



Funk's

*Learning
Lab*

2025 - 2026

Family and Student Handbook

MISSION OF FUNK'S LEARNING LAB

Funk's Learning Lab is dedicated to providing a nurturing, community-focused education that promotes academic excellence, character development, and environmental stewardship through personalized, hands-on learning. Serving K–8 students (expanding to 9–12) in Major County and surrounding counties, we offer in-person and online micro-school and tutoring programs, inspiring a lifelong love for learning and responsible citizenship.

VISION OF FUNK'S LEARNING LAB

To be a leading rural Oklahoma model for small-scale education, blending the community spirit of the one-room schoolhouse with innovative, hands-on teaching and sustainable practices, accessible both in-person and online, empowering students to thrive academically and contribute meaningfully to their communities.

PURPOSE OF HANDBOOK

This handbook was adopted by the administration of Funk's Learning Lab. The entire document is considered official Board Policy. The school reserves the right to change portions of this document throughout the course of the school year as might be necessary. The school is governed by the LLC, whose function is to set policy for the operation of the school. The administration of the school is assigned to the Owner, who oversees the total school program, and the principals, who supervise academic programs, student activities, and disciplinary procedures. When a student has applied and been accepted by the school, it is understood that the parents and the student will read and accept the policies outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates attendance at the school. It should be understood that acceptance into Funk's Learning Lab is on a per year basis. The faculty and staff are dedicated to education and seek to help all students realize their full potential.

ACCREDITATION AND AFFILIATIONS

Funk's Learning Lab is accredited Kinder through 8th grade by the (need).

ADMISSIONS

Funk's Learning Lab is a LLC that admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It is our goal to educate our students to the best of our ability. All students are required to have a minimum cumulative GPA of 2.0 to be admitted to the school. To continue enrollment the student should maintain at least a cumulative GPA of 2.0. All first year students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement.

Full policy in Policy handbook.

FINANCIAL POLICY

Funks Learning Lab, organized as an LLC, sustains its operations primarily through tuition from its school program and revenue from tutoring services, supplemented by contributions from friends and families. The tuition and tutoring fees charged to parents are significantly lower than the actual cost of providing these educational services. The shortfall is offset by generous donations from supporters who value the exceptional education and personalized tutoring offered by Funks Learning Lab.

PAYMENT TERMS

Fees for tuition and tutoring services may be paid according to the following options:

- **Annual Payment:** A single payment for the full school year, paid directly to Funks Learning Lab.
- **Monthly Payments:** Monthly payments for either tuition, tutoring, or both, as applicable.

WITHDRAW POLICY

If a parent or legal guardian decides that a student will not return for the upcoming school year or will discontinue tutoring services, written notification must be provided to Funks Learning Lab. This notification, along with a completed withdrawal form, must be submitted to the Owner by **March 1** to avoid incurring tuition or tutoring fees for the following school year. Failure to notify by this deadline indicates a commitment to continue school enrollment and/or tutoring services for the next school year.

This policy allows Funks Learning Lab to plan effectively, securing teachers, tutors, and staff well in advance to maintain the high quality of our educational programs.

GUESTS

We welcome guests at Funk's Learning Lab. All guests must report to the front desk and wear a guest's badge. To avoid disruption of classes, only potential students who are applying for admission may visit classes. Visits must be scheduled through the Admissions Coordinator. Lunch visitations will be allowed for family members only (exceptions may be approved by principals).

On campus guests should:

- Follow all handbook policies (dress, food, etc.),
- Not cause disruption of regular activities in halls or classrooms, and
- Get permission from the Administration or a Teacher for classroom visits.

INSURANCE

The school does not furnish health or accident insurance for students. All families, students, international students, exchange students, and anyone associated with Funk's Learning Lab is required to provide their own insurance. Funk's Learning Lab will not be liable for injuries or medical assistance to students.

AHERA MANAGEMENT PLAN

As required by Public Law 99-519, the Asbestos Hazard Emergency Response Act of 1986, Local Education Agencies (LEA) are required to have a management plan and notify its patrons of the locations of the plan. Funk's Learning Lab certifies that a plan is in place, and we will continue to comply with all applicable laws and regulations. The plan is in the office.

