VIRTUAL PREPARATORY ACADEMY

SCHOOL HANDBOOK

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INTRODUCTION

FOREWORD

This Student Handbook was developed to answer many commonly asked questions parents, guardians, learning coaches, and students may have during the school year, and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information in this handbook and keep the handbook available for frequent reference. If you have questions not addressed in this handbook, you are encouraged to talk to the Head of School. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the school's rules. If any policies or administrative guidelines referenced herein are revised after the Board's approval, the language in the most current policy or administrative guideline prevails.

MISSION

We are committed to empowering students along educational paths within a supportive community, and fostering an environment where they can explore diverse career opportunities and express their creativity.

VISION

Our aim is to establish an inclusive environment where every student experiences safety, appreciation, and encouragement. We focus on empowering individuality, fostering family involvement, and cultivating a community that uplifts each person to their highest capabilities. Together, we're molding future leaders poised for success in academia, their professions, and beyond.

NON-DISCRIMINATION POLICY

VPA of Oklahoma does not discriminate in its admissions policies or practices on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, religion, ancestry, income level, disability, aptitude, academic or athletic performance, or proficiency in the English language. Virtual Preparatory Academy of Oklahoma serves students with disabilities and English Learners and provides services to students as required by state and federal law. In most cases, the services required by a student with disabilities can be provided at the Virtual Preparatory Academy of Oklahoma. In some cases, a student's needs require that they be placed at a different program or location as determined by an IEP or Section 504 team.

2026-2027 SCHOOL CALENDAR

VPA of Oklahoma | 2026-2027 CALENDAR

July 2026

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

29-31 Teacher Professional Development

August 2026

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 Teacher Work Days / Professional Development
10 First Day of Quarter 1 / Semester 1
20-21 Beginning-of-Year i-Ready Inform Tests

September 2026

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day - No School
22-23 Parent-Teacher Conferences (Regular School-Day Schedules)

October 2026

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Last Day of Quarter 1 (Asynchronous school day)
8-9 Fall Break - No School
12 First Day of Quarter 2

November 2026

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 Thanksgiving Break - No School

December 2026

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3-4 Mid-Year i-Ready Inform Tests
18 Last Day of Quarter 2 / Semester 1 (Asynchronous school day)
19-31 Winter Break - No School

January 2027

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-3 Winter Break - No School (continued)
4 First Day of Quarter 3 / Semester 2
18 Martin Luther King, Jr. Day - No School

February 2027

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents Day - No School
23-24 Parent-Teacher Conferences (Regular School-Day Schedules)

March 2027

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Last Day of Quarter 3 (Asynchronous school day)
15-19 Spring Break - No School
22 First Day of Quarter 4

April 2027

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 End-of-Year i-Ready Inform Tests

May 2027

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 Last Day of Q4/S2 (Asynchronous school day)
25-28 Teacher Work Days / Professional Development
31 Memorial Day

OVERVIEW

Q1	Aug. 10 - Oct. 7 (42 Days)
Q2	Oct. 12 - Dec. 18 (45 Days)
S1	**Aug. 10 - Dec. 18 (87 Days)**
Q3	Jan. 4 - Mar. 12 (48 Days)
Q4	Mar. 22 - May 24 (46 Days)
S2	**Jan. 4 - May 24 (94 Days)**

ASYNCHRONOUS DAYS
(no live classes; students log in and do classwork)

October 7 December 18
March 12 May 24

181 Instructional Days

APPLICATION - REGISTRATION - ADMISSION

The Virtual Preparatory Academy of Oklahoma is an online public school recognized by the state of Oklahoma for grades Kindergarten through tenth. Admission is open to students on a statewide basis. Submission of an application within the online enrollment portal represents the first step in a multi-step process. By completing, signing, submitting the online Application, and uploading all required documents, the Parent or Guardian expresses a desire to have his/her child attend the school. The submission of the online Application and associated documents begin the admissions process. It does not mean the student will be enrolled. As part of the process, the Parent or Guardian will submit copies of the Student:

- Proof of Identity
- Current Immunization Record
- Proof of Residence
- Oklahoma Student Transfer Application

Additional documents are requested through the enrollment process.

- Copy of most recent report card and/or transcript
- Vision screening

After applying, all required documents must be uploaded via the online enrollment portal within 30 days. For assistance with uploading documents, please call 405-666-5177 or email enrollment@vprepok.org, or fax to 405-529-1894. Once they are received and accepted, you will receive notification of your student's official enrollment. Your student will be considered fully enrolled when:

1. All required enrollment documents are received and accepted by the School;
2. Oklahoma Student Transfer Application is approved;
3. The student completes onboarding and orientation before beginning any online coursework.

In order to maintain a student's enrollment, the Guardian must:

1. Ensure that a working phone and internet connection are maintained at the location where the student is being educated at all times.
2. Stay current with attendance and academic requirements.
3. Inform the School, via updated proof of residence, of all parent or student address and phone number changes as soon as possible; and
4. Adhere to all requirements of the Parent-Student Handbook.

APPLICATION - REGISTRATION - ADMISSION (continued)

If you fail to provide any of the above, the Parent and Student may be locked out of the student learning platform or removed from the school due to lack of engagement.

CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY

The Parent/Guardian/Student is responsible for informing the School Office of any change of address or phone number. If you have a change of address, you are required to provide the corrected student information and proof of residency documentation to the School Office by emailing our office. If there is a change of custody for the student, you are required to provide the corrected student information, including the current custody order, to the School Office.

ANNUALLY REQUIRED DOCUMENTS

After initial enrollment, each year, the school will distribute the following forms and documents to all parents and students. Some of the documentation will need to be filled out and returned. It is the parent's responsibility to update the necessary information as appropriate. This list is illustrative and subject to change.

- Parent/Student Handbook & Agreement
- Household Income Verification Form (used by the state to inform some streams of school funding levels)
- Emergency Medical Authorization

HANDBOOK ACKNOWLEDGEMENT

Both the Parent and Student are required to sign the Handbook Agreement Form and submit it at the time of admission and then annually while enrolled. The signed Agreement Form is kept in the student's cumulative file and, among other things, expresses the acceptance of the Handbook content by both the Parent and the Student.

HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

Immunizations have been proven to help prevent the spread of certain contagious diseases and, in some cases, have eradicated disease. The Oklahoma State Department of Health determines the schedule of childhood immunizations required for school attendance. Schools, including online schools, must adhere to the current immunization schedule. Visit the Oklahoma State Department of Health website to view the current required immunizations for school attendance. In special circumstances, your physician may recommend additional immunizations.

APPLICATION - REGISTRATION - ADMISSION (continued)

A child, through his or her parent or guardian, may apply for an exemption from this requirement by submitting a form to the school. The school shall maintain a copy of the application in the child's records and send a copy to the Department for approval.

Oklahoma State Department of Health- Certificate of Exemption

1. A request for exemption for medical reasons shall contain a certificate signed by a physician stating that the physical condition of the child is such that the immunization would endanger the life or health of the child and that the child should be exempt from immunization.
2. A request for exemption for religious or other personal reasons shall contain a signed written statement from the parent or guardian stating a summary of the objections. Lost or unobtainable immunization records are not a ground for personal exemption.

AGE REQUIREMENTS

Students must reside in the state of Oklahoma to be eligible for enrollment. Age eligibility is as follows: Must be age 5 and 21 years on or by September 1 of the current school year and have not graduated from high school will be allowed to attend.

