Items (to be listed individually as 8.1, 8.2, etc.)

9. Informational Items (to be listed individually as 9.1, 9.2, etc.)

10. New Business (only matters occurring subsequent to the posting of the ~~Agenda~~ agenda which were unforeseeable when posting ~~Agenda~~agenda)

11. Executive Session (item(s) must be accompanied by specific statutory authority)

12. Action on Executive Session Item(s)

13. Adjournment

ARTICLE XIII. TERMINATION OF EXISTENCE

Upon termination of existence of HCP in any manner, all of the funds, assets and property of any kind owned by HCP and not purchased with state funds, after payment of all its liabilities, shall be turned over to a qualified 501(c)(3) organization as required by law. Any funds, assets and property purchased with state funds will be disposed of pursuant to state law.

ARTICLE XIV. AMENDMENTS TO BYLAWS

Bylaws may be amended, altered or repealed and new bylaws adopted upon the two-thirds (2/3) vote of the members present and voting at a regular board meeting held subsequent to a regular board meeting at which a resolution, in writing, providing for such amendment, alteration or repeal, shall have been read and provided to and approved by the members.

The president of the board of Harding Charter Preparatory School District and the secretary have heretofore certified that the within and foregoing bylaws were read and adopted by a vote of the directors of said Organization, at a meeting duly called and noticed held at Oklahoma City, Oklahoma, on the _____~~th~~ day of _____~~June~~ 20___~~24~~, and there was present and voting at said meeting a quorum.

DATED at Oklahoma City, Oklahoma, this _____~~th~~ day of _____~~June~~ 20____~~24~~.

_____

PRESIDENT

ATTEST:

_____

SECRETARY

EXHIBIT A

CONFLICT OF INTEREST POLICY

A. PERSONAL CONDUCT AND INTEREST

Directors shall demonstrate integrity and high moral principle and shall avoid any action that could compromise or embarrass Harding Independence Charter District (HCP**)** and/or its schools. All matters involving actual and/or potential conflicts of interest shall be decided by the board of directors, which shall take or order such action as it deems appropriate, including referral for action to legal counsel.

No director shall use for personal advantage or gain, or for purposes detrimental to HCP and/or its schools, any information received or obtained in the course of service as a director. Information regarding administrative matters, and all activities, is generally to be considered proprietary to HCP and/or its schools and is entitled to confidentiality.

B. DISCLOSURE

Directors shall disclose any personal, professional, business, or organizational interests or affiliations that could lead to or constitute a conflict of interest or the appearance of a conflict of interest, including those involving immediate family members.

Disclosure of relationships described above should be made to the board of directors at the time a director is first invited to allow his/her name to be placed in nomination or at the time any such conflict of interest arises during his/her term of office. All information revealed shall be maintained in strict confidence and shall be disclosed only by formal action of the board of directors.

If a real or apparent conflict of interest in connection with any matter coming before the board for formal action arises, the director involved should disclose the conflict of interest and the basis for it, for the record, and should abstain from voting on the question. If disclosure and abstention would be insufficient to allay suspicion of a conflict of interest, the director should resign immediately.

C. TRANSACTIONS AND ACQUISITIONS

A director should make written disclosure of any transaction or acquisition that does or might constitute a conflict of interest. The disclosure shall be given to the president of the board of directors, who shall refer the matter to the full board of directors for action.

During a director's term of service, a director shall not be engaged in any business transaction with HCP and/or its schools when there is a competitive business or entity that can provide the same service, unless such involvement is reviewed in advance and approved by the board of directors.

D. ASSETS

Directors shall not use or trade upon their affiliation with HCP and/or its schools to promote personal activities or those of a family member, associate, or friend without first obtaining approval for such from the board of directors.

No director shall be permitted to use the property, services, facilities, supplies, and/or resources of HCP and/or its schools except for official business of HCP and/or its schools or in a manner materially exceeding the privileges afforded to any member in good standing of HCP and/or its schools.

The president of the ~~of~~ board of directors, with the concurrence of the board, shall be authorized to grant reasonable exceptions to the above rule if, for example, a director requests to briefly borrow portable equipment. A record shall be made of any such transaction to prevent a loss to HCP and/or its schools. No exception will be permitted that would involve temporary or permanent loan, or removal from the premises, of any object or property of HCP and/or its schools, unless it adheres to the official policy of HCP and/or its schools.

Property of HCP and/or its schools shall not be acquired privately by directors unless the property is sold at a public sale open to all members of HCP and/or its schools. Further, no director shall use, hold or possess at his or her home, office or private location any property of HCP and/or its schools or any other property under the control of HCP and/or its schools without permission of the board of directors.

E. GIFTS, FAVORS, AND OTHER BENEFITS

Directors shall not use their position on the board to demand or accept discounts, price reductions, gifts, favored treatment, or any other benefit from a dealer, donor, patron, vendor or supplier.

Directors should be extremely discreet in using HCP's and/or its schools' name(s) and in alluding to their position with HCP and/or its schools. They should especially avoid any language or conduct that would give the impression of intent, power, or capacity that he or she is in a position to, or would attempt to, influence any decision by HCP and/or its schools, its staff or directors, or obtain favored treatment or special benefits for any person or organization dealing with HCP and/or its schools.

F. CONFLICT OF INTEREST

A conflict of interest is determined to exist when the interest or concerns of any member of HCP and/or its schools, or any member of his/her family, or any party, group, or organization in which the individual is actively involved, may be seen as competing with the interest of or violating the ethical integrity of HCP and/or its schools.

A director or any member of the director's immediate family shall in no way realize any personal gain from the director's position. The following action(s) may result in a conflict of interest unless disclosed

to the board of directors following the procedure outlined in this document: acceptance of any gifts, entertainment, service, loans or promises of future benefits from any person or group of any kind who might benefit from said individual's or group's relationship to HCP and/or its schools.

