

Alternative Education Academy's

PARENT/STUDENT HANDBOOK

2016-2017

For

OHDELA!

Ohio Distance and Electronic Learning Academy

OUR MISSION is to offer families a valuable educational alternative while practicing and promoting academic integrity through quality technology based curriculum and highly qualified teacher support, which fosters academic excellence in our students.

OUR VISION: We will be a 21st Century Learning Environment, where academic and social goals are achieved through personalized solutions utilizing innovative, adaptive, global and mobile resources.

This Parent/Student Handbook is effective July 1, 2016 and remains effective through June 30, 2017. This Handbook supersedes all previously issued Parent/Student Handbooks.

OHDELA OFFICE AND TECHNICAL SUPPORT INFORMATION

Appointments can be scheduled outside of official Academy office hours upon request.

Academy Office Hours
During the Academic Year
Monday – Thursday
8:00 a.m. – 4:30 p.m.
Friday
8:00 a.m. – 4:00 p.m.

Please send all documents and official communication to our MAIN address unless directed otherwise:

Our Main Office:
OHDELA
121 South Main Street, Suite 310
Akron, OH 44308
Phone: (330) 253-8680
Toll Free: (800) 493-8680
Toll Free Fax: (800) 514-8227

Our Toledo Office:
OHDELA
1830 Adams Street
Toledo, OH 43604
Phone: (800) 281-1605
Fax: (419) 241-9176

OHDELA TECHNICAL SUPPORT:

(877) 469-3352
Monday - Thursday
8:00 am – 5:00 pm
Friday
8:00 am – 4:00 pm

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INTRODUCTION

Welcome to the Ohio Distance and Electronic Learning Academy (OHDELA). Throughout this Parent/Student Handbook, the School may be referred to as "Alternative Education Academy", "OHDELA" or the "School." Cooperation, respect for others and civility are essential to learning. For this reason, the following regulations and guidelines have been set forth in this Handbook to assist in maintaining a good learning environment.

This Handbook was developed to answer many of the commonly asked questions that you and your Parent or Guardian may have during the School year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the Handbook available for reference by you and your Guardians. This will help you be a successful student at OHDELA. Please note that the term Parent and Guardian are interchangeable throughout this Handbook and in all School Policies.

Choosing a school for your student or students is an important decision. OHDELA places a great deal of responsibility on both the Student and Guardian to make distance learning work. To better understand this responsibility, parents and students who are enrolling or re-enrolling at OHDELA are required to read this Parent/Student Handbook. Parents and students must also sign the Agreement form (found on page 55) stating that the Handbook has been reviewed and that both the Guardian and the Student agree to the regulations and guidelines within the document. OHDELA will be in full compliance with open enrollment regulations and withdrawal requirements specified by the School's Community School Contract and Ohio law. OHDELA will comply with all State and Federal laws.

While the School encourages parental involvement at all ages, the term "Parent" when used herein to discuss rights or authorizations refers to the Parents or Guardians of students under the age of 18. Note that any reference to parent or guardian in this Handbook applies equally to any student that is 18 years or older and enrolled as an independent student. If you have any questions about this Handbook, please contact the School's Administrator.

OHDELA IS NOT HOME SCHOOLING DISCLOSURE

Alternative Education Academy (dba OHDELA) is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and **students enrolled in and attending the School are required to take state-mandated tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law.** Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code **shall no longer be excused** for that purpose upon their admission to OHDELA. For more information about this matter please contact the School Administration or the Ohio Department of Education.

ADMISSION INFORMATION

TUITION

OHDELA will not charge tuition to guardians or students.

NON-DISCRIMINATION POLICY

OHDELA accepts students of any race, creed, gender, disability or ethnic origin. OHDELA will not discriminate on the basis of race, creed, gender, disability, ethnic origin, pregnancy, marital or parental status, sexual orientation, age, or physical, mental, emotional or learning disability in the administration of its educational programs and activities.

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, color, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, age, or physical, mental, emotional or learning disability. The School will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

NON-SECTARIAN SCHOOL

OHDELA IS a public, non-sectarian school.

CHANGE OF ADDRESS, PHONE NUMBER OR CUSTODY

It is the Parent/Guardian/Student's responsibility to inform the School Office of any change of address or phone number. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School Office. If there is a change of custody for the Student, you are required to bring the corrected student information, including the current custody order, to the School office.

APPLICATION - REGISTRATION - ADMISSION

OHDELA'S application form represents **the first** in a multi-step process. By completing, signing and submitting the Application Form and the associated admissions forms, the Parent or Guardian expresses a desire to have his/her child attend OHDELA. The submission of the Application Form and associated Admission Forms begins the admissions process. It does not mean the Student will be enrolled in OHDELA. As part of the process, the Parent or Guardian will submit copies of the Student's:

- Birth Certificate;
- Current Immunization Record;
- Proof of internet service;
- Proof of residence (current gas or electric bill, mortgage statement, lease agreement);
- Copy of most recent High School Transcript if applicable, (K-8 report card is desired but not required);
- Completed Request for Records from a prior school (when applicable); and
- Most recent OAA, AIR, OGT or other achievement assessment (when available, not required for enrollment)

After signing and faxing these forms to the Admission Department's toll free fax number, or uploading the information into the School's online enrollment applications, the Guardian will

be contacted by an OHDELA Admissions Counselor, who will order the computer and discuss next steps.

Your student will be considered officially enrolled at OHDELA when all of the following steps have been completed:

1. All required enrollment documents are received by the School;
2. The OHDELA curriculum is received by the Student;
3. The OHDELA computer (should the family elect to take an OHDELA computer) is installed at the Student's home;
4. The Guardian and Student accounts are determined to be properly connected to the OHDELA network; and
5. **The Student has logged into the School.**

In order to maintain a student's enrollment, the Guardian must:

1. Ensure that a **working phone and internet connection** are maintained at the location where the Student is being educated at all times;
2. Stay current with attendance and academic requirements;
3. Inform OHDELA, via updated proof of residence, of any and all parent or student address and phone number changes as soon as possible; and
4. Adhere to all requirements of the Parent/Student Handbook.

If you fail to provide any of the above, the Guardian and Student may be locked out of, or removed from the School.

ENROLLMENT LOTTERY

When demand exceeds places available (as determined at the sole discretion of the School's Board of Directors), admission will be determined by a lottery of all applicants in a given category. Please note: returning students and their siblings, and students from Lucas County will be given enrollment priority over new students. After the lottery is completed, those students not selected for admission will be placed on a waiting list in order of their random selection. Students whose application for admission is received after the lottery is completed shall be placed on the waiting list and admitted on a first-come, first-served basis as long as the last date for admission in OHDELA has not passed.

RE-ENROLLMENT

All students must be re-enrolled in the School each school year by stating their intentions no later than June 30, in the online re-enrollment module or in the specific manner dictated by the School. At this time, any changes in residence or custody documents must be provided. Guardians who fail to return their intent to re-enroll will be withdrawn from the School necessitating a full enrollment packet.

ANNUALLY REQUIRED DOCUMENTS

Annually the OHDELA will distribute and collect the following forms and documents from all students. This list is illustrative and subject to change.

- Current school year Board-approved Parent/Student Handbook (no collection necessary);
- Parent/Student Handbook Agreement – must be completed, signed and collected;
- Income Verification Form – must be completed, signed by the Parent or Student (if over 18), and collected;
- Emergency Medical Authorization – must be completed, signed by the Parent or Student (if over 18), and collected;
- Title One Compact – must be completed, signed by the Parent or Student (if over 18), and collected; and

HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

Immunizations have proven to help prevent the spread of certain contagious diseases and, in some cases, have eradicated disease. The Ohio Department of Health determines the schedule of childhood immunizations required for daycare and school attendance. OHDELA is required to adhere to the current immunization schedule. To view the current list of required immunizations for school attendance visit the Ohio Department of Health web site. In special circumstances your physician may recommend additional immunizations. If the Student has taken a TB test, a copy of the results should be submitted to OHDELA for the Student's health file.

If you choose to have your child exempt from immunizations due to religious, good cause or medical reasons then you must complete an Immunization Exemption Form which will be placed in your child's health record.

If there are any questions about immunizations or where to get them, call your public health nurse at the County or City Health Department. If the Student has not received the minimum number of immunizations, unless otherwise exempt, he/she is to be excluded, by state directive, from school attendance no later than fifteen (15) school days after admission.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

As part of the Admission/Re-Enrollment process, both the Parent and Student are required to sign the Agreement Form and submit it at the time of admission or re-enrollment. The signed Agreement Form is kept in the Student's cumulative file and, among other things, expresses the acceptance of the Code of Conduct by both the Parent and the Student. Lack of cooperation in any matter concerning student and/or guardian behavior is cause for expulsion of the Student from OHDELA. If a student is expelled from OHDELA, or leaves OHDELA for any reason, he/she must return all OHDELA property including, but not limited to, the computer, hardware, software, textbooks, workbooks, and other materials and supplies loaned by OHDELA or its Management Company or purchased with funds from the MyChoice Account.

