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Parent & Student Handbook



TABLE OF CONTENTS

TABLE OF CONTENTS.....	2	LOST AND FOUND	13
STUDENTS	1	MEALS	13
STUDENT RIGHTS & RESPONSIBILITIES	1	PUBLIC AREAS	14
EQUAL EDUCATION OPPORTUNITY	1	CLOSED CAMPUS	14
ADMISSION POLICIES AND PROCEDURES FOR DOVE PUBLIC CHARTER SCHOOLS	1	LIBRARY	15
SAFETY FOR STUDENTS	2	CELL PHONES AND OTHER ELECTRONIC DEVICES	15
SAFETY GUIDELINES	2	DISTRIBUTION OF PUBLISHED MATERIALS	16
CROSSING GUARDS	2	BULLETIN BOARDS	17
EMERGENCY CARE	2	DELIVERIES	17
EMERGENCY DRILLS	2	SAFE SCHOOLS ENVIRONMENTS	17
EMERGENCY RESPONSE & CRISIS MANAGEMENT	3	DRUG-FREE & TOBACCO-FREE SCHOOLS.....	17
PHYSICAL CONTACT	3	GUN-FREE SCHOOLS	17
REPORTING SAFETY CONCERNS & THREATS.....	3	INTERROGATIONS AND SEARCHES	18
BULLYING HARASSMENT, & DISCRIMINATION ..	3	LASER PENS & POINTERS	18
SCHOOL VISITORS	4	MINIMIZING SCHOOL EFFECTS OF OFF-CAMPUS CONDUCT.....	18
STUDENT INSURANCE	5	PLEDGE OF ALLEGIANCE	18
STUDENT PICK-UP & EARLY RELEASE	5	SCHOOL PROPERTY	19
STUDENT WELFARE - CHILD ABUSE & NEGLECT ...	5	STUDENT-DRIVEN VEHICLES	19
SCHOOL ATTENDANCE	5	DUE PROCESS.....	19
KINDERGARTEN AGE REQUIREMENT.....	5	ACADEMICS.....	19
FIRST GRADE AGE REQUIREMENT.....	5	STUDENT EVALUATION	19
ABSENCES.....	5	PARENT & STUDENT ACCESS TO GRADES & INFORMATION	20
CLASS MAKE-UP WORK POLICY.....	7	GRADING SYSTEMS	20
TARDIES & ABSENCES.....	7	KINDERGARTEN – 1 st GRADE.....	20
TRUANCY	8	GRADING SYSTEM FOR GRADES 2-12	20
DISMISSAL POLICY	8	MAXIMUM & MINIMUM GRADE	20
WITHDRAWAL FROM SCHOOL.....	9	ACADEMIC RECOGNITION & HONOR ROLL.....	20
DRESS CODE AND PERSONAL APPEARANCE	10	SERVICE LEARNING REQUIREMENT	21
DRESS AND GROOMING.....	10	HOMEWORK POLICY	22
TEXTBOOKS AND CURRICULUM MATERIALS ...	12	TUTORING:.....	22
STUDENT ID CARDS	13		

HIGH SCHOOL CREDIT SYSTEM, GRADES 9-12	22	NOTIFICATION (PPRA).....	41
ACADEMIC COMPETITIONS.....	22	DISCRIMINATION - NOTICE & CONTACTS	42
PROFICIENCY BASED PROMOTION	22	REPORTING DISCRIMINATION	43
PROMOTION & RETENTION CRITERIA FOR STUDENTS GRADES K-12.....	22	ASBESTOS HAZARD EMERGENCY RESPONSE	43
READING SUFFICIENCY ACT.....	23	NOTIFICATION (AHERA)	43
RETENTION APPEAL	25	MENINGITIS ANNUAL NOTIFICATION	43
HIGH SCHOOL.....	25	RESOURCES.....	44
STUDENT CONDUCT AND DISCIPLINE	26	HOME-SCHOOLED & PRIVATE SCHOOL STUDENTS	44
OFFENSES AND CONSEQUENCES	27	FOREIGN EXCHANGE STUDENTS.....	44
CONSEQUENCES.....	31	HOMELESS STUDENTS & THOSE WHOSE.....	44
Disciplinary Process.....	34	FAMILIES LIVE WITH RELATIVES OR FRIENDS	44
Conferences, Hearings and Appeals	34	HEALTH REQUIREMENTS & INFORMATION.....	45
Process for Suspensions Lasting Under Five Days	34	GUIDELINES FOR KEEPING A SICK CHILD HOME ..	46
Process for Out-of-School Suspensions Over Five Days	35	FROM SCHOOL.....	46
STUDENT OPPORTUNITIES & SUPPORTS	36	MEDICATION.....	46
ELIGIBILITY FOR EXTRACURRICULAR & CO-	36	HEAD LICE	46
CURRICULAR ACTIVITIES	36	BED BUGS.....	47
FEDERAL PROGRAMS - TITLE I.....	36	CHICKEN POX	47
ACCEPTABLE USE POLICY (AUP)	36	MENINGITIS.....	48
STUDENT COMPUTER & NETWORK ACCESS.....	36	IMMUNIZATION REQUIREMENTS.....	48
WIRELESS DEVICES	36	CHILD NUTRITION SERVICES (CNS)	48
PARENTS.....	38	MEAL CHARGES & MENUS.....	48
PARENT INVOLVEMENT	38	SERVICES FOR STUDENTS.....	48
INCLUSION STATEMENT.....	38	GUIDANCE PROGRAM.....	48
WHAT CAN PARENTS DO?.....	38	LANGUAGE & CULTURAL SERVICES	48
SPECIAL REPORTS TO PARENTS.....	39	504 PLANS.....	48
PARENT COMMUNICATION WITH SCHOOLS	39	HOMEBOUND SERVICES	48
STEPS TO RESOLUTIONS FOR PARENTS	39	SPECIAL SERVICES	49
PARENTS' RIGHT TO KNOW	40	CHILD FIND.....	49
ANNUAL NOTIFICATIONS	40		
FERPA RIGHTS & DIRECTORY INFORMATION	40		
PROTECTION OF PUPIL RIGHTS AMENDMENT	41		

STUDENTS

STUDENT RIGHTS & RESPONSIBILITIES

The school pledges to allow all students to:

- Feel safe in the school environment.
- Take full advantage of learning opportunities.
- Work in an environment free from disruptions and chaos.
- Express opinions, ideas, thoughts and concerns.
- Have a healthy environment that is smoke, alcohol and drug free.
- 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

Dove Schools does not discriminate on the basis of race, religion, color, national origin, sex, 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 FOR DOVE PUBLIC CHARTER SCHOOLS

Beginning and Ending Dates of Application Periods

Dove Schools require applicants to submit a complete application form in order to be considered for admission. For the first year of operation of a campus, application period starts on January 10th (beginning date) and ends on June 25th (closing date). For the following years, the beginning and ending dates of the

application period shall be November 1st and February 10th of each year, respectively.

Lottery Procedures and Date when a grade or class is oversubscribed

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 campus 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.

Development of a 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 second Friday of January.

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 exempt from the lottery and, space permitting, are

automatically enrolled. 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 Dove Schools 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.

SAFETY FOR STUDENTS

SAFETY GUIDELINES

Safety awareness and the prevention of accidents are important goals of each school. a few tips to help keep students safe:

- Students should not arrive at school until supervision is available. (30 minutes before the first school bell)
- Walk on sidewalks. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.
- Cross only at intersections where crossing guards, stop signs, or traffic signals are present.
- Do not approach or enter strange automobiles. Invitations to do so should be reported immediately at home and at school.
- Be considerate of smaller children.
- Remain on the school grounds while school is in session.
- Do not attempt to run or walk across busy streets and highways.

CROSSING GUARDS

When needed, crossing guards are normally on duty 30 minutes before and after school. Parents are asked to stress the importance of cooperating with the school safety crossing guards.

EMERGENCY CARE

Please partner with us to be certain the school is able to contact parents whenever students become ill or suffer an accident. Contact the school office any time phone numbers change. The school should have at least four numbers of persons to contact in case of emergencies. While the nurse or designated person will provide immediate first aid, the next step is to contact the parent. EMSA or other emergency medical services may be called if immediate medical attention is needed. Expenses for emergency care will be directed to the parents.

EMERGENCY DRILLS

Each school site will practice emergency drills regularly including Fire Evacuation Drills,

Inclement Weather Drills, and several types of Security Drills, including armed intruder and lockdown. Dove Schools meet and exceed the number of practice drills required by federal and state standards.

EMERGENCY RESPONSE & CRISIS MANAGEMENT

Dove Schools work with the Office of Emergency Management to develop each school's Emergency Operations Plan. In case of the need to evacuate a school campus, your student will be taken to an alternate location. Listen for phone call messages for information and parent instructions.