A director or any member of the director's immediate family shall not use for personal advantage, or for the advantage of any other group, organization or business to which he/she has allegiance, any confidential information, or material acquired in the discharge of the individual responsibilities with HCP and/or its schools.

A director who wishes to become a candidate for an employed position with HCP and/or its schools shall resign prior to submitting an application for the position.

G. CONFLICT DISCLOSURE

Any possible potential conflict of interest shall be disclosed in writing to the board of directors by the individual concerned prior to engaging in conflict-of-interest action and in sufficient time for the board of directors to act.

When any such conflict of interest is relevant to a matter requiring action by the board of directors, the interested person shall call it to the attention of the ~~president~~president, and such person shall not vote on the matter. Moreover, the person having the conflict shall leave the room in which the meeting is held and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by vote of the board of directors, excluding that individual.

In the event that a potential conflict of interest is not disclosed, the matter shall be referred to the board of directors for determination of continued membership of the individual concerned.

CONFLICT OF INTEREST STATEMENT

I, _____, understand the concept of a conflict of interest and represent that **I** have not knowing been a party to a conflict-of-interest action that has not been previously disclosed to the president of the board of directors. I also agree to report any potential future conflicts of interest to the president of the board of directors prior to engaging in the action or activity.

Signature:

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EXHIBIT B

CODE OF CONDUCT

As a member of the HCP Governance Board, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meeting;

2. Recognize that the board must comply with the Oklahoma Open Meeting Act and only has authority to make decisions at official board meetings;

3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

4. Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

5. Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

6. Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings**,** recognizing that authority to administer policy rests with the superintendent;

7. Be open, fair and honest – no hidden agendas – and respect the right of other board members to have opinions and ideas which differ from mine;

8. Recognize that the superintendent or the administrator is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;

10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

11. Respect the right of the public to be informed about district decisions and school operations**;**

12. Understand that I will receive information that is confidential and cannot be shared;

13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

14. Present personal criticism of district operations to the superintendent or administrator, not to district staff or during a board meeting;

15. Understand that I will not act in such a way to bring disrepute upon the district and that there is but one spokesperson, except in legal matters for the district;

16. Refuse to use my board position for personal or family gain or prestige. Announce any conflict(s) of interest before board action is taken; and

17. Remember always that my first and greatest concern must be the educational welfare of the students attending Harding Charter Preparatory School District.

CODE OF CONDUCT STATEMENT

I, _____, recognize the important responsibility I am undertaking in serving as a member of the HCP Governance Board. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role and abide by this Code of Conduct.

Signature _____

Date _____

BYLAWS OF HARDING CHARTER PREPARATORY SCHOOL DISTRICT, INC.

ARTICLE I. ORGANIZATION

SECTION 1.1 NAME. The name of the Organization shall be Harding Charter Preparatory School District, Inc., (hereinafter HCP).

SECTION 1.2 LOCATION. The location of HCP shall be 12600 N Kelley, Oklahoma City, OK 73131.

ARTICLE II. PURPOSES AND POWERS

SECTION 2.1 PURPOSE. As set forth in the Articles of Incorporation, HCP is organized for educational, scientific and literary purposes. This purpose includes providing for the establishment, funding and operation of charter schools in Oklahoma. The vision of our schools is to adequately prepare all students for a post-secondary education of their choice after graduation.

SECTION 2.2 POWERS. HCP shall have the power to sue and be sued, to hold, receive, lease and purchase such real estate and personal property as may be requisite and expedient for its purposes and to sell, lease, encumber and dispose of such property on its own behalf or on behalf of any school under its control. It shall have the power to negotiate any and all contracts involving any school under its control. It shall have all other powers granted to non-stock, nonprofits by the general laws of this state. Provided, however, HCP shall not carry on any activities or shall it have any powers prohibited to an Organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal revenue law. In particular, but without limitation of the foregoing, HCP shall not have or issue shares of stock or pay dividends, and no part of its earnings or assets shall inure to the benefit of or be distributable to its directors, officers, or other private person, except that it shall be authorized to make payments and distributions in furtherance of its authorized purpose as noted in Section 5.12. HCP shall be the entity in control of negotiating and signing all contracts and/or agreements with any governmental agency or vendor or any entity providing services with regard to each of the respective schools, including, but not limited to, charter school contracts and leases with any sponsoring authority permitted by law. HCP may delegate the authority to negotiate and sign contracts with vendors or entities providing services to the superintendent.

SECTION 2.3 RECEIPT OF FUNDS. HCP shall be the sole receiver of any and all donations, grants, and bequeaths, not barred by law, for and on behalf of each of the charter schools under its control, except in the case that a Foundation is established for the purpose of raising funds to support HCP, in which case that Foundation may also receive funds. HCP may delegate this authority to the respective schools or to the superintendent.

ARTICLE III. OFFICE

HCP shall have and continually maintain a registered office and agent in the State of Oklahoma.

ARTICLE IV. MEMBERSHIP

SECTION 4.1 MEMBERS. HCP shall have no members other than those persons elected or appointed as members of the board of directors, who shall be considered to be the members of HCP for purposes of any statutory provisions or rule of law relating to members of non-stock or non-profit corporations. Said members shall be those individuals who serve as voting members of the HCP Governance Board and shall serve for the same terms as they serve on said board. The words director and member are synonymous for purposes of these bylaws.

SECTION 4.2 MEMBERSHIP PROHIBITION. No member of the governance board shall be employed by either charter school or be related within the second degree of affinity or consanguinity to any other member of the governance board or to any employee of either charter school.

SECTION 4.3 FINANCIAL DISCLOSURES AND BACKGROUND CHECKS. All members of HCP shall provide Oklahoma City Public Schools with financial disclosures utilizing the form provided by the Oklahoma Ethics Commission and complete a criminal background check at the expense of HCP.

