



***Greater Ohio  
Virtual School***

**STUDENT HANDBOOK  
2023-2024**

**STUDENT/PARENT HANDBOOK  
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# Greater Ohio Virtual School

## Governing Board

Michael Sander - Board President  
Larry Hook - Board Vice President  
Patrick Dubbs - Board Member  
Tom Isaacs - Board Member  
Randy Gebhardt – Board Member  
Cary Furniss - Treasurer

### **BOARD MEETING DATE/PLACE:**

Place: Warren County ESC/Board Room

Time: 2:00 PM unless otherwise noted.

Meetings are scheduled for the 3rd Tuesday of each month. The schedule is available at [www.mygovs.com](http://www.mygovs.com).

### **Greater Ohio Virtual School - Main Office**

**1879 Deerfield Road  
Lebanon, OH 45036  
513.695.2924**

### **Greater Ohio Virtual School - Student Center**

**WCESC Western Row Campus  
755 Western Row Road  
Mason, OH 45040  
513.695.GOVS  
513.695.4687**

The Greater Ohio Virtual School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

## **Greater Ohio Virtual School *AT RISK CONVERSION COMMUNITY SCHOOL***

### **Brief Overview**

The Greater Ohio Virtual School (GOVS) is an innovative school, sponsored by St. Aloysius, that is a cooperative effort with the Warren County Educational Service Center. The school is designed for students in grades 7 – 12 who have a desire for, and whose education can be optimized by, a program of online instruction in an independent environment that does not include most ancillary components of a more traditional education. Because the focus is on distance learning, the ability of students to learn independently in their own homes using an online educational program is an essential element of the school's program. Most students attending GOVS fall between the ages of 16 and 22 and meet criteria for at risk. The definition of at risk may include but is not limited to lack of academic success, unsuccessful in the home district, health risk, social issues, financial hardship, transience, home schooled students, students with special physical and mental needs, religious reason, and behavioral concerns.

## Mission Statement

Greater Ohio Virtual School's mission is to provide students with a highly personalized and continuous connection to learning through an online based education. The school deems that this quality instructional alternative will serve individual needs and prepare the student to transition into their next phase of life, be it entering the work force, military, or continuing their education.

## Educational Philosophy and Beliefs

Greater Ohio Virtual School's educational philosophy can be summarized with the following statements: deliver instruction to students in a cost-effective manner and in a way that allows them to earn high school credit at a self-determined pace, while meeting state-mandated attendance requirements. We strive to take students at their current academic level, build upon that foundation, and increase achievement at a developmentally appropriate rate. We do this with the assistance of technology and appropriately licensed Ohio teachers. Our goal is to provide applicable skills that will allow students to be lifelong learners and thoughtful decision-makers. GOVS believes effective education is a cooperative venture between the students, parents/guardians, teachers, and support staff. Furthermore, in many instances the local public schools, organizations, and social services can provide valuable support. A teaming process is critical to the success of the program.

### **Core Beliefs:**

- The effective delivery of educational services and resources is critical to our mission.
- Ongoing planning, assessment, and evaluation drive a growing, dynamic organization and provide for the effective use of resources.
- Empowering the learning community through technology is a vital necessity.
- Sound educational decisions are driven by accurate data.
- A well-trained and talented staff that continually upgrades their skills is a requirement for a successful organization.
- A spirit of teamwork and cooperation within the organization and with the SPONSOR, our educational partner, must be nurtured.
- The school will foster resiliency in students by building on student's strengths. (Resiliency is the ability to adapt and succeed despite risk and adversity.)
- Stakeholders will adhere to the belief that all students can succeed. They communicate this belief to students.
- Students will participate in meaningful, engaged learning and experience opportunities to succeed in the school.
- Students will be held to high educational standards and communicate the belief that all students can succeed.
- The school will provide varied opportunities to remediate past failures or academic setbacks in the student's career.
- The school's climate will be marked by caring and support, high expectations, and opportunities for meaningful participation that can counteract the risk factors in a student's life.

### **Disclaimer**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy or administrative regulation. Any information contained in this student handbook is subject to unilateral revision or elimination without notice.

## **ENROLLMENT**

The Greater Ohio Virtual School (GOVS) is a non-traditional school designed to serve students who are not reaching their full learning potential in more traditional educational environments. **As an asynchronous, distance learning online school, students must be able to learn independently, in their homes, using an online educational program.** Tutors are available to supplement instruction; however, GOVS does not offer live instruction from teachers. The school is open tuition-free, to students in grades 7-12 residing in any school district in the state of Ohio. Because GOVS is chartered as a Dropout Prevention and Recovery (DOPR) school, which requires that most students enrolled are between the ages of 16-21 and are at risk of not graduating.

The GOVS curriculum is designed for at-risk students. At-risk students are:

- Students who experience crises that significantly interfere with academic progress such that they are prevented from continuing in traditional programming.
- Students who are at least one grade level behind their cohort and who wish to focus their education exclusively on an independent online course of study at a pace determined by the student in collaboration with online instructors, tutors, and mentors.
- Students who have been removed from school for disciplinary reasons but who are committed to, and capable of, regaining their focus on academic pursuits in the independent and solitary context of online instruction delivered in their homes.
- Students who are performing at or above grade level, who seek a more challenging curriculum and, in particular, who wish to capitalize upon the enrichment potential of individually paced and independently completed online instruction.
- Students who are already successfully learning at home but whose home schooling would be complimented with GOVS comprehensive, formal, and standards-based online curriculum.

GOVS will not exceed the capacity of the school's programs, classes, grade levels, or facilities. If the number of applicants exceeds capacity, students shall be admitted on a first come, first serve basis as openings become available.

In the event the racial composition of the enrollment of the school violates a federal desegregation order, the school will take all corrective measures to comply with the order.

#### **Students Who Have Been Suspended/Expelled from District of Residence**

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the school during the period of suspension or expulsion even if that student would otherwise be entitled to attend the school. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the school had the student committed the offense while enrolled in the school. A request may be made for a hearing with the Superintendent to consider factors relevant to the disciplinary action to determine if the suspension or expulsion will be upheld by GOVS.

#### **Homeless Youth**

When a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. 11434a, or when a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of section 3313.64 of the Revised Code and the "McKinney-Vento Homeless Assistance Act," 42 U.S.C. 11431 et seq.

#### **Enrollment Procedures**

To enroll, parents/guardian/student (if residing independently) must submit the following to the School:

- ✓ Completed registration form (using Registration Gateway Website)
- ✓ Student's birth certificate
- ✓ Photo identification of parent/guardian enrolling the student
- ✓ Student's current immunization record
- ✓ If applicable, Custody paperwork
- ✓ Proof of Residency/Address Verification – two (2) of the following in the parent/guardian/student's name, showing the complete address, and date:
  - A deed, mortgage, lease, current homeowner's or renter's insurance declaration page, or current real property tax bill
  - A utility bill or receipt for utility installation issued within ninety days of enrollment.
  - A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence.

- The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence.
- Any other official document issued to the parent or student that includes the parent's or student's primary residence.
- Any other official document approved by the Ohio Department of Education that may be used to determine proof of residency.
- ✓ Grade Card/Transcript (these will assist in placing your student in the appropriate courses required for graduation).
- ✓ Special Education: IEP (Individualized Education Program), ETR (Evaluation Team Report), *if applicable*
- ✓ 504 Plan, *if applicable*

## ATTENDANCE

The truancy laws in Ohio require electronic schools to keep track of the number of hours each student is completing on- and off-line educational activities.

### **Requirements**

Participation at the Greater Ohio Virtual School is defined by accumulating a **minimum** of 25 hours of combined online and offline hours per week documented by the Virtual Learning Academy (VLA) Curriculum Program while completing a minimum of 5 lessons per week to accumulate the appropriate number of credits towards a diploma. The GOVS week runs from Monday through Sunday evening. Students are permitted to complete a maximum of 10 hours per day of combined online and offline hours and may accumulate hours 7 days a week and 24 hours a day.

### **Online Hours**

Online classroom hours are any hours documented and tracked by the Virtual Learning Academy Curriculum program while logged in and actively completing assignments.

### **Offline Hours**

Offline hours are hours spent doing coursework while not logged into VLA and are tracked using *Activity Logs* located under the resource tab in the first lesson of every class. Activities such as reading, watching instructional videos, or working on worksheets are all examples of activities that may be utilized for the documentation of offline hours. Over 200 Activity Logs have been created for every class offered. These logs and the recording of these hours are a part of each lesson and are approved by individual teachers. Activity Logs are used as guides for students and rubrics for teachers. We do not require students to sign and submit these forms, rather to use them as a guideline for the number of hours they may submit for teacher approval. The teacher will determine, based on achievement in the lesson, if the appropriate number of hours are listed. To find some sample offline activities, go to the Resources Section of each VLA unit. Students may also log offline hours not related directly to course content in the Enrichment Activities shell. Offline hours logging in to YouScience and Progress Learning may be logged in the Academic Coach shell.

### **Work Study Hours**

To track Work Study hours, students will utilize the same procedures as they would to document off-line hours. Work study students document the time that they worked at their job in the last question of the lesson. This time may not overlap with any other offline hours (Activity Logs) or online time (Computer Seat Time). These times require verification by submission of a paystub uploaded as an attachment in the last question. Students may earn up to 120 hours per transcript credit of student work experience toward their minimum of 920 required instructional hours.

### **Missed Hours**

Students are expected to make up missed hours of instruction within a one-week period or complete additional hours leading up to planned events. Missed hours may be excused under the following circumstances:

- Medical documentation noting specific dates that a student is unable to participate in school due to personal illness, injury, or birth of a child.
- Death of a parent, guardian or sibling, as well as any good cause that may be acceptable to the Superintendent.

### **Year to Date Hourly Totals**

Each student/parent/guardian is sent an “Attendance Report” weekly. It is delivered via the One Call Now messaging system as an email, voice message, and text message. This report tracks the total number of combined hours the student has accumulated throughout the year and compares it to the number of hours the student should have accumulated as determined by the date of enrollment.

### **Redoing Assignments**

If the student fails a lesson in a course with a grade below 60, and made a good effort in the lesson, a “redo” is permitted. This means the teacher may return the lesson and ask the student to redo all or parts of the lesson to improve the grade. It is up to the teacher to determine if a good faith effort was made in completing the lesson. Requests to redo assignments after a course is complete and grades have been entered are not permitted. Redos will not be permitted after April 15th.

### **Automatic Withdrawal**

If a student fails to participate in seventy-two (72) consecutive hours of learning without a legitimate excuse, the student will be withdrawn according to GOVS procedures. It is the responsibility of the student and parent/guardian to enroll the student in their home district immediately upon notification of withdrawal.

### **Truancy Procedures**

- Families will receive notification after three (3) days of inactivity.
- Families will receive notification if a student is thirty-eight (38) total hours behind within a 30-day period or if a student is sixty-five (65) total hours behind within a school year.

### ***Truancy Mediation Meeting***

- A truancy mediation meeting will be scheduled after six (6) consecutive school days of inactivity or after forty-two (42) total hours behind within a thirty (30) day period.

### ***Truancy Charges***

- If significant progress has not been made as outlined in the individual attendance plan for each student, charges may be filed.
- Nothing in this attendance policy shall prohibit or restrict the school from initiating legal action against a student and parent for failure to follow the attendance policy at any time (within the provisions of the law).

The Ohio Department of Education will be notified whenever a student meets the definition of habitual truant and notice to the family is sent, when the student has been absent without legitimate excuse for the number of hours to qualify as habitual truant, when a student is adjudicated an unruly minor in juvenile court as a result of being a habitual truant, and when an attendance intervention plan has been developed for a student. Please reference Ohio Revised Code for specific legal references regarding truancy.

### **Parent Responsibilities**

Parents who choose to enroll their student in a virtual or E-school have chosen an educational alternative that requires great commitment. Parents are responsible to see that their student attends school each day (SEE DEFINITION OF ATTENDANCE). The parent must supervise the student’s work and make sure the student is complying with attendance procedures. Parents are provided with a login to keep parents informed of their student’s progress in school. Parents will be provided with an orientation on how to access this information at any time, therefore always being informed of their student’s academic progress. Parents are encouraged to build a two-way link with their student’s teachers and with the staff of the school by informing them of suggestions or concerns that may help their student better accomplish his/her educational goals.

## ASSESSMENT

**All students must participate in the required state testing. This is a requirement for graduation.** Per House Bill 66, Section 3314.26 ORC, students who fail to participate in required testing two consecutive years will not be permitted to attend any online school in Ohio.

STAR Testing will be administered to students two times a year to monitor progress and determine educational mastery levels. These tests help the staff to determine instructional needs.

Classroom tests/course tests may be given to students to assess progress and assign grades.

## RESOURCES

### **Student Center**

Current GOVS students may visit the Student Center on weekdays during the hours of 9:00am to 3:00pm, following the GOVS school calendar. Students may earn offline hours towards the required weekly attendance while at the Student Center. All students must follow the rules posted in the Student Center as well as the procedures listed. The GOVS Student Center is a privilege and resource for students.

### **GOVS Student Center**

#### ***Student Center Rules***

- Complete one lesson per day
- Passes are required outside of the lounge.
- Clean up after yourself.
- Use respectful language.
- Make responsible choices.
- Sign in and out of the Student Center.

#### ***Student Center Procedures***

1. GOVS staff will supervise students in the Student Center. Staff are not responsible for students once they have signed out and left the building.
2. GOVS students may come to the Student Center for tutoring, to meet with staff, for extra help with VLA lessons, or to attend school sponsored events and activities. Tutoring labs will be offered throughout the week. Students may also sign up for individual tutoring via the website.
3. Students are expected to maintain satisfactory academic progress while utilizing the student center.
4. GOVS is an online school and does not provide cafeteria or transportation services.
5. While at the Student Center, GOVS students should only be working on VLA lessons or utilizing the other services provided. Accessing websites other than those necessary to complete work is strictly prohibited.
6. Only GOVS students and their parents/guardians may enter the Student Center. Friends or non-parental family members who are not active GOVS students are strictly prohibited from entering the building.
7. The GOVS Student Center shares a public building with students and staff from other school groups. GOVS students are expected to be polite and respectful.
8. While at the GOVS Student Center, students are required to stay in the marked GOVS wing. Other areas of the campus are off-limits.
9. The GOVS Student Center is a “Smoke-Free School.” Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other smoking device containing tobacco. This includes vaporization devices. The State of Ohio prohibits smoking and the use of tobacco in any school building or on school grounds.



10. The GOVS Student Center is a privilege that can be restricted for any violation of any rule in the student handbook.

### ***Student Center Consequences***

1. Verbal Warning
2. Written Warning/Phone Call to Parent (Guardian)
3. Immediate Dismissal from the Student Center for the rest of the day
4. Loss of Student Center Privilege for 3 School Days
5. Loss of Student Center Privilege for the remainder of the school year.
  - *Students who have had their student center privilege taken away for the school year and return to GOVS the following year will be required to meet with administration to determine reinstatement of student center privileges during the new school year.*

### **Academic Coaches**

Academic Coaches serve as a resource for students at GOVS. They track weekly engagement, lesson completion, and provide feedback and support. Coaches serve as the student's main contact at GOVS and provide guidance on testing, social events, updates, and any other important information. Coaches assist students and parents in creating plans based on their educational goals for the year and help motivate and inspire students to reach these goals. They help students navigate the virtual learning platform, set up tutoring opportunities, connect with the mental health department, refer to the resource coordinator for personal hygiene, food, clothing, and shelter needs and provide answers to students' questions and concerns throughout the school year.

### **Mental Health Services**

At GOVS, mental health supports are provided on a continuum. Services range from check-ins with a mental health professional, social emotional learning activities for all students, peer support groups, and clinical therapy services.

### **Resource Coordinator**

The resource coordinator helps with any non-academic needs that create barriers to learning. Barriers may include food insecurity, transportation issues, unexpected pregnancy resources, emergency housing opportunities, and hygiene needs. The goal of a school resource coordinator is to break down the barriers preventing GOVS students from living a healthy life and enjoying a positive academic career.

### **English Learners**

#### ***Program Goals***

The goal of the English Learner (EL) Program is to increase the acquisition of academic English and English literacy in students who have been identified as Limited English Proficient (LEP) in grades 7-12. The program provides EL instruction and consultative services to LEP students and monitors the progress of students who have obtained "Fully English Proficient" (FEP) status for two years. The goal is to promote the development of academic skills for LEP students with instruction that will improve their proficiency level. The EL Program is designed to meet both federal and state guidelines and to maximize each student's potential for success.

#### ***Assessment***

Students will be screened upon enrollment into the Greater Ohio Virtual School to determine services and will be responsible for all required state testing.

#### ***Services***

LEP students will receive a bilingual education through the EL program at the Greater Ohio Virtual School. The philosophy behind this approach is that students are more likely to learn anything, including English, if they understand what they are being taught. Additionally, students who are not proficient in English will not fall behind their English-speaking peers if they are able to continue learning subject matter in their native languages. The focus of the program is on teaching them to read, write and speak English. The important element of bilingual programs is that both the students'

native language and English are used as means of instruction. LEP students will be provided tutoring services throughout the year to aid in both English proficiency and academic coursework.

### **Tutoring**

Tutoring is available at no charge by request from students and/or parents via the “Tutor Request” link on the mygovs.com website. Tutoring is available through remote tutoring or face-to-face tutoring in the GOVS offices or public space such as a library. Tutoring is limited to 3 hours per student per week. Anything above 3 hours per student per week requires approval from the Student Center Director. Tutoring labs are offered on a regular basis at the student center. Tutoring is a privilege and a student resource that may be taken away.

### **Special Education**

Under the Individuals with Disabilities Education Act, GOVS is required to locate, identify, and evaluate all children with educational disabilities who attend the school. The process of locating, identifying, and evaluating children with disabilities is known as Child Find. Parents may contact school personnel to discuss their concerns at any time. Students who qualify for special education services are assigned an intervention specialist who targets IEP goals. IEPs are updated annually. Please contact the Student Services Director with any questions regarding special education services.

### **Section 504**

GOVS shall comply with all civil rights laws and non-discrimination laws. Such laws include, but are not limited to, the U.S. Constitution, the Ohio Constitution, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, The Civil Rights Act of 1964, and the Age Discrimination in Employment Act of 1967. For questions, please contact the Student Services Director.

### **Conferences**

Students and parents may request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations or (3) in any other case staff considers necessary. These conferences may be held via telephone, virtually, or face-to-face. The school encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate staff member. A parent who wishes to confer with their student’s teacher may call the office to arrange a mutually convenient time.

## **GUIDANCE**

School counselors support GOVS students with academic achievement and future planning. Counselors handle all scheduling for students, including class placements, class changes and class additions and subtractions. School counselors ensure students are placed in appropriate classes that are necessary to meet graduation requirements. **It is the responsibility of students to contact their counselor if schedule changes are desired.** They handle all graduation related questions and have the final review of graduate candidacy.

In addition to graduation tracking, counselors provide academic support, including career focus and planning. The counselors can assist with the college admission process, the FAFSA, scholarship opportunities, and college admission testing.

The counseling department oversees state required testing, College Credit Plus, and Career Center interest, as well.

### ***Career Advisory***

Career counseling will be provided to all students. Each student will be required to create a Student Success Plan.

### ***Career Tech***

- 11th and 12th grade students have the option of completing their academic core classes with GOVS and their electives (lab work) at a local vocational school.

- GOVS 10th graders will be offered a tour of the Warren County Career Center sometime in December to ask questions and explore programs available at the Career Center

Please contact the Guidance Department if you are interested in Career Tech education.

### ***College Credit Plus (CCP)***

Through College Credit Plus, students may earn college credit in high school free of charge. Credit may count for both high school and college credit. Contact your school counselor to find a pathway that will be suitable for your high school and college goals. GOVS will provide an informative meeting prior to March 1st. The school will notify students of an information session including all surrounding colleges prior to March 30th. An intent form must be completed and turned into the GOVS' main office by April 1st. At that point, students and families should contact colleges of their choice to gather information about applications and acceptance into their College Credit Plus program. Prior to class attendance contact your school counselor to fit the class into your schedule and determine credit. One high school credit will be earned per three plus college credits. Under three college credits will be prorated. If you are a CCP student who also carries a VLA account, you MUST log into your VLA account at least once a week to avoid truancy. Students who fail a CCP class or withdraw from a class after the college's posted withdraw date must pay for the course.

### ***Repeating A Course***

Students are permitted to repeat failed courses in subsequent school years. Both the repeated course and the original course will be maintained on the high school transcript.

## **TECHNOLOGY**

### **Computer Use**

Students will be permitted to use the school's computers only to conduct business related to the management or instructional needs of the school or conduct research related to education consistent with the school's mission or goals.

The school's computers meet the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students.
2. The on-line activities of students are to be monitored by parent or guardian.
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied.
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications.
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited.
6. Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited.
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The school retains ownership of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the school's information system is the school's property and are to be used for authorized purposes only. Use of school computers or software for unauthorized purposes is strictly prohibited. Students are not to use the computers for commercial use, political use, financial gain, or any illegal activity. Students must not use the computers to encourage the use of alcohol, drugs, tobacco, or to promote unethical practices or any activity prohibited by law or Board Policy. Students are not to use profanity, obscenity, or other language which may be offensive to others in computer transmission. Students are not to transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs. Students are not to place copyrighted material on the computer without the author's permission. Students are not to make their personal home address or phone number and those of other students or colleagues public on the computer. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including E-mail, sent or received, generated or stored on school computers are not private

and may be subject to monitoring. By using the school's system, individuals consent to have that use monitored by authorized district personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on the school's computers. Students who violate Board policy, administrative regulation, shall be subject to discipline up to and including expulsion and/or revocation of school's system access up to and including permanent loss of privileges. Violations of the law will be reported to law enforcement officials.

### **Internet Acceptable Use And Safety Policy**

Technology is the basis of operation for the Greater Ohio Virtual School. The Governing Board recognizes that careful planning is essential to ensure the successful and cost-effective implementation of technology-based materials, equipment, systems, and networks. The Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and any accompanying regulations may result in the revocation of the user's privilege.

Unacceptable uses of the computer include but are not limited to:

- A. Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- B. Using profanity, obscenity, or other language, which may be offensive to another user.
- C. Reposting (forwarding) personal communication without the author's prior consent.
- D. Copying commercial software in violation of copyright law.
- E. Using the internet for financial gain, for commercial activity, or for any illegal activity.
- F. Accessing inappropriate material.
- G. Downloading of freeware or shareware programs.

Because access to online services provides connections to other computer systems located all over the world, users and parents of users who are under 18 years old must understand that the school cannot control the content of the information available on these systems. Even though the school has installed a filtering program as prescribed by the Children's Internet Protection Act, some of the information available could be considered controversial and sometimes offensive.

The Internet is an electronic highway connecting computers and users in the school with worldwide information. Access to the Internet enables students to explore thousands of libraries, and databases. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

The Governing Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, objectionable, inappropriate and / or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet to information and communications that they and/or their parents/guardians may find inappropriate offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their student to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their student should follow when using the Internet.

Students and staff members are responsible for good behavior on the School's computers and the Internet. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The School does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with **the School's Student Internet Acceptable Use and Safety Policy**. Users who disregard the policy and its accompanying guidelines may have their use privilege suspended or revoked, and disciplinary action against them. Users granted access to the Internet through the School's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the school policy and its accompanying guidelines.

### **Personal Communication Devices**

Students will not possess personal communication devices, such as cellular phones when participating in school required face-to-face meetings such as orientation, testing, or remediation sessions, etc. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

### **Fees and Fines**

The Greater Ohio Virtual School is a public school and does not charge tuition. If necessary, students are loaned a computer and internet connectivity free of charge. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

Charges will be imposed for loss, damage, or destruction of school apparatus, equipment and for damage to school property. Students using school equipment can be fined for excessive wear and abuse of equipment. Failure to pay fines, fees, or charges will result in the withholding of grades and credits. Please see the central office for instructions.

## **CODE OF CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Rights and Responsibilities**

The GOVS rules and procedures are designed to allow students to be educated in an alternative environment. All students are expected to follow staff member's directions and to obey all school rules.

Adult students (age 18 or older) must follow all school rules and are encouraged to include their parents in their educational program.

### **Student Code of Conduct**

The school has authority and control over a student when on site at school during the regular school day, at any school related activity, regardless of time or location and while being transported in school-provided transportation.

Students will be subject to discipline including, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault
2. Hazing, harassment, intimidation, bullying or menacing.
3. Coercion.
4. Violent behavior or threats of violence or harm.
5. Disorderly conduct, including disruption of the school environment.
6. Bringing, possessing, concealing, or using a weapon.
7. Vandalism/Malicious Mischief/Theft
8. Sexual Harassment.
9. Use of tobacco, alcohol, or drugs, including drug paraphernalia.
10. Use or display of profane or obscene language.
11. Open defiance of a staff member's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
12. Violation of law, Board policy, administrative regulation, school, or classroom rules.

### **Dress and Grooming**

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. This code is in effect when students of the GOVS meet in person with teachers, administrators, other students, or school personnel. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the Student Services Director may be denied the opportunity to participate if those standards are not met.

### **Student Responsibilities with Lessons**

There is a great deal of leeway in creative writing and expression of thought in virtual learning. Many of the questions ask for the students' reaction to readings or opinion on a certain topic. **Do not write anything that might be construed as a feeling to hurt or abuse other people, either by words or deeds. The mention of firearms or drug use, physically hurting other people, or wanting to, or any other subject of a violent nature or disruptive nature will be reported to school officials and investigated.** This will be done regardless of whether or not there was any malicious intent in the writing. Any action taken as a result is at the discretion of the school.

### ***Plagiarizing***

Plagiarizing is a serious offense. Teachers can search all written work for proof of using material created by others. A student who plagiarizes will be assigned a zero on any lesson or part of that is assessed as being plagiarized. A repeated offense could result in the failure of the course.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The school's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

## **CURRICULUM**

We have chosen one of the finest on-line curriculums that exist, VLA provided by Jefferson County ESC. Students use the web site <https://virtualllearningacademy.net/vla/General/Login.aspx?orgID=56> to access their schoolwork. They can also go to our website, [www.mygovs.com](http://www.mygovs.com) and click on the Student VLA login button.

### **Credit Flexibility**

Ohio Senate Bill 311 allows students the option to seek alternative methods for high school credits by the use of a Credit Flexibility Plan. Credit Flexibility is the option for students who demonstrate the ability, interest, maturity, and personal responsibility for their learning to have the opportunity to pursue high school credit for demonstration of subject area competency. The purpose of a credit flexibility plan is to develop learners who plan their own learning, including learning objectives, and a plan whereby they will attain those objectives. This procedure provides for personalized educational options for students in which they will identify, acquire, and demonstrate competency in a given content area to earn graduation credit. Credit flexibility is an alternative learning experience, where students demonstrate competency in a particular content based on the Ohio Academic Content Standards for that content area. Greater Ohio Virtual School is not responsible for developing a Credit Flexibility Plan for a student or for the cost incurred by a student's participation in a Credit Flexibility Plan.

Greater Ohio Virtual School students who receive credit for a Credit Flexibility Plan are required to complete a detailed application process outlining learning goals and expectations, received prior approval from the Greater Ohio Virtual School Review Panel for their learning activity, stayed within the agreed upon timetable, and met measurable standards to ones specific to their particular Credit Flexibility Plan.

## **Graduation**

Diplomas are issued by GOVS. The student does not participate in their home district's graduation ceremony.

Normally, a student will complete graduation requirements in four (4) years. To receive a diploma and graduate, a student must pass all State-mandated assessment/tests, meet the school requirements for basic coursework, and earn the total number of minimum credits.

To earn a diploma from the Greater Ohio Virtual School, students must meet the requirements and standards adopted by the State of Ohio and the Greater Ohio Virtual School Board of Directors. The parents and students have the responsibility for tracking and completing courses necessary for graduation to be verified by school officials.

### **Graduation Course Requirements**

(Established by the Ohio Department of Education)

<b>English/Language Arts</b>	4 credits
<b>Mathematics</b>	4 credits and must include: 1 credit Algebra II or its equivalent
<b>Science</b>	3 credits and must include: 1 credit physical science 1 credit life/biological science 1 credit advanced study science
<b>Social Studies</b>	3 credits and must include: ½ credit American history ½ credit government ½ credit world studies
<b>Health</b>	½ credit
<b>Physical Education</b>	½ credit (School districts may adopt a policy to exempt from the P.E. requirement students who participate in two (2) full seasons of interscholastic athletics, band, or cheerleading. If exempted, these students must take another course of at least 60 contact hours (1/2 credit) in its place)
<b>Electives</b>	5 credits, and must include: ½ credit Economics/Personal Finance 1 credit fine arts (taken in grades 7-12) (JVS exempt) Other electives may include any one or combination of: Foreign language Fine Arts Business Career-technical science Family and consumer science Technology Agricultural Education English/mathematics/science/social studies classes which are not already required.

## 20 Total Credits Required

**\*\*If you intend to graduate before your junior year, you must apply through your school counselor and meet all Ohio State Graduation requirements and administrative approval.**

### Pathways to Graduation

You are eligible to graduate under your graduation cohort year's requirement. Please talk to your guidance counselor for details.

Classes of 2023 and Beyond: Earn at least 20 credits in the specified subjects, take required tests, then show competency and readiness.

- a. **Show Competency:** earn a competency score of **684** or higher on Ohio's high school Algebra I and English II tests. Students who do not show competency on one or both tests will be offered additional support and must retake the tests at least once. **If testing is not your strength**, there are three additional ways to show competency after taking the tests at least twice each:
- Demonstrate two career-focused activities: foundational (proficient scores on WebXams, a 12-point industry credential, or a pre-apprenticeship or acceptance into an approved apprenticeship program) and supporting (work-based learning, earn the required score on WorkKeys or earn the OhioMeansJobs Readiness Seal)
  - Enlist in the military.
  - Complete college coursework - earn credit for one college-level math and/or college-level English course through CCP.

**\*\*Beyond competency scores in English II and Algebra I, all students will test in Geometry, Biology, American Government, and American History. State law dictates that these exams must be taken by all students in the graduating class of 2023 and beyond. Proficient scores of 700 or higher on these tests may help with earning required seals.**

- b. **Show Readiness:** earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical, and professional skills and knowledge that align to your passions, interests, and planned next steps after high school.
- At least one of the two seals must be Ohio-designed:
    1. OhioMeansJobs Readiness Seal (Ohio)
    2. Industry-Recognized Credential Seal (Ohio)
    3. College-Ready Seal (Ohio)
    4. Military Enlistment Seal (Ohio)
    5. Citizenship Seal (Ohio)
    6. Science Seal (Ohio)
    7. Honors Diploma Seal (Ohio)
    8. Seal of Biliteracy (Ohio)
    9. Technology Seal (Ohio)
    10. Community Service Seal (Local)
    11. Fine and Performing Arts Seal (Local)
    12. Student Engagement Seal (Local)

### Grade Point Average

To calculate a grade point average (G.P.A.) assign a weighted point value to each course grade and divide it by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with the earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for the total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, and year or for a series of school years.



### Grading /Report Cards

The GOVS report cards are available online via online curriculum. We do not issue a hard copy of a report card until the student completes his year's prescribed courses of study. Parents will be issued a username and password to VLA and instructed on how to access the student's grades.

### Promotion, