



VIRTUAL CHARTER ACADEMY  
**E-SCHOOL**

**(Adopted April 30<sup>th</sup>, 2019)**

**2020-2021**

**Student Handbook**

- **Mission Statement**
- **School Vision**
- **Student Admission and Enrollment**
- **Verification of Residence**
- **Guardianship**
- **Immunizations**
- **Notice of Non-Discrimination**
- **Title IX**
- **Notification of Rights under FERPA**
- **Directory Information Notice**
- **Notification of Rights under PPRA**
- **Parent's Right to Know**
- **Attendance**
- **Illness and Emergency Absences**
- **Planned Absences**
- **Grading Practices**
- **Class Rank**
- **Honor Roll**
- **Student Promotion and Graduation**
- **Proficiency Based Promotion**
- **Grade Classification**
- **Concurrent Enrollment**
- **College and Career Ready Assessment**
- **Child Find**
- **Program for Students with Disabilities**
- **Program for Gifted and Talented Students**
- **After School Activities**
- **School Social Activities**
- **Educational Extension Activities**
- **Family Education and Engagement**
- **Complaints**
- **Student Complaints**
- **Parent Complaints**
- **Use of Tobacco Products**
- **Vandalism**
- **Cheating / Plagiarism**
- **Harassment, Intimidation, and Bullying**
- **Search of Student and Student Property**
- **Personal Safety**
- **Students in Possession of Dangerous Weapon**
- **AIDS Education**
- **Internet Policy**
- **Email Policy**
- **Disciplinary Due Process**
- **Reporting Child Abuse**
- **Student Transportation in Private Vehicles**
- **Withdrawal from School**

## **Mission Statement**

The mission of E-School Virtual Charter Academy (ESVCA), through an alternative educational setting, is to provide a rigorous and challenging curriculum, ensure a safe and conducive learning environment for all learners, and to foster a collaborative relationship between the school, student, and all stakeholders in order to produce a school culture that prepares each student to be a productive member of the 21st century.

## **School Vision**

The vision of ESVCA is to:

- Produce college and career ready students
- Improve the self-efficacy of all learners
- Increase academic performance
- Build effective communicators
- Promote a social, emotional, and academically healthy child
- Build character through work ethic, appropriate behaviors, acceptance, humility, and honesty

## **Student Admission and Enrollment**

E-School Virtual Charter Academy is a full-time K-12 virtual public school that seeks to serve all eligible students who are committed to a 4x4 curriculum that focuses on advanced placement coursework. Any student currently lawfully enrolled in an Oklahoma public school or any student that is lawfully eligible to enroll in an Oklahoma public school is eligible for enrollment at ESVCA. E-School Virtual Charter Academy follows all non-discriminatory statutes and welcomes the opportunity to serve any student wishing to further their education in a non-traditional, virtual educational setting.

E-School Virtual Charter Academy does not serve as an alternative to student suspensions or expulsions. ESVCA will honor the discipline process of all Oklahoma public schools. Students who are currently suspended or expelled will not be allowed to enroll at ESVCA until said suspension or expulsion has been served to completion.

In order to enroll, all prospective students will fill out all necessary enrollment forms. ESVCA will request records from any previous school and review the necessary documents in order to properly place students in appropriate classes. Any supports needed will be determined at this time and proper steps will be put into place to ensure that all applicable resources are available for each and every student. Needed and appropriate supports regarding special services will be determined by all laws regarding students with disabilities.

Applications will be available at the school or at any other designated location. They must be returned to the address listed on the application. When the application is received, it will be photocopied, given a number and the date and time shall be noted on the application.

The parent or guardian will be notified when the school receives the application and if any deficiencies exist on the application. The correct priority ranking shall be noted on the application, and all information shall be entered in the school database.

Once a student is enrolled, that student will automatically be enrolled for the next school year, provided he/she has complied with any enrollment requirements.

Students must be five years of age on or before September 1st to be admitted to Kindergarten. First grade students must be six years of age before entering school. Parents or guardians must present a birth certificate, or other acceptable documentary evidence of the child's birth, proof of residence, and a record of immunization prior to enrollment.

