

Alternative Education Academy's

**PARENT/STUDENT
HANDBOOK
2013-2014**

For

OHDELA!

**Ohio Distance and
Electronic Learning
Academy**

*Effective July 1, 2013 through June 30, 2014
Ohio Distance and Electronic Learning Academy*

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This Parent/Student Handbook is effective July 1, 2013 and remains effective through June 30, 2014. This handbook supersedes all previously issued Parent/Student Handbooks.

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INTRODUCTION

Welcome to the Ohio Distance and Electronic Learning Academy. Throughout this Parent/Student Handbook, the OHDELA school may be referred to as "Alternative Education Academy" or "the School".

Choosing a school for your child or children is an important decision. OHDELA places a great deal of responsibility on both the student and parent to make distance learning work. To better understand this responsibility, parents and students who are enrolling or re-enrolling at OHDELA are required to read this Parent/Student Handbook. Parents and students must also sign the Agreement Form (found on page 47) stating that the handbook has been reviewed and that both the parent and student agree to the regulations and guidelines within.

OHDELA MISSION

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

VISION STATEMENT

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

OHDELA RULES AND GUIDELINES

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. Note that any reference to parent or guardian in this handbook applies equally to any student that is 18 years or older.

OHDELA IS NOT HOME SCHOOLING DISCLOSURE

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

NON-DISCRIMINATION POLICY

OHDELA accepts students of any race, creed, gender, disability or ethnic origin. OHDELA will not discriminate on the basis of race, creed, gender, disability or ethnic origin in the administration of its educational programs and activities.

ADMISSION POLICY

OHDELA will not charge tuition to parents or students.

OHDELA will be in full compliance with open enrollment regulations and withdrawal requirements specified by the School's community school contract and Ohio law.

OHDELA will comply with all state and federal laws.

OHDELA does not discriminate on the basis of race, creed, gender, disability or ethnic origin in the admission and/or the administration of its educational program or activities.

When demand exceeds places available (as determined at the sole discretion of the School's Board of Directors), admission will be determined by a lottery of all applicants in a given category. Please note: returning students and their siblings, and students from Lucas County will be given priority over new students in the lottery. 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.

APPLICATION - REGISTRATION - ADMISSION

The Application Form represents the first in a two-step process. By completing, signing and submitting the Application Form and the associated Admissions forms, the parent or guardian expresses a desire to have his/her child attend OHDELA. The submission of the Application Form and associated Admission Forms begins the Admissions process. **It does not mean the child will be enrolled in OHDELA.** As part of the process, the parent or guardian will submit copies of the student's:

- Birth Certificate
- Current Immunization Record
- Proof of Residence (Current gas or electric bill, mortgage statement, lease agreement)
- Copy of most recent K-8 Report Card **OR** High School Transcript
- Most recent OAA, OGT or other achievement assessment

After signing and faxing these forms to the Admission Department's toll free fax number, the guardian will be contacted by an OHDELA Admissions Counselor, who will order the computer and discuss next steps.

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

1. The OHDELA curriculum is received by the student;
2. The OHDELA computer and printer are installed at the student's home;
3. The guardian and student accounts are determined to be properly connected to the OHDELA network;
4. **The student has logged into the school.**

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

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

If you fail to provide any of the above, the guardian and student may be locked out of, or removed from, the school.

RE-ENROLLMENT

All students must be re-enrolled in the school each school year by stating their intentions in the online re-enrollment module. At this time any changes in residence or custody documents must be provided.

HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

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

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

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

WITHDRAWAL

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

All computer hardware and curriculum materials shall be returned.

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

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

WITHDRAWAL DUE TO TRUANCY

OHDELA has an obligation under Ohio Law to immediately withdraw a student in the event that said student, without a legitimate excuse, **fails to participate in 105 consecutive hours** of learning opportunities during any academic year. For more information regarding truancy, see the truancy section of this handbook.

CODE OF CONDUCT

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

hardware, software, textbooks, workbooks, and other materials and supplies loaned by OHDELA or its management company or purchased with funds from the My Choice Account.

