

**Ohio Virtual Academy
HIGH SCHOOL HANDBOOK
2016-2017**

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Dear Parents and Students,

Thank you for selecting Ohio Virtual Academy as your high school of choice. Our OHVA Board of directors recently adopted this as our school's purpose statement:

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

Our goals are to ensure that our students are learning at all times and to ensure high academic achievement in preparation for the demands students will face in life once they graduate from high school. Our promise to you is to provide a superior education using the latest technology in order to deliver a world-class curriculum and superior instruction. OHVA teachers are experienced, passionate educators who are fully licensed by the State of Ohio in each of their subject assignments. Our school counselors, academic advisors, and teachers are committed to supporting students using a variety of effective online instructional strategies. We strive to build partnerships with our students and their learning coaches so that students can set and achieve their goals.

At OHVA we pride ourselves on being both parent and student friendly. Our goals include maintaining a high level of student achievement, providing outstanding student support, and facilitating the successful transition to further education at the post-secondary level or to job and career. Our modes of communication are always open to student and parent/learning coach dialogue as well as suggestions for improvement. Together, as partners in education, we can pave the way for many years of student satisfaction, pride, and academic success.

On behalf of all of us at Ohio Virtual Academy High School, best wishes for a successful and achievement-rich school year.

Sincerely,

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OHVA Purpose Statement
Our Approach: Student-centric, Innovative
Our People: Passionate, Engaged
Our Students: Inspired, Empowered, Educated

INSTRUCTIONAL MODEL

The high school instructional model will rely on:

- rigorous academic standards and expectations
- highly qualified educators providing synchronous and asynchronous instructional support
- student-to-student and student-to-teacher interaction using a variety of learning technologies
- traditional grading scale and grade reporting, class rank, cumulative GPA, and formal transcripts
- opportunities for student leadership and participation in school-sponsored activities, both virtually and face-to-face
- post-secondary preparation, career planning, exploration, and support

In this education model, teaching and learning include the accessibility of teachers during normal school hours via communication tools (email) in the MyInfo portal, telephone, potential for instant messaging, and Class Connect live sessions (via the Blackboard web conference site) involving individual students, and small or large group instruction. In addition, students participate in online threaded academic discussions and class postings.

Students participate in school on a daily basis for an average of 7-8 hours. Students will be assessed frequently to determine achievement in their scheduled courses. Satisfactory performance is based on student participation in online discussions and online threaded discussions, submitted writings, projects, portfolios, quizzes, additional supporting assignments, unit tests, and final exams. Students and parents can view grades, student progress, and the amount of time the student spends in each class at any time.

CLASSCONNECT POLICY

It is the belief of The Ohio Virtual Academy that attendance at “live”, synchronous class sessions called “ClassConnects” are critical in strengthening the understandings that students gain in independent study. 21st Century Skills such as collaboration, clear communication (both written and verbal), and critical thinking are all necessary for the workforce and higher education and therefore are a focus in these sessions. The following are our expectations for ClassConnect sessions:

- All students are expected to attend synchronous ClassConnect sessions at the beginning of each semester until student success can be established.
 - Teachers may request participation from any student at any time if deemed critical to student success.
 - ClassConnect sessions will be held Monday- Friday. Course frequency will vary among grade levels and courses. Times not indicated as ClassConnect times are for students to work independently.
 - Classconnect sessions will be tailored to students’ and the whole class’s specific needs. Please watch for indications of Required (REQ) and Optional (OPT) in session invites.
 - ClassConnect Participation may be part of students’ grades. Please check individual teacher policies.
 - Recordings will be made available for students who missed class. If you are unable to view the recording within one day, please contact your teacher.
 - In the case of conflicting class times, it is the student’s responsibility to let both teachers know when they will be attending class.
 - Students are expected to do any teacher requested pre-work before attending class such as reading lessons or viewing related material.
 - Students not attending Required ClassConnect sessions and not earning a passing grade in a course may be considered truant for non-attendance. All attendance policies apply.
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2016–2017 Academic Calendar

August 15, 2016
First Day of School

August 29 - September 30, 2016
Online Diagnostic Assessment
AIMSweb (Grade K- 2)

September 5, 2016
Labor Day *

October 10 – 14, 2016
KRA, 1st – 3rd Grade Diagnostic Assessments

October 24 – 28, 2016
Ohio Graduation Test (OGT) Grade 12

November 11, 2016*
Veterans' Day
(OHVA office open)

November 23–25, 2016
Thanksgiving Break*

December 19, 2016–January 1, 2017
Winter Break

January 6, 2017
End of 1st Semester

January 9, 2017
Start of 2nd Semester

January 16, 2017
Martin Luther King, Jr. Day *

February 20, 2017
Presidents' Day *

March 13 – 17, 2017
Ohio Graduation Test (OGT) Grade 12

March 20 – April 14, 2017
**Spring State Testing, grades 3 – 12

April 17 - 21, 2017
Spring Break

May 26, 2017
Last Day of School
Last Day to Log Student Attendance

May 29, 2017
Memorial Day *

June 3, 2017
High School Graduation
Eighth Grade Recognition

June 13 – 17, 2017
Summer Administration of Ohio Graduation
Test (OGT) Grades 11-12

** Holiday — OHVA Office Closed/Teachers Not Available*

*** The specific dates for students by grade level and subject will be provided to our OHVA families as soon as the schedule is finalized, per the Ohio Department of Education.*

Course Materials

Students will be provided with materials to use in specific high school courses; however, the majority of coursework will be accessed on-line through the Learning Management System (LMS) and via the student's teachers. Students will be expected to return some items at the end of the year (except for any optional materials students purchase).

ATTENDANCE

Courses are designed to be interactive and require daily participation. Attendance at live, synchronous class sessions (ClassConnect) may be a required to help ensure student success. Learning and the success of other students depend upon participation in sharing ideas in an academic setting. A student's extended periods of absence from an online class will be evident in the following ways:

- failure to input attendance hours
- failure to log in to courses daily
- failure to submit required classroom discussion posts
- failure to complete assignments
- failure to communicate with teachers and academic advisors and act on their requests
- failure to attend classes or actively participate while logged in
- failure of courses

Technical Issues

In any instance where technical difficulties are a problem with your school-supplied computer or other hardware or software, contact K12 technical support immediately at 1.866.K12.CARE so qualified technicians can assist you in resolving your problem. A student or parent must request the name of the technician and the ticket number and report them to the academic advisor. Computer problems are not valid reasons for seeking extended time on assignments or test due dates unless the student can provide evidence of having sought assistance from K12 Tech Support – Technician's name and ticket number. If you are having connectivity issues with your Internet provider, contact the provider immediately. Again, seek the name of the customer service representative and make note of the intended action to be taken on the part of the provider. Make a note of the expected time line for a resolution. Is there a ticket number? If so, record this number and provide it to your academic advisor. In order to stay on target with assignment due dates, you are expected to seek alternative ways to access the Internet, such as a library or family member's computer. The computer is your classroom and it needs to be available every school day.

Extended Illness/Inability to Participate

Ohio law requires school attendance for all students between the ages of 6 and 18. Attendance applies to Ohio Virtual Academy (OHVA) students in the form of regularly logging in and participation in the educational activities of OHVA's High School Learning Management System (LMS). Attendance hours must meet the state requirements or a student will be considered truant. Parents are to log attendance hours on the OHVA OLS server daily. Students are to log into the LMS daily in order to complete assignments and attend class. Ohio Virtual Academy has a responsibility to enforce Ohio's Compulsory Educational Laws. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance.

If the student is going to be out (not logging in) for more than one day, the academic advisor and classroom teachers must be contacted in advance. One week prior to the absence is the general expectation. (See examples below). If the reason for the absence falls outside of the "reasonable" situations set forth below, the advisor will consult with the principal to determine whether or not the absence will be excused. It is the student's responsibility to make arrangements with each teacher regarding missed assignments. It is the preference of the school that students, whenever possible, "work ahead" prior to an absence rather than falling behind and having to "catch up".