SECTION 4.4 CONFLICT OF INTEREST. All members of HCP shall acknowledge and sign the Code of Conduct for HCP Governance Board members, a copy of which is attached hereto as Exhibit A.

SECTION 4.5 CODE OF CONDUCT. All members of HCP shall acknowledge and sign the Code of Conduct for HCP Governance Board members, a copy of which is attached hereto as Exhibit B. All members shall abide by the Code of Conduct, and their refusal to do so will subject the member to removal from any committee and from the Board. Any removal shall require a two-third (2/3) vote.

ARTICLE V. BOARD OF DIRECTORS

SECTION 5.1 DIRECTORS. HCP shall be governed by a board of directors for purposes of any statutory provisions or rule of law relating to directors of non-stock or nonprofit corporations. Directorship in HCP is not transferable or assignable. The directors shall be the only members of HCP.

SECTION 5.2 NUMBER AND COMPOSITION. The HCP Governance Board shall consist of no more than fifteen (15) members. The board will consist of no fewer than two (2) parents/guardians of current HCP students.

SECTION 5.3 NOMINATION PROCEDURE

- Board members: The executive committee will seek to identify members who fit recruiting needs based on a strategic board composition plan by conducting outreach to find interested and qualified candidates. The executive committee, together with the Superintendent, will review and discuss all nominations, based on a strategic board composition plan. The executive committee will recommend board candidates to the board for a vote according to the provisions of these bylaws.

The regular nomination shall take place in May of each year for any positions which need to be filled. The board may nominate members pursuant to Section 5.7 of these bylaws outside of the May timeframe.

The number of directors may be increased or decreased from time to time by amendment to these bylaws.

SECTION 5.4 ELECTION OF BOARD MEMBERS. All new and re-elected directors shall be approved for their seats by a majority vote of the board-at a regularly scheduled or special board meeting. New members shall take their seats at the governance board's next meeting following their election provided they meet all the qualification requirements.

SECTION 5.5 TERMS. Each board member shall serve for a term of 3 years. Terms are renewable; a board vote is required each time a term is renewed.

SECTION 5.6 GOVERNANCE BOARD TRAINING. All members of the board shall be required, within fifteen (15) months of appointment, to complete at least twelve (12) hours of instruction on education issues in the following areas: school finance; legal issues, which include but are not limited to employment, due process, new laws, the Oklahoma Open Records Act and the Oklahoma Open Meeting Act; and duties and responsibilities, which include but are not limited to special education and ethics. In addition, for every year after the first fifteen (15) months of appointment, the members shall be required to obtain at least three (3) hours of instruction in the areas of school finance, the Oklahoma Open Records Act, and the Oklahoma Open Meeting Act. Failure to comply with this requirement will result in removal from the board.

SECTION 5.7 VACANCIES. Should a member resign or otherwise be removed, the board may vote on a member to fill the vacancy as soon as practicable. The board must ensure that the board always has the minimum number of parents/guardians as required in Section 5.2. The nomination process shall be the same as set out in section 5.3. If a parent board member’s child/ward leaves HCP for any reason, that board member’s term will end immediately upon the child’s departure from the school.

SECTION 5.8 VOTING. Each director shall be entitled to one vote on each matter submitted to a vote of the board. No director shall be entitled to vote by proxy or otherwise if not present at such meeting. Voting may take place by videoconferencing and/or teleconferencing if allowed by law and in the manner prescribed by law, at the discretion of the executive committee.

SECTION 5.9 TERMINATION OR RESIGNATION. Except as otherwise required by law a director may resign from the board at any time by giving notice in writing to the board. Resignations shall be effective as of the date on the notice and if the notice is not dated the resignation shall be effective upon its receipt by the board. If a director loses his/her membership for any reason whatsoever (i.e. their child is no longer enrolled at their school-site or moves out of the required area), his/her directorship on the board shall automatically and immediately terminate upon written notification and proof of such, without the need for a vote of approval of the board.

SECTION 5.10 GENERAL POWERS. The board shall be charged with the responsibilities and have the authority usually entrusted to a local school board, including but not limited to setting policy, approving the school budget and administering the expense of grant monies, reviewing the outcomes of educational testing, and reviewing new educational programs in the schools to assure they are in alignment with the mission of the schools and the oversight of HCP including those powers enumerated in Section 2.2, herein. The board is not involved in the day-to-day administration of the schools but instead relies on the educational leadership skills of its school leaders.

SECTION 5.11 QUALIFICATIONS. To be eligible to serve on the governance board directors must comply with the following: reside in the State of.

SECTION 5.12 REMOVAL OF DIRECTORS. A director may be removed by a two-thirds (2/3) vote of the board at any regularly scheduled meeting or special meetings of the board, whenever in its judgment the best interests of HCP would be served by removing that member from the board. Any board officer may request removal as an agenda item.

SECTION 5.13 COMPENSATION. Directors shall not receive any compensation for their service as directors, except that directors may be reimbursed for expenses incurred for the performance of their duties to HCP in reasonable amounts based upon policies approved by the board. This section shall supersede anything to the contrary in Section 2.2.

SECTION 5.14 BINDING EFFECT OF BOARD ACTION. Except as otherwise provided by law or by the Articles of Incorporation or these bylaws, the act of a majority of the directors present at a meeting, at which a quorum exists, shall be an act of the board and binding upon HCP.

SECTION 5.15 ABSENCE. Any director who is absent from three (3) regular scheduled board meetings per calendar year shall be considered to have resigned due to non-participation, and his/her position shall be declared vacant, unless the board affirmatively votes to retain that director as a director of the board.

ARTICLE VI. MEETINGS

SECTION 6.1 REGULAR MEETINGS. The board of directors shall meet per the published schedule for the purpose of transacting such business as may properly come before it per the published schedule.

SECTION 6.2 SPECIAL MEETINGS. Special meetings may be called by the president, superintendent, or a majority of the board of directors via email request to the board clerk, president, and superintendent.