STUDENT CONDUCT AND DISCIPLINE

BEHAVIOR GUIDELINES

Virtual Preparatory Academy of Oklahoma expects positive behavior from all students, teachers, staff, and parents. Effective learning occurs with an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of nonviolence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas essential to the school's discipline system. Students will be successful by:

- Knowing and obeying the rules,
- Accepting responsibility for their behavior, and
- Engaging in their learning daily.

The code below applies to student conduct on school property, on live web conferencing, and while in the control or custody of the school, regardless of whether on or off school premises or at a school-related activity. The types of conduct prohibited by this code are listed below.

Students and parents shall be provided annually (at the beginning of the school year or upon entering the school) written information on the rules and regulations to which students are subject while in school and participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from School or other forms of disciplinary action. The Board directs the administration to make all students aware of this student Code of Conduct and that any violations of the student code of conduct are punishable. Virtual Preparatory Academy of Oklahoma's rules and regulations are outlined in the pages below.

STUDENT CONDUCT AND DISCIPLINE (continued)

CODE OF CONDUCT

To maximize student learning for all students, the Virtual Preparatory Academy of Oklahoma will provide a virtual school environment that promotes appropriate behavior and minimizes disruptions. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their behavior and the consequences of their actions. All students are expected to have a clear and consistent understanding of the Student Code of Conduct and comply with all School policies and procedures.

The Code of Conduct requires students to:

- conform to reasonable standards of socially acceptable behavior,
- respect the person and property of others,
- respect the rights of others,
- preserve the degree of order necessary to the educational program in which they are engaged, and
- comply with the School, Head of Schools, teachers, and staff requests.

The Code of Conduct designates sanctions for student noncompliance with the code, which shall:

- relate in kind and degree to the noncompliance,
- help the student learn to take responsibility for their actions, and
- be directed, where possible, to reduce the effects of any harm which the student's misconduct may have caused.

Before being enrolled and as a condition of enrollment, parents and students must:

- Acknowledge receipt of the Code of Conduct, and
- Agree to comply with all expectations and procedures contained therein.

The Virtual Preparatory Academy of Oklahoma shall not discriminate on the basis of a protected class, including but not limited to race, color, national origin, age, religion, disability, or sex, in its discipline policy and practices.

The Code of Conduct also applies to conduct that occurs via the Internet if it is directed at School students, officials, or personnel or to the extent it affects the learning environment. The following infractions are examples of prohibited behavior and will be subject to consequences, including but not limited to potential suspension or expulsion.

STUDENT CONDUCT AND DISCIPLINE (continued)

The list of infractions is not intended to be exhaustive, and every incident will be evaluated individually. If a student leaves The School for any reason, whether through voluntary withdrawal, engagement/attendance based withdraw, or expulsion, he/she must return all school property including, but not limited to, the computer, hardware, software, textbooks, workbooks, and other materials and supplies loaned by The School or its Management Company. In addition to the consequences enforced by the school, law enforcement will be contacted in instances where criminal acts are committed

- Cheating –to act dishonestly; copying or using someone else's work.
- Plagiarism –to use another's work without proper citation; to pass off another's work as your own.
- Insubordination –not accepting directions; refusing to cooperate with school employees, agents, and/or other representatives.
- Theft –to take the property of another without right or permission.
- Fighting –to participate in physical contact with one or more students, faculty, or staff of the school or any other person with the intent to injure.
- Possession or intake of a controlled substance or alcohol.
- Vandalism –purposeful destruction, misuse, or defacing of the school's property or other's personal property (including the computer) and/or hardware on loan to the student.
- Profane/obscene language or gestures toward students/staff/teacher/others –inappropriate, disrespectful words, terms, or gestures intended to embarrass or insult.
- Inappropriate use of internet access, as detailed later in this Handbook.
- Wrongful conduct –any action or inaction not explicitly referenced in the listing above that, in the opinion of the Superintendent, impedes, obstructs, interferes, or violates the mission; philosophy, policies, procedures, rules, and/or regulations of the school and/or is disrespectful, harmful, or offensive to others or property.
- Intimidation/interference/hazing of student or staff –threatening to physically or verbally harm, interfere, or degrade another student or staff.
- False alarms/bomb threat –purposefully engaging in a false alarm.
- Use/possession/sale/transmission/concealment of any drug, look-alike drug, or other illegal or controlled substance (other than tobacco or alcohol).
- Use/possession/sale/transmission of tobacco of any kind, as well as vaporizers and e-cigarettes.

STUDENT CONDUCT AND DISCIPLINE (continued)

- Use, possession, sale, or distribution of a firearm (or look like firearm) –a firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; or possession of a 'weapon' may result in immediate suspension or expulsion.
- Use, possession, sale, or distribution of a dangerous weapon (or look-alike) other than a firearm of explosive, incendiary, or poison gas –a weapon, device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury.
- Use, possession, sale, or distribution of any explosive, incendiary, or poison gas and any destructive device (or look-alike), which includes a bomb, a grenade, or a rocket.
- Unwelcome sexual conduct –unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment (i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity).
- Harassment, intimidation, or bullying behavior (including by an electronic act) as defined herein and in the School's Policy on Harassment, Intimidation, and Bullying.
- Gang involvement –participation in gang-related actions, dress, and/or activities.
- Abuse or misuse of any school property or materials.

MULTI-TIERED SYSTEM OF SUPPORTS

Students are supported by Multi-Tiered System of Supports (MTSS), a comprehensive continuum of evidence-based, systemic practices to support a rapid response to students' needs, with regular observation to facilitate data-based instructional decision-making (ESEA, Title IX, Sec. 8002(33)).

The research-based MTSS model is a framework that provides high-quality instruction and supports based on student need. Supporting the whole student is essential in increasing students' academic success and their college/career readiness and ensuring they have the social and emotional skills necessary to thrive.

By supporting the whole student through a comprehensive framework, students will see positive outcomes in terms of academics, behaviors, and post-secondary success.

STUDENT CONDUCT AND DISCIPLINE (continued)

Adjustments to instruction and interventions are based on students' performance and rate of success. MTSS promotes a well-integrated system, connecting general, gifted, and special education with intervention and enrichment services. MTSS provides high-quality, standards-based instruction and intervention that is matched to students' academic, social and behavioral needs.

The Student Services team creates a learning environment that supports the needs of all students. Student Success Plans are created with the goal of both behavioral and academic success, and intervention strategies are tiered based on a multi-tiered level of support system.

STUDENT SUCCESS PLANS

The Student Success Plan is an essential part of the Student Success model. The success plan outlines the individual student's needs and specific actions for a student to become successful in the virtual environment. Student Success staff, teachers, students, and learning coaches develop the Student Success Plan together.
The assigned Student Success team member facilitates the process, monitors the plan, and provides ongoing follow-up.

SUSPENSION AND EXPULSION PROCEDURES

The school recognizes that exclusion from the educational program is a severe sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal laws about students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school, if the violation occurred during activities connected with the School, or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

STUDENT CONDUCT AND DISCIPLINE (continued)

SUSPENSION

The Head of School or designee may suspend a student from the school for not more than ten school days. Students suspended out-of-school for more than ten (10) days and suspended pursuant due to possession of a firearm on any public school property may request a review of the suspension with the district's administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the administration's decision to the VPA of Oklahoma Board of Education. Except for suspensions due to possession of a firearm, no out-of-school suspension shall extend beyond the current semester and the succeeding semester. Students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education. The term of the suspension may be modified by the district Head of School on a case-by-case basis. Upon full investigation of the matter, the Board shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The VPA of Oklahoma Board of Education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. If applicable, the decision of the district board of education or the hearing officer shall be final. 70 OK Stat § 70-24-101.3

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or district:

a. Violation of a school regulation,
b. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected of having been taken from a student, a school employee, or the school during school activities, and
c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension.

