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Parent Student Handbook  
2025-2026

iSchool Virtual Academy

<https://ischoolvirtual.com/>

iSchool Virtual Academy is a student-centered organization that focuses on improving opportunities for all young people to fully develop the academic, social, work, and healthy life skills needed to graduate from high school and lead productive lives.

#### **BELIEF STATEMENT**

At iSchool Virtual Academy, we believe the following:

- Every student deserves an opportunity for a quality education.
- Relationship building is paramount for our success.
- Our students are the most important people at our school.
- Student success is determined by teamwork between home, student, and school.
- Flexibility with accountability is imperative for our students.
- We use data to inform our decisions and measure our success.

#### **VISION STATEMENT:**

Our vision is to become a school that provides opportunity for all Ohio high school students to successfully graduate and be college-ready and/or workforce-ready creating a positive future for themselves and their families.

#### **MISSION STATEMENT:**

The mission of iSchool Virtual Academy is to provide individualized learning pathways to success for Ohio high school students, enabling them to reach their full potential regardless of any challenges they have faced.

Note: The iSchool Virtual Academy Handbook is approved by the school's Board of Trustees. This Handbook does not constitute a contract between the school and the student/parent, and the school reserves the right at its discretion to change or amend the handbook at any time in the future.

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**\*\*NOTICE\*\***

The school is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency 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 at iSchool Virtual Academy For more information about this matter contact the school administration or the Ohio Department of Education and Workforce. [REDACTED]

## Introduction

Welcome to iSchool Virtual Academy. This school handbook will clarify mutual expectations to ensure your student has a successful school year.

The iSchool Virtual Academy envisions a learning experience that combines the best online instruction with its capacity for individualized flexible learning. Our statewide public community school, serving students in 9-12 grades, will feature an innovative and interactive curriculum, fully aligned to the Ohio Content Standards, and taught by talented Ohio state-certified teachers. Teacher-led instruction will include synchronous and asynchronous learning opportunities, one-to-one tutoring, organized peer interaction, and a focus on critical skills for success in college and the workforce.

This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the handbook available for reference by you and your parents. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this handbook, please contact the School administration.

Cooperation, respect for others, and a sense of wonder are essential to learning. For this reason, the following regulations and guidelines have been outlined in this manual to assist in maintaining a positive learning environment.

## I. Admission Information

Participation in a public community school is based on parent choice. Each year, iSchool Virtual Academy will announce its open enrollment period for any Ohio parents or guardians who would like to apply for their student(s). If the number of applicants exceeds the capacity of the school or grade level, iSchool Virtual Academy will conduct a random selection lottery after first granting enrollment preferences for prior year students and then for a sibling of a current student enrolled in the school. As a statewide school, iSchool Virtual Academy will admit all students who reside in the state, provided there is capacity to serve that student's grade level per the annual enrollment goals for each year.

### Enrollment Process

Applications are accepted throughout the year. The following are general admissions procedures:

1. To complete your enrollment application, you are required to submit copies of your Birth Certificate, Immunization Record, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.
2. Once you have submitted your enrollment application and any other required documentation, you will be verified by the enrollment team. Once verified, you will be assigned a start date and receive confirmation of enrollment by email.
3. If enrollment exceeds capacity, a blind, random lottery in compliance with the Board's policy will be conducted to determine which students are enrolled and which students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences will be given to existing students, siblings of existing students, and students that reside in the district in which the school is located.

### Waitlist

The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be added to the waitlist in the order drawn. The waitlist remains active throughout the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Students who wish to transfer to iSchool Virtual Academy mid-school year may do so if the school has capacity to serve that student at that grade level. Otherwise, the student will be added to a waitlist for that grade level.

### Re-Enrollment

For those students presently attending the school, re-enrollment starts at the end of March or during the first week of April. Students are not automatically re-enrolled from school year to school year. All parents must state their intention to have their child/student re-enrolled each school year. It is the responsibility of the parents to inform the school of any changes to their residency or contact information. Parents will also be required to submit a new Proof of Residency each school year regardless of whether residency has changed or not.

### Annually Required Documents

At the beginning of each school year, the school will distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary) Current school year Board-approved School Calendar (no collection necessary)
- Income Verification Form – must be completed, signed by the parent or student (if over 18), and

Board Approved

collected.

- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected.
- Title One Compact – must be completed, signed by the parent or student (if over 18), and collected for both school wide and targeted schools.
- Family Education Services (FES) consent forms (if applicable) must be completed, signed by the parent or student (if over 18), and collected.
- Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected.
- Parent / Student Contract Ohio Core Opt-Out Form
- Allergy Action Plan – In emergency circumstances, based on the nature of the allergy and severity of the illness, staff members may administer allergy medication. Please refer to the food and allergy policy for further details.

### **Non-Discrimination Policy**

Enrollment will not be denied to any eligible applicant on the basis of race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including sexual orientation, gender identity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, or any other characteristic protected under applicable federal, state, or local law.

### **Health Certification and Immunization Requirements**

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. No student shall be permitted to remain in school for more than 14 days if the student has not met the minimum immunization requirements.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process meaning that the he/she has been immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at least the first dose of the immunization sequence, and presents written evidence to the School Director of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health. A student who has been released for not submitting Immunization Records will be counted as an unexcused absence while the student is not attending school.

**Exemptions:** A student shall be exempted from one or more immunization requirements if one of the following circumstances apply:

1. The student's parent or guardian provides a written statement, dated no earlier than the beginning of the school year, that the parent or guardian declines to have the student immunized for reason of conscience, including religious convictions.
2. The student's physician certifies in writing that an immunization against one or more enumerated diseases is medically contraindicated.
3. The student's parent, guardian, or physician provides a signed statement that the student has had natural rubeola (measles), mumps and/or varicella (chicken pox) and identifies which disease(s) the student has had.

In the event a varicella (chicken pox) epidemic is declared by the director of the Ohio Department of Health, a student who has been exempted from immunization against varicella (chicken pox) shall not be permitted to attend school until such time that the school's principal has been notified that the epidemic no longer exists. A student who is denied admission or attendance for this reason shall be considered 'medically absent' and be permitted to maintain academic standing accordingly.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

A student who has not presented written evidence of immunization or exemption from immunization consistent with this policy shall not be permitted to remain in school more than fourteen (14) days.

The school shall maintain immunization records for each student.

No later than October 15 of each year, the school shall report a summary of the immunization records of all initial-entry students to the director of health.

The minimum immunization requirements for a student, grades 9-12, may be found at the following website: [www.odh.ohio.gov](http://www.odh.ohio.gov) or by inquiring at the school.

#### **Change of Address / Phone Number / Custody**

It is the Parent/Guardian/Student's responsibility to inform the school office of any change of address or phone number. Any other relevant information must also be updated by the office. If you have a change of address, you are required to provide the corrected student information and proof of residency documentation to the school office as soon as possible. If there is a change of custody for the student, you are required to provide the corrected student information, including the current custody order, to the school office.

## **II. Student and Parent Responsibilities**

### **Behavior Guidelines**

iSchool Virtual Academy expects positive behavior from all students, teachers, staff, and parents. Effective learning occurs with an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas basic to the school's system of discipline. Students will be successful by:

- Knowing and obeying the rules,
- Accepting responsibility for their behavior, and
- Engaging in their learning daily.

Students are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of iSchool Virtual Academy is very important. Corporal punishment is not permitted. No employee should ~~cause~~ or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

*The code below applies to student conduct on school property, on live web conferencing and while in the control or custody of the school, regardless of whether on or off school premises, or at a school- related activity, regardless of location. The types of conduct prohibited by this code are listed below.*

### **Code of Conduct, Suspension, Expulsion, Permanent Exclusion Policy**

To maximize learning for all students, iSchool Virtual Academy will provide a virtual school environment that promotes appropriate behavior and minimizes disruptions. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. All students are expected to have a clear and consistent understanding of the Student Code of Conduct and comply with all school policies and procedures.

