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Parent & Student Handbook

Oklahoma Information and Technology School
(OITS)



“ACCESS TO SUCCESS”

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MISSION & VISION

The *mission* of the Oklahoma Information and Technology School (OITS) is to create a safe, healthy, caring, and student-centered education community that cultivates the knowledge, character, and technology skills necessary for academic excellence, 21st century careers, and lifelong opportunity for service to others.

OITS Public Charter School is designed with the *vision* of providing a comprehensive education alternative for families across Oklahoma that will meet students at their current levels with personalized academic and enrichment plans to ensure every student receives a rigorous, yet achievable pathway to educational success.

High standards and expectations for all stakeholders are crucial to realize this vision. Student/parent engagement, exceptional educators, and innovative instructional strategies and curricula are the foundation upon which OITS will build. Project-based learning, enhanced technology training, character education, and service opportunities will further enhance the student experience. Enrichment activities, including clubs, field study, mentor groups, and social events will provide the strong relationship bonds that will enable all stakeholders to work together toward the OITS mission.

Ultimately, the *purpose* of the Oklahoma Information and Technology School is to increase access to high-quality education for all Oklahoma families by offering a technology-rich, data-driven program that is individualized to the needs of each student and free from the barriers of zip codes, waiting lists, tuition, and the countless other obstacles that hinder students from reaching their fullest potential.

SCHOOL CULTURE

Respect, Accountability, Collaboration, and Engagement (RACE) will be the touchstone for OITS. All stakeholders will learn how to respect others as well as themselves. All Dove schools in Oklahoma are National Schools of Character and OITS will continue this tradition by incorporating character education and reflection into all curricula. This starts with respect—for each other, for the educational process, for the hard work necessary to succeed, and for the one's self.

Accountability in all its forms is also crucial for success in school and life. Holding students, teachers, parents, and administrators accountable is the only way to ensure all stakeholders trust each other and the OITS program enough to move forward together. Transparency in all aspects of the virtual school operations, communication that is clear, constant, and open between the school, students, and parents, and results that are accurate assessments of the ability, effort, and performance of students and teachers are all important parts of holding all stakeholders accountable for themselves and the school.

Collaboration is another integral part of the OITS culture. Asking for help from other, offering help in return, working together to ensure that everyone succeeds, and even working independently toward a larger group goal are all expected from all OITS stakeholders. By staying connected and supported, students can still feel the camaraderie and social acceptance in a virtual setting that is longed for in most brick and mortar schools.

Engaging lessons from instructors who have the experience, time, and passion to work closely with each student will create students who are engaged in their own learning. Project and Inquiry –based projects tailored to individual interests and abilities challenge each student to put forth his/her very best effort. Extra-curricular opportunities to build strong relationships with peers and families across the state will create a community that is also state-wide.

The RACE touchstone will be applied to the Information and Technology mission of OITS. Instilling a curiosity and confidence in pursuing advanced studies and careers in IT fields will also be a major component of the OITS culture.

STUDENTS

STUDENT RIGHTS & RESPONSIBILITIES

The school pledges to allow all students to:

- ✦ Take full advantage of learning opportunities.
- ✦ Express opinions, ideas, thoughts and concerns.
- ✦ Use school resources and facilities for self-improvement.
- ✦ Expect courtesy, fairness and respect from all members of the community.
- ✦ Be informed of all expectations and responsibilities.
- ✦ Take part in a variety of school activities.

EQUAL EDUCATION OPPORTUNITY

OITS does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

ADMISSION POLICIES AND PROCEDURES

BEGINNING AND ENDING DATES OF APPLICATION PERIODS

OITS requires applicants to submit a complete application form to be considered for admission, the beginning and ending dates of the application period shall be between January 2020 and March 2020, respectively. For more information, visit OITS website (www.oitsok.org).

LOTTERY PROCEDURES

A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within fifteen days after the closing date of the application period. The lottery will be conducted via lottery selection software. The principal or designee of each site will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity or his/her designee and a representative from the Dove Central Office. This ensures that the winner list and the waiting list are selected randomly.

WAITING LIST

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space become available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment.

ADMISSION PROCESS OF RETURNING STUDENTS

Returning students (students who currently attended the school and intend to return the next school year) are given priority in admission, if they notify the school of their intent to return for the next school year by the deadline set by the district or school.

SIBLINGS POLICY AND CHILDREN OF THE SCHOOL'S FOUNDERS AND EMPLOYEES

Siblings of returning students currently enrolled at a Dove School campus and who timely notify the school of their intent to return for the next school year are given priority in the lottery system. For this policy "sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of the school's founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

APPLICATIONS THAT ARE SUBMITTED OUTSIDE OF THE DESIGNATED APPLICATION PERIOD

If a student applies to the school outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

NON-DISCRIMINATION STATEMENT AS PART OF THE SCHOOL'S ADMISSION POLICY

It is the policy of OITS to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability.

DUAL ENROLLMENT IN ANOTHER SCHOOL

The school is a full-time program, students may not be concurrently enrolled in another public or private school. However, concurrent enrollment in your local Vocational Technical School or college program is allowed. Please contact the OITS administrator for more information.

