



# Family and Student Handbook

2026-2027

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# **MISSION OF VISIONARY PATHWAYS SCHOOLS**

The mission of Visionary Pathways Schools, Inc. (VPS) is to equip students to graduate with a diploma and a clearly defined post-secondary pathway through a career-connected education for high-demand fields.

VPS is designed to provide students with a high school experience that connects academic learning to real-world opportunities. Through focused academics, pathway exploration, hands-on learning, project-based experiences, certifications, and future internship opportunities, VPS seeks to prepare students for graduation and for meaningful next steps in college, technical training, apprenticeships, entrepreneurship, military service, or direct entry into the workforce.

## **PURPOSE OF HANDBOOK**

This handbook has been adopted by the administration and Board of Directors of Visionary Pathways Schools, Inc., and is intended to serve as an official guide to school policies, procedures, expectations, and student life. The handbook exists to provide students and families with a clear understanding of how the school operates and what is expected in order to support a safe, structured, and successful learning environment.

Because VPS is a growing school, the administration and Board of Directors reserve the right to revise or update portions of this handbook when necessary in order to reflect policy changes, operational needs, legal requirements, or continued school development. When changes are made, families will be informed through appropriate school communication channels.

VPS is governed by an independent Board of Directors, whose role is to provide governance, policy oversight, financial stewardship, and long-term accountability for the school. The daily administration of the school is carried out by school leadership, including the President / School Leader and the Chief Academic Officer / Instructional Leader, who oversee school operations, academics, student support, and implementation of school policies.

When a student applies, is accepted, and enrolls at VPS, it is understood that both the student and parent or guardian will read, understand, and support the policies and expectations outlined in this handbook. Continued enrollment at VPS depends on a student's and family's willingness to abide by school expectations and to support the mission, structure, and educational program of the school. Acceptance and enrollment are granted on a year-to-year basis. VPS faculty and staff are committed to helping students grow academically, personally, and professionally and to preparing them for meaningful success beyond high school.

## **ACCREDITATION AND AFFILIATIONS**

Visionary Pathways Schools, Inc. is pursuing accreditation through Beacon Education Institute. VPS is committed to building and maintaining a school program that meets applicable academic, operational, organizational, and governance expectations. The school's accreditation efforts reflect its commitment to continuous improvement, accountability, educational quality, and long-term sustainability.

As VPS continues to grow, the school will also pursue partnerships, affiliations, and professional relationships that strengthen its academic program, career-connected model, student support systems, and overall organizational development.

## **ADMISSIONS**

Visionary Pathways Schools (VPS) is a nonprofit organization that admits students of any race, color, national origin, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

It is the goal of VPS to educate and support students to the best of its ability within a safe, structured, and career-connected learning environment. Students admitted to VPS are expected to demonstrate the ability and willingness to engage in the academic and behavioral expectations of the school.

To continue enrollment, students should maintain satisfactory academic progress, attendance, and behavior. Students may be admitted or continued on academic probation, behavioral probation, or other conditions of enrollment when deemed necessary by the school. During such periods, student conduct, attendance, and scholarship may be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, maturity, and academic achievement.

VPS reserves the right to decline admission, decline re-enrollment, suspend, dismiss, or otherwise discontinue enrollment when the school determines there is sufficient cause to do so.

## **VISIONARY PATHWAYS SCHOOLS EXPECTATIONS**

It is expected that VPS students will:

- demonstrate respect for themselves and others
- act with responsibility and accountability
- maintain professionalism in conduct, communication, and appearance
- take pride in their school, their work, and their future
- follow school expectations for safety, behavior, attendance, and academic effort
- contribute positively to a learning environment built on structure, support, and opportunity

VPS is committed to helping students develop not only academic knowledge, but also the habits, character, and readiness needed for life after high school.

## **FINANCIAL POLICY**

### **Visionary Pathways Schools, Inc. (VPS)**

Visionary Pathways Schools, Inc. (VPS) is a nonprofit private school that operates through tuition revenue, including eligible tuition support through the Oklahoma Parental Choice Tax Credit (PCTC), as well as fundraising, grants, donations, and other approved sources of support. VPS is committed to financial responsibility, transparency, and stewardship in support of its mission to equip students to graduate with a diploma and a clearly defined post-secondary pathway through a career-connected education for high-demand fields.

The school's financial model is designed to keep costs as manageable as possible while still providing students with a structured, high-quality, career-connected educational experience. Tuition and related revenue support instructional staffing, curriculum, technology, student programming, facility costs, insurance, compliance obligations, and other essential school operations.

### **Annual Tuition**

For planning purposes, VPS sets tuition at **\$6,500 per student per school year**. Tuition may be satisfied through one or more approved sources, including:

- Oklahoma Parental Choice Tax Credit funds, when awarded
- Direct family payment
- Approved third-party tuition support
- Other school-approved financial assistance sources

Fundraising, grants, and donations are considered supplemental and are not guaranteed as a replacement for family tuition responsibility unless specifically awarded for that purpose.

**Tuition and Financial Deadlines**

Item	Amount / Requirement	Deadline
Annual tuition per student	\$6,500	Due in full by August 1 unless a payment plan is approved
Monthly payment plan option	10 monthly payments of \$650	First payment due August 1, then due on the 1st of each month through May 1
Re-enrollment intent form for returning students	Required	February 15
New student enrollment agreement	Required	Within 10 calendar days of acceptance
Deadline to withdraw without financial obligation for next school year	Written notice required	May 31
PCTC EVN request deadline to VPS	Family should request school-issued EVN	May 15
Recommended family deadline to submit PCTC application	Strongly encouraged by VPS	May 31

Official OTC PCTC application deadline	Must be submitted in OkTAP	June 15, 2026, 11:59 p.m. CST
Final tuition balance due if PCTC is not awarded or is insufficient	Remaining balance due	August 1

## Payment Options

Families may satisfy tuition through one of the following methods:

1. **Annual Payment**  
Full tuition paid directly to VPS by the published due date.
2. **Monthly Payment Plan**  
Tuition paid in ten equal monthly installments through the school's approved payment system, if offered.
3. **PCTC-Assisted Payment**  
Families who qualify for the Oklahoma Parental Choice Tax Credit may use the awarded funds toward tuition and eligible fees. Any remaining balance not covered by PCTC remains the responsibility of the family.

Specific payment instructions, accepted forms of payment, and any applicable processing procedures will be communicated during enrollment and re-enrollment.

## Oklahoma Parental Choice Tax Credit (PCTC)

VPS intends to participate in the Oklahoma Parental Choice Tax Credit program as an eligible accredited private school, subject to state approval and compliance requirements. Under the current Oklahoma Tax Commission process, families apply through OkTAP after obtaining an Enrollment Verification Number (EVN) from the school. The Oklahoma Tax Commission states that checks are made payable to the taxpayer and mailed directly to the participating school. The taxpayer must personally retrieve the check and may then either endorse it to the school for tuition and fees or use other funds to pay the school. The school must release the check to the taxpayer if requested.

## PCTC Website

Families should review the Oklahoma Tax Commission PCTC information through the Oklahoma Tax Commission website and the OkTAP application portal. Official program information, eligibility details, and application guidance are published by the Oklahoma Tax Commission.

## Steps to Complete the PCTC Application

1. **Enroll or plan to enroll at VPS.**  
The student must be enrolled or expected to enroll at a participating accredited private school.

**2. Request an EVN from VPS.**

VPS will provide or initiate the Enrollment Verification Number for each eligible student. The EVN verifies enrollment-related information, including tuition and fees.

**3. Create or access an OkTAP account.**

Families must use the Oklahoma Tax Commission's online system to submit the application.

**4. Complete the PCTC application in OkTAP.**

Families will enter the student's EVN and submit all required application information before the state deadline. For the 2026–2027 school year, applications opened March 16, 2026, at 9:00 a.m. CST and close June 15, 2026, at 11:59 p.m. CST.

**5. Upload any required supporting documents.**

The Oklahoma Tax Commission states that some applicants may need to provide additional documentation, such as tax forms, benefit confirmations, or a parental consent form in certain cases.

**6. Monitor application status.**

Families may check status updates through OkTAP after submission.

### **VPS Process for Receiving and Applying PCTC Funds**

To ensure accurate tuition accounting, VPS will use the following process:

1. VPS will issue or arrange the EVN for each enrolled or accepted student whose family requests participation in PCTC.
2. The family must complete the application directly through OkTAP by the official state deadline.
3. If approved, the Oklahoma Tax Commission will mail the check to VPS, but the check is payable to the taxpayer.
4. VPS will notify the parent or legal guardian when the check is received.
5. The parent or legal guardian must appear in person to retrieve the check.
6. The parent or legal guardian may:
  - endorse the check to VPS to be applied to tuition and eligible fees, or
  - take possession of the check and satisfy tuition through another payment method.
7. If the PCTC amount exceeds the tuition and eligible fees owed to VPS, the excess belongs to the taxpayer and will be returned to the taxpayer as required.
8. If the PCTC amount is less than the full tuition obligation, the family is responsible for the remaining balance.

### **Enrollment Commitment and Withdrawal**

Because VPS must make staffing, scheduling, curriculum, and operational commitments in advance of each school year, enrollment commitments are considered binding once the enrollment agreement is signed.

A parent or legal guardian who does not intend for a student to return for the upcoming school year must notify VPS in writing by May 31 to avoid financial obligation for the next school year.

## Withdrawal Schedule for the Upcoming School Year

Date Written Withdrawal Notice Is Received	Financial Obligation
On or before <b>May 31</b>	No tuition obligation for the upcoming school year
<b>June 1 – June 30</b>	10% of annual tuition obligation
<b>July 1 – July 31</b>	25% of annual tuition obligation
On or after <b>August 1</b>	50% of annual tuition obligation, unless VPS is able to fill the seat
After the student begins attendance	Tuition prorated through withdrawal date, plus any unpaid fees or charges owed under the enrollment agreement

VPS may waive or modify withdrawal charges in cases involving relocation, serious illness, military orders, or other extraordinary circumstances approved by school administration.

### Delinquent Accounts

Tuition and other school-related charges must be paid according to the family's agreed payment schedule. If an account becomes delinquent, VPS may require the family to enter into a written payment arrangement in order for the student to remain in good financial standing.

If financial obligations are not met, VPS reserves the right to take appropriate action, which may include:

- suspension of re-enrollment eligibility
- placement on financial hold
- restriction from optional school activities, trips, or nonessential programs
- required payment arrangements before continued enrollment for a future term
- withholding of records or transcripts to the extent permitted by applicable law and school policy

### Records and Financial Obligations

VPS reserves the right, to the extent permitted by applicable requirements, to delay release of official records, including transcripts and other school documents, until outstanding tuition balances and approved charges are satisfied or an acceptable payment arrangement has been established.

## **Financial Responsibility and Stewardship**

VPS is committed to wise stewardship of school resources and to maintaining clear communication regarding tuition, payment expectations, deadlines, and financial procedures. Families are expected to honor their financial commitments in a timely and responsible manner so that the school can sustain staffing, programming, and services for all students.

This policy is intended to promote fairness, accountability, and the long-term sustainability of Visionary Pathways Schools so that VPS can continue to provide students with a strong academic and career-connected educational experience.