SECTION 6.3 EMERGENCY MEETINGS. Emergency meetings may be called by the president or superintendent.

SECTION 6.4 NOTICE OF MEETINGS. The secretary shall make written or printed notice stating the place, day, and time of all meetings of the governance board. This requirement may be delegated to the administration or board clerk. Notice of meetings shall be posted outside the location of the meeting and on the district website accessible to the public at all times. Notice shall be provided to the County Clerk as required by law. The purpose for which the meeting is called shall be stated in the notice, except for emergency meetings. Notice of emergency meetings shall be given at the first opportunity that such can be provided pursuant to the Oklahoma Open Meeting Act. All meeting notices shall comply with the Oklahoma Open Meeting Act.

SECTION 6.5 QUORUM. A majority of the directors, unless a greater proportion is required by law**,** shall constitute a quorum at any meeting.

SECTION 6.6 EXECUTIVE SESSIONS. All meetings of HCP shall be open to the public, except that, upon a vote of the majority of the directors present, an executive session may be held to discuss any matter, item or issue which is permitted to be discussed in an executive session pursuant to the Oklahoma Open Meetings Act. The meeting agenda shall comply with the Oklahoma Open Meetings Act

requirements regarding providing notice of the purpose for the executive session. The motion requesting the executive session shall state the general nature of the matter(s) to be discussed, including the statutory authority for each such item if applicable. Those persons invited by the board and deemed necessary to the matters to be discussed in the executive session, as allowed under the Oklahoma Open Meetings Act, may be present during the executive session. The board's attorney will be invited to all executive sessions unless a board member objects in which case a board vote shall be taken. The board shall not take any votes on any matters during an executive session. Matters discussed during executive sessions shall remain confidential among those attending. Any matter conducted in executive session shall be voted on in open session pursuant to the Oklahoma Open Meetings Act. Minutes shall be taken during the executive session by the minutes clerk or any person authorized to be present during the session if the minutes clerk is excused from the session for any reason or otherwise absent.

SECTION 6.7 ATTENDANCE OF DIRECTORS. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, excepting where such attendance is for the purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

SECTION 6.8 AGENDA ITEMS. Items may be placed on the agenda by either the superintendent or an officer of the board.

ARTICLE VII. OFFICERS

SECTION 7.1 NOMINATIONS AND ELECTIONS. Nominations for board officers for the ensuing school year shall be taken at the board's April meeting, with elections taking place at the May meeting. The officers of HCP shall be as follows: president, vice president, secretary, and treasurer. Each officer shall serve for one school year (July 1 - June 30) and/or until his/her successor shall have been duly elected and qualified. Officers may be reelected by the board.

SECTION 7.2 VOTING. Each board member shall have one vote for the election of each office. If there are two (2) or more nominees for the same office, then voting shall be by secret ballot. The nominee who receives the majority vote of the members present and voting shall be elected to that office. If there is a tie, the runoff will likewise be by secret ballot. The nominee who receives the majority vote of the members present and voting, in the runoff, shall be elected.

SECTION 7.3 DUTIES. No two (2) officer positions can be held by the same member. The duties of the officers are:

(A) President. The president shall preside at all meetings of HCP and at all meetings of the board. The president shall have the power to appoint such committees as may be necessary**,** with the approval of the board, which shall act under the direction of the board. The president shall sign all warrants ordered by the board.

(B) Vice President**.** In the absence of the president, the vice president shall preside at all meetings of HCP and at all meetings of the board and exercise all duties of the president during their absence. The vice president shall perform any other duties which may be assigned by the president or the board.

(C) Treasurer. The treasurer shall receive all funds paid to HCP and shall deposit the same in the official

depositories and shall make distributions by order of the board. The treasurer's accounts and books shall at all times be open to the inspection of the president, board of directors, and any authorized auditors. The treasurer shall make a report to the annual meeting and at such other times as the president or board of directors may require. The duties of the treasurer may be delegated to another person at the discretion of the board, provided that person complies with Oklahoma law.

(D) Secretary. The secretary shall oversee the keeping of records of all meetings of HCP and the board. The duties of the secretary may be delegated to the board's clerk by the secretary.

SECTION 7.4 BOARD, MINUTES, AND ENCUMBRANCE CLERK(S). The board shall appoint board, encumbrance and minutes clerk(s)**,** and, at its discretion, deputy clerk(s), each of whom shall hold office at the pleasure of the board. The board may appoint a clerk who shall perform the duties normally assigned to the board secretary as delegated to them by the secretary, which shall include but not be limited to countersigning all warrants ordered by the board. If the board appoints a board clerk who is not one of the members of the board, the board clerk may also be employed as the encumbrance clerk and minutes clerk. If the board appoints a member of the board as board clerk, then it must appoint another person(s) as encumbrance and/or minutes clerk. Provided, no superintendent, principal, treasurer or assistant treasurer, instructor, or teacher employed by such board shall be elected or appointed to or serve as clerk or deputy clerk of the board nor as encumbrance clerk or minutes clerk, except that a treasurer or assistant treasurer may serve as minutes clerk. No board member shall serve as encumbrance clerk or minutes clerk. In the absence of the clerk(s), the deputy clerk(s) may perform any of the duties and exercise any of the powers of the clerk(s) with the same force and effect as if the same were done or performed by the clerk(s).

SECTION 7.5 BONDS. The board shall give a bond in a sum of not less than one hundred thousand dollars ($100,000) for the superintendent, one hundred thousand dollars ($100,000) for the treasurer, and one thousand dollars ($1,000) for the board clerk with good and sufficient sureties to be approved by the board conditioned for the faithful performance of such duties. The schools district shall purchase and provide Directors and Officers insurance on behalf of the board.

SECTION 7.6 TRAINING. The appointed minute clerk and encumbrance clerk shall receive a minimum of three (3) hours annual training as to their job duties and responsibilities. In addition, the school treasurer shall receive training of at least twelve (12) hours over three (3) years from the date of their appointment.