VERIFICATION OF RESIDENCE

Students must provide proof of residency each school year. Any change of address or telephone number should be reported to the school office.

GUARDIANSHIP

Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural or adoptive parent of the student. A court document, signed by a judge, denoting custody for a student not living with both parents listed on the birth certificate is required

ATTENDANCE

Oklahoma Information and Technology School (OITS) will follow the state law regarding attendance. Course assignments are planned with the assumption that students participate in course work daily, so they may complete all work by the end of the grading period.

OITS students are required to complete a minimum of seventy-two instructional activities within the quarter of the academic year for attendance.

For the purposes of attendance, instructional activities are defined as:

- Completion of course assignments that are used to record a grade for the student that is factored into the student's grade for the term is which the assignment is completed;
- Instructional meetings with a teacher;
- Testing
- School-sanctioned field trips; and
- Orientation.

Students enrolled in the school after the beginning of the quarter will have their minimum number of assignments reduced on a prorated basis, based on the date their enrollment is approved.

The first date of attendance and membership shall be the first date the student completes an instructional activity.

Students shall be required to participate in the student orientation offered by the school prior to completing any other instructional activity.

Students will be required to be in attendance 90% of the grading period (Middle school is based on academic year. High school is based on semester). If 90% attendance is not met, the HS student will receive "No Credit" for the coursework in which attendance requirements were not met and MS student will be recommended for retention. The attendance committee will make ultimate decision.

REPORTING ABSENCES

Although there may be times when an illness may prevent a student from logging in, excused absences should be few, far between and due to extreme circumstances since students can attend school from their home 24 hours a day, seven days a week. Parents are required to log their student's absences.

An illness lasting more than three (3) school days will require a note from a doctor/clinic for our attendance files. The excuse must specify the health condition and why it prevents attendance at the online school. The note may be faxed, emailed or web mailed to the OITS administrative office.

The OITS may grant excused absences upon request of the parent/guardian for the following reasons: illness, accident, injury, medical or dental appointments, death in the family, religious holidays and emergency situations.

TRUANCY

Any student that is behind pace and does not complete an instructional activity for a 15 school days period shall be withdrawn for truancy. The school will notify the parent or legal guardian of the student who has been withdrawn for truancy or is approaching truancy.

If a student is withdrawn for truancy and wishes to re-enter the school, the student will be placed on a plan of academic improvement agreed upon by the parent, teacher, and student.

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.

REPORTING ABSENCES WITHDRAWAL FROM SCHOOL

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school registrar's office. The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student's last day, a copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without a parent's signature. Withdrawing students and parents are expected to:

- ✦ Return all checked-out materials and equipment;
- ✦ Complete any make-up work assigned;

- ✦ Pay any unpaid balance for student fees, if any; and
- ✦ Sign a release of student records.

GENERAL PROCEDURAL INFORMATION

FUNDRAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on at any school sponsored events unless he or she has the written permission of the Principal or Superintendent.

SALES

Advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel without the written permission of the Principal.

DUE PROCESS

Due process is provided to students when they are involved in a discipline incident and before assignment of disciplinary consequences. Due process includes:

- Teacher or administrator conversation with student immediately following the misconduct.
- Student given the opportunity to write or tell his or her version of events.
- Teacher or administrator providing written notice of the misconduct the student is accused of committing.

If parents and students are not satisfied with the results of the evidentiary hearing held for a suspension they have the right to appeal suspensions with Dove Schools District Office. The appeal should be made in writing.

TEACHER WORK HOUR

OITS teachers are available between 8 a.m. and 4 p.m. CST.

ACADEMICS

CURRICULUM MATERIALS

Curriculum materials and other equipment are provided free of charge for each subject or class. Materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage to the teacher or school designee.

The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged equipment or supplemental materials.

STUDENT EVALUATION

OITS provides an instructional program which enables all students to learn. High priority is given to learning experiences which serve as a foundation for a child's total educational development (reading, writing, computing, etc.), as well as the stimulation of intellectual curiosity, critical thinking, problem solving abilities and aesthetic appreciation.

OITS believes that grades and grading practices should be administered in a fair, equitable and consistent manner. The evaluation of student progress is based upon skill mastery. Each discipline is represented by instructional objectives described in a curriculum outline.

Student evaluations and grades are based on daily performance, homework, tests, assessments of Oklahoma Academic Standards, attendance and other required activities and projects. The school rounds all students' grades to the nearest full numerical grade value.

Students only receive credit for a high school courses they complete with a passing grade. Students who do not satisfactorily complete a course do not receive credit. Parents are to receive formal notification when their child does not meet requirements to receive a passing grade. Such notification should be sent no later than two weeks before the grading period ends.

STUDENT EVALUATION PARENT & STUDENTS ACCESS TO GRADE AND INFORMATION

Learning Platform Portal and SIS will provide parents and students online access to information about student's grades and information. OITS will notify parents with instructions to activate accounts.