SEARCH AND SEIZURE

Administrators may search or authorize a search of the property of any student, including but not limited to vehicles, lockers, and backpacks. The school reserves the right to use search dogs at the administration's discretion for periodic random searches.

ACADEMIC INFORMATION

Honor Rolls

A student may qualify for the Principal Honor Roll(s) based on his or her semester grades.

- Principal Honor Roll: Students qualify by maintaining all A's in every class.
- A&B Honor Roll: Students qualify by maintaining all A's and B's in every class.

Wednesday Night Homework

We understand and appreciate the importance of time spent with families. Therefore, homework will not be assigned on Wednesday nights to allow families to attend mid-week Bible study. If there has been an appropriate amount of time given to a student to finish their work or study for a test, some assignments may be due on Thursday.

Late Assignment Turn-in Policy

- Policy set by classroom teachers (K-5th Grades)
- 6th-8th grade: ○ If the assignment is late, the most it can achieve after the time it was due is 70%. Additional points will be deducted from that 70% at the same rate as the original assignment.

Make-Up Work Requirements

(Illness/Medical/Dental Attention of the student or Illness/Death in Immediate Family)

- Students are responsible for initiating and completing all work during an unplanned absence.
- Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.

- If a student is absent only on the day of a test, the student may be tested on the next school day or at the discretion of the teacher.
- Students with an extended illness may request a special schedule for making up work. This request should be directed to the teachers or through the principal.
- Students will be allowed one day to make up work for each absence:
 - 1 day absence = 1 day to make up missed work, the work is then due the following school day.
 - For example, if a student misses class on Monday, then the student has Tuesday to make up the work, meaning the work is at the beginning of class on Wednesday.
 - 2 day absence = 2 days to make up missed work
 - For example, if a student misses class on Monday and Tuesday, then the student will have Wednesday (to make up for Monday and Thursday to make up for Tuesday) making Monday's work due Thursday and Tuesday work due Friday. If the class does not meet on that Friday, it is still expected that the student turns in all relevant work on that day. Make up tests are to be coordinated with teachers, however, tests are expected to be made up the next school day, regardless if the class is meeting.

Academic Integrity

Academic cheating is the attempt to obtain information, knowledge, or material from any other source (including AI resources) and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Students caught cheating or plagiarizing on any assignment or major research project will receive a zero and be subject to disciplinary action.

Online and Correspondence Courses

The principal must approve all correspondence work.

Report Cards/Progress Reports

Progress reports with students' grades in each class are issued weekly. At the end of each semester, students will receive a report card with semester grades. In elementary school, report cards will be submitted each 9 weeks.

Grading Scale

Grading Scale		
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 & Below	0

The Kindergarten, 1st Grade and 2nd Grade report cards are an indication of mastery of standards.

Middle School Grading Policy

6th - 8th Grade

- 60% Formative Assessment (Daily Evaluations, Homework, & Quizzes)
- 40% Summative Assessment (Chapter Tests, Unit Assessments)

PROBLEM RESOLUTION

[Grievance policy](#)

RIGHT OF ACCESS TO RECORDS

The Buckley Amendment of the Family Educational Rights and Privacy Act (FERPA—as stated below) grants the right of access to educational records. Access must be granted within forty-five days of a parent's written request, and this request must be submitted to the principal. Available records include grades, evaluations, and standardized test results. Parents or guardians may request that their student's records be released to persons and institutions outside of Funk's Learning Lab. The school reserves the right to hold records due to unmet financial obligations.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. The Federal Compliance Office may also be contacted at the following address: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-8520.

CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY

The Administration believes in the importance of close working relationships with families. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

CHILD CUSTODY

Funk's Learning Lab will provide school records, upon request, to either parent UNLESS supplied with a copy of a court order. It is the parents' responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check out a child from school unless Funk's Learning Lab is otherwise notified in writing.

TEXTBOOKS

Students are responsible for textbooks issued to them. Damages to a textbook or losing a book will require reimbursement. Payment should be received before a new book will be issued. The classroom teacher or media center coordinator will issue books. The teacher or media center coordinator will record the student's name and the condition of the book in the front of the book using the following scale: N=New; G=Good; F=Fair; and P=Poor.