ARTICLE VIII. CHECKS, DEPOSITS AND FUNDS

SECTION 8.1 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payments of money, notes or other evidence of indebtedness issued in the name of HCP shall be signed by the president.

SECTION 8.2 DEPOSITS. All funds given to HCP shall be deposited in such banks, trust companies or other depositories as the governance board may select.

SECTION 8.3 GIFTS. The board may accept on behalf of HCP any contribution, gift, bequest or devise on behalf of either school which shall be turned over or credited to the school for which

it was intended.

ARTICLE IX. COMMITTEES

SECTION 9.1 COMMITTEES. The board shall have the power to dissolve or add any committee, for any reason by majority (or a quorum thereof) vote and shall reserve the right to exercise this power at any time during the life of any committee. The purpose of any committee or subcommittee established herein is purely fact-finding, informational, recommendatory and/or advisory and the committee does not exercise any actual or de facto decision-making authority on the board's behalf. The committee shall follow the recommendations of the majority of its members, which shall be reflected in the report provided to the board. The report shall indicate the individual votes of its members. Committees shall only handle matters within its jurisdiction and shall not invade the jurisdiction of another committee.

All committees shall serve at the pleasure of the board. Committees shall be established by motion or resolution approved by the board. The purpose, jurisdiction and duration of the committee, including standing committees shall be stated in the motion or resolution creating it. The board shall have the power to dissolve any committee, for any reason, and shall reserve the right to exercise this power at any time during the life of any committee. A Committee may be re-established upon the expiration of its stated duration. Members shall serve from July 1st through June 30th of each school year. Members shall be recommended by the officers' elect, and such recommendations shall be approved by the board at or before the June board meeting. Committee members may be recommended and approved at other times as well. There shall not be any limitation on the consecutive number of years a member may serve on a committee. Committees shall operate under the same policies as the board, as it relates to filling director's vacancies due to resignations, deaths or removal.

SECTION 9.2 STANDING COMMITTEES. The board will have the following standing committees: (1) executive, (2) finance, (3) academic, (4) communications., (5) superintendent support and evaluation. The committees may meet as often as they deem necessary to transact their business. A standing committee may only be dissolved by amendment of these bylaws. The committees shall have the following general areas of responsibility, which may be revised, at any time, by a majority vote of the board:

1. Executive Committee: Responsibility shall concern all areas and issues relating to the governance of the schools, oversight of all committees, planning of board meeting agendas, and facilitating governance board meetings. The committee is responsible for maintaining optimal board composition, setting and upholding board expectations and norms, and ensuring that the board governs effectively. This committee is responsible for conducting an annual board self-assessment process, handles board training and onboarding, manages board member recruitment, interviewing, and election, and nominates candidates for officer positions. This committee shall also handle legal responsibilities, will review current and proposed policies, and will be the point of contact for board counsel.
2. Finance Committee: Responsibility shall concern all issues involving or relating to financial oversight, including but not limited to budgetary, auditing, accounting and fundraising matters. The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the district, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong financial

policies, and discusses financial concerns and solutions with the superintendent to safeguard the school's resources.

3. Academic Committee: Responsibility includes oversight over student performance and academic outcomes, measuring progress towards rigorous academic goals, and discussing strategic issues related to improving student outcomes with the superintendent.
4. Development and Engagement Committee: Responsibility shall include oversite and support of the district's fundraising, communication, marketing, and community engagement efforts to advance the district's mission, strategic priorities, and long-term sustainability.
5. Superintendent Support and Evaluation Committee: Responsibility shall include conducting an annual evaluation of the Superintendent, ensuring the Superintendent receives contracts and compensation decisions in a timely manner each year, and ensuring that the Superintendent is provided with the support needed to meet the board's goals and directives.

SECTION 9.3 COMMITTEE MEMBERS. The number of committees members shall be such that the number does not create a quorum of the whole board. It is recommended that each committee have at least one person who has professional expertise in the area of the committee's jurisdiction. Each committee may have members who are not voting board members. The chair of each committee will be a board member. Committee members shall serve at the discretion of the board. The members of the executive committee shall consist of the superintendent, board president, vice president, secretary, financial committee chair, and legal counsel. The executive committee may, in its discretion, appoint one additional member to the committee whenever such a need arises, provided such does not create a quorum of the whole board. The president shall act as the chairperson of the committee and the vice president shall act as the vice chairperson and will head the committee when the president is unable to be present.

SECTION 9.4 AUTHORITY AND RESPONSIBILITY. The purpose of any committee or subcommittee established herein is purely fact finding, informational, recommendatory and/or advisory and the committee does not exercise any actual or de fact decision-making authority on the board's behalf. No committee has any authority to bind HCP or its schools; only the full board, or a quorum thereof, may vote on behalf of the board.

SECTION 9.5 MEETINGS. Committees may meet as often as the committee deems necessary to perform its functions and responsibilities unless directed otherwise by the board. The board, at its discretion, may require a committee to meet as often as necessary to complete assigned tasks. Committee chairpersons have the primary responsibility to schedule meetings, but a meeting may be called by a majority of its members when they deem such is necessary.

SECTION 9.6 TERM. Each committee member shall hold office for one school year and until his/her term expires, their removal, resignation, or death. Members, with the exception of the executive committee members, may be reappointed for as many one-year terms as the board may determine. All committee appointments will be reviewed annually. Executive committee members shall serve for as long as they are an officer of the governing board, the finance chairperson, superintendent and legal counsel.

ARTICLE X. CONTRACTS AND GRANTS

SECTION 10.1 CONTRACTS. All contracts must be evaluated by the board and intent to proceed on the contract must be secured through a majority vote of the board. Only the president and the clerk of the board, in consultation with each other and with joint agreement, shall be authorized to enter into any contract and to execute and to deliver any instrument in the name of and on behalf of the board after its approval of such. This authority may be delegated to the superintendent at the direction of the board.