The following factors are considered to be "reasonable" excuses for not logging into the online school:

- Personal illness – written physician’s statements may be required to verify extended or repeated illness
- Serious illness in the immediate family that would prohibit school attendance
- Death in the immediate family
- Observation or celebration of a religious holiday
- Other such good cause as determined by the principal

The principal reserves the right to verify such statements and to investigate the cause of each individual absence or prolonged absence.

- Students whose absences are excused for one of the above reasons will be permitted to make up all school work missed with no loss of credit. However it is the responsibility of the student to arrange make up assignments/times with his/her teachers.
- Unexcused absences are those which are not based on any of the conditions listed in the previous paragraph. **Students who are absent from school on an unexcused basis may not be permitted to make up work missed on the date(s) of the unexcused absence.**
- **Reporting of Absences** – A parent should immediately notify the teachers and the student's advisor of an unplanned absence through internal communication system (Kmail/Email). If a parent does not communicate the absence immediately, the student may not be allowed to make up missing work. Students may not be able to make up missed quizzes and tests unless the absence has been verified by a parent by phone.

In the case of a planned absence, a parent must notify the teachers and the advisor at least one week in advance and the student will be expected to work ahead on all assignments and turn in the assignments before leaving for the planned absence. The Ohio Department of Education (ODE) requires that OHVA offer at least 920 hours of learning opportunities to its students. Students need to complete at least 920 hours of schooling by the last day of our regular school year (June 5 , 2015) in order for the school to receive full funding for that student. A high school student completing less than 920 hours by the last day of the school year means a loss in funding for OHVA. The school asks that the learning coach record accurate daily hours for regular online and offline academic work. Achieving 920 hours of school attendance for each OHVA student assures that OHVA remains compliant with the ODE guidelines. See the FAQ’s below for more information.

Attendance Frequently Asked Questions (FAQs)

1. When can the learning coach log attendance?

The learning coach is able to log attendance from the first day of school through to the last day of school, consult the school calendar at the beginning of this handbook for these specific dates.

2. What constitutes earned attendance hours?

Attendance hours are hours that are spent in student preparation, review, or practice for the daily lessons on an off-line basis, ClassConnect time, and student time in the online Learning Management System.

3. What if the student logs more than 920 hours?

Perfectly acceptable and for many of the OHVA high school students, they will easily tally more than the required 920 hours.

4. Where does the Learning Coach need to log the student’s attendance and how often?

Student attendance hours need to be logged in the attendance screen on the OLS and ideally, should be entered on the day the hours are accomplished. To not do so triggers notification of the student’s advisor who will make contact and begin to consider for truancy.

5. Why should the Learning Coach log attendance?

This gives the learning coach and school an accurate record of what the student has accomplished academically and it ensures the student is actively involved in school. While the LMS platform shows the amount of time the student is in each classroom, it does not account for actual learning time, plus off-line study and work, and these total hours must be logged in the OLS and verified by the Learning Coach.

6. How much attendance may the Learning Coach log each day?

The parent should log the actual number of K12 online and offline work hours completed by the student, not to exceed 10 hours per day — a reasonable amount of academic work time for a high school student.

8. What should the Learning Coach do if he forgets to log the student's hours?

The learning coach can go back and add hours after the fact. If the Learning Coach has already entered hours for that day, and clicked the "Submit" button, the Academic advisor is available to assist if needed.

9. How many hours should the student log if s/he enrolled after the start of school?

Hours are prorated based on a student's start date. Contact the academic advisor to learn the exact hours needed to be compliant.

10. What about what used to be called "supplemental hours" in grades K – 8?

Since students are expected to actively work on lessons at least 6 hours per day 5 days per week and the state's minimum requirement for schooling is 180 days, students are well over the mandated 920 hours by doing their work. The school encourages outside field trips, observations, research, etc. and if tied to a course may certainly be added as learning time in the appropriate course, however weekly supplemental hours are not necessary in order for the HS student to stay on track with attendance and academics.

Truancy

****Refer also to the OHVA Truancy Policy in the Parent Handbook.***

Ohio law requires school attendance for all students between the ages of 6 and 18. OHVA defines student attendance as the time a student has spent logging into classes **and** completing coursework or working within supplemental resources. Attendance hours must meet the state requirements or a student will be considered truant. Parents or learning coaches are to log attendance hours on the OHVA OLS server daily.

Ohio Virtual Academy is responsible to enforce Ohio's Compulsory Educational Laws. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. If attendance is logged for a student but there is no evidence of course work or supplemental resources being completed OHVA considers that the student has not "entered into the building" and will assume that the attendance hours that were recorded are not accurate and the hours will be removed.

A student can prove that they have "entered into the building" by working within the curriculum or supplemental resources. In order for OHVA to demonstrate that a student is attending school, a student's progress must match the attendance recorded. Each lesson requires approximately 60 minutes of attendance. Since OHVA does not see students interacting with the curriculum face to face, we monitor attendance based on progress made in the curriculum, online Class Connect sessions attended, and other supplemental resources. There must be evidence of learning in order for OHVA to consider the attendance hours valid. If an OHVA teacher (K-8) or academic advisor (HS) cannot see evidence of learning they will require the learning coach and student to provide detailed information of what was completed during the recorded attendance hours through K-mail.

The Ohio Department of Education requires that OHVA offers at least 920 hours of learning opportunities to its students. Not only is there a direct correlation between attendance and student achievement, OHVA's operational funding is based on each student's achievement of the required 920 hours of attendance. OHVA's kindergarten program is half-day and requires 460 attendance hours by

the end of the year. *Required hours of attendance will be prorated for late enrollees.* Students should complete at least 920 attendance hours by the last day of the school year in order for us to receive full state funding. Students must also show completion of at least 90% of the curriculum by the end of the year in order for achievement to match the attendance requirement.

We understand that every student is unique and may learn at a different pace however it is expected that all students complete lessons daily, work in Study Island, attend online Class Connect sessions when appropriate, and fully participate in all program requirements.

If the student is going to be out (not logging in) for more than one day, the academic advisor and/or (K-8) classroom teachers must be contacted in advance. One week prior to the absence is the general expectation (see examples below). If the reason for the absence falls outside of the “reasonable” situations set forth below, the academic advisor (HS) or teacher (K-8) will consult with the principal to determine whether or not the absence will be excused. It is the student’s responsibility to make arrangements with each teacher regarding missed assignments. It is the preference of the school that students, whenever possible, “work ahead” prior to an absence rather than falling behind and having to “catch up”.

The following factors are considered to be “reasonable” excuses for not logging into the online school:

- Personal illness – written physician’s statements may be required to verify extended or repeated illness
- Serious illness in the immediate family that would prohibit school attendance
- Death in the immediate family
- Observation or celebration of a religious holiday
- Other such good cause as determined by the principal

High School Students:

The principal reserves the right to verify such statements and to investigate the cause of each individual absence or prolonged absence.

- Students whose absences are excused for one of the above reasons will be permitted to make up all school work missed with no loss of credit. However it is the responsibility of the student to arrange make up assignments/times with his/her teachers.
- Unexcused absences are those which are not based on any of the conditions listed in the previous paragraph. **Students who are absent from school on an unexcused basis will not be permitted to make up work missed on the date(s) of the unexcused absence.**
- **Reporting of Absences** – A parent should immediately notify the teachers and the student’s academic advisor of an unplanned absence through K-mail. If a parent does not communicate the absence immediately, the student may not be allowed to make up missing work. Students may not be able to make up missed quizzes and tests unless the absence has been verified by a parent by phone or k-mail.

In the case of a planned absence, a parent must notify the teachers and the academic advisor at least one week in advance and the student will be expected to work ahead on all assignments and turn in the assignments before leaving for the planned absence.

It is important to note that Ohio Virtual Academy courses are available 24 hours per day and 7 days per week. A missed day of school during the week can be made up on the weekend or completed over the course of several days. In order to avoid truancy and issues with assignment due dates (High School), communicate with teachers (K-8) and academic advisors (HS) regarding any planned vacations or illnesses that may be misinterpreted as truancy. Contact with the academic advisor (HS) or teachers (K-8) concerning absences must be made by the learning coach by phone or k-mail, although students are

encouraged to contact the teacher to learn the details of missed assignments. Students may not facilitate the absence notification on their parent's behalf.

