



*Student Handbook 2019-2020*

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy or administrative regulation.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

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### **Governing Board**

Dana Snider ~ Superintendent/CEO  
Roxane Harding ~ Treasurer/CFO  
Debbie Kenny ~ Board President  
Melvin Allen ~ Board Vice-President  
Tracy Mattern ~ Board Member  
Phil Madzia ~ Board Member  
D.J. Watson ~ Board Member

100 Huskies Way  
Cadiz, OH 43907

The Ohio Virtual Learning Academy does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.



August 8, 2019

Dear Student and Parent/Guardian,

On behalf of the Ohio Virtual Learning Academy, I would like to welcome the students and parents to our school.

As a member of our school, you are entitled to participate in activities, events, and athletics. You are also able to participate in our "bricks and clicks" program, which serves as up to a half-day programming in a traditional environment. Please contact us for more information.

Our goal is your success!

Dana Snider  
Superintendent/CEO

**Ohio Virtual Learning Academy  
Student Handbook  
Acknowledgement Form  
2019-2020**

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Student Name (please print)

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Grade Level

*Our signatures indicate that we received, read, and understand the responsibilities outlined in the 2018-2019 Student Handbook. I am aware this handbook is available electronically through [OVLA.org](http://OVLA.org) or I may request a copy of the handbook at any time by contacting the Ohio Virtual Learning Academy.*

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Student's Signature

Date

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Parent/Legal Guardian Signature

Date

*This signed form must be completed and returned to:*

*OVLA*

**100 Huskies Way  
Cadiz, OH 43907**

**Brief Overview**

The *Ohio Virtual Learning Academy* is an innovative school that is a cooperative effort with the Jefferson County Educational Service Center. *Ohio Virtual Learning Academy* uses technology to reach a diverse student population. The school is designed for students who have a desire for, and whose education can be optimized by, a program of online instruction in an independent environment that does not include most ancillary components of a more traditional education. Because the focus is on distance learning, the ability of students to learn independently in their own homes using an online educational program is an essential element of the school's program. The program will permit the use of a "blended" approach to the delivery of educational services designed to provide the optimum balance between online and traditional instruction for each student.

### **Mission Statement**

*Ohio Virtual Learning Academy's* mission is to provide students with a highly personal and continuous connection to learning through an online based education. The school deems that this quality instructional program will serve individual needs and prepare the student to transition into their next phase of life, be it entering the work force, military, or continuing their education.

### **Educational Philosophy and Beliefs**

*Ohio Virtual Learning Academy's* educational philosophy can be summarized with the following statements: Deliver instruction to students in a cost effective manner and in a manner that allows them to earn school credit at a self-determined pace. We will strive to take students at their current academic levels, build upon that foundation, and increase achievement at developmentally appropriate rates and levels. We will do this with the assistance of technology and appropriately licensed Ohio teachers. Our ultimate goal is to provide applicable skills that will allow students to be lifelong learners and intelligent decision-makers. Another important factor woven into the school is the belief that effective education is a cooperative venture between the students, parents/guardians, teachers, and support staff. Furthermore, in many instances the local public schools, organizations, and social services can provide valuable support. In short, a teaming process will be critical to the success of the program.

**Beliefs:** Our core beliefs are succinctly stated as follows:

- a. The effective delivery of educational services and resources is critical to our mission.
- b. Ongoing planning, assessment, and evaluation drive a growing, dynamic organization and provide for the effective use of resources.
- c. Empowering the learning community through technology is a vital necessity.
- d. Sound educational decisions are driven by accurate data.
- e. A well-trained and talented staff that continually upgrades its skills is a requirement for a successful organization.
- f. A spirit of teamwork and cooperation within the organization and with the SPONSOR, our educational partner, must be encouraged and nurtured.
- g. The school will foster resiliency in students by building on student's strengths. (Resiliency is the ability to adapt and succeed despite risk and adversity.)
- h. Stakeholders will adhere to the belief that all students can succeed. And they communicate this belief to their students.
- i. Students will participate in meaningful, engaged learning and experience opportunities to succeed in the school.
- j. Students will be held to high educational standards and communicate the belief that all students can succeed.
- k. The school will provide varied opportunities to remediate past failures or academic setbacks in the student's career.
- l. The school's climate will be marked by caring and support, high expectations, and opportunities for meaningful participation that can counteract the risk factors in child's life.