PHYSICAL CONTACT

In certain situations, school employees may make necessary body contact with students in incidences such as: administering first aid, breaking up fights, protecting themselves from physical attacks, addressing emergencies, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students to protect them and others from harm, and other actions deemed necessary to gain control of a situation.

REPORTING SAFETY CONCERNS & THREATS

Reports can be made confidentially, and anonymously, any time you know of activity threatening you, another student. When the school and the Dove Central Office personnel are notified, your case will be investigated and appropriate action taken.

BULLYING HARASSMENT, & DISCRIMINATION

District policy prohibits and does not tolerate bullying, harassment, or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status or for any other reason.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. Behaviors that place another student or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are prohibited on school premises, at school-sponsored or related activities, events or functions, or anywhere that students are under the supervision of school personnel.

Bullying is not considered normal conflict. Normal conflict occurs between students with equal power. Normal conflict happens occasionally, may be accidental, is not serious, results in an equal emotional reaction, student(s) are not seeking power or attention, student(s) are not trying to get something, student(s) usually show remorse and take responsibility, and student(s) make an effort to solve their conflict. Bullying is defined as intentional, repeated hurtful acts, where an imbalance of power is present. The perpetrator may be attempting to gain power, material things, or gain popularity. Bullying may include, but is not limited to words or other behavior, such as name calling, threatening and/or shunning, starting rumors, and may be committed by one or more children against another. Bullying may be physical, verbal, emotional, social, sexual, or by electronic communication.

- Physical bullying includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting and excessive tickling.

- Verbal bullying includes, but is not limited to, hurtful name calling, teasing and gossiping.
- Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing and peer pressure.
- Social bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentional gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group.
- Cyberbullying includes, but is not limited to, any written, verbal or pictorial information by means of an electronic device such as a telephone, a cell telephone or wireless telecommunication device or computer. Electronic communications include, but may not be limited to, communications made through social media, email, or other online forums.
- Sexual bullying includes any unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking, or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact, and sexual assault. Sexual advances may include, but are not limited to requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including, but not limited to: lewd or sexually suggestive comments,

off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, cartoons, or electronic communication devices which adversely affect a student's performance. Victims shall be referred to the school counselor or principal. Perpetrators may be reported to the police.

Any student or groups of students, who have been the victim of discriminatory harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status or for any other reason, must immediately report the incident to a district administrator. If the incident is not resolved at the building level, the student may file a discrimination complaint with Dove Schools District Office at

4230 N Santa Fe Ave Oklahoma City, OK 73118

405-605-0201

SCHOOL VISITORS

- All visitors report directly to the office when they arrive on school grounds and may be required to identify themselves before entering the building and interacting with children. Upon clearance, each person will receive a visitor's badge to be worn in a manner that is visible while on school property. Visitors who are not authorized to be on school property on a daily basis, including students suspended from school and students from other campuses, are trespassing unless they have been cleared through the office. Parents or other visitors may not walk in the cafeteria, hallways or to

classrooms unless a visitor's form has been completed at least 24 hours in advance of the school to provide notice of the visit. This form must also be completed when a parent requests to observe a class. The school will verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

STUDENT INSURANCE

Parents are responsible for providing students with health or accident insurance. Dove Schools do not provide student insurance.

STUDENT PICK-UP & EARLY RELEASE

Students are released during school hours only to authorized persons. The custodial parent/guardian must notify the school of restrictions related to the release of a child and provide supporting documentation when appropriate. Photo identification is required for release. Early pick up of students is reserved for emergencies and occasional doctor appointments. Early pick up on a daily basis is not permitted. Students may not be checked out during a school wide lockdown.

STUDENT WELFARE - CHILD ABUSE & NEGLECT

If you believe a child is being abused or neglected, you have a legal responsibility to report it to the Oklahoma Department of Human Services. Reports can be made at any time, 24 hours a day and 7 days a week, to:

OKDHS Abuse & Neglect Hotline
1-800-522-3511

SCHOOL ATTENDANCE

KINDERGARTEN AGE REQUIREMENT

To qualify for the kindergarten, the child must be five years old on or before September 1st of the school year they are applying for.

FIRST GRADE AGE REQUIREMENT

To qualify for first grade the child must be six years old on or before September 1st of the school year they are applying for.

Exception: Students who have been enrolled in the first grade or have completed kindergarten at an accredited public school in another state may be eligible to attend first grade.

ABSENCES

In order for students to realize their fullest potential from education, every effort is needed from them to attend all classes. Parents, please contact the school, preferably by 10 a.m., to verify the reason for a student absence.

The Dove Schools policy requires the student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled and completes with a passing grade. For example, for a semester of 90 days, to be present at least 90 percent of the school days, the student could not miss more than 9 days of school. As allowed by law, students may also receive credit for any courses in which they have grades of 90 percent or higher.

Excused absences include illness or injury; doctor or dental appointments; bereavement; serious illness or emergency in immediate family. Submit documentation to the school office to support absence being excused.

Unexcused absences include trips out of town, traffic issues, car trouble, waking up late, etc.

Absence in General

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence or the absence will be unexcused.**

All anticipated absences must be approved by the Principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or the Assistant Principal. Any absence not approved in advance will be unexcused.

Because excessive absences are considered truancy under state law, the school reserves the right to take extreme absence cases to court.

Types of Absences

The school recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

Students may be excused for temporary absence resulting from any cause acceptable to the Principal. As discussed above, students must provide a written explanation for the absence to be excused. The excuse will be filed in the front office and become part of the student's record.

An absence will be considered excused if the absence is for one or more of the following reasons:

- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness.
- Quarantine of the home.
- Death of a relative.
- Observing religious holy days.
- Juvenile court proceeding documented by a probation officer.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Serving as an election clerk.
- Documented college visits (Not arranged by the school) by junior or senior students. A student will not be excused for this purpose for more than two days during the student's junior year and two days during the student's senior year.
- Temporary absence resulting from any cause acceptable to the student's teacher, Principal, or Superintendent.

The school will also excuse a student from attending school for travel under the following circumstances:

- Observing religious holy days;
- Attending a required court appearance;

- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;
- Taking part in a United States naturalization oath ceremony; or
- Serving as an election clerk.

Any student participating in an activity listed above will be allowed one day's excused absence for travelling to the activity and one day's excused absence for returning from the activity.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Failure to bring a written note within three school days following an absence;
- Leaving school without the permission of the Principal/Assistant Principal;
- Walking out of class; and
- Receiving a pass to report to a certain school area and failing to report.

When student absences are due to extended or repeated illness, parent may need to meet with the school nurse and/or other school personnel to provide documentation to excuse the absences, to determine possible causes, and to explore the need for remedial health and/or educational programs for the students, including 504 education plan, homebound instruction, or other interventions deemed appropriate.

CLASS MAKE-UP WORK POLICY

Students who are absent for school-related reasons or for an anticipated or planned absence must make arrangements for make-up assignments prior to the absence.

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course and the student's needs in mastering the essential knowledge and skills or in meeting subject or course requirements. Students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Students will be allotted one day for every day absent to complete make-up assignments. A student who does not complete makeup assignments within the time allotted will receive a grade of "F" or 0% for the assignment.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. Teachers are not obligated to reschedule a make-up exam.

Students may not make up work following an unexcused absence. An unexcused absence may result in an "F" or grade of 0% for each assignment missed.

TARDIES & ABSENCES

The school's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school's standard of excellence, which helps prepare students for success.

Students should be inside the classroom by the schools announced start time. A student arriving after this time must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Personal illness.
- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.
- Inclement Weather (Principal's Approval Needed).

20 and Above	Up to three days out-of-school suspension
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The Principal and/or Assistant Principal may substitute alternative disciplinary consequences for habitually tardy students.

The student's responsibility is to move quickly and safely through school's hallway and report to class before the tardy bell rings. It is the student's responsibility to BE ON TIME to class!

The parent's responsibility is to discuss the school's tardy policy with their child, reinforcing the student's ability to be responsible for arriving to class on time and most importantly, it is the parent's responsibility to bring the student to school on time.

Note: If you bring your child to school 10 minutes after the 1st period tardy bell rings, you must park and come into the school to sign your child in.

The teacher's responsibility is to encourage students to come to class on time. Teachers might be standing at the classroom door to supervise students during passing time and to encourage students to be punctual to class.

CONSEQUENCES FOR TARDINESS PER SEMESTER

# of Tardies	Consequences
0-4	Verbal Warning- Parent Communication
5-9	Saturday school or after school detention and conference with parent
10-14	In-school suspension
15-19	One day out-of-school suspension

TRUANCY

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent.

When a student between the ages of 5-17 has five or more full-day unexcused absences within a semester, the attendance office will inform the parents that they are not in compliance with state attendance laws and notify the Police Department the parent is eligible for a charge related to the absences. The charge is a misdemeanor child neglect charge. Fines range from \$500 to \$1,200 and/or 30-60 days in jail.