GRADING SYSTEM FOR GRATE 6-12

Students in grades 6-12 follow the same grading system:

Letter	Range	Regular Courses Grade Points	Pre-AP Courses Grade Points	Advanced Placement/ Concurrent Grade Points
A	100-90%	4.0	4.5	5.0

B	89-80%	3.0	3.5	4.0
C	79-70%	2.0	2.5	3.0
D	69-60%	1.0	1.5	2.0
F	59% & below	0.0	0.0	0.0

MAXIMUM & MINIMUM GRADE

For students in 6-12th grade, the maximum grade for any given course after each quarter is a 100/100 while the minimum grade is a 30/100.

ACADEMIC RECOGNITION & HONOR ROLL

- Students will be recognized for academic success for various honor rolls. Honor Roll recognition is based on the student Grade Point Average (GPA).
- Superintendent’s Honor Roll: Student must have a combined GPA of 4.0 or higher.
- Principal’s Honor Roll: Student must have a combined GPA of at least 3.5 with no semester letter grades of C or lower.
- Honor Roll: Student must have a GPA of at least 3.5 with no more than one semester letter grade of C or lower.

HONOR GRADUATES

- Graduating seniors with a minimum of a 4.0 cumulative weighted GPA through the first semester of their senior year may be recognized as honor graduates. In addition to the GPA, an honor graduate must also:
- Successfully complete English, Mathematics, Science, and Social Studies each year of high school for a minimum of 4 years in each subject area.

Valedictorian Medal is awarded at graduation to the graduating senior with the highest weighted grade point average in all courses at the end of the 3rd quarter of senior year. Grade point average is not rounded up. Must have attended OITS for the last 4 semesters to qualify.

Salutatorian Medal is awarded at graduation to the graduating senior with the highest weighted grade point average in all courses at the end of the 3rd quarter of senior year. The grade point average is not rounded up. Must have attended OITS for the last 4 semesters to qualify.

National Honor Society (NHS) – Students in

10th, 11th, and 12th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum cumulative grade point average

(GPA) of a 3.20 will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement for the year they were inducted. If a student does not raise their GPA within two semesters, the student will be dismissed from the NHS. Any member receiving disciplinary action may also be dismissed from NHS.

Junior National Honor Society (JNHS) – Students in the second semester of 6th grade through 9th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum grade point average (GPA) of a 3.30 during the most recent school year will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement. If a student does not raise their GPA within two semesters, the student will be dismissed from the JNHS. Any member receiving disciplinary action may also be dismissed from JNHS.

Oklahoma Academic Scholar Award recognizes students with a grade point average of 3.7 on a 4.0 scale for 9th grade through first semester of 12th grade or who are in the top 10% of their graduating class. Students must also receive a composite score of 27 on the ACT or 1220 combined reading and mathematics score on the SAT. The ACT or SAT must have been taken on National Test Dates.

HIGH SCHOOL

To graduate from high school, a student must have earned a total of twenty-six (26) credits including art competencies, personal financial literacy, and CPR training. Ultimately the completion of the College Preparatory Curriculum will depend on the student’s successful completion of the required coursework. The 26 credits are from the following areas

COURSES	CREDITS
ENGLISH: I, II, III, IV	4
MATHEMATICS: Algebra I & II, Geometry, 1 or more Elective Math Courses (4 credits must be earned during grades 9-12)	4
SOCIAL STUDIES: Government (1/2), OK History (1/2), US History(1), World History(1), Geography (1/2) and ½ credit of SS Elective	4
SCIENCE: Biology(1), Chemistry(1), Physics(1), and 1 credit of AP Bio, AP Physics, or Forensic Science	4
FINE ARTS	1

FOREIGN LANGUAGE (SAME) or 2 credits of Technology	2
ELECTIVES	7

HIGH SCHOOL CREDIT SYSTEM-GRADE 6-12

Students earn credits at the high school level. Students will earn a grade of A, B, C, D or F depending on the level of demonstrated competency for courses that meet a minimum of 65 hours during the semester. Students are classified as Freshmen, Sophomores, Juniors or Seniors based on the number of credits earned.

Minimum credits required for each classification:

- Grade 10: Sophomore 6 credits
- Grade 11: Junior 12 credits
- Grade 12: Senior 18 credits

PROMOTION & RETENTION CRITERIA FOR STUDENTS GRADE 6-12

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on criterion referenced test results, teacher observation, course grades, and attendance in grades 6-12. Students who miss more than 9 days of instruction with unexcused absences per semester increase their potential to be recommended for retention.

Students must have passing grades (above F) in all core subjects. Students who fail **TWO OR MORE CORE SUBJECTS** will repeat the grade.

Additionally, if a student in grade 6-8 fails **ONE CORE SUBJECT**, the student must attend summer school.

Students in 9th, 10th, and 11th grade who fail **FOUR SEMESTER CORE CLASSES** throughout the school year must attend summer school to attempt to recover at least **TWO SEMESTER CORE CLASS** to be promoted to the next higher level.

RETENTION APPEAL

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by contacting the school's principal within five working days of the school's decision. A decision will be rendered within ten working days. Parents who are dissatisfied with the Principal's decision should contact the Dove Central Office at 405-605-0201 for information about a district level appeal.