Any student in grades six through twelve 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 as prohibited according to Section 6-146 of 70 OK Stat § 70-24-101.3 shall be suspended for the remainder of the current semester and the next consecutive semester, to be determined by the VPA of

STUDENT CONDUCT AND DISCIPLINE (continued)

Oklahoma Board of Education. The term of the suspension may be modified by the district Head of School on a case-by-case basis.

At its discretion, a school district may provide an education plan for students suspended out-of-school for five (5) or fewer days. The following provisions shall apply to students who have been suspended out-of-school for more than five (5) days and who are guilty of a violation of a school regulation or possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected of having been taken from a student, a school employee, or the School during school activities. Upon the out-of-school suspension, the parent or guardian of a student suspended out-of-school shall be responsible for providing a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into School. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into the school, which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parents or guardian. The core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. The plan shall set out the education procedure and address academic credit for work satisfactorily completed.

The school may allow students to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students may receive at least partial credit for a completed assignment; however, a reasonable grade reduction may be made because of a student's suspension. The school may not assess a failing grade for a completed assignment solely because of the student's suspension.

A student who has been suspended out of School from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state. No public school shall be required to enroll the student until the terms of the suspension have been met or the time of suspension has expired.

STUDENT CONDUCT AND DISCIPLINE (continued)

No public school of this state shall be required to provide education services in the regular school setting to any student who has been:

a. adjudicated as a delinquent for an offense defined as a violent crime in Section 571 of Title 57 of the Oklahoma Statutes,
b. convicted as an adult of an offense defined as a violent crime in Section 571 of Title 57 of the Oklahoma Statutes,
c. who has been 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. any student in grades six through twelve found to have assaulted, attempted to cause physical bodily injury or acted in a manner that could reasonably cause
e. bodily injury to a school employee or a person volunteering for a school as prohibited according to Section 6-146 of Title 70 of the Oklahoma statutes, or
f. has been 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 Section 24-100.3 of Title 70 of the Oklahoma statutes, with intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.

The school where a student is subsequently enrolled may elect not to 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. 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 settings. Suppose the School provides educational services to the student at a district facility. In that case, 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.

Students suspended out-of-school who is on an individualized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or those on an

individualized education plan shall be provided the education and related services following the student's individualized education plan.

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

At its discretion, a school district may require a student guilty of acts of violation of a school regulation, possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or missing or stolen property if the property is reasonably suspected of having been taken from a student, a school employee, or the School during school activities to complete intervention and prevention programs as provided by designated Youth Service Agencies, if available. No school board, Head of School, or teacher may be held civilly liable for any action taken in good faith which is authorized by this section.

EXPULSION

The Head of School may expel a student from the school for a period not to exceed 365 calendar days. No student shall be expelled under this policy unless the Head of School provides written notice of the student's potential expulsion before the student's expulsion. The written notice will include the opportunity to request and/or participate in a due process hearing and confirmation of the time, date, and location if such hearing has already been scheduled. The notice will contain the following basic information:

- A statement of the allegations leading to the extended suspension and/or potential expulsion;
- A statement of the nature of the evidence supporting the charges;
- A statement offering the student and parent/guardian a hearing regarding the potential expulsion or extended suspension;
- A statement that the student may be present at the hearing during the presentation of all information shall have an opportunity to present relevant information, and may be accompanied and represented by the parent/guardian and/or an attorney, and
- A statement that failure to attend or the submission of a hearing waiver constitutes the waiver of further rights in the matter.

STUDENT CONDUCT AND DISCIPLINE (continued)

Upon expulsion, a student will be withdrawn from the school. The principal of the expelling school shall determine what, if any, academic credit may be awarded and under what conditions for the grading period in progress at the time of the expulsion. Expulsions will be recorded on a student's enrollment and discipline history. Expulsions will not be recorded on a student's academic transcript. Educational alternatives available to expelled students include private or parochial schools or homeschooling. For students under 17 who are expelled for the remainder of the school year, the parent/guardian ensures the student complies with statutory compulsory attendance requirements.

Due process hearings may be conducted by the Head of School or their designee, including contracted hearing officers. The hearings are closed except to participants and witnesses unless otherwise agreed by all parties. The Head will decide who may participate in a due process hearing of the school.

Testimony and information will be presented under oath; however, technical rules of evidence will not be applicable. The Head of School or their designee may consider and give appropriate weight to such information or evidence as he/she deems appropriate. The student or his/her representative may question individuals presenting the information. A good record of the proceedings will be maintained so a transcript can be prepared in the event either party requests. Preparation of the transcript will be at the expense of the party requesting the same.

The Head of School will render a written opinion within five (5) calendar days after the hearing. By mutual agreement between the Head of School or administrative designee and the student or student's representative, this policy's time limits and other conditions may be waived.

RIGHT TO APPEAL TO THE BOARD

Within two business days after the time of a student's expulsion or suspension, the Head of School or principal shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the School of the expulsion or suspension. The notice shall include the following reasons for the expulsion or suspension and notification:

STUDENT CONDUCT AND DISCIPLINE (continued)

1. The right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the School or to its designee;
2. The right to be represented in all appeal proceedings;
3. The right to be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion; and
4. The right to request that the hearing be held in executive session.

The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the VPA of Oklahoma Board of Directors of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the Board or its designee. Suppose the Head of School expels a student under this section for more than twenty school days or any period. In that case, if the expulsion will extend into the following semester or school year, the notice shall provide to the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the appropriate public and private agencies' names, addresses, and phone numbers.

Suppose the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the School or its designee. In that case, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the School's Board of Directors or its designee to be heard against the suspension or expulsion. At the request of the student or the student's parent, guardian, custodian, or attorney, the Board of Directors of the School or its designee may hold the hearing in executive session. However, it shall act upon the suspension or expulsion only at a public meeting. The Board of Directors of the School, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The School's Board of Directors or its designee shall make a verbatim record of hearings held under this division.

STUDENT CONDUCT AND DISCIPLINE (continued)

This policy shall not be construed to require notice and hearing in the case of standard disciplinary procedures in which a student is removed from a curricular activity for less than one school day and is not subject to suspension or expulsion.

DENIAL, REVOCATION OF TRANSFER

According to 70 O.S. 24-101.3 and OVCA Board Policy, the School may deny a transfer or revoke a transfer required to attend the school for the acts and reasons provided for in Oklahoma law and Board Policy. The VPA of Oklahoma Board may also deny a transfer or revoke a transfer required to attend the school should the student have a history of absences as defined by Oklahoma law.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The VPA of Oklahoma Code of Student Conduct shall apply to all children unless a child's individualized education program provides explicitly otherwise. VPA of Oklahoma will ensure that the parents/guardians and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline, and suspension/expulsion upon the child's entry into a special education program or at the annual IEP review.

VPA of Oklahoma will consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of federal and state law and Oklahoma Statewide Virtual Charter School Board rules, is appropriate for a child with a disability who violates the code of student conduct. VPA of Oklahoma may remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct.

After a child with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal, VPA of Oklahoma will provide services to the extent required. VPA of Oklahoma will conduct manifestation determination reviews as necessary.