In addition, students between the ages of 12 and 17 may also be cited by police officers for nonattendance in compliance with the municipal ordinances. The first conviction carries a fine of \$50, the second is a fine of \$100, and the third and additional convictions are \$150 each.

DISMISSAL POLICY

Students should be picked up no later than thirty minutes after dismissal each day. Students should not be in the corridors, at their lockers, or in the school building later than ten minutes following dismissal time unless accompanied by a staff member. Students must follow all school rules during dismissal time.

DISMISSAL/PICK UP INFORMATION FORM

Parents must fill out a form provided by the school to provide dismissal information about their child. The school is not responsible for students who leave campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses and/ or school grounds. Disciplinary action will be taken against students who leave and return to campus without having written permission from an administrator

Loitering

Students are not allowed to remain on campus unsupervised after designated dismissal times. The school will not have adult supervision after school hours. A student who remains on campus unsupervised after dismissal time may be subject to state criminal trespass laws.

Disciplinary consequences for remaining on campus unsupervised after designated dismissal times within a school year are as follows:

# of Times Unsupervised after Dismissal Time	Consequences
2-4	Warning notice sent to parent informing of loitering policy and possible consequences for continued loitering- Meeting with parents
5	Student assigned to Saturday detention; school contacts DHS
7-9	Student assigned to one day in-school suspension
10-14	Student assigned to one day out-of school suspension
15 and above	Student assigned up to three days out-of-school suspension; school contacts local law enforcement

Additionally, students who have not been picked up after their designated dismissal time may be placed in the School's after school program (If available). Parents of these students will be responsible for all fees incurred as a result of such placement.

EARLY DISMISSAL FROM SCHOOL

In all instances of early dismissal, the following precautions are taken to ensure student safety:

- Approval of parent or guardian is required in all instances of early dismissal.

The Principal may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent (no telephone calls), or for reasons of emergency.

- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- A student may be released "on his or her own" only with verified parental permission.
- No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the Principal and parent.

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 textbooks and 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.

DRESS CODE AND PERSONAL APPEARANCE

DRESS AND GROOMING

As authorized by state law and the school's charter, students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform and/or grooming if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

NOTICE TO PARENTS AND STUDENTS

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. The school reserves the right to determine and restrict unbecoming styles. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

PERSONAL APPEARANCE

- No facial or body piercings are allowed.
- No clip-on jewelry (earrings, nose rings, etc.) is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed. Boys may not wear earrings.
- No spike/gaged earrings. No spike necklaces or bracelets.
- Necklaces must be tucked into uniform shirt.
- Bracelets and necklaces are limited to 1 or 2.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles (Mohawk/ Fohawk/ Designs Cut and Spiked-Up) or no extreme colored hair are allowed. Boys' hair may not pass the neck. Sideburns may be to the tip of the ear lobe.
- Sunglasses are not permitted.

- No facial hair for high school male students. Boys must be clean shaven.
- Wallets with chains are not permitted.
- Shirts must be tucked in at all times.
- Girls may wear tasteful make-up and nail polish that does not call attention to the student. Based upon administrative discretion.

UNIFORM TOP

- All students must wear the Dove School uniform shirt. This shirt must be purchased from the school, and may not be substituted with a plain red polo shirt.

BOTTOMS / PANTS / BELTS

- Properly fitting navy blue, black or khaki pants. (For all grade levels)
- No skirts are allowed.
- No jeans or cargo-style pants/shorts may be worn.
- No yoga pants, joggers, jeggings, leggings, and/or spandex.
- Pants may not be baggy or sag, or have a low waistline. Pants must be worn properly at waist. Pant legs may not be rolled up.
- Black or dark blue fitted belt. (4-12 Only)
- Belts must fit properly and not hang down when buckled. Belts should be plain with no rhinestones, wording, or designs.

FOOTWEAR

- Socks: White, navy, blue or black socks must be worn at all times. No “footies” are allowed.
- Shoes: Plain/Neutral-colored lace-up shoes or loafers with closed toes/heels, or athletic shoes.
- No sandals, mules, “Ugs”, high heels, boots or Crocs are allowed.

- No Heelies (shoes with wheels), no illuminated shoes, or light up shoes are allowed.
- All shoes must have backs or secure straps on the heel for safety.
- Shoelaces must be tied at all times. No long shoelaces are allowed.
- Shoes must be kept clean at all times.

NOTE TO PARENTS AND STUDENTS

Uniforms with torn pants or shirts with holes are not allowed. All damaged uniform items should be replaced.

P.E. UNIFORM POLICY

Kindergarten thru 3rd grade: Students are required to wear their school uniforms during P.E. classes.

Some campuses may require the purchase of a school PE uniform. Other campuses may require to wear a gray t-shirt (no sleeveless shirts/tank tops) and gray shorts (must be to the knee level or longer) or gray sweatpants. No spandex or tight fitting t-shirts, shorts, or sweatpants are allowed. Students are required to change back to their school uniform after their P.E. class.

Some campuses may not require P.E. uniforms for 4th and 5th and 6th grades. Parents must check with campus administration for the local school policy.

Additional Uniform Policy and Grooming REQUIREMENTS AND LIMITATIONS

In addition to wearing proper school uniforms, Dove Schools requires that students follow the following dress code guidelines. Dove Schools prohibits any clothing or grooming that, in the administrations’ judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

OUTERWEAR

- No hats, caps, bandannas, or other headwear are allowed.
- No outerwear, such as windbreakers, jean jackets, or ski jackets, may be worn inside the classroom. Such items must be stored in the student's locker.
- "Hoodies" may not be worn inside the school building.
- No pullovers or sweatshirts are allowed. V-neck cardigans, V-neck vest, or solid coloring long sleeve shirt may be worn under the uniform shirt.. Color of garment must be either navy, red, or black.

DRESS CODE ON FREE DRESS DAYS

All general guidelines for dress apply on free dress days, even though school uniforms are not mandatory. Garments must be free of holes, tears, inappropriate wording, logos, messages or advertising. No short, skintight, or legging dresses, or skirts may be worn. All dresses must have sleeves. Students may not wear low cut, midriff-baring, or backless blouses. Students may wear jeans, but they cannot be tight pants including jeggings, tights or skinny style pants. Clothing items must not depict images of violence. Parents will be called to bring a change of clothes or pick up a child if he or she violates the dress code.

No student will be penalized for failing to wear the school uniform due to financial hardship. The student or parent will share with a trusted school adult if obtaining the required uniform presents a financial burden. Each school seeks to assist students experiencing financial hardship in meeting uniform requirements. Assistance may be in various forms: recycle uniforms through trade or resell through a student or parent organization as a fund raising project, accept donations of clothing or

financial assistance from the community, businesses, PTO, and other supporters, operate a clothing closet of available uniforms, or provide coupons for stores that sell or provide clothing meeting the uniform policy.

Students refusing to follow the uniform policy may be subject to consequences noted in the Student Code of Conduct.

These guidelines apply to all students in Dove schools when they are at school or school-sponsored events.

TEXTBOOKS AND CURRICULUM MATERIALS

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. 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.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The school may reduce or waive the payment requirement if the student is from a low-income family.

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

Electronic textbooks shall be returned free of viruses or any other malicious software, and free of any plug-ins or software not specifically

approved by the school. All components or applications that are a part of the electronic textbook when issued must be returned.

STUDENT ID CARDS

ID cards may be issued to each student with a reasonable fee. This fee may be waived under appropriate circumstances; details for the fee waiver are available in the Principal's office of each campus. All students must wear student ID as part of their uniform. Students may be asked to show their ID card in order to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to purchase a replacement. Students shall return their Student ID cards upon withdrawal from the school. . Replacement ID cards must be paid for by the student. Students will receive one warning for not having their ID correctly attached.

LOST AND FOUND

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Students who have lost these items should check at the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

MEALS

The school participates in the National Breakfast and School Lunch Program. Guidelines set by the Oklahoma Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all

students. Menus may be obtained at the school office.

Students are encouraged to purchase meals from the school in advance. Payments may be made to the student's account on a weekly or monthly basis. See the school office for acceptable methods of payment.

FREE AND REDUCED-COST MEALS

The school sends applications for free or reduced-cost meals to each student's home at the beginning of each school year. For those who are interested in applying, a form must be completed for each household. The form must list all members of the household and family income. Should family income status change, assistance may be requested at any time during the school year. Completed applications should be returned to the office.

LUNCH PERIODS

All students will remain on-campus during the lunch period. Students may buy lunch at school or bring a packed lunch. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by teachers.

The following guidelines apply to the cafeteria.

- Students must dispose of plates and utensils in garbage bins.
- Students must keep tables, seats, and floors clean.
- Students must talk in a normal voice. No shouting is allowed. Students must use appropriate language at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines.

