

*Alternative Education Academy's*

**PARENT/STUDENT HANDBOOK**  
2023-2024

**OHDELA!**

the ohio distance & electronic learning academy

### **OHDELA OFFICES INFORMATION**

Appointments can be scheduled outside of official office hours upon request. Offices may be staffed remotely; please consider calling ahead for an appointment if necessary.

#### **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:

#### **OHDELA MAIN OFFICE**

4 Summit Park Drive, Suite 350  
Independence, Ohio 44131  
Phone/Fax: (330) 253-8680  
Toll Free Phone/Fax: (800) 493-8680

### **TECHNICAL SUPPORT**

Please visit the homepage for technical support. The technology support page can be found on the website at [www.ohdela.com](http://www.ohdela.com) or by going directly to the page at <https://4amphlp.accelschools.com/>.

### **FEDERALLY MANDATED STATE TESTING**

**FEDERAL LAW REQUIRES ALL SCHOOLS TO ADMINISTER STATE TESTS TO ALL STUDENTS IN SPECIFIC GRADES AND COURSES. IF A STUDENT DOES NOT PARTICIPATE IN REQUIRED STATE TESTING THERE ARE CONSEQUENCES FOR THE STUDENT AND THE SCHOOL. STUDENTS THAT DO NOT TAKE REQUIRED STATE TESTS LIMIT THEIR OPTIONS FOR GRADUATION. MOREOVER, THEY ARE SUBJECT TO THE CONSEQUENCES DESCRIBED IN THE STUDENT ENGAGEMENT POLICY (ATTACHED AS APPENDIX 1) AND THOSE STUDENTS WILL NOT QUALIFY FOR THE SCHOOL'S INTERNET REIMBURSEMENT PROGRAM.**

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## I. INTRODUCTION

Welcome to the Ohio Distance and Electronic Learning Academy (OHDELA). Throughout this Parent/Student Handbook (the "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.

Choosing a school for your student or students is an important decision. OHDELA places a great deal of responsibility on both the student and parent/guardian 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 Handbook. 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 parents/guardians. This will help you be a successful student at OHDELA. Please note that the term Parent and Guardian are interchangeable throughout this Handbook and in all School Policies and when either term is used herein it means an official caregiver 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. If at any point a conflict arises between this Handbook and a policy adopted by the School's Board of Directors (the "Board"), the policy shall supersede and control.

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 law.

### COMMUNITY SCHOOL NOTICE

Alternative Education Academy (dba OHDELA) is a community school established under Chapter 3314 of the Ohio Revised Code. The School is an Ohio 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 Administrator or the Ohio Department of Education.

## **II. ADMISSION INFORMATION**

Enrollment is open to any student who resides in Ohio, and applications are accepted throughout the year.

### **ENROLLMENT PREFERENCE AND LOTTERY**

When demand exceeds places available (as determined at the sole discretion of the Board), 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 as provided for in Board Policy.

### **KINDERGARTEN ENTRANCE**

Children entering the Kindergarten Program must be five years of age by September 30<sup>th</sup>. Students who are five years of age prior to December 31 but after September 30 are permitted to test for early entrance to kindergarten in accordance with the Board's policy. Contact the School's Administrator for more information on the School's policy regarding early entrance for the Kindergarten Program.

### **AGE REQUIREMENTS**

Generally, compulsory school attendance law will be followed by the School. 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 (ODE).

### **APPLICATION - REGISTRATION - ADMISSION**

OHDELA is an online, public charter school recognized by the state of Ohio for grades Kindergarten through 12<sup>th</sup>. Submission of an OHDELA Application within the online enrollment portal represents the first step in a multi-step process. By completing, signing, and submitting the online Application and uploading all required documents, the Parent or Guardian expresses a desire to have his/her child attend OHDELA. The submission of the online Application and associated documents 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:

- Proof of Identity - Birth Certificate
- Current Immunization Record
- Proof of Residence which includes one of the following:
  - Current Utility Bill (issued within 90 days of enrollment)/Most Recent Bank Statement
  - Rental or Lease Agreement/Deed/Mortgage/Homeowner's or Renter's Insurance Declaration/Real Property Tax Bill

- Recent Pay Stub (dated within 90 days of enrollment)
- Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence that does not conflict with the guidelines issued by the Superintendent of Public Instruction (examples may include voter registration card, notarized affirmation of address from parent, ODJFS confirmation document, or written confirmation from a local law enforcement agency)
- Contact the School for more information on documents which may satisfy the residency requirement.
- Copy of most recent High School Transcript or K-8 report card (this is not required prior to enrollment approval but is requested in order to inform timely design of student's instructional program).

After submitting the application, all required documents must be uploaded via the online enrollment portal within 30 days. For assistance with uploading documents please call 866-509-3099 or email [enrollment@ohdela.com](mailto:enrollment@ohdela.com). Once they are received and accepted, you will receive notification of your student's official enrollment with OHDELA. **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 online 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 Handbook.