## **Reservation of Rights**

VPS reserves the right to revise tuition procedures, payment schedules, deadlines, and related financial processes when necessary for operational, legal, or regulatory reasons. Any material changes will be communicated to families in writing.

A few important notes: Oklahoma's current PCTC maximum per student depends on family income, and one of the current income tiers is also \$6,500, but the award can be the lesser of the maximum credit amount or the school's anticipated tuition and fees. For 2026–2027, OTC says the payment is expected in August 2026 and will be processed in one payment.

## **GUESTS**

Visionary Pathways Schools, Inc. (VPS) welcomes guests and recognizes that visitors may be an important part of family engagement, student recruitment, and school-community connection. At the same time, VPS must maintain a safe, orderly, and minimally disruptive school environment. For that reason, all guests must follow school procedures while on campus.

All visitors must:

- Report to the main office or designated check-in area upon arrival
- Sign in before entering other parts of the building
- Follow school directions and visitor procedures while on campus
- Remain in approved areas unless authorized by school personnel
- Wear or carry visitor identification when requested

To avoid disruption of instruction, classroom visits will generally be limited to prospective students and their families or other visitors approved by school leadership. Visits must be scheduled in advance through the school. Family members who wish to visit during lunch or other non-instructional times may do so only with prior approval. VPS reserves the right to limit, reschedule, or deny visits when necessary to protect instruction, student safety, or school operations.

All guests are expected to:

- Follow applicable school policies and expectations
- Dress appropriately for a school environment
- Avoid disrupting classes, hallways, or common areas
- Obtain permission from school leadership or staff before entering classrooms or instructional areas

VPS also reserves the right to deny access to any individual whose presence is determined to be disruptive, unsafe, or inconsistent with the school's mission and operational needs.

## **DIRECTORY INFORMATION**

Directory and student-family information at VPS will be maintained through Gradelink. This system will serve as the school's primary platform for student records, family contact information, grades, attendance, scheduling, and school communication.

Directory-related information available through Gradelink may include:

- student name
- parent or guardian name(s)
- address
- phone number(s)
- email address(es)
- other basic contact information necessary for school communication and operations

Access to this information will be limited to authorized school personnel and, where applicable, families with approved Gradelink access. VPS will use care in managing student and family information and will not release directory information outside normal school operations except as permitted by policy or with appropriate authorization. Families may request limitations on the sharing of directory information, subject to school procedures and operational needs.

## **INSURANCE**

VPS does not furnish personal health or accident insurance for students. Parents or guardians are responsible for maintaining appropriate health and accident coverage for their child. The school may provide basic first aid and emergency response when necessary, but VPS is not responsible for providing ongoing medical coverage or assuming liability for medical costs related to student illness or injury.

Parents or guardians are expected to provide:

- current emergency contact information
- relevant health or medical information needed for student safety
- insurance information when requested for emergencies or school records

In the event of illness or injury, VPS will make reasonable efforts to contact the parent or guardian and respond according to school procedures. When necessary, emergency services may be contacted.

## **STUDENT DRIVERS**

Because VPS serves high school students in grades 9–12, some students may be permitted to drive to school, subject to school approval and compliance with school rules. Any student who drives to campus must register their vehicle with the school and comply with all vehicle and parking expectations.

Student drivers will be expected to:

- Complete any required vehicle registration form
- Provide current license, insurance, and vehicle information as required by the school
- Park only in designated student parking areas
- Drive safely and responsibly on or near school property
- Use their vehicle only for arrival, dismissal, and other approved purposes

VPS may allow student drivers to leave campus only with school and parent/guardian authorization. If off-campus lunch or other limited driving privileges are permitted, those privileges will require completion of the appropriate school form and may be restricted or revoked based on attendance, behavior, safety concerns, or failure to follow school procedures.

Students may not transport other students in their vehicles for school-related purposes without written parent or guardian permission and school approval, when required. Students are also not permitted to use their vehicles during the school day without authorization. VPS reserves the right to suspend or revoke student driving privileges if a student fails to follow school expectations, creates a safety concern, or uses a vehicle in a way that disrupts school operations.

## **SEARCH AND SEIZURE**

Visionary Pathways Schools, Inc. (VPS) is committed to maintaining a safe, orderly, and secure school environment. In order to protect students, staff, and school property, the school reserves the right to search student property when there is a reasonable concern related to safety, prohibited items, policy violations, or school operations.

School leadership or authorized staff may search or authorize a search of student property, including but not limited to:

- backpacks and bags
- personal items brought to school
- student vehicles parked on school property
- school-issued devices or materials
- desks, storage areas, or other school-controlled spaces

Searches will be conducted in a manner intended to protect student safety and preserve school order. VPS also reserves the right to inspect items or areas under school control when necessary to address concerns involving weapons, drugs, alcohol, stolen property, unsafe materials, or other prohibited items.

Students should understand that items brought onto school property or to school-sponsored activities may be subject to review when there is cause for concern. Refusal to cooperate with a lawful school search may result in disciplinary action.

VPS also reserves the right to involve law enforcement when circumstances warrant, particularly in matters involving weapons, illegal substances, threats, or other conduct that may place school safety at risk.

## ACADEMIC INFORMATION

VPS is committed to maintaining high academic expectations while also providing the support students need to succeed in a personalized, career-connected learning environment. Academic progress at VPS will be monitored regularly through coursework, grading, progress reviews, intervention, and credit tracking. Because the school uses a structured but flexible instructional model, students are expected to remain engaged, stay on pace, and seek support when needed.

### Honor Roll

VPS may recognize student academic achievement through semester honor roll distinctions. These recognitions are intended to celebrate strong academic performance, consistency, and effort.

Students may qualify for the honor roll based on semester grades as follows:

- **President's Honor Roll:** all A's in every course
- **Principal's Honor Roll:** all A's and B's in every course

Honor roll recognition will apply to students in grades 9–12 and may be awarded at the end of each semester. VPS may provide certificates or other forms of recognition to students who meet these standards.

### Academic Probation

A student may be placed on academic probation if the student's cumulative GPA falls below 2.0, if credit accumulation falls significantly behind the expected pace, or if the student demonstrates a pattern of poor academic performance that places graduation progress at risk. Academic probation is intended to serve as an early warning and support measure rather than only a punitive response.

When a student is placed on academic probation, VPS may take one or more of the following actions:

- Notify the parent or guardian in writing
- Require an academic conference with the student and family
- Place the student on an academic improvement plan
- Require increased progress monitoring or intervention support
- Require participation in Friday support sessions, tutoring, or additional academic assistance
- Review course pacing, work completion, and graduation progress more closely

Students on academic probation will be expected to demonstrate improvement in performance, work completion, and overall academic responsibility. Continued failure to improve may result in additional intervention, changes in academic privileges, or review of continued enrollment based on the school's policies and expectations.

Because VPS is a smaller school, academic probation will be closely tied to communication and support. The goal is to intervene early, help students understand the seriousness of academic concerns, and provide a clear pathway back to good standing.

## **Friday Enrichment Option**

Visionary Pathways Schools, Inc. (VPS) operates on a Monday through Thursday instructional schedule, with Fridays reserved as an optional enrichment, support, and advancement day. VPS recognizes the value of giving students structured flexibility while still maintaining strong academic expectations. For that reason, Friday is not treated as a regular required school day for all students, but as an intentional extension of the school's academic support system.

Fridays may be used for:

- additional academic assistance
- re-teach and reassessment opportunities
- make-up work
- credit recovery or pacing support
- one-on-one or small-group intervention
- certification preparation
- project completion
- postsecondary planning or ACT preparation
- opportunities for students to get ahead in coursework

Students are not required to report on Fridays unless directed by school leadership or instructional staff for academic, attendance, disciplinary, or support reasons. Students who are behind pace, missing work, or in need of intervention may be required or strongly encouraged to attend Friday support. Students who are on track may use Friday as an optional academic enrichment time if they desire extra help, want to make stronger progress, or want additional teacher support.

The Friday option supports the VPS personalized learning model by creating space for reinforcement, improvement, and academic acceleration without weakening expectations during the regular instructional week.

## **Late Assignment Policy**

Because VPS uses a structured but flexible instructional model, students are expected to remain on pace and complete assignments by the deadlines established by the teacher or course schedule. Teachers may set specific expectations for assignments, pacing checkpoints, and submission windows, but VPS maintains the expectation that students will complete work in a timely and responsible manner.

In general:

- Late work may receive reduced credit, depending on the assignment and timing.
- Work may not be accepted after a unit has been completed, especially when reteaching, reassessment, or project deadlines have already passed.
- Students are responsible for communicating with teachers if they fall behind.
- Repeated late work may result in intervention, parent contact, or required Friday support.

Because VPS emphasizes mastery, responsibility, and real-world readiness, students are expected to manage deadlines seriously. Late work is not simply a grading issue; it is also a pacing and accountability issue.

## **Make-up Work Requirements**

Students are responsible for initiating and completing work missed during an absence. VPS expects students to make a reasonable effort to stay current and to communicate with teachers promptly following an absence.

In general, students will be allowed:

- 1 day absent = 1 day to make up missed work
- 2 days absent = 2 days to make up missed work
- 3 or more days absent = up to 3 days to make up missed work, unless a different arrangement is approved

Additional expectations include:

- Students who are present for any part of the day remain responsible for assignments due that day unless otherwise approved
- If a student misses only the day of a test or major assessment, the teacher may require the assessment to be completed on the next school day or as otherwise scheduled
- Students with extended illness, family emergency, or other significant circumstances may request a modified make-up schedule through school leadership and instructional staff
- Students should communicate with teachers promptly after an absence regarding missing work, assessments, or pacing concerns

Because VPS uses a Monday through Thursday schedule, Friday may also be used as an opportunity for make-up work, reassessment, or teacher support when appropriate.

## **School-Approved Absences, College Visits, and Other Activities**

Students who miss school for approved school-related activities, testing, college visits, or other school-approved purposes are still responsible for completing their work. Assignments, projects, and assessments assigned before an approved absence may be due upon the student's return, unless a different arrangement has been approved in advance.

Students should coordinate with teachers before planned absences whenever possible.

### **College Visits**

VPS supports postsecondary exploration and may approve college visits for students, particularly in the upper grades. Approved college visits will typically require prior family and school communication and may require documentation from the institution visited. Students remain responsible for any missed work.

### **Academic Integrity**

Academic integrity is an essential expectation at VPS. Students are expected to complete their own work honestly and to represent their learning truthfully. Academic dishonesty includes any attempt to obtain, give, use, or submit work, information, or material that is not genuinely the student's own.

Examples of academic dishonesty include, but are not limited to:

- copying another student's work
- allowing another student to copy one's work
- plagiarism
- submitting work created by another person as one's own
- using unauthorized resources during quizzes, tests, or assignments
- falsifying information on academic work
- using artificial intelligence tools in a way that replaces rather than supports student learning

Students who engage in cheating, plagiarism, or other forms of academic dishonesty may receive:

- a zero or no credit on the assignment
- re-teaching and reassessment restrictions, where applicable
- parent notification
- disciplinary consequences
- additional academic monitoring or intervention

Because VPS is committed to preparing students for college, training, and workforce environments, honesty in academic work is treated as part of student character and professionalism.