The following infractions will be subject to suspension or expulsion. In addition to the consequences enforced by the School, law enforcement will be contacted in instances that criminal acts are committed:

- Cheating – to act dishonestly; copying or using someone else’s work;
- Plagiarism – to use another’s work without proper citation; to pass off another’s work as your own;
- Insubordination – not accepting directions; refusing to cooperate with OHDELA employees, agents and/or other representatives;
- Theft – to take the property of another without right or permission;
- Fighting – to participate in physical contact with one or more students, faculty or staff of OHDELA or any other person with the intent to injure;
- Possession or intake of a controlled substance or alcohol;
- Vandalism – purposeful destruction, misuse or defacing of OHDELA or other’s personal property (including the computer) and/or hardware on loan to the Student by OHDELA;
- Profane/obscene language or gestures toward students/staff/teacher/others – use of unacceptable, disrespectful words, terms or gestures intended to embarrass or insult;
- Inappropriate use of internet access, as detailed in the Technology & Internet Acceptable Usage Policy later in this Handbook;
- Wrongful conduct – any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes or violates the mission; philosophy, policies, procedures, rules, and/or regulations of OHDELA and/or is disrespectful, harmful, or offensive to others or property;
- Intimidation/interference/hazing of student or staff –threatening to physically or verbally harm, interfere, or degrade another student or staff;
- False alarms/bomb threat – purposefully engaging in a false alarm;
- Use/possession/sale/transmission/concealment of any drug or look alike drug or other illegal or controlled substance (other than tobacco or alcohol);
- Use, possession, sale or distribution of a firearm – a firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by action of an explosive;
 - Possession of a “weapon” may result in immediate suspension or expulsion;
- Use, possession, sale or distribution of a dangerous weapon other than a firearm of explosive, incendiary or poison gas – a weapon, device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury;
- Use, possession, sale or distribution of any explosive, incendiary or poison gas, and any destructive device, which includes a bomb, a grenade, or a rocket;
- Unwelcome sexual conduct – unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment i.e. pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.
- Harassment, intimidation, or bullying behavior (including by an electronic act) as defined herein and in the School’s Policy on Harassment, Intimidation, and Bullying;

- Gang involvement – participation in gang related actions, dress and/or activities; and
- Abuse or misuse of any school property or materials

SUSPENSION AND EXPULSION PROCEDURES

Rules of suspension and expulsion follow due process requirements as mandated by the laws of the State of Ohio.

1. Suspension

- a. The Administrator or acting Administrator on duty may suspend.
- b. No suspension shall exceed ten (10) school days.
- c. The Administrator must give written notice of the intention to suspend and the reason to the Student.
- d. The Student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) to five (5) school days, or if practicable, immediately following the infraction.
- e. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the Parent/Guardian if the Student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the Student to appeal to the Board of Directors appeal hearing designee.
- f. A Parent/Guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) calendar days of the written notice of suspension. The Administrator shall immediately forward this written appeal to the Board of Directors appeal hearing designee.

If at the time a suspension is imposed there are fewer than ten school days remaining in the School year in which the incident that gives rise to the suspension takes place, the School Administrator may apply any remaining part or all of the period of the suspension to the following school year.

2. Expulsion

- a. The Administrator may expel.
- b. The Administrator shall provide the Student and the Parent/Guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
- c. The Student and the Parent/Guardian shall have an opportunity to appear on request before the Administrator to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.

- d. The written notice shall state the time and place to appear which shall not be less than three (3) school days or later than five (5) school days after the notice of intent to expel is given.
- e. The Administrator may grant an extension of time for the hearing. If an extension is granted, the Administrator must notify all parties of the new time and place.
- f. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Administrator within fourteen (14) days of the written notice of expulsion. The Administrator shall immediately forward this written appeal to the Board of Directors appeal hearing designee.
- g. Expulsions will not exceed eighty (80) school days unless the Student has been expelled for the following reasons:
 - i. Bringing a firearm into the School, onto School grounds, or to any other School program or activity;
 - ii. Bringing a knife into the School, onto School grounds, or to any other School program or activity;
 - iii. Committing a criminal offense that results in serious physical harm; or
 - iv. As otherwise allowed by law.

If the Student commits such acts, he/she may be expelled for up to one (1) school year.
- h. An expelled student will be provided with a date for re-entry and the date for a mandatory re-entry conference. The expelled student, and the Parent or Guardian of the Student, must be present in the re-entry conference.
- i. The Student and Parent or Guardian of Student will be notified in the event that the Student fails to attend the re-entry conference.

Suspension and expulsion of students with disabilities will comply with all Federal and State laws, policies and procedures. The IEP Team will meet to review the IEP and consider the development of a Behavior Intervention Plan whenever the number of days of suspension exceeds five (5) days in the academic year. Any student who is suspended for more than ten (10) days during an academic year will continue to receive services via a change of placement as determined by the IEP Team. In the event that the Student is being disciplined for an expellable action, they will meet and conduct both a manifest determination and functional behavior analysis. An Alternate Interim Placement will be identified for a period of time not to exceed forty-five (45) school days.

EMERGENCY REMOVAL

Per the Ohio Revised Code, the School Administrator may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the Student's presence poses a threat and/or danger to any person or property, or if the Student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided a hearing within three (3) school days after the removal as defined in the suspension section of this handbook. If it is probable that the Student is going to be expelled, the hearing shall be conducted in accordance with the expulsion section of this handbook.

ATTENDANCE

The OHDELA experience takes place almost entirely outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of educational learning hours engaged in by the Student. Ohio community school law requires children to receive a minimum of 920 hours of learning opportunities per school year (approximately 28-35 hours per week) and, as such, attendance will be measured in this manner. Accordingly, the Parent/Guardian educators are required to report the curriculum based educational learning engaged in by students daily through the OHDELA Learning Management System or other methods as dictated by the School.

- Students must log into the systems **daily** as directed.
- Students must show up for testing on assigned days.
- Failure to log into the system daily and or to show up for assigned testing will be deemed an unexcused absence for the Student.
- Students are expected to attend School on all official School days including testing days, to complete all assignments in a timely manner in accordance with stated class schedules, and attend live learning classes or view archived materials consistently.
- Parents/Guardians must maintain communication with her/his Student's teacher(s) every week.
- Parents/Guardians will be directed to log hours and/or properly document the Student's work.
- Parents/Guardians must provide the School with written notes documenting why absences should be excused.

EXCUSED AND/OR UNEXCUSED (STUDENT) ABSENCES

OHDELA Recognizes the Following (Student) Excused Absences from School:

- *Personal illness* –in most cases this will require the certificate of a physician;
- *Quarantine of the home* – limited to length of quarantine as determined by the Health Department;
- *Illness in the family* – an excused absence may be granted when the Student's (14 or older) presence at home is necessary for family stability. This provision does not extend to long term or chronic illness;
- *Death of a relative* – limited to three (3) days unless reasonable cause is shown for longer absence. Must be approved;
- *Observance of religious holidays* – must be prearranged with Administrator and approved by him/her. Limited to length of holiday;
- *Vacation trip* – must be prearranged, or it is considered unexcused. Limit of one (1) such trip of five (5) school days in any school year;

- *Court appearances, appointments* – must provide proof of same. Limited to length of appointment and travel time;
- *Documented technology issue*- must have an official help desk ticket number and that information must be reported to the Student’s teachers in writing. Additionally, the documented technology issue must be such that it precludes the Student from using the computer and or accessing his or her curriculum; and
- Prior to an absence, the Administrator may approve any other reason.

When a student’s absence is excused, extensions to assignments may be granted only if approved by the Teacher(s). Most work and assignments are available online 24-7 and can be done outside the typical school day hours. Having an excused absence does not automatically grant a student an extension. Absences not conforming to the reasons listed above will be considered unexcused and dealt with accordingly. The Student will not receive credit during the unexcused absence period. Flagrant violation and/or disregard for the rules of attendance will result in the loss of I-PACT points, referral to the Juvenile Court and/or expulsion. Attendance is the legal responsibility of the Parents per ORC §3321.04.

TRUANCY

Routine and accurate reporting of educational learning is critical. Under Ohio law, there are significant actions that a school must/can take if a student does not routinely attend school (report educational learning hours) in accordance with school policy. These actions include, but are not limited to, the following:

- **For any student who fails, without legitimate excuse, to participate in 105 consecutive hours of curriculum-based educational learning in any academic year, that student must be withdrawn from OHDELA. The Student will be immediately withdrawn after the Student has failed to participate in the 105th hour.**

In addition to the foregoing, in the event that a guardian or other person having care of a child fails to cause that student to attend school and the child is considered to be a habitual truant, which is defined as any child of compulsory school age who is absent without legitimate excuse from the School for five (5) or more consecutive school days (the equivalent of thirty-five (35) educational learning hours), or seven (7) or more school days in one month (the equivalent of forty-nine (49) educational learning hours), or twelve (12) or more school days in one year (the equivalent of eighty-four (84) educational learning hours).