*If you fail to provide any of the above, the Parent and Student may be locked out of the student learning platform or removed from the School due to lack of either attendance and engagement.*

## **REENROLLMENT**

Students enrolled in the School will be offered reenrollment opportunities from March to July each school year. Students who fail to reenroll for the next school year by two weeks before the start of that year will not be considered reenrolled. This allows existing students to maintain their place in the School for the following year without completing an entire new application for enrollment. These activities and timelines will be repeatedly announced by the School and posted on the School website. Parents and students can indicate their intent to return or not which sets off a series of message exchanges to solidify continued enrollment in the school. Any subsequent effort after the deadline to reenroll will proceed as if it is a new enrollment.

## **NON-DISCRIMINATION POLICY**

OHDELA accepts and will not discriminate against students of any race, religious beliefs or expression, 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.

## **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:

<https://odh.ohio.gov/@v/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/Required-Vaccines-Child-Care-School>.

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 enrollment department by emailing [enrollment@ohdela.com](mailto:enrollment@ohdela.com) or calling 866-509-3099.

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 or has failed to provide records of the required 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.

## **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 Office. All updates and documents should be sent to [Records@DelaK12.com](mailto:Records@DelaK12.com)

## **FAILURE TO PROVIDE UPDATED PROOF OF RESIDENCY**

At least annually, and sometimes more frequently, OHDELA will request updated Proof of Residency to ensure that our records include the most up to date documentation. It is imperative that updated Proof of Residency be submitted upon request. If OHDELA has requested but not received an updated proof of residency from a student/family, that student/family will be ineligible for internet reimbursement.



## **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

## **III. 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 (a link will be delivered via e-mail) and submit it at the time of admission or reenrollment. 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 School grounds during the school day or immediately before or after school hours; on School grounds at any other time when the School is being used by a School group; on or off School grounds at any School activity, function, or event; traveling to and from School activity, function, or event; off School grounds if, in the sole discretion of the School Administrator, the conduct may affect the learning environment; and regardless of where the conduct occurred if the conduct is directed at a School official or employee, or the property of such School official or employee.

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 offense or series of offenses will be evaluated individually based on the particular circumstances of the offense(s). 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 sole discretion 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 lookalike substances, vaporizers and e-cigarettes
  - Use, possession, sale or distribution of a firearm (including a counterfeit 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; Possession of a “weapon” may result in immediate suspension or expulsion
  - Use, possession, sale or distribution of a dangerous weapon (including a counterfeit 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 (including a counterfeit 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
  - Abuse or misuse of any school property or materials, or altering any school software, hardware, messages, documents, or altering or introducing deceptive programs

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

The 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.
  - It is expected that students are engaged and actively participating in schoolwork each day. Students should be online, completing lessons, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress students may be prevented from participating in School sponsored activities.
  - Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings on a daily basis in order to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students must show up for in-person testing at designated locations 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 may be directed to log offline hours and/or properly document the Student's offline work.
- Parents/Guardians must provide the School with verification of why absences should be excused, within a timeframe and in a manner deemed acceptable by the School Administrator in their sole discretion. All communications regarding student attendance should be directed to [attendance@delak12.com](mailto:attendance@delak12.com) or 330.252.8917.

- Students that fail to meet engagement requirements related to completion of diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may be subject to discipline and/or interventions as outlined in the School's Student Engagement Policy attached hereto as Appendix 1.

## EXCUSED ABSENCES

An excused absence requires verification, if any, as deemed appropriate by the School Administrator or their designee. Where appropriate, the School may require written documentation. OHDELA recognizes the following excused absences:

- Personal *illness*
- Death of a *relative*
- *Observance of religious holidays consistent with the student's truly held religious beliefs*
- *Vacation trip* – must be preapproved by OHDELA administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation. All vacation requests must be submitted to [attendance@delastudent.com](mailto:attendance@delastudent.com) at least 10 school days before the start of the vacation. Students can only be approved for up to 5 school days in a school year for vacation. The last 3 weeks is a blackout period and vacation time will not be approved during this time
- *Court appearances, appointments*
- *Placement in foster care or change in foster care placement*
- *Homelessness*
- *Documented technology issue*- must have an official HELP DESK TICKET NUMBER and that information must be reported to the student's teachers and the attendance office in writing at [attendance@delastudent.com](mailto:attendance@delastudent.com). Additionally, the documented technology issue must be such that it precludes the student from using the computer and or accessing his or her curriculum\*
- Any other reason at the School Administrator's sole discretion

\* *Lack of internet service* – No excuse will be accepted due to lack of service. There are many alternative locations to obtain internet service.

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.

- A student is considered in attendance when they satisfy either of the following conditions:
  - The student participates in at least 90% of the instructional activities offered by the

- school in the school year; and/or
- The student is on pace for on-time completion of any course in which the student is enrolled. The School has defined on pace to mean the student is currently earning a passing grade in any course in which the student is enrolled.