## **AI and Technology-Assisted Work**

Visionary Pathways Schools (VPS) recognizes that artificial intelligence platforms and other technology tools can enhance the learning experience when used appropriately, ethically, and with teacher approval. Tools such as ChatGPT, Grammarly, Gemini, Canva AI, Microsoft Copilot, and similar platforms may be helpful for brainstorming, organizing ideas, reviewing grammar, or supporting research and productivity. However, these tools must never replace a student's own thinking, understanding, effort, or original work.

The purpose of student assignments is to measure authentic learning. For that reason, students are expected to use AI and other technology-assisted tools responsibly and only in ways that support, rather than substitute for, the learning process.

## **Guidelines for AI and Technology-Assisted Work**

### **1. Teacher Approval Required**

Use of AI platforms or other technology-assisted tools for classwork or assignments requires prior teacher approval unless the teacher has clearly stated that such use is permitted.

### **2. Student Work Must Reflect Authentic Learning**

All submitted work must reflect the student's own understanding, thinking, and effort. AI tools may assist learning, but they may not be used to complete assignments in place of the student.

### **3. Originality and Proper Acknowledgment**

Work created with the support of AI must remain original and must not violate plagiarism or academic honesty expectations. When required by the teacher, students must properly identify, cite, or explain how AI or other digital tools were used in completing the assignment.

### **4. AI as Assistance, Not Substitution**

AI platforms are intended to serve as support tools for brainstorming, outlining, revising, or clarifying concepts. They are not a substitute for critical thinking, personal analysis, problem-solving, or mastery of content.

## 5. Review and Verification of Student Work

Any assignment may be subject to teacher review, which may include electronic review, discussion, or a verbal explanation of the work. Students may be asked to explain, defend, or discuss submitted work in order to demonstrate that it reflects their own learning.

If a student is unable to adequately explain work that appears to have been produced with inappropriate outside assistance, VPS may determine that the work does not represent authentic student learning. In such cases, consequences may include loss of credit, a requirement to redo the assignment, disciplinary action, or other consequences consistent with school policy and teacher discretion.

VPS supports the responsible use of AI and technology as tools that can strengthen learning, creativity, and productivity. At the same time, the school is committed to protecting academic integrity and ensuring that student work reflects genuine understanding and growth.

## Final Exams and End-of-Course Assessments (Grades 9–12)

All high school students will complete final semester assessments. These assessments may include a traditional final exam, final project, portfolio, presentation, performance task, or other end-of-course assessment as determined by the teacher and school. These final assessments are part of the academic program and are used to measure student learning, confirm mastery, and support the awarding of credit.

If seniors have no more than three (3) absences (excused or unexcused) and a second-semester grade of a “C” or above, they may be exempt from the second-semester final exam or other final assessment in each class in which they meet those requirements, if such exemption is permitted by the teacher and school.

Final semester assessments must be completed on the regularly assigned schedule. Final exams, projects, portfolios, presentations, and other end-of-course assessments will not be given, submitted, or presented early.

If a student must miss a regularly scheduled final assessment because of an excused absence, the student and parent or guardian must submit a written request to reschedule the final assessment. Excused absences include illness, medical appointment, or death in the family. Absences are considered unexcused for all other reasons. If approved by the principal, the rescheduled final assessment may be completed, presented, or administered on the announced make-up day(s) and may occur up to two weeks after the originally scheduled final assessment.

## Online or Outside Courses

Any online, outside, correspondence, or external coursework intended to count toward VPS credit or graduation requirements must be approved by school leadership in advance. Students and families may not assume that outside courses will automatically count toward VPS credit.

Approval will depend on factors such as:

- alignment with graduation requirements
- rigor and appropriateness of the course
- credibility of the provider
- timing, sequencing, and academic need

- whether the course supports the student's graduation plan

## Class Changes

Student schedules will generally not be changed after the school year or semester begins, except for approved academic, placement, or operational reasons. Because VPS is a small school with a structured staffing and scheduling model, course changes must be limited and intentional.

Schedule changes may be approved when necessary for:

- Academic placement
- Credit recovery
- Graduation requirements
- Intervention needs
- Operational or staffing reasons
- Administrative determination that a change is in the best interest of the student and the school

## Concurrent Enrollment

The following guidelines describe VPS's concurrent enrollment program for eligible high school students. Concurrent enrollment allows students to earn college credit while still completing high school graduation requirements. VPS encourages concurrent enrollment when it supports a student's graduation plan, career pathway, and postsecondary goals.

## Student Eligibility

In general, students seeking concurrent enrollment must meet the following expectations:

- **Seniors** — minimum 3.0 unweighted GPA; ACT, SAT, or other placement/testing requirements may apply depending on the college or university and the course selected.
- **Juniors** — minimum ;3.25 unweighted GPA ACT, SAT, or other placement/testing requirements may apply depending on the college or university and the course selected.
- **Sophomores** — may be considered only in limited circumstances with administrative approval, strong academic standing, and if permitted by the college or university. Additional testing or placement requirements will likely apply.
- **Permission Form** — a VPS Concurrent Enrollment Permission Form must be signed by the student, parent or guardian, and designated school administrator before enrollment is approved.
- **Graduation Plan** — the student's schedule must continue to satisfy VPS graduation requirements.
- **Credit Hour Limit** — the combined high school and college schedule may not exceed a full-time workload. VPS generally expects students to remain within the Oklahoma concurrent enrollment limit of 19 semester credit hours per semester unless otherwise permitted. Rose State specifically notes that the combined high school and college load may not exceed 19 semester credit hours.

## Application and Enrollment Requirements

Students and families are responsible for completing all required admissions and enrollment steps by the deadlines established by the college or university. These deadlines vary by institution. Required materials may include:

- Concurrent or special admissions application
- Official VPS transcript
- ACT, SAT, PSAT, PreACT, ACCUPLACER, or other qualifying test scores, if required
- Signed the concurrent enrollment approval form
- Any university-specific paperwork required by admissions or registration

Some nearby institutions specifically outline these requirements. For example, Rose State requires a signed concurrent enrollment form from the student, parent, and high school official, along with other required documents. OCCC requires a High School Concurrent Enrollment Approval Form for each semester. Oklahoma Christian advertises a free online concurrent application and asks students to submit a transcript and ACT or SAT scores.

### **Nearby Concurrent Enrollment Options**

Depending on student readiness, transportation, scheduling, and institutional acceptance, VPS students may have concurrent enrollment opportunities through colleges and universities in the Oklahoma City metro and nearby areas, including:

- **Oklahoma City Community College (OCCC)** — concurrent enrollment for high school juniors and seniors; offers college credit while students complete high school, and has published concurrent student procedures and approval requirements.
- **Rose State College** — offers concurrent enrollment, including online, on-campus, and in some cases high-school-based options; notes that dual enrollment can satisfy both high school and college credit.
- **OSU-Oklahoma City (OSU-OKC)** — offers concurrent high school enrollment and publishes reading and subject-area readiness requirements for course placement.
- **University of Central Oklahoma (UCO)** — offers concurrent enrollment and states that students must maintain a cumulative 2.0 GPA in concurrent coursework to remain eligible under State Regents policy.
- **University of Oklahoma (OU)** — OU states that high school juniors and seniors with a 3.0 unweighted GPA are eligible to apply, with additional admission or course requirements depending on the program or course.
- **Oklahoma Christian University (OC)** — offers concurrent enrollment in online and in-person formats and directs students to complete a free concurrent application with transcript and test score submission.
- **Oklahoma City University (OCU)** — offers concurrent enrollment for juniors and seniors and lists academic requirements such as a 3.5 cumulative GPA, or 3.25 GPA with a 24 ACT or 1160 SAT.

Because admission standards, placement requirements, tuition, fees, textbook costs, and transferability differ by institution, VPS has no control over college course offerings or university decisions. Students and families should use discretion when selecting concurrent courses and should confirm all requirements directly with the institution.

### **Course Approval and High School Credit**

Concurrent coursework must be approved in advance by VPS in order to count toward high school credit. Courses must fit within the student's graduation plan and must not interfere with the successful completion of VPS requirements, including pathway coursework and required high school classes.

In general:

- One approved college course of at least 3 college credit hours may be counted as 1.0 high school credit, depending on the course and its alignment to VPS graduation requirements
- VPS reserves the right to determine whether a course will count as core credit, elective credit, or no VPS credit
- Only approved concurrent courses will be recorded for VPS credit
- Students must remain in good academic standing both at VPS and at the college or university

### **Grades, GPA, and Transcript Recording**

The school will determine how concurrent grades are recorded on the VPS transcript.

- Only concurrent courses approved for VPS high school credit will be placed on the VPS transcript.
- VPS may record concurrent grades using the college grade earned or convert the grade to the school's grading scale.
- VPS will determine whether concurrent coursework is included in GPA calculations, weighted calculations, class rank, or numerical averages according to school policy.
- Courses taken for college enrichment only, and not approved for VPS credit, may not be included in VPS GPA or graduation calculations.

### **High School Credit Only Option**

Students may be permitted to take concurrent classes for VPS high school credit only if such an arrangement is allowed by the partner institution and approved by VPS. In such cases:

- Students must follow all college course expectations and syllabus requirements
- The course must still be approved in advance by VPS
- VPS will determine how the final grade is recorded and whether it is weighted or included in GPA
- Students in concurrent classes remain subject to all college deadlines, attendance rules, and final assessment requirements for that course

### **Final Exams and College Course Expectations**

Concurrent classes are college courses. VPS does not control the college syllabus, grading system, professor expectations, final exam schedule, withdrawal deadlines, attendance policies, or academic consequences. Students enrolled in concurrent classes must comply with all college or university requirements.

Students should understand that college courses may require final exams, papers, projects, presentations, labs, or other culminating assessments, even if VPS provides exemptions in some high school courses. VPS will not excuse students from required college final assessments.

### **Administrative Discretion**

VPS reserves the right to approve or deny concurrent enrollment based on:

- academic readiness
- attendance
- behavior and discipline history

- graduation progress
- course availability
- transportation and scheduling
- institutional fit
- the student's ability to manage college-level expectations successfully

Concurrent enrollment is a privilege, not a guarantee. Students who fail to maintain acceptable academic performance, attendance, or conduct at VPS or at the college may lose eligibility to continue in the program.

### Grading Scale

VPS uses a percentage-based grading system to measure student performance and award course credit. A student's grade should reflect the level of mastery demonstrated on assignments, assessments, projects, presentations, portfolio work, and other course requirements.

### VPS Grading Scale

Letter Grade	Percentage Range	Grade Points
A	90–100	4.0
B	80–89	3.0
C	70–79	2.0
D	60–69	1.0
Failing	59 and below	0

## Concurrent Grading Scale

Letter Grade	Percentage Range	Grade Points
A	90–100	5.0
B	80–89	4.0
C	70–79	3.0
D	60–69	2.0
Failing	59 and below	0

For VPS purposes, mastery is generally defined as 70% or higher. When a student scores below 70%, reteaching, intervention, and reassessment may be required before the student moves forward, depending on the assignment, assessment type, and course structure.

Grades earned in AP and approved concurrent courses may be weighted according to the AP and Concurrent Grading Scale shown above. Only courses approved by VPS for weighted credit will be calculated using the weighted scale.

## College Entrance Examinations and Other Exams

VPS encourages students who are interested in college to begin preparing for the ACT and/or SAT as early as freshman year, rather than waiting until the end of high school. Early preparation gives students more time to improve their skills, become familiar with testing, and work toward stronger scores.