## **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.

## **Immunizations**

According to state law, no minor child shall be admitted to any public, private, or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophiles influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease. Immunizations required, and the manner and frequency of their administration, as prescribed by the State Board of Health, shall conform to recognized standard medical practices of the state. To receive an exemption from immunization, any minor child through the parent, guardian, or legal custodian of the child, may submit to the health authority charged with the enforcement of immunization laws of this state:

1. A certificate of a licensed physician, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or
2. A written statement by the parent, guardian or legal custodian of the child objecting to immunization of the child; whereupon the child shall be exempt from the immunization laws of this state.

The immunizations will be administered by a licensed physician, someone under his direction, or public health department. If the parents or guardian are unable to pay, the State Department of Public Health shall provide, without charge, the immunizations required to pupils. The parents, guardians, or person having legal custody of any child may claim an exemption from the immunization on medical, religious, or personal grounds.

## Notice of Non-Discrimination

E-School Virtual Charter Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Compliance Officer E-School Academy  
Address: 2403 S Division, Suite B  
Guthrie, OK 73044  
Telephone Number: (833) 203-4300  
Email Address: [robbie.rainwater@eschoolacademy.org](mailto:robbie.rainwater@eschoolacademy.org)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## Title IX

E-School Virtual Charter Academy does not discriminate on the basis of sex in the education programs or activities it operates. E-School Virtual Charter Academy is required by Title IX not to discriminate in such a manner. The requirement of non-discrimination in educational programs and activities extends to employment and admissions. Questions regarding Title IX may be referred to the E-School Virtual Charter Academy Title IX Coordinator.

Name and/or Title: Compliance Officer E- School Academy  
Address: 2403 S. Division, Suite B  
Guthrie, OK 73044  
Telephone Number: (833) 203-4300  
Email Address: [robbie.rainwater@eschoolacademy.org](mailto:robbie.rainwater@eschoolacademy.org)

## Notification of Rights Under 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 45 days after the day E-SVCA receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school superintendent (or appropriate school official) a written request that identifies the records they wish to inspect. The school official 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 ESVCA to amend their child's or their education record should write the school superintendent (or appropriate school official), clearly identify the part of the record they want 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 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 by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.) ESVCA intends to forward records on request.

4. 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

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. The FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student,

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interest. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in FERPA are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements.
- To authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representative to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system, and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, administer student aid programs; or improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" if applicable requirements are met.
- To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such an agency or

organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement.

- To the Secretary of Agriculture or authorized representative of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- Only by the authorized user.

## Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that ESVCA with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ESVCA may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with ESVCA procedures. The primary purpose of directory information is to allow the school district to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
  - The annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is 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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephones listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want ESVCA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior consent, you must notify the school district in writing within two weeks from the date of enrollment. ESVCA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identify, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **Notification of Rights Under PPRA**

The *Protection of Pupil Rights Amendment* (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  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. Sex behavior or attitudes;
  4. Illegal, anti-social, 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 ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, 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, and
  3. Activities involving collection, disclosure, or use of use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent to a student who is 18 years old or an emancipated minor under State law.

ESVCA has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements 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. ESVCA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ESVCA will also directly notify, such as through U.S. Mail, or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ESVCA will make this notification to parents at the beginning of the school year, if the District 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, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Parent's Right to Know**

In compliance with the requirements of the *Every Student Succeeds Act* (ESSA), ESVCA would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher
  - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the superintendent at 1-833-203-4300.

## **Attendance**

ESVCA recognizes the importance of consistent school attendance and the role it plays in a student's academic success. Students are expected and required by Oklahoma law to attend school every day the school is in session, except on those occasions when the school has been notified that the child is ill, that a child has a family emergency or that a child's absence has been pre-arranged with school officials. It is the student's responsibility to make up any work that has been missed because of an absence. One-day make-up time is allowed for each day of absence unless each teacher has made other arrangements. The school 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. Students will be required to be in attendance 90% of the semester. If 90% attendance is not met, the student will receive "No Credit" for the coursework in which attendance requirements were not met. If a lapse in instruction, due to poor student attendance, should occur of 10 consecutive days the student will be dropped from enrollment.

## **Illness and Emergency Absences**

When a child is absent from school, the parent/guardian shall contact the school or school official on the day of the absence, preferably in the morning. Handwritten notes excusing a student's absence in lieu of making a personal phone call will not be accepted.