The Governing Authority has adopted a Student Code of Conduct Suspension, Expulsion, and Permanent Exclusion Policy. The information below is an outline of the school's code of conduct; the Code of Conduct adopted by the Board is attached hereto in Appendix 1. Any difference in the specifics of the outline below and the Board adopted Code of Conduct, the Board adopted Code of Conduct will prevail.

The Code of Conduct requires students to:

- conform to reasonable standards of socially acceptable behavior.
- respect the person and property of others.
- respect the rights of others.
- preserve the degree of order necessary to the educational program in which they are engaged; and
- comply with the requests of school administrators, teachers, and staff.

The Code of Conduct designates sanctions for student noncompliance with the Code which shall:

- relate in kind and degree to the noncompliance.
- help the student learn to take responsibility for their actions; and
- be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Under this Code of Conduct, the following definitions will apply:

Student: A person, adult or minor, enrolled in iSchool Virtual Academy.

Parent: (a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Ohio government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required); (b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives; or (c) For married and independent adult students ages 18- 20 and for all students 21 years old or above, the student himself/herself.

Personnel: Any official, employee, volunteer or person charged with carrying out the work of the school.

The following behaviors are considered OFFENSES at iSchool Virtual Academy and will result in corrective action by iSchool Virtual Academy Staff or Administration, potentially including a suspension, expulsion, or withdrawal, in accordance with law and at the discretion of the Head of School.

- Truancy – absent without permission from the school.
- Dress Code Violation – not dressed according to iSchool Virtual Academy dress code.
- Disruption – interfering with school policies or classroom routine.
- **Lack of Academic Integrity – copying someone else's work or in any way trying to take credit for work not done by the student himself/herself, including plagiarism and use of Artificial**

### **Intelligence programs or platforms (e.g.- ChatGPT).**

- Profane Language – use of profane or unacceptable language
- Sexual Misconduct – including, but not limited to improper public display of affection at any school related activity including but not limited to kissing, etc. The prominent display of “hickies” or passion marks is prohibited.
- Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of the Head of School, teacher, or other staff member of iSchool Virtual Academy.
- Non-completion of assigned activities – failure to finish academic work.
- Failure to provide name or identification to school personnel – refusal to provide iSchool Virtual Academy personnel with his/her name identification, or other necessary information including, but not limited to current phone number, address, etc.
- Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
- Vandalism – purposeful destruction of school or student property
- Gang Activities – participating in gang activities.
- Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance
- Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, knives etc. and look alike of any item listed above.
- Wrongful conduct – actions that impede, obstruct, interfere with, or violate iSchool Virtual Academy School’s mission, philosophy, and regulations.
- Destruction and or intentional harm to person or property
- Sexual harassment, misconduct, and or improper language or inappropriate touching or sexting
- Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
- Harassment, Intimidation, or Bullying behavior whether in the classroom or at school- sponsored events, is expressly forbidden.
- Violation of School policy
- Any other behaviors or actions that the Head of School deems, in his or her sole discretion, a disruption to the educational environment or as an offense which result in corrective action.

### **Dress Code (Live Sessions)**

#### General Guidelines:

- No head coverings are permitted, including but not limited to hats, caps, hoods, bandanas, or sunglasses are allowed to be worn in the school, unless previously authorized by school personnel.
- Each student must maintain a neat, clean, professional appearance at all times. No shirts allowed making reference to drug, tobacco, weapons, sexual connotations or any other inappropriate messages.
- The Head of School may make exceptions to the dress code based on physical disability or other conditions.
- Students not conforming to the dress code may not be admitted to class and may be deemed absent.

All Students must adhere to the dress code policy as stated.

### **Positive Behavior Intervention and Supports**

Students are supported by Positive Behavior Intervention and Supports (PBIS), which is an approach to discipline that targets desired outcomes with teachable moments and prevention of poor choices, rather than focusing on punitive measures and reactive punishment. The research based PBIS model teaches positive behavior choices, alongside and embedded within SEL lessons to ensure that students understand behavioral expectations. Once this is taught, student behavior is also seen as a form of communication,

and teachers strive to see through the behavior to what the student might need and offer proactive support and guidance. Student Success Plans, Attendance Intervention Plans, and Student Engagement Plans are crafted with the goal of both behavioral and academic success, and positive intervention strategies are tiered based on a multi-tiered level of support system.

## Attendance

The iSchool Virtual Academy learning experience takes place almost entirely outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of the educational learning hours engaged by the student. Ohio community school law requires children to receive a minimum of 920 hours of learning opportunities per school year and, as such, attendance is measured in this manner.

Attendance is tracked via a combination of the following: reports that are required to be submitted by Parents/Guardians, reports automatically generated by the iSchool Virtual Academy Learning Management System, and other methods as dictated by the school.

- To ensure academic success and maintain pace with the curriculum, all students are required to log a minimum of 20 hours of instructional time each week. This time should be dedicated to engaging with course materials, completing assignments, and participating in online and external, academic activities. Students who consistently fail to meet this requirement will be subject to academic review and may face consequences under the School Code of Conduct and Ohio law.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings on a daily basis to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students **must show up in-person for state testing and participate in all state testing** at designated locations on assigned days.
- According to Ohio Law “**(A) Each internet- or computer-based community school shall withdraw from the school any student who, for two consecutive school years of enrollment in the school, has failed to participate in the spring administration of any assessment prescribed by the State** and was not excused from the assessment pursuant to State Law, regardless of whether a waiver was granted. The school shall report any such student's data verification code to the department of education and workforce. The department maintains a list of all data verification codes reported by schools and provides that list to each internet- or computer-based community school. (Ohio Revised Code Secs. 3314.26 and [3313.6410.](#))
- Failure to log into the system for the required number of hours per week and/or to show up for assigned testing constitutes an unexcused absence for the student.
- Students must attend school on all official school days including testing days, complete all assignments in a timely manner in accordance with stated class schedules, and attend Live Class or view archived materials as directed.
- Parents/Guardians must maintain communication with her/his student's mentor and teacher(s) every week.
- Students may be directed to log offline hours and/or properly document the student's offline work.
- Parents/Guardians must provide the school with verification of why absences should be excused, within a timeframe and in a manner deemed acceptable by the School Administrator in their sole discretion.
- Students that fail to meet engagement requirements related to completion of diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may

be subject to discipline and/or interventions as outlined in the School's Student Engagement Policy.

### **Excused and/or Unexcused Absences**

The required attendance of students shall conform to the minimum standards prescribed by Ohio Law. Therefore, absences from school should be only for illness or an emergency. In case of an absence from school:

- The parent must notify the school before the beginning of the school day from which his/her child will be absent.
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for determining whether a student may have the opportunity to make up class work and whether disciplinary action is in order.
- All documentation relating to absences must be provided to the school no later than three instructional days after the first day the student returns to school.
- Students who are habitually or excessively absent may be referred for interventions pursuant to the school's Attendance, Truancy and Withdrawal Policy.

The term "excused" will refer to any absence from a class based on the following:

- Personal illness or injury
- Medical or dental appointment with a written excuse from the doctor or dentist
- Chronic medical conditions that impact attendance
- Disability that impacts attendance
- Disaster situations such as a flood or fire
- A death in the family
- School or county approved extra-curricular activities.
- Obligation to appear in court that involves the student.
- Military requirements for students enlisting in the military.
- Personal or academic circumstances approved by the principal.
- Vacation trip – must be preapproved by the school administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation. All vacation requests must be submitted at least 10 school days before the start of the vacation. Students can only be approved for up to 5 school days in a school year for vacation. The last 3 weeks is a blackout period and vacation time will not be approved during this time.
- Court appearances, appointments
- Placement in foster care or change in foster care placement.
- Homelessness
- Documented technology issue- the documented technology issue must be such that it precludes the student from using the computer and or accessing his or her curriculum; and
- Any other reason is at the School Administrator's sole discretion.

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

When a student's absence is excused, extensions to assignments may be granted only if approved by the Teacher(s). Most work and assignments are available online 24-7 and can be done outside the typical school day hours. Having an excused absence does not automatically grant a student an extension. Absences not conforming to the reasons listed above will be considered unexcused and dealt with accordingly. The student will not receive credit during the unexcused absence period.

## Truancy Overview

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the school to ensure attendance and timeliness. Parents/guardians are encouraged to make any doctor, dentist, etc., appointments for times other than school hours. No student shall be suspended or expelled based solely on the number of absences.

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

- If any student fails without legitimate excuse to participate in 72 consecutive school hours, they will be automatically withdrawn from the school in accordance with Ohio law.
- A student is considered in attendance when they satisfy either of the following conditions:
  - The student participates in at least 90% of the instructional activities offered by the school in the school year; and/or
  - The student is on pace for on-time completion of any course in which the student is enrolled. The school has defined on pace to mean the student is currently earning a passing grade in any course in which the student is enrolled.

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

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

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

## 30 or More Cumulative Hours of Absence

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

- If after the parent, guardian, or custodian receives written report, as specified above, the student fails to comply with this Truancy Policy within two weeks;

AND

- Intervention strategies (listed below) fail to cause a student's attendance to comply with the Truancy Policy.

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

attendance requirements at that point, he or she may be disenrolled.

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

### **Habitually Truant**

“Habitual truants” are defined as students that are absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. In the event a student meets the threshold for habitual truancy, the school shall implement one or more of the intervention strategies listed above.

#### Complaints in Juvenile Court for Habitual Truancy

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

### **Reporting**

The school shall report on attendance as soon as practical to the State at times required and provide all necessary details. The attendance clerk will file with the county superintendent and county board at the close of each month a report showing activities of the school attendance office and the status of attendance in the county at the time. The absences that are excluded by rule shall include, but are not limited to, excused student absences, students not in attendance due to disciplinary measures and absent students for whom the attendance clerk has pursued judicial remedies to compel attendance to the extent of his or her authority.

See the Board's Attendance, Truancy and Automatic Withdrawal policy for more information.

### **Suspension and Expulsion Procedures**

The school recognizes that exclusion from the educational program is a serious sanction, and that suspension and expulsion must follow due process mandates. Additionally, the school will comply with all state and federal law pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school if the violation took place during activities connected with the school or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

### **Withdrawal Policies and Procedures**

#### **Mandatory Withdrawals – 72 Consecutive Hours**

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the school with documentation of approved excused absences.

#### **Mandatory Withdrawals – Students Age 22 and Older**

A student must graduate during the school year of his or her 22nd birthday or, he/she will be withdrawn. The appropriate withdrawal letters will be sent to the student if the student is not ready for graduation.

### **Voluntary Withdrawal**

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

Except as prohibited by law, the student's grades and credits will not be released until all outstanding fees or obligations are met, including return of all textbooks, equipment, and other materials

All computer hardware shall be returned.

It is against the policy of the Ohio Department of Education and Workforce for a student to be simultaneously enrolled in iSchool Virtual Academy and another school district; therefore, the Parent/Guardian is responsible for completing a withdraw form before the student becomes enrolled in another school. It is critical that the Parent send iSchool Virtual Academy a written request for withdrawal as soon as the decision to withdraw a student has been made.

Consistent with established educational policies enacted by School Boards throughout the United States, iSchool Virtual Academy seeks to protect its property and usage interests through the following policies. Please note that as part of the Handbook acknowledgement the Parent /Guardian and/or student also consents that student computers may be activated with geolocation features to assist in the retrieval/recovery of School issued computers.

iSchool Virtual Academy Tech Support representatives will contact a parent/guardian to commence computer recovery when any of the following occurs:

- A Parent's written notice of the intent to withdraw has been received;
- A student is withdrawn after 72 consecutive hours of non-attendance;
- A replacement is required due to a technical issue;
- A student graduates from iSchool Virtual Academy; or
- A student is expelled.

Within thirty (30) days after four (4) corresponding authenticated attempts of recovery by iSchool Virtual Academy written notification will be sent to the Parent/Guardian noting that the following actions may be taken:

- With the appropriate law enforcement agency, a police report can be filed to recover the computer, accessories and all other material and property from the Parent/Guardian;
- A credit complaint can be filed against the Parent to the three major credit reporting agencies; and
- Other legal action may be taken to secure the return of iSchool Virtual Academy's property and materials, including civil and criminal actions.
- Additionally, failure to return iSchool Virtual Academy's Property may result in a fine being placed against the student's account, and iSchool Virtual Academy shall withhold all official student records until either the fine is paid or iSchool Virtual Academy's Property is returned.

## **III. Academics**

### **Curriculum**

The curriculum is a combination of academics, social-emotional wellness instruction, life skills preparation and employability skills instruction. Each student works on an individualized computer program, teacher led lessons, participates in small group sessions and completes independent work to

earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the internet for their academic lessons and vocational exploration. One-on-one and small group tutoring is also available if needed.

Students receive an individual academic and career plan (based upon their academic needs and vocational/employment plans. This is completed during the Onboarding and Success Planning courses.

### **Grading**

Each student is required to complete weekly academic activities on the computer. Students will be given grades based on the following schedule;

4	A	90 – 100
3	B	80 – 89.9
2	C	70 - 79.9
1	D	60 – 69.9
0	F	0 - 59.9

### **Progress Reports**

Progress Reports are issued to each student every semester. Progress Reports can be requested by parents or guardians at any time.

### **Transferring Credits**

Student credits from former high school transfer to iSchool Virtual Academy. A “Request for Records” will be sent to the student’s former school. If a student has an official transcript, it is recommended that it be attached to the initial application or submit it to the main office.

Note: iSchool Virtual Academy must receive the transcript from the previous school in order for a student to graduate.

### **College Credit Plus**

The College Credit Plus Program is available for eligible students interested in completing college courses while enrolled in the school. More information can be obtained through your iSchool Virtual Academy Guidance Counselor. The school does not award high school credit for post- secondary courses, any portion of which were taken during a period of expulsion imposed by the school.

### **Parent / Teacher Conferences**

Parents/Students can expect weekly contact by our mentoring staff (Guidance Counselor/Success Coach). Please inform the mentor if you would like to set up a conference with a teacher.

### **Academic Intervention Strategies**

REACH (*Reigniting Educational Aspirations, Creating Hope*) Program:

REACH will provide parents, students, and instructional staff with intentional monitoring and intervention support, while also outlining specific and measurable goals to be completed over the next 45 days.

Students who may be eligible for the REACH program:

1. Began the school year behind in credits or with identified, significant gaps in learning; OR
2. Who have not made adequate progress over the last two weeks.

A student who has been put in REACH will be evaluated every two weeks with a final evaluation after 45 days to ensure:

1. Attendance has been satisfactory;
2. Performance has been satisfactory;
3. Pacing has been satisfactory;
4. Student has attended any required state testing.

At the end of 45 days, a student who has completed all of the points above will be released from REACH. Monitoring of these students will continue every two weeks to ensure the positive behaviors are continued.

If a student has made some progress but has not completed all four points, they may request a 14-day extension in the REACH program to complete the requirements. The REACH committee will make a determination on a case-by-case basis.

#### **JUMPSTART Program**

Students who enroll more than six weeks after the beginning of a semester will be placed in the Jumpstart Program. The Jumpstart program provides additional support to students during the first three weeks in our school to ensure that they are able to get started toward success from day one. If a student is found to have not performed satisfactorily in the Jumpstart program, they may be referred to the REACH Program.

The parent(s) or legal guardian(s) of any student who is placed in Jumpstart or REACH will be notified of this placement, along with the expectations and support that will be provided. In this way, parents will deepen their role as partners in their child's learning.

#### **Success Planning**

Student Success Plans are required by the state of Ohio -- All students are to complete a success plan each year. Throughout the Success Planning course, students will engage in career exploration and academic goal setting activities, with an introduction to OhioMeansJobs to support student success.

#### **Graduation Requirements**

**In order to graduate, a student must satisfy all the following requirements:**

- Achieve all state required academic credits.
- Pass all required End-of-course assessments. Students entering ninth grade for the first time in 2014-2015 or later may satisfy industry credential workforce readiness requirements, or earn “remediation-free” scores in English and mathematics on a nationally recognized college admission exam in lieu of passing the required End-of-course exams.
- Pass all required state assessments such as the Ohio Graduation Test.
- Complete Success Plan.
- Receive at least one CTE Certification (if the alternative pathway to graduation is required.)

#### **Academic Credits Required:**

Subject	Ohio Core Beginning with class of 2014
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English Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Health	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$
Fine Arts	1
Electives	5*

\*Includes the equivalent of 1 credit of Technology/Arts/Foreign Language/Business or other core area course beyond the above-listed requirements. Students in DOPR programs must also complete a yearly success plan.

Also, per new state requirements (2025), students must take Financial Literacy as a separate course which may be considered for a non-Algebra I, Geometry, or Algebra II math credit.

The Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011. Components of the Ohio Core requirements include Algebra II or equivalent as part of the math requirement, Financial Literacy and Economics as part of another course or as a standalone course, and 2 semesters of Fine Arts in grades 7-12. Ohio Core also requires that Science is taught with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. In addition to the previous Science requirement of 1 credit of Physical Science and 1 credit of Life Science, 1 credit of Advanced Science is now required. The previous requirement of  $\frac{1}{2}$  credit of American History and  $\frac{1}{2}$  credit of American Government are both included in the Ohio Core requirement for Social Studies.

Students may opt-out of the Ohio Core by following the State of Ohio's Opt-Out Provision. The student (and parent, if student is under 18) must sign a form indicating the student (and parent, if student is under 18) understands that opting out requires the student to attend a junior college or community college for at least one semester prior to attending most 4-year state colleges and attend required career counseling provided by the School.

### Class 2023 and Beyond

Students in the classes of 2023 and beyond (those who entered grade 9 on or after July 1, 2019) are now required to meet a new set of graduation requirements. These new graduation requirements consist of **three** key components:

#### **1. Course Completion**

Students will satisfy Ohio's curriculum requirements and any additional local requirements. Students will complete the state minimum 20 units, with specific units required in each content area.

#### **2. Demonstrating Competency**

Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities, their ACT or SAT scores, or military enlistment.

#### **3. Demonstrating Readiness (Seals)**

Students will demonstrate readiness for their post-high school paths by earning two

diploma seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, and leadership and reasoning skills.

**Complete Courses:**

Take and earn a state minimum of 20 credits in specific subjects.

General Course Requirements	State Minimum
English language arts	4 credits
Health	$\frac{1}{2}$ credit
<u>Mathematics</u>	4 credits
<u>Physical education</u>	$\frac{1}{2}$ credit
<u>Science</u>	3 credits
<u>Social studies</u>	3 credits
<u>Electives</u>	5 credits

**Other Requirements:**

Students must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts (during grades 7-12).

*\* Beginning with students who enter 9<sup>th</sup> grade after July 1, 2022, students need  $\frac{1}{2}$  credit of financial literacy.*

*\*\*Fine arts may not be required for students in career-tech programs unless it is a component of local course requirements.*

Beginning with students who enter 9<sup>th</sup> grade after July 1, 2022, students must receive instruction on the proper interactions with peace officers. This instruction is required to occur within at least one course required for high school graduation.

NOTE: Students are required to complete a Success Plan.

**Demonstrating Competency**

To graduate, students must earn a “competency” score on the English language arts II and Algebra I (or integrated math I) end-of-course tests or complete other options. Students not earning competency scores on the first attempt must be offered appropriate remediation and supports and retake the relevant test at least once. In lieu of attaining competency scores on the state tests, students can choose between four other ways to demonstrate competency following remediation and second test attempts. (See Ohio Revised Code section 3313.618(B)(1)).

**Competency Score**

Ohio law directed the Department of Education and Workforce, in collaboration with the Ohio Department of Higher Education and the Office of Workforce Transformation, to establish a competency score on the English language arts II and Algebra I end-of-course tests. The Ohio Department of Education and Workforce, after

gathering feedback from education stakeholders and business communities of Ohio, determined that “competency” would be set at a score of 684 for both the English language arts II and Algebra I tests. See Ohio Revised Code section 3301.0712(B)(10)

### **Alternative Demonstrations of Competency**

Ohio law establishes multiple pathways to demonstrating competency beyond Ohio's state tests. Prior to being eligible to demonstrate competency in these, students first must receive remedial supports and retake the test. The alternative ways to demonstrate competency are as follows:

- College Credit Plus
- ACT or SAT
- Career Experience and Technical Skill
- Military Enlistment

### Demonstrating Readiness – Graduation Seals

In addition to fulfilling curriculum requirements and meeting the competency requirements listed above, students also must show they are prepared for their next steps after high school. State law created 12 diploma seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. Each seal allows students to demonstrate knowledge and skills essential for future success in their chosen post-high school paths. Students will demonstrate readiness by earning at least two diploma seals, one of which must be state-defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school. Schools should consider encouraging students to pursue seals that meet their individual interests and skills. Graduation planning will be an important step in supporting students in earning their seals.

Graduation Seals:

- Seal of Biliteracy
- Citizenship Seal
- College-Ready Seal
- Community Service Seal
- Fine and Performing Arts Seal
- Honors Diploma Seal
- Industry-Recognized Credential Seal
- Military Enlistment Seal
- OhioMeansJobs Readiness Seal
- Science Seal
- Student Engagement Seal
- Technology Seal

Source for Graduation Requirements for Classes 2023 and Beyond: Ohio Department of Education.  
<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio%20%99s-Graduation-Requirements>

### **Credit Flexibility Plan Option**

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

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).
- Credit flexibility is intended to motivate and increase student learning by allowing:
  - Access to more learning resources, especially real-world experiences;
  - Customization around individual student needs; and
  - Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

### **Process to Initiate a Plan**

Any student can initiate a plan to complete credit utilizing credit flexibility by submitting a written request to the guidance counselor. The guidance counselor will then create a formal individual student Credit Flexibility Plan (CFP) with the student in conjunction with the Highly-Qualified Teacher (HQT).

#### **Plan Requirements**

Each Credit Flexibility Plan must include:

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

#### **Roles and Responsibilities**

Students utilizing an approved CFP may earn:

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

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

Any student participating in the College Credit Plus Program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

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

The school is required to:

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

A student may appeal any Credit Flexibility Plan that is denied by submitting a written request to the School Administrator.

## **IV. School Operations**

### **Field Trips**

Field trips may be conducted throughout the school year and are correlated with students' educational experiences within the classroom. Parental permission slips are required for a student to participate. Without a signed permission slip, the student will not be able to participate in the field trip. In addition, an Emergency Medical Authorization Form must be on file at the school before a student may participate. Teachers may request parents/guardians to assist in organizing and chaperoning field trips.

Teachers may arrange a variety of special gatherings for students and families monthly. Attendance is not required. However, these special gatherings provide wonderful opportunities to meet teachers, make new friends, and to talk with fellow parents about school. Parents are responsible for the cost of transportation and any other fees. The fees are often negotiated and reduced for our school. Time spent on a field trip counts as attendance in the related subject. For example, a trip to a science museum can count as attendance time in science. All gatherings/notices are posted on the School Community Board and/or the online calendar of events. Any student may attend any outing he or she wishes by submitting an RSVP, if required, to the teacher listed in the outing information. Parents, or adults who they specify, are responsible for supervising children at all times during an outing. Siblings and friends are welcome to attend as well.

All students are expected to wear clothing that is appropriate for school. Clothing that distracts students, disrupts the educational process, or poses a health or safety threat to anyone is not acceptable in our school. Parents may contact the school if further information is needed. All attending children must bring a signed (by parent/guardian) and completed Liability Release Agreement.

## **V. Health and Safety**

The school provides a safe and clean environment and takes precautions to protect students and staff.

### **Medication Administration**

The administration of medication to students during the school day is the responsibility of the parents per Ohio Code 3314.03 11(d). The self-administer prescribed emergency or acute medications, such as but not limited to epinephrine, insulin, asthma inhaler or ibuprofen when the prescription indicates that said student may maintain possession of the medication. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. At the discretion of county boards of education, high school students may be allowed to carry and self-administer non-prescribed OTC medication with parent/guardian authorization, unless restricted by the administrator/principal.

### **Technology and Internet Safety**

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

**By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:**

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

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

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, harmful to minors or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes – the school technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, bullying, profanity, vulgar statements, or discriminating remarks;

- Interfering with others' use of technology;
- Installation of software without consent of the school;
- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy;
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware;
- Damaging any technology devices;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The parent and student also acknowledge and agree that the student is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

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

### **Acceptable Use of Technology**

All students and parents must be aware of and understand their responsibilities when accessing and using school technology and resources. Instructional computing resources include any computer, software or transmission system that is owned, operated, or leased by the school.

Any activity that is not listed here which constitutes a violation of local, state, or federal laws, is considered a violation of the Student Code Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in the removal of your access to the school's instructional computing resources, which could result in your inability to complete learning activities.

### **Accountability**

Posting anonymous messages is not permitted unless expressly authorized by the teacher of the online course. Impersonating another person is also strictly prohibited. Use only your own username and password and do not share these with anyone.

In addition:

- Do not interfere with other users' ability to access the iSchool Virtual Academy's system or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activities that are associated with your username and password.
- Change your password(s) frequently, at least once per semester or course.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit or post material that is intended for personal gain or profit, commercial activities, product advertising, or political lobbying on a School-owned or leased

instructional computing resource.

- Do not use the instructional computing resources to sell or to purchase any illegal items or substances.
- Do not upload or post any software that is not specifically required and approved for your assignments on instructional computing resources.
- Do not post any MP3 files, compressed video, or other non-instructional files to any iSchool Virtual Academy server.
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### **Student Internet Safety**

Do not reveal personal information about yourself or other people. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to people outside of iSchool Virtual Academy. Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with iSchool Virtual Academy.

### **“Netiquette”**

Parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Students are expected to refrain from using profanity and derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues. Any responses should be focused on the questions or issues being discussed, not on the individuals involved. Criticism should be constructive not hurtful. Review your messages before sending them. Remove easily misinterpreted language and proofread for typos. Respect other people’s privacy. Do not broadcast online discussions and never reveal other people’s e-mail addresses.

### **Use of Copyrighted Materials**

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Students shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using the iSchool Virtual Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected. Source Citation Many courses require written work in which students will need to cite sources. Any direct quotations from instructional materials can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. When citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

### **Appropriate Use of Technology**

iSchool Virtual Academy reserves the right to review any material transmitted using school instructional computing resources or posted to a school instructional computing resource to determine the appropriateness of such material. iSchool Virtual Academy may review this material at any time, with or without notice. E-mail transmitted via school instructional computing resources is not private and may be monitored.

### **Harassment, Intimidation, Bullying**

Attached as Appendix I to this Handbook, is the Harassment, Intimidation, or Bullying policy; such behavior is strictly prohibited, and students who are determined to have engaged in such behavior are

Board Approved

subject to disciplinary action, which may include, but is not limited to, counseling, suspension, or expulsion from School.

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

### **Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school-related function or event whether at the school or outside of the school facility, and on the Internet. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school.

The term “gang” is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others

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

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function.

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

### **Drug-Free School**

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

### **Weapon-Free School**

No student at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon or considered a “look-alike” weapon in or on property of the school, school bus, or any school-sponsored activity held away from the school property. Possession of a weapon may result in immediate expulsion and involvement of local law enforcement.

- A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters, etc.).

- A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone, or put someone in fear (examples: belts, combs, compasses, etc.).
- An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.).
- Any object that closely resembles a weapon or explosive and could put people in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.).

Firearm has the same meaning as provided under the “Gun Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter’s gun) which will or is designed to or can readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition outlined in this policy shall automatically change to conform to it.

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

### **Police and Child Protective Services**

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

### **School Crisis Response Plan**

iSchool Virtual Academy shall create a comprehensive crisis response plan, appropriate for a virtual school, with necessary safeguards to protect information contained in each response plan that may be considered protected critical infrastructure information, law enforcement sensitive information or for official use only. The crisis response plan will conform with the Ohio Safety and Violence Education Students Act.

### **Positive Behavior Interventions and Supports (PBIS)**

PBIS is a framework that guides our school team in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated elements: **data** for decision making, evidence-based **interventions and practices** that support varying student needs (multi-tiered), **systems** that efficiently and effectively support implementation of these practices and continual progress monitoring to ensure **outcomes** are met. PBIS is not a curriculum. PBIS is a systems change process that requires on-going commitment in order to create effective systems for teaching and addressing student needs.

## **VI. School Records**

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

### **Current Information**

To ensure student records are up-to-date, parents must inform the school of address, telephone

(home/work/cell), and legal custody changes as they occur during the school year.

### **Request for Records**

The school will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio law, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child. All fees are due at the time of record release.

### **Student Directory Information**

Directory Information may consist of the following as defined by state and federal law:

- Name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

The school has not designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters.).

### **Audio-Visual Information**

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

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

### **Release of Student Records**

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school

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principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
  - a. A "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including but not limited to management company/operator employees, health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
  - b. 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.

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

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

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

### **Non-Custodial Parent Record Request**

The school will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being

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handicapped, and only the custodial parent can make decisions about the child.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

iSchool Virtual Academy, parent and non-custodial parent must act in accordance with the Board's Student Records Policy when addressing student records issues.

### **Release of Information to Military Recruiters**

There are currently two federal laws that require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. iSchool Virtual Academy will provide requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not so. If you do not want iSchool Virtual Academy to disclose directory information from your child's education records to military recruiters, you must notify us in writing.

### **Protection of Pupil Rights Amendment (PPRA) Notification Description of Intent**

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

### **Rights Afforded by the PPRA.**

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

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex behavior or attitudes
- illegal, antisocial, self-incriminating, or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships
- legally recognized privileged relationships, such as with lawyers, doctors, or clergy
- religious practices, affiliations, or beliefs of the student or Parent/Guardian
- income, other than as required by law to determine program eligibility

The right to receive notice and an opportunity to opt a student out of the following:

- any other Protected Information Survey, regardless of funding
- any nonemergency, invasive physical exam or screening required as a condition of attendance,

administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law

- activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The right to inspect, upon request and before administration or use, of the following:

- Protected Information Surveys of students
- instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- instructional material used as part of the educational curriculum

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

#### **Notification Procedures.**

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

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

- collection, disclosure, or use of personal information for marketing, sales or other distribution administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

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

#### **Reporting a Violation**

The parent/or student who believes his/her rights have been violated may file a complaint to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **VII. Child Find**

## **Student Identification and Child Find**

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

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

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

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

iSchool Virtual Academy will contact the parents or guardians of the child to find out if an evaluation is needed. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

### **What will happen when you contact your local school?**

The school will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with parental permission or as allowed by law.

### **What are your rights as a parent?**

Parents and students have rights in this process. Parents have the right to:

- review their child's records;
- refuse permission to release information (except as required by, or permitted by law to be released); and
- request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The district has a process to resolve disagreements about information collected.

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## **VIII. Parent's Right to Know Teacher Qualifications**

iSchool Virtual Academy will annually notify parents of their right to know. A parent or guardian may request the following professional qualifications of each of their classroom teachers;

- Licensure and certification information
- Emergency or provisional status
- Educational background

- Qualifications of Instructional Aides (if applicable)

## **IX. Parent Engagement Policy**

The School's Title I program is intended to foster and enhance parent-involvement in the school. The goal of iSchool Virtual Academy is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home; parent newsletters; parent/teacher conferences; and informal personal and telephone conferences.
2. Annual Title I Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meet held at the School during flexible dates and times. Additionally, parent's rights and Title I requirements will be discussed. Additionally, parents should contact the school Director about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Curriculum. The school provides a high-quality curriculum to enable our students to meet high standards and prepare for the state graduation exam. The school shares these results with parents and provides an explanation of the results with parents during the course of the school year.
4. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year to review the state of the school. Board meeting dates and times are posted on the school's website and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

## **X. Parental Involvement Policy – HB 8**

For additional information on this policy, please see the full policy. A copy can be requested from the School Leader.

### I. Sexuality Content

Instruction involving "sexuality content" shall not be provided to students in grades K-3 by either school staff or third parties. Any sexuality content shall be "age-appropriate" and "developmentally appropriate" for the age of the student receiving such instruction, regardless of age or grade level.

Before providing instruction that includes sexuality content or permitting a third party to do so, parents are to be given an opportunity to review any instructional material. Upon the request of a student's parent, the school must excuse that student from that type of instruction and permit the student to participate in an alternative assignment.

### II. Student Healthcare and Well-being

Before providing any type of health care service to the student, including physical, mental, and behavioral health care services, authorization must be obtained from the students' parents. A parent may choose whether to authorize the school to provide a health care service to the parent's child.

At the beginning of each school year, the school shall notify parents of health care services offered directly or indirectly by the school and of the right to withhold consent or decline a service. Parental consent to health care services does not waive the parents' right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Before providing a health care service to a student, the school must notify a parent whether the school must provide the service under state law and if other options to access the service exist. This requirement may be satisfied by an annual notice to parents at the beginning of the school year. However, these notice requirements do not apply to emergency situations, first aid, other unanticipated minor health care services, or health care services provided

pursuant to a student's individualized education program (IEP) or 504 plan.

The school shall promptly notify parents about substantial changes to a student's services or monitoring related to the student's "mental, emotional, or physical health or wellbeing", including counseling services, or the school's ability to provide a safe and supportive learning environment. The notice shall reinforce the parents' right to make decisions regarding the upbringing and control of their children and note the school will not limit their access to the school's student education and health records.

### III. Prohibition on Withholding Student Health Information

School personnel may not directly or indirectly encourage a student to withhold from a parent information about the student's mental, emotional, or physical health or wellbeing or a change in services or monitoring. Further, school personnel shall not discourage or prohibit parental notification of and involvement in decisions affecting a student's mental, emotional, or physical health or wellbeing.

### IV. Parental Concerns

Parents may file with the principal or assistant principal written concerns related to topics covered in this policy. The school shall notify parents of this ability. A principal or assistant principal shall resolve the concern within 30 days of its receipt..

A parent may appeal the decision of the principal or assistant principal to the superintendent. Upon appeal, the superintendent or the superintendent's designee shall conduct a hearing on the decision and either affirm the principal's decision or determine a resolution to the parent's concern. The superintendent's decision may be appealed to the Board. The Board shall review the superintendent's resolution and may conduct a hearing. The Board will either affirm the superintendent's decision or determine a new resolution to the parent's concern.

This written concern procedure and appeals process do not prevent a parent from contacting a member of a board regarding the parent's concerns with the operation of a school.

## XI. Complaint Procedure

The iSchool Virtual Academy is committed to fostering and achieving student/ family satisfaction. The iSchool Virtual Academy does not discriminate based on a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The school strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. iSchool Virtual Academy has designated several staff members as coordinators of non-discrimination and anti-harassment. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti- harassment laws. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Step 1: The student and parent(s), custodian(s), or legal guardian(s) should address in writing any concern or grievance to the Head of School. The Head of School will respond within ten (10) working days. If the concern or grievance is not resolved by the Head of School, the parent(s), custodian(s), or legal guardian(s) may request a meeting (via phone or in person) with the Head of School to discuss the concern or grievance. The meeting request must be in writing. The Head of School shall investigate and respond within ten (10) working days. The Head of School contact information is in the school handbook and is listed in the Help section on the school's AMP learning system.

Step 2: If the family's concern is not resolved at the meeting with the Head of School, the family may file a complaint with the iSchool Virtual Academy Board of Directors, and they will attempt to resolve the

issue. To be consistent with the follow-up timeline of the Head of School, the Board President or designee will meet with the parent within ten days. A meeting will be scheduled virtually, by phone or in person that will include the parent, Board President/designee, Head of School, Principal, teacher and/or student if applicable.

Step 3: If the iSchool Virtual Academy governing board does not resolve the situation, the family may file a complaint with the Ohio Professional State Charter School Board.

## **XII. Non-Discrimination and Title IX/ Section 504 Notice**

The school does not discriminate on the basis of religion, race, color, ethnicity, national origin, gender, sexual orientation, economic status, homelessness, or disability in its programs and activities.

All employees shall report to the Title IX coordinator at any time the employee has notice of sexual harassment, including allegations of sexual harassment.

The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents on the specific civil rights grievance procedure.

### **Title IX Coordinator**

For concerns regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and gender-based harassment, contact the Title IX Coordinator, Rosalinda Gonzalez, Michelle Schultz, or Beckie Allen, 1301 Waters Ridge, Lewisville, Texas 75057; (972) 316-3663; TitleIX@responsiveeed.com. (“Chief” Coordinator name) retains ultimate oversight over the School’s compliance with Title IX. Reports can be made at any time and by any person, including during nonschool hours, by mail, phone, or e-mail. During school business hours, reports may also be made in person. Upon receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with school policy.

For concerns regarding discrimination on the basis of disability, contact Kendahl Owoh, Executive Director of Special Education, Dyslexia, & Section 504 Services, at 1301 Waters Ridge, Lewisville, Texas 75057; (972)316-3663 ext.368; specialeducation@resposiveeed.com

### Work Permits

Pursuant to Ohio Law, any student who is a minor, at least sixteen years old, and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as “Wage and Hour”) has granted to iSchool Virtual Academy the authority to issue and revoke such Age and Schooling Certificates for its students.

Any student may request an Age and Schooling Certificate who is at least sixteen years of age.

If a student is eligible to receive an Age and Schooling Certificate, that student may begin the Age and Schooling Permitting Process described below:

### **The Work Permit Process**

1. If the student is a qualified applicant as described above, he/she shall be given an Application to obtain an Age and Schooling Certificate. The student and his/her parent/guardian shall complete the form in the following manner:
  - a. The parent/guardian must complete the Student Information Section.

- b. The employer shall complete the Employer's Agreement Section.
  - c. The student's physician must complete the Physical Examination Section.
- 2. Once the aforementioned sections of the Application are complete and reviewed by the Director, the Director may complete the school records section.
- 3. Once the certificate is complete, the student shall sign the section titled "Signature of Minor." The Age and Schooling Certificate shall be issued to the student.
- 4. When the Age and Schooling Certificate is fully executed, the white original form shall be sent to the employer and the student may be employed.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new Application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any employment relationship, iSchool Virtual Academy must secure the return of the employer's original Age and Schooling Certificate and a reason for termination, which when obtained shall be kept in the student's file at the iSchool Virtual Academy.

### **Revocation of the Age and Schooling Certificate**

The right of a student to work does not come without responsibility. iSchool Virtual Academy reserves the right to revoke the student's Age and Schooling Certificate if the following occurs: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement; the student violates iSchool Virtual Academy's provisions of the Parent/Student Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Director believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

## **II. Homeless Policy**

The school provides an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. Accordingly, the School will enroll each homeless student in the school determined to be in the student's best interest. This commitment to the educational rights of homeless or unaccompanied youth applies to all services, programs, and activities provided or made available. The school shall fully comply with McKinney-Vento Homeless Assistance Act.

The school shall designate a staff member to be the school liaison for homeless students ("School Liaison"). The school shall display the contact information for the School Liaison in the building. Homeless issue awareness training shall be provided to all staff members.

For more information on services for homeless students, contact the district's McKinney-Vento Homeless Liaison,; [McKinneyVento@responsiveeed.com](mailto:McKinneyVento@responsiveeed.com).

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

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

### **Eligibility:**

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

- With other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubling up”)
- In a shelter, temporary shared housing, or transitional living program
- In emergency or transitional shelters
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus or train station, park, car, or abandoned building, public spaces, substandard housing
- In a temporary or transitional foster care placement or awaiting placement
- Abandonment in hospitals
- A primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- Migratory students

**Placement:** The School shall make school placement determinations based on the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student’s parent or guardian or otherwise not in the best interest of the student.

To the extent feasible, the school shall comply with a request made by parents regarding school placement regardless of whether the student lives with the homeless parents or is temporarily residing elsewhere.

**Immediate Enrollment:** Should a dispute arise over eligibility, school selection, or enrollment the dispute resolution procedures shall be followed as provided herein and the student shall be immediately enrolled during the pendency of the dispute and all appeals. Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment in a school.

**School Selection:** The eligible student has the right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which he/she currently resides (School of Residency)

**Participation in Programs:** Eligible students have a right to access all the school’s programs and services on the same basis as all other students, including special education, and any extracurricular activities.

**Dispute Resolution:** The student, parent or guardian has the right to appeal to any School determination of eligibility, school selection, or enrollment. The School Liaison will guide the student, parent, or guardian through the entire dispute resolution process. The School Liaison will assist in both the local and state-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian, or unaccompanied youth cannot do so by him or herself and providing access to School materials, such as copiers and fax machines.

Should a dispute arise over eligibility, school selection, or enrollment in a school the following procedure is to be followed:

1. The school shall immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment for these purposes is defined as attending classes and participating fully in school activities.
2. Upon determination of eligibility, enrollment, or school selection, the school will provide a written

explanation of any decisions made to parents, guardians, or unaccompanied youth. The school should use Attachment 1 to capture all relevant information. Regardless of what form is used, the written explanation should be easy to understand and free of jargon. When appropriate, the school will translate the decision into the recipient's dominant language. At a minimum, the written explanation of how the school reached its decision regarding eligibility, school selection, or enrollment will include:

- A description of the action that the school proposed or refused
- An explanation of why the school proposed or refused the action
- A description of any other options the school considered
- The reasons why the school rejected any other options
- A description of any other factors relevant to the school's decision and information related to the eligibility or best interest determination. (This includes the facts, witnesses and evidence relied upon and their sources.)
- Appropriate timelines to ensure any relevant deadlines are met
- Contact information for the school liaison and state homeless education coordinator and a brief description of their roles
- Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal

3. The school will refer the student, parent or guardian to the School Liaison who will initiate the dispute resolution process as quickly as possible. The Liaison will make sure that the school follows the dispute resolution process. The Liaison also must ensure that unaccompanied youth receive the same rights to appeal to the school's eligibility, school selection or enrollment decision as parents and guardians. The role of the Liaison is to assist the student, parent, or guardian through the duration of the dispute resolution process. The process will be open and transparent among those involved.

Following an appeal at the school level, if the student, parent, or guardian still disagrees with the determination, they may appeal to the Ohio Department of Education and Workforce. The School Liaison will forward all written documentation and related documents to the state coordinator for Homeless Education at the Ohio Department of Education and Workforce. The School Liaison may use Attachment 2 to help capture all relevant information. Upon receipt of any requested documentation, the state coordinator for Homeless Education will investigate the dispute and request applicable documentation. The Ohio Department of Education and Workforce will decide within 15 school days from the receipt of all necessary materials. The Department will provide the final decision to the school superintendent, building principal, School Liaison, and parent, guardian, or unaccompanied youth. All parties must immediately adhere to the final determination.

Disclaimer: Parent-Student Handbook is based in significant part on policies contained in the Board Policy Manual adopted by the Board of Directors. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook. If you have questions or would like more information about a specific policy or document, contact the school principal.

## XVI. Diploma Seals.

Students must earn two Diploma Seals to earn their diploma. One of the seals must be a state seal, the other may be a local seal. The following presents the opportunities for students to earn a local seal.

iSchool Virtual Academy  
Locally Defined Graduation Seal Guidelines

In addition to fulfilling curriculum requirements and meeting competency requirements listed associated with graduation, students also must show they are prepared for their next steps after high school. State law has created 12 diploma seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. The criteria required for each seal allows students to demonstrate knowledge and skills essential for future success in their chosen post-high school paths. Students will demonstrate readiness by earning at least two diploma seals, one of which must be state defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school.

iSchool Virtual Academy has developed the following guidelines associated with meeting the requirements of locally defined graduation seals with the intent of fostering and promoting the vital professional, social and emotional, and leadership and reasoning skills that are necessary for success after high school in addition to the state developed graduation seals.

**Community Service Seal:** Students will meet the requirement of the Community Service Seal by completing a community service project that meets the following guidelines:

- Completing a minimum of 40 hours (unpaid) of a community service project that has been approved by the School administrator or their designee; and
- Completing a reflection paper or presentation, including a description of the work the student completed, how the project benefits the community, and what the student learned or what skills the student developed by completing the project.

Students will need to provide documentation of completed hours to the school administration in an agreed upon manner and timeline, such as weekly, monthly, or upon project completion. Hours completed before receiving approval for the project will only count towards earning the Community Service Seal at the School's discretion. Court appointed hours of community service and hours of community service completed by the student prior to enrolling in the School may be counted towards earning the Community Service Seal at the discretion of the School.

**Fine & Performing Arts Seal:** Students will meet the requirement of the Fine & Performing Arts Seal by demonstrating skill in the fine or performing arts aligned with the following guidelines:

- Successfully completing at least 2 credits of fine art and/or performing art course(s) offered by iSchool Virtual Academy
  - Successful completion of said course(s) is demonstrated by a minimum course grade of D or higher or
- Participating in at least 2 full seasons of the following fine arts or performing arts extracurricular activities offered or approved by iSchool Virtual Academy of Ohio.
  - Examples may include:
    - A pre-approved community Choir or Band,
    - A pre-approved community Drama Club or Theatre, or
    - A iSchool Virtual Academy of Ohio or pre-approved Community Art Show or Project.
  - Each extracurricular activity may have individual participation requirements which will be presented to students at the beginning of the activity's normal starting date.
  - In determining whether to approve a Community Art Show or Project, the School will consider, among other things, the associated benefit to the community; and the time, attention and skill necessary for the student to complete the Show or Project.

**Student Engagement Seal:** Students will meet the requirements of the Student Engagement Seal by participating in extracurricular activities such as (but not limited to) athletics, clubs or student government, to a meaningful extent, in accordance with the following guidelines:

- Demonstrating meaningful participation in at least 2 activities for a full academic year each of the following student engagement activities:
  - Examples may include:

- Student Government
- National Honor Society
- Other iSchool Virtual Academy of Ohio approved leadership organization
- School Sponsored Clubs
- Pre-approved athletics through your home district or community

Students will need to meet all attendance requirements associated with the specific extracurricular activity as determined by iSchool Virtual Academy. Documentation of attendance is to be kept and monitored by the supervisor of the iSchool Virtual Academy school organization or outside leadership organization. Each extracurricular activity may have individual participation requirements which will be presented to students at the beginning of the activity's normal starting date.

#### LOCAL DIPLOMA SEALS

The Board authorizes students to earn the following local seal(s) to fulfill State requirements to earn a diploma.

##### Community Service Seal

**A student may earn a Community Service Seal by completing a minimum of forty (40) hours of community service during high school in a high-quality community service experience.**

**Students who transfer to iSchool Virtual Academy in their junior/senior year will receive a prorated requirement:**

- Students starting at iSchool Virtual Academy their junior year will need thirty (30) hours
- Students starting at iSchool Virtual Academy in their senior year will need twenty (20) hours

##### A high-quality community service experience achieves the following:

- provides an opportunity for students to explore possible career options and gain valuable work skills
- exposes students to the needs of their community while promoting an understanding of, and the value in, civic engagement as well as volunteerism

##### Tracking and Approval

- All volunteer service hours must have prior approval by administrator or school counselor.
- Students are responsible for tracking hours and having hours certified by a volunteer coordinator/supervisor (no relatives can verify these hours).
- It is preferable that hours are completed with a charitable organization which is registered as a nonprofit organization in Ohio.
  - Students may verify whether a nonprofit organization is registered in Ohio on the Ohio Attorney General's website at <https://charitableregistration.ohioattorneygeneral.gov/charities/Research-Charities.aspx>.
- Hours must be submitted to the school counselor along with a written reflection that includes a summary of tasks completed as well as an assessment of how the service has benefited both the student and the community, for final approval no later than May 1<sup>st</sup> each year.

Guidelines provided by the Ohio Department of Education can be found at:

[http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-Cl-1/Work-and-Community-Service-Experience-and-Capstone/Work-Experience\\_2020\\_Graduation.pdf.aspx?lang=en-US](http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-Cl-1/Work-and-Community-Service-Experience-and-Capstone/Work-Experience_2020_Graduation.pdf.aspx?lang=en-US)

#### FINE & PERFORMING ARTS SEAL

**A student may earn a Fine & Performing Arts Seal by completing a minimum of forty (40) hours of lessons or instruction during high school in a high-quality learning environment.**

A high-quality fine and performing arts experience achieves the following:

- By successfully completing at least 2 credits of fine and/or performing arts the student obtains a greater understanding and appreciation of the fine arts and its impact personally and society, which exposes students to the creativity of people in history as well as the impact on modern society.
- By participating in at least 2 full seasons (or for a total of five months) of the following fine arts or performing arts extracurricular activities offered or approved by iSchool Virtual Academy of Ohio, the

student will gain greater ability and capacity to express themselves as an individual and/or in collaboration with others and contributing to the greater arts or entertainment community.

- Through earning the Fine and Performing Arts Seal, the student will have gained skills that foster and promote vital professional, leadership, reasoning, and social and emotional skills that are necessary for success after high school.

#### Tracking and Approval

- Any professional training or preparation must be tracked and supervised by a iSchool Virtual Academy of Ohio
  - Examples may include:
    - A pre-approved community Choir or Band,
    - A pre-approved community music or art instructional program,
    - A pre-approved community Drama Club or Theatre, or
    - A iSchool Virtual Academy or pre-approved Community Art Show or Project.
  - Each extracurricular activity may have individual participation requirements which will be presented to students at the beginning of the activity's normal starting date.
  - In determining whether to approve a Community Art Show or Project, the School will consider, among other things, the associated benefit to the community; and the time, attention and skill necessary for the student to complete the Show or Project.
  - If the supervisor is an approved non- iSchool Virtual Academy individual offering supervision, instruction, and/or coaching, they must assist in tracking lessons and/or practice sessions which the student will be rated as satisfactory or unsatisfactory rating for each lesson or practice session.
  - Hours must be submitted to the school counselor along with a written reflection that includes a summary of tasks completed as well as an assessment of how the performance or presentation has benefited both the student and the community, for final approval no later than May 1<sup>st</sup> each year.
- Successfully completing at least 2 credits of fine art and/or performing art course(s) offered by iSchool Virtual Academy;
  - Successful completion of said course(s) demonstrated by a minimum course grade of D or higher.
  - Courses may include normal coursework as well as independent instruction courses supervised by a iSchool Virtual Academy teacher licensed in the area of the fine art studied.
  - In addition to the coursework, a written reflection must be submitted to the supervising teacher that includes a summary of the courses completed and how the fine arts studied have impacted world history, U.S. History, its impact in society today, and possibly in the future.

Guidelines provided by the Ohio Department of Education can be found at:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Arts-Honors-Diploma>

## SAFER OHIO SCHOOL TIP LINE

### 844-SaferOH (844-723-3764)

The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

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

- Bullying incidents;
- Withdrawn student behaviors;

- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety related concerns.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

Calls or texts to **844-SaferOH (844-723-3764)** are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

The OSSC partners with the Ohio Department of Education and Workforce to follow up with affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and resources and supports are provided when necessary.

## CRISIS TEXT LINE

Ohioans who are experiencing a mental health or addiction crisis, and their family members, can call, text, or chat the 988 Suicide & Crisis Lifeline to reach a trained specialist who can offer help and support. The easy-to-remember, three-digit number provides 24/7, free and confidential support to Ohioans in a behavioral health crisis. 988 is a direct connection to compassionate, accessible care and support for anyone experiencing mental health related distress. That could be:

- thoughts of suicide,
- mental health or substance use crisis, or
- any other kind of emotional distress.

Ohio's 988 plan is part of the state's larger commitment to providing quality, person-centered crisis supports in communities across the state.

There is **HOPE**. The Lifeline **WORKS**. You are not alone in crisis

- Call - Dial 988 on your mobile or home phone for immediate support
  - For the Veterans Crisis Line, dial 988 then press 1. You do not have to be enrolled in Veterans Affairs (VA) benefits or health care to call.
  - Para acceder al apoyo en español, marque 988 y presione 2.
- Text - To text with a crisis specialist, send a text to 988 on your mobile phone. (English and Spanish)
  - Para iniciar una conversación de mensaje de texto en español con el 988 Lifeline, envíe la palabra AYUDA a 988.

For more information about the Crisis Text Line and for supporting resources, please visit the [Ohio Department of Mental Health and Addiction Services website](http://OhioDepartmentOfMentalHealthAndAddictionServicesWebsite)

Parent/Student Handbook Contract  
2025/2026 AY

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

Parent's/Guardian's Name: \_\_\_\_\_  
*PRINT*

We have read and understand all the information contained in this manual including the student code of conduct, internet usage policy and related policies. We agree to abide by and support the school's policies and code of Conduct in the Parent Student Handbook and all policies included in the Board of Director's Board Policy Manual.

Agreed to by:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return signed form to the school Office.

This agreement will be placed into the student's file.

**\*\*\*Not receiving this signed Agreement will be considered cause for student dismissal. \*\*\***

## Media Release

## STUDENT INFORMATION FORM

Please print clearly:

Name of participating student \_\_\_\_\_ Age \_\_\_\_\_

## School

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

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

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

Signature of parent or guardian date

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