

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA, INC.
Non-Discrimination Policy

NON-DISCRIMINATION AND TITLE IX/SECTION 504 NOTICE

The Virtual Preparatory Academy of Oklahoma does not discriminate on the basis of ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability. All employees, students, or parents shall report to the Title IX Coordinator at any time the employee has notice of sexual harassment, including allegations of sexual harassment.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

The school is committed to a learning environment that is free from sexual harassment. It is a violation of policy for any member of the school staff to harass students or for students to harass other students through conduct or communications (verbal, written, social media, or other electronic means) of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

REPORTING, INVESTIGATION, AND SANCTIONS

Students should report all incidents of sexual harassment to a teacher, counselor, or administrator in their school building and file a complaint through the school's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the school's Title IX Coordinator.

The school will initiate and investigate in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible. Doing so follows applicable law and policy and does not preclude the school from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect the individual's academic or employment status, affect grades, or impact team or activity participation.

The school will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities, preventing harassment from recurring or preventing retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

All students and employees will receive periodic training related to recognizing and preventing sexual harassment. Employees must receive additional periodic training related to handling reports of sexual harassment. Training materials will be available to the public on the district's website.

COMPLAINT PROCESS

The school strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. The Virtual Preparatory Academy of Oklahoma has designated several staff members as coordinators of non-discrimination and anti-harassment. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassing laws. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Step 1: The student and parent(s), custodian(s), or legal guardian(s) should address in writing any concern or grievance to the Head of School. The Head of School will respond within ten (10) working days. If the concern or grievance is not resolved by the Head of School, the parent(s), custodian(s), or legal guardian(s) may request a meeting (via phone or in person) with the Head of School to discuss the concern or grievance. The meeting request must be in writing. The Head of School shall investigate and respond within ten (10) working days.

Step 2: If the family's concern is not resolved at the meeting with the Head of School, the family may file a complaint with the school board.

The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents on the specific civil rights grievance procedure.

Title IX Coordinator
Virtual Preparatory Academy of Oklahoma
Erin Starkey, Head of School
309 NW 13th, Suite 103
Oklahoma City, OK 73103
(405) 233-3846

Section 504 Coordinator
Virtual Preparatory Academy of Oklahoma
Erin Starkey, Head of School
309 NW 13th, Suite 103
Oklahoma City, OK 73103
(405) 233-3846