## **Planned Absences**

The parent/guardian shall give notice as far in advance as possible of absences involving religious holidays, medical or dental appointments or family trips. Students should communicate with teachers

regarding planned absences and receive any necessary work prior to absence occurring. Students should not wait until after planned absences to gather any necessary work.

## Grading Practices

The governance board believes that grades should be awarded based on student achievement. Homework, test scores, class participation and other learning activities all demonstrate student achievement. Grading practices should be administered in a fair, equitable and consistent manner to students. Students' grades should reflect the cumulative achievement demonstrated to acquire knowledge and skills for a subject. It is the sole responsibility of the classroom teacher to assign a grade for a course. The governance board believes that criteria for grading practices should be communicated clearly to students and parents at the beginning of the course of study.

For definition purposes, formative assessments will be considered as any assessment given designed as a daily assignment for the purpose of tracking individual growth towards a specific standard. Summative assessments will be considered as any assessment designed as a quiz, test, or project as a culminating activity at the end of any unit for the purpose of identifying understanding of a standard as a whole.

Student grades should consist of formative and summative assessments. A student's progress should be recorded with more than just summative scores. Each student should receive at least two formative assessments per week in addition to any summative assessments.

One of the most useful strategies that students can use to improve academic achievement is for them to daily track their individual progress towards a stated goal. In the educational setting, every academic goal is a specific academic standard. In addition to individual student tracking, Progress Reports will be made available to students and parents every 3 weeks. Semester Report Cards will be made available within 5 school days of the end of each semester.

E-School Virtual Charter Academy's grading scale with corresponding letter grade shall be:

90-100=A    80-89=B    70-79=C    60-69=D    59 and below=F

I=Incomplete    NC=No Credit    W=Withdrawal

Incomplete grades must be made up within two weeks. Missing work not made up will be assigned grades, often zero, and the final grade will be averaged accordingly.

Regular Academic Course letter grades have the following GPA weights:

A: 4.0    B: 2.0    C: 2.0    D: 1.0

AP and College Concurrent courses will be weighted on a 5.0 scale.

Semester averages will be recorded in the permanent records for each student as required by state regulations.

## Class Rank

The GPA determines official class rank. The grade point average will include all grades received in 9 - 12 grade. Classes graded with an "S" or "U" or those taken prior to 9th grade will not be included in the GPA. Percentile class ranking will be calculated based on the GPA to include top 1%, top 2%, top 5% and every successive 5%. Students will be included in class rankings through their fourth year in high school. Students who remain in high school after four years will not be included in subsequent class rankings.

GPA is used to determine Valedictorians and Salutatorians. Valedictorian(s) will be the student(s) having all A's. The salutatorian(s) will include the student(s) with all A's except for one B. Only grades earned during the 9th, 10th, 11th and fall semester of the Senior year will be considered. To qualify as valedictorian or salutatorian, the student must be enrolled in ESVCA at the beginning of the fall semester of their Senior year. To be considered for Valedictorian or Salutatorian, the student must be of good character with no disciplinary record of suspension or no credit on their transcript. The student must also have completed AP, concurrent enrollment, or the highest level of class in each of the four core subject areas.

## Honor Roll

Each semester those students making a 4.0 or better will be placed on the Superintendent's Honor Roll. Those students having no grades below a "C" and with a 3.5 - 3.99 average will be placed on the Principal's Honor Roll. Students must receive credit in all classes they are enrolled in to be eligible for Honor Roll.

## Student Promotion and Graduation

All students will be promoted to the next grade level upon successful completion of assigned coursework. If successful completion is not obtained, a conference will be held involving appropriate school officials, parents/guardians, and the student to determine if retention is needed. A collaborative effort will be made to ensure the well-being and best interest of the student is met.

Parents of students entering third grade will be educated on all requirements needed to fulfill successful promotion to fourth grade based on the Reading Sufficiency Act. RSA legislation, parent guides, research, and Oklahoma Academic Standards can be found at the following website. All parents of children entering 3rd grade should become familiar with this website at the State Department of Education.

**RSA Website:** <https://sde.ok.gov/reading-sufficiency>

The State Board of Education has adopted requirements needed to be fulfilled in order for any Oklahoma student to graduate with a standard diploma. ESVCA will follow the State Board of Education's lead and enforce those specific graduation requirements. All curriculum requirements will be met in addition to all state testing requirements in order for any student to graduate with a standard diploma. Parents of students entering the 9th grade should become familiar with the following website that includes all necessary and documentation for successful completion of an Oklahoma standard diploma.