In any instance where technical difficulties are a problem with your school-supplied computer or other hardware or software, it is required that the learning coach contact K12 technical support immediately at **1.866.626.6413** so qualified technicians can assist in resolving your problem. A student or parent must request the name of the technician and the ticket number and report them to the academic advisor (HS) or teacher (K-8) within 24 hours. Computer problems are not valid reasons for seeking extended time on assignments or test due dates (HS) or as a reason why a student has not been working in his/her assigned courses (K-8), unless the student and learning coach can provide evidence of having sought assistance from K12 Tech Support by providing the Technician's name and ticket number through kmail to their academic advisor (HS) or teacher (K-8).

If you are having connectivity issues with your Internet provider, contact the provider immediately. Again, seek the name of the customer service representative and make note of the intended action to be taken on the part of the provider. Make a note of the expected time line for a resolution. Is there a ticket number? If so, record this number and provide it to your academic advisor (HS) or teacher (K-8) within 24 hours through kmail or by phone. In order to stay on target with assignment due dates, all students are expected to seek alternative ways to access the Internet, such as a library or family member's computer. The computer is your classroom and it needs to be available every school day.

Daily attendance applies to Ohio Virtual Academy (OHVA) students in the form of regular, "logged in" participation in the educational activities of OHVA's Learning Management System (LMS). Such participation is documented by the attendance component of the OHVA Online School and is also evidenced by regular progress and academic achievement within each of the student's scheduled courses and the visible user activity log on the LMS. The Ohio Virtual Academy has the responsibility to enforce Ohio's Compulsory Education Laws. The responsibility for regular student attendance and compliance with the law begins with the parents.

High School Students: An OHVA student will be considered truant (absent without cause) if the parent or learning coach fails to log/record any attendance hours, provide documentation excusing student for missed hours, **or** show any learning is taking place during recorded attendance, **AND** the student does not log into the OLS to complete assignments and attend class at 25 missing hours. Attendance hours may only be counted for actual learning time.

Continued truancy accumulating to **105 missing hours**, as well as habitual truancy over the course of the year, **results in an automatic withdrawal from OHVA**. A written notification of truancy will be issued at the 25 hour unexcused absence mark. The student will not be considered for reenrollment into OHVA until they have withdrawn for one complete school year. (EX. If a student is withdrawn in December of 2014 the student would not be considered for reenrollment until the 2016-2017 school year.)

9-12

- 1 K¹² lesson= approximately 1-2 hours of attendance based on assignments
- 1 Class Connect Session=approximately 1 hour of attendance
- 1 USA test prep assignment – approximately 30 minutes (Additional time will be allowed per lesson if the student is struggling academically. Those students in Tier 2 and Tier 3 as well as Special Education students that **are** attending small group, one on one Class Connect sessions, or scheduled sessions with their Intervention Specialists will be granted additional time to work within a lesson.)

OHVA does not permit sudden and excessive submission of attendance hours. Attendance cannot be recorded if the student did not complete any K12 lessons, , USA test prep work, or other approved educational programs, or attend online Class Connect sessions. Students must be able to show proof of academic progress in order to verify attend

It is important to note that Ohio Virtual Academy courses are available 24 hours per day and 7 days per week. A missed day of school during the week can be made up on the weekend or completed over the course of several days. In order to avoid truancy and issues with assignment due dates, communicate with teachers and academic advisors regarding any planned vacations or illnesses that may be misinterpreted as truancy. Contact with the academic advisor or teachers concerning absences must be made by the learning coach by Kmail or phone, although students are encouraged to contact the teacher to learn the details of missed assignments. Students may not facilitate the absence notification on their parent's behalf.

OHVA Special Education Truancy Policy

While truancy applies to all students, whether a student receives special education services or not, OHVA will take every step to ensure that a student with special needs receives some or all of the following steps;

1. The IEP team may meet to review the IEP to make sure that the specific needs of the student are being addressed.
2. The IEP team may meet to discuss the truant behaviors and possibly amend the IEP to accommodate for any concerns
3. The IEP team may hold a manifestation determination meeting to decide whether the student's disability is contributing to the truant behaviors and will decide on appropriate action based on that decision.

Academic Probation Policy:

High School students may be placed on Academic Probation based on academic performance. Students failing three or more classes will be identified and reviewed for possible Academic Probation. If a student is placed on Academic Probation, an individualized plan will be implemented and students will be monitored closely to ensure academic success. The goal of Academic Probation is to assist students in becoming successful at OHVA and to make progress toward graduation.

The state of Ohio has a zero tolerance policy when it comes to violent, disruptive, or inappropriate behavior which includes excessive truancy.

A habitually truant student has:

- A) 5 consecutive unexcused absences
- B) 7 unexcused absences in one month
- C) 12 unexcused absences in one school year

A chronically truant student has:

- A) 7 consecutive unexcused absences
- B) 10 unexcused absences in one month
- C) 15 unexcused absences in one school year

OHVA has the right to file a complaint with the juvenile court alleging that a student is habitually truant or take action according to its habitual truant intervention plan. The court system will then determine what, if any action, is taken against the student and/or parents.

Withdrawals

Consistent attendance at one school is preferable and more likely to lead to students successfully completing high school. Research shows that multiple transitions between schools contribute to increased academic risk, failure, and a higher incidence of school dropouts. If you are considering withdrawing your student from OHVA, make every effort to reach out to your student's teachers, academic advisor, school counselor or principal for academic assistance. We will help you overcome programmatic and academic challenges that are causing you to consider withdrawing from OHVA. Parents who wish to withdraw a student from OHVA are required by Ohio law to communicate their intentions prior to the actual withdrawal. Parents should notify the academic advisor who will assist in the withdrawal process. When a student withdraws from school for a reason other than a change of residence out of state or enrollment in another approved school or program, the Head of School, or designee is obligated to report this fact to the Registrar of Motor Vehicles and the Juvenile Court consistent with ORC 3321.13. Under the law, the Registrar may take action to suspend the student's driver's license or permit or deny issuance of a license or permit if it has not been issued yet. Such suspension will be in effect until the student turns 18 or until the Head of School or designee informs the Registrar that the student is now attending school. Truancy charges may be filed with the local courts and educational neglect charges may be filed with Children and Family Services if the student does not report to his/her next school without delay.

Graduation Equivalency Degree (GED) For questions regarding the GED process please contact your school counselor as the first step. GED eligibility is subject to the state requirements and can be viewed on the Ohio Department of Education's website at <http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/GED>.

GRADING POLICY & PROCEDURE

Students' grades will be determined based on how students perform on teacher-graded activities within each course. Teacher-graded activities will include any or all of the following:

- Daily Assignments
 - Live Class Connect sessions
 - Labs, Journal Entries, Projects
 - Threaded Class Discussions
 - Quizzes
 - Tests
 - Exams
- Grade Point Average and Credits will be calculated at the end of each semester. Courses are one semester long and worth .5 credits.
 - Credit Recovery courses are designed to be completed in 8 weeks. Failure to complete courses in this time frame may result in removal from the Credit Recovery program.
 - Students are expected to submit assignments on the day indicated in the course Weekly Agenda.
 - Assignment deadlines are meant to keep students on track to finish the course on time and to ensure they are learning to their highest potential.
 - "0's" are seen as a temporary grade until you make arrangements with your teachers to master the content and regain credit. The removal of zeroes is at the discretion of the teacher.
 - Teacher Late Policies are provided within each teacher's course..
 - Teachers will make every attempt to return graded assignments in 3 work days. Longer assignments may take up to one week in order to provide thorough feedback.
 - Extra credit is to be no more than 5% of the semester grade.
 - The Honor Roll is based on Semester Averages:
 - 3.5-3.74 Honors
 - 3.75-4.0 High Honors
 - Honor Roll Lists will be posted after 1st and 2nd Semesters on the OHVA website.
 - If you have concerns about your grade, please contact your teacher directly.

- Medical Incompletes are to be approved by your grade-level principal at least 2 weeks prior to the end of the semester.