Instructional activities mean the following classroom-based or non-classroom-based activities that a student is expected to complete, participate in, or attend during any given school day:

- Online logins to curriculum or programs
- Offline activities
- Completed assignments within a particular program, curriculum, or class
- Testing
- Face-to-face communications or meetings with School staff or service providers
- Telephone or video conferences with School staff or service providers
- Other documented communication with School staff or service providers related to School curriculum or programs

If a student is not considered in attendance, they shall be considered absent for those hours of instructional activities offered by the School in that school year in which the student does not participate.

30 or More Cumulative Hours of Absence

In the event that a student has 30 or more hours of unexcused absences in any semester, the School shall submit a written report to the student’s parent, guardian, or custodian. A student shall become subject to certain consequences, including disenrollment from the School, if both of the following conditions are satisfied:

- If, after the parent, guardian, or custodian receives written report, as specified above, the student fails to comply with this Truancy Policy within two weeks
- AND
- Intervention strategies (listed below) fail to cause a student’s attendance to comply with the Truancy Policy

Intervention Strategies: The School may implement one or more intervention strategies to assist a student with their unexcused absences. Interventions will be applied to best serve the student and the School on a case-by-case basis. Intervention periods should not exceed two weeks. After two weeks, the student will be re-evaluated as to whether they meet the attendance standards. If the student is not meeting the attendance requirements at that point, he or she may be disenrolled.

If the School disenrolls a student due to this policy, the student shall not be eligible to enroll in this School for one school year. The School shall provide the student’s parent, guardian, or custodian with a list of alternative educational options, and, within 48-hours of the student’s disenrollment the School shall notify the student’s resident school district in writing of the disenrollment.

**EXCESSIVE ABSENCES**

Excessive absences are when a student misses 38 or more hours with a nonmedical excused or without a legitimate excused in one month or 65 or more hours with a nonmedical excuse or

without a legitimate excuse in a school year. When a student meets either of these thresholds, the attendance officer or their designee shall notify the parent within seven days after the date which triggered the notification requirement and the School may refer the student and their family to community resources or other absence interventions where appropriate.

### **HABITUAL TRUANCY**

“Habitual truants” are defined as students that are 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. In the event a student meets the threshold for habitual truancy, the School shall implement one or more of the intervention strategies listed above.

#### *Complaints in Juvenile Court for Habitual Truancy*

A habitually truant student’s continued absence and/or failure to participate and make satisfactory progress after the implementation of one or more of the above intervention strategies will require the attendance officer to file a complaint in juvenile court, naming both the student and the student’s parent, guardian, or other person having care of the student and alleging that the student is an unruly child based on habitual truancy.

### **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 shall be afforded the opportunity to complete missed classroom assignments. The student will have the opportunity to complete any classroom assignments missed due to the suspension and the student shall receive at least partial credit for such completed assignments as determined from time to time by the School Administrator and teaching staff. In no event shall the student receive a failing grade on a completed assignment solely on the basis of the student’s suspension. During suspension, students are not permitted to participate in classes, 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. 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 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 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
7. The date and manner by a student or parent/guardian/custodian may notify the Board 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 and Board's appeal hearing designee.

If there are fewer than ten (10) school days remaining, the out-of-school suspension may not be applied to the following school year, but the Superintendent, Assistant Superintendent, or Superintendent designee 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 eighty (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 classes, 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. The notice shall contain:

- The reasons for the expulsion
- Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings
- Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the expulsion
- Notice of the right to request that the hearing be held in executive session
- 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
- The date and manner by a student or parent/guardian/custodian may notify the Board 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:

- 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).

A student may be expelled for a period not to exceed 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade or edge that is not otherwise determined by the Superintendent to be necessary in the particular school setting and used for its intended school 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 capable of causing serious bodily injury; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury; 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**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School without first satisfying the prior notice and hearing requirements set forth above. Written notice of the hearing and the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held on the next school day following the day of the student's initial removal. Students are to remain home during school hours and not attend/participate in School sponsored function(s) pending the hearing.

If a student in grades pre-kindergarten to three poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without first satisfying the prior notice and hearing requirements set forth above. The student may only be removed for the remainder of the school day and will be permitted to return to School and participate in extracurricular activities the following day. In this case, the School may forego the written notice and one-day post-removal hearing requirements.

### ***Restriction on Suspending and Expelling Students in Grades Pre-Kindergarten through 3***

The School shall not issue an out-of-school suspension or expulsion to a student in grades pre-kindergarten through three unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

### **WITHDRAWAL PROCEDURES**

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.

To initiate a voluntary withdrawal process from OHDELA, the Student's Guardian must request, complete, and sign an Intent to Withdrawal Form obtained from the School and submit it to the School at [Records@delak12.com](mailto:Records@delak12.com). 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

All computer hardware shall be returned.

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 completing a withdraw form before his/her student becomes enrolled in another 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.