VPS will support college-bound students by:

- encouraging early test awareness and preparation
- helping students understand registration timelines and requirements
- allowing approved excused days for official ACT or SAT testing when appropriate
- encouraging repeated testing when needed to improve scores
- supporting students in connecting test performance to college and scholarship planning

The school believes students should view the ACT or SAT not as a one-time event, but as part of a broader college-readiness process that begins early and develops over time.

## Grading and Assessment Policy

Visionary Pathways Schools, Inc. (VPS) uses a percentage-based grading system combined with mastery expectations. Because VPS operates within a self-paced, teacher-supported instructional model, grading must reflect both academic understanding and student progress.

Student grades will be based on a combination of:

- **Summative Assessments (approximately 50–60%)**  
Includes unit tests, major assessments, projects, and demonstrations of learning
- **Formative Assessments (approximately 30–40%)**  
Includes daily work, practice assignments, skill-building activities, and progress checks
- **Final Assessments or Culminating Tasks (approximately 10–20%)**  
Includes end-of-course exams, projects, or demonstrations

Exact weighting may vary slightly by course, but VPS maintains the expectation that mastery and application matter more than simple completion.

## Grading Scale

- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: Below 60

At VPS, mastery is defined as 70% or higher.

If a student scores below 70%:

- Reteach is required
- Reassessment is required before moving forward

This ensures students are not advancing with gaps in understanding.

## Reporting and Progress Monitoring

Student progress will be monitored continuously and communicated through Gradelink.

Families will have access to:

- real-time grades
- assignment completion
- pacing progress
- attendance
- teacher communication

Progress monitoring will occur:

- daily (assignment completion and engagement)
- weekly (pacing checks and progress review)
- semester-based (final grades and credit awarding)

VPS does not rely only on report cards—progress is visible and ongoing.

## Graduation Requirements

- The State of Oklahoma requires a minimum of 23 credits for graduation. VPS students must meet all required state graduation requirements as well as any additional school requirements necessary for the awarding of a VPS diploma.
- A graduating senior must be enrolled in a full VPS course schedule during the senior year, which may include approved concurrent enrollment, internships, or other approved off-campus opportunities. If a senior leaves VPS and enrolls in another school, the student automatically forfeits the right to participate in VPS graduation exercises unless otherwise approved by school administration.
- Financial obligations must be satisfied and cleared by the school prior to the issuing of a diploma, to the extent permitted by school policy.
- Passing grades must be earned in all required classes. Students may, upon prior approval by the appropriate school administrator, complete necessary coursework through summer school, credit recovery, concurrent enrollment, or another approved program in order to satisfy VPS graduation requirements.
- VPS strongly encourages students to exceed the minimum graduation requirements through pathway coursework, certifications, concurrent enrollment, internship experiences, and other college- and career-connected opportunities that strengthen postsecondary readiness.

## Credit Requirements

Subject	Credits
English	4 Credits
Math	3–4 Credits
Science	3 Credits
Social Studies	3 Credits
Oklahoma History	0.5 Credit
Government	0.5 Credit

Financial Literacy	0.5 Credit
Electives	Remaining Credits
<b>Minimum Total Required</b>	<b>23 Credits</b>

## Graduation Expectations

All graduates must also:

- complete required coursework
- meet credit requirements
- demonstrate academic progress and mastery
- complete pathway exposure and/or concentration requirements
- meet any additional graduation expectations adopted by VPS

VPS believes graduation should represent more than the completion of credits. A VPS graduate should leave prepared for college, career training, military service, employment, entrepreneurship, or another clearly defined postsecondary pathway.

## Academic Honors and Distinction

- VPS may recognize graduating students for academic excellence, pathway achievement, and overall performance.
- Students graduating with a cumulative weighted GPA of 3.50 or higher may graduate with an honors designation. VPS may use the following distinctions:
  - **Highest Honors — 4.0 and above**
  - **High Honors — 3.75–3.99**
  - **Honors — 3.50–3.74**
- VPS may also establish a Distinguished Scholar designation for students who demonstrate exceptional academic achievement and advanced preparation beyond minimum graduation requirements. Distinguished Scholar status may include expectations such as successful completion of concurrent courses, pathway concentration, industry certifications, internship participation, capstone work, or other advanced academic and career-connected accomplishments as determined by the school.
- Students earning Distinguished Scholar recognition may also qualify for additional honors distinctions based on GPA.
- All grades earned for high school credit through the fall semester of the senior year, including approved repeated courses, may be used in determining academic honors, class ranking, and related distinctions, according to VPS policy.
- VPS may recognize the top-ranking students in the graduating class based on cumulative academic performance. If VPS adopts valedictorian, salutatorian, or student speaker honors, those recognitions will be determined according to the school's class ranking procedures.

## Semester Honor Roll

VPS may also recognize students each semester for academic achievement.

Recognition	Requirement
President's Honor Roll	All A's
Principal's Honor Roll	All A's and B's

## Additional Academic Distinction

In addition to GPA-based honors, VPS may recognize students for excellence in areas such as:

- Pathway achievement
- Industry certification completion
- Leadership and professionalism
- Internship performance
- Capstone, portfolio, or presentation excellence
- Career readiness and applied success

VPS believes student recognition should reflect not only academic grades, but also growth, readiness, responsibility, and excellence in real-world learning experiences.

## ACADEMIC ACCELERATION

Students have unique academic, social, and cognitive strengths, needs, and interests, and therefore may require flexibility in academic rigor, pacing, and progression. One way VPS seeks to meet those needs is through the practice of academic acceleration. Academic acceleration is an educational intervention that allows a student to advance through curriculum or coursework at a faster pace or at a more rigorous level based on demonstrated readiness, mastery, and ability to succeed.

Because VPS uses a self-paced and mastery-based instructional model, opportunities for acceleration are built into the academic program. Academic acceleration at VPS is intended to provide appropriate challenge and growth, not speed for the sake of speed.

### Acceleration Options

When a student demonstrates readiness and mastery in a specific academic content area or pathway area, the student may be considered for one or more of the following acceleration options:

- **Content-based acceleration**, including:
  - faster course completion within the student's current grade level

- early demonstration of mastery
- enrichment or differentiation within the classroom
- advancement into higher-level coursework in a specific subject area
- increased project-based, pathway-based, or certification-based engagement
- concurrent enrollment or other approved advanced learning opportunities
- **Course-based or pathway-based acceleration**, including:
  - advancement to the next level of study in a sequential course or pathway
  - early access to college-level coursework, certifications, or career-connected learning experiences
  - expanded internship or workforce-based opportunities for students who have demonstrated readiness

## Proficiency Criteria

Upon the written request of a student, parent or guardian, teacher, or school administrator, a student may be given the opportunity to demonstrate proficiency in one or more areas of the curriculum for the purpose of acceleration or advancement.

Proficiency may be demonstrated through one or more of the following:

- Assessment or evaluation score of 90% or above
- Strong performance on course-based mastery assessments
- Successful completion of performance tasks, portfolio work, projects, presentations, or demonstrations of learning
- Qualifying ACT, SAT, placement, or other standardized test scores, when applicable and appropriate
- Teacher recommendation and evidence of consistent academic success
- Other school-approved evidence showing mastery and readiness for advancement

For pathway, lab, or applied courses, proficiency may also require demonstration of relevant practical, technical, or performance-based skills.

## Referral, Review, and Placement Procedure

Acceleration decisions will be made through a collaborative review process that considers the student's academic readiness, maturity, work habits, and ability to succeed in a more rigorous or faster-paced setting.

The process may include:

- Written referral or request from the student, parent or guardian, teacher, or school administrator
- Review of academic performance, work completion, pacing, and mastery evidence
- Review of attendance, behavior, and readiness for increased rigor
- Approval from school leadership to move forward with acceleration consideration
- Collaboration among the student, parent or guardian, teacher, counselor, if applicable, and school leadership regarding placement decisions

Acceleration placement decisions should take into account not only academic readiness but also the student's social, emotional, and overall educational needs.

## Course Credit

- Students in grades 9–12 who demonstrate sufficient proficiency in an approved high school course or course sequence may be given the opportunity to advance to the next level of study in the appropriate subject area.
- High school credit may be awarded in accordance with VPS policy when a student has met course requirements through approved mastery-based methods.
- Credit earned through approved accelerated coursework will count toward VPS graduation requirements.
- Students must generally progress through curriculum or pathway areas in a logical and sequential manner unless an exception is approved by school leadership.
- Failure to demonstrate proficiency will not be recorded on the transcript as a failing grade unless otherwise required by the grading or enrollment policy.

VPS reserves the right to determine whether mastery has been sufficiently demonstrated for advancement, credit awarding, transcript notation, or other academic decisions.

## Concurrent Enrollment

Concurrent enrollment provides eligible students with the opportunity to enroll in college-level coursework while still in high school. VPS supports concurrent enrollment for students who are ready for college-level expectations and whose coursework aligns with the student's graduation plan, pathway goals, and postsecondary plans.

## Eligibility Criteria

Students seeking concurrent enrollment may be expected to demonstrate:

- appropriate academic standing
- readiness for college-level work
- maturity and responsibility
- school approval
- completion of the required college or university application steps
- submission of ACT, SAT, placement, or other qualifying scores, if applicable

## Concurrent Enrollment Expectations

- Concurrent coursework must fit within the student's overall graduation plan.
- Concurrent courses must not interfere with required VPS coursework or successful progress toward graduation.
- Only courses approved in advance by VPS will be counted for high school credit.
- VPS will determine how concurrent credits apply toward graduation requirements.
- VPS will determine how grades from concurrent coursework are recorded on the transcript and whether they are included in GPA calculations, according to school policy.
- Students enrolled in concurrent coursework must follow all university, college, and VPS expectations regarding attendance, deadlines, academic honesty, and course completion.

Concurrent enrollment is viewed as a postsecondary readiness opportunity and an advanced academic option for students who are prepared to succeed in a college-level setting.

## **Academic Probation**

Students are expected to make consistent academic progress, maintain satisfactory performance, and remain on pace to complete coursework successfully. A student may be placed on academic probation when academic performance or progress indicates a significant need for intervention and support.

### **Grounds for Academic Probation**

A student may be placed on academic probation if:

- The student's cumulative GPA falls below 2.0
- The student falls significantly behind in required coursework or pacing
- Repeated missing, incomplete, or failing work occurs
- The student demonstrates an ongoing pattern of weak academic performance that places successful course completion at risk

### **Academic Probation Procedures**

When a student is placed on academic probation:

- The parent or guardian will be notified
- An academic support or improvement plan may be developed
- The student may be required to attend intervention sessions, Friday support, tutoring, or other assigned academic support
- Progress will be monitored closely by teachers and school leadership
- Continued eligibility for certain privileges, activities, or advanced opportunities may be reviewed

Failure to demonstrate sufficient improvement may result in:

- Additional academic interventions
- Loss of privileges
- Schedule adjustments
- Review of continued enrollment or placement

The purpose of academic probation is support, recovery, and student success. It is not intended to be purely punitive.

## **Academic Integrity**

Students are expected to complete all academic work honestly, responsibly, and in a manner that reflects their own learning. Academic integrity is an essential part of character, professionalism, and readiness for college, career, and life.