STUDENT CONDUCT AND DISCIPLINE (continued)

For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, VPA of Oklahoma will apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities except as outlined below.

SERVICES

A child with a disability who is removed from his or her current placement for more than ten consecutive school days must:

- Continue to receive educational services to enable the child to continue participating in the general education curriculum in another setting and progress toward meeting the goals set out in the child's IEP.
- Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications outlined in the behavioral intervention
- plan and IEP, where appropriate, that are designed to address the behavior violation so it does not recur.
- VPA of Oklahoma will provide services during periods of removal to a child with a disability who has been removed from his or her current placement for ten school days or less in that school year if services are provided to a child without disabilities who has been similarly removed.
- After a child with a disability has been removed from his or her current placement for ten school days in the same school year, if the current removal is not for more than ten consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed in order to provide a free, appropriate public education, to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- Suppose the removal is for more than ten consecutive school days or is a change in placement because of disciplinary removals. In that case, the child's IEP Team determines appropriate services needed in order to provide a free, appropriate public education to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

STUDENT CONDUCT AND DISCIPLINE (continued)

- The services required may be provided in an interim alternative educational setting.

VPA of Oklahoma will comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), the Individuals with Disabilities Education Act ("IDEA"), as well as the Oklahoma Special Education Rules. The proposed school administrative office will be ADA-compliant.

MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the VPA of Oklahoma, the parent, and the relevant members of the child's IEP Team (as determined by the parent/guardian and the LEA) will review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If VPA of Oklahoma staff, the parent/guardian, and relevant members of the child's IEP Team determine the conduct in question was a direct result of the failure of the LEA to implement the IEP, VPA of Oklahoma will take immediate steps to remedy those deficiencies.

DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION

If VPA of Oklahoma staff, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP Team will either:

- Conduct a functional behavioral assessment, unless VPA of Oklahoma had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

STUDENT CONDUCT AND DISCIPLINE (continued)

- If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior, and except as provided in special circumstances below, return the child to the placement from which the child was removed, unless the parent/guardian and VPA of Oklahoma agree to a change of placement as part of the modification of the behavioral intervention plan.

SPECIAL CIRCUMSTANCES

VPA of Oklahoma may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- Carries a weapon to or possesses a weapon at School, on school premises, or at a school function under the jurisdiction of the State or the LEA;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on school premises, or to a school function under the jurisdiction of the State or the LEA; or
- Has inflicted serious bodily injury upon another person while at School, on school premises, or at a school function under the jurisdiction of the State or the LEA.

The IEP Team determines the interim alternative educational setting.

NOTIFICATION

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of child conduct, VPA of Oklahoma will issue a Prior Written Notice to notify the parents/guardians of that decision and provide parents/guardians the procedural safeguards notice described by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504).

APPEAL

The parents/guardians of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this Rule or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing.

STUDENT CONDUCT AND DISCIPLINE (continued)

DENIAL OF ADMISSIONS

New students to VPA of Oklahoma shall be enrolled conditionally until educational records, including discipline records, are received from the student's previously attended School (s). If the student's records indicate a reason to deny admission, the student's conditional enrollment status may be revoked.

The Head of School or their designee may deny admission to the school following applicable law and Board Policy.

Grounds for Denial of Admission include but are not limited to:

- Having been expelled from any school district during the preceding twelve months;
- Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other students or school personnel;
- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet age requirements (students must be between the ages of 5 and 21 on or before September 1).

BULLYING POLICY

It is the policy of the school that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via electronic act (defined as an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication devices) is expressly forbidden. Periodically, the school shall review the policy and consult with parents, school employees, school volunteers, students, and community members regarding necessary revisions.

Students determined to have engaged in prohibited behaviors are subject to disciplinary action, including suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which students, faculty, or school personnel will not tolerate bullying.

It is imperative that bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carries special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

DEFINITIONS

"Harassment" means any intentional behavior or course of conduct (whether written, verbal, graphic, or physical) directed at a specific person or group of persons that causes substantial physical and/or emotional distress or harm and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other person(s) and serves no legitimate purpose.

"Bullying" means any unwanted, aggressive behavior committed in person or by electronic communication directed toward a student or group of students: that results in or are 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

BULLYING POLICY (continued)

mission or the education of any student, and that is repeated or is highly likely to be repeated

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or organized by the school or on behalf of the school.

"Cyberbullying" is the use of information and communication technologies, such as but not limited to cell phone, email, instant messaging, social media websites, Twitter, etc., to support deliberate and hostile behavior by an individual or group that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others. Cyber-bullying includes the posting or other transmission of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to, or otherwise acquiesced in the at-issue posting or other transmissions.

"Electronic communication" means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication devices, or a computer; and

"Threatening behavior" means any pattern of 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.

"Hazing" is the use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse, or humiliation for the purpose of initiating a person or persons into a group, regardless of whether the such person(s) consented to or otherwise acquiesced in the at-issue behavior(s) and action(s).

"Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of

BULLYING POLICY (continued)

Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and 3.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

In evaluating whether conduct constitutes Harassment, Intimidation, Bullying, or Cyberbullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.

TYPES OF CONDUCT

Harassment, Intimidation, Bullying, or Cyberbullying can include many different behaviors, including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks.
- Threats, taunts, and intimidation through words and/or gestures. • Extortion, damage, or stealing of money and/or possessions.
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others using information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
- Posting slurs on websites where students congregate or on Web logs (personal online journals or diaries).
- Sending abusive or threatening instant messages or emails.
- Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties;
- Using Web sites to circulate gossip and rumors to other students; and

BULLYING POLICY (continued)

- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

PREVENTION AND INTERVENTION

All school administrators and employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

The Virtual Preparatory Academy of Oklahoma is committed to providing annual training to students regarding identifying, preventing, addressing, and reporting bullying incidents. Such educational programs may include but are not limited to, classroom discussion, assemblies, multimedia, and presentations. The purpose of the educational programs is to assist students in identifying bullying behaviors, reporting procedures, and the consequences for violation of school policy.

The Virtual Preparatory Academy of Oklahoma will implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to, and reporting incidents of bullying or that best addresses the needs of the school community.

The Virtual Preparatory Academy of Oklahoma will establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B). Operational functions of the Safe School Committee include but are not limited to;

- Promoting positive social behaviors
- Raising awareness in schools about the dangers of bullying
- Planning and implementing prevention efforts
- Notify the school of unsafe conditions, possible strategies for avoiding harm, student victimization, and other issues that compromise the maintenance of a safe school.

BULLYING POLICY (continued)

In administering discipline, consideration will be given to alternatives to traditional punishment to ensure that the most effective discipline and support are administered in each case. In all disciplinary actions, teachers, staff, and administrators will be mindful that they are dealing with individual personalities.

Alternatives to punitive measures include but are not limited to those below.

- Referral to counselor
- Conference with student
- Conference with parents
- Behavior contract
- Community service
- Referring a student to an appropriate social agency or a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
- Other appropriate disciplinary action as required and as indicated by the circumstances, which may include, but is not limited to, restrictions of privileges such as removal from eligibility to participate or attend certain school activities and/or classes.

To prevent further incidents of bullying and intimidation, targets of bullying should not be impacted directly or indirectly by the consequences assigned to the perpetrator. I.e., moving the target/victim out of a particular class or activity. **This list does not reflect a sequence of events to follow in disciplinary actions.

The school's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for perpetrators, helping targets of bullying, and the school's strategy for counseling and referral for all those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its adverse effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined according to school policy. Any accusations confirmed to be false will be removed from the falsely accused student's file. Parents and guardians may participate in a parent-education component.