Further, in the event that a guardian or other person having care of a child fails to cause that student to attend school and the child is considered to be a chronic truant, which is defined as any child of compulsory school age who is absent without legitimate excuse from the School for seven (7) consecutive school days (the equivalent of forty-nine (9) educational learning opportunity hours), or a total of ten (10) unexcused absences in one month (any 30 day period (the equivalent of seventy (70) educational learning hours), or a total of fifteen (15) unexcused absences in one school year (the equivalent of 105 educational learning hours), the School may:

- Take any action delineated in any intervention strategy approved by the Board of Directors of the School in accordance with the Ohio Revised Code; and/or
- File a complaint in the Juvenile Court of the County in which the child has a residence or legal settlement, or in which the child is supposed to attend school, jointly against the child and the Parent, guardian or other person having care of the child. A complaint filed in the Juvenile Court under this division shall allege that the child is an unruly or delinquent child for being a habitual truant who previously has been adjudicated and that the person having care of the child has violated section 3321.38 of the Ohio Revised Code; and
- Contact the child protective service agency in your resident County to report educational neglect, defined in section 2151.03 of the Ohio Revised Code as a Parent/guardian's failure to ensure a child's opportunity to learn in a school or home environment.

VOLUNTARY WITHDRAWAL

To initiate the withdrawal process from OHDELA, the Student's Guardian must sign a withdrawal form and submit it to the School. This signed form gives official notice of the child's withdrawal and permission for OHDELA to send records to the new school. Except as prohibited by law, the Student's grades and credits will not be released until all outstanding fees or obligations are met, including return of all textbooks, equipment, and other materials purchased through the MyChoice Account, described in more detail later in this handbook.

All computer hardware and curriculum materials shall be returned.

The MyChoice Account will be frozen on the date of withdrawal from OHDELA.

It is against the policy of the Ohio Department of Education for a student to be simultaneously enrolled in OHDELA and another school district; therefore, the Guardian is responsible for contacting the OHDELA Admission Office before his/her student becomes enrolled in another public school. **It is critical that the Guardian send OHDELA a written request for withdrawal as soon as the decision to withdraw a student has been made.**

TEXTBOOKS, MATERIALS, AND SUPPLIES

The textbooks, computers, software, hardware and other materials loaned to the Guardian and/or student are property of either the School or its management company (as the case may be). No student and/or Guardian have any right to the same except for usage in strict accordance with the School's educational model, Code of Conduct, rules, regulations, policies and procedures. Students and Parents are responsible for the textbooks, computers, software, hardware and other materials loaned to the guardian and/or student within their possession during the School year. Parents must return the materials and property, with the exception of workbooks, if their child or children are withdrawn from the program or expelled. The Parent/Guardian is responsible for all shipping costs.

All OHDELA students will be loaned various equipment, supplies and services from OHDELA which have been determined to be necessary to ensure the functionality and connectivity of the OHDELA educational program. Materials and property must be used solely in connection with the education services provided by OHDELA.

OHDELA LOANED PROPERTY

- Computer
- Complete set of curriculum resources (curriculum licenses etc.)
- Webcam and mobile devices (if applicable)

Pursuant to Ohio law, each family enrolled in OHDELA has the right to have one computer provided per child enrolled in the program. Parents with more than one student enrolled in the program at the same time may elect not to receive a computer for the second student. In that event, a Parent may waive the right to receive an additional computer. In the event a Parent later decides that a computer is necessary, the Parent may direct OHDELA to issue a computer pursuant to the Policy.

RETRIEVAL OF SCHOOL ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, OHDELA (and its management company) seeks to protect its property and usage interests through the following policies. ***Please note that the Parent and/or student also consents that student computers may be activated with geolocation features to assist in the retrieval/recovery of school issued computers.***

- Computer recovery commences when any of the following occurs:
 - A Parent's written notice of the intent to withdraw has been received;
 - A student is withdrawn after 105 consecutive hours of non-attendance;
 - A student graduates from OHDELA; or
 - A student is expelled.
- Within thirty (30) days after four (4) corresponding authenticated attempts of recovery by an authorized OHDELA de-installer, written notification will be sent to the Parent/Guardian noting that the following actions may be taken:
 - With the appropriate law enforcement agency, a police report will be filed in order to recover the computer, printer, accessories and all other material and property from the Parent/Guardian;
 - A credit complaint will be filed against the Parent to the three major credit reporting agencies; and
 - Other legal action permitted by law and in equity may be taken to secure the return of the School's property and materials, including civil and criminal actions.

- Additionally, failure to return School Property will result in a fine being placed against the Student’s account, and the School shall withhold all official student records until either the fine is paid or the School Property is returned.

PERSONALIZED INSTRUCTION:

Personalized instruction is a process for planning, delivering, monitoring and improving academic programs in which clearly defined academic content standards provide the basis for content in instruction and assessment.

- Standards help ensure students learn what is important, rather than allowing textbooks to dictate classroom practice.
- Student learning is the focus - aiming for a high and deep level of student understanding that goes beyond traditional textbook-based or lesson-based instruction.

A personalized learning system:

- Measures its success based on student academic growth and achievement
- Aligns policies, initiatives, curriculum, instruction and assessments
- Consistently communicates to ensure success for all students.
- Uses assessment to inform instruction.

OHDELA teachers maintain a grade book within the Learning Management System that displays the Student’s progress. Parents have access to a grade report itemizing each grade for students. Only report cards printed by OHDELA teachers and staff are official.

ACADEMIC LETTER GRADES (GRADES K-12)

90-100	A	Student demonstrates superior knowledge of content
80-89	B	Student demonstrates advanced knowledge of content
70-79	C	Student demonstrates average knowledge of content
60-69	D	Student demonstrates limited knowledge of content
59 and below	F	Student fails to demonstrate even limited knowledge of content

GRADE LEVELS AT OHDELA:

OHDELA may use NWEA MAP or another nationally normed assessment to assist in determining grade levels for students. The School uses many factors in determining the appropriate grade placement and core curriculum for students. Some of those factors include, scores on nationally normed assessments, results on summative and formative assessments, teacher recommendations, the School’s Placement, Promotion and Retention Policy, and the students demonstrated skills mastery.

OHDELA high school level students will be placed in a specific grade level based upon credit completion.

CREDIT COMPLETION (HIGH SCHOOL)

In order to advance to 10th grade status the Student must have a total of 5 credits

In order to advance to 11th grade status the Student must have a total of 10 credits

In order to advance to 12th grade status the Student must have a total of 15 credits

In order to meet the graduation requirement for credits (20) within 4 years it is recommended that the Student earns credit for at least 5 courses a year.

DROP/INCOMPLETE/WITHDRAW/FAIL GUIDELINES

Drops

Drops are for students who, in the first two weeks after enrolling in a course, need to be removed from the course without any academic consequences. Please note: it is only in approved circumstances that a course may be dropped and only in the first two weeks after entering a course.

Withdraw grade (A-F)

Withdraws after the end of the second week after enrolling in a course will result in a "Withdraw Grade" (A-F) displayed on their student transcript.

- In order to withdraw from a course after the second week after enrolling in a course, students must have one of the following excuses:
 - Medical problem;
 - Students withdrawn due to truancy;
 - Family emergency (requires review by administration); and
 - Other excuse deemed appropriate by administration

All course withdraws must be approved by the Teacher and/or Administrator. If approval is not granted, students will receive the grade earned in the course.

Incomplete

Incompletes are for students who have worked consistently throughout the semester but have a situation that leaves them unable to finish a class.

- Incompletes will be given with teacher discretion using the following guidelines:
 - Students must have completed over 65% of the class and be passing;
 - Student must have maintained contact with teacher and advisor;
 - Student must have attended live learning classes, if applicable; and
 - Student must be able to complete the class given up to a 5 week extension.
- Incompletes may also be given by teachers and/or administration in the following situations:
 - Doctor approved medical excuses;

- Family emergency; and
- Other excuses deemed appropriate by administration.

When an incomplete is given to a student, the Teacher and student must both sign a completion contract. This contract will have specific deadlines and commitments, so all parties are aware of expectations. If expectations are not met, the Student will receive a zero for all missing work and a final grade reflecting such.

Fail

A fail (or “F”) is given to any student who has not been given an incomplete and has earned an “F” (i.e. – failing coursework, not turning in assignments). An “F” will be earned (assigned) at the end of each semester.

RETENTION POLICY

The OHDELA Board of Directors has adopted a Placement, Promotion and Retention policy which the School will follow.

OTHER POLICIES

AGE REQUIREMENTS

Children entering the Kindergarten Program must be five years of age by September 30th, or will need to be admitted pursuant to the School’s Entrance Age Policy. Students may not be more than 21 years of age at the time of admission, but may be permitted to complete the School year in which their 22nd birthday falls, subject to change based on rules and regulations established by the Ohio Department of Education.

CREDIT FLEXIBILITY PLAN OPTION

The Alternative Education Academy offers the Credit Flexibility Program (CFP) to all students; however, the following prerequisites for participation apply:

- Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing one full core academic credit in OHDELA;
- All other newly enrolled students may participate in the CFP upon completion of the first semester;
- Currently enrolled students may participate in the CFP at any time;

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject and allow tailoring of learning time and/or conditions. The Plan is designed to customize learning around students' interests and needs.

- Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content at a level 3 or higher; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Credit flexibility is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experiences;
- Customization around individual student needs; and
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning or document performance.

