

*Alternative Education Academy's*

# **PARENT/STUDENT HANDBOOK**

**2018-2019**

For

# **OHDELA!**

the ohio distance & electronic learning academy

**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 – Friday  
8:00 a.m. – 4:00 p.m.

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

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OHDELA  
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Akron, OH 44308  
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OHDELA TECHNICAL SUPPORT:  
(877) 469-3352  
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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/Parents. 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 and when either term is used herein it means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. 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 Superintendent also referred to herein as the School's Administrator. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the handbook and the policies and procedures referenced herein at any time in the future.

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/Parent to make distance learning work. To better understand this responsibility, parents and students who are enrolling or currently active at OHDELA are required to read this Parent/Student Handbook. 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.

### **OHDELA IS A FREE, PUBLIC CHARTER SCHOOL**

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.

## **NON-DISCRIMINATION POLICY**

OHDELA accepts and will not discriminate against students of any race, religious beliefs, creed, gender, gender identity, disability, pregnancy, marital or parental status, sexual orientation, eligible school age, or physical, mental, emotional or learning disability or ethnic origin. 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.

## **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 provide 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 provide the corrected student information, including the current custody order, to the School.

## **APPLICATION - REGISTRATION - ADMISSION**

Admission is open to students on a statewide basis. 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 Residence, which includes one of the following:
  - o Current Utility Bill
  - o Most Recent Bank Statement
  - o Rental/Lease Agreement/Deed/Mortgage/Home Owner's Insurance Declaration/Real Property Tax Bill
  - o Recent Pay Stub
  - o Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence and meets the guidelines developed by the Superintendent;
- Copy of most recent High School Transcript or K-8 report card, as applicable;

After completing the application, you can fax the remaining enrollment documents to 1-888-335-2329 or scan and email them to [admissions@delastudent.com](mailto:admissions@delastudent.com). Once they are received and accepted, an Admissions Counselor will reach out to let the parent/guardian know the 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 and accepted by the School;
2. The welcome letter and login credentials have been received by the student;

3. The Student has received a computer from OHDELA or completed a waiver with respect to their need for a computer.
4. 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 the district in which the School is considered located (Toledo City) 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.

**ANNUALLY REQUIRED DOCUMENTS**

- Annually OHDELA will distribute the following forms and documents to all parents and students. Some of the documentation will need filled out and returned. It is the parents' responsibility to update necessary information as appropriate. This list is illustrative and subject to change.
- Parent/Student Handbook & Agreement;
- Income Verification Form;
- Emergency Medical Authorization;
- Title One Compact

**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 you choose to have your child exempted from immunizations due to legally permissible religious, good cause or medical reasons then you must complete an Immunization Exemption Form which will be placed in your child's health record. You can request the Immunization Exemption Form from the admissions department by emailing [admissions@delastudent.com](mailto:admissions@delastudent.com) or calling 1-800-493-8680 and asking for an Admissions Counselor.

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 on the fifteenth (15<sup>th</sup>) day 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.

The Code of Conduct applies to any conduct that occurs on or off School property and at any School activity, function, or event or during travel to or from said activity, function, or event. The Code of Conduct also applies to conduct that occurs via the internet if it is directed at School students, officials, or personnel or to the extent it affects the learning environment. The following infractions are examples of prohibited behavior and will be subject to consequences, including but not limited to, potential suspension or expulsion. The list of infractions is not intended to be exhaustive and every incident will be evaluated individually. 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. 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 later in this Handbook;
  - Wrongful conduct – any action or inaction not specifically referenced in the listing above that, in the opinion of the Superintendent, 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/transmission of tobacco of any kind as well as vaporizers and e-cigarettes; Use, possession, sale or distribution of a firearm (or look alike 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; o Possession of a “weapon” may result in immediate suspension or expulsion;
  - Use, possession, sale or distribution of a dangerous weapon (or look alike) 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 (or look alike), 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.

### ***SUSPENSION***

Out-of-school suspension is removal of a student from school for a period of one to ten days.