ACADEMIC COMPETITIONS

District students participate in a variety of academic competitions that help develop creativity, teamwork, critical thinking, and competitive spirit. For information about these competitions, contact your school's principal.

MANDATORY TESTING

All students in grades 3-8 will be required to test under the Oklahoma State Testing Program (OSTP). In addition, students will be required to take all relevant High School tests. All high school students that are classified, by credits, as an 11th grader are required to take all high school state tests regardless of tests taken previously. Additionally, any high school student that is classified as a 12th grader and has not tested is required by law to take all high school state tests. The final decision regarding the testing requirements remains at the school level.

More specific information about which tests will be administered and when will be posted by the Principal once the school year is under way, including specific dates, required grades, and locations. Refer to the Oklahoma Department of Education's State Testing Resources webpage for additional information: <http://www.ok.gov/sde/assessment-administrator-resources-administrators>.

COURSE DROP/ADD POLICY

Students are required to submit their requests to drop or add courses should be made to the OITS school counselor or teacher via webmail.

To drop a course, requests should be made before the end of the tenth school day of the quarter. After the tenth day, dropped courses will receive a failing grade.

Requests to add a course may be made at any time. A request to add does not guarantee a course addition. Full-time students may take a maximum of sixteen (16) courses per year.

VERIFIED HOMESCHOOL CREDIT

After the first semester courses are finished successfully (passing at least 3 courses) at OITS, credit will be awarded for completed homeschool courses.

ENROLLING IN HONOR AND ADVANCED PLACEMENT (AP) COURSE(S)

Honors and Advanced Placement (AP) courses are offered to further enhance students' educational opportunities and to provide students with a variety of challenging course options. Students enrolling in an Honors and AP courses must be eligible. To become eligible, a student must have maintained a B or higher in all core courses and have demonstrated the ability to successfully complete the rigor of an Honors/AP course.

In the best interest of the student, a student can be denied enrollment in an Honors/AP course based on academic history. Additionally, if a student fails an Honors or AP course, they will be automatically withdrawn and placed in the general offering of the course.

ACCEPTABLE USE POLICY (AUP)

STUDENT COMPUTER & NETWORK ACCESS WIRELESS DEVICES

Computer and Network access is a privilege provided for OITS students and staff for the sole purpose of facilitating resource sharing and communication. Students are to only use these services for legitimate educational purposes under the supervision of school personnel. Students are provided login information with an individual user name or ID and password that is computer generated to access the computer and network. Students are to never share their login information with anyone. Students are required to logout when finished accessing the network.

The school is not responsible for the misuse of online services. Such misuse includes, but is not limited to; obtaining inappropriate or sexually explicit material, illegal copying or installation of software, using another's password, producing, copying, or attempting to introduce any computer code designed to self-replicate, damage, or destroy a computer's memory, cause a virus, or otherwise hinder computer performance. Students found guilty of such behaviors are subject to the loss of computer privileges and action as stated in the Student Code of Conduct guidelines. It will not be a defense to any disciplinary consequence for a student to say someone else used their account, or the student forgot to log out.

For reasons of health and safety, school staff may periodically monitor each student's use of the network resources to ensure that the system is being used in accordance with district policy. Please contact your school's office with further questions.

Students found to be using any electronic communications device for any illegal purpose, cyberbullying, threatening others, violating privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or exams shall be subject to discipline.

INTRODUCTION

Computer network resources, provided by the OITS, enable communication with electronic communities around the world. These computer network resources include Internet, e-mail, the student enterprise system, and the business enterprise systems. The use of these electronic resources shall be consistent with the purpose, mission, and goals of the OITS and used only for the educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools, offices, regional education service centers, and other worldwide educational entities. The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. The Dove Schools filters web sites, chat rooms, instant messengers, and some emails believed to be inappropriate for students, teachers, administrators and staff. However, no filtering system is perfect. The Dove Schools cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the District's computer network resources. This Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using the Dove's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right. Any violation of these policies will result in the loss of network privileges as well as possible disciplinary action.

ACCESS TO DISTRICT NETWORK RESOURCES

All employees must sign an Acceptable Use Policy agreement when hired and on a yearly basis before access is granted to the School's computer network resources. If an employee objects to signing an AUP they will not be allowed on the district network which could affect their employment status. Staff, Students may be given access to the School's computer network resources. This access, including account and password, must not be shared, assigned, or transferred to another individual. Access to the School's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to the School's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal as well as disciplinary consequences deemed appropriate by the school administrator.

SYSTEM SECURITY

Computer users may not run applications or files that create a security risk to the School's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately. Any user deemed to be a security risk or discovered to have a proven history of problems with other computer networks, may be denied access to the School's computer network resources.

Users should immediately notify the administrator if they believe that someone has obtained unauthorized access to their private account.

RESPECTING RESOURCE LIMITS

Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending unsolicited "junk" messages to a large number of people or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.

The system administrators reserve the right to set a limit on disk storage for network users as well as blackmail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses. Advertising will be permitted on the School's computer network resources with the prior approval of the appropriate administrator.

ILLIGAL ACTIVITIES

The OITS will cooperate fully with local, state, or federal officials in any investigation related to illegal activities that blatantly corrupt the educational value of computers or instances that violate the law.