SECTION 10.2 GRANTS. The president and/or treasurer of the board may contingently accept, on behalf of HCP and any of the charter schools under its authority and control, any contribution, gift, grant, bequest or devise for the general purposes or for any special purpose. Donations of the above must be reported to the board at the next scheduled meeting. The board has the authority to vote to not approve any of the above donations if it deems such not to be in the best interest of HCP. These two (2) officers act as the board's agents and have the board's consent to pursue and contingently accept funds to support HCP's purposes and activities. This authority may be delegated to the superintendent at the direction of the board. All potential donors are asked to submit a letter detailing the nature of the gift and any designated purpose toward which it must be used, if applicable, to the superintendent, who will bring such purpose to the attention of the board.

ARTICLE XI. BOOKS AND RECORDS

HCP shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board. All books and records may be inspected by any director, or his agent or attorney**,** for any proper purpose at any reasonable time.

ARTICLE XII. ORDER OF BUSINESS

The following shall be the order of business for all regular meetings of the board of directors. This order may be changed as needed:

1. Call to Order
2. Roll Call of Directors
3. Recognitions
4. Public Comments
5. Committee Reports
    - 5.1 Executive Committee
    - 5.2 Finance Committee
    - 5.3 Academic Committee
    - 5.4 Communications Committee

5.5 Superintendent Evaluation Committee

5.6 Other committees not specifically listed in these bylaws

6. Consent Agenda

7. Superintendent's Report

8. Action Items (to be listed individually as 8.1, 8.2, etc.)

9. Informational Items (to be listed individually as 9.1, 9.2, etc.)

10. New Business (only matters occurring subsequent to the posting of the agenda which were unforeseeable when posting agenda)

11. Executive Session (item(s) must be accompanied by specific statutory authority)

12. Action on Executive Session Item(s)

13. Adjournment

ARTICLE XIII. TERMINATION OF EXISTENCE

Upon termination of existence of HCP in any manner, all of the funds, assets and property of any kind owned by HCP and not purchased with state funds, after payment of all its liabilities, shall be turned over to a qualified 501(c)(3) organization as required by law. Any funds, assets and property purchased with state funds will be disposed of pursuant to state law.

ARTICLE XIV. AMENDMENTS TO BYLAWS

Bylaws may be amended, altered or repealed and new bylaws adopted upon the two-thirds (2/3) vote of the members present and voting at a regular board meeting held subsequent to a regular board meeting at which a resolution, in writing, providing for such amendment, alteration or repeal, shall have been read and provided to and approved by the members.

The president of the board of Harding Charter Preparatory School District and the secretary have heretofore certified that the within and foregoing bylaws were read and adopted by a vote of the directors of said Organization, at a meeting duly called and noticed held at Oklahoma City, Oklahoma, on the _____ day of _____ 20___, and there was present and voting at said meeting a quorum.

DATED at Oklahoma City, Oklahoma, this _____day of _____20____.

_____

PRESIDENT

ATTEST:

_____

SECRETARY

EXHIBIT A

CONFLICT OF INTEREST POLICY

A. PERSONAL CONDUCT AND INTEREST

Directors shall demonstrate integrity and high moral principle and shall avoid any action that could compromise or embarrass Harding Independence Charter District (HCP**)** and/or its schools. All matters involving actual and/or potential conflicts of interest shall be decided by the board of directors, which shall take or order such action as it deems appropriate, including referral for action to legal counsel.

No director shall use for personal advantage or gain, or for purposes detrimental to HCP and/or its schools, any information received or obtained in the course of service as a director. Information regarding administrative matters, and all activities, is generally to be considered proprietary to HCP and/or its schools and is entitled to confidentiality.

B. DISCLOSURE

Directors shall disclose any personal, professional, business, or organizational interests or affiliations that could lead to or constitute a conflict of interest or the appearance of a conflict of interest, including those involving immediate family members.

Disclosure of relationships described above should be made to the board of directors at the time a director is first invited to allow his/her name to be placed in nomination or at the time any such conflict of interest arises during his/her term of office. All information revealed shall be maintained in strict confidence and shall be disclosed only by formal action of the board of directors.

If a real or apparent conflict of interest in connection with any matter coming before the board for formal action arises, the director involved should disclose the conflict of interest and the basis for it, for the record, and should abstain from voting on the question. If disclosure and abstention would be insufficient to allay suspicion of a conflict of interest, the director should resign immediately.

C. TRANSACTIONS AND ACQUISITIONS

A director should make written disclosure of any transaction or acquisition that does or might constitute a conflict of interest. The disclosure shall be given to the president of the board of directors, who shall refer the matter to the full board of directors for action.

During a director's term of service, a director shall not be engaged in any business transaction with HCP and/or its schools when there is a competitive business or entity that can provide the same service, unless such involvement is reviewed in advance and approved by the board of directors.

D. ASSETS

Directors shall not use or trade upon their affiliation with HCP and/or its schools to promote personal activities or those of a family member, associate, or friend without first obtaining approval for such from the board of directors.

No director shall be permitted to use the property, services, facilities, supplies, and/or resources of HCP and/or its schools except for official business of HCP and/or its schools or in a manner materially exceeding the privileges afforded to any member in good standing of HCP and/or its schools.

The president of the board of directors, with the concurrence of the board, shall be authorized to grant reasonable exceptions to the above rule if, for example, a director requests to briefly borrow portable equipment. A record shall be made of any such transaction to prevent a loss to HCP and/or its schools. No exception will be permitted that would involve temporary or permanent loan, or removal from the premises, of any object or property of HCP and/or its schools, unless it adheres to the official policy of HCP and/or its schools.