While students are suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

The Superintendent, Assistant Superintendent or Superintendent designee may suspend a student. Prior to suspending a student, the Superintendent, Assistant Superintendent or Superintendent designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the Superintendent, Assistant Superintendent or Superintendent designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Superintendent, Assistant Superintendent or Superintendent designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and

7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the principal within five (5) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the school leader may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

### ***EXPULSION***

Except as specifically provided for by statute, the Superintendent may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the Superintendent may expel a student. No student shall be expelled unless prior to the expulsion, the superintendent does both of the following:

1. The Superintendent shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Superintendent or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the principal may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the Superintendent or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Superintendent shall also

provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The Superintendent shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If the Superintendent expels a student for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident

giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from school.

### ***WEAPONS EXPULSION***

A student must be expelled for one year for:

1. Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).
2. A student may be expelled for one year for:
  - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
  - Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
  - Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
  - Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
  - Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
  - Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a

firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by principal(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

The specific circumstances under which the Superintendent may, in his/her discretion, reduce a one year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

### ***PERMANENT EXCLUSION***

A student may be permanently excluded from school if the student is convicted of, or adjudicated a delinquent child for, committing, when the student was sixteen years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

1. A violation of section 2923.122 of the Revised Code;
2. A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
3. A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
4. A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
5. Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

## **DISABILITIES COMPLIANCE**

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

## **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.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

The Board of Directors ("Board") has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy. The School's policy is available online or from the School office.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success

## **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 the 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

and, as such, attendance is measured in this manner. Attendance is tracked via a combination of the following: reports that are required to be submitted by Parents/Guardians, reports automatically generated by the OHDELA Learning Management System, and other methods as dictated by the School.

- Students must log into the systems for the required number of hours daily as directed.
- Students must show up for testing on assigned days.
- Failure to log into the system for the required number of hours per week and/or to show up for assigned testing constitutes an unexcused absence for the Student.
- Students must attend School on all official School days including testing days, complete all assignments in a timely manner in accordance with stated class schedules, and attend Live Class or view archived materials as directed.
- Parents/Guardians must maintain communication with her/his Student's teacher(s) every week.
- Parents/Guardians maybe directed to log offline hours and/or properly document the Student's offline 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* – of more than three consecutive days will require the certificate of a physician;
- *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 consistent with the student's truly held religious beliefs. Limited to length of holiday;
- *Vacation trip* – must be preapproved by OHDELA administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation.
- *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
- *Lack of internet service* – No excuse will be accepted due to nonpayment resulting in lack of service. There are many alternative locations to obtain internet service.
- 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.

## **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.

- If any student fails without legitimate excuse to participate in 72 consecutive school hours they will be automatically withdrawn from the school in accordance with Ohio law. (Until November 1, 2018, students absent without excuse for 105 consecutive hours will be automatically withdrawn).
- If a student is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year they are considered a "habitual truant" in accordance with Ohio law. The School shall assign each habitual truant to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student's continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student's Parent/Guardian, alleging that the student is an unruly child based on habitual truancy.
- If a student is truant and the Parent/Guardian has failed to cause the student's attendance, the School may require the Parent/Guardian to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

## **VOLUNTARY WITHDRAWAL**

To initiate the withdrawal process from OHDELA, the Student's Guardian must sign an Intent to Withdrawal Form obtained from the School and submit it to the School. This signed form gives official notice of the intent to withdraw.

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 Parent is responsible for contacting the OHDELA Admission Office before his/her student becomes enrolled in another

public school. It is critical that the Parent 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 parent and/or student are property of OHDELA. No student and/or Parent 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 parent and/or student within their possession from the moment of receipt until all items have been officially returned to OHDELA. Parents must return the materials and property, if their child or children are withdrawn from the program or expelled.

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.

### ***RETRIEVAL OF SCHOOL ISSUED COMPUTERS***

Consistent with established educational policies enacted by School Boards throughout the United States, OHDELA 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 72 consecutive hours of non-attendance;
  - A replacement is required due to a technical issue;
  - 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:

- o With the appropriate law enforcement agency, a police report will be filed in order to recover the computer, accessories and all other material and property from the Parent/Guardian;
- o A credit complaint will be filed against the Parent to the three major credit reporting agencies; and
- o Other legal action may be taken to secure the return of OHDELA's property and materials, including civil and criminal actions.
- o Additionally, failure to return OHDELA's Property will result in a fine being placed against the Student's account, and OHDELA shall withhold all official student records until either the fine is paid or OHDELA's 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 evidence of grade completion from the prior school, scores on nationally normed assessments, results on summative and formative assessments, teacher recommendations, the School's Placement, Promotion and Retention Policy, and the student's 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 at least 5 credits/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 after zeros are entered for incomplete work.*

## *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**

Decisions regarding a student's promotion or retention will be determined on an individual basis based on the factors outlined herein and in the Placement, Promotion and Retention Policy (available upon request). The OHDELA Administrator shall have the final responsibility of determining grade level placement and promotion or retention of each student. Parents/guardians will be notified in writing each quarter if the child has failed to demonstrate progress toward mastery of the content or lacks demonstrated growth on the nationally normed assessments. A conference will be scheduled at a time convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning.

Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current year and has failed two or more subjects.

## **AGE REQUIREMENTS**

Children entering the Kindergarten Program must be five years of age by September 30<sup>th</sup>, 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.

## **COLLEGE CREDIT PLUS**

College Credit Plus and Advanced Standing are available for interested students. More information on these options can be obtained through your School Administrator. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School.

## **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;
- All CFP plans must be submitted and approved prior the start of any related learning experiences;

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:
  - o Completing coursework;
  - o Testing out of or demonstrating mastery of core content; or
  - o 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.

For information on how to initiate a Credit Flexibility Plan contact the School Administrator.

### 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, potentially 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 Parents 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-participation will result in removal from OHDELA in accordance with State law or OHDELA Board Approved Policy. **By law, if a student misses two consecutive years of state testing, they will no longer be allowed to participate in, or attend an electronic school in Ohio.**

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.

### **BACKPACKS, DESKS, AND OTHER PERSONAL STORAGE AREAS**

Desks and other storage areas provided to students for their use while on any field trip, at a testing facility, or other on-site school activity remain the property of the School or third party provider as the case may be. Students by law have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed with no compensation owed to student.

Upon authorization of the Administrator, backpacks and other personal property of a student may be searched where there is reasonable suspicion, before a search is conducted, to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

### **CELL PHONES AND ELECTRONIC DEVICES**

While on any field trip, at a testing facility, or other on-site school activity Students may be permitted to have cell phones with them subject to specific rules appropriate to the particular activity or event. However, Students are prohibited from using cell phones or electronic devices in any negative, disruptive, or illegal manner.

Students who need to use cell phones during on-site activities should seek approval from a staff member before doing so.

### **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.

### **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 noncustodial 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.

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.

Upon enrollment, if a student already has an ETR or an IEP, the parent must submit this information to the school so the school can provide all terms outlined in the IEP to best meet the needs of the student.

### **SECTION 504**

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based upon a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. OHDELA will provide a "free appropriate public education" (FAPE) to each qualified student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

### **CHILD FIND POLICY**

The School is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Ohio are also participating in this effort to identify disabilities such as autism, deaf-blindness, hearing impairment, including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

The School will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

### **HOMELESS STUDENT POLICY**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School's Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education;
- Programs for gifts and talented students; and
- School nutrition programs.

#### McKinney-Vento Homeless Children and Youth Program Overview

The Superintendent of the School shall serve as the School's local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

#### **SCHOOL RECORDS**

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the School receives a request for access.

Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school administrator, clearly identify the part of the record they want changed, and specify why it should be changed.

If the school decides not to amend the record as requested by the parent or eligible

student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including but not limited to management company/operator employees, health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

### ***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. The School shall make available to Parents and

community members in the School's office copies of informational materials relative to missing children issues and matters acquired or prepared by the Ohio Attorney General's Missing Children Clearinghouse.

### ***STUDENT DIRECTORY INFORMATION***

It is the policy of OHDELA not to release any personal information such as names, home address and phone numbers 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. 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. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. **The School has designated student names and grade levels as directory information and will use such information in school publications, social media publications, recognition lists, programs and/or student directories.** If you do not want the School to disclose any or all of the information designated above as directory information you must notify the School in writing. A sample notice has been included at the end of this Handbook that you may use for that purpose.

### ***ACCESS BY MILITARY RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION***

Two federal laws require the School to provide military recruiters, upon request, with student names, addresses and telephone listings, unless parents have advised the School that they do not want their student's information disclosed without their prior written consent. Similarly, state law requires the School to provide military recruiters, upon request, with the names and addresses of students in grades ten through twelve, unless parents have advised the School that they do not want such information disclosed.

### ***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 school 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.

## **PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS**

Parents have the 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**

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. The School has a Parent Involvement Policy in place, which shall be made available upon request to the School Administrator.

## **VOLUNTEERING**

Parents and members of the community may be asked or wish to give of their time in the form of volunteering. Information regarding these opportunities will be forwarded to the parents as appropriate. This is a wonderful opportunity to become more involved with your child's school.

The protection and well-being of students enrolled in the School is paramount. To that end, a background check (FBI/BCI) may be required for volunteers depending upon their level of contact with students. Any adult having unsupervised access to children who is supervising students alone for any period of time must have a background check (FBI/BCI) on file with the School, this does include field trip chaperones. The cost of this is the responsibility of the parent or volunteer.

## **POLICY AND PROCEDURE FOR FORMAL 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 formal 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 formal 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. This process may include the following:
  - i Collaborating with other offices, employees and personnel within the School;
  - ii Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
  - iii Sending written correspondence.
5. The School will issue a letter to the complainant of:
  - i **Compliance** – findings were unsubstantiated and school has complied; or
  - ii **Non-compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and establishing a corrective action plan where appropriate.

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.

### **REPORTING CHILD ABUSE/NEGLECT**

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. Such reports will be made immediately to the County Children Services Board or a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The Superintendent shall be made aware of suspected abuse or neglect.

## **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. 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:
  - o Protected information surveys of students;
  - o Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - o 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, email, 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**

**OHDELA requires that all families use high speed internet access to attend 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 cloud storage 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 School. 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 ("email 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.

***SPECIFIC TERMS AND CONDITIONS FOR USING CHAT ROOMS, WEBCAMS AND EMAIL***

OHDELA offers a chat room, webcam, discussion boards and email 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 anyway.

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.

### **INTERNET REIMBURSEMENT PROVISION**

OHDELA requires that all families use high speed internet access to help their children succeed in the program. Internet reimbursement will be available to those families who qualify as determined by the Federal Free and Reduced Lunch Program. OHDELA will provide a stipend of \$35 per month to families who qualify and apply for reimbursement. The Student must be in good academic standing.

- Parent or guardian is required to submit proof of internet connectivity annually to the My Choice/Reimbursements Department
- Reimbursement checks will be sent in the parent or guardian name quarterly (four times annually)

- Reimbursement can be challenged by the School and reimbursement stopped should the School have reason to believe that the internet has not been properly functioning
- OHDELA reserves the right, at its sole discretion, with or without notice to parents or students, to reduce or eliminate the internet reimbursement program
- Parents and/or guardians are required to submit a new Proof of Residency in the event of a change of address, in order to continue to receive reimbursement
- Student must maintain at least an 90% engagement level with the OHDELA program. *\*Engagement is automatically tracked through our online programs when students are interacting with the online curriculum environment or attending on-site events and/or testing*

### **MYCHOICE ACCOUNT**

Each student has the opportunity to spend up to \$200 on supplemental academic programs that directly improve his/her academic achievement. This is a reimbursement program.

How a student qualifies:

- Maintain at least an 90% engagement level with the OHDELA program\*
  - *\*Engagement is automatically tracked through our online programs when students are interacting with the online curriculum environment or attending on-site events and/or testing*
- Submit a pre-approval form after July 1, and receive approval prior to starting the program
- Participate in the program between August 15 and April 30
- Submit reimbursement receipts in October, February and May (Payment is mailed November 10, March 10, and June 10)

Types of supplemental programs that WILL be approved:

- Tutoring
- Extra classes in the 4 core areas: English Language Arts, Math, Science, or Social Studies
- Foreign Language class or tutoring

Types of supplemental programs that WILL NOT be approved:

- Sports programs
- Fine Arts programs or lessons
- School supplies

If you have any questions and more information on procedures, please contact our My Choice Coordinator by phone at [330-362-8283](tel:330-362-8283) or email at [mychoice@delak12.com](mailto:mychoice@delak12.com).

All reimbursement forms and receipts must be received by OHDELA before the withdraw date. Students who are withdrawn due to noncompliance with OHDELA will not receive reimbursement.