BULLYING POLICY (continued)

This policy shall be made available to every member of the school community.

REPORTING AND DOCUMENTING

Bullying Preventing Officers- The Head of School shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of bullying incidents.

The duties of the BPO shall be as follows:

- To receive, promptly review, and track reports of incidents of bullying;
- To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
- To establish a method for receiving anonymous reports of incidents of bullying;
- To publicize the procedures for reporting outlined in this policy to all students, parents/legal guardians of students, and school employees;
- To educate the school and community about bullying prevention measures; and
- To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
- To report the number of documented and verified incidents of bullying to the school and/or the State Department of Education per the requirements of 70 O.S. §24-100.4(F) and accompanying regulations at 210:10-1-20;
- To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures about bullying prevention; and
- Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

Students, parents, and staff shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "Bullying Incident Report Form," which shall always be made available to students during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site.

If any person is aware of or sees a victim of bullying as defined in this policy, such person must immediately report to the principal of the building. Reports may be made

BULLYING POLICY (continued)

anonymously; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Reports shall be made immediately to a building administrator by any school employee with reliable information that would lead a reasonable person to suspect that a person is a target or perpetrator of bullying. Any written documentation of the alleged incident(s) shall be provided to the principal. If the bullying involves electronic communication as defined in the policy, a printed copy of the communication as well as any identifying information, such as an email or web address, shall be provided to the principal.

COMPLAINTS

Written Complaints

Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation, Bullying, or Cyberbullying. Such written reports shall be reasonably specific, including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation, Bullying, or Cyberbullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with this policy.

Verbal Complaints

Students and/or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation, Bullying, or Cyberbullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation, Bullying, or Cyberbullying, including the person(s) involved, the number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witnesses. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff members and/or administrator shall be promptly forwarded to the building principal for review and action following this policy.

Protection of Person Filing Complaint

Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed, and reasonable action will be

BULLYING POLICY (continued)

taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint and (2) is consistent with the due process rights of the student (s) alleged to have committed acts of Harassment, Intimidation, Bullying, or Cyberbullying. Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

False Complaint

It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, Bullying, or Cyberbullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

SCHOOL PERSONAL RESPONSIBILITIES

Teachers and Other School Staff

Teachers and other school staff, who witness acts of Harassment, Intimidation, Bullying, or Cyberbullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, Bullying, or Cyberbullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that a teacher or other professional employee receives, he or she shall prepare a written report of the verbal complaint, which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation, Bullying, or Cyberbullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation, Bullying, or Cyberbullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "Harassment,

BULLYING POLICY (continued)

Intimidation, Bullying, or Cyberbullying."

Administrator Responsibilities

Investigation: The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation, Bullying, or Cyberbullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such a report shall include findings of fact, a determination of whether acts of Harassment, Intimidation, Bullying, or Cyberbullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Remedial Actions

Verified acts of Harassment, Intimidation, Bullying, or Cyberbullying shall result in an intervention by the building principal or his/her designee that is intended to ensure the prohibition against Harassment, Intimidation, Bullying, or Cyberbullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, Intimidation, Bullying, or Cyberbullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation, Bullying, or Cyberbullying. While conduct that rises to the level of Harassment, Intimidation, Bullying, or Cyberbullying, as defined above, will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion), is a matter for the professional discretion of the building principal.

BULLYING POLICY (continued)

REPORTING OBLIGATIONS

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of Harassment, Intimidation, Bullying, or Cyberbullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a Student, a description of such discipline shall be included in such notification.

Reports to the Victim and his/her Parent or Guardian

If, after investigation, acts of Harassment, Intimidation, Bullying, or Cyberbullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation, Bullying, or Cyberbullying.

Reporting of Verified Acts of Harassment, Intimidation, Bullying, or Cyberbullying

The school principal/administrator shall annually provide the president of the school board a written summary of all reported incidents and report to the Oklahoma State Department of Education as required.

ADDITIONAL POLICIES

SECTION 504

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based on a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. The Virtual Preparatory Academy of Oklahoma will provide a "free appropriate public education" (FAPE) to each qualified Student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

CHILD FIND POLICY

Virtual Preparatory Academy of Oklahoma will follow the Child Find requirements of the state, as well as the requirements of the Individuals with Disabilities Education Improvement Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act (FERPA). Parents/Guardians will have the opportunity to provide any previous special education documentation during the enrollment process.

Students may be referred for special education evaluation by their parents/guardians, teacher, or the Student Support Team (SST). The team, consisting of general education teachers, special education staff, and school administrators, will regularly review data on students that are not progressing as expected. The SST will consult with the parents/guardians and address struggling students' needs through the MTSS/RtII process. The teacher will implement and document interventions and the student's responses to interventions. If a student is referred for an evaluation, the student's response to MTSS/RtII efforts is used as one data metric in the determination of special education eligibility. These interventions will not be used to delay or deny a parent / guardian-requested special education evaluation. The team will verify that the struggling student has received appropriate instruction and that the student's difficulties are not related to Limited English Proficiency. Data related to academic achievement, behavior concerns, intervention results, and academic progress will also be reviewed by the team.

ADDITIONAL POLICIES (continued)

The Virtual Preparatory Academy of Oklahoma will provide Child Find information to school staff, parents/ guardians, and state and local organizations and agencies. These efforts will include compliance with the special education referral process, providing professional development to the Virtual Preparatory Academy of Oklahoma staff and Student Support Team, participating in the Multi-Tiered Systems of Support/Response to Intervention and Instruction (MTSS/RtII) process, including universal screening procedures, creating and maintaining written policies, and procedures related to Child Find, and involvement in public awareness activities related to Child Find of implementation of students enrolled in Virtual Preparatory Academy of Oklahoma.

Parents, guardians, relatives, and public and private agency employees are used to helping schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

HOMELESS STUDENT POLICY

Children who meet the Federal definition of "homeless" will be provided with a free and appropriate public education in the same manner as all other students at the school. To that end, homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School's Enrollment Policy, any homeless child in the State of Oklahoma is eligible to attend the school. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance or school success of homeless children.

Homeless students will be provided services comparable to other students in the school, including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency

ADDITIONAL POLICIES (continued)

- Programs in vocational and technical education
- Programs for gifted and talented students
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Head of School shall serve as the local liaison for homeless children and youth. To the extent that the school receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

ACADEMICS

GRADES - CORE CLASSES

Virtual Prep Academy of Oklahoma has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on assessment results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. Students may seek clarification of the grading by requesting additional information from their teacher.

The Virtual Preparatory Academy of Oklahoma uses the following grading system for grades K-10 for core classes:
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
59% and below F

GRADES - ELECTIVES

Virtual Preparatory Academy of Oklahoma will use a pass-fail grading scale for some electives courses, with the exception being high school credit courses and any middle school courses for high school credit.

GRADING PERIODS

Courses are divided into semesters. Grades will be finalized at the end of each semester and final report cards will be sent to parents/guardians following the end of the semester. Progress reports will be sent, at minimum, at the end of the first and third quarters.

PROMOTION, PLACEMENT, AND RETENTION

Students are expected to make adequate progress in mastering a complete year of curricular objectives by following a consistent and regular schedule of schooling. It is

ACADEMICS (continued)

expected that students will be promoted to the next grade level at the end of an academic year based on adequate progress.