CONTAGIOUS SYMPTOMS, ILLNESS OR INJURY

Parents are expected to keep a student who is ill out of school for 24 hours after a fever. In the event a student becomes ill during school hours, the student will be sent home. Symptoms that

cause a student to be sent home include, but not limited to, untreated impetigo or undiagnosed rash, ringworm, head or body lice, conjunctivitis, or scabies. For these illnesses, the student must have a doctor's note before returning to class. Parents are responsible for any costs involved for a 911 call.

MEDICATIONS

There shall be no medication in a student's possession when on campus. All medications must be checked in at the office. A record is kept of medications administered. Students caught with medication in their possession will be addressed by the Administration.

It is against federal law to dispense prescription medication to a student without the original container with the child's name and instructions for administering medication.

Funk's Learning Lab requires that a "Medication Consent Form" must be on file in the office prior to administering any medication.

SCHOOL CANCELLATIONS

Local news outlets will be notified if school is to be canceled or dismissed early due to weather conditions. Parents should listen to one of these stations if the weather is questionable. We will also notify parents via email and text of any weather-related schedule changes.

LOST AND FOUND

Students finding lost articles should take them to the school office. Unclaimed articles will be donated at the end of each month.

DRILLS

Students, teachers, and other employees shall participate in drills of emergency procedures—fire, tornado, and lockdown. When the alarm is sounded, students must follow the directions of the teacher quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher.

CODE OF CONDUCT

The purpose of the code of conduct is to provide students at the school an effective and safe learning environment. Students should be guided by biblical teachings to conduct themselves in a manner that is respectful of self and others. Our code of conduct at Funk's Learning Lab can be summarized by trust, respect, and responsibility. Critical elements of this principle include the following:

- Students will act in accordance with the safety rules of the school at all times.
- Students will not impede classroom instruction or school culture.
- Students will act in accordance with school policies, and classroom procedures.
- Students will respect their peers, teachers, and the Funk's Learning Lab community. Violations of the code of conduct or other rules and guidelines will subject the student to disciplinary measures.

Moral Clause

All students and staff at Funks Learning Lab are expected to uphold the highest standards of ethical conduct and foster a respectful, welcoming community. This includes:

1. **Integrity:** Acting with honesty and fairness in all academic and personal interactions, taking responsibility for one's actions, and maintaining trustworthiness in all endeavors.
2. **Respect:** Treating others with dignity, kindness, and consideration, valuing others' perspectives, and fostering a safe and supportive environment for learning and collaboration.
3. **Compassion:** Demonstrating care and empathy toward others, offering support to those in need, and promoting a spirit of unity and encouragement within the community.
4. **Accountability:** Committing to personal and academic growth by adhering to the Lab's policies, striving for excellence, and addressing conflicts or challenges with humility and constructive dialogue.
5. **Stewardship:** Using resources responsibly, caring for the shared environment, and contributing positively to the well-being of the Funks Learning Lab community.

By embracing these principles, students and staff contribute to a culture of mutual respect, personal growth, and collective success.

STUDENT DRESS CODE

Students at Funks Learning Lab are expected to dress in a way that shows respect for themselves, their peers, and the learning environment. The dress code promotes modesty, neatness, and a positive atmosphere for education. Please follow these guidelines:

1. **Modesty:** Wear clothing that is appropriate and non-revealing. Avoid tight, sheer, or low-cut tops, and ensure skirts, shorts, or dresses reach at least mid-thigh. Tops must have sleeves and cover the midriff.
2. **Neatness:** Clothing should be clean, free of rips or holes, and suitable for a classroom setting. Casual attire like jeans or t-shirts is acceptable if neat, but avoid athletic wear, beachwear, or pajamas.
3. **Respectful Appearance:** Avoid clothing with messages, graphics, or symbols that could be offensive or disruptive to the learning environment.
4. **Footwear:** Wear appropriate shoes at all times for safety. Closed-toe shoes are preferred; flip-flops or beach sandals are not allowed.
5. **Grooming:** Maintain good personal hygiene and neat grooming. Avoid excessive or distracting accessories.