**Graduation Requirements:** <https://sde.ok.gov/achieving-classroom-excellence-resources#hsgr>

## **Proficiency Based Promotion**

Students enrolled in ESVCA are eligible for Proficiency Based Promotion in any courses offered by ESVCA within these subject areas: language arts, math, social studies, science, world languages, and the arts. The student, a parent or guardian, or a teacher may request testing and other appropriate assessments to determine if the student is eligible for Proficiency Based Promotion. Parent permission for testing must be given. In all cases, parental wishes are considered. There is not one designated state test for this purpose. The school will design assessments appropriate to the material that is taught in the subject and that is aligned to the current Oklahoma Academic Standards. In some cases, this will be a standard examination. In others where performance measures are necessary, the student may assemble a portfolio, prepare a thesis or project, or demonstrate in some other way that he or she has mastered the material. This may include an experiment, for instance, if part of a science course. Proficiency must be demonstrated with a 90% or higher assessment score as designated in the school district's policy.

Assessment for proficiency-based promotion will be offered two times during the school year. It must be requested in writing by the parent or guardian to the superintendent during the first month of the school year and during the month of April.

## **Grade Classification**

The following criteria will be used in determining the classification of high school students by grade at the beginning of the fall semester:

1. Freshman 0-5.75 credits
2. Sophomore 6-11.75 credits
3. Junior 12-16.75 credits
4. Senior 17 or more credits

Classification requirements must be met by the first day of classes in the fall semester. Students not meeting the required number of credits by the first day of class at the beginning of the school year will be reclassified to a lower grade level and may remain at that level for the remainder of the school year.

## **Concurrent Enrollment**

A junior or senior may be eligible to participate in enrollment at high school and college simultaneously subject to Oklahoma State Department of Education guidelines.

## **College and Career Ready Assessment**

Students enrolled in the 11th grade will be given the Oklahoma College and Career Ready Assessment (CCRA). E-School Virtual Charter Academy intends to use the ACT as the locally selected, nationally recognized assessment for part 1 of the CCRA. Part 2 consists of a Science Content Assessment which is aligned to the Oklahoma Academic Standards for Science and a U.S. History Assessment which is aligned to the Oklahoma Academic Standards for U.S. History.

## **Child Find**

All eligible children with disabilities, age 3 -21, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. ESVCA is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means a child evaluated and determined eligible for special education and related services in accordance with IDEA and the Policies and Procedures for Special Education in Oklahoma under the following categories: Autism, Deaf-Blindness, Hearing Impairment including Deafness, Emotional Disturbance, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairments, Other Health Impairments, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment including Blindness, and Developmental Delay. If you know of a child with a disability or you suspect your child may have a disability please contact your child's teacher or the school superintendent.

## **Program for Students with Disabilities**

The governance board believes that education services for all students should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting their educational needs. The administration and faculty will work together to evaluate students referred for testing to determine what is the least restrictive environment that will help that student to receive a free and appropriate public education.

*Legal Reference: Individuals with Disabilities Education Act, 20 USCA S 1400 et seq., 34 C.F.R. 300.5 et seq., Oklahoma Statutes 70 S 3-104.*

## **Program for Gifted and Talented Students**

The governance board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.301 of Title 70. Therefore, it is the governance board's policy to cooperate fully with the State Department of Education to identify gifted children and to implement appropriate educational programs. The parents or guardians of children so identified will be advised in writing of that fact and will be provided an overview of the gifted student educational program offered at E-School Virtual Charter Academy. Meetings with the parents/guardians will be no less than once each semester.

## **After School Activities**

The governance board believes that all students' educational experience can be enriched and that they can be more fully engaged in the educational process by having access to additional activities after the core day. These voluntary activities should be designed to meet the varying interests of the students and should include such activities as competitive sports, academic competitions, performing and fine arts activities and special interest clubs. The superintendent, with the assistance of parents, shall design and staff after-school activities.

## School Social Activities

Adolescent development includes the acquisition of acceptable social skills. The governance board believes that students should have the opportunity to take part in appropriate social activities with adequate parental supervision. The superintendent, with the assistance of staff and parents, shall plan adult-supervised social events for students.