- Students may not loiter in the cafeteria and hallways during lunch. Students must remain seated unless otherwise instructed.
- Students must keep hands, feet, personal belongings and food to themselves.
- No backpacks or books are allowed in the lunch area.
- Students who deface school property will be fined an amount necessary to cover the cost of restoring the damaged property.
- Students may not order food from outside of campus without approval from an administrator.

Students who do not follow these guidelines may be subject to disciplinary action.

PUBLIC AREAS

Hallways, stairways, the cafeteria, and restrooms are used by all students and school employees. The following rules of conduct apply to all students:

- Students may not loiter in hallways, stairways, the cafeteria, or restrooms.
- Students may not eat in these areas except in cafeteria.
- Students may not run in these areas.
- Students may not use any profane or vulgar language while in these areas.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books or any other school property.
- Students must keep these areas clean and safe.
- Students may not leave belongings on the floor, outside of, or on top of lockers.

- Students must clean up after themselves and properly dispose of all trash.
- Students must immediately report any leaks, spills or other problems in the restroom to a teacher or the office.
- Students may not roughhouse, wrestle with, or trip others in these areas.

Students are not permitted in the halls during class periods or during the lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes or who violate the guidelines listed above will be subject to disciplinary action.

Additionally, teachers have the authority to submit referrals to the office for the following student conduct:

Use of a classroom without teacher permission.

- Using or removing any item from a teacher's desk.
- Using laboratories when no teacher is present.
- Using the playground without permission.
- Presence in construction areas or any other area deemed "off limits" by the Principal or Assistant Principals.
- Use of the school phone during the day without permission from authorized school personnel.

CLOSED CAMPUS

The school operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

LIBRARY

The library is a resource center used by all students for class assignments and for leisure-time reading of appropriate materials. The resources of the library are available to support and enhance student learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school and during study hall. Books, magazines and reserve materials may be checked out for varying times. Desks and carrels are available for studying. Students may perform group work for class if they work quietly. School policy does not allow students to bring food or drink into the library. The total number of students who may use the library at any one time will be limited.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege and not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations.

All cellular phones must be turned off and kept in the locker during school day and while in school building. The school will not be responsible for damage to, loss, or theft of any cellular phone or electronic device a student brings to school. Devices that are found on students will be confiscated. If a school employee observes a student using any cell phone or other telecommunication device during the school day or on a school bus to or from the school or a school-related activity, the school employee shall confiscate the device and turn it in to the front office. Any such device may be powered on and searched by school

officials if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

School administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities or attending school-sponsored or school-related activities on or off school property.

The use of camera phones for recording is strictly forbidden on the school premises at any time.

The school further prohibits students from possessing other electronic devices – including but not limited to radios, tape or CD players, iPods, iPad, electronic games and other similar devices – on school property during the school day. These devices disrupt classes and distract others from learning. If a school employee observes a student using any electronic device during the school day or on a school bus to or from the school or a school related activity, the school employee will confiscate the device and turn it in to the front office. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

PHONE MESSAGES

During school hours, parents should not try to reach a student's cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

DISTRIBUTION OF PUBLISHED MATERIALS

SCHOOL MATERIALS

Publications prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Such items may include school posters, brochures, murals, etc.

NON-SCHOOL MATERIALS

Students must obtain express prior approval of the Principal before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.

- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

FUNDRAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation 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 while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

include the day of the request or the day of the activity. The school may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other students or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the school with a non-neutral position on matters of political controversy; and/or the school demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program on school transportation without the written permission of the Principal.

BULLETIN BOARDS

Students must obtain permission from teachers to post materials on classroom bulletin boards and from the Principal to post materials on hallway bulletin boards. Materials should not be taped to glass surfaces, and students should not damage any surface by using tacks or pins to post materials.

DELIVERIES

Flowers, balloons, food items etc. should not be delivered to the school for students. These will not be delivered to the classroom. Student may not receive any form of delivery (balloons, food, flowers etc.) except by any parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students.

However, parents are welcome to join students for a cafeteria lunch in our school cafeteria.

Parents who want to organize activities in school such as birthday parties, pizza parties etc., must receive prior approval from the

Principal or his/her designee. All food items must be store bought; homemade items will not be allowed.

SAFE SCHOOLS ENVIRONMENTS

DRUG-FREE & TOBACCO-FREE SCHOOLS

The Dove drug- and tobacco-free schools policy states all persons on school property will be violating policy if they use, transmit or are under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any non-intoxicating alcoholic beverage (such as low point beer); fortified wine or other intoxicating liquor; or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or are under the influence of any other chemicals or products, including synthetic drugs and controlled drugs for which the person does not have a prescription. This policy applies before, during, and after school hours, in any school building, on the premises, in a school vehicle, at a school-sponsored event or function, or during any period of time when students are subject to the authority of school personnel.

GUN-FREE SCHOOLS

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for at least one full calendar year. Firearms are defined in Title 18 U.S.C., Section 921 as:

- Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;

- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket, having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

All firearms or weapons will be confiscated and released only to proper legal authorities. For safety purposes, surveillance video or audio equipment may be used to monitor student behavior at school, on buses and in common areas on campus and at school activities.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act.

INTERROGATIONS AND SEARCHES

In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary

consent. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

LASER PENS & POINTERS

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on school property, while attending a school-sponsored activity on or off school property, or while traveling to or from any school is prohibited.

MINIMIZING SCHOOL EFFECTS OF OFF-CAMPUS CONDUCT

Disciplinary action may be assigned for conduct occurring off campus and not involving a school activity if the student's continued attendance related to misconduct has an adverse impact upon the school. Please review district policies for more details.

PLEDGE OF ALLEGIANCE

Students in all public schools are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America and Oklahoma pledge. Patriotic exercises such as these may also be conducted during programs and assemblies throughout the school year. Students have the right not to participate, but nonparticipating students are expected to remain silent and

respect the rights of others during the ceremony.

SCHOOL PROPERTY

Students are responsible for the proper use and care of school property such as textbooks, library books, desks, uniforms, and equipment. The parent of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by the student as a result of the student's negligence.

STUDENT-DRIVEN VEHICLES

For high school students to have the privilege of driving cars and motorcycles to school, they may be required to have parent signature and provide a copy of student driver's license and proof of insurance. When school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may also inspect the interior of student-driven vehicles parked on school property. Patrols and inspections may be conducted at any time without notice, consent or a search warrant. Middle school students are not permitted to drive motor vehicles to school.

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 of more than 10 days, they have the right to appeal suspensions with Dove Schools District Office. The appeal should be made in writing.

ACADEMICS

STUDENT EVALUATION

Dove Schools provide 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.

The Board 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 classroom performance, homework, classroom 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.

PARENT & STUDENT ACCESS TO GRADES & INFORMATION

For the 2018-2019 school year, the Infinite Campus Parent Portal will provide parents and students online access to information about student’s grades. Each Dove Campus will notify parents with instructions to activate your account.

GRADING SYSTEMS

For further questions regarding student grading, promotion, or retention, contact your school

KINDERGARTEN – 1st GRADE

A performance assessment based on state and national standards is used to measure progress and mastery of Oklahoma Academic Standards. Dove Kindergarten programs are designed to meet student needs and all areas of development: social and emotional, physical, language and literacy, and intellectual. Please see scale below.

4	Skill is consistently performed successfully without support
3	Skill mastery is developing, can do all components of skill with some support
2	Skill mastery is developing, can do some components of skill with intensive support
1	Skill has not been taught at this time

Grades 2-5, Plus Grade 6 located in Elementary:

Letter grades are given in the following areas:

- Mathematics
- Language Arts/ Reading
- Science

- Social Studies
- Fine Arts
- Foreign Language
- PE

GRADING SYSTEM FOR GRADES 2-12

Students in grades 2-12 follow the same grading system:

Letter	Range	Regular Courses Grade Points	Pre-AP/PLTW/ Honors 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 DSA-OKC 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 DSA-OKC 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 3.60 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 7th and 8th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum grade point average (GPA) of a 3.70 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.

SERVICE LEARNING REQUIREMENT

Dove students should be a good steward of the community and are encouraged to complete as many service-learning hours as possible. High school students should refer to their counselor regarding specific requirements. You should

complete and submit documentation for completed service learning hours each year.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at Dove Schools. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. Each teacher will explain his/her policy for missed assignments at the beginning of the school year. These policies will also be in writing in each class syllabus. Dove considers excessive zeros or refusal to submit assignments a discipline issue and will deal with these situations accordingly.

TUTORING:

Tutoring is another opportunity for students. Students **MUST** attend a scheduled tutoring if a teacher or school administrator assigns it.

HIGH SCHOOL CREDIT SYSTEM, GRADES 9-12

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

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.