Grading Scale and GPA Points

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-93	92-90%	89-87%	86-83%	82-80%	79-77%	76-73%	72-70%	69-67%	66-63%	62-60%	59-0%
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

Weighted/Non-Weighted Courses

Weighted courses will be given an additional one quality point added to each letter grade

- AP Courses are weighted
- College Credit Plus Courses are weighted
- Honors Courses are NOT weighted

Course Selection and Scheduling

Students will be asked for input concerning course selection each year. The courses scheduled for the student will be determined by the following criteria: availability of the course; previous courses completed; courses needed to meet Ohio graduation requirements and OHVA requirements. Guidance counselors will advise students on the best path to reach graduation.

Course Changes

Once a course is assigned and classes have begun, course change requests must be communicated to and supported by the student's school counselor during the first 2 weeks of the student's enrollment in the course. Course additions will be made based on availability of the course and on review of credits by the student's guidance counselor. Students may not simply cease working in a course and assume that he/she is no longer enrolled or accountable for progress and attendance in that course. Incomplete course work will receive an F on the grade card, resulting in a drop in the student's overall quarterly and cumulative GPA. Consideration may be given to modifying the course level assignment at the conclusion of a semester if it recommended by the current teacher, and approved by the receiving teacher and/or counselor (example: Comprehensive to Honors).

Course Credit

High school graduation is based on the accumulation of high school credits. In order for students to move up from one course level to the next in courses where there are pre-requisite skills, full course credit must be earned in the prior level course. Grade-level promotions take place once a year except by permission of the Principal (see section entitled *Grade Promotion/Class Placement*). Actual percentages earned rather than letter grades are used to calculate final grades. Grades for each semester are recorded as letter grades.

Course Failure and Repeat Credit

Students are permitted to retake failed courses. Failed courses will be recorded as an “F” on the student’s transcript, and a zero will be computed as the quality point for the course in determining the GPA. Courses required for graduation must be retaken until they are passed. The lower (failing) grade will be removed and replaced by the passing letter grade on the student’s transcript. The (failing) grade may only be replaced by retaking and passing the same exact course that was previously failed. Credit Recovery courses do not replace previously failed courses on the transcript but will appear as an additional course.

Course Audit

Students of any grade level can audit courses which they have already passed. Administrative approval is mandatory. Students are required to attend any class connect session that is labeled as “required” and complete participation in all teacher assigned course work is required to maintain audit status.

*No Grade will be given for the course audit

*No Credit will be given for the course audit

*The course will not appear on official transcripts

Failure to comply with the classroom procedures and requirements will result in removal from the course. Students may only participate in a course audit if they are in good standing academically.

OHVA administration will have the final approval on all course audits.

Credit Recovery

The goal of Credit Recovery is to give high school students the opportunity to graduate in a timely manner. This program has policies and procedures that allow students who have failed core courses (courses required for graduation) an opportunity to take a previously failed course at an accelerated pace. OHVA students may participate in Credit Recovery by adhering to the guidelines outlined below.

Any student failing one or more core courses in grades 9-12 may be placed in the Credit Recovery program. Credit Recovery coursework/assessments are modified and constructed to be completed in an 8-9 week time frame.

The courses in Credit Recovery are not intended to aid in early graduation. The courses are designed to help students who have fallen behind, get back on track with their graduating class.

Placement and use of Credit Recovery courses are at the sole discretion of the Grade Level Principal

Pre-High School Credit

Middle school students may complete high school courses for high school credit.. Courses receiving high school credit become the basis for the student’s official high school transcript All High School level work, regardless of final grade will be entered onto the student’s transcript as a permanent record. In the case where a student finds him or herself struggling, students may drop courses for high school credit within 2 weeks of the start of the class.

Middle School Students Taking High School Courses

Middle School students may take High School level courses for credit in the following areas: Math, English, Science, Social Studies, and Foreign Languages

Requirements are as follows:

In order to take advanced courses students must have demonstrated an advanced ability or interest in these areas. Approval will be based on past engagement and mastery of material including any Pre-Requisite High School level courses.

Pre-Requisites include:

Algebra: Placement Test

English Language Arts: Teacher Recommendation and/or Writing Sample

Modern World Studies: Writing Sample, 90% completion of Middle School curriculum

Physical Science: Algebra Placement previously or concurrently, 90% completion of Middle School curriculum

Final determination will be made by the Middle School and/or the High School Principal.

In order to take Foreign Language courses, students must have successfully earned a high school credit in other courses. Other Electives are not approved for Middle School students.

Students requesting High School courses may be required to attend a live or recorded orientation session as the expectations differ from Middle School courses and submit an "I understand" document or survey prior to enrolling in courses.

Transfer students will be placed in a matching course schedule but must provide a current report card or progress report and complete the orientation/I Understand requirements listed above.

Flex Credit Opportunities will be limited to courses that are offered and approved for Middle School Students. (See Flex Credit Section of Handbook.)

Summer School

Summer school courses are available on a limited basis.

Priority will be given to students who are:

- Credit deficient. (Summer School is not an opportunity to get ahead on credits.)
 - First priority will be given to seniors (determined by Cohort Year) during Term A. Term B will have more openings available for other grade levels.
 - Second priority will be given to juniors who need credits to get on track to graduate on time at the end of their senior year.
 - If spots still remain, freshmen who are currently credit deficient will be considered.
- Currently working in and passing courses.
- Re-registered for the following school year,
- A current OHVA student

Students will be required to:

- Attend an informational meeting or view a recording.
- Fill out an application and "I Understand" form.
- Work consistently throughout the summer session.
 - Students not working during the first week may be removed and replaced by other students on a waiting list.
- Attend all Class Connect sessions. Sessions will be held in the A.M.

Report Cards

At the conclusion of each quarter, students will be notified of their progress and parents are encouraged to fully review the online class gradebooks. At the semester, grade reports will include semester grades and semester grade point averages. First semester reports will be sent via US mail. Year-end grade reports, sent via US mail, will include final course grades, cumulative grade point average, and class rank. Note: Students and learning coaches can access student grades at any time in each course.

Transferring Course Credit/Mid-Year Course Placements

Students who enter OHVA after the official start of the school year, and who provide a current grade card or transcript showing courses in progress and current achievement in the course(s), will be placed into the corresponding course(s) at the appropriate starting points in the curriculum.

OHVA teachers may request assessments in order to determine the most appropriate placement within the OHVA course. The OHVA teacher will adjust the placement to take into consideration past performance and prior learning which has been verified on the student's transcript or grade card from their most recent school and OHVA course assessments.

A final determination on course placement, placement within individual courses, and quarter and semester grades rests with the individual subject teachers, school counselor, and principal.

If a student was not taking a corresponding course in their previous educational setting, it may be difficult to successfully complete the course prior to the quarter's end due to the rigorous nature of the OHVA curriculum. In this case, the student will receive no academic credit or grade for the course. Students entering from home schooling must provide evidence of the curriculum plan submitted to their local school district. These students may be asked to participate in course assessments or other assessment testing in order to better determine the course placement within the K12 curriculum.

Transfer Students

Students who enter OHVA with grades and credits earned are subject to those grades/credits conforming to OHVA's grading scales and GPA weighting.

Determining Class Rank

Class rank is a numerical rank assigned to students according to their cumulative grade point average relative to their classmates. All academic subjects are used in computing class rank; however, the following prioritization of academic courses will be used in cases where more than one student is positioned at the identical class rank position:

- K12 courses take precedence over all courses
- AP(K12) courses take precedence over CCP courses
- Enrollment approved date
- Enrollment application date

Valedictorian and Salutatorian Determination

The selection process for determining valedictorian and salutatorian recognition (overall class rank of number one and number two respectively), is determined at the end of seven academic semesters. To be eligible for valedictory or salutatory honors, a student must have attended Ohio Virtual Academy High School for at least four semesters, including both semesters of the senior year. Students who finish high school at the end of the first semester of their senior year are not eligible for valedictorian or salutatorian honors.

Grade Point Average

Grade point averages are determined by dividing the number of quality points achieved by the number of credits received. GPAs are determined on a semester-basis only. The cumulative (composite) GPA is determined using the semester averages beginning with the first semester of the freshmen year. All GPA's and class rankings are calculated and tracking within PowerSchool.