### **Violations of Academic Integrity**

Academic dishonesty includes, but is not limited to:

- cheating
- plagiarism

- unauthorized collaboration
- copying another person's work
- misuse of artificial intelligence tools or digital resources
- submitting work that is not the student's own
- falsifying, altering, or misrepresenting academic work

## Consequences

Consequences for academic dishonesty may include:

- a zero or reduced credit on the assignment or assessment
- required reteaching or reassessment
- disciplinary action
- loss of privileges
- additional consequences as determined by the teacher or school administration

Students may also be required to explain, defend, or verify submitted work when concerns arise regarding authenticity or ownership.

VPS treats academic integrity as more than an academic expectation. It is part of developing honesty, accountability, professionalism, and trustworthiness in all areas of student growth.

**VPS reserves the right to modify the Academic Acceleration, Concurrent Enrollment, Academic Probation, and Academic Integrity policies at any time.**

## GRIEVANCE AND PROBLEM RESOLUTION

### Grievance Policy

The following process will be followed for grievances at Visionary Pathways Schools (VPS). VPS is committed to addressing concerns in a fair, respectful, and timely manner and encourages direct communication and appropriate problem-solving at the lowest reasonable level.

### Grievance Process

- A grievance may be communicated by the complainant, including a parent, guardian, student, staff member, or other school community member, to the appropriate school leader through a formal grievance form, written statement, or email with the subject line "Grievance."
- The appropriate school leader will review and investigate the grievance.
- The school leader will determine whether the grievance has merit.
  - If merit is determined, the grievance and any recommended action may be reviewed with the Head of School, President, or other designated school leadership for further consideration and approval.
  - If no merit is determined, the complainant may submit the grievance in writing for appeal to the Head of School or other designated school administrator.
- The school leader or designated administrator will inform the complainant of the decision.
- If the complainant is not satisfied with the decision, the complainant may submit the grievance for appeal to the Board Chair for consideration. If the Board Chair determines that the appeal has merit, the matter may be referred to the full Board of Directors for review.
- The Board Chair or designee will inform the complainant of the final decision, with a copy maintained in the school's records as appropriate.

## **Administrative Review**

The administrative review of a grievance may include at least three (3) appropriate individuals, depending on the nature of the concern and the school's staffing structure. These individuals may include:

- President
- Head of School
- Dean or other designated school leader
- Default substitute – Board Member or other designated school representative

## **Adjustments for Special Circumstances**

When a grievance involves an individual who would normally participate in the grievance process, or a family member of such an individual, appropriate adjustments will be made to ensure fairness and impartiality.

### **If a grievance involves the Head of School, President, or a family member of either:**

- The Board Chair will oversee or assign the investigation.
- A Board Member or other neutral designee may substitute for the administrative review role.

### **If a grievance involves a Dean, administrator, or family member of such individual:**

- A different designated school leader will conduct the investigation.
- A neutral substitute may be appointed as needed for any review role.

VPS encourages the prompt resolution of concerns through respectful communication and values a process that seeks clarity, fairness, and appropriate resolution rather than unnecessary escalation.

## **Right of Access to Records**

The Family Educational Rights and Privacy Act (FERPA), sometimes referred to as the Buckley Amendment, grants parents and eligible students certain rights of access to student education records. At Visionary Pathways Schools (VPS), access to education records will be granted within forty-five (45) days of a written request. Such requests should be submitted to the **Head of School** or other designated school administrator.

Available records may include, but are not limited to:

- grades
- report cards and transcripts
- evaluations
- attendance records
- disciplinary records, as permitted
- standardized or other assessment results
- other education records maintained by the school

Parents or guardians may also request that student records be released to persons, schools, agencies, or institutions outside of VPS, subject to applicable law and school procedures. VPS

reserves the right, to the extent permitted by law and school policy, to hold records because of unmet financial obligations.

## **Family Educational Rights and Privacy Act (FERPA)**

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 schools that receive funds under an applicable program of the U.S. Department of Education. VPS recognizes the importance of student privacy and will maintain student records in accordance with applicable law and school policy.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as eligible students.

### **Rights Under FERPA**

- **Right to inspect and review records**

Parents or eligible students have the right to inspect and review the student's education records maintained by VPS. VPS is not required to provide copies of records unless, for reasons such as distance or other practical limitations, it is not possible for the parent or eligible student to review the records in person. VPS may charge a reasonable fee for copies, if permitted.

- **Right to request amendment of records**

Parents or eligible students have the right to request that VPS correct education records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If VPS decides not to amend the record, the parent or eligible student may request a hearing. If, after the hearing, VPS still decides not to amend the record, the parent or eligible student may place a written statement in the record setting forth his or her view concerning the contested information.

- **Right to consent to disclosures**

In general, VPS must have written permission from the parent or eligible student before releasing information from a student's education record. However, FERPA permits disclosure without consent in certain circumstances allowed by law.

### **Disclosures Allowed Without Consent**

FERPA permits schools to disclose education records, without consent, to the following parties or under the following conditions, as provided by law:

- School officials with a 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
- State and local authorities, within a juvenile justice system, pursuant to specific state law

## **Directory Information**

VPS may designate certain information as directory information, which may be disclosed without prior written consent unless the parent or eligible student requests otherwise within the time allowed by the school. Directory information may include:

- student name
- address
- telephone number
- date and place of birth
- dates of attendance
- honors and awards
- participation in officially recognized activities
- grade level

VPS will provide parents and eligible students notice regarding directory information and will allow a reasonable period of time for the parent or eligible student to request that such information not be disclosed.

## **Annual Notice of Rights**

VPS will notify parents and eligible students annually of their rights under FERPA. This notice may be provided through the student-parent handbook, written notice, enrollment materials, electronic communication, or other school publications.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. The Federal Compliance Office may also be contacted at the following address: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-8520.

## **CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY**

The administration believes in the importance of close working relationships with families. This is especially critical with regard to every student's safety, health, and security. As a result, all parents are required to notify the school promptly of any changes in address, phone numbers (home, work, or mobile), employment information, or custodial arrangements that may occur during the school year.

## **CHILD CUSTODY**

VPS will provide school records, upon request, to either parent unless the school has been provided with a copy of a court order stating otherwise. It is the responsibility of the parents to provide the school with updates regarding any court orders.

Only the custodial parent will be allowed to check a child out of school unless VPS has been otherwise notified in writing or provided with legal documentation authorizing another individual to do so.

## **TEXTBOOKS**

Students are responsible for the textbooks issued to them. Damage to a textbook or loss of a book will require reimbursement. Payment must be received before a replacement book will be issued.

The classroom teacher or media center coordinator will issue books. The teacher or media center coordinator will record the student's name and the condition of the book inside the front cover using the following scale: N = New, G = Good, F = Fair, and P = Poor.

## **CONTAGIOUS SYMPTOMS, ILLNESS, OR INJURY**

Parents and guardians are expected to keep students who are ill at home in order to protect the health and safety of the school community. In general, a student should remain at home until fever-free for at least twenty-four (24) hours without the use of fever-reducing medication and until symptoms have improved sufficiently for the student to participate in school.

If a student becomes ill or is injured during the school day, the school will contact the parent, guardian, or authorized emergency contact, and the student may be sent home if the school determines that the student is not well enough to remain at school.

Symptoms or conditions that may require a student to be sent home include, but are not limited to:

- fever
- vomiting
- diarrhea
- untreated impetigo
- undiagnosed or contagious rash
- ringworm
- head lice or body lice
- conjunctivitis
- scabies
- other symptoms or conditions that may present a health or safety concern

For certain contagious conditions, VPS may require a doctor's note or other appropriate documentation before the student returns to school.

If emergency medical services are required, VPS may call 911. Parents or guardians are responsible for any costs associated with emergency medical response or transport.

## **MEDICATIONS**

Students may not carry medication on campus unless specifically authorized by the school in accordance with applicable policy, law, or an approved medical plan. All medications must be checked in through the school office or other designated school personnel.

A record will be kept of medications administered by the school. Students found with unauthorized medication in their possession will be subject to administrative review and appropriate disciplinary action.

Prescription medication may not be administered unless it is provided in the original container with the student's name, prescribing information, and instructions for administration. Over-the-counter medication must also be provided in its original container and in accordance with school requirements.

VPS requires that a completed and signed Medication Consent Form be on file before any medication may be administered by the school.

## **DISTRIBUTION OF PUBLICATIONS**

No publications, surveys, flyers, invitations, announcements, or other printed materials may be distributed on campus or in classrooms without prior approval from school administration. Any approved materials distributed at school must clearly indicate the person, group, or organization responsible for the distribution.

## **BIRTHDAYS AND CELEBRATIONS**

Birthdays are a special occasion, and VPS may allow families to provide treats or small classroom acknowledgments when approved in advance by the teacher or school administration. Families should check with the school regarding any food guidelines, allergy considerations, or classroom procedures before sending treats.

If birthday invitations or similar materials are distributed at school, families must follow the Distribution of Publications policy. Invitations distributed at school should include the entire class or another clearly inclusive group in order to avoid disruption or exclusion.

## **SCHOOL CANCELLATIONS**

If school is canceled, dismissed early, delayed, or otherwise affected due to weather conditions, facility issues, emergencies, or other circumstances, VPS will notify families through the school's usual communication methods, which may include email, text message, phone call, website notice, social media, or local media outlets, as appropriate.

Parents and guardians are responsible for monitoring school communications when weather or other conditions may affect the school schedule.

## **LOST AND FOUND**

Students who find lost items should turn them in to the school office or other designated location. Unclaimed items may be donated, discarded, or otherwise removed after a reasonable period of time.

## **DRILLS AND EMERGENCY PROCEDURES**

Students, teachers, and other school personnel will participate in emergency drills and safety procedures as required by law and school policy. These may include, but are not limited to:

- fire drills
- tornado drills

- lockdown drills
- evacuation drills
- other emergency response procedures

When an alarm is sounded or an emergency procedure is announced, students must follow staff directions promptly, quietly, and in an orderly manner. Emergency instructions will be posted in classrooms and reviewed with students as appropriate.

## **CODE OF CONDUCT**

The purpose of the Code of Conduct is to provide students at Visionary Pathways Schools (VPS) with a safe, structured, and effective learning environment. Students are expected to conduct themselves in a manner that reflects respect for themselves, others, and the school community. The VPS Code of Conduct is grounded in respect, responsibility, safety, integrity, and professionalism.

Critical elements of this expectation include the following:

- Students will act in accordance with the safety rules of the school at all times.
- Students will not disrupt classroom instruction, school operations, internships, or the learning environment.
- Students will act in accordance with school policies, procedures, and classroom expectations.
- Students will respect their peers, teachers, staff, visitors, and the VPS community.
- Students will demonstrate honesty, accountability, and appropriate behavior in academic, social, and career-connected settings.
- Students will conduct themselves in a manner that supports a positive school culture and reflects readiness for college, career, and life.

Violations of the Code of Conduct or other school rules, policies, and expectations may subject the student to disciplinary action.

### **Conduct and School Culture**

VPS is committed to preparing students not only academically, but also personally and professionally. Students are expected to behave in ways that support a respectful, productive, and safe school environment. Because VPS includes career-connected learning, workplace readiness, and community partnerships, student behavior is expected to reflect maturity, professionalism, and sound judgment.