PROFICIENCY BASED PROMOTION

Proficiency based testing is offered to provide an opportunity for students to be promoted to the next grade level. A student must pass the comprehensive tests in all core subject areas with a score of 90% or better in order to demonstrate mastery of the Oklahoma Academic Standards. Grade/Classroom changes will only be made at the beginning of each semester.

The proficiency based tests are offered in the months of August and December and can be taken twice per academic year. The student's Assessment will be scheduled within one month of receiving a written request from a parent or legal guardian. For more information contact the school administration.

PROMOTION & RETENTION CRITERIA FOR STUDENTS GRADES K-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 K-6. 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 and 10th grade who fail **FOUR SEMESTER CORE CLASSESS** and students in 11th grade who fail **THREE SEMESTER CORE CLASSESS** throughout the school year must

attend summer school to attempt to recover at least ONE SEMESTER CORE CLASS to be promoted to the next higher level. If a student in high school fails both semesters of ENGLISH or MATH, and is unable to recover ONE SEMESTER, they will not be promoted to the next higher level.

Middle-High School students must complete the Accelerated Reader (AR) requirements and reach their yearly reading goal in order to pass English Language Arts course or receive full credit for high school English courses.

READING SUFFICIENCY ACT

The Reading Sufficiency Act can be divided into four main sections:

1. Early Identification of Reading Difficulties
2. Clear, Consistent Parent Communication
3. Increased Time and Improved Literacy Instruction
4. Student Qualification for Promotion into Fourth Grade

1. Early Identification of Reading Difficulties

The Reading Sufficiency Act serves to ensure that all students are assessed, beginning in kindergarten, to determine their current level of proficiency in the basic areas of reading.

In addition to providing the screener three times per year, Dove teachers utilize progress monitoring throughout the year to determine the extent to which instruction and intervention are meeting the student's needs.

2. Clear, Consistent Parent Communication

The Reading Sufficiency Act places great attention on parent communication. In order to

improve our communication with parents, OKCPS has implemented two key changes:

- Every student is provided with an Academic Progress Plan (APP). This plan is specifically designed for each individual student. It indicates the student's most recent academic data, the instructional supports provided by the school, and the supports requested to be provided at home.
- Every student's APP will be included in the student's cumulative folder. Student work samples will be maintained by the student's classroom. The folder will include the APP, graphs and detailed reports from district screeners and benchmark assessments. Also included are the student's writing samples and tutoring attendance records.
- Also, 6th grade students who were promoted to 4th grade through conference based promotion during the 2015-2016 academic year, and are not reading on grade level indicated by the district's state approved screener or the spring state assessment, will need to continue to receive intensive reading instruction and have documentation on the APP form.

3. Increased Time and Improved Literacy Instruction

The Reading Sufficiency Act requires that specific amounts of time be reserved every day for literacy instruction. Every student in grades K-6 receives 90 minutes of core reading instruction. During this time, instruction is designed to help students master the reading skills required for their grade level.

In addition to the 90 minutes of core instruction, students who are behind in reading

receive an additional 30 minutes of targeted intervention. This extra support is designed to fill gaps in students' understanding of the reading process.

An additional 30 minutes is reserved for students who have the most difficulty learning to read. These students are missing significant foundational reading skills and this time is dedicated to building that foundation. This additional time brings these students up to 150 minutes of reading instruction every day.

4. Student Qualification for Promotion into Fourth Grade:

In order to ensure that we do not continue to send students who struggle into intermediate grades, the Reading Sufficiency Act requires that all Oklahoma students qualify for promotion into 4th grade. The effective implementation of the first three RSA requirements (listed above), beginning in Kindergarten, will bring a significant drop in the number of students who still struggle in reading by the end of third grade.

There are four methods by which students may qualify for promotion into fourth grade. Each method is described in the following section:

1. Proficiency - Demonstrated through a Reading Screener Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument approved by SDE is qualified for promotion. A student who scores at or above the 40th percentile nationally on the third grade screener has satisfied the requirements of the Reading Sufficiency Act for promotion to fourth grade.
2. Score of Limited Knowledge (or higher) on the Reading Comprehension and

Vocabulary portion of the OCCT - A student who scores at the "limited knowledge" level or higher on the Reading Comprehension and Vocabulary portion of the OCCT qualifies for promotion to the fourth grade.

3. Good-Cause Exemption - Some third graders who score Unsatisfactory on the Reading OCCT will be exempted from the retention requirement and promoted to fourth grade. This is called a goodcause exemption. Good-Cause exemptions are only given to the following students:

Students who are identified as English Language Learners (ELL), have a Language Instructional Educational Plan in place prior to the OCCT, and have less than two years of instruction in an ELL program

- Students with disabilities whose Individualized Education Plan (IEP) states that the student is to be assessed with alternate achievement standards through OAAP
- Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State Department of Education
- Students who demonstrate through a student portfolio, mastery (beyond the retention level) of the third grade state standards for reading and evidence of reading on grade level or higher
- Students with disabilities who take the OCCT and who have an Individualized Education Plan (IEP); who have received intensive remediation in reading for

more than two years; and were previously retained or in a transitional grade during prekindergarten, kindergarten, first, second, or third grade

- Students who have received intensive remediation in reading through a program of reading instruction for two or more years and who were previously retained or in a transitional class during prekindergarten, kindergarten, first, second, or third grade for a total of two years
- Students who have been granted an exemption for medical emergencies by the State Department of Education.

4. Conference-Based Promotion - A student not otherwise qualified for promotion may be evaluated for “probationary promotion” by the Academic Team. The student’s Academic Team is composed of:

- the student’s parent(s) and/or guardian(s)
- the student’s primary reading teacher
- a teacher in reading who teaches in the subsequent grade level
- the school principal
- a certified reading specialist

The student will be promoted to fourth grade if the Academic Team members unanimously recommend “probationary promotion.” If a student is approved for “probationary promotion,” the team will continue to review the reading performance of the student and determine grade-level placement each academic year until

the student demonstrates grade-level reading proficiency for their current grade.

The complete law and requirements are available at [http:// www.ok.gov/sde/reading-sufficiency](http://www.ok.gov/sde/reading-sufficiency)

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.

HIGH SCHOOL

To graduate from high school, a student must have earned a total of twenty-six (26) credits (28 for distinguished graduation plan) 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
PHYSICAL EDUCATION & HEALTH	1
FINE ARTS	1
FOREIGN LANGUAGE (SAME) or 2 credits of Technology	2
ELECTIVES	6

The distinguished graduation plan requires 8 elective course credits. Student starts and continues in distinguished graduation plan unless the credit recovery is required.

STUDENT CONDUCT AND DISCIPLINE

Dove Schools' mission is to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the Dove administrators and teachers work towards not allowing the following misbehaviors during school, on school property, or at or during any school-sponsored activities.

SCHOOL WIDE DISCIPLINE RULES:

Students breaking the following rules will be subject to disciplinary action by school officials.

1. Cell phones, cameras, radios, tape players, tapes, beepers, CD players, virtual pets, playing cards, dice, and games systems are not allowed..
2. Students are to be in assigned supervised areas.
3. Running, pushing, hitting, tripping or shouting are prohibited.
4. No swearing or put downs whether written or oral will be tolerated.
5. No cruelty or rude gestures are allowed.
6. No physical contact is allowed .(with or without hatred)
7. Students shall not miss class/classes unless excused by parent, guardian, or teacher.
8. Any use of tobacco (including smokeless), matches, or lighters on or near school grounds is prohibited.
9. Keep your hands, feet, books, and all other objects to yourself.

10. Do not engage in any behavior that keeps the classroom from functioning.
11. Follow the directions the first time they are given.
12. No gum, food, or drink allowed in the building except in designated food service areas.
13. Stand up when teachers or administrators come into classroom.

Discipline-Severe Clauses: Immediate Office Referral

A classroom teacher may remove a student from his or her classroom when that teacher determines that an emergency exists.

Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to another student or adult.
2. Possession of tobacco, drugs, or alcohol on or near the school campus. Being under the influence of alcohol or drugs.
3. Possession of a weapon or using an object as a weapon.
4. Damage or destruction to property belonging to another student, the school, or a teacher.
5. Blatant disrespect to a staff member.

Any student removed from the classroom for a reason shown above shall be taken immediately to the principal or his designee.

At the discretion of the principal or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

Classroom Rules

All school rules apply in the classrooms. In addition to school rules, teachers implement their own classroom rules/consequences including, but not limited to, warnings, calls to

parent, conference with parent, after school and lunch detentions. These rules are not to conflict with school rules.