All suspensions and expulsions will be conducted in accordance with due process procedures. Only the Administrator may suspend or expel. The Administrator will provide the student and the parent/guardian written notice of the intent to suspend/expel. The written notice will include reasons for the intended suspension/expulsion. If the student is expelled the notice will state the time and place to appear for a hearing on the matter. The hearing will take place not less than three (3) days or later than five (5) days after the Notice of Intent to Expel was given to the student and parent. The student and parent and/or legal representative will have an opportunity to appear, on request, before the Administrator to challenge the suspension/expulsion or to otherwise explain the actions that led to the intended suspension/expulsion of the student. The Administrator may grant an extension of time. If granted, the Administrator will notify all parties in writing of the new time and place for the meeting.

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

No suspension shall exceed ten school days. No expulsion shall exceed eighty (80) school days, except as otherwise allowed or required by law. A written notice of the suspension/expulsion will be sent or given within one school day to the parent/guardian of the student. The notice will contain the reasons for the suspension/expulsion and the right of the student to appeal the suspension/expulsion to the Administrator or Board of Directors, or its designee. The following are the infractions in the Code of Conduct that may subject the student to discipline up to and including suspension or expulsion, if the infraction(s) occur(s) during the presentation of any learning opportunity or at any school event, activity or function.

The following infractions will be subject to expulsion. In addition to the consequences by the 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, printer/fax/scanner/copier unit) and/or hardware on loan to the student by OHDELA;
- Profane/Obscene Language or Gestures toward Students/Staff/Teacher/Others – Use of unacceptable, disrespectful words, terms or gestures intended to embarrass or insult;
- Inappropriate use of internet access, as detailed in the Technology & Internet Acceptable Usage Policy later in this handbook;
- Wrongful Conduct – Any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes or violates the mission; philosophy, policies, procedures, rules, and/or regulations of OHDELA and/or is disrespectful, harmful, or offensive to others or property;

ATTENDANCE

The OHDELA experience takes place almost entirely outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of Educational Learning Hours engaged in by the student. **Ohio Community School Law requires children to receive 920 hours of learning opportunities per school year (approximately 28 hours per week) and, as such, attendance will be measured in this manner.** Accordingly, Parent Educators are required to report the curriculum based educational learning engaged in by students daily through the OHDELA Learning Management System.

TRUANCY

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

- **For any student who fails, without legitimate excuse, to participate in 105 consecutive hours of curriculum-based educational learning in any academic year, that student must be withdrawn from OHDELA.** The student will be immediately withdrawn after the student has failed to participate in the 105th hour. .
- **Parents must log hours and maintain communication with his/her student’s teacher(s) every week.**

- **Students are expected to attend live learning classes consistently and to complete coursework to demonstrate that hours logged are legitimate.**

In addition to the foregoing, in the event that a parent, guardian or other person having care of a child fails to cause that student to attend school and the child is considered to be a habitual truant, which is defined as any child of compulsory school age who is absent without legitimate excuse from the school for five (5) or more consecutive school days (the equivalent of twenty-five (25) Educational Learning Hours), seven (7) or more school days in one month (the equivalent of thirty-five (35) educational learning hours), or twelve (12) or more school days in one year (the equivalent of sixty (60) educational learning hours), the school may:

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

EXCUSED AND/OR UNEXCUSED (STUDENT) ABSENCES

OHDELA recognizes the following (student) excused absences from school:

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

PRIOR to an absence, the Administrator may approve any other reason.

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

TEXTBOOKS, MATERIALS, AND SUPPLIES

The textbooks, computers, software, hardware and other materials loaned to the guardian and/or student are property of either the School or its Management Company (as the case may be). No student and/or parent has any right to the same except for usage in strict accordance with the School's educational model, code of conduct, rules, regulations, policies and procedures. Students and parents are responsible for the textbooks, computers, software, hardware and other materials loaned to the guardian and/or student within their possession during the school year. Parents must return the Materials and Property, with the exception of workbooks, if their child or children are withdrawn from the program, expelled, or at the end of each academic year, whichever occurs first. The parent/guardian is responsible for all shipping costs.

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

OHDELA Loaned Property

- Computer
- Printer/fax/scanner/copier (one per family)
- Complete set of curriculum resources (textbooks, curriculum licenses etc.)
- Webcam and mobile devices (if applicable)

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

parent later decides that a computer is necessary, the parent may direct OHDELA to issue a computer pursuant to the Policy.