VPS reserves the right, at the discretion of school administration, to deny admission, place a student on behavioral or disciplinary probation, or discontinue enrollment when a student demonstrates a pattern of conduct that substantially interferes with the educational environment, compromises safety, or is inconsistent with the mission, policies, and expectations of the school.

At the same time, VPS recognizes that growth and learning include mistakes. Students are encouraged to raise questions, seek support, and communicate concerns appropriately with teachers, counselors, and school leadership.

## **Discipline System for Secondary Students**

Minor violations of school rules, procedures, or expectations may result in progressive disciplinary consequences. VPS may track repeated minor behavior concerns throughout the school year and respond with increasing levels of intervention and accountability. Disciplinary measures may include, but are not limited to:

- Teacher warning or redirection
- Parent contact
- Reflective assignment or behavior reflection form
- Lunch detention
- Before-school or after-school accountability time
- Behavioral probation
- In-school suspension
- Out-of-school suspension
- Loss of privileges
- Dismissal from school

Repeated minor offenses may result in an office referral and increasingly serious consequences. VPS reserves the right to determine when repeated behavior demonstrates a pattern that requires more formal intervention.

Examples of minor offenses may include, but are not limited to:

- Repeated tardiness
- Dress code violations
- Electronic device violations
- Minor technology misuse
- Parking or driving violations
- Minor classroom disruption
- Inappropriate language
- Public displays of affection
- Failure to follow school procedures

Some minor offenses may also require immediate correction or compliance before the student returns to class.

### **Dress Code Violations**

Students are expected to comply with the VPS dress code at all times. Dress code violations must be corrected promptly. If a student is unable to come into compliance in the classroom or school setting, the student may be referred to the office, and a parent or guardian may be contacted if necessary.

### **Serious Disciplinary Offenses**

Serious disciplinary offenses may result in immediate office referral and may be addressed outside of the progressive discipline system. Consequences for serious offenses may begin at a higher level and may include suspension, behavioral contract, disciplinary probation, removal from activities, or dismissal for a first offense when warranted.

Serious disciplinary offenses include, but are not limited to:

- Verbal or physical altercations
- Bullying, harassment, intimidation, or threats
- Cyberbullying or misuse of digital platforms to harm others
- Cheating, plagiarism, falsification of documents, or other academic dishonesty
- Inappropriate or unsafe use of technology
- Repeated or deliberate classroom disruption
- Insubordination or serious disrespect toward staff or students
- Gambling
- Possession of a weapon or dangerous object
- Profane, vulgar, abusive, or threatening language
- Sexual misconduct
- Theft
- Vandalism or destruction of school or personal property
- Throwing objects in a dangerous or disruptive manner
- Truancy or leaving school, class, internship, or assigned area without permission
- Possession, use, distribution, or being under the influence of alcohol, illegal substances, tobacco, vaping products, or drug paraphernalia
- Behavior that endangers the safety, welfare, or rights of others
- Behavior that is substantially contrary to the mission, expectations, or professional standards of VPS

Students may also be held financially responsible for repair or replacement costs related to vandalism, destruction, or loss of school property.

## **Bullying and Harassment**

Bullying will not be tolerated at VPS. Bullying includes, but is not limited to, intimidation, name-calling, threats, racial or ethnic slurs, derogatory remarks, social exclusion, physical aggression, or online behavior intended to harm, humiliate, or control another person. Students may not engage in bullying, encourage bullying, assist others in bullying, or ignore serious safety concerns when reporting is appropriate.

A substantiated incident of bullying or harassment may result in disciplinary action up to and including dismissal from school.

## **Administrative Discretion**

School administration reserves the right to determine the appropriate disciplinary response based on the nature, severity, frequency, and context of the behavior. Nothing in this policy prevents VPS from taking immediate action when student conduct threatens safety, disrupts learning, damages property, or undermines the mission and standards of the school.

# **DISCIPLINE STRATEGIES**

Visionary Pathways Schools (VPS) believes student discipline should be corrective, restorative, and instructional whenever possible. The purpose of discipline is to protect the learning environment, promote accountability, repair harm, restore relationships, and help students develop the character, professionalism, and decision-making skills necessary for success in school, work, and life.

Disciplinary responses will be determined based on the nature, severity, frequency, and impact of the behavior, as well as the student’s disciplinary history and willingness to participate in corrective action. VPS may use one or more of the following strategies. This list is not exhaustive.

### Restorative and Corrective Discipline Strategies

Strategy	Description	Possible Use
<b>Restorative Conversation</b>	A structured conversation with the student to address the behavior, reflect on its impact, and identify more appropriate choices moving forward.	Minor misconduct, conflict, classroom disruption, disrespect, peer issues
<b>Apology or Restorative Action</b>	The student may be required to offer an apology or complete another appropriate restorative action to acknowledge harm and begin rebuilding trust. Apologies may be written, verbal, private, or facilitated by staff, depending on the circumstances.	Situations involving disrespect, interpersonal harm, or damage to relationships
<b>Reflection Form / Think Sheet</b>	A written reflection is used to help the student consider what occurred, who was affected, what should have been done differently, and how to make a better choice in the future.	Minor or repeated behavior concerns, classroom misconduct, accountability support
<b>Parent/Guardian Conference</b>	A conference with the student, parent or guardian, teacher, counselor, or administrator to discuss concerns, review expectations, and establish a plan for improvement.	Repeated misconduct, emerging patterns, or situations requiring family partnership
<b>Restorative Conference</b>	A facilitated meeting involving the student and other affected parties, when appropriate, to discuss harm, rebuild relationships, and create a plan for repair and future success.	Conflict, peer harm, classroom/community disruption, relational issues

<b>Before- or After-School Accountability Time</b>	Assigned time before or after school for reflection, academic completion, restorative assignments, or school community service.	Repeated minor violations, missed responsibilities, and corrective accountability
<b>Behavioral Support Plan</b>	A formal plan is developed to address repeated misconduct or ongoing concerns through goals, interventions, monitoring, and support.	Continued behavioral concerns, repeated referrals, pattern of misconduct
<b>Behavioral Probation</b>	A probationary period during which the student is expected to demonstrate improvement and comply fully with behavioral expectations. Additional misconduct during this period may result in more serious consequences.	Significant or repeated misconduct, failure to improve after interventions
<b>Loss of Privileges</b>	Temporary restriction from extracurricular activities, leadership opportunities, special events, campus privileges, or other nonessential activities.	Repeated misconduct, probation status, failure to meet behavior expectations
<b>In-School Suspension (ISS)</b>	Temporary removal from the regular school environment while the student remains on campus under supervision to complete academic work, reflection activities, restorative tasks, and/or school service.	More serious misconduct or repeated behavior requiring structured intervention
<b>Out-of-School Suspension (OSS)</b>	Temporary removal from school for serious misconduct or repeated violations. The student may be required to complete schoolwork and reentry requirements before returning.	Serious or unsafe behavior, repeated significant violations

<b>Expulsion / Dismissal</b>	Removal from VPS due to serious misconduct, repeated violations, or behavior that substantially interferes with school safety, operations, or mission.	Severe offenses, criminal conduct, serious safety threats, chronic misconduct
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## Restorative Expectations

When appropriate, VPS will prioritize restorative responses that help students:

- Reflect on their actions
- Understand the impact of their behavior on others
- Take responsibility for harm caused
- Repair relationships when possible
- Develop better choices and habits moving forward

Restorative practices do not eliminate consequences. Rather, they are intended to strengthen accountability by requiring students to confront the impact of their behavior and actively participate in making things right.

## Behavioral Probation

A student may be placed on behavioral probation when the school determines that repeated or significant misconduct requires a more formal intervention. Behavioral probation may include:

- A written behavior improvement plan
- Specific expectations and goals
- Parent or guardian conference
- Regular check-ins with school staff
- Temporary loss of privileges
- Review of eligibility for extracurricular activities, internships, leadership opportunities, or special events

Any additional misconduct during the probationary period may result in stronger disciplinary action, including suspension or review of continued enrollment.

## In-School Suspension

In-school suspension is intended to provide a structured setting in which the student can continue academic work while also reflecting on behavior and participating in corrective or restorative activities. During ISS, the student may be required to:

- Complete classroom assignments
- Complete a reflection or restorative task
- Participate in school community service when appropriate
- Comply with all supervision and behavioral expectations

Students assigned to ISS may be restricted from extracurricular activities or other privileges during the period of placement.

## **Out-of-School Suspension**

A student assigned out-of-school suspension may not attend school or school activities during the suspension period unless specifically authorized by school administration. The student may be required to:

- Complete the assigned academic work
- Communicate with teachers as directed
- Participate in a reentry conference upon return
- Satisfy any restorative or corrective requirements established by the school

Failure to meet reentry expectations may affect the student's return to the regular school program.

## **Expulsion or Dismissal**

Serious misconduct, repeated violations, criminal behavior, or conduct that threatens the safety, order, or mission of the school may result in expulsion, dismissal, or discontinuation of enrollment. While VPS seeks to use restorative and corrective interventions whenever appropriate, the school reserves the right to take immediate action when the severity of the behavior warrants it.

## **BULLYING**

Visionary Pathways Schools (VPS) is committed to providing a safe, respectful, and inclusive learning environment for all students. Bullying, harassment, intimidation, and threatening behavior will not be tolerated on campus, at school-sponsored events, during transportation, in internships or other school-related placements, or through electronic communication when such conduct impacts the school environment.

VPS expects students to treat others with dignity and respect both on and off campus when their behavior affects the safety, well-being, or educational experience of other students or the school community. The school may address bullying behavior that occurs off campus when it creates a substantial disruption to the learning environment or interferes with a student's ability to feel safe and supported at school.

Bullying may include, but is not limited to:

- Verbal abuse, name-calling, mocking, or threatening language
- Social exclusion, humiliation, or intentional intimidation
- Physical aggression or unwanted physical contact
- Cyberbullying through text messages, social media, email, or other digital platforms
- Racial, ethnic, gender-based, disability-based, or other derogatory comments or conduct
- Encouraging, assisting, or participating in the bullying of another student

VPS will respond to reports of bullying promptly and in accordance with applicable law and school policy. Students are expected to report bullying or safety concerns to a teacher, counselor, administrator, or other trusted school official. Retaliation against a person who reports bullying or participates in an investigation is prohibited.

Substantiated bullying may result in restorative interventions, disciplinary action, behavioral probation, suspension, or dismissal, depending on the severity, frequency, and impact of the behavior.

## **PROPERTY DAMAGE**

Any student who destroys, damages, removes, defaces, misuses, or trespasses upon school property or the property of another person, business, or organization may be subject to disciplinary action.

Consequences may include restorative action, disciplinary consequences, and financial responsibility for the repair or replacement of damaged or lost property. VPS reserves the right to require restitution for any damage caused by a student.

## **SUBSTANCE ABUSE POLICY**

Students may not possess, use, transmit, sell, distribute, be under the influence of, or attempt to distribute any of the following on school property, at school-sponsored activities, during transportation, at internships or other school-related placements, or in any setting connected to the school program:

- Alcohol
- Illegal drugs or controlled substances
- Prescription medication used in violation of school policy or without authorization
- Over-the-counter medication used improperly or for non-medical purposes
- Tobacco, nicotine products, vaping devices, or related paraphernalia
- Any substance represented to be a drug, alcohol, or other prohibited substance

The same prohibition applies to the sale, transfer, or attempted transfer of such substances or items. Such conduct will not be tolerated and may result in disciplinary action up to and including suspension, dismissal, referral to law enforcement, or other appropriate action.