*Patience Persistence Perseverance Passion*

### **Admission**

A student seeking enrollment in *Ohio Virtual Learning Academy* must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the Central Office for admission requirements and enrollment information. Students whose custodial parents/legal guardians live in the State of Ohio may enroll in the *Ohio Virtual Learning Academy*. Students under the age of 18 must be enrolled by their parent/legal guardian. When enrolling students, parents must provide copies of the following:

1. Birth Certificate or Passport
2. Student's Social Security Card (optional)
3. Shot/Immunization Records
4. Proof of Custody/Court Ordered Placement (if applicable). If you are in the process of acquiring custody, you must provide a letter from your attorney stating the date of the proceedings; there is a 60 day legal completion process for the student to continue enrollment in the OVLA.
5. Current Proof of Residency, (rental/lease agreement, copy of deed, settlement statement, land contract, purchase contract, water bill or gas bill)
6. Custodial Parent/Legal Guardian's Driver License/State ID
7. Student's Driver License (if applicable)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the school during the period of suspension or expulsion even if that student would otherwise be entitled to attend the school. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the school had the student committed the offense while enrolled in the school. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the school, the student will not be admitted until the following records required to be released by DYS to the Superintendent have been received:

1. An updated copy of the student's transcript.
2. A report of the student's behavior while in DYS custody.
3. The student's current individualized education program (IEP), if an IEP has been developed for the child.
4. A summary of the instructional record of the child's behavior.

### **Assessments (State and District)**

All students must participate in State required testing. Students are only required to retake those parts of the OGT they have not yet passed, unless exempted. The school does schedule make-up dates for testing therefore, students should avoid unnecessary absences.

All state testing must be done in person. You will be notified of testing dates and location two weeks in advance. Please make note of the testing dates:

### **Fall 2019 Testing Dates**

**Grade 3 English language arts, Oct 21-Nov 1**

**High school end-of-course tests, Dec. 2, 2019-Jan. 10, 2020.**

### **Spring 2020 Testing Dates**

**English language Arts, March 23-April 24**

**Mathematics, Science and Social Studies, March 30-May 8.**

### **Alternate Assessment for Students with Significant Cognitive Disabilities**

**February 18 through April 10, 2020**

Additional group tests may be administered to students to monitor progress and determine educational mastery levels. These tests help the staff to determine instructional needs. Classroom tests/course tests are given to students to assess progress and assign grades. These are selected of prepare by teachers to access student achievement on specific objectives.

HOUSE BILL 66:

House Bill 66, section 3314.26 ORC, requires e-community schools to withdraw from enrollment any student who was enrolled in any public school district at the time of, and required to take the spring administration of their grade level Achievement or Graduation Test, but who failed to take one or more of those grade level tests for the two prior consecutive years.



## **Attendance**

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Attendance is based on lessons or work completed. Each lesson represents five (5.11) hours of school attendance. A full time student is required to attend (complete) a minimum of 25-30 hours of school per week (according to the number of courses assigned) or 920 hours per school year. The school's attendance policy includes but is not limited to the following:

1. The student will be automatically withdrawn if the student fails to participate in 105 consecutive hours of learning opportunities offered to the student (ORC 1314.47); and/or
2. At the end of the thirtieth day after the student has failed to participate as required.
3. Students are required to meet face to face with teachers/administrators at least two times per year. Time and place will be determined by the Student Services Coordinator.

## **Truancy Intervention Program**

To track and verify student attendance and participation, the *Ohio Virtual Learning Academy* will adhere to the following procedures:

- a. One Week with no lessons finished (Warning Call from *Ohio Virtual Learning Academy*)  
*Ohio Virtual Learning Academy* notifies the parent by letter of the student's status with incomplete lessons. Parents are asked to contact school officials for a phone or in-person conference in order to remediate the situation.
- b. 2 Weeks with no lessons finished (Warning Letter from the Attendance Officer)  
The *Ohio Virtual Learning Academy* will send a warning letter to the student and parent explaining Ohio's Compulsory Attendance Law and consequences of further incomplete lessons.
- c. 3 Weeks with no lessons finished (Truancy Intervention Meeting)  
The student and parent will be invited to meet with the county attendance officer and a school official for a Truancy Intervention Meeting to be held at the *Ohio Virtual Learning Academy*. Legal responsibilities of the student and parent regarding school attendance/lesson completion will be addressed and intervention provided as needed. Student and parent will be warned of the consequences of court should the student continue to be truant/not complete lessons. If the student/parent do not attend the scheduled intervention meeting (and did not make alternate arrangements with the attendance officer), and if the student is over the twenty-five lesson behind limit, charges may be filed immediately against the student and parent.
- d. 4 or more weeks with no lessons finished (Court Charges May Be Filed)  
Twenty-five lessons behind is equivalent to twenty-five absences from school. The *Ohio Virtual Learning Academy* recognizes the initial ten lessons behind as "excused absences" for personal health-related reasons. All absences after the ten-day limit are considered unexcused (unless the parent provides doctors' excuses for days missed). Thus, the next fifteen (15) unexcused absences are considered "chronic truancy" and charges may be filed against the student and parent.