Retrieval of School Issued Computers

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

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

STANDARDS BASED EDUCATION GRADES AND SCALES

A Standards-Based Education System.

Standards-based education 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 standards-based system:

- measures its success based on student learning (the achievement of standards) rather than compliance with rules and regulations.
- aligns policies, initiatives, curriculum, instruction and assessments with clearly defined academic standards.
- consistently communicates and uses standards to focus on ways 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.**

Kindergarten – 8th Grade Academic Rating Scale

- 4 – Student has superior mastery level of content**
- 3 – Student has mastery level of content**
- 2 – Student is progressing towards mastery of content**
- 1 –**

Academic Letter Grades (grades 9-12)

- | | | |
|-------------|---|--|
| 3.0 – 4.0 | A | Student has superior mastery level of content |
| 2.5 – 2.99 | B | Student has mastery level of content |
| 2.0 – 2.49 | C | Student is progressing toward mastery level content |
| 1.5 – 1.99 | D | |
| 0.0 - .1.49 | F | |

COURSE COMPLETION (HIGH SCHOOL)

In order to advance to 10th grade status the student must have a total of 5.25 credits
In order to advance to 11th grade status the student must have a total of 10.5 credits
In order to advance to 12th grade status the student must have a total of 15.75 credits

In order to meet the graduation requirement for credits (21) within 4 years it is recommended that the student earns credit for at least 6 courses a year.

DROP/INCOMPLETE/WITHDRAW/FAIL GUIDELINES

DROPS

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

WITHDRAW Grade (A-F)

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

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

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

INCOMPLETE

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

- Incompletes will be given with teacher discretion using the following guidelines:
 - Students must have completed over 65% of the class and have a "quality of work" grade of at least 2.0
 - 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 5 week extension.
- Incompletes may also be given by teachers and/or administration in the following situations:
 - Doctor approved medical excuses

- Family emergency
- Other excuses deemed appropriate by administration

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

FAIL

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

RETENTION POLICY

OHDELA may retain a student in a grade level if mastery of grade level curriculum has not been achieved. The Teachers will complete a Recommendation for Retention Form. In the case of an IEP student, the Intervention Specialist must also sign off on the form. Documentation, evidence, and/or explanation must accompany the form. There will be a parent conference scheduled with the Administrator and the teacher(s) to review the child's academic progress and educational plan.

Recommendations will be made based on the following factors:

- Student's level of academic progress toward standards
- Remediation has not been successful
- Hours/Attendance
 - Student has not completed required hours for school year
 - 70% of hours are not curriculum based
- Assignment Completion
 - Required number of assignments not completed
 - Grade/Performance on assignments is not at mastery level
- Completion of Curriculum by June 30th (Students will automatically be retained)
- Additional factors identified by the Teacher or Administrator

OTHER ACADEMY POLICIES

Age Requirements

Children entering the Kindergarten Program must be five years of age by September 30th. Students may not be more than 21 years of age at the time of admission, but may be permitted

to complete the school year in which their 22nd birthday falls, subject to change based on rules and regulations established by the Ohio Department of Education.

Credit Flexibility Plan Option

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

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

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

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

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

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

1. Process to Initiate a Plan

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

Plan Requirements

Each Credit Flexibility Plan must include:

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

2. Roles and Responsibilities

Students utilizing an approved CFP may earn:

- Credit in courses that count toward high school graduation requirements

- Credit in a course not currently offered at the high school if the student provides a mutually acceptable course of study or educational program
- Simultaneous credit in multiple courses if standards are mastered from more than one course
- Partial credit for a course

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

Any student participating in the Post-Secondary Enrollment Options Program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

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

The School is required to:

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

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

OHDELA Credit Flexibility Appeals
121 S. Main Street, Suite 102
Akron, OH 44308

Conferences

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

Drug-Free School

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

Field Trips

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

Formal Group Testing

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

Further, the School reserves the right to **withdraw** a student from OHDELA for non-compliance if they fail to attend **any** single testing session.

Policy Against Harassment

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

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

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

Loaner Computers

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

Medication, Inhaler and Epi-Pen Policy

At school sponsored on-site testing, activities and trips, medication may need to be administered to a student. When possible, parents should provide medication outside of school hours and encourage their physician's cooperation in this regard; however, there may be occasions when medication needs to be administered during the school day when the parent/guardian is not present. When requesting the assistance of school personnel to give medication, the following must be followed:

1. An authorization form must be filled out completely and must include the name of the medication, dosage, time and duration of the medication and possible side effects.
2. The authorization form must be signed by both the physician to authorize the medication and the parent to authorize school personnel to administer the medication.
3. The physician's address and phone number must be listed on the authorization form.
4. The student should bring a daily dose of medication enclosed in the original container that is labeled with the student's name, the name of medication, the dosage, the time at which the medication is to be given and the physician's name.

The Asthma Inhaler Bill passed in Ohio in August of 1999 states that a student may carry and self-administer an inhaler in school. Authorization for Student Possession of Asthma Inhaler Form must be signed by the physician and parent/guardian and be on file with the school's main office if a student will be carrying an inhaler. It will contain student information, name and dose of inhaled medication, side effects, actions the school needs to take in the event that the inhaled medication does not provide relief and physician contact information. This form is available upon request.

A student that is required to carry and self-administer an Epinephrine Auto Injector must have an Authorization for Student Possession of Epi Auto Injector Form, signed by the physician and parent/guardian, on file at the school's main office. It will contain student information, name, dose, route of medication, reason for medication, administration instructions, action the school needs to take in the event the medication does not relieve symptoms and physician contact information. This form is available from the nurse's office and online.

Protective Eyewear

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

School Contacts with Non-Custodial Parents

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

If there is a court order concerning legal custody of a child, an “Information Regarding Legal Custody Form” must be completed and on file in the child’s cumulative record. This form can be found in the Admission Packet or can be obtained through the OHDELA office.

“A non-custodial parent” refers to the parent who does not have custody of the child but does have the right to information about the child’s education.

Special Education

OHDELA fully complies with state and federal laws regarding the education of students with disabilities. In the event that a parent or a teacher suspects that a child might have a disability, instructional intervention strategies will be provided through the Intervention Assistance Team. When it has been determined that intervention strategies have not been successful and the child continues to demonstrate a learning deficit, a multi-factored evaluation may be conducted to determine if the child is or is not a child with a disability. OHDELA shall comply with all mandated timelines to complete the evaluation process.

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

Child Find Policy

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

Homeless Student Policy

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

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

- With other persons due to loss of housing, economic hardship, or a similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives

- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

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

- Immediate Enrollment: Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.
- School Selection: The eligible student has the right to select from the following schools:
 - The school he/she attended when permanently housed (School of Origin)
 - The school in which he/she was last enrolled (School of Origin)
 - The school in the attendance area in which he/she currently resides (School of Residency)
- Participation in Programs: Students have a right to access all of the school's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.
- Transportation: Any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.
- Dispute Resolution: Students and their families also have access to a dispute resolution process through the Ohio Department of Education when the family disagrees with a school about how the McKinney-Vento Act applies in their situation.

The School Liaison for Homeless Students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is:

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

State-Prescribed Testing and Compulsory Attendance

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

Ohio law requires that any student who fails to take one or more of their grade level Achievement Assessment or the Graduation Test, when required, for two (2) consecutive years be withdrawn. Once such student is withdrawn,

if such student re-enrolls in OHDELA the student will be required to pay tuition equal to the state funds the Department of Education would otherwise have provided to OHDELA.

School Records

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

Release of Records

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

- a release form signed by the parent or guardian or as otherwise required by law; and
- all loaned property and equipment issued to the student upon enrollment.

Updating

To keep the student's records up to date and for times of emergency, parents must keep OHDELA informed of address, telephone and job changes that may occur during the school year.

Requests for Records

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

Student Directory Information

It is the policy of OHDELA not to release any personal information such as names, home address and phone numbers, or any Directory Information as that term is defined by Ohio and Federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc., as referenced in ORC 3319.321 2(a) and (b). Unless a parent/guardian - or adult student (18 years

of age or older) - notifies the school in writing that the parent/guardian or adult student permits the distribution of any personal information, the School will not release the information.

Sealed/ Expunged Records Policy

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

- Confidential Law Enforcement Records
- Information pertaining to medical treatment
- Trial Preparation Records
- Records ordered sealed by a court of law
- Expunged Records

PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS

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

- licensure and certification information
- emergency or provisional status
- educational background
- qualifications of Instructional Aides

PARENT INVOLVEMENT POLICY

Our Title I program will foster and enhance parent–involvement in our school. The goal of OHDELA is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards (grades K-8), notes sent home, parent newsletters, parent/teacher conferences, email announcements and face-to-face and telephone conferences.
2. Annual Title I Meeting. Parents have an opportunity to review Title I programs and provide input into the program planning process. Additionally, parents' rights and Title I requirements will be discussed.

3. Open Door Policy. Parents are invited to come to the school to observe the education of their children on any day.
4. Curriculum. We provide a high quality curriculum to enable our students to meet high standards and prepare for the state proficiency exam. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

POLICY AND PROCEDURE FOR PARENTAL COMPLAINTS

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

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

- The student and parent's name (anonymous complaints will not be processed);
- The signature of the complainant;
- The complainant's name and phone number;
- The specific violation of school policy, regulation, rules and procedures, and/or federal, state or local law.

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

OHDELA
c/o the Administrator.
121 S. Main Street, Suite 102
Akron, OH 44308

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

1. Date stamp the complaint upon receipt.
2. Notify the President of the Board of Directors and the attorney for the Board of Directors.
3. Send a letter of acknowledgement to the complainant within 7-10 business days. The letter will address the general procedures that will be followed.

4. Conduct an investigation as directed by the President of the Board of Directors. This process may include the following:
 - Collaborating with other offices, employees and personnel within the school;
 - Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
 - Sending written correspondence.
5. Board of Directors, or its representative, will issue a letter (or approve the letter) to the Complainant of:
 - **Compliance** – findings were unsubstantiated and school has complied; or
 - **Non-Compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to complainant with a corrective action(s) plan letter within 10-15 business days;

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

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

TECHNOLOGY & INTERNET ACCEPTABLE USAGE POLICY

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

Introduction

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

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its (OHDELA's) computer network;

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

Access to Inappropriate Material

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

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

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

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

By signing the Parent/Student Handbook Agreement Form, the parent and student agree:

- To abide by all OHDELA policies relating to the use of technology;
- To release all OHDELA employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and

- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

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

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

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

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

Definitions

CIPA defines the above referenced terms as follows:

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

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

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

OHDELA offers a chat room, webcam, discussion boards and course mail to provide OHDELA parents and students a forum in which to share ideas and exchange views regarding OHDELA with other parents, students, teachers and administrators. To protect all chat room and e-mail participants, all chat room sessions and network e-mails are monitored and recorded. OHDELA does not discourage criticism or healthy disagreements; however, OHDELA does expect each

chat room and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling or attacks upon other chat room participants in any way.

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

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

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

Inappropriate Technology Use Penalty System

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

Student Misuse

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

Internet Reimbursement Provision

OHDELA strongly recommends that all families use high speed internet access to help their children succeed in the program. OHDELA will provide an internet stipend of a maximum of \$35 per month to families that apply for Internet Connectivity Reimbursement. Families in need of internet connectivity reimbursement must provide proof of connectivity in the form of a bill as well as fill out the request for reimbursement under the "Student" tab when the guardian logs into Homeroom. Internet reimbursement funding will be disbursed quarterly. **Requests for internet reimbursement must be completed once each school year.**

MyChoice Account

A unique feature of the OHDELA educational platform and program is that it allows parents/guardians to direct the education of their children. OHDELA accomplishes this objective by allocating certain funds to the MyChoice Account and for OHDELA funded or sponsored field trips. Parents/guardians may spend MyChoice funds toward specific educational areas, such as materials, events or other enrichment opportunities that the school's curriculum may not cover in depth. Funds are available in the form of **reimbursement** to the family by the school and participation is based on student progress in the OHDELA program.

An Account is established for every student enrolled in OHDELA for the student's educational benefit until such time as the student reaches the age of 22, is withdrawn from the school or ceases to reside in Ohio. MyChoice accounts shall be provided under the following parameters:

Year of OHDELA Enrollment	Amount available per student per school year
First	\$125
Second	\$325
Third	\$425
Fourth and thereafter	\$525

Please note that the year qualifications listed above are based on the number of years a student had been **continuously** enrolled at OHDELA. If a student is withdrawn from OHDELA then returns as a new enrollee, his/her account shall begin at \$125 again. MyChoice reimbursements are disbursed monthly.

MyChoice Account Guidelines includes, but is not limited to:

- All MyChoice account expenditures must support the student's education and be nonsectarian. All products purchased remain the property of OHDELA.
- Computers loaned by OHDELA for students' use are expected to remain operational for a minimum of four school years. Computers which need to be replaced due to abuse and/or misuse including, but not limited to, noncompliance with the "Technology &

Internet Acceptable Usage Policy” included in this handbook will result in the student’s MyChoice account balance reverting back to \$0 for the remainder of the school year during which the replacement is issued. In the instance of significant abuse or misuse of any property or materials, the student may be eligible for expulsion under the Code of Conduct; the student may also be eligible for withdrawal or expulsion under the I-Pact. The year after the replacement, the MyChoice account will begin at the first year enrollment level of zero, and then will follow the same annual increase pattern established above or whatever the then current policy establishes.

- Funds must be utilized before the end of the academic school year. All MyChoice account balances will be reset to zero at the end of the school year.
- All reimbursement requests must be submitted before withdrawal from OHDELA. The MyChoice account will be forfeited on the date the student is withdrawn.

*OHDELA reserves the right, at its sole discretion, with or without notice to parents or students, to reduce or eliminate the MyChoice account.

Examples of Authorized Expenditures

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

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

Examples of Unauthorized Expenditures

- Home, Recreational Vehicles and Nautical Improvements, maintenance or utilities
- Summer Camps
- Purchase of musical instruments
- Bibles or other religious materials
- Travel, meal and lodging expenses
- Furniture, Bookcases, filing cabinets, storage bins, desks
- Clothing and Equipment: Dance costumes, uniforms, clothes, bats, bikes, shoes, tennis rackets, baseball gloves, sports balls, toys, games, digital cameras, film developing, etc.

- Expenditures for any person not enrolled in OHDELA
- Admission or memberships to amusement parks, pools, water parks, miniature golf, golfing, go-carts, paint-ball, fun centers, etc.
- Any item or maintenance to any item that would have an estimated useful life exceeding two years or would increase in value.

Reimbursements

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

Reimbursement Form: \$50 Minimum

- Reimbursement via a charge to the student's MyChoice account will be processed utilizing the electronic Expense Efficiency System.
- When a parent uses this system, an Expense Report number will be generated. Supporting documentation for each claimed expenditure must be scanned and e-mailed to the specified expense reimbursement e-mail address specifying the Expense Report number. Only reimbursement requests totaling a minimum of \$50.00 will be processed for reimbursement.
- All receipts must be in English
- If the student's MyChoice account balance is less than \$50.00, reimbursements will not be processed until such time as the balance reaches or exceeds \$50.00.
- A reimbursement check will be mailed to the address of record within 4-6 weeks.
- All MyChoice Reimbursements must be requested before withdrawing from the program. Students who are withdrawn due to noncompliance with OHDELA and the State of Ohio rules will not receive reimbursement. All receipts must be dated between the start date of the current educational year and the withdraw date. All reimbursement forms must be received by OHDELA before the withdrawal date.

ODE GUIDELINES FOR MYCHOICE ACCOUNT EXPENDITURES

At no time shall the funds constituting the Parental Allocation be held in a bank or other account titled in the student's name or the name of the student's parent or guardian and neither the parent, nor the student, shall have any right, title or claim to the funds comprising the Parental

Account except to direct the funds contained in said account towards the purchase of educational equipment, materials and events previously approved by OHDELA in Policy.

All expenditures from this Parental Allocation must be pre-approved by the School, must support the student's education and be nonsectarian. The School shall maintain documentation showing the pre-approval of an expenditure (which pre-approval may include a list of pre-approved products and services available from various vendors). The School shall also maintain in the students' file a written record of all expenditures from the Parental Allocation to verify the expenditures." Any conflict between the general descriptions of the MyChoice Account Policy contained above shall be controlled by the terms of the official current Policy.

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

Safe School Policy

Anti-Harassment, Anti-Intimidation, Anti-Bullying, Anti-Gang, Drug-Free and Weapon-Free School

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

Anti-Harassment, Anti-Intimidation and Anti-Bullying

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

It is imperative that Harassing, Intimidating, and Bullying be identified only when the specific elements of the definition are met, because the designation of conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as Harassment, Intimidation, or Bullying, will result in appropriate disciplinary consequences for the perpetrator.

I. Definition of Terms:

1. "Harassment and Intimidation" means any overt act by a student or group of students directed against another student or school personnel, more than once, with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behavior means any written, electronically-transmitted, verbal or physical act

taking place on school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstances should know will have the effect of:

- A. Placing the student in reasonable fear of physical harm or damage to the student's property;
 - B. Physically harming a student or damaging a student's property; and/or
 - C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. In accordance with Board Policy and with ORC § 3313.666, "Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, or at school activities or sanctioned events.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as Harassment, Intimidation, or Bullying in violation of Board Policy; however, determination that conduct does not constitute Harassment, Intimidation, or Bullying under Board Policy does not restrict the right of the Administrator to impose appropriate disciplinary consequences for the student misconduct.

3. In accordance with Ohio Substitute House Bill 19 (the "Tina Croucher Act") violence within a dating relationship that occurs on School property or at School-sponsored events shall be considered a form of harassment, intimidation or bullying and is prohibited under this Policy.
- Location. Harassment, Intimidation, or Bullying behavior in violation of Board Policy must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not Harassment, Intimidation, or Bullying under this Policy. Cyber-Bullying, which is addressed below, may occur at locations away from those mentioned above but is covered by this Policy and is strictly forbidden by the School.
 - Ridicule, Humiliation, and/or Intimidation. Harassment, Intimidation, or Bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether

such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

4. "Harassment, intimidation, or bullying" also means electronically committed acts (*i.e.*, acts conducted using electronic or wireless communication devices) that a student has exhibited toward another particular student more than once; the acts both:
 - A. Cause mental or physical harm to the other student; and
 - B. Are sufficiently severe, persistent, or pervasive so as to create an intimidating, threatening, or abusive educational environment for the other student.
5. A "school-sponsored activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the School Leader, the Board of Directors, or the Ohio Department of Education.
6. "Harassment or bullying" will not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States.

II. Types of Conduct

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

1. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
3. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment;
4. Physical violence or attacks or both;

5. Threats, taunts and intimidation through words or gestures or both;
6. Extortion, damage or stealing of money, property or personal possessions;
7. Exclusion from the peer group or spreading rumors;
8. Harassment, intimidation or bullying can also include repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online;
 - Using websites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process – Reporting Prohibited Incidents

1. The complaint process for the Safe School Policy will follow the guidelines established under School’s Complaint Policy and Procedure. In addition, the following information provides further guidance with regards to complaint procedures for violations or suspected violations of the Safe School Policy:
 - A. Written and Oral Complaints
 1. School requires the Administrator or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation, or bullying with any school staff member or administrator. A teacher or other school staff member who receives a written complaint will promptly forward it (no later than the next school day) to the Administrator or his/her designee for review and action.
 2. Oral complaints will also be considered official complaints. Students, parents or guardians, and school personnel may make

oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school administrator, or other school personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the Administrator for review and action.

- B. Both written and oral complaints will be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.
- C. Anonymous Complaints
 - 1. Students who make oral complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.
 - 2. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

IV. School Personnel Reporting Responsibilities

- 1. Teachers and Other School Staff Responsibilities
 - A. Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, will promptly notify the Administrator or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
 - B. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.

- C. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

V. Notification to Parents/Guardians

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

VI. Investigation and Documentation of Prohibited Incident

1. The Administrator or his/her designee shall be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Administrator or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a recommendation for intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report.
2. When a student making an informal complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the

withdrawal by the complaining student of the condition that his/her report be anonymous.

VII. Intervention Strategies to Protect Victims

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

VIII. Disciplinary Procedure

1. Verified acts of harassment, intimidation or bullying will result in an intervention by the Administrator or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
2. School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

3. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the Administrator will give the following factors full consideration:
 - A. The degree of harm caused by the incident(s);
 - B. The surrounding circumstances;
 - C. The nature and severity of the behavior;
 - D. The relationship between the parties involved; and
 - E. Past incidences or continuing patterns of behavior.
4. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
5. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
 - A. In and out-of-school suspensions may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
 - B. Expulsion may be imposed only after a hearing before the Administrator or his/her designee. This consequence will be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating such behavior.
 - C. The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the Administrator or the Board or both to impose appropriate disciplinary consequences for student misconduct.

IX. Semi-Annual Reporting Obligations

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

X. Dissemination of Policy

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

XI. Prohibited Gang Activity

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

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

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

1. On behalf of a gang;

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

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

XII. Drug Free

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

XIII. Weapons Free

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

XIV. General Provisions

This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by State or Federal law such as the Nondiscrimination, Suspension and Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment and Equal Educational Opportunity acts.

The Complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Complaint Policy and Procedure.

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:

Standards Based Curriculum

The Ohio Distance Electronic Learning Academy (OHDELA) provides a standards based curriculum in which clear learning goals and objectives are established at varying levels of difficulty. This is achieved through the development of scales aligned with the Common Core. Clear criteria are established through the scales that include what students need to do to perform at the advanced level. This differentiation in curricula will be provided by the classroom teacher. Clear cut goals and objectives as defined through the classroom scales and carefully planned projects, formative, and summative assessments aligned to the scales and Common Core establish curricular rigor and relevance for OHDELA students.

OHDELA PROVIDES:

- Daily class sessions
- Guardian, student and teacher conferences
- Quarter progress reports
- 24/7 access to grades, assignments, and communication tools
- Orientation per need
- Daily teacher contact or per need

In this unique environment, the guardian plays an integral role in the daily education of their child. In order to ensure every student receives the best education possible, guardians must understand and agree to the following:

- The Guardian(s) must be actively involved in the daily learning activities of their student(s).
- The Guardian is responsible for guiding his/her child in using the OHDELA curriculum, and is expected to become knowledgeable about it.
- The Guardian is expected to follow the guidelines and support of the OHDELA professional teachers.
- OHDELA does not consider it acceptable to leave a student home alone or unsupervised all day to do schooling.
- Communication with your student's teacher is key to the success of the student. It is expected that the Guardian be accessible via phone and email for conversations with the child's teacher and or advisor.
- The Guardian must assure that a working phone and internet connection are maintained at the location where the student is being educated at all times. Internet is reimbursable per the school's Internet Reimbursement Policy.
- Descriptive Learning Opportunity Hours must be entered on a weekly basis via the school portal.
- Guardians are responsible for school property on loan, including computer equipment and textbooks. If damaged, lost, or not returned upon request, fines will be assessed.

- By law, OHDELA students are required to participate in achievement, diagnostic, and standardized testing programs. When necessary, the guardian must provide transportation to the and from these tests (at a location no more than 50 miles from their home). Per state law, failure to test will result in withdrawal from school.
- Students and Guardians are bound by the rules and other provisions set out in the Handbook.

We hope you will join with us this year to provide the very best education for your son or daughter. Overwhelming evidence shows that when YOU are involved and engaged in the education of your child and give him/her the support necessary to make good decisions about progress made at school, he/she will be more successful, perform better on tests, and go on to higher education.

WE NEED YOUR HELP TO EDUCATE YOUR CHILD.

Ohio Distance & Electronic Learning Academy

Parent/Student Handbook Agreement 2013-2014

Student's Name: _____ Grade: _____

Parent/Guardian's Name: _____

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

Agreed to by:

Student's Signature Date

Parent's Signature Date

This agreement will be placed into the student's file.
Ohio Distance and Electronic Learning Academy
121 South Main Street, Suite 102
Akron, Ohio 44308
Phone: (800) 493-8680
Fax: (888) 335-2329