OFFENSES AND CONSEQUENCES

LEVEL I OFFENSES:

The following behaviors are prohibited at all School and School related activities:

1. Accessing restricted areas.
2. Late to School 5-9 tardies
3. Late to Class 5-9 tardies
4. Late to School 10-14 tardies
5. Late to Class 10-14 tardies
6. Any violations of "Standards for Student Conduct" listed in the Code of Conduct
7. Causing damage to School property in an amount less than \$50.
8. Disrespectful to staff such as rolling eyes, sucking teeth, etc.
9. Dress and grooming code violations
10. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
11. Failing to comply with directives of School personnel.
12. Talking back to teacher.
13. Failing to comply with the School's guidelines for student conduct in the cafeteria
14. Failing to comply with the School's guidelines for student conduct in public areas
15. Inappropriate physical contact not defined as a Level II or Level III offense.
16. Missing class or tutorial sessions without excuse.
17. Offensive language, orally or in writing.
18. Parking infractions or violations of campus vehicle operation regulations.
19. Possessing a laser pointer on School property or at School sponsored events.
20. Possession of any electronic and/or telecommunication devices without permission during school hours
21. Posting published materials or holding demonstrations or meetings on School property without School approval
22. Profanity and/or obscene gestures toward other students.
23. Scuffling.
24. Single acts of disruptive behavior, including non-compliance and insubordination.
25. Throwing objects not considered an illegal weapon that can cause bodily injury or property damage.
26. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to effectively communicate with students.
27. Possession of a cellular phone/paging device during the school day.
28. Use of Skateboard, scooter, bikes, hoverboards, and/or roller blades while on school property.
29. Verbal or written abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.
30. Loitering on campus 2-9 times per school year.
31. Unauthorized use of school or classroom phone.

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Lunch Detention.
2. After School Detention.

3. Saturday Detention (2nd-12th grade).
4. In School Suspension.
5. Behavioral contracts or individually developed behavior management plans.
6. Confiscation of cell phone; a fee of \$10.00 may be charged for the return of the phone. The school is not liable for lost or stolen cell phone. All confiscated phones must be turned in to the Campus Principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated.
7. Community service.
8. Cooling-off time or "time-out."
9. Counseling by teachers, counselors, or administrative personnel.
10. Demerits.
11. Grade reductions for academic dishonesty.
12. Loss of computer privileges/Internet access.
13. Parent/guardian contracts to restrict home privileges.
14. Parent/guardian observations in student's classes.
15. Parent/guardian conference with teacher or Campus Principal.
16. Peer mediation.
17. Placement in another appropriate classroom.
18. Restitution/restoration, if applicable.
19. School-assessed and school-administered probation.
20. Seating changes within the classroom.
21. Temporary confiscation of items that disrupt the educational process.
22. Verbal correction.
23. Voluntary peer mediation/family management classes/ community service.
24. Withdrawal of privileges, such as participation in extracurricular activities and

eligibility for seeking and holding honorary offices, and/or membership in school sponsored clubs or organizations.

25. Withdrawal of participation in school events such as field trips, assemblies, etc.

LEVEL II OFFENSES:

The following behaviors are prohibited at all School and School related activities:

1. Abusing prescription and/or non-prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on School property or at a School-related event (except the possession of asthma or anaphylaxis medications, as allowed by "Administration of Medication" policy.)
2. Academic dishonesty
3. Accumulating 15-20 tardies to school
4. Accumulating 15-20 tardies to class.
5. Accumulating 20 or more tardies to school
6. Accumulating 20 or more tardies to class.
7. Assault of another student
8. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, meaning an organization composed wholly or in part of students that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student who is qualified to fill the special aims of the organization.
9. 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.
10. Causing damage to School property in an amount equal to or greater than \$50.
 11. Crafting a “hit list,” meaning a list of people targeted to be harmed using a firearm, knife, or other object to be used with intent to cause bodily harm.
 12. Dating Violence or Retaliation.
 13. Engaging in conduct similar to prohibited discrimination or harassment, even if that conduct does not rise to the level of harassment prohibited by law or School policy (Level 1 Consequences for Elementary)
 14. Failure to comply with School guidelines regarding In-School Suspension and/or missing more than one scheduled In School Suspension assignment without a confirmed excuse.
 15. Failure to comply with School rules regarding student transportation.
 16. False accusation of the commission of a misdemeanor or felony.
 17. Falsification and/or forgery of School records.
 18. Fighting or arranging a fight. Students involved in fighting will, at a minimum, be suspended for the remainder of the day.
 19. Flagrant violations of the Dove Acceptable Use Policy or other actions that corrupt the educational value of the School’s computers or Internet service (see “Student Acceptable Use Policy,”
 20. Gambling or playing cards, including but not limited to card playing, dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Bringing, trading, or playing with any cards are prohibited. Playing cards will be confiscated (Level 1 Consequences for Elementary).
 21. Gang activity.
 22. 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.
 23. 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.
 24. Indecent exposure
 25. Inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
 26. Intentionally providing incorrect information to School officials.
 27. Knife possession.
 28. Skipping class or Leaving a School campus, classroom, or event without written permission from an administrator.
 29. Misdemeanor vandalism and/or criminal mischief.

30. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
31. Possessing a stun gun, mace, or pepper spray.
32. Possessing ammunition.
33. 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.
34. Possession of stolen property.
35. Possession or use of fireworks or other explosive devices.
36. Possession or use of tobacco or related products such as E-cigarettes, vapor pens or lighters on School property or at School-related events.
37. Profanity/obscene gestures toward personnel.
38. Refusal to follow directions from a School employee or administrator.
39. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.
40. Secret society activity.
41. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages, sexting.
42. Stealing and/or theft.
43. Threats against School personnel and/or other students.
44. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.

45. Violating the School’s examination procedures (see “Examination Procedures,” page 39 of the Handbook).
46. Loitering on campus 10 times or more per school year.
47. Possessing, distributing, exhibiting, and/or transmitting obscene materials, including pornography.
48. Computer system violations, including violations of the School’s Acceptable Use policy

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension up to four days.
3. Long term suspension (upon Discipline Committee recommendation).

Disciplinary actions may be used individually or in combination for any offense.

LEVEL III OFFENSES

The following behaviors are prohibited at all School and School related activities:

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. Burglary of a motor vehicle on campus.
9. Capital murder.
10. Conduct punishable as a felony.
11. Criminal attempt to commit murder or capital murder.
12. Criminally negligent homicide.
13. Death threats.

14. Deliberate destruction or tampering with School computer data or networks.
15. False alarm or report.
16. Felony criminal mischief against school property, another student, or school staff.
17. Gang activity (violent).
18. Inappropriate sexual conduct.
19. Indecency with a child.
20. Issuing a false fire alarm.
21. Manslaughter.
22. Murder.
23. Persistent Level I offenses – i.e., four Level I offenses within a semester.
24. Persistent Level II offenses – i.e., two or more Level II offenses within a semester.
25. Possessing, selling, distributing, or being under the influence of inhalants.
26. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
27. Public lewdness.
28. Required registration as a sex offender.
29. Retaliation against any school employee or volunteer at any time or place.
30. Setting or attempting to set fire on school property (not arson).
31. Sexual abuse of a young child or children.
32. Sexual assault.
33. Targeting another individual for bodily harm.
34. Use of the School’s Internet access to engage in conduct that constitutes felony criminal mischief and/or deliberate attempts to bypass installed computer security software.
35. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
36. 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.
37. Possessing and/or selling “look-alike” drugs.
38. Possession or use of alcohol on School property or at School related events.
39. Suspicious drug/alcohol involvement.

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Any applicable Level I or Level II Disciplinary Consequence
2. Out of school suspension for five–ten days.
3. Long term suspension.

CONSEQUENCES

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted. There are two types of detention: After School and Saturday.

After School Detention

1. Students will bring materials to work on – homework or books to read from the Library; only school acceptable materials are permitted. Classroom materials may be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.

4. Do not address staff, teachers, or other students.
5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within forty-eight hours of the Assistant Principal meeting with the student. This allows the parent time to make transportation arrangements.
9. Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
10. If a student arrives to detention room five minutes after designated time without a confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and the student will be required to make up the detention.

Saturday Detention

Saturday Detention serves as an alternative to in school suspension for violation of school rules, and prevents students from losing instruction time. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address discipline issues.

Students who attend Saturday Detention may receive academic assistance and may be given

the opportunity to do homework, make-up or remedial work, under the supervision of a teacher.

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

Rules

1. Saturday Detention will be held at the campus designated time and on school grounds. Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms. Should a student arrive late for a Saturday Detention without a note for an "emergency excuse," he or she will be assigned the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
2. If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal. If the reasons are acceptable, the detention will be rescheduled. If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive one day out of school suspension plus attendance at the next scheduled Saturday detention.
3. Students left at the school after 12:30 p.m. will be unsupervised. The school is not responsible for students who are left after 12:30 p.m.
4. Students may be asked to bring appropriate materials with which to work.

5. No radios, food, beverage, candy, comic books, etc. allowed during Saturday Detention.
6. Students will be expected to work the entire time while at Saturday Detention. Any student not working will be removed from the detention and referred to the Assistant Principal. Any student acting disruptively will be removed from Saturday Detention and be referred to the Assistant Principal for further disciplinary action. Parents will be notified regarding the infraction immediately.
7. No student is permitted to sleep during Saturday Detention.
8. Lavatory privileges will be at discretion of the Saturday Detention administrator.