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

STRONG READERS ACT - 70 O.S. § 1210.508B (OSCN 2024)

A. The Legislature finds that it is essential for children in the public schools to read early and well in elementary school. The Legislature further finds that clear and visible goals, assessments to determine the reading level at each elementary school, use of a scientifically-based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and accountability in each level of the educational system will result in a significant increase in the number of children reading at or above grade level.

B. 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.

C. Each public school district in this state shall ensure that all students receive a well-rounded education that is focused on building deep foundations in reading, writing, and mathematics. The State Board of Education shall encourage school districts to integrate the teaching of the other curricular areas in the subject matter standards adopted by the Board with the instruction of reading, writing, and mathematics. All teachers of reading in the public schools in this state in kindergarten through third grade shall incorporate into instruction the five elements of reading instruction which are phonological awareness, decoding, fluency, vocabulary, and comprehension.

ACADEMICS (continued)

ACADEMIC INTEGRITY

Guidelines for Academic Integrity in Assessments and Assignments

Integrity, especially academic integrity, is a core value of the Virtual Preparatory Academy of Oklahoma. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly forbidden.

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print sources) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the Virtual Preparatory Academy of Oklahoma administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or share work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from the school.

For written assignment submission, the school will utilize TurnItIn (https://www.turnitin.com), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

ACADEMICS (continued)

Academic Dishonesty Policy

Academic integrity is highly valued at the Virtual Preparatory Academy of Oklahoma. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

Non-citation infraction:

- 1st incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

Citation infraction

- 1st incident = counseling on the correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review.

ATTENDANCE AND ABSENCE POLICY

As a statewide virtual school, the Virtual Preparatory Academy of Oklahoma is required to monitor student progress and attendance. The responsibility of compliance with attendance belongs to the parents, but the VPA of OK will maintain accurate attendance records. Okla. Stat. tit. 70, § 3-145.8

Students are considered in attendance by meeting the following criteria:

- completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- is on pace for on-time completion of the course as defined by the governing board of the virtual charter school, or
- completes no less than seventy-two instructional activities within the quarter of the academic year.

"Instructional activities" shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing and school-sanctioned field trips, and orientation.

For a student who does not meet any of the criteria set forth above in this policy, the amount of attendance recorded shall be the greater of:

- The number of school days during which the student completed the instructional activities during the quarter;
- The number of school days proportional to the percentage of the course that has been completed; or
- The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Any student who is behind pace and does not complete an instructional activity for a fifteen-day period shall be withdrawn for truancy. The virtual charter school shall submit a notification to the parent or legal guardian of a student who has been withdrawn for truancy or is approaching truancy.

ATTENDANCE AND ABSENCE POLICY (continued)

A student who is reported for truancy two times in the same school year shall be withdrawn and prohibited from enrolling in the same virtual charter school for the remainder of the school year.

VPA of OK will notify the student's resident district for students withdrawn from the Virtual Preparatory Academy of Oklahoma for truancy.

ABSENCE CLASSIFICATIONS AND ACTIONS

In a virtual model, attendance tracking must acknowledge the correlation and interplay between attendance and engagement. All student absences from School will be classified as follows:

Excused Absences

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Unexcused Absences

- Any absence for reasons other than those listed under the excused absence.

Note: Lack of internet access will be considered an unexcused absence, as guardians must ensure consistent internet access to students enrolled in the virtual program.

TRUANCY

The VPA of Oklahoma intends to work with families to ensure they are supported and successful in our model. VPA of Oklahoma will make all possible attempts to contact students and families of students who are not regularly attending required live class sessions. VPA of Oklahoma will work with these students and their parents and/or

ATTENDANCE AND ABSENCE POLICY (continued)

guardians to provide the needed support to increase the opportunity for these students to be successful in our online model and to avoid disciplinary action. Families will be contacted for school interventions when a student does not actively participate in instructional activities on a consistent basis.

"Instructional activities" shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing and school-sanctioned field trips, and orientation.

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine a student's engagement level. A four-tiered intervention system with increasing support will be utilized.

Level 1: General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

Level 2: Engagement or course progress concerns requires the student to receive additional support and progress monitoring through an intervention plan. During this period, the focus will remain on enhancing academic growth through increased contact with teachers and support staff, modification of learning goals, and/or modification of the student learning plan. Student Success staff will work with a teacher to identify barriers interfering with Student's education, set specific goals, and create an action plan to provide additional support or accountability as needed. Individual check-ins and/or additional small group sessions may be required.

Level 3: All available resources and interventions have been exhausted for a student. Students are escalated to administration for the next steps, including possible transfer to another school program to address their individual needs more appropriately.

Level 4: Escalation to Administration. All available resources and interventions have been exhausted. The family is not compliant or is unengaged in the process. School administration determines the course of action.

ATTENDANCE AND ABSENCE POLICY (continued)

Any student who is behind pace and does not complete an instructional activity for a fifteen-day period shall be withdrawn for truancy. The virtual charter school shall submit a notification to the parent or legal guardian of a student who has been withdrawn for truancy or is approaching truancy.

A student who is reported for truancy two times in the same school year shall be withdrawn and prohibited from enrolling in the same virtual charter school for the remainder of the school year.

VPA of Oklahoma will notify the student's resident district for students withdrawn from the Virtual Preparatory Academy of Oklahoma for truancy.

ENGAGEMENT

All students are expected to continuously engage in instructional programming to be successful in the VPA of Oklahoma. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

VPA of Oklahoma assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance in live instructional sessions
- Participation in state-mandated testing

COURSE ASSIGNMENTS AND ASSESSMENTS

It is critical for student success to complete course assignments and assessments regularly so teachers can monitor progress and ensure growth and mastery of state standards. Within each course, students should complete all items on the plan for the day and stay on track with assignment due dates as set by the teacher. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

LOCAL ASSESSMENTS

All new students will be assessed for learning readiness using a computer-adaptive, nationally normed test. The results from this initial assessment will assist teachers in developing a personalized plan for each student using Oklahoma Academic Standards.

Once a student is enrolled and has finalized his/her personalized plan, the student will participate in a variety of performance assessments over time to monitor their progress and modify their academic program keeping them on track for academic success. These assessments include:

ENGAGEMENT (continued)

- Course-level assessments
- Computer-adaptive nationally-normed assessments: The assessments are taken three times per school year by all students. Baselines (incoming assessment) are established in the first month of the school year. Once a baseline has been established, performance is also measured in the winter and spring.

Students shall be allowed to complete assessments within a reasonable time, consistent with administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

LIVE INSTRUCTION SESSIONS

The curriculum at VPA of Oklahoma is designed to provide flexibility to its students and allow them the opportunity to earn credit and complete assignments independently. However, students who attend and regularly participate in live class sessions are typically more successful than those who do not. Students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science, and Social Studies. Although live instructional sessions are recorded and made available to students for review on their own time, students are encouraged to attend live sessions as they are provided in real-time so that they can benefit from live discussion and collaborative work with students and teachers.

STATE-MANDATED TESTING

Oklahoma students are tested regularly by the state to assess their progress as they move through school. Students are required to attend all state testing.

Oklahoma School Testing Program (OSTP) measures student achievement and growth according to Oklahoma Academic Standards. The summative assessments for Oklahoma students and assesses:

- Mathematics: Grades 3-8
- English Language Arts: Grades 3-8
- Science: Grades 5, 8, and 11
- Social Studies: Grade 11
-

ENGAGEMENT (continued)

- Some students may additionally be required to participate in the following assessments:
    - U.S. Naturalization Test (state-mandated for graduation)
    - English Language Proficiency: Grades K-8, required for all non-English speaking students eligible to receive English Language Development (ELD) services.