Students who have knowledge of prohibited substance-related activity that threatens safety or violates school policy are expected to report the concern to school administration or another appropriate adult.

Substances or items represented to be drugs, alcohol, or other prohibited substances will be treated as such for purposes of school discipline.

When appropriate, VPS reserves the right to require a student to participate in an assessment, approved counseling, substance abuse intervention, or other supportive measures as a condition of continued enrollment. VPS may also require drug or alcohol testing, at the family's expense, when permitted by law and when school administration determines that such action is appropriate under the circumstances.

## **STUDENT COMMUNICATIONS**

Visionary Pathways Schools (VPS) is committed to maintaining clear, professional, and appropriate communication between school personnel, students, and families. Communication between school personnel and students must support the educational program, protect student safety, and comply with applicable law.

In accordance with Oklahoma law, school personnel who engage in electronic or digital communication with an individual student must include the student's parent or guardian in the communication unless the communication occurs on a school-approved platform and relates to

school or academic matters. Electronic or digital communication includes, but is not limited to, email, text messages, direct messages, social media messages, instant messages, and messages sent through software applications or other digital means.

Whenever possible, VPS employees are expected to use school-approved platforms, systems, or applications for communication with students. In the event of an emergency, an exception may be made when necessary, with parent or guardian notification to follow as appropriate. VPS may also require training for employees regarding student communication expectations and reporting requirements.

## **ELECTRONIC DEVICES**

VPS recognizes that technology can support communication, collaboration, and productivity in the learning environment. VPS may provide students with school-issued devices, platforms, programs, and digital tools that support academic instruction and career-connected learning. Students are expected to use all school-issued technology responsibly and in accordance with school policy.

Students may be held financially responsible for damage to or loss of school-issued electronic devices, chargers, accessories, or related materials. Students may not substitute a personal laptop, tablet, or other device for a school-issued device unless specifically authorized by the school.

To reduce distractions and maintain focus on learning, VPS may restrict or prohibit student use of personal electronic devices during the school day. Oklahoma's model policy supports a bell-to-bell restriction on personal device use, with limited exceptions for health, safety, or school-authorized purposes.

Unless otherwise authorized by VPS, the following expectations apply:

- Personal cell phones, smart watches, earbuds, headphones, and similar electronic devices may not be used during class, in restrooms, during instructional transitions, or in any setting where use interferes with learning, supervision, safety, or school operations.
- If students bring personal devices to school, the devices must be powered off or placed in a school-designated mode and stored in the student's backpack, locker, pouch, or other designated location unless permission for use is granted by school personnel.
- Students may not use personal devices to photograph, record, post, transmit, or share images, video, or audio of themselves or others in a way that violates school policy or constitutes bullying, harassment, intimidation, or invasion of privacy.
- Students may use personal devices after the school day ends, as permitted by the school, for transportation coordination or parent communication.
- If a student needs to contact a parent or guardian during the school day, the student should do so through the school office or another school-approved process.
- In the event of a school-wide emergency, VPS will communicate with families through approved school communication systems.

Students who violate the electronic device policy may be subject to confiscation of the device, parent pickup requirements, loss of privileges, disciplinary action, or other consequences determined by school administration.

Students with documented medical, accessibility, or accommodation needs that require the use of a cell phone, smart watch, or similar device may be granted an exception consistent with medical documentation, a health plan, an IEP, a 504 Plan, or other approved school documentation.

## **TECHNOLOGY USAGE**

VPS authorizes students to use technology owned, leased, or otherwise provided by the school as necessary for instructional and school-related purposes. The use of school technology is a privilege, not a right, and is subject to the conditions and restrictions set forth in the student handbook, technology agreement, and any acceptable use policy adopted by the school.

VPS expects all students to use technology responsibly, safely, lawfully, and in a manner consistent with the school's academic and behavioral expectations. The school reserves the right to monitor, limit, suspend, or revoke access to school technology, networks, platforms, or accounts at any time and for any reason consistent with school policy and applicable law.

The school may place reasonable restrictions on the websites, applications, files, materials, and information that students may access using school technology. Inappropriate use of school technology may result in disciplinary consequences, loss of access privileges, financial responsibility for damages, or additional action as determined by school administration.

Students and parents or guardians may be required to sign a Technology Use Agreement or Acceptable Use Agreement acknowledging that they have read, understand, and agree to comply with the school's technology expectations.

## **SOCIAL MEDIA**

VPS recognizes the popularity of social networking applications such as Snapchat, Facebook, Instagram, TikTok, X (Twitter), and other similar platforms. Students should use extreme caution when posting on such sites. Students are representatives of Visionary Pathways Schools, and all posts should reflect themselves, the school, employees, other students, and families in a respectful and appropriate manner.

As a general rule, students should consider all social media postings to be public. Students may not use electronic devices to take, post, share, or distribute pictures, videos, or recordings of teachers, staff, or other students without permission, except as authorized for school-related purposes. Students must not use social media or other digital platforms as a way to hurt, offend, threaten, harass, bully, intimidate, demean, or embarrass another person.

The administration may require parent or guardian involvement in the disciplinary process, including communication with other parties involved when appropriate. Students who post, transmit, create, or share inappropriate media or content may be subject to disciplinary action up to and including suspension or dismissal from VPS.

VPS reserves the right to address student conduct occurring through social media or other electronic communication, whether on or off campus, when such conduct disrupts the school environment, interferes with the rights or safety of students or staff, or is otherwise inconsistent with school policy.

### **Copyright, Work for Hire, Donation, and Assignment Agreement**

Students and parents or guardians who participate in or assist with any VPS media-related organization, class, project, or activity, including but not limited to Digital Media, school-related social media activities, school publications, marketing materials, photography, video production, technology

projects, presentations, capstone work, pathway projects, or other class projects (collectively, the “Media Activities”), agree as follows:

- All photographs, videos, motion pictures, audiovisual works, literary works, musical works, graphic designs, compilations, artwork, layouts, designs, digital content, branding materials, and other creative works created by students while participating in Media Activities (the “Works”), and all intellectual property rights developed or created by students with respect to such Works, are and shall be deemed to be works made for hire to the fullest extent permitted by law and shall be owned by VPS.
- In the event that any Work created or used in connection with a Media Activity is determined not to be a work made for hire for any reason, students hereby donate such Work to VPS and irrevocably convey, transfer, and assign to VPS all right, title, and interest in and to the Work, including all rights in any derivative works that may be made from it, and VPS hereby accepts such donation, conveyance, transfer, and assignment.
- In the event that any Work, or any part thereof, is determined not to be a work made for hire and is also not assignable, students hereby grant VPS a fully paid, royalty-free, worldwide, perpetual, irrevocable license to use, reproduce, distribute, display, publish, modify, and create derivative works from such Work for educational, promotional, operational, archival, or other school-related purposes.
- Students shall cooperate with VPS and execute any additional documents that may from time to time be requested by VPS in order to evidence, protect, confirm, or register VPS’s rights in any Work, including documents related to copyright registration or other intellectual property filings.
- Students shall ensure that VPS has original and digital copies of all Works created in connection with Media Activities. In addition, if students or VPS use any third-party service to store, share, or publish the Works in connection with Media Activities, including but not limited to online storage services, social media platforms, websites, or image-sharing services, students agree to ensure that VPS maintains access to and control over such services as appropriate, including by providing usernames, passwords, files, and other access information necessary for school use and continuity.

Nothing in this section limits VPS’s right to use student-created work for school publications, websites, presentations, recruiting, marketing, fundraising, exhibitions, archives, or other school-related purposes.

## **PERSONAL ITEMS**

VPS is not responsible for the loss, theft, or damage of any items brought from home. Students bring personal items to school at their own risk.

Personal items, toys, and non-school-related electronic devices that are not permitted under school policy are not allowed at school. Any item that becomes a distraction, creates disruption, interferes with learning, or poses a safety concern may be confiscated and held until a parent or guardian retrieves it, or otherwise handled according to school policy.

## **DANGEROUS WEAPONS POLICY**

It is the policy of VPS to absolutely prohibit the use, threat, possession, or display of dangerous weapons and related instrumentalities, including bullets, shells, gunpowder, explosives, or similar materials, on school premises or at school-sponsored functions. Any student who brings a firearm or

weapon onto school premises or to a school-sponsored function shall be referred to the appropriate law enforcement or juvenile authorities when required by law. This policy is applicable to all students without regard to age or grade.

## **A. Gun or Device Capable of Discharging or Throwing Projectiles**

The term, as defined in this policy, shall include, but not be limited to:

- rifles, pistols, or shotguns of any type or caliber,
  - BB guns, pellet guns, air pistols, or airsoft guns,
  - dart guns, blow guns, potato launchers, or similar devices,
  - and any other device the purpose of which is to throw, discharge, fire, or launch objects, bullets, shells, pellets, or projectiles.
1. The use, display, threat, or possession of any gun, weapon, or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the VPS campus, parking lots, school premises, or during school-sponsored or school-authorized activities, functions, or events shall result in immediate out-of-school suspension of all students involved for a period of time that may be not less than one calendar year, in compliance with applicable Oklahoma law. However, the Head of School, President, or designee may modify the suspension requirement on a case-by-case basis when clearly extenuating circumstances exist.
  2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays, threatens to use, or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may also be subject to suspension out of school for not less than one calendar year or other disciplinary action as determined by the administration and permitted by law.

## **B. Facsimile of Gun**

Any student who has a facsimile of a gun, including a cap gun, toy gun, water gun, replica firearm, or any other item resembling a gun, in his or her possession at school, on school property, or at any school-sponsored or school-authorized event will be subject to disciplinary action as follows:

1. Parent(s) or guardian(s) will be notified.
2. The student may be suspended out of school.
3. If harm, threat, intimidation, or disruption occurs, the student may be dealt with in the same manner as a student possessing an actual gun or weapon.

## **C. Knives, Weapons, or Other Dangerous Devices**

The term “**knife, weapon, or device**” shall include, but not be limited to:

1. knives of all sizes and types,
2. brass knuckles, chains, clubs, sharp instruments, or similar objects,
3. explosives, bombs, combustible fluids or materials, firecrackers, chemicals, poisons, or spray paint,
4. and any knife, weapon, or device, the use, threat, or purpose of which is to cause personal injury or property damage.
5. The use, display, threat, or possession of any kind of knife, weapon, or device capable of stabbing, cutting, injuring, maiming, or disfiguring another person, or damaging property, on the VPS campus, parking lots, school premises, or during school-sponsored or school-authorized activities, functions, or events, shall be subject to disciplinary action.

6. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays, threatens to use, or possesses a knife, weapon, or device capable of causing personal injury or property damage in violation of this policy may also be subject to the same disciplinary action as the student who actually uses, displays, possesses, or threatens to use such knife, weapon, or device.