Students not following the dress code may be asked to change or cover up by staff. Repeated violations may result in a discussion with parents or guardians. By adhering to this dress code, students help create a respectful and focused learning community.

SERIOUS DISCIPLINARY OFFENSES

Serious discipline offenses as listed below will result in immediate office referrals and may be subject to disciplinary action. For serious discipline offenses, consequences will begin at a higher level, and even suspension or dismissal for the first offense. The 3rd - 5th office referrals will be treated as serious disciplinary offenses and could result in dismissal at the administrator's discretion. Excessive referrals (i.e., more than 11) shows a behavioral pattern contrary to the Funk's Learning Lab code of conduct, policies, and mission.

Other offenses resulting in disciplinary action, which could result in dismissal, include but are not limited to:

- Altercations, verbal and physical
- Bullying will not be tolerated and is defined as but not limited to the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students will not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying. Internet bullying will not be tolerated. A substantiated charge of bullying will result in disciplinary action up to and including dismissal. (Additional information regarding bullying is listed below.)
- Cheating
- Inappropriate use of technology
- Deliberate and/or repeated classroom disruptions
- Disrespect
- Excessive referrals
- Falsification of documents, plagiarism
- Gambling
- Harassment
- Profane or vulgar language
- Sexual misconduct
- Theft
- Throwing rocks, sticks, and/or other objects
- Truancy or leaving school without permission
- Use/possession of alcohol, illegal substance, tobacco, or vaping
- Paraphernalia of drug, alcohol, tobacco, vaping, or anything in conflict with the mission of OCA as determined by administration
- Vandalism (Students will be responsible for repair/replacement cost.)
- Possession of a weapon as determined by the principal

DISCIPLINE STRATEGIES

This list of disciplinary strategies is not exhaustive:

Apology

The program of apologizing to peers is something we view as transformational and healing for our students. This would involve students apologizing in chapel, classrooms, or anywhere the administration sees value in an apology.

Think Sheet

Think sheets allow students to reflect on their choices, encourage self ownership of behavior and identify lessons and alternatives to student misbehavior.

Before/After School Accountability Time

The program is designed to allow the student an opportunity to reflect on choices made while completing their individual work or participating in school community service. Before school time begins at 9:00am, and after school time begins at 3:00pm.

Probation

When a student is placed on behavioral probation, any misbehavior can be a precursor for dismissal. A student placed on probation risks forfeiture of his/her right to participate in any extracurricular activity at the discretion of the Administration. See appendices for behavioral probationary forms.

In-School Suspension (ISS)

The program is designed to allow the student an opportunity to reflect on choices made while completing their individual work and school community service. Students who are placed in ISS may be suspended from extracurricular activities during their placement. Families may be required to pay for a school-selected substitute to monitor and supervise their student during ISS.

Out-of-School Suspension (OSS)

The student will not attend school and must complete all academic work/quizzes during OSS and must submit all work the day that they return to the classroom. Students are responsible for communicating with teachers to obtain assignments and instructions. Students may make up missed tests upon their return to class for a grade, scheduled at the teacher's convenience.

Expulsion/Dismissal

Serious offenses (such as those involving criminal actions) and repeated violations may result in dismissal from Funk's Learning Lab.

BULLYING

Funk's Learning Lab requires students to honor our bullying policy on and off campus. We believe character and moral absolutes do not stop when students are dismissed at the end of a school day. The school has been and always will be concerned about the behavior of students both on and off campus. The school adheres to the "School Bullying Prevention Act" as stated in the Section 487 of the School Law book.

Extensive policy on bullying and grievance is linked [here](#).

PROPERTY DAMAGE

Any student destroying, removing, or in any other way defacing property or trespassing on another person's or group's property will be subject to disciplinary action. A charge will be made for the property damage.

SUBSTANCE USE POLICY

No student shall possess, abuse, transmit, or be under the influence of alcohol, over-the-counter (OTC) drugs, prescription drugs or illegal substances.

The same applies to the selling, or transferring of alcohol, drugs, or other illegal substances at a school-sponsored activity whether on or off campus. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal. Furthermore, if a student has

knowledge of such activity on school property and fails to inform school officials, that student may be subject to disciplinary action up to and including dismissal.

Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline. The school reserves the right to require approved professional counseling and random drug testing at the student's expense.

STUDENT COMMUNICATIONS

Cite as: 70 O.S. § 6-401 (OSCN 2024)

A. As used in this section:

1. "Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic digital means of communication; and

2. "School personnel" means teachers, coaches, administrators, school bus drivers, or any other persons employed full-time or part-time by a public school or charter school.

B. School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.

C. Exceptions to the requirement in subsection B of this section may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School personnel shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

D. Schools shall provide training, developed by the State Department of Education, for school personnel on the student communication requirements of this section.

E. Any school personnel who is reported to be in violation of subsection B of this section shall be put on administrative leave while the school district investigates the incident and notifies the board of education. If the investigation finds that no misconduct occurred, the school personnel shall be reinstated and the incident shall be noted in the school personnel's employee file. If the investigation finds misconduct occurred, the school personnel shall be disciplined according to the school district board of education's policy, up to and including termination of employment, and the incident shall be reported to law enforcement pursuant to [Section 1210.163 of Title 70](#) of the Oklahoma Statutes.

ELECTRONIC DEVICES

Funk's Learning Lab recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. As such, Funk's Learning Lab will provide devices and programs that will support learning goals. Students will be required to pay for damages to school issued electronic devices. Students may not bring their own device for learning (such as tablet or laptop) in substitution for a

school-issued device. On occasion, students may use approved devices when administration deems them appropriate for educational purposes.

Students may not utilize cell phones or smart watches on campus. Students are prohibited from taking photographs or making recordings of themselves or others that would be classified as harassment, intimidation, or bullying as described by the "School Bullying Prevention Act" as stated in the Section 487 of the School Law book.

Families should refrain from texting or calling their students during the school day. If there is a family emergency, students may be reached by calling the school office.

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following rules:

- Cell phone/smart device usage is prohibited from 9a-3:00p. Including lunch, during athletics, and passing periods.
- If cell phones and smart mobile devices must be on campus, all shall be powered off and kept in a student's backpack or locker – not on self (in clothing pockets etc.).
- Cell phones and all smart mobile devices are not allowed to be used in classrooms, common areas, or restrooms.
- Cell phones and all smart mobile devices can be turned back on at the end of school day and used to communicate directly with parents/friends who are assisting in transportation.
- Cell phones and all smart mobile devices are not allowed to be used during transition times between classes or during lunch.
- If a student needs to make an emergency call during the day, they are to come to the main office to use the office phone.
- In the case of a campus-wide emergency, necessary communication will be sent via text message from a school issued platform.

Wired headphones are only permitted; the use of bluetooth or wireless headphones is prohibited during the school day.

Students with needs that require the use of their cell phone, smart watch, or mobile device for assisting, tracking, or aiding in a **physical** medical condition will be granted an exception to these rules. However, medical documentation is required for such devices to be used on school grounds and only as it pertains to the medical condition.

TECHNOLOGY USAGE

Funk's Learning Lab authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. The use of school technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in this handbook and the Acceptable Use Agreement. The school reserves the right to suspend access at any time, without notice, for any reason. The school expects all students to use technology responsibly in order to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use school technology shall sign and have his/her parent/guardian sign this [Acceptable Use Agreement](#) as an indication that he/she has read and understands the agreement. Inappropriate usage will result in disciplinary consequences.

SOCIAL MEDIA

Funk's Learning Lab recognizes the popularity of social networking applications like SnapChat, Facebook, Instagram, TikTok and Twitter (list is not exhaustive). Students should take extreme caution when posting on such sites. Students are representatives of Funk's Learning Lab, and all posts should reflect our school, the employees, and other students and families in a positive light. As a general rule, students should consider all social media postings as public. Students may not use electronic devices to take or post pictures or videos of teachers or staff without written consent. Also, students should not use social media as a way to hurt, offend, or demean another person. The administration may require that parents become involved in the disciplinary process, including communicating with other parties involved. Students who post such media will be subject to disciplinary action and may be dismissed from Funk's Learning Lab.

PERSONAL ITEMS

Funk's Learning Lab is not responsible for the loss or damage of any items brought from home. Personal items, toys, and electronic devices (not to include cell phones) are not permitted at school.

DANGEROUS WEAPONS POLICY

It is the policy of Funk's Learning Lab to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system (Public Law 107-110, Section 4141.) This policy on dangerous weapons is applicable to all students without regard to age or grade:

- A. "Gun or Device Capable of Discharging or Throwing Projectiles" The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns or any caliber and/or (b) BB guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.
 - a. 1. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the OCA campus, parking lots, premises or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time which shall be not less than one calendar year in compliance with Oklahoma Statute Title 70, sections 24-101.3. However, the president of Funk's Learning Lab or his/her designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.
 - b. 2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, may also be subject to suspension out of school for not less than one calendar year.
- B. Facsimile of Gun Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:
 - a. Parent(s)/Guardian(s) will be notified
 - b. The student may be suspended out of school

- c. If harm or threat should occur, the student will be dealt with the same as having a gun
- C. C. Knives, Weapons, or Other Dangerous Devices The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.
 - a. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Funk’s Learning Lab or during school sponsored or authorized activities, functions or events, will be subject to disciplinary actions.
 - b. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, may also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
 - c. For students identified under C1 and 2 above, the following disciplinary actions are to result for all students involved:
 - i. Warning: A warning will be given when the knife, weapon or device (1) has not been displayed or used in a threatening manner and (2) has not caused any harm, injury, destruction or damage and (3) is a knife or device commonly used or carried by persons for use other than as a weapon and (4) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (5) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - ii. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (1) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (2) 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 (3) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.
 - iii. Automatic Long-term Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (1) when the knife, weapon or device was used or displayed in a threatening manner; or (2) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (3) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (4) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

STUDENT ACTIVITIES

Student groups must be under complete supervision of a school sponsor. Sponsor(s) and the principal must express written approval for all school-sponsored programs, projects, and social events. Students participating in a school activity during school hours requiring transportation to another school or site must ride in transportation provided by parents.

BEFORE/AFTER-SCHOOL SUPERVISION

Students may arrive at school at 8:45 am.

Any child not picked-up prior to 3:15 pm will be considered late. Upon multiple offenses the parent will be charged an hourly fee.

ATTENDANCE

Absence Policy

Because the following policies are not based on excused/unexcused absences, all absences will be counted towards the maximum absences allotted per semester. However, if a student is absent for two or more days due to an extended illness or surgery, these absences may be appealed to the school principal(s). The parent will need to submit an appeal request to the office with a doctor's note verifying the dates of the extended illness/surgery. All appealed absences are at the discretion of the principal(s).

- Elementary (1 st -5 th Grade) - A student must not have more than ten (10) absences per semester.
- Secondary (6 th -12 th Grade) - Students must be in a class more than half of the designated class period in order to validate their attendance. A student must not have more than 5 block absences in a specific class per semester (equivalent to two full weeks of class in a given course). There is no distinction between excused or unexcused. Absence appeals may be made to the principal.
- Extracurricular - Students may not participate in any extracurricular activity (such as banquets, drama, and sports activities) on the same day they have been absent from school more than one-half of the school day (the current daily secondary (7th-12th) schedule requires four (4) periods attended of an eight (8) period day). Any exceptions to this rule are at the discretion of the principal. Students on attendance probation will be restricted from participation in extracurricular activities.

Tardy Policy

All students must sign in at the office.

STUDENT ORGANIZATIONS

Elections and Selections

Students elected or selected for leadership positions must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of such positions.

Student Leadership Council (SLC)

At a time set by the SLC sponsor, the high school will elect SLC officers for the designated year. The constitution of the SLC must be followed strictly in regard to qualifications and responsibilities.

National Elementary Honor Society – NEHS

- Student must be in 4th, 5th, or 6th grade
- Student must exemplify responsibility, character, and citizenship

Additional information may be attained by contacting the principal.

FAMILY ACKNOWLEDGMENT

I acknowledge that Funk's Learning Lab shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that Funk's Learning Lab shall have the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. I acknowledge that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to (at the school's discretion) dismiss a student or not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.