OHDELA shall maintain student files with records of all expenditures from the My Choice program for verification purposes. Any conflict between the general descriptions of the My Choice program 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 OHDELA website.

OHDELA reserves the right, at its sole discretion, with or without notice to parents or students, to reduce or eliminate the My Choice program.

\*For more information on procedures for reimbursement, please contact the My Choice Coordinator at [mychoice@delak12.com](mailto:mychoice@delak12.com)

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

Please see the Anti-harassment policy attached hereto as Appendix A.

### **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.

### **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.

**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.

**NON-DISCRIMINATION AND TITLE IX/SECTION 504 NOTICE**

The School does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, 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.

OHDELA Superintendent c/o  
121 S. Main St. Suite 310  
Akron, OH 44308  
(800) 493-8680

**WORK PERMIT POLICY**

Pursuant to Ohio law, any student who is a minor, at least fourteen 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. For information about obtaining an Age and Schooling Certificate contact the School office.

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.

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

In this unique environment, the Parent 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, Parents must understand and agree to the following:

- the Parent(s) must be actively involved in the daily learning activities of their student(s);
- the Parent is responsible for guiding his/her child in using the OHDELA curriculum, and is expected to become knowledgeable about it;
- the Parent 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 parent be accessible via phone and email for conversations with the child's teacher and or advisor. Additionally, the Parent must communicate to the School the best time of day and method in which to communicate;
- the Parent must assure that a working phone and internet connection are maintained at the location where the Student is being educated at all times. and
- students must log in daily. Failure to log in daily will result in an unexcused absence. Please refer to our truancy policy as it pertains to HB410.
- the Parents 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 Parent 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 72 consecutive hours will be automatically withdrawn from OHDELA. (Until November 1, 2018, students absent without excuse for 105 consecutive hours will be automatically withdrawn).
- students and parents are bound by the rules and other provisions set out in the Handbook.

## DIRECTORY INFORMATION OPT-OUT

If you do **NOT** want the School to disclose directory information from your child's education records without your consent, you must notify us in writing by within ten days of your receipt of this notice.

If the School has not designated directory information, no directory information will be released (see above).

---

Please do not make available my student's directory information without my prior written permission.

**Student's Name:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**OHIO DISTANCE & ELECTRONIC LEARNING ACADEMY  
PARENT/STUDENT HANDBOOK AGREEMENT 2018-2019**

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

## APPENDIX 1

# ANTI-HARASSMENT, INTIMIDATION & BULLYING POLICY

## I. Introduction

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

## II. Definition of Harassment, Intimidation or Bullying

A. "Harassment, Intimidation or Bullying" means either of the following:

1. Any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once and the behavior both:
  - (a) Causes mental or physical harm to the other student; and
  - (b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
2. Violence within a dating relationship.

- B. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- C. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

### III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
  - 1. Physical violence and/or attacks;
  - 2. Threats, taunts and intimidation through words and/or gestures;
  - 3. Extortion, damage or stealing of money and/or possessions;
  - 4. Exclusion from the peer group or spreading rumors; and
  - 5. 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 Web sites where students congregate or on Web logs (personal online journals or diaries);
    - (b) Sending abusive or threatening instant messages or email;
    - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
    - (d) Using Web sites 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.

#### **IV. Publication of Policy**

- A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.
  - 1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.
  - 2. At least once each year, a written statement describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

#### **V. Complaints**

##### **A. Written Complaints**

- 1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with this policy.

##### **B. Verbal Complaints**

- 1. Students, and or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall 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. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with this policy.

C. Protection of Person Filing Complaint

1. Individuals who make 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. The complaints shall 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.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**VI. School Personnel Responsibilities**

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal 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. School personnel should intervene promptly whenever 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."

B. Administrator Responsibilities

1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall 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.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal 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.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

## **VII. Reporting Obligations**

### **A. Report to the Parent or Guardian of the Perpetrator**

1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

### **B. Reports to the victim and his/her parent of guardian**

1. If after investigation, acts of Harassment, Intimidation and Bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.

### **C. List of verified acts of Harassment, Intimidation or Bullying**

1. The School principal/administrator shall semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, at school-sponsored events or via Electronic act.
2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

## **VIII. Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.