7. For students identified under paragraphs C(1) and C(2), the following disciplinary actions may result for all students involved:

**a. Warning**

A warning may be given when the knife, weapon, or device:

- has not been displayed or used in a threatening manner,
- has not caused harm, injury, destruction, or damage,
- is a knife or device commonly used or carried for purposes other than as a weapon,
- no verbal threat to use such knife, weapon, or device in an inappropriate manner preceded the possession,
- and the student has no prior school disciplinary record involving physical violence, aggression, injury, damage, or threats.

**8. b. Out-of-School Suspension**

Suspension out of school for not less than ten (10) school days and not more than two (2) semesters may occur under any of the following conditions:

- The student has previously been warned not to bring such knife, weapon, or device onto school property or to school events,
- the knife, weapon, or device is one not commonly carried and is used, intended, or designed for the purpose of causing physical injury or property damage,
- or the particular circumstances surrounding the use or possession of the knife, weapon, or device reflect that such possession posed a danger to persons or property.

**9. c. Automatic Long-Term Suspension**

Suspension out of school for not less than the current semester and not more than the current and ensuing semesters may occur under any of the following conditions:

- the knife, weapon, or device was used or displayed in a threatening manner,
- the knife, weapon, or device caused harm, injury, destruction, or damage to persons or property,
- the student threatened another person with harm or physical injury using a knife, weapon, or device,
- or the student has a prior school disciplinary record involving violence, aggression, injury, damage, or threats.

VPS reserves the right to take any additional action required by law or deemed necessary to protect the safety and welfare of students, staff, and the school community.

## **STUDENT ACTIVITIES**

Student groups, clubs, organizations, and activities must be under the supervision of a VPS employee, sponsor, coach, teacher, or other school-approved adult. The sponsor and school administration must provide approval for all school-sponsored programs, projects, meetings, events, and social activities.

All student activities conducted in the name of VPS must be consistent with the mission, policies, procedures, and expectations of the school. VPS reserves the right to approve, deny, postpone, modify, or cancel any activity, event, or program as deemed appropriate.

Students participating in a school activity during school hours that requires transportation to another campus, worksite, internship location, event site, or other off-campus location must travel by transportation provided, arranged, or approved by VPS, unless otherwise authorized in writing by school administration.

Participation in student activities may also be subject to eligibility requirements related to behavior, attendance, academic standing, financial obligations, and compliance with school policy.

## ATTENDANCE

### Absence Policy

Regular attendance is essential to student success at Visionary Pathways Schools (VPS). Because VPS emphasizes academic progress, mastery, professional habits, and participation in career-connected learning, students are expected to attend school consistently and arrive on time each day.

Absences, whether excused or unexcused, may count toward attendance limits established by the school. However, if a student is absent for multiple days due to an extended illness, surgery, hospitalization, or other serious circumstance, those absences may be reviewed through an appeal process. The parent or guardian must submit a written appeal to the school office along with appropriate documentation, such as a doctor's note verifying the dates and reason for the absence. All attendance appeals are subject to administrative review and approval.

- **High School (Grades 9–12)** – Students must be present for more than one-half of the scheduled class period in order to be counted present for that class. Because VPS may utilize block scheduling, absences may be tracked by class periods or blocks rather than by full day. A student may not exceed the number of absences established by VPS in any given class per semester and still remain in good attendance standing. Excessive absences may result in attendance probation, loss of credit, or other intervention, unless an appeal is approved.
- **Internship, Off-Campus, or Workforce Learning Days** – Students participating in approved internship, job shadowing, work-based learning, concurrent enrollment, or other off-campus educational opportunities are expected to attend and participate as scheduled. Failure to attend an approved off-campus placement without authorization may be treated as an absence and may also affect continued eligibility for that placement.
- **Extracurricular Activities and Events** – Students may not participate in extracurricular activities, school events, leadership activities, internships, or other school-sponsored programs on a day when they have been absent for more than one-half of the school day, unless an exception is granted by school administration. Students on attendance probation may also be restricted from participation in extracurricular or optional activities.
- **College Visit Days** – VPS may allow eligible students to take approved college visit days. Seniors may be allowed up to two (2) college visit days per school year, and juniors may be allowed up to two (2) college visit days per school year, subject to school approval. Requests for college visit days must be submitted in advance according to school procedures and may require documentation from the college or university. College visit days, when properly approved and documented, may be coded as excused absences. Freshmen and sophomores

are generally not eligible for college visit days unless specifically approved for a school-related purpose.

## **Tardy Policy**

Students are expected to arrive at school and to each class on time.

- Students who arrive late to school must sign in through the school office or designated attendance location before reporting to class.
- Students who arrive late to class may be counted tardy.
- Repeated tardiness may result in disciplinary action, parent contact, assigned intervention, detention, or attendance consequences.
- Students who are significantly late to class, as determined by school policy, may be counted absent for that class period.
- Excessive tardies may convert to absences and may also result in additional disciplinary action.

## **LUNCH**

VPS may provide on-campus lunch procedures and, where approved, limited off-campus lunch privileges for eligible students.

Students may leave campus for lunch only with prior written parent or guardian approval and only if permitted by VPS policy. Off-campus lunch privileges may be limited to certain grade levels, such as juniors and seniors, and may require completion of an approved off-campus lunch form.

Off-campus lunch is a privilege, not a right, and may be revoked at any time due to attendance concerns, tardiness, behavior, academic standing, safety concerns, or failure to follow school rules.

## **VEHICLES**

Students who drive to campus must register their vehicles with the school office if required by VPS. Students must park only in designated student parking areas and must follow all campus traffic and parking rules.

When on campus, students may access their vehicles only for approved transportation purposes unless otherwise authorized by school personnel. Students may not remain in or return to their vehicles during the school day without permission.

Students who fail to observe school vehicle, traffic, or parking rules may be subject to disciplinary action, loss of parking privileges, or other consequences.

VPS is not responsible for damage to or theft of vehicles or their contents while on or off campus.

During school hours, students may not transport other students without written parent or guardian permission and school approval, except as otherwise authorized by VPS for school-related purposes.

# STUDENT ORGANIZATIONS

## Elections and Selections

Students elected or selected for leadership positions, student organizations, honor groups, pathway leadership roles, or other representative opportunities must maintain good academic, behavioral, attendance, and professionalism standings with the school. Failure to do so may result in probation, suspension, or removal from the position.

## Student Leadership Opportunities

VPS may establish student leadership groups, ambassador programs, pathway leadership teams, student government, advisory councils, or similar organizations. The qualifications, election procedures, responsibilities, and terms of service for such groups will be determined by VPS and any applicable governing documents or sponsor guidelines.

## National Honor Society and Other Honor Organizations

If VPS establishes a chapter of the National Honor Society (NHS) or another recognized honor organization, membership shall be based on the standards of that organization, together with school expectations.

Membership may be based on such criteria as:

- scholarship
- leadership
- service
- character
- citizenship
- Professionalism

### A. Qualifications and Selection

1. Students must meet the academic eligibility requirements established by VPS and the applicable organization.
2. A faculty or staff committee may review eligible students and make selections based on academic standing and other required criteria.
3. Additional selection factors may include:
  - minimum cumulative GPA
  - teacher recommendations
  - leadership activities
  - service hours
  - conduct and discipline history
  - attendance and professionalism

### B. Maintenance of Membership

1. Students selected for membership must continue to maintain the standards by which they were selected.
2. Students who are placed on behavioral or academic probation, or who fail to maintain required standards, may lose membership or be subject to review.

3. Students who qualify academically but are not selected due to conduct, leadership, service, or character concerns may be considered again in a future year if eligible.

Additional information regarding eligibility, selection, and continuation in student organizations or honor societies may be obtained from the sponsor or school administration.

# Family Acknowledgment

By signing below, I acknowledge that Visionary Pathways Schools, Inc. (VPS) shall have discretion in educational matters, including, but not limited to, curriculum offerings, instructional methods, class and teacher assignments, scheduling, pathway and program offerings, academic interventions, and the assessment of student performance.

I acknowledge that VPS reserves the right to decline enrollment or re-enrollment of any student, and to suspend, dismiss, or otherwise discontinue enrollment when deemed appropriate by the school in accordance with school policy.

I acknowledge that a positive, respectful, and constructive working relationship between the school and a student's parent(s), guardian(s), or family is essential to the fulfillment of the school's educational mission. Accordingly, VPS reserves the right, at the school's discretion, to dismiss a student or decline to extend the privilege of re-enrollment if the school reasonably concludes that the actions, behavior, communication, or conduct of a parent, guardian, or family member make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's ability to carry out its educational purpose, protect the school environment, or serve students effectively.

I understand that enrollment at VPS is conditioned upon compliance with school policies, procedures, expectations, and all applicable agreements signed by the student and family.

**Student Name**

**Date**

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**Parent/Guardian Name**

**Student Signature**

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**Parent/Guardian Signature**

**School Representative**

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# Visionary Pathways Schools, Inc.

## Academic Probation Form

<b>To (Student Name):</b>	
<b>From:</b>	
<b>Date:</b>	
<b>Subject:</b>	Official Notice of Academic Probation

This notice is to inform you that your current academic performance indicates that you have been placed on academic probation. VPS expects students to maintain satisfactory academic progress, complete assigned work, and remain on pace toward graduation.

Students may be placed on academic probation when a cumulative GPA falls below 2.0, when a student falls significantly behind in pacing, or when repeated missing, incomplete, or failing work places successful course completion at risk.

If academic improvement is not made within the timeframe established by the school, additional intervention may occur, including continued probation, required support sessions, schedule changes, review of participation in privileges or activities, or review of continued enrollment.

### Support Plan / Next Steps

- Meet with teachers and/or advisor to review current grades and missing work.
- Attend required academic support, intervention, tutoring, or Friday support sessions.
- Maintain regular communication between school staff, the student, and the parent/guardian.
- Other: \_\_\_\_\_

*A student may return to good academic standing by meeting the expectations established in the academic support plan and raising academic performance to an acceptable level as determined by VPS.*

**Student Signature**

**Print Name**

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**Parent/Guardian Signature**

**Parent/Guardian Print Name**

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**School Use Note:** This form may be revised by VPS as needed to reflect the student's grade level, support plan, or specific intervention requirements.

# Visionary Pathways Schools, Inc.

## Behavioral Probation Form

<b>To (Student Name):</b>	
<b>From:</b>	
<b>Date:</b>	
<b>Subject:</b>	Official Notice of Behavioral Probation
<b>Probation Period Through:</b>	

You have been placed on behavioral probation due to:

\_\_\_\_\_.

Behavioral probation is intended to provide support, accountability, and a clear opportunity for improvement. During this probation period, the student is expected to comply fully with the VPS Code of Conduct and any additional expectations outlined by the school.

If the student violates school expectations during the probation period, the student may incur additional disciplinary action up to and including suspension, loss of privileges, review of extracurricular or leadership participation, or review of continued enrollment.

### Support / Improvement Plan

- Scheduled check-ins with a designated staff member, mentor, or administrator.
- Restorative conference, reflection work, or assigned corrective action as applicable.
- Parent/guardian conference and ongoing communication with school staff.
- Other: \_\_\_\_\_

**Assigned staff mentor or point of contact:**

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**Student Signature:**

**Print Name:**

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**Parent/Guardian Signature:**

**Parent/Guardian Print Name:**

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**School Use Note:** This form may be revised by VPS as needed to reflect the student's age, grade level, support plan, or specific circumstances.