ENGAGEMENT INTERVENTION PROGRAM

The Student Success team provides timely coordination of support services to address the specific needs of each Student and foster positive academic outcomes. The assigned Student Success team member will continuously monitor student progress to evaluate and adapt a support plan as needed. Participation is required to ensure student success.

SUPPORT LEVELS

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine a student's engagement level. A four-tiered intervention system with increasing support will be utilized.

Level 1: General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

Level 2: Engagement or course progress concerns requires the student to receive additional support and progress monitoring through an intervention plan. During this period, the focus will remain on enhancing academic growth through increased contact with teachers and support staff, modification of learning goals, and/or modification of the student learning plan. Student Success staff will work with a teacher to identify barriers interfering with Student's education, set specific goals, and create an action plan to provide additional support or accountability as needed. Individual check-ins and/or additional small group sessions may be required.

Level 3: All available resources and interventions have been exhausted for a student. Students are escalated to administration for the next steps, including possible transfer to another school program to address their individual needs more appropriately.

ENGAGEMENT (continued)

Level 4: Escalation to Administration. All available resources and interventions have been exhausted. The family is not compliant or is unengaged in the process. School administration determines the course of action.

TECHNOLOGY AND ACCEPTABLE USE

The use of technology is a privilege and an important part of the Virtual Preparatory Academy of Oklahoma's (VPA of OK) overall curriculum. The Virtual Preparatory Academy of Oklahoma will offer each student a school-provided computer. If the school-provided computer is declined, this policy also applies to privately-owned devices accessing the Virtual Preparatory Academy of Oklahoma domain/network. VPA of OK will not be liable for the communication sent via personal devices. The Virtual Preparatory Academy of Oklahoma will provide a computer that meets the requirements of the educational program and does not warrant that technology resources will meet any specific requirements that the student, or other users, may have or that it will be error-free or uninterrupted. The Virtual Preparatory Academy of Oklahoma will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. The Virtual Preparatory Academy of Oklahoma always reserves the right to monitor and log technology use, monitor cloud storage utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. It is the policy of The Virtual Preparatory Academy of Oklahoma to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications,
- Prevent unauthorized access, other unlawful online activity, and damage to program resources.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct online. We encourage you to study the International Society for Technology in Education Standards at: https://www.iste.org/standards/for-students

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to or other forms of electronic communications containing

inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matters on the internet and the world wide web.

The installation of technology protection measures at the time of computer provisioning is mandatory, and the internet filter will be set at a level determined by the school. Thereafter, the guardian will be responsible for monitoring computer usage to comply with The Virtual Preparatory Academy of Oklahoma policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes as approved by the administration. Additionally, it shall be the responsibility of all members of The Virtual Preparatory Academy of Oklahoma staff to supervise and monitor the usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, The Virtual Preparatory Academy of Oklahoma is attempting to provide a safe and secure medium by which students can use the internet, the world wide web, electronic mail, chat rooms, and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the VPA of OK. Other inappropriate network usages Virtual Preparatory Academy of Oklahoma intends to eliminate include:

- Unauthorized access, including so-called 'hacking' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement form, the Parent and Student agree:

- To abide by all The Virtual Preparatory Academy of Oklahoma policies relating to the use of technology.
- To release all The Virtual Preparatory Academy of Oklahoma employees from all claims of any nature arising from the use or inability to use the technology.

TECHNOLOGY AND ACCEPTABLE USE (continued)

- That the use of technology is a privilege; and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.

- Altering system technology, including but not limited to software or hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Virtual Preparatory Academy of Oklahoma believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since The VPA of Oklahoma technology resources is intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks; Interfering with others' use of technology.
- Installation of software without the consent of VPA of Oklahoma.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious email including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email).
- Unauthorized use, or forging, of mail header information.

TECHNOLOGY AND ACCEPTABLE USE (continued)

- Using The Virtual Preparatory Academy of Oklahoma or a client account to collect replies to messages sent from another The VPA of Oklahoma account; and
- Use of program-owned hardware for commercial or for-profit purposes. • Use of program-owned hardware for product advertisement or political lobbying
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs; and
- Violation of this internet safety policy is also a violation of The Virtual Preparatory Academy of Oklahoma Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.

SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS

The VPA of Oklahoma offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and email to provide parents and students access to instruction and a forum to communicate. All live web conference sessions and network emails are monitored and recorded to protect all participants. The Virtual Preparatory Academy of Oklahoma does not discourage criticism or healthy disagreements; however, The Virtual Preparatory Academy of Oklahoma does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or

attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

Suppose, for any reason, The Virtual Preparatory Academy of Oklahoma does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School. In that case, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the Administrator's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of The Virtual Preparatory Academy of Oklahoma's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing

sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS

Recognizing the benefits collaboration brings to education, The Virtual Preparatory Academy of Oklahoma may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful never to share personal information in an online forum.

Violation of The VPA of Oklahoma's live web conference sessions, email, or webcam Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

STUDENT MISUSE

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with live web conferencing sessions, webcam, discussion boards, collaborative documents, and email Code of Conduct.

LOST, STOLEN, OR DAMAGED DEVICES

Students are responsible for the device at all times. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Guardians may be invoiced for any lost, stolen, or damaged device or associated components unless theft has been determined.

REPAIRING DEVICES

All repairs, inspections, and equipment replacements MUST be made through IT Support. Do not attempt to remove or change the physical structure of the device,

including the keys, screen, casing, etc. Doing so may result in guardians being responsible for the cost of repair or replacement.

SCHOOL-LOANED PROPERTY

- Computer and Charging Cord
- Special Education Assistive Technology

Each Student enrolled in the school may receive one computer. If you choose to waive your right to a school-provided computer, you will be asked to sign a Computer Waiver form at the time of enrollment. By signing this form, you indicate that you understand that the school is not in any way responsible for installing or maintaining any hardware, software, external connections, or peripheral equipment associated with this computer. Furthermore, you indicate that you understand that if your equipment becomes inoperable, there is a possibility that the school may not have a computer immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school can furnish a computer.

RETRIEVAL OF SCHOOL-ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. Please note that as part of the handbook acknowledgment, the Parent and/or Student also consent that student computers may be activated with geolocation features to assist in the retrieval/recovery of School issued computers.

Tech Support representatives will contact a parent to commence computer recovery when any of the following occurs:

- A Parent's written notice of the intent to withdraw has been received.
- The school withdraws a student for lack of engagement or non-attendance.
- A replacement is required due to a technical issue. • A student graduates from the school; or
- A student is expelled.

When any of the above instances occur, the Parent/Student will be contacted by the school's fulfillment vendor, who will provide details on how to return the loaned equipment. Parents/Students who are contacted by the vendor multiple times within a 30–45-day reclamation period and fail to return the equipment will be escalated into

TECHNOLOGY AND ACCEPTABLE USE (continued)

Tier II and Tier III reclamation efforts, which may include charges, credit complaints, or criminal filings.

VOLUNTARY WITHDRAWAL

The textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student are the property of the school. No student and/or Parent have any right to the same except for usage in accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Parents are responsible for the textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student within their possession from the moment of receipt until all items have been officially returned to the school. Parents must return the materials and property if their child or children withdraw from the program or are expelled.

All students will be loaned various equipment, supplies, and services from the school, which has been determined to be necessary to ensure the functionality and connectivity of the educational program. Materials and property must be used solely in connection with the education services provided by the school.