## Educational Extension Activities

The governance board believes that educational extension activities (EEA), designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered an appropriate extension of the classroom. EEAs are authorized to the extent that they provide an effective means for accomplishing the district's general curriculum objectives. Permission for any EEA shall be obtained from the superintendent.

Students will be required to furnish a parent/guardian-signed permission form before each trip.

## Family Education and Engagement

Research shows that student academic success is proportionally related to the amount of involvement and engagement of parents/guardians. ESVCA believes they have the responsibility to invite and inform parents/guardians of all requirements, processes, and progressions. At the same time, ESVCA believes that it is the parent's/guardian's responsibility to be involved. The hope is that the more the school invites and informs the parent/guardian the more involved they will become ensuring that each and every student receives all necessary supports from the school and home in order to increase the probability of academic success. Below you will find an SSP (School-Student-Parent) Compact that outlines the bare minimal responsibilities of each party in order to achieve student success.

### School-Student-Parent Compact

**Responsibilities of ESVCA will include but are not limited to:**

- *Provide a rigorous and challenging curriculum that ensures successful completion of all of the state's requirements.*
- *Ensure a learning environment that is conducive to each individual student in an alternative setting.*
- *Provide adequate availability to parents for communication with ESVCA staff.*
- *Provide opportunities for parents/guardians to volunteer or participate in curriculum discussions, school social activities, and educational extension activities.*
- *Produce discussions and literature regarding post-secondary opportunities available.*

**Responsibilities of the parent/guardian will include but not be limited to:**

- *Require my child to meet and exceed consistent and successful attendance requirements.*
- *Provide a learning environment that encourages academic growth.*
- *Produce frequent and meaningful conversations with my child about the importance of an education in the 21st century.*

- *Provide a system of support that helps students track their individual progress.*
- *Promote positive use of extra-curricular time.*
- *Encourage my child to engage in social and educational extension activities.*
- *Regularly communicate with school staff about my child's educational experiences.*

**Responsibilities of the student will include but not be limited to:**

- *Produce consistent and successful attendance requirements.*
- *Stay academically on track by completing formative and summative assessments in a timely manner.*
- *Engage in conversations with my parents and teachers regarding the importance and benefits of an education.*
- *Daily track my individual progress towards a stated goal.*
- *Use proper and healthy judgement in regard to use of extra-curricular time.*
- *Engage in all social and educational extension activities available to me.*
- *Build healthy rapport with my teachers and school staff.*
- *Regularly communicate with my parents and teachers regarding my educational experiences.*

## **Complaints**

The governance board believes that procedures should be established for students' or parents' concerns to be heard in a fair and equitable manner. When registering a complaint or concern, the governance board reminds all concerned that the Code of Conduct for parents, faculty and students shall be enforced.

### **Student Complaints**

Students should first attempt to discuss their concerns in a respectful manner with the faculty member, parent or administrator in question. Students have the option of writing their complaints and will be heard in a fair and professional manner. Complaints shall be handled in accordance with classroom and school policies. Students who have complaints concerning other students should report their issues to either the classroom faculty member, another faculty member or the superintendent. The matter will be dealt with through conflict management guidelines and in as equitable a manner as is practical in keeping with school policies. Students who are aggrieved by any such decision may appeal such decision to the governance board. The decision of the governance board shall be final.

### **Parent Complaints**

Parents or guardians who have a concern or disagreement with a faculty member shall make an appointment with the employee in question. At no time is a parent to interrupt instruction to discuss any matter. The parent or faculty member has the option to request the superintendent be present during the discussion. If the parent is dissatisfied with the outcome of the meeting with the faculty member, that parent may bring his or her concern to the superintendent.

The superintendent shall listen to the parent's concern. They shall investigate the matter with the employee concerned and determine how the matter can be amicably resolved in the best interest of the

child and in keeping with the policies of the school. If the parent is not satisfied with this decision, he or she may submit a written complaint to the president of the governance board.

The president shall review the procedure the employee and superintendent used. If the president determines that the procedure was proper and the decision was in keeping with the best interest of the child and with school policies, then he/she shall inform the parent that the decision will stand. The parent may appeal the president's decision to the governance board. The governance board's decision shall be final.