Property of HCP and/or its schools shall not be acquired privately by directors unless the property is sold at a public sale open to all members of HCP and/or its schools. Further, no director shall use, hold or possess at his or her home, office or private location any property of HCP and/or its schools or any other property under the control of HCP and/or its schools without permission of the board of directors.

E. GIFTS, FAVORS, AND OTHER BENEFITS

Directors shall not use their position on the board to demand or accept discounts, price reductions, gifts, favored treatment, or any other benefit from a dealer, donor, patron, vendor or supplier.

Directors should be extremely discreet in using HCP's and/or its schools' name(s) and in alluding to their position with HCP and/or its schools. They should especially avoid any language or conduct that would give the impression of intent, power, or capacity that he or she is in a position to, or would attempt to, influence any decision by HCP and/or its schools, its staff or directors, or obtain favored treatment or special benefits for any person or organization dealing with HCP and/or its schools.

F. CONFLICT OF INTEREST

A conflict of interest is determined to exist when the interest or concerns of any member of HCP and/or its schools, or any member of his/her family, or any party, group, or organization in which the individual is actively involved, may be seen as competing with the interest of or violating the ethical integrity of HCP and/or its schools.

A director or any member of the director's immediate family shall in no way realize any personal gain from the director's position. The following action(s) may result in a conflict of interest unless disclosed

to the board of directors following the procedure outlined in this document: acceptance of any gifts, entertainment, service, loans or promises of future benefits from any person or group of any kind who might benefit from said individual's or group's relationship to HCP and/or its schools.

A director or any member of the director's immediate family shall not use for personal advantage, or for the advantage of any other group, organization or business to which he/she has allegiance, any confidential information, or material acquired in the discharge of the individual responsibilities with HCP and/or its schools.

A director who wishes to become a candidate for an employed position with HCP and/or its schools shall resign prior to submitting an application for the position.

G. CONFLICT DISCLOSURE

Any possible potential conflict of interest shall be disclosed in writing to the board of directors by the individual concerned prior to engaging in conflict-of-interest action and in sufficient time for the board of directors to act.

When any such conflict of interest is relevant to a matter requiring action by the board of directors, the interested person shall call it to the attention of the president, and such person shall not vote on the matter. Moreover, the person having the conflict shall leave the room in which the meeting is held and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by vote of the board of directors, excluding that individual.

In the event that a potential conflict of interest is not disclosed, the matter shall be referred to the board of directors for determination of continued membership of the individual concerned.

CONFLICT OF INTEREST STATEMENT

I, _____, understand the concept of a conflict of interest and represent that **I** have not knowing been a party to a conflict-of-interest action that has not been previously disclosed to the president of the board of directors. I also agree to report any potential future conflicts of interest to the president of the board of directors prior to engaging in the action or activity.

Signature:

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EXHIBIT B

CODE OF CONDUCT

As a member of the HCP Governance Board, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meeting;

2. Recognize that the board must comply with the Oklahoma Open Meeting Act and only has authority to make decisions at official board meetings;

3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

4. Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

5. Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

6. Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings**,** recognizing that authority to administer policy rests with the superintendent;

7. Be open, fair and honest – no hidden agendas – and respect the right of other board members to have opinions and ideas which differ from mine;

8. Recognize that the superintendent or the administrator is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;

10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

11. Respect the right of the public to be informed about district decisions and school operations**;**

12. Understand that I will receive information that is confidential and cannot be shared;

13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

14. Present personal criticism of district operations to the superintendent or administrator, not to district staff or during a board meeting;

15. Understand that I will not act in such a way to bring disrepute upon the district and that there is but one spokesperson, except in legal matters for the district;

16. Refuse to use my board position for personal or family gain or prestige. Announce any conflict(s) of interest before board action is taken; and

17. Remember always that my first and greatest concern must be the educational welfare of the students attending Harding Charter Preparatory School District.

CODE OF CONDUCT STATEMENT

I, _____, recognize the important responsibility I am undertaking in serving as a member of the HCP Governance Board. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role and abide by this Code of Conduct.

Signature _____

Date _____

Coversheet

Discussion and board action on adding Ronald Grant as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.

Section: VIII. Action Items
Item: O. Discussion and board action on adding Ronald Grant as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory School District Governance Board Executive Committee has completed its review of prospective board candidates and recommends the appointment of Ronald Grant, Ed.D., to serve as a member of the Governance Board.

Dr. Grant brings extensive experience in educational leadership, business operations, finance, strategic planning, and organizational management through his work in Oklahoma's public education system. He currently serves in a senior leadership role overseeing business and finance operations and has dedicated his career to supporting educational institutions through effective stewardship of resources and operational excellence.

The Executive Committee believes Dr. Grant's expertise will provide valuable insight as the district continues its strategic growth, including facility expansion, financial sustainability efforts, enrollment growth, and the replication of high-quality educational opportunities for Oklahoma City students and families. His professional background complements the Board's commitment to strong governance, fiscal responsibility, and long-term planning.

If approved, Dr. Grant will begin his first three-year term on July 1, 2026, and serve through June 30, 2029, in accordance with the district's bylaws and governance procedures.

RECOMMENDATION:

The Governance Board Executive Committee recommends the appointment of Ronald Grant, Ed.D., to the Harding Charter Preparatory School District Governance Board for a three-year term beginning July 1, 2026, and ending June 30, 2029.

Coversheet

Discussion and board action on adding Merlyn Frederick as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.

Section: VIII. Action Items
Item: P. Discussion and board action on adding Merlyn Frederick as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory School District Governance Board Executive Committee has completed its review of prospective board candidates and recommends the appointment of Merlyn Frederick, CPA, MBA, to serve as a member of the Governance Board.

Ms. Frederick brings more than two decades of experience in accounting, finance, auditing, compliance, strategic planning, and executive leadership. As a Certified Public Accountant and finance executive, she has led financial operations, reporting, risk management, and organizational strategy for complex organizations. Her professional expertise provides a strong foundation in fiscal oversight, governance, and long-term financial sustainability.