NETWORK ETIQUETTE AND PRIVACY

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.

2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during Email transmissions.
4. System users may not use the School's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the School's electronic network for unlawful purposes will not be tolerated and is prohibited.

SERVICE

While the School is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The School may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The School specifically denies any responsibility for the accuracy of information obtained through Internet services.

SECURITY

The Board recognizes that security on the School's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator. The School shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The School shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

VANDALISM OF THE ELECTRONIC NETWORK OR TECHNOLOGY SYSTEM

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the School information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or

the theft of restricted information. Any vandalism of the School electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

DESCRIPTION OF SYSTEM ACCESSIBILITY

OITS's students will be utilizing a computer (Chromebook) which will be used as their personal gateway to the curriculum through an internet connection provided by the learning platform. Each student will also have access to a personal cloud repository for the safe and secure storage of work product (google drive). This personal cloud repository will also be utilized for the additional distribution of downloadable student materials as well as the platform for student work product submissions and is viewed as a cloud-based meeting place for students and teachers. This personal gateway is further utilized to facilitate e-mail communication to and from the student.

All of the students enrolled at OITS will have access to the internet. In the event the student lives in a part of the state that does not have broadband access. The school will provide the student with a mobile hotspot that will provide, at minimum, a 3-G broadband equivalent. Such costs have been added in the revised budget.

OITS will adopt Securly & GoGuardian , to ensure that the internet activities of minors are both monitored and safeguarded. The installation and updating of filtering software will take place in two stages. The initial installation will occur when OITS takes delivery of the computers before they are sent to the students. These computers will be loaded with the software that will be used, the filters will be set and internet filtering software will be installed. Subsequently, as software requires updating, this will be done remotely. OITS will have the capability to access all of the computers that are distributed by remote access. This will provide the ability to install updates, do basic troubleshooting and check on the status of any of the computers.

OITS will teach internet-related, namely Digital Citizenship. We will use a training that incorporates all of the aspects of the Digital Citizenship training. Digital Citizenship has components that include safety and security online; manners, bullying, and ethics; authentic learning and creativity' research and information fluency; and twenty-first century challenges.

Students have an option to get a computer from the school. If that option selected students/parents will need to make refundable deposit (the amount of refund will be determined contingent upon amount of cost associated with the repairs) at the time of enrollment. OITS will repair or replace equipment as needed OITS will have in place a policy that articulates its approach to repair and replacement of damaged equipment. The first level of repair will entail our technical support people working with the student to try to walk the student through an explanation of the problem and an approach to a solution of the problem. The second level of the repair effort will entail the technical support staff capturing the computer remotely and working to a solution of the problem. There will likely be instances when the effort to repair the computers or peripheral equipment is unsuccessful. When it has been determined that it is not possible to make repairs remotely, a replacement computer will be sent to the student.

All computers will be imaged prior to initial distribution minimizing the need for any student/parent setup. A Start-Up Guide will be included which will address issues such as login name, password

authentication, email address, daily attendance check in, and other first day and daily issues. The guide will also be provided as an attachment to the student welcoming email and copied to parent(s).

A technical support help desk will be established. The purpose of the help desk will be to provide assistance to any student/parent encountering technical difficulty and/or who is in need of some operational assistance. All computers are to be outfitted with remote access functionality enabling help desk personnel to remotely access the student computer for both troubleshooting, corrective actions, and training purposes.

PARENT

OITS will use school visits, phone calls, parent conferences, report cards, social media, websites and emails and other available technology to communicate with parents to foster involvement.

INCLUSION STATEMENT

OITS students are fortunate to have many adults involved in their education. References in this handbook to parents include guardians and other family members who often act in lieu of or in partnership with parents. Programs and practices are in place to meet the diverse needs, languages, and cultures of students and parents. Several opportunities are available for parents to learn more about schools, educational programs and ways to help their children achieve in school. Contact your school principal for more information.

WHAT CAN PARENT DO?

Anytime your students experience illness or emergency, we contact you via the numbers you provide. Please notify your student's school when any contact numbers change. The school and district also use contact information to keep you informed about the best ways to learn about opportunities to get involved.

- KEEP YOUR CONTACT INFORMATION CURRENT
- JOIN OR START YOUR SCHOOL'S PTO OR PARENT GROUP
- Talk to your school's principal
- COME TO SCHOOL OFFICE.
- Schedule online Live meeting

SPECIAL REPORT TO PARENTS

Teachers will contact parents when they determine a student is performing unsatisfactorily. The notification must be in writing in a language the parent can read during the 4th, 5th, or 6th week of each quarter. Additional notices may be sent earlier than the 4th week of the quarter or later than the 6th week of each quarter.

PARENT COMMUNICATION WITH SCHOOL

Schools should be the first point of contact for issues and complaints. Please communicate issues with your site principal prior to filing a complaint with their director.

STEPS TO RESOLUTIONS FOR PARENTS

The OITS strives to maintain a harmonious relationship between parents, teachers, staff and administration. Occasionally, misunderstandings occur, and resolutions need to be made. Often, concerned parties will contact media outlets looking for help resolving the matter; but concerns are best resolved on the level at which they occur. By following these steps situations can usually be resolved in a quick and fair manner. Below is the process parents or guardians should take to resolve a situation.

1. CONTACT THE STAFF MEMBER

The most direct route to resolving a concern is to speak directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved through communication with those involved.

2. CONTACT THE PRINCIPAL

The principal is in charge of each campus and is responsible for the school’s operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in the principal’s office.

3. CONTACT THE APPROPRIATE CENTRAL OFFICE ADMINISTRATOR

Call the Central Office at 405-605-0201 to reach the appropriate administrator or director. This step should be taken only when steps one and two have not resolved the concern.

4. CONTACT THE SUPERINTENDENT

If your concern has not been resolved in Steps 1 through 3, then a call to the Superintendent’s Office is appropriate.

5. CONTACT THE BOARD OF EDUCATION

This is done by requesting a hearing in the regular or special board meeting.

OFFENSES AND CONSEQUENCES

LEVEL I OFFENSES:

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the school or school function. The teacher or staff member who is initially aware of the misconduct will be the first to address it. The student will then be referred to the school administrator for disciplinary action if the misconduct is repeated or becomes more severe. The school administrator will investigate, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

- 1. Academic Honesty (1st Offense)

2. Disrespectful to staff member, Student, or guest
3. Causing disruption during a school event and interrupting the learning environment
4. Any minor act of misconduct that interferes with the orderly operation of the school or a school event. This includes use of inappropriate communication.

LEVEL 1 DISCIPLINARY CONSEQUENCES (NOT IN ORDER OF PROGRESSIVE DISCIPLINARY MEASURES)

1. Grade reductions for academic dishonesty.
2. Parent/guardian contracts to restrict home privileges.
3. Parent/guardian conference with teacher or Principal.
4. Withdrawal of participation in school events such as field trips, assemblies, etc.
5. Community service.
6. Student warning and reminder of expectations
7. Parent/guardian contact
8. Behavior agreement (written and/or verbal)
9. Apology letter
10. Temporary suspension from course(s)
11. Other consequence deemed appropriate by administration.
12. Behavior agreement (written and/or verbal)
13. Loss of privileges, such as school events or clubs

LEVEL II OFFENSES:

Level 2 offenses are more severe or repeated acts of misconduct which interfere with the orderly operation of the school or school function. Level 2 offenses do not directly or seriously endanger the health or safety of

others. Once reported, the school administrator will investigate, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

1. Academic dishonesty (2nd Offense)
2. Intentionally providing incorrect information to School officials.
3. Failing to comply with directives of School personnel.
4. Causing damage to School property in an amount equal to or greater than \$50.
5. Falsification and/or forgery of School records
6. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
7. While at a school event, attempting to fight or threatening to physically harm another.

LEVEL II DISCIPLINARY CONSEQUENCES (NOT IN ORDER OF PROGRESSIVE DISCIPLINARY MEASURES)

1. Any applicable Level I Disciplinary Consequence.
2. Loss of privileges, such as school events or clubs
3. Behavior agreement (written and/or verbal)
4. Parent/guardian contact
5. Documentation of incident in Student Information System
6. Alternate classroom assignment
7. Return or payment of property or damages
8. Temporary suspension from course(s)
9. Loss of partial or full credit on one or more assignments (for Academic Integrity Infractions only)
10. Loss of Live Lesson tools or live participation rights
11. Referral to other staff member (such as counselor)

LEVEL III OFFENSES:

Level 3 offenses are major acts of misconduct that includes repeated serious disruptions of school order, threats to the health, safety, and property of others, and other acts of serious misconduct. Once reported, the school administrator will investigate, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

1. Persistent Level I offenses – i.e., four Level I offenses within a semester.
2. Persistent Level II offenses – i.e., two or more Level II offenses within a semester.
3. Serious Academic dishonest Violation
4. Bullying and/or cyber-bullying as defined by the Student Handbook and/or Board policy, as well as conduct including verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment
5. Inappropriate public displays of affection, including kissing, hugging, physical conduct, etc during school event.
6. Assault of another student
7. Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.
8. Fighting or arranging a fight.
9. Harassment, meaning threatening to cause harm or bodily injury to another student or staff member, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

10. Hazing, meaning an intentional, knowing, or reckless act, occurring on or off School property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.
11. Inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
12. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
13. Possessing a stun gun, mace, or pepper spray.
14. Knife possession
15. Possessing, exhibiting, or threatening with a look-alike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
16. Possession or use of fireworks or other explosive devices.
17. Possession or use of tobacco or related products such as E-cigarettes, vapor pens or lighters on School property or at School-related events.
18. Stealing and/or theft.
19. Threats against School personnel and/or other students.
20. Any violation to the OITS Acceptable Use Policy.
21. Presence at an OITS facility or attendance to a school sponsored event after being directed by an administrator not to attend.
22. Any extreme act of misconduct that interferes with the safe and orderly operation of the school or a school event. This includes extremely inappropriate communication.

LEVEL III DISCIPLINARY CONSEQUENCES (NOT IN ORDER OF PROGRESSIVE DISCIPLINARY MEASURES)

The staff member or school administrator will take into account the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

1. Any applicable Level I and Level II Disciplinary Consequence.
2. Loss of privileges, such as school events or clubs
3. Behavior agreement (written and/or verbal)
4. Parental Contact (mandatory)
5. Out-of-school suspension up to four days.
6. Long term suspension (upon Discipline Committee recommendation).
7. Report to law enforcement

LEVEL IV OFFENSES:

Level 4 offenses are the most serious acts of misconduct. Any Level 4 act is grounds for expulsion or consideration for a recommendation for expulsion. Major acts of misconduct must be reported right away to the school administrator. Once reported, the school administrator will conduct an investigation, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention, which may result in immediate removal of the student from the school.

1. Aggravated assault.
2. Aggravated kidnapping.
3. Aggravated robbery.
4. Aggravated sexual assault
5. Arson.
6. Assault.
7. Attempts to copy and/or modify another student's work files stored on a computer.
8. Capital murder.
9. Conduct punishable as a felony.
10. Criminal attempt to commit murder or capital murder.
11. Criminally negligent homicide.
12. Death threats.
13. Deliberate destruction or tampering with School computer data or networks.
14. False alarm or report.
15. Felony criminal mischief against school property, another student, or school staff.
16. Gang activity (violent).
17. Inappropriate sexual conduct.
18. Indecency with a child.
19. Issuing a false fire alarm.
20. Manslaughter.
21. Murder.
22. Persistent Level I offenses – i.e., four Level I offenses within a semester.
23. Persistent Level II offenses – i.e., two or more Level II offenses within a semester.
24. Possessing, selling, distributing, or being under the influence of inhalants.
25. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
26. Public lewdness.
27. Required registration as a sex offender.
28. Retaliation against any school employee or volunteer at any time or place.
29. Setting or attempting to set fire on school property (not arson).
30. Sexual abuse of a young child or children.
31. Sexual assault.
32. Targeting another individual for bodily harm.

33. Use of the School’s Internet access and the School’s electronic device to engage in conduct that constitutes felony criminal mischief and/or deliberate attempts to bypass installed computer security software.
34. Possession or Use , exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
35. Possession or Use, sale, possession, distribution, or being under the influence of marijuana, controlled substances or illicit drugs, or alcoholic beverages on School premises or during any School activity, regardless of location.
36. Possessing and/or selling “look-alike” drugs.
37. Possession or use of alcohol at School related events.
38. Suspicious drug/alcohol involvement.
39. Unauthorized access to programs and/or files not expected or intended for student use on a district issued and/or personal device; use of another’s username and password; or any use that violates local, state, and/or federal laws and regulations. This also includes manipulating computer data that the student is not permitted to access and/or adjust.
40. Falsely accusing an employee of something that may jeopardize his/her certification, reputation, and/or employment.
41. A false report of a bomb, explosive, mass shooting, or other harmful event occurring at an OITS property or school sponsored event.
42. An act that that significantly disrupts the orderly school environment, harms others, and/or any other case in which an extremely severe act of misconduct takes place at an OITS property or at a school sponsored event. This may include hate crimes, shootings, explosions, and/or severe indecent exposure though use of electronic devices, such as, but not limited to email and webcams. This includes extreme offenses that may not be listed.

LEVEL IV DISCIPLINARY CONSEQUENCES (NOT IN ORDER OF PROGRESSIVE DISCIPLINARY MEASURES)

1. Any applicable Level I, Level II, level III, or Level IV Disciplinary Consequence
2. Parental contact (mandatory).
3. Out of school suspension for five–ten days.
4. Long term suspension.

SERVICES FOR STUDENTS

GUIDANCE PROGRAM

Services are available to assist students with making appropriate personal, educational and/or vocational decisions. Parents desiring more information should contact their counselor or principal of the child’s school.

LANGUAGE & CULTURAL SERVICES

Limited English-speaking students and their parents are provided with appropriate programs, instruction, and opportunities to attend schools and programs staffed with highly qualified, specially trained professionals. A variety of resources and programs are available to limited English speaking students.

INDIVIDUALIZED DISABILITY EDUCATION ACT (IDEA)

All public schools are mandated by the Individuals with Disabilities Education Act of 2004 (IDEA) to identify, locate, and evaluate students who may demonstrate disabilities through the CHILD FIND process to ensure that all children with disabilities, ages 3-21, receive the needed supports and services.

504 PLANS

Students with special circumstances and education needs who are not being served on an Individualized Education Plan (IEP) may qualify for a 504 Plan. For more information, contact the campus principal. Some students being served under a 504 Plan may also qualify for homebound services.

CHILD FIND

Child Find is a special program to identify children from ages three through twenty-one who may have a disability and are not receiving a free appropriate public education. Children ages birth to 36 months of age will be evaluated and provided services by Sooner Start, a statewide agency. The disability classifications are autism, deaf-blindness, deafness or hearing impairment, emotional disturbance, intellectual disability, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairments.

GIFTED AND TALENTED EDUCATION PROGRAM

The primary goal of OITS GATE Program is providing students with a student-focused approach to meet specific needs in a selected academic/non-academic curriculum.

The Gate Program provides students with unique opportunities to develop individual talents and to strengthen skills. Emphasis on a positive self-concept, relationships with others, and strategies to develop critical and creative thinking skills enables students to become independent, self-directed learners.

Gate goals are focused in three specific areas:

The gifted student will develop a realistic concept of self and work cooperatively with peers and adults.

The gifted student will develop the higher-level thinking skills of knowledge comprehension, synthesis, application, analysis, and evaluation in order to solve problems.

The gifted student will create original projects that reflect critical and creative thinking skills as supplemental learning to the regular classroom curriculum.

AT-RISK/ACADEMICALLY BEHIND LEARNERS

Our leadership team reviews student data regularly. In noticing a decline in math, reading, and science scores for students throughout the year via NWEA MAP, STAR, and PSAT assessments and receiving our OSTP results at the end of each school year, we make the following changes:

Targeted Groups: We identify the low performing and not growing students combining the previous year OSTP results, the fall NWEA MAP tests scores, and using teachers` feedback for student performance.

Tiered Small Group Intervention:

We group the students with similar academic needs and provide smaller virtual class groups and additional non-credit online tutoring courses.

Strategic Staffing:

We include instructional coaches, special service including EL and Sped. Coordinators and teachers to assist during the tutoring sessions. Extra arrangements will be made for students with special needs to meet with EL and Sped. Coordinators and teachers according to their individual needs.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The OITS Extended Learning Program will offer a quality extra-curricular program to its students, which will yield a positive effect on academic success and social behaviors of students. The goal of the program is to create additional structured opportunities for enriching experiences through social, cultural, and recreational activities. Throughout the year, OITS will schedule field study trips, school events, athletic programs, and clubs across the state to ensure all interested families have access with reasonable convenience based on interest and participation. These activities will provide students and parents with opportunities to get together with each other to develop social and emotional skills that are sometimes missing from the virtual school model.

OITS will also offer additional optional online courses, virtual field trips, clubs, and discussion groups to ensure all students have access to extra-curricular offerings whether they interact online or in person.

ANNUAL NOTIFICATIONS

FERPA RIGHTS & DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act

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

The Uninterrupted Scholars Act (Public Law

112-278) was enacted on January 14, 2013. The Act amends FERPA to permit educational agencies and institutions to disclose a student`s education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student`s case plan “when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.”

FERPA gives parents certain rights with respect to their children's education records. Education records are defined as all "materials maintained by the school, district, district employee or district agents, which is directly related to a student and maintained by the district or a party acting for the district." Records include, but are not limited to, documents, tape recordings, and video recordings. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

PARENTS OR ELIGIBLE STUDENTS HAVE THE RIGHT TO REQUEST THAT A SCHOOL CORRECT RECORDS WHICH THEY BELIEVE TO BE INACCURATE OR MISLEADING. IF THE SCHOOL DECIDES NOT TO AMEND THE RECORD, THE PARENT OR ELIGIBLE STUDENT THEN HAS THE RIGHT TO A FORMAL HEARING. AFTER THE HEARING, IF THE SCHOOL STILL DECIDES NOT TO AMEND THE RECORD, THE PARENT OR ELIGIBLE STUDENT HAS THE RIGHT TO PLACE A STATEMENT WITH THE RECORD SETTING FORTH HIS OR HER VIEW ABOUT THE CONTESTED INFORMATION.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Schools may disclose, without consent, "DIRECTORY" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. Dove Schools annually disclose this information in the Student/ Parent handbook. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) Or you may contact the US Department of Education:

Family Policy Compliance Office
U.S. Department of
Education 400
Maryland Avenue, SW
Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT

NOTIFICATION (PPRA)

PPRA (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes; Illegal, antisocial, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals may call the Federal Information Relay Service at 1-800877- 8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education 400

Maryland Avenue, SW
Washington, D.C. 20202-5920

DISCRIMINATION - NOTICE & CONTACTS

(Title VI, Title IX, Title II, Sec 504, Age Act, Boy Scouts of America Equal Access Act)

Dove Schools do not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions, and provides equal access to the Boy Scouts of America and other designated youth groups. Dove is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. Dove Schools comply with the following laws:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. The district also complies with the Individuals with Disabilities Education Act (“IDEA”).

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

Under the Boy Scouts of America Equal Access Act, no public elementary school or state or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Report to campus principal or our district office with any concern.

Dove Schools District Office

- 405-605-0201

REPORTING DISCRIMINATION

Any person who believes that he or she has been the victim of discrimination should report the alleged discrimination within 30 days of the occurrence by:

- Sending an email, telephone/fax, or letter by mail
- Filing a complaint in person

Once a complaint has been made, designated personnel will begin an investigation, track progress, and determine whether the alleged conduct constitutes a violation of Title VI, Title IX, Title II, Section 504, the Age Act , or the Boy Scouts Equal Access Act, and take appropriate action.

EMPLOYEES CONTACT:

Discrimination complaints may be submitted to an employee by email, telephone/fax, mail or in-person.

For further information from the Office of Civil Rights (OCR) on notices of non-discrimination, visit <https://>

wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-4213481.