## **Use of Tobacco Products**

The governance board recognizes that tobacco use is harmful to health. All students and employees have the right to freedom from tobacco and its use. To provide a safe school environment for students and employees, effective immediately, use of tobacco and vaping is prohibited on all school grounds at all times (70 O.S – 1-15).

## **Vandalism**

The superintendent is authorized to sign a criminal complaint and to press charges against parents or guardians of vandals who damage, deface or destroy school property. In addition, he/she is authorized to pursue legal action against parents or guardians of perpetrators to recover expenses incurred in the repair, renovation or replacement of vandalized property.

## **Cheating / Plagiarism**

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means. The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating may result in further consequences at the discretion of the teacher.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own without appropriate documentation. The penalty for plagiarism will be a zero for the assignment or test. Continued acts of plagiarism may result in further consequences including the loss of credit.

## **Harassment, Intimidation, and Bullying**

E-School Virtual Charter Academy specifically prohibits harassment, intimidation, and bullying of or by any student on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to that student's person, or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, gestures or written, electronic, verbal, or physical acts.

Harassment, intimidation and bullying through electronic communication are likewise prohibited. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic

communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

Student behavior which is serious enough to be considered assault or relates to weapons, and which can be classified as “harassment, intimidation, and bullying,” will be dealt with as outlined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapons Policy. Otherwise, bullying behavior will be dealt with as directed by the E-School Virtual Charter Academy Administration.

Copies of this policy will be made available upon request to parents, students or other interested parties.

## **Search of Student and Student Property**

The governance board recognizes its responsibility for the safety and welfare of the students and faculty. A search of an individual student or student property may be conducted to safeguard the educational process, preserve discipline and order and promote the safety and security of persons and their property. A student or student’s property may be searched when the student is reasonably suspected of having violated a school policy or a state criminal statute.

At least one witness must be present during the search of student or their property. Group or individual student searches may be made.

Conducting a search of the student’s person:

- A person of the same gender as the person being searched shall conduct the search.
- Another authorized person of the same gender will be present as a witness, if practicable.
- No student’s clothing, except cold-weather outerwear, may be removed prior to or during the search.
- Students may be required to empty their pockets.

## **Personal Safety**

The governance board recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents. Threats of violence to any person by any person will not be tolerated. The superintendent will immediately act on any threat, whether by electronic means, through social networking sites, verbal, written or physical, including hazing or bullying, by a student. The superintendent will file a police report if necessary and will enact disciplinary measures that may include suspension and/or release from the school. Any employee threat of violence to another employee or by an employee to a student shall be grounds for immediate disciplinary action as the governance board determines and may result in suspension without pay and/or employment termination.

## **Students in Possession of a Dangerous Weapon**

If a faculty member or other school employee should find a student in possession of a dangerous weapon, he/she shall immediately secure the safety of the other students and notify the Superintendent. If safety permits, the weapon should be confiscated. The superintendent or an appropriate supervisor shall immediately notify the police department. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as possible. Any student possessing a firearm on school property shall be subject to immediate dismissal from the school. Any student possessing any other device or instrument judged to be a dangerous weapon shall be subject to immediate suspension and will be referred to the governance board for disciplinary action. Disciplinary action may include short- or long-term suspension or dismissal from the school. The governance board's decision is final. If a student wishes to display or demonstrate an antique or historic firearm for a classroom project, he/she must first secure permission from his/her classroom teacher and from the superintendent for the demonstration. It is highly recommended that the parent/guardian accompany the student and assist in the handling of the firearm during the demonstration. The school will notify the parents/guardians of any student violating this policy.

## **AIDS Education**

All Students will receive AIDS Education Training during their 9th grade year as part of their Biology class. The AIDS education program will address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall take into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

## **Internet Policy**

The governance board recognizes the vast opportunities for research, cultural appreciation and communication afforded by the internet. The governance board also recognizes the potential for students to view inappropriate material that has been added online. When in the presence of school faculty or administrators, students will be supervised during their internet use on school-owned computers or any other internet-accessible device, whether school provided, personally or owned by another. Using school-owned computers or other internet-accessible devices to view inappropriate online material is unacceptable and may lead to immediate removal of the student or staff termination. The superintendent shall determine if a student or a staff member has viewed inappropriate content and shall report it to the governance board.

Students are required to have an internet agreement form on file signed by a parent or guardian. Students are also required to show their student ID and sign in before beginning research online.