1. Process to initiate a Plan

Any student can initiate a plan to complete credit utilizing credit flexibility by submitting a written request to the School. (Plans received after March 1st will be considered for the following school year.) The School personnel will then create a formal individual student Credit Flexibility Plan (CFP).

Plan Requirements

Each Credit Flexibility Plan must include:

- Course content and academic standards components;
- How the Student will demonstrate proficiency;
- What types of assessments and/or educational programs will be used to demonstrate proficiency;
- Progress measures and dates;
- Due date for the completion of the CFP;
- Grade determination (most courses will be assigned letter grades, but all course grading must follow the grade plan for the standard course with the same name);
- Consequences of failing work or non-completion of the CFP;
- Designated highly qualified teacher of record and administrative staff member who will monitor the plan;
- The names and signatures of the Student, Parent (if Student is a minor), Teacher of record, and Administrative Staff Member;
- Cost, if any, that must be assumed by the Student (most cases cannot require cost); and
- An appeals process for this CFP.

2. Roles and Responsibilities

Students utilizing an approved CFP may earn:

- Credit in courses that count toward high school graduation requirements;
- Credit in a course not currently offered at the high school if the Student provides a mutually acceptable course of study or educational program;
- Simultaneous credit in multiple courses if standards are mastered from more than one course; and
- Partial credit for a course.

A student will be marked present for attendance purposes if the Student is working on the CFP off-site, such as participating in an internship, and reports to that location daily rather than the School.

Any student participating in the post-secondary enrollment options program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

- Regularly check progress and proficiency according to the CFP;
- Provide detailed report of progress measures and achievement in regular mailings to students and parents;
- Provide warning to the Student who may not be on track to complete the course that credit will not be earned if the Student does not take measures to successfully complete the course prior to the CFP becoming officially cancelled; and
- Work collaboratively with the Student behind on deadlines to establish steps to get the Student back on track for successful course completion

The School is required to:

- Keep accurate records of all students currently working on CFPs;
- Track student/plan progress;
- Store CFP progress records in one location; and
- File completed CFPs in one location and a copy in the Student's academic file; and
- Forward the CFP and progress information to the transfer school if a withdrawing student wishes to take their CFP with them to his or her next school. It will be the decision of the transfer school how much, if any of the CFP, they will accept.

A student may appeal any Credit Flexibility Plan that is denied by submitting a written request to: OHDELA Credit Flexibility Appeals
121 S. Main Street, Suite 310
Akron, OH 44308

CONFERENCES

Parent–teacher–student conferences are a focal point in student evaluation. In addition to the scheduled conferences the School recognizes that open communication is one of the keys to student success and impromptu conferences may be initiated by either party, if there is a need. Parents and the Teacher or Academic Advisor will have consistent contact to discuss the Student’s educational development and presentation of learning opportunities throughout the year.

DRUG-FREE AND WEAPON-FREE SCHOOL

In accordance with Federal Law, OHDELA prohibits the use, possession, concealment or distribution of drugs by students on OHDELA grounds, in any school building or at any OHDELA related event, activity or function. Drugs include any alcoholic beverage, anabolic steroid, any dangerous controlled substance as defined by state or Federal statute or any substance that could be considered a “look alike” controlled substance. Compliance with this OHDELA policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the Code of Conduct as listed in this Parent/Student Handbook, up to and including expulsion from OHDELA. When required by State law, OHDELA will also notify law enforcement officials.

Additionally, OHDELA prohibits the use, possession, and concealment of any weapon by students or Guardians on OHDELA grounds, in any school building or at any OHDELA related event, activity or function.

FIELD TRIPS

A student may be denied the privilege of participating in a field trip or other special event. This reason may be due to unacceptable attendance patterns, disciplinary records or poor academic progress. Where the field trip/event is tied to a grade, alternative arrangements will be made.

FORMAL GROUP TESTING

Online district assessment testing will take place two to three times per year, or as specified by Administration. **These tests are required.** A student’s non-attendance will result in removal from OHDELA in accordance with State law or OHDELA Board Approved Policy.

POLICY AGAINST HARASSMENT

Harassment is any form of hostility, conduct or language that alters the conditions of the Student’s school environment and which creates a hostile, intimidating or offensive school environment. Additionally, sexual harassment can consist of unwelcome sexual advances, intentional and unwelcome touching, verbal remarks and requests or demands for sexual favors.

The prohibition against harassment is applicable to all employees of OHDELA, which includes all staff members, teachers, Administrators, managers and officers. The prohibition is also applicable to students and parents and prohibits all students and parents from harassing other students, staff or other persons.

Any student, parent or employee that believes another has harassed him/her should immediately report the incident to a teacher. If there is any hesitation to discuss the matter with a teacher, the incident should be reported to the Administrator. If a student is uncomfortable in reporting to the Administrator, a parent or guardian should make the report. Reported incidents shall be investigated immediately. The results of the investigation will be thoroughly discussed with the Parent/Guardian and the Student. Corrective action will be taken if appropriate.

LOANER COMPUTERS

In the event that a computer breaks or otherwise becomes inoperable the Parent/Guardian should contact OHDELA's Technical Support Team. The Technical Support Team will initially work to resolve the problem over the phone. Should the computer need more extensive repair, the Technical Support Team will provide the Parent/Guardian with instructions on how to send the computer for repair. In situations where repair will take an extended period of time, the Administrator can approve a loaner computer to be issued at the suggestion of the Technical Support Team and the request of the family. The loaner computer must be returned upon receipt of the repaired or replacement computer. OHDELA has the option of immediately replacing any computer that is not functioning, rather than sending a loaner.

MEDICATION, INHALER AND EPI-PEN POLICY

Parents should provide medication outside of school sponsored on-site testing, activities and trips and encourage their physician's cooperation in this regard. Except in situations required by law, no medication will be administered by School staff.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent.

The Physician's written approval must include the following information:

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;

- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector.

The School has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the School Administrator.

PROTECTIVE EYEWEAR

Every student and teacher shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses: vocational, technical, industrial arts, fine arts, chemical/ science, physical or combined chemical-physical education activities involving exposure to: hot molten metals, gas or electric welding, caustic or explosive materials and hazardous chemicals.

SCHOOL CONTACTS WITH NON-CUSTODIAL PARENTS

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974 and other relevant Federal and State laws as pertaining to release of records. Upon request, "non-custodial" parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

If there is a court order concerning legal custody of a child, an "Information Regarding Legal Custody Form" must be completed and on file in the child's cumulative record. This form can be found in the admission packet or can be obtained through the OHDELA office. "A non-custodial parent" refers to the Parent who does not have custody of the child but does have the right to information about the child's education.

SPECIAL EDUCATION

OHDELA fully complies with State and Federal laws regarding the education of students with disabilities. In the event that a parent or a teacher suspects that a child might have a disability, instructional intervention strategies will be provided through the intervention assistance team. When it has been determined that intervention strategies have not been successful and the child continues to demonstrate a learning deficit, a multi-factored evaluation may be

conducted to determine if the child is or is not a child with a disability. OHDELA shall comply with all mandated timelines to complete the evaluation process.

When a child is identified as having a disability, an Individualized Education Plan (IEP) will be provided to meet the specialized needs of the child. As a distance learning school that relies upon parent support, OHDELA may deliver educationally appropriate services to students with an IEP using methods that differ from the methods used at traditional public schools. These methods and services will be determined by the IEP Team. It is the responsibility of the Student's Parent to take his/her child to a location specified by OHDELA for State-mandated standardized testing and other purposes including certain special education related services.

CHILD FIND POLICY

OHDELA will ensure that all children with disabilities within its program/boundaries (including children with disabilities who are homeless, wards of the state or who are in need of special education and related services) are identified, located and evaluated.

HOMELESS STUDENT POLICY

The School shall provide an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless or unaccompanied students applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- with other persons due to loss of housing, economic hardship, or a similar reason;
- in a shelter, temporary shared housing, or transitional living program;
- in a hotel/motel, campground, or similar situation due to lack of alternatives;
- at a bus station, park, or abandoned building; and
- in a temporary or transitional foster care placement

According to the McKinney-Vento Homeless Assistance Act, eligible students have the right to:

- immediate enrollment - proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the School.
- school selection - the eligible student has the right to select from the following schools:
 - the School he/she attended when permanently housed (school of origin);
 - the School in which he/she was last enrolled (school of origin);
 - the School in the attendance area in which he/she currently resides (school of residency);
- participation in programs: students have a right to access all of the School's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities;

- transportation: any eligible student attending his/her school of origin has a right to transportation to and from the School of origin; and
- dispute resolution: students and their families also have access to a dispute resolution process through the Ohio Department of Education when the family disagrees with a school about how the McKinney-Vento Act applies in their situation.

The School liaison for homeless students shall ensure that the Parent or Guardian of a homeless student and any unaccompanied youth is:

- assisted in accessing transportation to the selected school;
- provided assistance in exercising the right to attend the School of his/her choice;
- serviced without being labeled as homeless by school personnel; and
- provided the above information in a manner and form understandable to the Parent or guardian, and if necessary, in the native language of the Parent or Guardian.

STATE-PRESCRIBED TESTING AND COMPULSORY ATTENDANCE

OHDELA is a community school established under Chapter 3314 of the Revised Code. OHDELA is a public school and students enrolled in and attending the School are required to take proficiency tests and other examinations prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the administrative code shall no longer be excused for that purpose upon their enrollment in a community school.

Ohio law requires that any student who fails to take one or more of their grade level Achievement Assessment or the Graduation Test, when required, for two (2) consecutive years be withdrawn. Once such student is withdrawn, if such student re-enrolls in OHDELA the Student will be required to pay tuition equal to the state funds the Department of Education would otherwise have provided to OHDELA. Additionally, due to OHDELA'S commitment to the importance of state mandated testing, OHDELA shall refuse to let a student return to OHDELA should a student fail to participate in State testing after only one year.

SCHOOL RECORDS

Student records are directly accessible only to the professional staff and to the Students' legal Parents or Guardians until the Student reaches eighteen (18) years of age. Parents have the right to review records. To request that viewing, contact the Administrator. An official cumulative record is maintained for each student. Recognizing students' rights for privacy, this record shall contain only verified information of recognized importance.

Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, Parents have the right to inspect and /or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Administrator to allow him/her

to schedule a reasonable and appropriate time and date for the Parent to present their case. Records will be provided for parental inspection only under the direct supervision of Administrator or his/her designee. The School must comply with the Parent's request for inspection within forty-five (45) days. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the Parent or the Student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the department of education if they think that the School or the School district their student previously attended is not complying with the Federal laws or regulations regarding student records.

School records are only released to another school upon request from that school, stating that the Student is now enrolled in that school. Records will be released provided OHDELA has received:

- A release form signed by the Parent or Guardian or as otherwise required by law; and
- All loaned property and equipment issued to the Student upon enrollment.

Confidentiality of Records

At the School we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and Federal law. Records of students are only released to another school upon request from that school or from a signed release by the Parent/Guardian or as otherwise required by law.

Requests for Records

The OHDELA records department will request your student's records once your student is considered enrolled. Ohio mandates that the requested records must be received within 14 days. If the records are not received within 14 days, the local law enforcement agency will be notified. The requirement in Ohio that records must be received in a given time comes from school mandates relating to missing children.

Student Directory Information

It is the policy of OHDELA not to release any personal information such as names, home address and phone numbers, or any directory information as that term is defined by Ohio and Federal law, to outside agencies or requesting parties without the direct written consent of the Parent or guardian or as otherwise required by law, such as military recruiters, etc., as referenced in orc 3319.321(b) 2(a) and (b). Unless a Parent/Guardian - or adult student (18 years of age or older) - notifies the School in writing that the Parent/Guardian or adult student permits the distribution of any personal information, the School will not release the information.

Audio-Visual Information

The School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

Sealed/Expunged Records Policy

Records whose release is prohibited or exempted by either state or Federal law shall not be subject to public inspection, and may be destroyed by all persons and governmental bodies except the courts. The following represents a partial list of records that may be maintained by OHDELA, which may not be inspected or copied. In the event that a record is ordered sealed or expunged, it will be destroyed by OHDELA.

- Confidential law enforcement records
- Information pertaining to medical treatment
- Trial preparation records
- Records ordered sealed by a court of law
- Expunged records

PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS

OHDELA will annually notify parents of their right to request the following regarding their child's teacher(s):

- Licensure and certification information;
- Emergency or provisional status;
- Educational background; and
- Qualifications of instructional aides.

PARENT INVOLVEMENT POLICY

General Expectations

In acknowledgement of reliable research proving that parental involvement raises the academic achievement of students, the School encourages involvement of parents and foster caregivers (hereinafter referred to collectively as "parents") in the education of their child(ren).

The School will put into operation, programs, activities and procedures for the involvement of parents in the School consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). The programs, activities and procedures will be planned and operated in consultation with parents of participating children. To the extent practicable, the School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information in alternative formats upon request and, to the extent practicable, in a language parents understand.

The School is governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two way and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

Implementation of the Parent Involvement Policy Components

1. The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.

2. The School will take the following actions to involve parents in the process of school review and improvement if necessary:

- a. Every year, a survey for all parents shall be conducted by the School to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents;
- b. The School will distribute copies of the local report card to students upon enrollment in the School;
- c. The School will distribute copies of the School's Annual Report to parents by October 31st; and

- d. The School will stress the importance of parent/teacher communication on an on-going basis through parent teacher conferences.
 3. The School shall provide necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance through actions such as the following:
 - a. Offer a flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the student's progress in order to improve student achievement.
 - b. Offer a varied schedule for meetings and conferences in order to accommodate the needs of parents.
 - c. Offer scheduled parent conferences, where the progress of the student will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have.
 - d. Offer parent breakfasts and dinners to increase the parent-school relations.
 - e. Develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain.
 4. The School will coordinate and integrate parental involvement with parental involvement strategies under other programs such as: Head Start, Home Instruction Program and State-operated preschool programs.
 5. The School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the School.

The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise (if necessary and with the involvement of parents) its parental involvement policies.

6. The School will build the School's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the School, parents, and the community to improve student academic achievement through the following activities specifically described below:

A. The School will provide assistance to parents of children served by the School, as appropriate, in understanding topics such as the following:

- the state's academic content standards
- the state's student academic achievement standards
- the state and local academic assessments including alternate assessments
- the requirements of Title I, Part A of the federal regulations
- how to monitor their child's progress
- how to work with educators

B. The School will consider taking additional actions in order to improve student academic achievement as necessary. Listed below are a number of examples:

- The School may hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.
- Parent home visits may be scheduled and done by teachers and administrators.
- Parent breakfasts and dinners may help to increase the parent-school relations.
- Encouraging Parent volunteers for hall duty, field trip chaperones and other tasks where applicable
- Additional communication to assist parents in understanding the school curriculum and student achievement through handouts and mailings, monthly newsletters and student achievement reports. All invitations will be sent in a timely manner with an additional follow-up reminder.

C. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, and by sending monthly newsletters which include parenting tips and suggestions.

D. The School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. The School will also support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies.

E. The School will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

POLICY AND PROCEDURE FOR PARENTAL COMPLAINTS

Parents or guardians who wish to voice a concern to OHDELA regarding a child's situation shall telephone the Administrator to make an appointment and provide the Administrator with a brief summary of the problem. Persons in attendance at a meeting with the Administrator or others must conduct themselves civilly. Angry, insulting or threatening behavior may result in an action to protect school personnel, such as reporting the incident to the proper authorities, or thereafter prohibiting the Parent or Guardian from entering school property at any time.

Any parent or guardian may file a complaint regarding a violation of school policies, regulations, rules or procedures of Federal, state or local law to the Board of Directors of OHDELA by filing the same with the Administrator. To file a complaint with the Administrator, the Parent shall deliver the written complaint containing:

- The Student and Parent's name (anonymous complaints will not be processed);
- The signature of the complainant;
- The complainant's name and phone number;
- The specific violation of School Policy, regulation, rules and procedures, and/or Federal, state or local law.

The complaint may be delivered in person or by U.S. Mail properly addressed to:

OHDELA
c/o the Administrator
121 S. Main Street, Suite 310
Akron, OH 44308

Upon filing of any complaint, OHDELA will do the following:

1. Date stamp the complaint upon receipt;
2. Notify the President of the Board of Directors and the attorney for the Board of Directors;
3. Send a letter of acknowledgement to the complainant within 7-10 business days. The letter will address the general procedures that will be followed;
4. Conduct an investigation as directed by the president of the Board of Directors. This process may include the following:
 - Collaborating with other offices, employees and personnel within the School;
 - Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
 - Sending written correspondence.
5. The Board of Directors, or its representative, will issue a letter (or approve the letter) to the complainant of:
 - **Compliance** – findings were unsubstantiated and school has complied; or

- **Non-compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the School respond to complainant with a corrective action(s) plan letter within 10-15 business days.

The investigation will be based on fact and findings specific to the allegation(s) stated in the complaint. The reason for the decision will be outlined in the letter of findings.

All documentation of the complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the *no child left behind act*. For example, the names of the Student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

RIGHTS AFFORDED BY THE PPRA

The PPRA affords emancipated minors and students of age eighteen (18) and older (eligible students) and parents/guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before a student is required to submit to a survey that concerns one or more 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. Protected areas include the following:
 - Political affiliations or beliefs of the Student or student's Parent;
 - Mental or psychological problems of the Student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or clergy;

- Religious practices, affiliations, or beliefs of the Student or Parent/Guardian; and
 - Income, other than as required by law to determine program eligibility.
- The right to receive notice and an opportunity to opt a student out of the following:
 - Any other protected information survey, regardless of funding;
 - Any nonemergency, 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- The right to inspect, upon request and before administration or use, any of the following:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the Parent/Guardian to the Student if the Student is eighteen (18) years old or is an emancipated minor under state law or by court order.

Notification Procedures

The School will work to develop and adopt policies regarding these rights in consultation with the Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA notice or after any substantive changes. The School will also directly notify by U.S. Mail, e-mail, or other reasonably available method parents/guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to the Parent/Guardian near the beginning of the School year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the School year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to

review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey funded in whole or in part by U.S. Department of Education; and
- Any nonemergency, invasive physical examination, or screening as described above in the rights afforded by the PPRA.

Where a student is scheduled to participate in these activities, the Student will be notified as described above.

Reporting a violation

The Parent/Guardian or student who believes their rights have been violated may file a complaint to the following:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE, SW
WASHINGTON, D.C. 20202-5901

TECHNOLOGY & INTERNET ACCEPTABLE USAGE POLICY

This Internet Safety Policy was adopted by the OHDELA Board of Directors at a public meeting, following normal public notice, on March 18, 2011. **OHDELA strongly recommends that all families use high speed internet access to help their children succeed in the program.**

Introduction

The use of technology is a privilege and an important part of OHDELA's overall curriculum. OHDELA does not warrant that technology resources will meet any specific requirements that the Student, or other users, may have or that it will be error free or uninterrupted. OHDELA will, from time to time, make determinations on whether specific uses of technology are consistent with OHDELA policies for students and employees of the School. OHDELA always reserves the right to monitor and log technology use, to monitor file server space utilization by users and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user. It is the policy of OHDELA to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications over its (OHDELA's) computer network;
- Prevent unauthorized access and other unlawful online activity and damage to school resources;

- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- Comply with the Children’s Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practicable, technology protection measures are used to block or filter internet access to, or other forms of electronic communications containing, inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children’s Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matter on the internet and the worldwide web.

The installation of technology protection measures at the time of computer installation is mandatory and the internet filter will be set at a level determined by the Parent. Thereafter, it will be the parent educator’s responsibility to monitor computer usage for compliance with OHDELA’s policies and the Children’s Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes. Additionally, it shall be the responsibility of all members of OHDELA staff to supervise and monitor usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, OHDELA is attempting to provide a safe and secure medium by which students can use the internet, world wide web, electronic mail, chat rooms and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the OHDELA private network. Other inappropriate network usage OHDELA intends to eliminate includes:

- Unauthorized access, including so-called ‘hacking’, and other unlawful activities; and
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement form, the Parent and Student agree:

- To abide by all OHDELA policies relating to the use of technology;
- To release all OHDELA employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials OHDELA believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable;
- Using technology resources for commercial, political or other unauthorized purposes since OHDELA technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users;
- Disrupting technology through abuse of the technology including, but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of OHDELA;
- Allowing anyone else to use an account other than the account holder;
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("e-mail spam");
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings;
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email);
- Unauthorized use, or forging, of mail header information;
- Using an OHDELA or a client account to collect replies to messages sent from another OHDELA account; and
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;

- The user will be liable to pay the cost or fee of any file, shareware or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources the user(s) will be liable for any and all costs; and
- Violation of this internet safety policy is also a violation of the OHDELA Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

Definitions

CIPA defines the above referenced terms as follows:

- A minor is anyone under the age of 17;
- "Technology protection measure" means a specific technology that blocks or filters internet access to visual depictions that are
 - Obscene, as that term is defined in section 1460 of title 18, United States Code;
 - Child pornography, as that term is defined in section 1226 of title 18, United States Code; or
 - Harmful to minors. "harmful to minors" means any picture, image, graphic image file or other visual depiction that
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
 - Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

*"Sexual act" and "sexual contact" have the meanings given such terms in section 2246 of Title 18, United States Code.

Specific Terms and Conditions for Using Chat Rooms, Webcams and Course Mail

OHDELA offers a chat room, webcam, discussion boards and course mail to provide OHDELA Parents and students a forum in which to share ideas and exchange views regarding OHDELA with other Parents, students, teachers and Administrators. To protect all chat room and e-mail participants, all chat room sessions and network e-mails are monitored and recorded. OHDELA does not discourage criticism or healthy disagreements; however, OHDELA does expect each chat room and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling or attacks upon other chat room participants in any way.

If, for any reason, OHDELA does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School, it reserves the right to remove that person from the network (except for access to his/her master teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's

in-home computers and internet connection should **not** be used for any of the following purposes and acting appropriately **does not** include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred or profanity.
- Indulging in: abusive, defamatory or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs or computer programs;
- Impersonating someone else or falsely representing oneself;
- Attempting to post or use computer programs that contain destructive features including, but not limited to: viruses, worms, trojan horses, bot scripts, etc.;
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the sole discretion of the Administrator, does not support the mission of the School.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

Inappropriate technology use penalty system

Violation of OHDELA's chat room or webcam Policy may result in a warning or permanent ban from the chat room, depending on the severity of the infraction. The length of any temporary ban shall be at the sole discretion of the Administrator. Inappropriate use of the webcam will result in the loss of the webcam.

Student Misuse

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with OHDELA's Code of Conduct Disciplinary Policy.

INTERNET REIMBURSEMENT PROVISION

OHDELA requires that all families use high speed internet access to help their children succeed in the program. OHDELA will provide an internet stipend of a maximum of \$35 per month to families that apply for internet connectivity reimbursement. Families in need of internet connectivity reimbursement must provide proof of connectivity in the form of a bill. Internet reimbursement funding will be disbursed three times annually. In order to receive an internet reimbursement payment, the Student must be in good academic standing. Proof of internet must be provided annually, and can be challenged by the School should the School have reason to believe that the internet has not been properly functioning.

MYCHOICE ACCOUNT

An Account is established for every student enrolled in OHDELA for the Student's educational benefit until such time as the Student reaches the age of 22, is withdrawn from the School or ceases to reside in Ohio. The Account will be suspended if the Student is not participating in the academic program as evidenced by lack of attendance, failure to complete assignments, failure to take all required state tests, failure to take student growth assessments or other non-participation. MYCHOICE Accounts shall be provided under the following parameters:

Annually a student who is enrolled by September 15, will receive an allocation of \$125 dollars. This allocation will be referred to as the Student's BASE MYCHOICE Allocation. Students who enroll after September 15, will have their BASE MYCHOICE allocation prorated based upon the remaining percentage of the school year.

Students will also have the ability to earn additional rewards linked to their MYCHOICE Accounts for academic growth and progress, outstanding participation and other academically related benchmarks. Similarly, should students act out in class, fail to participate, or violate the code of conduct funds will be removed from the MYCHOICE Balance.

Students will be able to use MYCHOICE Funds to select items from the OHDELA MYCHOICE REWARD CATALOG.

For Students who want to use MYCHOICE funds to cover expenses not included in the OHDELA MYCHOICE REWARD CATALOG, Students will have the ability to request special variances in the BASE MYCHOICE amount and or MYCHOICE Reward use upon application for a BASE MYCHOICE ALLOCATION AND USE WAIVER. The Waiver documents are available online, and must be completed and approved in writing before the waiver is in effect. No expenditures made prior to the date of the written approval will be covered.

BASE MYCHOICE ALLOCATION WAIVERS are capped out at the following rates:

- For students who have been continuously enrolled for two or fewer school years, the Waiver amount is capped at \$200.
- For students who have been continuously enrolled for 2-3 school years, the waiver amount is capped at \$300.
- For students who have been continuously enrolled for 3-4 years, the waiver amount is capped at \$400.
- For students who have been continuously enrolled for 4 or more years, the waiver amount is capped at \$500.

MYCHOICE USE WAIVERS must comply with the guidelines listed below.

MYCHOICE rewards that require reimbursements are disbursed quarterly.

MYCHOICE ACCOUNT GUIDELINES INCLUDE, BUT ARE NOT LIMITED TO:

- All MyChoice Account expenditures must support the Student's education and be nonsectarian. All products purchased remain the property of OHDELA;
- Computers loaned by OHDELA for students' use are expected to remain operational for a minimum of four school years. Computers which need to be replaced due to abuse and/or misuse including, but not limited to, noncompliance with the "Technology & Internet Acceptable Usage Policy" included in this Handbook will result in the Student's MyChoice Account balance reverting back to \$0 for the remainder of the School year during which the replacement is issued. In the instance of significant abuse or misuse of any property or materials, the Student may be subject to expulsion under the Code of Conduct; the Student may also be subject to withdrawal or expulsion under the I-PACT. The year after the replacement, the MyChoice Account will begin at the first year enrollment level of zero, and then will follow the same annual increase pattern established above or whatever the then current Policy establishes;
- Funds must be utilized before the end of the academic school year. All MyChoice Account balances will be reset to zero at the end of the School year; and
- All reimbursement requests must be submitted before withdrawal from OHDELA. The MyChoice Account will be forfeited on the date the Student is withdrawn.

*OHDELA reserves the right, at its sole discretion, with or without notice to Parents or students, to reduce or eliminate the MYCHOICE Account.

Examples of authorized expenditures:

- Educational textbooks;
- Educational workbooks;
- Educational supplies;
- Educational software;
- Educational tutoring;
- Educational lessons (art, music);
- Rental of musical instruments required for music lessons;
- Educational memberships (museums, zoos, etc.);
- Attendance at educational events (plays, museums, etc.) For the Student and one guardian;
- Recreation center expenses to meet physical instruction/ activity requirements and/ or educational programs which supplement the Student's curriculum (e.g. music lessons, fine arts classes, etc.) for the Student; and
- Summer camps.

This list is meant only to be a general guide and is for illustration purposes only. This list is not an approval of any expenditure and expenditures must be approved in writing by OHDELA prior to the expenditure being made. All expenditures must be nonsectarian.

Examples of **unauthorized** expenditures:

- Home, recreational vehicles and nautical improvements, maintenance or utilities;
- Purchase of musical instruments;
- Bibles or other religious materials;
- Travel, meal and lodging expenses;
- Pets or other live animals;
- Furniture, bookcases, filing cabinets, storage bins, desks;
- Clothing and equipment: dance costumes, uniforms, clothes, bats, bikes, shoes, tennis rackets, baseball gloves, sports balls, toys, games, digital cameras, film developing, etc.
- Expenditures for any person not enrolled in OHDELA including Parent and guardian portion of memberships and admission expenses to field trips etc.;
- Admission or memberships to amusement parks, pools, water parks, miniature golf, golfing, go-carts, paint-ball, fun centers, etc.; and
- Any item or maintenance to any item that would have an estimated useful life exceeding two years or would increase in value.

Reimbursement

- Reimbursements may be made to Parents from the MyChoice Account for pre-approved expenditures that support the Student's education and are nonsectarian.
- Pre-approved expenditures may begin on the date of the Student's enrollment (the date the Student is logged in to the OHDELA loaned computer or the first day of the academic school year) and conclude on the date that the Student attains the age of 22, withdraws or is expelled from the School or ceases to be an Ohio resident, whichever occurs first.
- Only authorized expenditures, which are approved by OHDELA, will be reimbursed to a Parent. The Student's MyChoice Account will be charged. The Parent assumes all risk of the cost of the expenditure in the event the Parent does not obtain such prior written notice from OHDELA.
- No expenditure may be made on an item with an expected useful life of greater than two years.

Reimbursement form: \$50 minimum

- Reimbursement via a charge to the Student's MyChoice Account will be processed utilizing the School's systems and proscribed required methods and directions.
- When a Parent follows this process, supporting documentation for each claimed expenditure must be scanned and e-mailed to the specified expense reimbursement e-mail address published specifying the Student's name and date of birth. Only reimbursement requests totaling a minimum of \$50.00 will be processed for reimbursement.
- All receipts must be in English and in U.S. dollars
- If the Student's MyChoice Account balance is less than \$50.00, reimbursements will not be processed until such time as the balance reaches or exceeds \$50.00.
- A reimbursement check will be mailed to the address of record within 4-6 weeks four times annually.

- All MyChoice reimbursements must be requested before withdrawing from the program. Students who are withdrawn due to noncompliance with OHDELA and the State of Ohio rules will not receive reimbursement. All receipts must be dated between the start date of the current educational year and the withdraw date. All reimbursement forms must be received by OHDELA before the withdrawal date.
- Students must be in good academic standing to be eligible for MyChoice reimbursement. This includes attendance and participation in class through completion of assignments.

ODE Guideline for MyChoice Account Expenditures

At no time shall the funds constituting the Parental allocation be held in a bank or other account titled in the Student’s name or the name of the Student’s Parent or Guardian and neither the Parent, nor the Student, shall have any right, title or claim to the funds comprising the Parental account except to direct the funds contained in said account towards the purchase of educational equipment, materials and events previously approved by OHDELA in policy.

All expenditures from this parental allocation must be pre-approved by the School, must support the Student’s education and be nonsectarian. The School shall maintain documentation showing the pre-approval of an expenditure (which pre-approval may include a list of pre-approved products and services available from various vendors). The School shall also maintain in the Students’ file a written record of all expenditures from the Parental allocation to verify the expenditures.” Any conflict between the general descriptions of the MyChoice Account Policy contained above shall be controlled by the terms of the official current Policy. Changes to the Policy will be communicated through a posting on the LMS.

SAFE SCHOOL POLICY

Anti-harassment, anti-intimidation, anti-bullying, anti-gang, drug-free and weapon-free school OHDELA prohibits violence including harassment, intimidation, bullying and/or any gang related activity. The School is a drug-free and weapon-free school; it does not tolerate the above-mentioned behavior whether in the classroom, on school property or at school-sponsored events, as it is expressly forbidden.

ANTI-HARASSMENT, ANTI-INTIMIDATION AND ANTI-BULLYING POLICY

OHDELA prohibits harassing, intimidating or bullying behavior , and students who are determined to have engaged in such behavior are subject to disciplinary action which may include counseling, suspension, or expulsion from school; however, the School’s commitment to address harassment, intimidation and bullying involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

It is imperative that harassing, intimidating, and bullying be identified only when the specific elements of the definition are met, because the designation of conduct as such behavior carries with it special statutory obligations. Any misconduct by one student against another

student, whether or not appropriately defined as harassment, intimidation, or bullying, will result in appropriate disciplinary consequences for the perpetrator.

I. Definition of Terms

1. "Harassment and intimidation" means any overt act by a student or group of students directed against another student or school personnel, more than once, with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behavior means any written, electronically-transmitted, verbal or physical act taking place on school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstances should know will have the effect of:
 - A. Placing the Student in reasonable fear of physical harm or damage to the Student's property;
 - B. Physically harming a student or damaging a student's property; and/or
 - C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the School's educational mission or the education of any student.
2. In accordance with Board Policy and with ORC § 3313.666, "Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the School, on school property, in school vehicles or on school provided transportation, or at school activities or sanctioned events.

A determination that conduct does not constitute harassment, intimidation, or bullying under Board Policy does not restrict the right of the Administrator to impose appropriate disciplinary consequences for the Student misconduct.

3. In accordance with Ohio Substitute House Bill 19 (the "Tina Croucher Act") violence within a dating relationship that occurs on school property or at school-sponsored events shall be considered a form of Harassment, Intimidation or Bullying and is prohibited under this Policy.
 - A. Location. Harassment, Intimidation, or Bullying behavior in violation of Board Policy must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not harassment, intimidation, or bullying under this Policy. Cyber-bullying, which is addressed below, may occur at locations away from those mentioned

above but is covered by this Policy and is strictly forbidden by the School.

- B. Harassment, intimidation, or bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
- 4. "Harassment, intimidation, or bullying" also means electronically committed acts (*i.e.*, acts conducted using electronic or wireless communication devices) that a student has exhibited toward another particular student more than once; the acts both:
 - A. Cause mental or physical harm to the other student; and
 - B. Are sufficiently severe, persistent, or pervasive so as to create an intimidating, threatening, or abusive educational environment for the other student.
 - 5. A "school-sponsored activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Administrator, the Board of Directors, or the Ohio Department of Education.
 - 6. "Harassment or bullying" will not mean any action that would constitute protected free expression under the first amendment to the constitution of the United States.

II. Types of Conduct

Harassment, intimidation or bullying can take many forms and can include many different behaviors having an overt intent to ridicule, humiliate or intimidate another student. Examples of conduct can include, but is not limited to, the following behavior, overt acts, and/or circumstances:

- 1. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- 2. Repeated remarks of a demeaning nature that have the purpose or effect of Causing injury, discomfort, fear or suffering to the victim;

3. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment;
4. Physical violence or attacks or both;
5. Threats, taunts and intimidation through words or gestures or both;
6. Extortion, damage or stealing of money, property or personal possessions;
7. Exclusion from the peer group or spreading rumors;
8. Harassment, intimidation or bullying can also include repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
 - B. Sending abusive or threatening instant messages;
 - C. Using camera phones to take embarrassing photographs of students and posting them online;
 - D. Using websites to circulate gossip and rumors to other students; and
 - E. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process – Reporting Prohibited Incidents

1. The complaint process for the Safe School Policy will follow the guidelines established under school's Complaint Policy and procedure. In addition, the following information provides further guidance with regards to complaint procedures for violations or suspected violations of the Safe School Policy:
 - A. Written and oral complaints
 1. School requires the Administrator or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation, or bullying with any school staff member or Administrator. A teacher or

other school staff member who receives a written complaint will promptly forward it (no later than the next school day) to the Administrator or his/her designee for review and action.

2. Oral complaints will also be considered official complaints. Students, Parents or Guardians, and school personnel may make oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school Administrator, or other school personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the Administrator for review and action.
- B. Both written and oral complaints will be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.
- C. Anonymous complaints
1. Students who make oral complaints as set forth above may request that their name be maintained in confidence by the School staff member(s) and Administrator(s) who receive the complaint.
 2. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the Student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

IV. School Personnel Reporting Responsibilities

1. Teachers and other school staff responsibilities
 - A. Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, will promptly notify the Administrator or his/her designee of the event observed by filing a written incident report concerning the events witnessed.

- B. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
- C. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

V. Notification To Parents/Guardians

1. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the Administrator or his/her designee will notify, in writing, the Parent or Guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline will be included in such notification.
2. If after investigation, acts of bullying against a specific student are verified, the Administrator or his/her designee will notify the Parent or Guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such harassment, intimidation and bullying.
3. To the extent permitted by state and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Investigation and Documentation of Prohibited Incident

1. The Administrator or his/her designee shall be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Administrator or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a recommendation for

intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report.

2. When a student making an informal complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

VII. Intervention Strategies to Protect Victims

1. When responding to verified acts of harassment, intimidation, or bullying, the School will consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report. Potential strategies include:
 - A. Supervising and disciplining offending students fairly and consistently;
 - B. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
 - C. Maintaining contact with Parents and Guardians of all involved parties;
 - D. Providing counseling for the victim if assessed that it is needed;
 - E. Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;
 - F. Checking with the victim regularly to ensure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender(s).

VIII. Disciplinary Procedure

1. Verified acts of harassment, intimidation or bullying will result in an intervention by the Administrator or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

2. School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
3. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the Administrator will give the following factors full consideration:
 - A. The degree of harm caused by the incident(s);
 - B. The surrounding circumstances;
 - C. The nature and severity of the behavior;
 - D. The relationship between the parties involved; and
 - E. Past incidences or continuing patterns of behavior.
4. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
5. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
 - A. In and out-of-school suspensions may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
 - B. Expulsion may be imposed only after a hearing before the Administrator or his/her designee. This consequence will be reserved for serious incidents of harassment, intimidation or bullying and/or

when past interventions have not been successful in eliminating such behavior.

- C. The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the Administrator or the Board or both to impose appropriate disciplinary consequences for student misconduct.

IX. Semi-Annual Reporting Obligations

1. The Administrator will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the School's website, if one exists. The list will be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on School property, to and from School, or at School-sponsored events.

X. Dissemination Of Policy

1. The School will annually disseminate the Safe School Policy to staff, students, and Parents, along with an explanation that the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions, on school buses or school-related vehicles, or in cyber-space. The Safe School Policy will appear in Parent/Student Handbooks that set forth school's rules, procedures, and standards of conduct for the Schools and its students.
2. To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation or bullying, the School has incorporated the information about the Safe School Policy into its employee training programs.
3. Orientation sessions for students will introduce the elements of this Policy. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other School policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this Policy, as well as information about other School rules and disciplinary policies. This Policy will be stated in student, staff, volunteer and Parent Handbooks.

XI. Prohibited Gang Activity

Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school related function or event. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from school.

The term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

The term "gang activity" is defined as any conduct engaged in by a student:

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

XII. Drug Free

In accordance with Federal law, the School prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in the School building, on School property, or at any School-sponsored event to ensure a drug free school. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a "look alike." Any student who violates this Policy will be subject to disciplinary action, up to and including suspension or expulsion from the School.

XIII. Weapons Free

The School is also a weapons-free environment. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of the School or at any school sponsored event held away from school property. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from the School.

XIV. General Provisions

This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or Federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

The Complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Complaint Policy and procedure. Non-Discrimination and Title IX/Section 504 Notice

The School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time, the School does not provide third parties with access to School facilities. The following staff members have been designated to handle inquiries regarding non-discrimination policies, and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator
Director of Human Resources
c/o White Hat Management
121 S. Main St. Suite 310
Akron, OH 44308
330-535-6868

Section 504 Coordinator
Director of Student Services
c/o White Hat Management
121 S. Main St. Suite 310
Akron, OH 44308
330-535-6868

WORK PERMIT POLICY

Pursuant to Ohio law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued age and schooling certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as "Wage and Hour") has granted to the School the authority to issue and revoke such age and schooling certificates for its students.

Any student may request an age and schooling certificate who is: at least sixteen years of age; has completed the School vocational education program; has completed a test verifying he/she can complete seventh grade academic work (if the Student cannot do so, certain other arrangements can be made through the Administrator), and has secured possible employment.

If a student is eligible to receive an age and schooling certificate, that student may begin the age and schooling permitting process described below.

1. *The Work Permit Process*

- a. If the Student is a qualified applicant as described above, he/she shall be given an application to obtain the Age and Schooling Certificate. The Student and his/her Parent/Guardian shall complete the form in the following manner:
 - i. The Parent/Guardian must complete the Student information section.
 - ii. The employer shall complete the employer's agreement section.
 - iii. The Student's physician must complete the physical examination section.
- b. Once the aforementioned sections of the application are complete and reviewed by the Administrator, the Administrator may complete the School records section.
- c. Once the certificate is complete, the Student shall sign the section titled "Signature of Minor." The Age and Schooling Certificate shall be issued to the Student.
- d. When the Age and Schooling Certificate is fully executed, the white original shall be sent to the employer and the Student may be employed.

It is important to note that the age and schooling certificate issued to the Student is employment and employer specific, and as such, a new application and age and schooling certificate must be submitted and procured respectively for each new different employment opportunity of the Student. In addition, at the termination of any previous employment relationship, the School must secure the return of the employer's original age and schooling certificate and a reason for termination which when obtained shall be kept in the Student's file at the School.

2. *Revocation of the Age and Schooling Certificate*

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of the School's educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. The School reserves the right to revoke the Student's age and schooling certificate if: the Student's academic achievement falls below an acceptable level; the Student does not meet the minimum attendance requirement of the School; the Student violates the School's Parent/Student Handbook, Code of Conduct, or other school rules, regulations, policies and/or procedures; or the Administrator believes that the employment represented by the Age and Schooling Certificate is jeopardizing the Student's education.

PARENT/GUARDIAN AND SCHOOL COMPACT

Administration, teachers, and entire staff of OHDELA will work to ensure that: Your child receives high-quality content and instruction which will be provided in a supportive, safe and effective learning environment in order for him/her to meet Ohio student academic achievement standards:

School Curriculum

The Ohio Distance Electronic Learning Academy (OHDELA) provides a standards referenced curriculum in which clear learning goals and objectives are established at varying levels of difficulty. This differentiation in curricula will be provided by the classroom teacher.

OHDELA provides:

- daily class sessions;
- guardian, student and teacher conferences;
- 24/7 access to grades, assignments, and communication tools;
- orientation; and
- daily teacher contact.

In this unique environment, the Guardian plays an integral role in the daily education of his or her child(ren). In order to ensure every student receives the best education possible, Guardians must understand and agree to the following:

- the Guardian(s) must be actively involved in the daily learning activities of their student(s);
- the Guardian is responsible for guiding his/her child in using the OHDELA curriculum, and is expected to become knowledgeable about it;
- the Guardian is expected to follow the guidelines and support of the OHDELA professional teachers;
- OHDELA does not consider it acceptable to leave a student home alone or unsupervised all day to do schooling;
- communication with your student's teacher is key to the success of the Student. It is expected that the guardian be accessible via phone and email for conversations with the child's teacher and or advisor. Additionally, the Guardian must communicate to the School the best time of day and method in which to communicate;
- the Guardian must assure that a working phone and internet connection are maintained at the location where the Student is being educated at all times. Internet is reimbursable per the School's internet reimbursement Policy; and
- students must log in daily. Failure to log in daily will result in an unexcused absence. Guardians must provide valid excuses pursuant to the directives listed in this document and or provided by the School. Additionally, the Guardians must provide statements and documents describing what each student is working on to support and include in their learning opportunity hours. Habitually truant students will be reported to the authorities.
- the Guardians are responsible for School property on loan, including computer equipment and textbooks. If damaged, lost, or not returned upon request, fines will be assessed.
- by law, OHDELA students are required to participate in achievement, diagnostic, and standardized testing programs. When necessary, the Guardian must provide

transportation to the and from these tests (at a location no more than 50 miles from their home). Per state law, failure to test will result in withdrawal from school.

- students who are absent unexcused for 105 consecutive hours will be automatically withdrawn from OHDELA.
- students and guardians are bound by the rules and other provisions set out in the Handbook.

OHIO DISTANCE & ELECTRONIC LEARNING ACADEMY

PARENT/STUDENT HANDBOOK AGREEMENT 2016-2017

STUDENT'S NAME: _____ GRADE: _____

PARENT/GUARDIAN'S NAME: _____

I/we have read and understand all of the information contained in this Handbook. We agree to abide by and support OHDELA'S policies and regulations as outlined in the Parent/Student Handbook.

I/we recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. These changes will be communicated accordingly.

AGREED TO BY:

STUDENT'S SIGNATURE DATE

PARENT'S SIGNATURE DATE

THIS AGREEMENT WILL BE PLACED INTO THE STUDENT'S FILE.

*****NOT RECEIVING THIS SIGNED AGREEMENT MAY BE CONSIDERED CAUSE FOR STUDENT DISMISSAL OR DENIAL OF ENROLLMENT. *****

Ohio Distance and Electronic Learning Academy
121 South Main Street, Suite 310
Akron, Ohio 44308
Phone: (800) 493-8680
Fax: (888) 335-2329

OHDELA!

OHDELA Media Release AND STUDENT INFORMATION FORM

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT:

Please print clearly:

_____	_____
NAME OF PARTICIPATING STUDENT	AGE
_____	_____
City/Town/Zip	Grade

I understand that as part of my student's/my attendance at the School, photos, videos, and quotations may be taken for use in publications and reports about the program. I/we further understand that members of the news media invited to cover the program may take photos, videos and quotations.

I grant permission to the School and its governing authority, management company, sponsor, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my student shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board Members, the Management Company, sponsor, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

_____	_____
Signature of Parent or Guardian	Date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.
- PLEASE RETURN THIS FORM TO THE SCHOOL.