### Legal References in the Ohio Revised Code

3321.01 Compulsory School Attendance. A child between six and eighteen years of age is of compulsory school age.

2151.02 (D) Chronic Truancy. Chronic truancy means any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month (four weeks), or fifteen or more days in a school year. Children who are chronically truant are considered delinquent.

2919.24 Contributing to Unruliness or Delinquency of a Child. No person, including a parent, guardian, or other custodian of a child shall do any of the following: Aid, abet, cause, encourage, or contribute to a child or ward of the juvenile court becoming an unruly or delinquent child.

**Disclaimer**

Nothing in this attendance policy shall prohibit or restrict the school from initiating legal action against a student and parent for failure to complete lessons at any time (within the legal provisions of the law).

I have read and understand the approved attendance policy of the *Ohio Virtual Learning Academy*. I have received a copy of the policy for future reference.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* If parents/student fails to attend or respond at the appointed time/level, student will be advanced to the next step of the plan if remediation does not occur before the next reporting period (15th of each month) the district will notify the parent in writing that their student is in danger of being excused from the school for nonattendance.

The written notifications will be in the native language of the parent.

*This signed form must be completed and returned to:*

**OVLA**  
**100 Huskies Way**  
**Cadiz, OH 43907**

**Ohio Virtual Learning Academy**  
**2019-2020 School Calendar**

Wednesday	August 21	Faculty Professional In-service	<b>No Classes</b>
Thursday	August 22	Faculty Professional Meeting Day	<b>No Classes</b>
Friday	August 22	Faculty Workday	<b>No Classes</b>
Monday	August 26	First Day of Classes	
Monday	September 2	Labor Day	<b>No Classes</b>

Monday	October 14	Parent-Teacher Conferences	<b>No Classes</b>
Friday	October 25	First Grading Period Ends	
Wed-Fri	Nov 27-Nov 29	Thanksgiving Recess	<b>No Classes</b>
Monday	December 2	Classes Resume	
Mon-Wed	Dec 23-Jan 1	Christmas Recess	<b>No Classes</b>
Thursday	January 2	Classes Resume	
Friday	January 10	2 <sup>nd</sup> Grading Period Ends	
Monday	January 20	Martin Luther King Jr. Day	<b>No Classes</b>
Friday	February 14	Parent-Teacher Conferences	<b>No Classes</b>
Monday	February 17	President's Day	<b>No Classes</b>
Friday	March 20	3 <sup>rd</sup> Grading Period Ends	
Thur.-Mon.	April 9-April 13	Easter Recess	<b>No Classes</b>
Tuesday	April 14	Classes Resume	
Monday	May 25	Memorial Day	<b>No Classes</b>
Wednesday	May 27	4 <sup>th</sup> Grading Period Ends-Last Day of School	

	<b>Marking Periods</b>	<b># of days</b>	<b>Progress Reports Sent</b>
1 <sup>st</sup>	August 26– October 25	43 days	Friday, September 21
2 <sup>nd</sup>	October 28– January 10	44 days	Tuesday, November 20
3 <sup>rd</sup>	January 13 – March 20	47 days	Friday, February 8
4 <sup>th</sup>	March 23 –May 27	44 days	Friday, April 19

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**Commencement:** Friday, May 22, 2019 7:00 p.m.

Student Instructional Days	178
Teacher In-service Days	3
Parent-Teacher Conference	<u>2</u>
	183

### **Computer Use**

Students will be permitted to use the school's computers only to conduct business related to the management or instructional needs of the school or conduct research related to education consistent with the school's mission or goals. The On-Line activities of students are to be monitored by parent or guardian. Access by students to inappropriate matter on the Internet and World Wide Web is forbidden. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited; Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited.

The school retains ownership of its computers, hardware, software and data at all times. All communications and stored information, transmitted, received or contained in the school's information system is the school's property and are to be used for authorized purposes only. Use of schools computers or software for unauthorized purposes is strictly prohibited. Students are not to use the computers for commercial use, political use, financial gain, or any illegal activity. Students must not use the computers to encourage the use of alcohol, drugs, tobacco, or to promote unethical practices or any activity prohibited by law or Board Policy. Students are not to use profanity, obscenity, or other language which may be offensive to others in computer transmission. Students are not to transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs. Students are not to place copyrighted material on the computer without the author's permission. Students are not to make their personal home address or phone number and those of other students or colleagues public on the computer. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including E-mail, sent or received, generated or stored on school's computers are not private and may be subject to monitoring. By using the school's system, individuals consent to have that use monitored by authorized district personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on school's computers. Students, who violate Board policy, administrative regulation, shall be subject to discipline up to and including expulsion and/or revocation of school's system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

## **Conferences**

Students and parents may expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations or (3) in any other case the teacher considers necessary. These conferences may be held via telephone, e-mail or face-to-face.

The school encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher or Principal. A parent who wishes to confer with a teacher may call the office for an appointment to request that the teacher call the parent to arrange a mutually convenient time.

## **Counseling (Academic)**

Students are encouraged to talk with the school's teachers and/or guidance counselor in order to learn about the curriculum, course offerings and graduation requirements. All students in grades [9-12] and their parents shall be notified annually about the recommended courses for students.

## **Credit Flexibility**

Ohio Senate Bill 311 allows students the option to seek alternative methods for high school credits by the use of a Credit Flexibility Plan. Credit Flexibility is the option for students who demonstrate the ability, interest, maturity, and personal responsibility for their learning to have the opportunity to pursue high school credit for demonstration of subject area competency. The purpose of a credit flexibility plan is to develop learners who plan their own learning, including learning objectives, and a plan whereby they will attain those objectives. This procedure provides for personalized educational options for students in which they will identify, acquire, and demonstrate competency in a given content area to earn graduation credit. Credit flexibility is an alternative learning experience, where students demonstrate competency in a particular content based on the Ohio Academic Content Standards for that content area. Ohio Virtual Learning Academy is not responsible for developing a Credit Flexibility Plan for a student or for the cost incurred by a student's participation in a Credit Flexibility Plan.

Ohio Virtual Learning Academy students who receive credit for a Credit Flexibility Plan are required to complete a detailed application process outlining learning goals and expectations, received prior approval from the Ohio Virtual Learning Academy Panel for their learning activity, stayed within the agreed upon timetable, and met measurable standards to ones specific to their particular CFP.

## **Credit Flexibility**

### **Why Credit Flexibility?**

Ohio schools have been operating under the Carnegie Unit since 1906. The Carnegie Unit requires students to spend 120 "seat time" in a particular subject to equal one high school credit. Ohio's credit flexibility plan shifts the focus from "seat time" to performance.

### **What is Credit Flexibility?**

In 2006, the Ohio General Assembly established the Ohio Core Curriculum (Senate Bill 311), which required the State Board of Education to develop a statewide plan for implementing alternative methods for students to earn high school credit based on the demonstration of competency and mastery. Flexibility has been provided to students and educators to meet these expectations. Credit Flexibility focuses on the students individual strengths. Implementation for Credit Flexibility begins with the 2010-2011 school year.

**What can Credit Flexibility do for you?**

- More choice and autonomy in deciding how, when and where students learn.
- Focuses on performance instead of seat time and hours. Students have the option to demonstrate creativity & explore interests and critical thinking.
- Acknowledges and can focus on students' individual learning styles, interests and strengths.
- Offers a learning environment & opportunities not found in the traditional classroom model.
- Other preparation for the world beyond traditional secondary education.
- Provides options for personal suited pathways to post-secondary, personal & career goals. Since more course options are available in school scheduling there could be increased acceleration and convenience.
- Students may demonstrate mastery through projects, testing out of classes, performance, distance learning, independent study and travel.

**The Overall Picture**

Students are awarded credit through credit flexibility based on competence & mastery. The OVLA Credit Flexibility plan focuses on accelerating student learning, & acknowledges & supports students' readiness for learning, careers & college.

**Who is Eligible for Credit Flexibility?**

Any student entering grades 8-12 who:

- a. Meets the established course pre-requisites
- b. Demonstrates competency in the content area he/she wishes to pursue
- c. Possesses/demonstrates the skills or knowledge to work independently
- d. Is able to analyze, synthesize and evaluate information
- e. Completes learning activities (plans) on time and can research independently

**Pre-Approved Courses:**

Pre-approved credit flexibility courses at OVLA are offered through the Virtual Learning Academy. Pre-Approved course information is available in the guidance office.

**Student Proposals:**

Students who choose a non preapproved course must submit a course proposal in writing to the Building Principal for review. Details for student course proposals are available in the guidance office.

**Submission Dates:**

Pre-approved course request need to be made no later than May 15th. Student proposal application is due by May 1<sup>st</sup> with notification of review by the Credit Flexibility Panel by May 30th.

**How to Apply for a Credit Flexibility Program:**

Contact OVLA representative.

**Curriculum**

We feel we have chosen some of the finest on-line curriculums that exist through a cooperative agreement with Jefferson County ESC.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The school's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **PLAGIARISM/CHEATING/APPEARANCE OF CHEATING**

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating. Violation of this policy will result in disciplinary action.

Plagiarism/Cheating involve any of the following:

- Using another person's work as your own.
- Copying, faxing, duplicating assignments that will be turned in as an "original"
- Exchanging assignments by print-out, disk transfer or modem, and then submitting as "original".
- Writing formulas, codes, key words, etc. on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by a teacher.
- Taking someone else's assignment and submitting it as your own.

### **Distribution of Materials**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the school must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the [superintendent]; material not approved by the [superintendent] within [three] days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **Dress and Grooming**

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. This code is in effect when students of the OLVA meet in person with teachers, administrators, other students, or school personnel. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

### **Emergency Medical Treatment \*\* Form required**

A complete Emergency Medical Authorization Form must be on file with the School. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year thereafter.

If and when a student is on school site for any reason, and becomes ill or is injured at school, the student must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### **Extracurricular Activities/Conduct**

As a participant in OVLA students will be welcomed to participate in all extracurricular activities. Transportation must be provided by parents.

Student participation in extracurricular activities is a privilege and not a right. For the purpose of this policy, "Extracurricular Activities" refers to a pupil activity program that a school or the district sponsors, and is under the supervision of a coach/advisor/and/or director.



"Extracurricular activities" do not include activities in the district's graded course of study. However, band and choir students not meeting these established standards will be excluded from all non-graded/non-credit related activities of the organization during the ensuing grade period. As a condition for the privilege of participating in extracurricular activities, a student must have attained a minimum grade point average of 1.0 and received no more than one failing grade for any course in the district's graded course of study in the previous grade period. In order to continue participation, a student must also receive passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation during the preceding grading period.

If a student who becomes ineligible under these standards improves his/her grade point average enough during the current grading period to meet the eligibility standard, he/she may be reinstated at the beginning of the next grading period.

In the case of a student being educated under an IEP, the IEP team shall determine whether or not the student has met eligibility standards appropriate for participation in an extracurricular activity. In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with any eligibility regulations and bylaws established by the Association.

If a student's Individualized Education Plan (IEP) indicates that an exemption from this policy would be appropriate, such eligibility requirements shall be adjusted accordingly for the student. However, the OHSAA mandates may not be exempted by an IEP.

### **Fees and Fines**

The OVLA is a public school and does not charge tuition. The students are loaned a computer. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

Charges will be imposed for loss, damage, or destruction of school apparatus, equipment and for damage to school property. Students using school equipment can be fined for excessive wear and abuse of the equipment. Failure to pay fines, fees, or charges will result in the withholding of transcripts, grades and credits.

### **GED Policy**

Standards for Approving Students to the GED Program "Ohio High School Equivalence Diploma"

In accordance with statute (3301-41-01), the Superintendent of the OVLA will approve applications for the Ohio High School Equivalence Diploma program under the following circumstances:

1. The student must be officially withdrawn from the school and be nineteen years of age or older. However, exceptions to the age requirement may be granted as follows:
  - a) An applicant who is eighteen years of age is eligible if the class of which he/she was last a member has graduated;
  - b) An applicant who has been sworn into active military service in one of the Armed Forces is eligible if a statement indicating the date of the swearing-in ceremony is submitted with the application;
  - c) An applicant for the GED program has reached the age of majority (eighteen years old) is eligible with written approval from the superintendent or his/her designee;
  - d) An applicant that has reached the age of sixteen and is ordered by a court official to enroll in the GED program.

It will be the general policy of the school **NOT** to approve the application of the Ohio High School Equivalence Diploma program of any student prior to their nineteenth birthday.

### **Grading Scale**

OVLA has a standard grading procedure based upon the host school, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon written lessons and tests, projects, and participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, she/he should ask the teacher. Grade scale is a 10 point system with plusses and minuses as outlined below.

<b><u>Grade</u></b>	<b><u>Point Value</u></b>	<b><u>Starting Percentage</u></b>	<b><u>Ending Percentage</u></b>
A	4	95	100
A-	3.7	90	94.99
B+	3.4	87	89.99
B	3.0	83	86.99
B-	2.7	80	82.99
C+	2.4	77	79.99
C	2.0	73	76.99
C-	1.7	70	72.99
D+	1.4	67	69.99
D	1.0	63	66.99
D-	0.7	60	62.99
F	0	0	59.99

Students must have a "D-" average to pass the year. On a ten point scale, this is a 60%.

### **Graduation Requirements**

Diplomas are issued by the OVLA's host district. The student may participate in their host district's graduation ceremony.

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all State-mandated assessment tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For Students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

To earn a diploma from the Ohio Virtual Learning Academy, students must meet the requirements and standards adopted by the State of Ohio and the OVLA Board of Education. The parents and students have the responsibility for tracking and completing courses necessary for graduation to be verified by school official.

Graduation requirements for students graduating in 2014 and beyond:

1. Pass all five sections of the OGT
2. Earn a minimum of twenty (20) credits

3. Successful completion of the following specific credits:
- English—4 credits
  - Health --½ credit
  - Mathematics—4 credits—*Must include 1 credit of Algebra II or the equivalent of Algebra II*
  - Physical Education—½ credit—The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
  - Science—3 credits—*Must include 1 unit of Physical Science, 1 unit of Life Sciences and 1 unit advanced study in one or more of the following sciences: Chemistry, Physics, or other Physical Science; Advanced Biology or other Life Science; Astronomy, Physical Geology, or other Earth or Space Science.*
  - Social Studies—3 credits—*American History (1/2 credit) Government (1/2 credit)*
  - Electives—6 credits--*Credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.*

Other requirements—All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

### **Grade Point Average**

To calculate a grade point average (G.P.A.) assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with the earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for the total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, and year or for a series of school years.

### **Grading /Student Progress**

The OVLA's Student Progress is available online at all times. We do not issue a hard copy of a report card until the student completes his year's prescribed courses of study. Parents will be issued a username and password to OVLA and instructed on how to access the student's grades at all times during the orientation process.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Ohio statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. . Any questions about immunizations or waivers should be directed to the school.

### **Infection Control/HIV, HB and AIDS**

Although HIV, AIDS and HBV\* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where noncontact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected

person. Since any such risk is serious, however, the school requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Internet Acceptable Use and Safety Policy**

Technology is the basis of operation for the OVLA. The Governing Board recognizes that careful planning is essential to ensure the successful and cost-effective implementation of technology based materials, equipment, systems, and networks. The Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and any accompanying regulations may result in the revocation of the user's privilege. Unacceptable uses of the computer include but are not limited to:

- a) Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- b) Using profanity, obscenity, or other language, which may be offensive to another user.
- c) Reposting (forwarding) personal communication without the author's prior consent.
- d) Copying commercial software in violation of copyright law.
- e) Using the internet for financial gain, for commercial activity, or for any illegal activity.
- f) Accessing inappropriate material.
- g) Downloading of freeware or shareware programs.

Because access to online services provides connections to other computer systems located all over the world, users and parents of users who are under 18 years old must understand that the neither the school can control the content of the information available on these systems.

The Internet is an electronic highway connecting computers and users in the school with worldwide information. Access to the Internet enables students to explore thousands of libraries, and databases. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

Parents/ Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Students and staff members are responsible for good behavior on the School's computers and the Internet. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The School does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with ***the School's Student Internet Acceptable Use and Safety Policy***. Users who disregard the policy and its accompanying guidelines may have their use privilege suspend or revoked, and disciplinary action against them. Users granted access to the Internet through the School's computers assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the school policy and its accompanying guidelines.

### **Lesson Content Submittal**

There is a great deal of leeway in creative writing and expression of thought in virtual learning. Many of the questions ask for the students' reaction to readings, or just plain opinion on a certain topic. One caution here is obvious: do not write anything that might be construed as a feeling to hurt or abuse other people, either by words or deeds. The mention of firearms or drug use, physically hurting other people, or wanting to, or any other subject of a violent nature or disruptive nature will be reported to school officials and investigated. This will be done regardless of whether or not there was any malicious intent in

the writing. Any action taken as a result is at the discretion of the school. Channel your creative thoughts into other areas to avoid problems of this nature. Plagiarizing is a serious offense. Teachers have the ability to search all written work for proof of using material created by others. Student will be assigned a zero on any lesson or part of that is assessed as being plagiarized. A repeated offense could result in the failure of the course.

### **Make-up work and Medical Excuses**

When a student fails to submit a completed lesson due to illness, doctor's appointment, emergency etc. on any school day they must submit the completed lesson on the next required day of attendance. If the student is absent one or more days they are granted one extra day for each day of absence to submit their make-up lessons. If a doctor's note is submitted for missed days, it must state what specific limitations the student has and the exact days and timeframes which the student is excused from.

### **Media Access to Students**

Media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

School employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **Parental Rights**

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older. Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

### **Parental Responsibilities**

Parents who choose to enroll their child in a virtual have chosen an educational alternative that requires great commitment. Parents are responsible to see their child attends school each day (SEE DEFINITION OF ATTENDANCE). The parent must supervise the child's work and make sure the child is complying with attendance procedures. In order to keep parents informed of their child's progress in school, parents are provided with academic progress information on a continuous basis. Parents will be provided an orientation on how to access this information at any time, therefore always being informed of their child's academic progress. Parents are encouraged to build a two-way link with their child's teachers and with the staff of the school by informing them of suggestions or concerns that may help their child better accomplish his/her educational goals.

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the school asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on the school's activities and issues. Parent conferences and open house meetings provide opportunities for learning more about the school;

3. Become a school volunteer. For further information contact the principal;
4. Participate in parent organizations. The activities are varied, but always have an emphasis on instructional improvement.

### **Personal Communication Devices**

Students will not possess personal communication devices, such as pagers and cellular phones when participating in school required face-to-face meetings such as orientation, testing, or remediation sessions etc.. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

### **Post Secondary Enrollment Options (PSEO)**

Students of OVLA may enroll in courses for high school and college credits. They may receive credits for either high school and/or college credits.

The purpose of PSEO is to provide opportunities for qualified students to earn credits at the college level. The college work should contribute to or supplement the academic preparation that OVLA offers.

Based on State legislation, to be eligible for PSEO, the student must:

1. Inform the Student Services Coordinator of OVLA by March 30<sup>th</sup> of intent to participate in the PSEO in the following year
2. With parent/legal guardian attendance at an informational meeting.

### **Financial Arrangements**

OPTION B: (college & high school credit): Student **not** responsible for tuition books and fees. The Ohio Department of Education arranges payment.

- Financial obligation will default to the student/parent if the student withdraws from the course or otherwise fails to complete the course.
- All textbooks and materials provided to the student paid by state funds are the property of the college or university.

### **Granting of Credits**

High school credit (Carnegie Units) will be granted for the college courses using the following guidelines:

1. 1 or 2 quarter hours=1/4 credit, 3 or 4 quarter hours=1/2 credit, 5 or 6 quarter hours=3/4 credit hours, 7 or more quarter hours=1 credit; 1 semester hour=1/4 credit, 2 or 3 semester hours=1/2 credit, 4 semester hours=3/4 credit, 5 semester hours=1 credit.
2. College courses may be substituted for courses required for high school graduation based upon comparability of content. The student should have the credit approved by the Student Services Coordinator before beginning the college course to avoid any misunderstanding.
3. If there is a disagreement about credit granted, the student may appeal to the State Board of Education for a final decision.

### **Transportation**

All transportation is to be provided by parents/guardian.

### **Program Options**

At the time of college enrollment, the student may elect one of the following:

- a) OPTION A: Enrollment in college courses for college credit only, or
- b) OPTION B: Enrollment in college courses for high school and college credit.

You must notify the OVLA of your intent to pursue the possibility of participating in the PSEO. You may obtain this form from the school secretary. It must be signed and returned to the school by January 10<sup>th</sup>.

Parent and student must attend a regional PSEO meeting. Contact the school for dates and times.

It is mandatory you take the ACT. Access [www.actstudent.org](http://www.actstudent.org) to register for this test.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the school.

An alternative program or learning activity for credit may not be provided. All such requests should be directed to the Student Services Coordinator by the parent in writing and include the reason for the request.

### **Promotions/Retention/Placement of student**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

### **Scheduling and Assignment** (Secondary Level)

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs. Any changes in a student's schedule should be handled through the Student Services Coordinator. Changes cannot be requested after the student's scheduled has been active for two weeks. Students may be denied course enrollment due to the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation in the student's scheduled must be approved by the Coordinator. When students are near completing all courses assigned to them, please contact the Coordinator to see if more courses can be added on to their schedule.

### **School Day**

Since a virtual school is operated on a completely different design than a site based school, the school day may be defined in other ways. **Students are required to sign on to their student account each day the school is in session (refer to the school year calendar). Students must complete and submit for grading one (1) lesson each school day which is equivalent to 5 hours of school attendance. If the student fails to meet these requirements, the student is deemed to be absent on that day. (Definition of attendance)**

### **Students with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the school's programs and facilities. The student can access special education services through the proper evaluation procedures. Parent involvement in this

procedure is important and required by Federal (IDEA) and State law. Contact the coordinator at (614) 360-1863 to inquire about evaluation procedures and programs.

### **Student Rights and Responsibilities**

The OVLA's rules and procedures are designed to allow students to be educated in an alternative environment. All students are expected to follow staff member's directions and to obey all school rules.

Adult students (age 18 or older) must follow all school rules and are encouraged to include their parents in their educational program.

If a student resides in the school service area with a grandparent and is the subject of a: 1) Power of Attorney designating the grandparent as the attorney-in-fact; or 2) a Caretaker Authorization Affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the school the child's educational progress, the student's grandparent may enroll the child in school on a tuition free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the school with duly executed and a notarized copy of a power of attorney or caregiver authorization affidavit.

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

### **Student Code of Conduct**

The school has authority and control over a student when on site at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in school-provided transportation.

Students will be subject to discipline including, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

- a. Assault;
- b. Hazing, harassment, intimidation, bullying or menacing;  
Hazing/Harassment/Intimidation/Bullying./Menacing and accompanying administrative regulation;
- c. Coercion;
- d. Violent behavior or threats of violence or harm;
- e. Disorderly conduct, including disruption of the school environment;
- f. Bringing, possessing, concealing or using a weapon;



- g. Vandalism/Malicious Mischief/Theft [as prohibited by Board policies - Care of School Property by Students including willful damage or injury to school property; or to private property on school premises or at school-sponsored activities;
- h. Sexual Harassment;
- i. Use of tobacco, alcohol or drugs, including drug paraphernalia;
- j. Use or display of profane or obscene language;
- k. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- l. Violation of law, Board policy, administrative regulation, school or classroom rules.

### **Student/Parent Complaints**

School Personnel Complaints- A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within [10 calendar] days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Dana Snider.

### **Education Standards Complaints**

Any parent of a student attending the school may make an appeal or complaint alleging violation of the school's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable school procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the school (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the school's services, activities or programs to a student, should be directed to the Student Services Coordinator.

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in school business is strictly prohibited in the school. School includes school's facilities, school premises and non-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result

of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the Student Services Coordinator.

### **Student Education Records**

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and school officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the Coordinator. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward successful completion of all required testing.
9. Credits earned;
10. Attendance
11. Date of withdrawal from school;
12. Social security number
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent.

### **Transfer of Education Records**

The school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the school. The transfer shall be made no later than 10 days after receipt of the request.

The school shall retain a copy of the education records that are to be transferred in accordance with applicable Ohio Administrative Rules. Student report cards, records or diplomas may be withheld for nonpayment of fines or fees.

### **Requests for Education Records**

The school shall, within 14 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours.

### **Student Responsibilities**

The OVLA's rules and procedures are designed to allow students to be educated in an alternative environment. All students are expected to follow staff member's directions and to obey all school rules.

Adult students (age 18 or older) must follow all school rules and are encouraged to include their parents in their educational program.

If a student resides in the school service area with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the School the child's educational progress, the student's grandparent may enroll the child in school on a tuition free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the School with duly executed and a notarized copy of a power of attorney or caregiver authorization affidavit that has been filed with the court.

### **Summer School**

Summer school courses are available for both full time OVLA and non-OVLA students. Different fee structure, time limits for completing courses and number of courses that may be taken for the summer term will be in place.

### **Tutoring**

Tutoring is available at no charge by request from students and/or parents. Tutoring is available through remote tutoring using Skype or face-to-face tutoring in the OVLA offices. Tutoring requests can be made by contacting Robert Richards at (740) 942-7830

### **Withdrawal/Transfer from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of eighteen (18) and does not enroll in another certified school or is approved for home schooling within 5 days. Parents must notify the Central Office about plans to transfer their child to another school. School records will be transferred to that school within fourteen (14) days of receiving a records request.

### **Work Permits**

Work permits for students enrolled in the OVLA will be approved thru OVLA. Work permits will not be issued to any student who is ten (10) or more lessons behind in their classes. If at any time the student falls ten (10) lessons behind the OVLA may revoke the work permit.

You must complete 30 lessons before you can apply for a work permit.

### **Federal Notices**

The following notices are required by Federal law. We apologize for their length and technical nature, but they are included so that OVLA is in full compliance of the law and so that you are fully informed in these matters.

### **Notice for Directory Information**

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories; names, addresses and telephone listings, unless parents have advised the LEA that do not want their student's information disclosed without their prior written consent.

If you do not want OVLA to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the second full week of each new school year.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal {or appropriate school official}, clearly identify the part of the record they want changed, and specify why it is

inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

***Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901***

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex Behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior,
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and opportunity to opt a student out of:

1. Any of other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of student
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901*

### **Military Recruitment and NCLB**

The Family Educational Rights and Privacy ACT (FERPA) governs how students' education records are handled. The Federal No Child Left Behind Act of 2002 requires that schools provide military recruiters with student names, addresses, and telephone numbers on request *unless specifically prohibited by parents in writing.*