Grade Promotion/Class Placement

Students move from one grade level to another at the conclusion of each school year based on the year they enter high school. This does not guarantee that a student will graduate in four years. Students must earn the correct number of credits in the state-required areas in order to graduate. See "OHVA Graduation Requirements" on the following pages.

Students will be considered on track for graduation based on the following credit guidelines:

- **Sophomores/10th** graders—begin the year with 5 credits and end the year with 10 credits
- **Juniors/11th** graders—begin the year with 10 credits and end the year with 15 credits
- **Seniors/12th** graders—begin the year with 15 credits and end the year/graduate with at least 20 credits.

The Ohio Core

Only 24% of Ohio's students currently complete a rigorous high school curriculum. The Ohio Core will require students, beginning with the high school graduating class of 2014, to complete a rigorous curriculum as a requirement for high school graduation and as the prerequisite for admission to Ohio's four-year state-assisted institutions of higher education.

OHVA GRADUATION REQUIREMENTS

General Ohio Graduation criteria for Classes Beginning 2014

English/Language Arts	4 Units
Mathematics	4 Units
Science	3 Units
Social Studies	3 Units
Physical Education	.5 Unit
Health	.5 Unit
Electives	5 Units
	20 Units Total (Minimum Requirement)

Other Requirements: Economics and Financial Literacy; Fine Arts

Elective units must include 1 unit or 2 half-units in Business, Technology, Fine Arts, or Foreign Language

1 Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.

2 The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

3 Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

4 Social studies units must include ½ unit of American history and ½ unit of American government.

5 Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

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

Criteria for Diploma with Honors

There are currently three Honors Diplomas recognized by the Ohio Department of Education. Below are the Criteria for the Academic Diploma with Honors. Information on the other avenues can be found on the ODE website. <http://education.ohio.gov/getattachment/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2014-2017/Criteria-for-Diploma-with-Honors/Diplomas-with-Honors-Criteria.pdf.aspx>

In order to receive a Diploma with Honors, students must complete more intensive criteria in mathematics, science and social studies for high school academic and career-technical Diplomas with Honors. A student who completes the **OHVA high school academic** curriculum must meet at least seven of the following eight criteria to be awarded the Diploma with Honors:

- 1 earn four units of English;
- 2 earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
- 3 earn at least four units of science including one unit of physics and one unit of chemistry;
- 4 earn four units of social studies;
- 5 earn either three units of one foreign language or two units each of two foreign languages;
- 6 earn one unit of fine arts;
- 7 maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
- 8 obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

<u>Subject</u>	<u>Academic Diploma with Honors</u>
English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages
Fine Arts	1 unit
Electives	N/A
Grade Point Average	3.5 on a 4.0 scale

ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT
Additional Assessment	N/A

A diploma with Honors requirements pre-supposes the completion of all high school diploma requirements in the Ohio Revised Code including:

½ unit physical education**

½ unit health

½ unit in American history

½ unit in government

* Writing sections of either standardized test should not be included in the calculation of this score.

** SB 311 allows school districts to adopt a policy exempting students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

**** Advanced science refers to courses in the Ohio Core that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy), or contain material above the current OGT level.

Ohio Curriculum Choice

Ohio's curriculum graduation requirements for students graduating in 2015-2019 include a higher level course in math and in science. If your child is not prepared to achieve the increased credit requirements, to succeed in the higher-level courses in mathematics and science and/or is planning a career that does not require these courses, your family may choose to use Curriculum Choice. In selecting Curriculum Choice, OHVA will create an individual Student Success Plan describing his or her career goals. Your child may continue to take and strive to meet the higher level course requirements. If he or she succeeds in these courses, your child will not be subject to the consequences of Curriculum Choice.

WHAT DOES THIS MEAN?

Graduating through the Curriculum Choice provision does limit your child's options to go to a four-year college. It means that your child cannot enroll in MOST four-year colleges without taking remedial courses. Your family will pay for these extra courses before your child can start college work. Three Ohio colleges – Central State, Shawnee State and Youngstown State – are exceptions and will consider entry.

WHO IS ELIGIBLE FOR CURRICULUM CHOICE?

Curriculum Choice is available to all students in the graduating Classes of 2015 through 2019.

Your child must:

- Have entered high school for the first time after July 1, 2010, and before July 1, 2016; and
- Be enrolled in the third year of high school. (

HOW DOES OUR CHILD SELECT CURRICULUM CHOICE?

Your family, including your child, must:

- Meet with your school counselor or another designee to have the Curriculum Choice provision fully explained;
- Understand any additional requirements OHVA has for this option;
- Develop and complete a Student Success Plan in the third year of high school. One exception is students who transfer or enroll in an Ohio high school after their third year of high school may also select Curriculum Choice as a part of the placement process.

Sign a written consent stating the Curriculum Choice, its consequences of enrolling your son or daughter without remedial classes.

Testing

Ohio Graduation Tests for graduation years 2007-2017 and Next Generation Assessments (AIR Exams) are required for all students enrolled in OHVA. Failure to take State-Required Graduation Assessments will jeopardize the student's continued enrollment in OHVA. It also can prevent students from receiving an Ohio diploma.

Graduation information for class of 2007-2017

In addition to the above credit requirements, beginning with the high school graduating class of 2007, students must pass all five parts of the Ohio Graduation Tests (OGT) in order to receive high school diplomas. These tests include Reading, Math, Writing, Science and Social Studies. (See Alternative Conditions for Eligibility for a Diploma.)

Ohio Graduation Tests (OGT) are aligned to Ohio's academic content standards, which were adopted by the State Board of Education in English language arts, mathematics, science and social studies. These standards have been carefully designed to ensure that students are armed with the knowledge they need to be successful in higher educational pursuits as well as the jobs and careers of the future.

Students -- Passing the Ohio Graduation Tests is required in order for students to graduate from high school. Students will want to visit the site below to help them prepare for these very important subject tests making up the Ohio Graduation Test. <http://ogt.success-ode-state-oh-us.info/studentsOGT.htm>

[New Testing Options for Students Required to take the OGT](#)

New Testing Options for Students Required to Take the Ohio Graduation Tests (OGT)

New graduation requirements: Students who began ninth grade on or after July 1, 2014, must meet their course requirements and one of the following [options](#) for the testing requirement:

1. A total of [18 Graduation Points](#) across all end-of-course tests;
2. A remediation-free score on the ACT or SAT; or
3. A composite score of 13 on the WorkKeys and an [approved industry-recognized credential](#).

Students who began ninth grade before July 1, 2014, must meet their course requirements and their current testing requirements, the Ohio Graduation Tests (OGT), to graduate. However, new options will allow students additional ways to meet graduation requirements. This means that students who must pass the Ohio Graduation Tests (OGT) may:

1. **Current:** Use old graduation requirements (OGT);

2. **New:** Use new graduation requirements (see the three options above); or
3. **New:** Use new testing options to fulfill old graduation requirements (see table on the ODE website for the new options for these students).

Graduation information for class of 2018 and beyond:

These are the new graduation requirements that take effect with the class of 2018. These are students who are entered ninth grade for the first time in the 2014-2015 school year.

Assessments

In addition to the above course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score based on their transcript grade. Middle school students who take one of these courses for high school credit must take the corresponding state end-of-course exam.

Exam Retakes

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

Graduation Points

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

Alternative Graduation Pathways

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018.

Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress.

For more information, see the Department of Education's website:

<https://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requiremen>

P.E. Waivers

The P.E. Waiver is a way to complete Physical Education requirements. With a P.E. Waiver, students receive no credit and no grade. Students are waived from taking P.E. classes. A student may waive Physical Education classes, completing two full seasons of interscholastic athletics, cheerleading or marching band. Should a student become injured or not complete the season for ANY reason, he/she must find an alternate way to satisfy his/her P.E. requirement. **Participation in Interscholastic athletics, marching band, or cheerleading prior to the 2011-2012 school year does not apply. For more information regarding the state's policies regarding visit this website:**

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1702&ContentID=45762&Content=100399>

A student interested in a P.E. Waiver must **1. Notify School Counselor of intent and 2. Complete a Physical Education Waiver Application (signed by Admin)**

The following due dates apply for intent: Fall Sports - August 30th, Winter Sports-November 30th, Spring Sports-March 30th.