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 sexbased 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

NON-DISCRIMINATION AND TITLE IX/SECTION 504 NOTICE (continued)

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-harassment 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.

NON-DISCRIMINATION AND TITLE IX/SECTION 504 NOTICE (continued)

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 Robins, Head of School
309 NW 13th, Suite 103
Oklahoma City, OK 73103
(405) 233-3846

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

SCHOOL INFORMATION POLICY

SCHOOL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school administrator, clearly identify the part of the record they want to be changed and specify why it should be changed. 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 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.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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, contracted, or volunteering at the School in an administrative, supervisory, academic, or support staff position, including but not limited to school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on

SCHOOL INFORMATION POLICY (continued)

the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the Student or Student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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
400 Maryland Avenue, SW
Washington, DC 20202

STUDENT DIRECTORY INFORMATION

It is the school's policy not to release personal information such as names, home addresses, and phone numbers to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a Parent/Guardian - or adult student (18 years of age or older) - notifies the school in writing that the parent/Guardian or adult student permits the distribution of any personal information, the school will not release the information. Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The school has designated student names and grade levels as directory information and will use such information in school publications, social media publications, recognition lists, programs, and/or student directories. If you do not want the school to disclose any or all the information designated above as directory information, you must notify the school in writing, preferably via email. A sample notice has been included at the end of this handbook that you may use for that purpose.

SCHOOL INFORMATION POLICY (continued)

AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in various activities. However, individual student records (academic or behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channels, school-sponsored web pages, marketing materials, and other publications. Highlighting the achievements and celebrating student successes in our School is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school should you have any questions or concerns. You may also notify the school in writing, preferably via email, if you prefer that we do not use your student's name, picture, and/or work product for presentations or other uses.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The school follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the school's programs and strategies. From time to time, the school will collect and analyze student performance data and various measures of effectiveness. Families may also be asked to participate in surveys or focus groups. Such research shall always be undertaken, ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, parent, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that the anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

The PPRA affords parents of minors certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is

SCHOOL INFORMATION POLICY (continued)

funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:

1. political affiliations or beliefs of the student or student's parent
2. mental or psychological problems of the student or student's familY
3. sexual behavior or attitudes
4. illegal, antisocial, self-incriminating, or demeaning behavioR
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
7. religious practices, affiliations, or beliefs of the student or parent
8. income, other than as required by law to determine program eligibility

The right to receive a notice and an opportunity to opt a student out of the following:

1. any other Protected Information Survey, regardless of funding
2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
3. activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The right to inspection, upon request and before administration or use, of the following:

1. Protected Information Surveys of students
2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. instructional material used as part of the educational curriculuM

<u>Notification Procedures</u>

The school will work to develop and adopt policies regarding these rights in consultation with parents. The school will also work to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

SCHOOL INFORMATION POLICY (continued)

The school will directly notify the parents/guardians of these policies annually in this PPRA Notice or after any substantive changes. The school will also directly notify by U.S. mail, e-mail, or other reasonably available methods, the parents/guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the parent to opt students out of participation in the specific activity or survey. The school will make this notification to parents/guardians near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the parent will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The parents will also be provided with an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales, or other distribution
- administration of any Protected Information Survey funded in whole or in part by the U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a student is scheduled to participate in these activities, the student will be notified as described above.

<u>Reporting a Violation</u>
The parent/or student who believes his/her rights have been violated may file a complaint to the following:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

SCHOOL INFORMATION POLICY (continued)

Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to:

Oklahoma Office of the Attorney General, Office of Civil Rights Enforcement
313 NE 21st Street
Oklahoma City, OK 73105
Office: (405) 521-3921
Fax: (405) 521-6246
Email: ocre.complaints@oag.ok.gov

OR

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

DIRECTORY INFORMATION OPT-OUT

Please do not make available my student's directory information without my prior written permission.

Student's Name: _____ (Please PRINT)

Date: _____

Parent/Guardian Signature: _____

HIGH SCHOOL INFORMATION

INTRODUCTION

Virtual Preparatory Academy of Oklahoma recognizes and appreciates the importance of the high school experience for students. Additionally, VPA of OK believes that high school is a critical time for students to develop readiness for their futures, whether that be college or career trajectories. To best meet the needs of students, VPA of OK provides standards-driven curriculum, Student Success supports, counselor guidance, career-preparation opportunities, and more.

GRADE-LEVEL ADDITIONS

Virtual Preparatory Academy of Oklahoma added 11th grade for the 2025-2026 school year. It is expected that 12th grade and 12th grade will be added for the 2026-2027 school year.

INDIVIDUAL CAREER ACADEMIC PLAN (ICAP)

According to the State of Oklahoma, each high school student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate with a standard diploma. 70 O.S. § 2320.508-4

Individual Career Academic Planning (ICAP) is a collaboratively developed, student-driven process where students cultivate their own informed decisions for post-secondary success based on their interests, skills and future goals. Below are a few characteristics of ICAP:

- *Individual Career Academic Planning is a multi-year process that guides students as they explore career, academic and post-secondary opportunities. Families, students and educators collaborate to develop the ICAP, which equips students with the awareness, knowledge and skills to create their own meaningful exploration of college and career opportunities. The ICAP is an evolving document that reflects students' changing passions, aptitudes, interests and growth.*
- *Individual Career Academic Planning enables youth to become college and career ready.*
- *Students who are college and career ready become aware of the relevance and utility of academic courses and out-of-school learning opportunities.*

HIGH SCHOOL INFORMATION (continued)

- *As a result, students select a more rigorous academic course schedule, increase efforts to perform well academically, seek out work-based learning opportunities and establish intentions to pursue post-secondary training or a degree program.*

Source: Oklahoma State Department of Education
Link: https://www.okedge.com/wp-content/uploads/2019/08/ICAP-2019-FAQs3.pdf

GRADUATION REQUIREMENTS

Students are required to earn twenty-three (23) units or sets of competencies to meet State graduation requirements. 70 O.S. § 11-103.6; OAC 210:35-25-2

COURSEWORK	REQUIRED CREDITS
ENGLISH	4
MATH	3
LABORATORY SCIENCE	3
HISTORY/CITIZENSHIP	3
FINE ARTS	1
WORLD LANGUAGE or COMPUTER TECHNOLOGY	2
ELECTIVES	6
ADDITIONAL UNIT	1
TOTAL CREDITS REQUIRED: 23	

Additional Requirements are:

- ACT or SAT (taken in 11th grade)
- Science State Test (taken in 11th grade)
- U.S. History State Test
- Personal Financial Literacy Passport (70 O.S. § 11-103.6H)
- CPR/AED (70 O.S. § 1210.199)
- Pass U.S. Naturalization Test (70 O.S. § 11-103.6)

See the State Graduation Requirements here: Fillable Graduation Worksheet

HIGH SCHOOL INFORMATION (continued)

CREDIT RECOVERY

The Credit Recovery courses serve students seeking to recapture credit for courses previously taken. The classes have the same material; however, the delivery and type and number of assignments may differ. In addition, students can move past material they have mastered by testing out of material they know. The Credit Recovery program is mastery-based and helps students catch up on credits while taking their current classes and get back on track for graduation.

PROMOTION

Promotion in high school at Virtual Preparatory Academy of Oklahoma is based upon credits earned by the individual students. At each grade level there are specific courses, or categories of courses, that students are required to take and pass to earn credits needed to be promoted.