Failure to follow these guidelines may result in one day of out of school suspension, plus attendance at the next scheduled Saturday Detention or any other Level I offense.

Suspension

The school utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension:

1. Students must report to the assigned room at 8:00 a.m. Students arriving after 8:05 a.m. will be counted as absent. In school suspension will be run from 8:00 a.m. until dismissal time.
2. Students will bring materials to work on, including an in school suspension assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.

3. Students must sign in when reporting to the detention room, and sign out when the suspension period is over. Students may not leave the detention room without permission from an Assistant Principal. Without assistant principal permission, a student cannot go out of detention room. Students are to keep clean the detention room.
4. No talking or conversations. Students must be seated at all times. No physical contact of any kind between students is allowed.
5. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in the assigned room. Students may not bring food or drink into the room other than lunch time.
7. No disruptive behavior will be allowed.
8. Unexcused absences from suspension will be referred to the Assistant Principal.
9. No visits by parents, relatives or other students are allowed.
10. Sleeping is prohibited.
11. Transportation to the in-school suspension site is the responsibility of the student and his or her parent(s). Transportation arrangements must be made prior to arrival at the site. Telephones are not available for student use.
12. Students must abide by the provisions of this Handbook and the Student Code of Conduct during their suspension period.
13. A student who misses a scheduled in school suspension without a confirmed excuse will be assigned one day out of school suspension. The missed in school

suspension period will be rescheduled. If a student misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to long term suspension.

Failure to follow these guidelines will be reported to the Assistant Principal for further action, which may include up to three days of out of school suspension or any other Level I offense.

Out of School Suspension

Notice of suspension and the reasons for the suspension will be given to the student by the Assistant Principal after a Discipline Committee meeting. The student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension. A suspension period shall not last longer than 10 days.

Disciplinary Process

The Principal will designate one Assistant Principal as the campus Dean of Discipline. The Dean of Discipline will form a Discipline Committee to review decisions regarding student discipline at the request of the Principal. The Discipline Committee may review all offenses under the Code of Conduct. The Principal will review the Discipline Committee's recommendation and issue an appropriate consequence. For all decisions not involving out of school suspension lasting five or more days, the Principal's decision is final. Special rules apply when the Discipline Committee recommends out of school suspension lasting five or more days.

Conferences, Hearings and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy.

Process for Suspensions Lasting Under Five Days

In addition to the above list of Code of Conduct violations, the Discipline Committee and/or Principal have the authority to suspend a student for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days

Notice

When the Discipline Committee and/or the Principal determine that a student's conduct warrants suspension for more than five days or long term, but prior to taking any action, the Principal or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Principal, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

3. May be present;
4. Shall have an opportunity to present evidence;
5. Shall be apprised and informed of the school's evidence;
6. May be accompanied by his or her parent(s); and
7. May be represented by an attorney.

Hearing Before Principal

The school shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the suspension, if any;
2. The right to appeal the Principal's decision to the Superintendent.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to the Superintendent

The student or his or her parent(s) may appeal the long term suspension decision to the Superintendent by notifying the Principal in writing within five calendar days of the date of receipt of the Principal's decision. The Superintendent will review the audio or transcribed record from the hearing before the Principal and notify the student and his or her parent(s) of the Appeal Decision, in writing, within ten calendar days of the date of the appeal.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the long term suspension decision to the Board of Directors by notifying the Superintendent in writing within five calendar days of the date of receipt of the Appeal Decision. The Board will review the audio or transcribed record from the hearing before the Principal and the Appeal Decision of the Superintendent at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing.

The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

STUDENT OPPORTUNITIES & SUPPORTS

ELIGIBILITY FOR EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

For a student to be eligible to represent their school and participate in a competitive or noncompetitive activity, the student will:

- Be enrolled in or have been enrolled in a course
- related to the activity when such activity will cause the student to miss class work during the regular school day.
- Maintain a “C” average in the previous semester and passing grades in all classes in the current semester.

Extracurricular activities are a privilege and may be revoked for on-campus and off-campus misconduct. A principal may determine any student who is the subject of disciplinary action, or whose conduct or character is such as to reflect discredit upon the school is not eligible to participate in events. Students who are suspended are not eligible to participate in extracurricular or cocurricular activities until the end of quarter the suspension served.

FEDERAL PROGRAMS - TITLE I

The Title I program is a part of the Elementary and Secondary Education Act (ESEA) passed in 1965. The program is administered by the United States Department of Education (USDE). Funding is distributed to school districts and schools with a high percentage of students from low-income families. Title I funds are focused primarily on increasing student achievement in reading and mathematics by providing additional materials, services or staff members. More information is available by contacting your campus principal.

ACCEPTABLE USE POLICY (AUP)

STUDENT COMPUTER & NETWORK ACCESS WIRELESS DEVICES

Computer and Network access is a privilege provided for Dove 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 insure that the system is being used in accordance with district policy. Students who lose their individual computer or network privilege will still be required to complete any district or state online testing. 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 and the device shall be confiscated and will be returned to the parent during a parent conference.

1. INTRODUCTION

Computer network resources, provided by the Dove Schools, 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 Dove Schools 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.

2. 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, and members of the community 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.

3. 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.

4. 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.

5. ILLEGAL ACTIVITIES

The Dove Schools 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.

PARENTS

PARENT INVOLVEMENT

Parents are important partners in helping children become better students. Each school has a parent involvement policy, and parents are invited to participate in the development and evaluation of the policy. OKCPS 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

Dove 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 PARENTS DO?

- KEEP YOUR CONTACT INFORMATION CURRENT

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.

- JOIN OR START YOUR SCHOOL'S PTO OR PARENT GROUP

Talk to your school's principal

- **COME TO SCHOOL**

Parents are welcome in our schools to observe, volunteer and meet with teachers. To promote a safe and orderly climate for schools, we ask that all visitors sign in at the office to obtain a visitor's pass and make arrangements with the building administrator before entering classrooms.

- You may talk to your child's teacher or principal regarding volunteer opportunities at the school.
- All schools have an annual Open House during the fall of each year. Parents and patrons are encouraged to attend. Schools will notify parents concerning the dates and times for Open House.
- Parent-Teacher Conferences are scheduled twice per year as opportunities for parents to conference with their children's teachers to check on academic progress. At other times, please call the school to schedule a meeting with a school faculty member before going to the school. Scheduling a meeting assures the faculty member will be available to meet with you and be reprepared with information to address your concerns.

SPECIAL REPORTS 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 SCHOOLS

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. Thank you in advance for your support!

STEPS TO RESOLUTIONS FOR PARENTS

The Dove Schools 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.

PARENTS' RIGHT TO KNOW

Teacher Qualification Requirements

At the beginning of each school year, parents may request information in writing regarding the professional qualifications of their student's teacher/s. Specifically, the parent has the right-to-know:

- Teacher qualifications for licensure and certification.
- Teacher's type of certificate, emergency or provisional.
- Teacher's baccalaureate and graduate degree majors.
- Whether the student will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.
- If a student receives instruction from an unqualified teacher for four or more consecutive weeks.

Parents may also request information on the level of achievement of their children in each of the State of Oklahoma academic assessments. If you have questions, please contact the school principal.

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, selfincriminating 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 1-800-421-3481.

ASBESTOS HAZARD EMERGENCY RESPONSE NOTIFICATION (AHERA)

AHERA requires the inspection of all school buildings for asbestos. Dove Schools has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the main office of each school. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers and/or using newspaper public notice statement.

MENINGITIS ANNUAL NOTIFICATION

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death. The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth. Vaccines can prevent approximately

two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073, or website at <http://imm.health.ok.gov>.

RESOURCES

HOME-SCHOOLED & PRIVATE SCHOOL STUDENTS

These students entering the district will be placed in the appropriate grade level as reasonably determined by the school. The school may administer tests or use other reasonable means to determine placement. Transcripts from non-accredited programs will not be included on the student's official transcript. Transcripts from accredited programs will be evaluated for possible course and grade credit.

FOREIGN EXCHANGE STUDENTS

Students participating in a certified exchange program may attend Dove schools. Sponsoring agencies and host families should review the [Enrollment of Exchange Students](#) regulation.

HOMELESS STUDENTS & THOSE WHOSE FAMILIES LIVE WITH RELATIVES OR FRIENDS

According to the federal McKinney-Vento Education Assistance Improvements Act, school districts are required to provide children and youth experiencing homelessness services that are comparable to other students in the district. Homeless students must have access to any educational services for which they qualify, including special education, gifted education, free and reduced lunch programs, before and after school activities, and Title I Part A services. No child or youth shall be discriminated against or segregated.