What is the best way for your child to satisfy the P.E. Requirement?

P.E. Waiver

- P.E. Waiver is suitable for students who have NOT completed any P.E. Credit
- P.E. Waiver is ONLY for students participating in interscholastic athletics, Marching Band, or Cheerleading.
- P.E. Waiver exemption cannot be combined with P.E. credit earned through actual coursework or through credit flexibility.
- With P.E. Waiver, students receive no credit and no grade. Students are exempted from taking two P.E. classes.
- Physical Education Waiver Application.

P.E. Credit Flexibility

- P.E. Credit Flexibility is suitable for students who participate in physical activities that are not affiliated with OHVA.
- P.E. Credit Flexibility may be used by a student who participates in an Interscholastic sport and has already received one P.E. credit
- Students who fail to complete hours from an approved application by the end of the semester will receive an "F".
- Please see the Flex Credit Policy for forms and requirements.

Physical Education Days

A physical education evaluation is now included as an indicator on the Local State Report Card. Senate Bill 210, which was signed into law in June 2010, included Physical Education as an indicator on the report card. In order for OHVA to remain compliant with the new PE evaluation, Physical Education Days will be held as a face to face event. Students enrolled in a physical education course will be asked to attend a half-day session in order to be evaluated on the PE state standards. PE Days will be held at various locations throughout the state in the fall and spring semesters. Physical Education Days are included as part of the overall PE grade. Teachers will communicate further details with all students enrolled in a PE course.

EARLY GRADUATION

EARLY GRADUATION PROCEDURES

Students desiring early graduation from Ohio Virtual Academy shall meet the following requirements:

- Students must have a 3.0 or higher grade point average. Students must also meet the graduation requirements for Ohio Virtual Academy.
- Students must meet all total graduation requirements by the end of the first semester of their senior year (for a one semester early exit) or by the end of the second semester of their junior year (for a one year early exit).

Students desiring early graduation are to observe the following procedures:

- Apply 15 days before the start of the semester of planned exit by contacting the student's guidance counselor.
- Consult with a school counselor :
 - to ensure all requirements can be met by the early graduation date
 - to discuss graduation procedures, class rank procedures, regular vs. honors diploma and other considerations
- Submit the required petition form (student letter) for early graduation which contains a written explanation of: the reasons for the early graduation request; vocational and/or educational plans following the early graduation and how early graduation helps the student fulfill those goals.
- Submit a letter of approval from their parent(s) / guardian.
- Students that enroll in the school after the stated early graduation deadline must provide proof of a request to graduate early from the previous district. Students, parents/guardians are responsible for obtaining proof from the previous district.

The petition(student letter), written explanation, parent(s) / guardian approval letter and school records will be evaluated by the early graduation committee consisting of school administration, school counselor and a general education teacher to determine whether the request meets the criteria for early graduation. The request for early graduation will be presented by the Administration to the OHVA Head of School or designee for approval.

The student may take part in the graduation ceremony of his/her graduating class.

Commencement

Commencement Exercises

A student may participate in the high school graduation exercises only if he/she has successfully completed all course requirements as stipulated by the Ohio State Department of Education, and the [Ohio Virtual Academy](#) (as depicted in this handbook), including passing all 10th grade Ohio Graduation Tests and/or meeting all graduation requirements for the class of 2018 and beyond. Students completing graduation requirements after graduation exercises have been conducted may receive diplomas through the mail after requirements have been confirmed.. Commencement and other programs and ceremonies are privileges that can be withdrawn as a part of disciplinary action for a violation of the Student Conduct Code.

CRITERIA FOR ALTERNATIVE PATHWAY TO GRADUATION: Classes of 2017 and Prior

Since 2007, the Ohio Revised Code (ORC) §3313.615 has determined that students must pass five Ohio Graduation Tests (OGT) to graduate. Students can graduate by passing four of the five OGT if they meet all of the criteria outlined below, with decisions on eligibility made on the local level.

1. On the one [OGT]...for which the person failed to attain the designated score, the person missed that score by 10 points or less;

Note: *This means a scaled score of at least 390 on the failed OGT.*

2. has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;

Note: *Excused absences are defined by local school district policy.*

3. Has not been expelled from school...in any of the last four school years;

Note: *The statute does not address other student disciplinary outcomes, such as suspension.*

4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the state board of education in the subject area of the [failed OGT];

Note: *The conversion chart can be found on the Ohio Department of Education Web site at www.ode.state.oh.us, keyword Alternative Pathway.*

5. Has completed the [state] high school curriculum requirements...in the subject area [of the failed test];

Note: *This applies to a student's eligibility to be considered for an alternative pathway only. To receive a diploma, the student must also satisfy school district graduation requirements.*

6. Has taken advantage of any intervention programs provided by the school district or school in the subject area [of the failed OGT]...and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school;

Note: *Students are only subject to this criterion if they were offered intervention. If so, the attendance requirement refers to their rate of participation.*

7. Holds a letter recommending graduation from each of the person's high school teachers in the subject area [of the failed OGT]...and from the person's high school principal.

Note: *If the student's teacher from a specific course is no longer available, a person with sufficient knowledge to make an informed recommendation may substitute.*

Student Records

Student records shall be available only to students, and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, and to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. Parents of eligible students may be allowed access to the student's records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals" of the school or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Head of School clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom the School has contracted to perform a special task (such as an administration, attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. OHVA will make a reasonable attempt to notify the parent or student of the records requested unless it states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

The Governing Board hereby authorizes the administration to:

1. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
2. request each person or party requesting access to a student’s record to abide by federal and state laws concerning the disclosure of such information;
3. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education records and disciplinary records to the authorities for their consideration;
4. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student is enrolled, seeks or intends to enroll, on a full-time or part-time basis, as long as a reasonable attempt is made to notify the student’s parents of the transfer of information, their right to receive a copy of the record if desired and their right to have a hearing to challenge the content of the record.

Transcript Requests

To request a high school transcript, access <http://ohvaonlineforms.com/Transcript-Request.html>.

College - Readiness Testing Schedule 2016-17

ACT Test: OHVA high school code number is 365-143. Students and parents need to register on their own. Use this code number to complete student ACT Registration online at:

<http://www.actstudent.org>

For schedules and details, refer to the above ACT website. Students will need to upload a digital photo of themselves when registering for the ACT. For additional questions, contact your guidance counselor.

SAT Test: OHVA high school code number is **365-143**. Students and parents need to register on their own. Use this code number to complete student SAT Registration online at:

<http://www.collegeboard.com>

Students will need to upload a digital photo of themselves when registering for the SAT or SAT Subject Tests online.

Please visit this site for SAT information: <http://sat.collegeboard.org/register/sat-dates>

Military Access to Students and Student Information

Unless a parent or legal guardian requests otherwise, federal law requires that all schools and colleges provide military recruiter’s access to students. This access to students includes the release of names, addresses, and telephone numbers. The school will release information to military recruiters unless a student’s school counselor receives a formal written request from the parent asking that his/her information be withheld. A form will be provided for this purpose upon request.

Student Activities

Students are encouraged to participate in both online club activities and required to attend Face-to-Face (F2F) school events. Student clubs are available through K¹² and/or OHVA. For OHVA High School

Clubs such as Student Council, or Science Club, access <http://ohvaclubs.weebly.com/> For K¹² National Clubs, visit <http://www.k12.com/k12-student-clubs>. School events can be viewed by region on the [online event calendar](#).

School Counselor Services

School counselors provide assistance to students as they learn to make decisions throughout their high school years. It is the high school counselor's role to provide guidance to students as they make choices, especially regarding:

Academic/Career Concerns – choosing courses suited to a student's needs, abilities, achievement levels and future goals in relation to their overall four year plan and plans after high school

Personal concerns – exploring feelings about themselves, their values and their relationships with their family, friends, and school

In addition, the following services are provided throughout the school year:

Individual Counseling: When a student feels the need to talk to someone about a personal crisis and doesn't feel as if he/she can speak with a parent or other adult family member, the student may contact a school counselor.

Parent Conferences: Counselors can help parents explore various educational and personal opportunities for their students.

Information: Counselors provide information about career development, career technical information, preparing for college, Armed Services, financial aid, College Credit Plus, and scholarships for post-high school education. ACT and SAT registration information is also available.