The Executive Committee believes Ms. Frederick's financial and business leadership experience will be a valuable asset as the district continues to expand educational opportunities for students and families, pursue facility growth initiatives, and maintain strong fiscal stewardship. Her background aligns well with the Board's commitment to responsible governance, strategic planning, and accountability.

If approved, Ms. Frederick will begin her first three-year term on July 1, 2026, and serve through June 30, 2029, in accordance with the district's bylaws and governance procedures.

RECOMMENDATION:

The Governance Board Executive Committee recommends the appointment of Merlyn Frederick, CPA, MBA, to the Harding Charter Preparatory School District Governance Board for a three-year term beginning July 1, 2026, and ending June 30, 2029.

Coversheet

Discussion and board action on adding Bryan Greenwood as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.

Section: VIII. Action Items
Item: Q. Discussion and board action on adding Bryan Greenwood as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.
Purpose:
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory School District Governance Board Executive Committee has completed its review of prospective board candidates and recommends the appointment of Bryan Greenwood to serve as a member of the Governance Board.

Mr. Greenwood brings extensive experience in executive leadership, financial management, strategic planning, and organizational operations. Throughout his career, he has held senior financial leadership positions, overseeing budgeting, financial performance, risk management, forecasting, and long-term organizational strategy. His background in financial stewardship and executive decision-making will provide valuable expertise as the district continues to strengthen its financial position and execute its long-term growth plans.

The Executive Committee believes Mr. Greenwood's experience in business leadership and financial oversight will be a significant asset to the Governance Board as Harding Charter Preparatory School District continues to expand educational opportunities, pursue facility development projects, and maintain a strong commitment to fiscal responsibility. His expertise complements the Board's ongoing efforts to ensure sound governance, strategic planning, and organizational sustainability.

If approved, Mr. Greenwood will begin his first three-year term on July 1, 2026, and serve through June 30, 2029, in accordance with the district's bylaws and governance procedures.

RECOMMENDATION:

The Governance Board Executive Committee recommends the appointment of Bryan Greenwood to the Harding Charter Preparatory School District Governance Board for a three-year term beginning July 1, 2026, and ending June 30, 2029.

Coversheet

Discussion and board action on adding Elicia Brannon-Little as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.

Section: VIII. Action Items
Item: R. Discussion and board action on adding Elicia Brannon-Little as an HCP Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory School District Governance Board Executive Committee has completed its review of prospective board candidates and recommends the appointment of Elicia A. Brannon-Little, DM, to serve as a member of the Governance Board.

Dr. Brannon-Little brings more than three decades of experience in higher education, business leadership, organizational management, and governance. She currently serves as a professor and project director at Southern Nazarene University, where she teaches undergraduate, graduate, and doctoral-level courses in business, management, and leadership. She also serves as Chair of the Academic Council and a member of the Graduate Council at Southwestern Christian University, providing oversight and leadership on academic policies, program development, and institutional governance.

In addition to her extensive experience in higher education, Dr. Brannon-Little has served in executive and operational leadership roles throughout her career, including business consulting, organizational management, budgeting, personnel supervision, strategic planning, curriculum development, and training. Her professional experience spans both the public and private sectors and includes leadership of organizations, educational programs, and community initiatives.

The Executive Committee believes Dr. Brannon-Little's expertise in leadership development, organizational governance, education, and strategic planning will be a tremendous asset to the Governance Board as Harding Charter Preparatory School District continues to expand educational opportunities for Oklahoma City students and families. Her experience in higher education also aligns closely with the district's mission to prepare every graduate for success at any post-secondary educational institution.

If approved, Dr. Brannon-Little will begin her first three-year term on July 1, 2026, and serve through June 30, 2029, in accordance with the district's bylaws and governance procedures.

RECOMMENDATION:

The Governance Board Executive Committee recommends the appointment of Elicia A. Brannon-Little, DM, to the Harding Charter Preparatory School District Governance Board for a three-year term beginning July 1, 2026, and ending June 30, 2029.

Coversheet

Discussion and board action on adding Haylie Calicott as an HCP Parent Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.

Section: VIII. Action Items
Item: S. Discussion and board action on adding Haylie Calicott as an HCP Parent Governance Board Member starting a first term from 7/1/2026 - 6/30/2029 as recommended by the executive committee.
Purpose: Vote
Submitted by: Steven Stefanick

BACKGROUND:

The Harding Charter Preparatory School District Governance Board Executive Committee has completed its review of prospective board candidates and recommends the appointment of Haylie Calicott to serve as a Parent Representative on the Governance Board.

Ms. Calicott brings significant experience in banking, financial services, business development, project management, and community leadership. She currently serves as Vice President and Business Development Officer for First Security Bank & Trust Company, where she leads business development initiatives, financial literacy efforts, community engagement programs, and strategic partnerships. She has also played a key leadership role in a large-scale banking system conversion project, coordinating cross-functional teams and managing complex organizational initiatives.

In addition to her professional experience, Ms. Calicott is actively involved in community service and nonprofit leadership. She currently serves as Chief Financial Officer for the Langston Chamber of Commerce and holds board leadership positions with several community organizations dedicated to economic development, education, and community engagement.

As a parent within the Harding Charter Preparatory School District community, Ms. Calicott offers both professional expertise and a firsthand understanding of the student and family experience. The Executive Committee believes her background in finance, strategic planning, community partnerships, and organizational leadership will provide valuable insight as the district continues its growth and expansion efforts.

If approved, Ms. Calicott will begin her first three-year term on July 1, 2026, and serve through June 30, 2029, in accordance with the district's bylaws and governance procedures.

RECOMMENDATION:

The Governance Board Executive Committee recommends the appointment of Haylie Calicott as the Parent Representative to the Harding Charter Preparatory School District Governance Board for a three-year term beginning July 1, 2026, and ending June 30, 2029.