The McKinney-Vento Homeless Education Assistance Improvements Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:

- Share the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Live in emergency or transitional shelters;
- Have been abandoned in hospitals;
- Await foster care placement.
- Identify a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- Are migratory and qualify as homeless because they live in circumstances described above.

Schools must immediately enroll students in homeless situations, even if they do not have required documents, such as previous school records, medical or immunization records, proof of residency, birth certificate, proof of guardianship, or other documents. Students must be enrolled in school while the school requests and is waiting for school records from the previous school.

The term “enroll” is defined as attending classes and participating fully in school activities.

Enrollment is completed when all necessary documentation has been provided to the school and verified by school personnel. If a student does not have immunizations or medical records or has not received necessary immunizations, the student must be enrolled in the school while records are being obtained or while student begins process of receiving immunizations.

The term “unaccompanied youth” includes minors who are not in the physical custody of a parent or guardian. This includes runaways, youth living in shelters, abandoned buildings, cars, or in other inadequate housing. Schools must also enroll unaccompanied youth who qualify as homeless because they are living in circumstances as described above. School districts are required to keep students in their school of origin, to the extent feasible, unless it is against the parent’s or guardian’s wishes. The school of origin is either the school attended when permanently housed, or the school in which the student was last enrolled. Students are entitled to receive transportation to their school of origin or last school attended. If a student is sent to a school other than the school of origin or school requested by parent or

guardian, the school must provide a written explanation of its decision and the right to appeal.

Each school year, every student, regardless of living situation, is to complete an Enrollment Questionnaire that discloses where the student is living, identifies students living in transition, and if they qualify for services under the McKinney-Vento Act. Students may qualify for assistance with child nutrition, transportation, school supplies, hygiene products, socks and undergarments, school uniforms, and coats.

Contact the school site with any enrollment issues.

HEALTH REQUIREMENTS & INFORMATION

The Dove health program emphasizes health education, disease prevention and the identification of health problems that may impact a student’s ability to learn. Students in selected grade levels are screened for height, weight, vision, hearing, blood pressure, dental, and throat inspection. If further medical attention is indicated, referrals are made to an appropriate healthcare provider.

Parents are asked to notify the school of children for whom a temporary or permanent health problem that problem might restrict participation in school activities, such as physical education. In these cases, written notification from treating physicians describing conditions and recommended types and length of restrictions are required. Permanent restrictions must be renewed at the beginning of each school year.

Any child returning to school following a long-term illness or surgery will be asked to provide a release from a physician including any restrictions or accommodations necessary.

GUIDELINES FOR KEEPING A SICK CHILD HOME FROM SCHOOL

It is often difficult to tell how sick your child is in the morning before school. School is important, but sick children need to be at home. The following considerations can help you decide whether your child should stay home from school.

- Temperature - Though children may not have a fever and still be sick, a temperature of 100 degrees or over is a sure sign to keep your child home. Giving a fever reducer (Tylenol) and sending your child to school will almost guarantee a call from school when the medicine wears off, as well as exposing other students to whatever your child has.
- Vomiting or diarrhea during the previous evening or night, please keep your child home. Consult a doctor if symptoms continue more than 48 hours or worsen instead of improving.
- A blistering rash, especially if accompanied by fever and a history of exposure may be chicken pox. Keep your child home until you know for sure. If it is chickenpox, your child will need to stay home until all areas are scabbed, usually 6-7 days.
- Heavy nasal congestion and/or a frequent cough, keep your child at home. At school with these symptoms, children probably feel miserable, will not learn much, and will be sharing a virus with others.
- Contagious disease diagnosis, such as strep, your child should have taking their prescription antibiotics for 24 hours before returning to school.

If your child stays home, improves, and does not run a temperature (without medication), your child can be taken to school. Be sure that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured.

MEDICATION

For both prescription and over-the-counter medication to be given to students at school, the school must have written directions from a physician and written permission from the parent or guardian. Consult the school nurse for appropriate forms and procedures.

The medication must be sent in a pharmacy labeled bottle. Inhalers need to have the pharmacy label on the inhaler. Any changes in time, dosage, or medication will require new orders from the physician and a new form signed by the parent. All pills will be counted by two people when medication arrives at school and any remaining medication counted at the end of the school week by two people.

Medication will be dispensed by the school nurse, or in the absence of the school nurse, by the school administrator or their designee. Any over-the-counter medications brought to the school must be in an unopened, original container. All medications, prescription and over-the-counter, must be picked up by the parent at the end of the school year. No medications will be sent home with students.

HEAD LICE

Lice are tiny insects about the size of a sesame seed and survive on human blood. They do not jump or fly, they crawl. Lice are usually passed from person to person by shared combs, brushes, hats, coats, sweaters, scarves, or other personal items.

Lice eggs are called nits. Nits are very small, yellowish or grayish white in appearance and tear drop shaped. They are attached to strands of hair and will not wash out or blow away.

Children found to have head lice or nits will be excluded from school. The most common sign of lice infestation is constant itching. If your child is constantly itching, check the scalp for lice. Live lice can be difficult to find and they move quickly. They do not like bright light so use a bright light or bright natural light to check your child's scalp. Check each strand of hair for nits.

If lice are found:

- Use a lice-killing shampoo. Carefully follow package directions. Apply the shampoo to a dry scalp. No treatment will kill all of the eggs (nits). Nit removal is the key to effective treatment. It is best to remove the eggs by combing the hair with a special nit comb.
- Any person who has lice should be treated twice with 7-10 days after the first shampoo or according to package directions. Be sure to check all members of the family during this period of time for additional infestations.
- Personal items (combs, brushes, coats, caps, etc.) and household surfaces, combs, brushes, head gear, and bed linens must be washed in hot water. Items which cannot be washed must be sealed in plastic bags for 14 days. Carpets, sofas, mattresses must be vacuumed (including corner, around seams, etc.). It is not necessary to buy special detergents or pesticides.

Successful treatment must include removal of ALL nits. It just takes one nit, left on the hair, to

start another infestation. Dove has a "NO NIT POLICY." If student is kept out of school for extended periods of time due to lice infestations or the infestations are not being treated correctly, the student will not have excused absences for those periods of time. If the child is sent home and returns without treatment verification or is still infested then DHS will be contacted.

BED BUGS

Bed bugs are small tick sized bugs that can infect a residence and live in almost any area, they are commonly found on beds/mattresses and that is why they are called bed bugs. However, they can infest any type of furniture or clothing. They live off blood and will tend to leave trails or groups of bites on individuals. If a bed bug is found on an individual or items from an individual they will be sent home and will need to provide proof of treatment of their home prior to returning to school. Bed bugs can spread quickly just as lice do therefore we treat outbreak just as we do lice.

CHICKEN POX

Chickenpox vaccine is required for students preKindergarten through 12th grade. The virus is passed by direct person to person contact or by airborne respiratory secretions. The rash usually occurs 10 to 21 days after exposure. The child may have a mild fever and/or loss of appetite for 1 to 2 days before the rash appears. The rash appears as red pimples and progresses to clear, oval shaped spots which will break easily for 3 to 4 days. The child can return to school when all of the oval-shaped spots are dry and crusted over.

It is important to NEVER give aspirin or aspirin containing medication to children with a viral

infection because of the increased risk in developing Reye Syndrome. The current recommendation is to receive one series of two varicella immunizations, 3 months apart to prevent them from developing chickenpox.

MENINGITIS

In addition to the annual notification included in the handbook, further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 271-4073, or website at https://www.ok.gov/health/Disease_Prevention_Preparedness/Acute_Disease_Service/Disease_Information/Meningitis.html

IMMUNIZATION REQUIREMENTS

The Immunization Requirements for School Attendance are available on the state of Oklahoma website. Students in grades PK-12 cannot be admitted or enrolled in any public school without the appropriate immunizations. Immunizations must be up to date or parents must show proof students are on a schedule to complete immunization in order to complete enrollment. Incomplete immunizations may result in exclusion from school until proof is furnished.

CHILD NUTRITION SERVICES (CNS)

Child Nutrition Services (CNS) participates in the National School Breakfast Program and the National School Lunch Program. We offer free or reduced-price breakfasts and lunches based on a student's financial need. Information and applications will be distributed district wide at the beginning of each school year and are available through the school office or cafeteria.

MEAL CHARGES & MENUS

Child Nutrition Services policy is that no child goes hungry. Parents and guardians are responsible to maintain their student's account throughout the year. Students who meet the charge limit will be served an alternative meal.

Elementary students are allowed to charge three reimbursable meals. Middle and high schools students are not permitted to charge.

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.

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.

HOMEBOUND SERVICES

Homebound Services are available for students are being treated by a physician for physical, mental, or emotional issues that restrict their abilities to attend the regular school day. Core instruction is provided to support students' educational progress.

SPECIAL 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 SoonerStart, 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.