## **Email Policy**

All school computers and all content electronically transmitted on school-owned computers are E-School Virtual Charter Academy property. Using school-owned computers to send or receive obscene or inappropriate material is unacceptable and may lead to immediate removal of the student or staff termination.

## Disciplinary Due Process

ESVCA is committed to protecting the rights of all students. Any student who disrupts the educational process will be disciplined commensurate with the offense.

### SUSPENSION OF 10 OR LESS DAYS

A parent, guardian or student may appeal a suspension decision to the Appeals Committee or superintendent.

An appeal can be requested, by letter, to the superintendent within five calendar days after the out-of-school suspension decision is received by the student and parent. The out-of-school decision becomes final if the request for appeal is not received within five calendar days.

The Appeals Committee or superintendent may uphold, amend, rescind, or alter the suspension based on their findings. The decision will be final.

### SUSPENSION OF 10 OR MORE DAYS

A parent, guardian or student may appeal a suspension decision to the Appeals Committee, superintendent, and board of education.

An appeal can be requested, by letter, to the superintendent within five calendar days after the out-of-school suspension decision is received by the student and parent. The out-of-school decision becomes final if the request is not received within five calendar days.

The superintendent or board of education may uphold, amend, rescind or alter the length of suspension based on the findings of their investigation.

ESVCA will provide procedural safeguards, as required by law, for students identified as having a disability under IDEA or Section 504 of the Rehabilitation Act/Title II of the Americans with Disability Act who are subject to disciplinary removal.

## Reporting Child Abuse

State law (Title 10A, Section 1-2-101) requires EVERY PERSON who has reason to believe that a child under 18 is a victim of abuse to report the suspicion of abuse immediately to the Oklahoma Department of Human Services (DHS).

A report of suspected child abuse is a request for an investigation to gather facts and protect the child from further harm. The person reporting the abuse does not need to prove abuse prior to reporting. Investigation and determination of abuse are the responsibility of DHS, law enforcement, and the judicial system. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability.

If you have any questions, a specialist from the Child Abuse Network (CAN) will help you through the reporting process and explain what happens next. Call a child specialist at (918) 624-0200.

To report abuse

- Oklahoma hotline (800) 522-3511
- National hotline (800) 4ACHILD [(800) 422-4453]

The person making the oral report to the Department of Human Services is also responsible for submitting a written report to the Department of Human Services. The written report must follow the oral report and be made within twenty-four (24) hours of the contact. A copy of the written report shall be given to the Superintendent. The employee shall also contact the local law enforcement agency where physical or sexual abuse is suspected. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than supervisory personnel, the Department of Human Services and the appropriate law enforcement personnel. It is not the school official's or employee's responsibility to prove the child has been abused or neglected. The Superintendent will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

All parties concerned shall treat the reports in a confidential manner. Employees may initially question the child to determine the child's state of neglect or injuries. However, in no case should the child be subject to undue pressure to validate the suspicion of abuse. Validation of suspected child abuse is the Department of Human Services' responsibility, assisted by the police. In suspected cases of physical and sexual abuse, the police or social worker at the school may question the suspected victim without the Superintendent obtaining permission from the victim's parent or guardian. Employees will not contact the parent/guardian concerning suspected child abuse.

## **Student Transportation in Private Vehicles**

When students are transported to school-sponsored activities, properly inspected, registered and insured private vehicles may be used with licensed drivers. E-School Virtual Charter Academy will not be held responsible for the students' welfare while being transported in private vehicles. Insurance coverage is the vehicle owner's responsibility. It is the responsibility of the student's parents or guardians to ensure that their child is being transported in a safe and responsible fashion in the private vehicle and that the vehicle owner has the appropriate insurance to cover injury to passengers.

## **Withdrawal from School**

In order to withdraw from ESVCA, the student's parent or legal guardian must complete and sign a withdrawal form. Any school property that has been issued to the student must be returned to the school. All fines and fees must be paid prior to release. All financial obligations must be met before ESVCA will forward information to another school.

Disclaimer: This Student/Parent Handbook is meant to be a guide and source of information for all interested stakeholders. The purpose is to inform students and parents of normal school policy. In the event that an unusual, extreme, or unforeseen circumstance should arise, the superintendent's discretion will take precedence over this handbook.