Group Sessions: During the school year, the counselor and/or academic advisor may meet with students in groups to interpret test results, help with scheduling, career information, college applications and preparing for life after high school.

Crisis Support

In our desire to support students and families during times of family crisis, and/or aid in prevention, OHVA has provided a page on our website (<http://ohva.k12.com>) to offer resources for difficult issues such as bullying, suicide prevention, mental health issues, substance abuse, grief and loss, and temporary food and shelter needs. In addition to resources on the website, OHVA students and parents may access the SaferOH Tip Line to report a bullying concern, potential teen suicide, or any other school safety concern. Call: 1- 844-SaferOH Students may contact their school counselor, advisor, or teacher during a crisis need.

Surrogate Parents for Children with Disabilities

A surrogate parent will be appointed if no parent can be identified, the parent cannot be located, the child is a ward of the state or the child is an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act. The appointment may either be made by a court or the Head of School in accordance with the Individuals with Disabilities Education Improvement Act (IDEA) and the Operating Standards for Ohio's Educational Agencies Serving Children with Disabilities. An individual who serves as a surrogate parent for a child with a disability is appointed to act in place of a parent to make educational decisions for the child, such as all matters relating to the child's identification, evaluation and educational placement and in the provision of a free appropriate public education.

The Head of School may appoint an individual, as a surrogate parent, if all four conditions below apply. The appointed surrogate must:

- Not be an employee of the Ohio Department of Education (ODE), OHVA or any other agency that is involved in the education or care of the child;

- Have no personal or professional interest that conflicts with the interest of the child being represented;
- Have knowledge and skills that ensure adequate representation of the child; and
- Have successfully completed training prescribed by ODE prior to acting on behalf of the child.

The Head of School may consult with OHVA's sponsor, Ohio Council of Community Schools, for assistance in determining whether a child needs a surrogate parent as well as appointing an appropriate surrogate parent for a child.

Work Permits

- Contact school counselor for work permit application.
- Only one work permit can be issued at a time. If a student gets a new job, the previous work permit will be revoked and a new work permit must be issued. It is the student's responsibility to notify the school counselor of any changes.
- Students must be passing two-thirds of their current courses in order to have a work permit issued. Work permit can be revoked if student falls below passing requirement.

What is College Credit Plus?

Allows qualified middle and high school students (grades 7-12) the opportunity to earn college and high school credit while still in middle/high school

- Early access to the faculty and resources of a college/university
- Supported by the State of Ohio – only Ohio residents are eligible to enroll in the program – (if you are not a US citizen we must have more information before you can enroll in this program)
- More information is available at <https://www.ohiohighered.org/ccp>

Where can I take classes?

- Public Universities and Colleges in Ohio
- No cost to the student/family for tuition, books, or fees
- Participating Private Universities and Colleges in Ohio
- There may be some cost to the student/family based on the particular private college and where the course is delivered
- The classes may be delivered on the college campus or online

Who is eligible?

- Resident of Ohio
- Student in grades 7-12
- Enrolled in public, community, or nonpublic high school
- Student meets College or University admissions requirements

How many and which courses can I take?

- Up to 30 college credits per academic year (15 per semester)
- No more than 120 college credits total
- Courses may not be remedial in nature
- Summer CCP Courses are available

How much credit will I earn?

"Carnegie unit" means the basic unit of credit used to meet high school graduation requirements. One Carnegie unit is awarded for courses scheduled for one hundred twenty instructional hours.

Conversion Chart:

- 3 or more semester hour class = 1 Carnegie unit
- 2 semester hour class = 2/3 Carnegie unit

- 1 semester hour class – 1/3 Carnegie unit
- High school credit will be awarded for successful completion of a CCP class
- Final grades will be factored into your high school GPA
- CCP classes will be weighted (1 quality point added)
- CCP classes will also be listed on college transcripts and grades will be factored into college GPAs as well
- Classes failed or withdrawn with an “F” will receive an “F” on high school AND college transcripts
- **Students/families may be financially responsible for classes that are not passed or that students are withdrawn from by after the college withdrawal deadline.**

How do I enroll?

- Register with OHVA
- Complete and return the “Intent to Participate” Form by April 1st. (State of Ohio deadline)
- Print
- Sign
- Scan back in and save as jpg file
- Send completed form via kmail attachment to your current HS counselor’s administrator account.
- Any Intent forms sent past the deadline are subject to approval by a high school principal.

Where can I get a more thorough explanation of the program and its risks and benefits?

Contact your school counselor or visit <https://www.ohiohighered.org/ccp>

Each year, prior to March 1st, the Head of School or designee shall provide information regarding the optional college credit plus program to students currently enrolled in grades 6-11 and to their parents. This information will be sent through Kmail and a record should be kept of the mailing list and the date of the mailing in order to confirm compliance with State rules.

Flexible Credit Options

The majority of students will find a variety of courses to meet their needs. Ohio Virtual Academy offers a well-rounded curriculum with several different courses in English, Science, Mathematics, Social Studies, as well as, several elective courses in a variety of disciplines. For students who would like to extend beyond what Ohio Virtual Academy offers, there is the flexible credit option. Flexible credit allows students to earn course credit for graduation. Flexible credit may be earned in the following ways:

- 1 Testing out
- 2 University courses not taken **through the College Credit Plus program**
- 3 Online or distance learning courses
- 4 Physical Education
- 5 Educational Options
- 6 Independent Studies

Students who do not find their learning plan in the above options will have to work closely with their assigned school counselor to develop a plan of study. All credits earned through the flexible credit option will receive a grade which will be calculated into the student’s GPA and appear on their final transcript.

Students interested in pursuing flex credit will need to contact their assigned school counselor for the flex credit application. Students will need to fill out the application for flexible credit and then submit the completed application to and work with their assigned counselor to develop a learning plan. Students and parents must attend a mandatory meeting with their assigned school counselor, principal, and a teacher of record. This must be completed prior to the student’s flex credit experience.

Testing Out Flex Credit Option:

- a) Students can only earn a Pass or Fail through the test out option.
- b) Students must score above an 80% on test to earn a "P."
- c) Students will receive a failing grade on their transcripts for any grade of 79% or lower.
- d) Students will need to take the full version of the course if they do not earn an 80% or above on the test-out test.
- e) Students may earn credit for an Advanced Placement course under the test-out option by scoring a 3 or above on a College Board Advanced Placement Examination.

Flexible Credits may be sought during the regular school year only.

Standard deadlines for the school year are as follows:

All applications for Flexible Credits for the 2016-2017 school year must be submitted to the student's counselor by May 1st, 2016. Summer Flexible Credits are not available.

All applications for Flexible Credits for the 2017-2018 school year must be submitted to the student's counselor by May 1st, 2017. Summer Flexible credits are not available.

****All tests for the testing out process must be taken between August 1, 2016 and August 12, 2016.**

Career and Technical Center Guidelines

- Students must follow all rules and guidelines required by the Career Tech Center and by Ohio Virtual Academy.
- Ohio Virtual Academy will support recommendations a CTC makes for admission to their specific program(s).
- All paperwork required for admission to a CTC is the responsibility of the student.
- It is the students' responsibility to provide ample time for counselors and administrators to sign necessary paperwork (like attendance forms) for CTC programs. This is not the responsibility of OHVA.
- A 60% is a minimum passing score at OHVA. OHVA will abide by that when it comes to determining the issuance of credit.
- If a student is suspended or expelled from the CTC, OHVA administration will review the terms of the suspension/expulsion and make a decision. Students may be suspended/expelled from OHVA as well based on the findings.
- The CTC creates its own process for selection/admission. The CTC decides this, not Ohio Virtual Academy.
- OHVA students may participate in CTC programs if they have not passed one or more sections of the Ohio Graduation Tests. However, in order to remain in the CTC program, students must fully participate in and complete Study Island and test preparation assignments.

- Students who fail one or more classes at OHVA may be required to cease their work at the CTC and return to OHVA full-time to ensure their graduation.
- Students who fail one or more classes at a CTC may be required to return to OHVA full-time to ensure their graduation.
- Students may not participate in CTC programs if they are enrolled in more than two Credit Recovery courses.
- Attendance in OHVA courses is required for a student to remain eligible to attend a CTC. Students must log in daily, view ClassConnect sessions, and arrange to meet with OHVA teachers as teachers require/request. All OHVA truancy policies apply.

ISP Reimbursement

High School Student Families

- High Speed Internet access is required for optimal course access.
- Ohio Virtual Academy will pay all high school student families \$30 per month for 9 months of service, September through May.
- Reimbursement payments are made twice each year approximately 6 weeks after each semester concludes.
- Students must be enrolled through the end of the semester to be eligible.
- **Proof of service must be submitted online prior to 2 weeks before the end of each semester.**
- *For full information, refer to the OHVA Parent Handbook and the approved Board ISP Policy.*

OHVA Anti-discrimination Policy

OHVA does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

OHVA Assumption Provision

OHVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. OHVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. OHVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of OHVA, its affiliates, or its employees. OHVA assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

Special Education

The Ohio Virtual Academy offers a full special education program for students who have been identified with special needs in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA). General education teachers will work with the Special Education Manager and with the Intervention Specialist teachers to identify and serve children with disabilities.

Eligibility is based on definitions outlined in Ohio Revised Code 3301-51-01 and is made by a team of professionals as well as the student's parent. Students who are identified with a disability must meet the eligibility criteria set forth in the Operating Standards for Ohio Educational Agencies serving Children with Disabilities. Not all students who learn differently will meet the eligibility criteria for special education services. General education teachers will provide added supports for those students who may not meet eligibility criteria. Students who are serviced in special education are expected to meet regularly with their Intervention Specialists and general education teacher.

Students with related services can be serviced either virtually or face-to-face. A properly licensed therapist will determine if the student's related service goal can be met virtually. Ohio Virtual Academy contracts with properly licensed therapists throughout the state and work closely with parents to set these services up for students who qualify however, final staffing decisions remain the discretion of the school.

OHVA Student Code of Conduct and Acceptable Use Guidelines

Discipline Code

As an OHVA student, you are subject to the rules and restrictions implemented by OHVA and the Student Code of Conduct and Acceptable Use Guidelines.

This document describes the policies and guidelines for the use of the OHVA high school and exists to ensure that all OHVA students are aware of and understand their responsibilities when accessing and using OHVA resources.

OHVA reserves the right to update or alter these guidelines at any time. Such revisions may substantially alter access to OHVA instructional computing resources. OHVA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by OHVA.

As a student enrolled in OHVA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines could result in the:

- removal of your access to OHVA instructional computing resources, which could result in your inability to complete learning activities.
- your removal from the course.
- restriction from social networking anywhere in the K12 / OHVA system.
- involvement with law enforcement agencies and possible legal action.
- suspension and/or expulsion from OHVA.

Student Code of Conduct (Refer to the complete Student Code of Conduct in the Parent Handbook)

Prohibition from Extra-Curricular Activities

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Head of School authorizes the Principals and other authorized personnel employed by the school to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

School Sponsored Publications and Productions

The School may sponsor student publications and productions as means by which students can learn, under adult direction, the skills required for such activities, as well as the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" shall include theatrical performances as well as speeches, skits, and impromptu dramatic presentations.

In sponsoring a student publication or production, the Principal is mindful of the fact that it may be heard, viewed, or received by students of varying ages and maturities, and must accordingly be suitable for those students who are likely to be exposed to such publication or production, either directly or indirectly.

Opposing points of view on topics of general interest may be presented in a responsible manner, which will ordinarily require that equal opportunity for expression be given to each viewpoint. As with all publications and productions, expressions of opinion must be made in a manner which does not violate prevailing community standards.

The Principal reserves the right to exercise editorial control over school-sponsored publications or productions, or to prohibit such publications or productions in their entirety if deemed necessary.

School Dance

School dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. School rules found in the HS Handbook for behavior and discipline are in effect. The following procedures have been established to allow the continuation of dances and to ensure the enjoyment and safety of all students at school dances:

Photo identification: Students will not be permitted to enter the dance without some form of photo identification. Photo identification can be (but does not have to be) a state driver's license or state ID card. It can be any type of photo identification, such as a Passport or School ID Card. As a virtual school, we need to verify the identity and age of all attendees. **Without proper identification, students will not be admitted to the dance – no exceptions!**

Dress Code: Chaperones will review attire when students arrive and admittance could be denied if the student's attire does not meet the guidelines for tasteful and appropriate dress. The chaperone's decision is final. No ticket refund will be given if admission is denied for violation of the dress code. Purses, bags, and backpacks can be inspected at any time.

BRINGING A GUEST TO A DANCE POLICY: OHVA students may invite a guest who is of high school age **but no older than 20 and out of high school**. The following guidelines must be followed to bring an out-of-school guest to an OHVA dance:

- Student and their out-of-school guest must complete the guest dance form prior to purchasing tickets.
- All guests must show a picture ID at the door. The ID must either be a school ID, State ID or Driver's License.
- Out-of-school guests are expected to arrive at the dance and remain with their host while attending the dance.
- Administration reserves the right to refuse out-of-school guests to enter the dances for any reason.
- Out-of-school guests must follow all school rules.

Ohio Virtual Academy Crest



The shape of our Ohio Virtual Academy Crest is based on our state—Ohio—and communicates one very unique element of our school—we are a statewide school with students in all 88 Ohio counties.

The laurel leaves on each side of the crest signify triumph. Our OHVA students set an academic goal to graduate from high school and the crest, which is printed on the graduation memorabilia and diplomas, announces to all that they have achieved victory over ignorance and illiteracy.

The pen and parchment reflect our students' academic and scholarly achievement—the basis for our school's curriculum and our efforts as teachers, parents administrators support staff and Board to provide students with an innovative and effective educational program.

The torch symbolizes truth and intelligence—values which we have sought to instill in our students as they develop as young adults and scholars during their formative years in OHVA.

The lamp is indicative of the light which illuminates the pathway to life's abundance and spiritual journey.

The cardinal is a recognizable image associated with OHVA and appears in our marketing and other printed materials. The cardinal is the official state bird of Ohio. Cardinals can be found in all 88 counties in Ohio.

WHO DO YOU CALL and WHEN DO YOU CALL THEM?

Classroom Teacher

Class Content Questions
 ClassConnect Questions
 Questions on Graded Work
 Working Ahead or Catching Up
 Assignment Submissions
 Late Policies
 All Course Issues

Academic Advisor

Online Orientation Questions
 Questions about Supplies and Materials
 Change of Address or Email
 Set up Parent-Teacher Conferences
 Attendance and Progress Monitoring
 Time Management
 Setting Up Your Learning Environment
 Unresolved Teacher/Classroom Issues
 State Test Scheduling

School Counselor

Personal/Family issues which interfere with student success in school
 College and Career Information
 Work Permits, Official Forms
 AP and College Credit Plus
 ACT, SAT, PSAT, other testing questions
 Credits and Graduation
 Adding and Dropping Classes
 Pathfinder and Scholarship Questions
 Transcripts

Intervention Specialist

Accommodations or Modifications
 IEP Questions
 Special Ed Policies
 OGT Accommodations
 Study and Course Assistance
 Class Content Questions

OHVA Toll-free number: 1-877-648-2512 + Extension (Each staff member has an extension.) Still not sure who you should contact? Please K-Mail your advisor and he or she can direct you appropriately.

Ohio Virtual Academy

High School Handbook Acceptance Agreement

Both students and parents are expected to read the handbook carefully, then **each** click the link below in order to verify you have read, understand, and will abide by the rules of the school. Both student and parent need to provide **last name** and **student ID number** (found in *MyInfo*), and choose “**yes**” to digitally indicate your acceptance, and then click “**submit**.” Thank you in advance for your compliance with this requirement.

<https://www.surveymonkey.com/r/HSHandbook16-17>

These policies shall be made available in the Student/Parent High School Handbook and can be amended at any time, as needed and required by the daily activities and directives of the OHVA administration and/or School Board and in accordance with state law.

The Ohio Virtual Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take diagnostic and achievement tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are 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. For more information on this matter, contact the school administration or the Ohio Department of Education.