#### **IV. SCHOOL PROPERTY TEXTBOOKS, MATERIALS, AND SUPPLIES**

The textbooks, computers, software, hardware and other materials, including special education assistive technology, 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 and may be monitored at any time.

Pursuant to Ohio law, each family enrolled in OHDELA has the right to have one computer provided per child enrolled in the program. If you choose to waive your right to a School provided computer, you will be asked to sign a Computer Waiver form. By signing this form, you indicate that you understand that OHDELA is not in any way responsible for installing or maintaining any hardware, software, external connections, or peripheral equipment associated with this computer. Furthermore, you indicate that you understand that if your equipment becomes inoperable there is a possibility that OHDELA may not have a Chromebook immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school is able to furnish a Chromebook.

#### **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 as part of the Handbook acknowledgement 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.***

- Tech Support Desk (TSD) representatives will contact a parent to commence computer recovery 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
  - A student is expelled
- Within thirty (30) days after four (4) corresponding authenticated attempts of recovery by an authorized OHDELA de-installer, written notification will be sent to the Parent/Guardian noting that the following actions may be taken:
  - With the appropriate law enforcement agency, a police report can be filed in order to recover the computer, accessories and all other material and property from the

Parent/Guardian

- A credit complaint can be filed against the Parent to the three major credit reporting agencies
- Other legal action may be taken to secure the return of OHDELA's property and materials, including civil and criminal actions
- Additionally, failure to return OHDELA's Property may 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.

## **SEARCHES**

Desks, computers, and items provided to students by the School 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 School property assigned to them and all School property may be searched by School officials at any time. No student shall lock or otherwise impede access to any storage area provided to them by the School. Unapproved locks will be removed and destroyed with no compensation owed to student.

Upon authorization of the School Administrator, backpacks, and other personal property of a student, as well as the student themselves, may be searched where there is reasonable suspicion that the student is in violation of School policy or the law. The person conducting the search will be of the same gender of the student and conduct said search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel. The School may call upon the assistance of the local police authorities to conduct a search of any School or student property.

## **V. ACADEMICS CURRICULUM**

OHDELA provides a standard 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
- 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.

Pursuant to state law and Board policy, OHDELA students are required to participate in achievement, diagnostic, benchmarking, 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). Failure to test will result in expulsion and/or withdrawal from school and may prohibit the student from re-enrolling in another internet-based community school without first paying annual tuition.

- Students who are absent unexcused for 72 consecutive hours will be automatically withdrawn from OHDELA. Students and parents are bound by the rules and other provisions set out in the Handbook.

## **PARENTAL NOTIFICATION REGARDING CHILD SEXUAL ABUSE AND SEXUAL VIOLENCE PREVENTION CURRICULUM**

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon a written request submitted to the School's Administrator.

Additionally, the law requires students receive developmentally appropriate instruction in sexual violence prevention education beginning in the 7<sup>th</sup> grade. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the School's Administrator. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the School Administrator.

## **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.

Grades will be posted and reported to families quarterly with quarter 1 and quarter 3 being progress checks. Semester grades are the official representation of student achievement and are calculated based on performance over the entire semester (quarter 1 and quarter 2- Semester 1 grade; quarter 3 and quarter 4= semester 2 grades. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

Students are expected to regularly consult and follow course pacing guides and turn all assignments and assessments in by the established due dates.

## **ASSESSMENT**

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.

In order for students in an online school to be successful it is necessary for them to be continuously engaged in the education process. Regular completion of diagnostic and benchmarking assessments is essential for the promotion of student development and instrumental to the development and implementation of targeted instructional techniques.

Throughout the school year, the School periodically implements iReady, Dibels or other diagnostic assessments to ascertain student ability and development and to target instruction. Students shall be given the opportunity to complete such assessments within a reasonable amount of time which is consistent with the purpose for administering the assessment. Students are required to complete all diagnostic assessments. Students that fail, without legitimate excuse, to complete any diagnostic assessment within the time prescribed by the School shall be expelled for a period of 10 school days in accordance with the Student Engagement Policy attached hereto as Appendix 1.

## 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	K-3 unified arts courses will be graded using a pass/fail scale where 60% or higher is considered passing.  K-12 students participating in extended learning standards coursework will be graded using a pass/fail scale where 60% or higher is considered passing.

## 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. Such initiated conferences will be scheduled around class schedules and teacher availability. Parents and the Teacher or Success Coach will have consistent contact to discuss the Student’s educational development and presentation of learning opportunities throughout the year.

## GRADE LEVELS

OHDELA may use iReady, state test scores, 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, the Student must have a total of 5 credits
- In order to advance to 11th grade, the Student must have a total of 10 credits
- In order to advance to 12th grade, the Student must have a total of 15 credits

## FULL TIME STUDENT STATUS

In order to be a full-time student at OHDELA, students must be enrolled in a minimum of five (5) credits per school year. All students will be enrolled in a minimum of five (5) credits per school year unless there are special circumstances that have been approved by School Administration.

In order to earn an OHDELA issued diploma, a student must earn a minimum of 5 credits at OHDELA.

## GRADUATION REQUIREMENTS



Ohio’s core graduation requirements include twenty units that are designed to prepare students for the workforce and college. Requirements for graduation are determined based on the year the student first enters 9<sup>th</sup> grade. For the Class of 2023 and beyond, the units must be distributed as set forth in the chart below.

English Language Arts	4 Units
Health	½ Unit
Mathematics	4 Units*
Physical Education	½ Unit
Science	3 Units**
Social Studies	3 Units****
Electives	5 Units*****

Students must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts (during grades 7-12). Beginning with students who enter 9<sup>th</sup> grade after July 1, 2022, students need ½ credit of financial literacy. Fine arts may not be required for students in approved career-based pathways.

- \*including 1 Unit of algebra II (or its equivalent) or 1 Unit of advanced computer science or approved career-based pathway. Students choosing to take advanced computer science in lieu of algebra II understand that some institutions of higher education may require algebra II for purposes of college admission and the parent, guardian or legal custodian of such students must sign a statement acknowledging that not taking algebra II may have an adverse effect on college admission decisions.
- \*\*including inquiry-based laboratory experience, including the following or their equivalent: physical sciences, one unit; life sciences, one unit; advanced study in one or more of the following sciences, one unit: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science; a student may apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences).
- \*\*\* Students must include ½ unit of American History, ½ unit of American government, and ½ unit in world history and civilizations.
- \*\*\*\* consisting of one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology which may include computer science, agricultural education, a junior reserve officer training corps (JROTC) program, or English language arts, mathematics, science, or social studies courses not otherwise required for graduation.

Additional graduation requirements vary depending on the year the student entered ninth grade for the first time, and they are subject to additional legislative changes. For specific information related to graduation requirements, and options for a student to progress towards graduation, students and parents should contact the School office.

## **CREDIT RECOVERY**

In cases of course failure, credit recovery classes may be made available to students who need an opportunity to catch up or make up credits. The goal of Credit Recovery classes is to give high school students the opportunity to graduate in a timely manner. This program has policies and procedures that allow students who have failed one or more courses an opportunity to take a previously failed course at an accelerated pace. OHDELA students may participate in Credit Recovery by adhering to the guidelines outlined below.

Any student failing one or more courses in grades 9-12 may be placed in the Credit Recovery class. Credit Recovery coursework/assessments are modified and constructed to be completed in one academic semester, 9-18 weeks. The classes are designed to help students who have fallen behind to get back on track with their graduating class. Not all courses will be available as credit recovery courses and credit recovery options may require students to work in a more independent fashion with scheduled times for teacher support. These are the general guidelines, but students can discuss options with their academic advisor if they have questions regarding Credit Recovery classes or options.

## **STUDENTS AT RISK OF NOT QUALIFYING FOR HIGH SCHOOL DIPLOMA**

Each student in grades 9-12 will develop a graduation plan in collaboration with their Guidance Counselor and/or Success Coach. Parents are invited to assist in developing and updating the graduation plan which will be reviewed once per year for students in grades 9 and 10, and twice per year for students in grades 11 and 12. The School will consistently monitor and track student progress toward earning a high school diploma per each individual student's graduation plan and will use the student's progress in meeting the terms of the graduation plans as well as the criteria listed below to identify students who are at risk of not qualifying for a high school diploma:

- Credits Earned
- Course Grades
- State Test Scores
- Attendance
- Age

Any student that is identified based on these criteria is considered at-risk for not qualifying for a high school diploma.

Upon review at the end of each semester (grades 11 and 12) and end of each school year (grades 9 and 10), the School will notify the family, in writing, that the student is at risk for not qualifying for a high school diploma. The written notification will include a description of the School's curriculum requirements and/or graduation conditions as well as a description of any additional instructional or support services to help the students qualify for a high school diploma.

## **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. All students must schedule a consultation with his or her success coach to obtain approval

to drop a course.

### **ADDING A COURSE**

Students may add courses within the first two weeks of any semester. Courses can be added in order to address circumstances such as requirements necessary for graduation, academic remediation or intervention needs, etc. A student must schedule a consultation with his or her success coach to obtain approval to add 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, with no academic penalty, after the second week after enrolling in a course, students must have one of the following excuses:
  - Medical problem (documentation necessary)
  - Students withdrawn due to truancy
  - Family emergency (requires review by administration)
  - Other excuse deemed appropriate by administration

*All course withdraws must be approved by the School. 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 and administrator approval 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
  - Student must be able to complete the class given up to a 3-week extension
- Incomplete may also be given by administration in the following situations:
  - Doctor approved medical excuses
  - Family emergency
  - Other excuses deemed appropriate by administration

Documentation of medical events impacting a student's ability to complete School or of a family emergency must be reported in a timeframe and manner as deemed appropriate in the sole discretion of the School Administrator or their designee.

A request for extension and incomplete grade must be made in writing to administration within 5 days of the end of a semester and, as requested by administration, have supporting documentation on file. Approvals are at the sole discretion of the School Administrator.

Lack of internet connectivity will not be a consideration for receiving an incomplete or course extension.

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 of student academic progress each quarter. A conference can 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. State law requires the School to prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the School Administrator and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

### **COLLEGE CREDIT PLUS**

College Credit Plus and Advanced Standing are available for interested students. More information on these options can be obtained through the CCP Coordinator or the Success Coach. 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**

A Credit Flexibility Program (CFP) is available to meet seventh and eighth grade curriculum requirements as well as units towards high school credits. Students intending on participating must develop a CFP and seek approval from the School Administrator or their designee. 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.

A student may appeal any Credit Flexibility Plan that is denied by submitting a written request to:

## **VI. SCHOOL OPERATIONS**

### **FIELD TRIPS**

A student may be denied the privilege of participating in a field trip or other special event. This 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.

## **VII. HEALTH AND SAFETY**

### **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. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent, that the medication be administered to the student. In addition, the School must receive written approval from the prescriber/physician including the information below. The School must receive all medication in the container in which it was dispensed by the prescriber or licensed pharmacist. The parent is responsible for keeping a record of the amount of medication that is on-hand at the School and replenish the supply as necessary.

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 to be administered
- The times or intervals at which each dosage is to be administered
- The date the administration of the drug is to begin
- The date the administration of the drug is to cease (if applicable)
- 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
- Any other special instructions

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. 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. For a student to carry and use an epinephrine injector, the physician's written approval must also include the circumstances in which the injector should be used, and acknowledgement that the prescriber has provided the student with training in the proper use of such injector and determined that the student is capable of possessing and using the injector.

The parent must submit revised statements signed by the prescriber should any of the above information change.

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.

## **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.
- 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.
- 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.
- 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
- 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.
- 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 any way.

If, for any reason, OHDELA does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School, it reserves the right to remove that person from the network (except for access to his/her master teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School’s in-home computers and internet connection should **not** be used for any of the following purposes and acting appropriately **does not** include:



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

- Student must be enrolled with OHDELA during the application process and at the time reimbursement is issued.
- Parent or guardian is required to submit proof of internet connectivity annually to [internetreimbursement@delak12.com](mailto:internetreimbursement@delak12.com).
- 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.*
- Students must have participated in all required state and local tests (AIR, OGT, iReady, MOCKS, Dela Dashes) that have occurred in the reimbursement period.
- Students must have all school required compliance documents on file to be eligible for reimbursement:
  - Proof of Residency
  - Household Income Form
  - Signed Handbook Acknowledgement Form
  - Up to Date Immunizations and Health Screenings

### **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 must seek approval from a staff member before doing so.

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

Please see the Anti-harassment policy attached hereto as Appendix 2.

### **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
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 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.

Additionally, OHDELA prohibits the use, possession, and concealment of any object which can reasonably be considered a weapon by students or Parents on OHDELA grounds, in any School building or at any OHDELA related event, activity or function.

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.

### **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.

### **SAFER OHIO TIP LINE**

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tip line is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents
- Withdrawn student behavior
- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near school grounds
- Gang related activities

- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other School safety related concerns

## VIII. SCHOOL RECORDS

### FERPA

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 a written request to the School Administrator, or appropriate school official, that identifies the records they wish to inspect. The School Administrator or, appropriate official, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the School to amend a record should write the School Administrator, or appropriate official, clearly identifying 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 consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the PII.

A "School Official" is a person employed, contracted, or volunteering with the School in an administrative, supervisory, academic or support position (whether paid or unpaid), including but not limited to: School employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the School's Threat Assessment Team; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); or a person serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of

the School, such as when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.

4. 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**

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed or have an opportunity for a hearing to amend the records that were disclosed. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

### **REQUESTS FOR RECORDS/MISSING CHILDREN**

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 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, telephone listings, and electronic mail addresses (if the School provides the student with an electronic mail address) 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 10 through 12, 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.

### **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.

" 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. If there is a court order concerning legal custody of a child, the Success Coach, Guidance Counselor, and/or an administrator should be notified immediately. Supporting documentation needs to be provided to add to the student's records.

### **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
  - 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
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspect, upon request and before administration or use, any of the following:
  - Protected information surveys of students
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - 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
- 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**

## **IX. SPECIAL POPULATIONS SPECIAL EDUCATION**

OHDELA fully complies with State and Federal laws regarding the education of students with disabilities. For more information, please consult *A Guide to Parent Rights in Special Education* available on the Ohio Department of Education Website.

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)]. Families requesting information on, or an evaluation for, a 504 should contact their Guidance Counselor.

#### **X. CHILD FIND POLICY**

Child Find is the process of locating, evaluating, and identifying children with disabilities who may need special education and related services. OHDELA is committed to the location, identification, and provision of a Free and Appropriate Public Education (FAPE), for all children with disabilities between the ages of 3 and 22. Location and referral of children suspected of having a disability may be initiated by anyone with knowledge of the child.

The purpose of Child Find is to alert parents, professionals, and the public to children who may have special needs and to guarantee that school districts find children who may have disabilities and who otherwise may not have come to their attention. Another benefit is to enable eligible children to receive the special education and related services that are needed and to promote public awareness of disabilities.

As part of the child find process, the school district will ask for information about the child, asking such questions as: What is the area of concern? What interventions have been implemented to address the area of concern? What background information is available? This information may be collected in several ways including interviews, observations, screening, and testing. This information may be obtained from parents and the student or from other agencies that have information about the student. This information will be used to help determine whether the child has a disability and needs special services.

If a disability is suspected, the School will contact the parents / guardians of the child to discuss the next steps in the evaluation and identification process including obtaining consent for any potential evaluation of the child. This process is provided at no cost to the family. If a child qualifies for services, appropriate special education and related services will be provided during the school day.

## XI. COMPLAINT PROCEDURE

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 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**  
**4 Summit Park Drive, Suite 350**  
**Independence, Ohio 44131**

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

- Date stamp the complaint upon receipt
- Notify the President of the Board and the Attorney for the Board
- Send a letter of acknowledgement to the complainant within 7-10 business days. The letter will address the general procedures that will be followed.
- Conduct an investigation. This process may include the following:
  - Collaborating with other offices, employees and personnel within the School
  - Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties
  - Sending written correspondence
- The School will issue a letter to the complainant of:
  - **Compliance** – findings were unsubstantiated and school has complied; or
  - **Non-compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and 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.

## **XII. 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, religion, pregnancy, marital or parental status, disability or age in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time, the School does not provide third parties with access to School facilities. The following staff members have been designated to handle inquiries regarding non-discrimination policies and can advise you on the specific civil rights grievance procedure.

### **Title IX Coordinator**

Christopher Brooks  
4 Summit Park Drive, Suite 350  
Independence, OH 44131  
(330)253-8680  
[cbrooks@delak12.com](mailto:cbrooks@delak12.com)

### **Section 504 Coordinator**

Melissa Stillwell  
4 Summit Park Drive, Suite 350  
Independence, OH 44131  
[Mmstillwello1@delak12.com](mailto:Mmstillwello1@delak12.com)

## **XIII. 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
- School nutrition programs

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

The school has designated the following person as the local liaison for homeless children and youth:

**Sallie Houpt**  
937-303-9066  
[shoupt@delak12.com](mailto:shoupt@delak12.com)

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.

### **XIV. PARENTAL INVOLVEMENT AND RIGHTS**

#### **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
- 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.

### **XV. 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 your success coach.

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 passing; 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.

#### **XVI. 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.

**XVII. 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 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: \_\_\_\_\_

If you do **NOT** want the School to disclose any information to military recruiters without your consent, you must notify us in writing within ten days of your receipt of this notice.

Please do not make available information of my student to military recruiters without my prior written permission.

Student’s Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**2023-2024**

Acknowledgement of this handbook should occur via completion of a digital form. A link to this form will be provided to each parent/guardian by the assigned school.

## ALTERNATIVE EDUCATION ACADEMY STUDENT ENGAGEMENT POLICY

In order for students in an online school to be successful it is necessary for them to be continuously engaged in the education process. Regular completion of diagnostic assessments is essential for the promotion of student development and instrumental to the development and implementation of targeted instructional techniques. Moreover, regular live class participation and the submission of classroom assessments allows instructional staff additional insight into student development and affords students another opportunity to ask questions and demonstrate academic growth. To that end, the Board of Directors has adopted this Student Engagement Policy and directs its operator to implement the policy.

OHDELA assesses Student Engagement level via a combination of the following:

- Completion of diagnostic assessments\*
- Participation in state mandated testing\*
- Attendance in live instructional sessions
- Completion and submission of course assessments

\*Participation in diagnostic assessments and state mandated tests is non-negotiable and is weighted most heavily in determination of student engagement level.

### **DIAGNOSTIC ASSESSMENTS**

Periodically, throughout the school year, the School implements NWEA MAP or other diagnostic assessments to ascertain student ability and development and to target instruction. Students shall be given the opportunity to complete such assessments within a reasonable amount of time which is consistent with the purpose for administering the assessment. Students are required to complete all diagnostic assessments. Students that fail, without legitimate excuse, to complete any diagnostic assessment within the time prescribed by the School are at risk of being expelled for a period of ten (10) school days. OHDELA will comply with HB318 and ORC 3313.668(B)(1)(a) or (b) regarding suspension and expulsion practices for students in grades K-3.

### **FOLLOW THROUGH AND EFFECT OF EXPULSION:**

Ohio law requires the Principal to follow through with expulsion proceedings when a student has committed an act warranting expulsion under the School's policies even if the student withdraws from school prior to the hearing on the decision to impose the expulsion. OHDELA is required to provide notice of the reasons for and the duration of any expulsion to the next school that such a student seeks to enroll in. When a student is expelled from school pursuant to this policy, the School shall cease to provide learning opportunities to the student and the student shall be considered withdrawn as of the effective date of the expulsion.



## **LIVE INSTRUCTION ATTENDANCE:**

OHDELA's curriculum is designed to provide flexibility to its students and the Board recognizes that many of the School's students appreciate the opportunity to earn credit and complete assignments on their own time. However, students that attend and participate in live class sessions on a regular basis are typically more successful than students that do not. OHDELA students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science and Social Studies. Although Live Instructional Classes are recorded and made available to students for review on their own time, students are expected to attend Live Classes as they are provided in real time.

The School requires that per calendar month, students attend 50% of live instructional opportunities as outlined in the student's schedule. Students who do not meet minimum live instructional attendance expectations at the end of each month will be referred to our engagement intervention protocol.

## **COURSE ASSESSMENTS:**

It is critical for student success to submit assignments/assessments regularly so that the school and teachers can monitor progress of students to ensure growth and mastery of state standards. As such, students are required to submit a minimum of one assignment or assessment per week per course. Students who do not follow minimum expectations of submissions at the end of each month will be referred to our engagement intervention protocol.

OHDELA has outlined engagement expectations above. OHDELA has defined the participation in diagnostic and state assessments as required during those testing windows. Failure to participate in the outlined assessments warrants the risk for an immediate ten day expulsion from the school. Failure to attend 50% of live instructional sessions per month or failure to submit course assessments as outlined above, will result in students being referred for participation in OHDELA's Engagement Intervention Program.

## **ENGAGEMENT INTERVENTION PROGRAM:**

The Student Services team provides timely coordination of support services identified to address the specific engagement needs of the student and family in order to promote positive academic outcomes. The student services team member will continuously monitor student progress to evaluate and adapt the support plan as needed. Participation is required in order to ensure student success.

## Support Levels

Student Services staff, teachers, and administration will monitor attendance, time spent in courses, assignment submission, live session attendance, and compliance with school and state assessment requirements to determine a student's engagement level.

**Level 1:** General school-wide prevention and programming along with teacher support.

- Onboarding, homeroom support, online classes, and student group activities
- Compliance with school policy regarding attendance, engagement, assignment completion and communication is expected.

### Duration: On-going

**Level 2:** Engagement or course progress concerns require student and family to receive additional interventions, supports and progress monitoring through individual check ins and/or small group sessions.

- Teachers and Student Services team members identify intervention methods in conjunction with the student and learning coach. The Student Services team will facilitate the process, monitor progress, and provide regular, formal follow-up
- In review of the plan, the following actions may occur:
  - Excellent progress – student is re-assigned to Level 1 supports
  - Moderate progress – student continues receiving Level 2 supports and review
  - No progress – student is moved into Level 3

### Duration- estimated 2 weeks

**Level 3:** Student Services has been working with the student and family; however, the student's educational needs are not being met. An intensive Advising Intervention Plan will be implemented based on two or more of the following factors: academic performance, engagement, teacher referral, behavioral concerns, and/or credit deficiency.

- During this period, focus will remain on enhancing academic growth through identifying any barriers interfering with a student's education, setting specific goals, and creating an action plan to provide additional accountability. Students on this plan can expect to be in close and frequent contact with their advisors to form a partnership that serves to balance the weight of sustaining educational growth by working communally.
- In review of the plan, the following actions may occur:
  - Excellent progress – student is re-assigned to level 2 supports

- Moderate progress – student continues receiving level 3 supports and review
- No progress – student is moved to level 4

**Duration- estimated 4-6 weeks**

**Level 4:** All available resources and interventions have been exhausted for a student. Students are referred to administration and are at risk of being expelled for a period up to fifty (50) school days.

**ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

**ALTERNATIVE EDUCATION ACADEMY**

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# ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

## I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, 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 Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
  - 1. Any intentional written, verbal, electronic, or physical 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. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

- C. 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.
- D. 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.

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

### 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.

### 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 Section 6.

#### B. Verbal Complaints

1. Students, parents or guardians and school personnel 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 Section 6.

#### C. Protection of Person Filing Complaint

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

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. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

### 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



## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

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

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

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. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. 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.
- C. Reports to the victim and his/her parent of guardian
  - 1. If after investigation, acts of 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.
- D. List of verified acts of Harassment, Intimidation or Bullying
  - 1. A requirement that the School administrator 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, or at school-sponsored events.
  - 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. The disciplinary action for any student guilty of harassment, intimidation,

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

or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

### **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.

### **IX. Training**

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School.

### **X. Publication of the Prohibition Against Harassment, Intimidation and Bullying**

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, 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.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

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

## **Exhibit A**

### **ANNUAL NOTICE** **OF** **ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

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.

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.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.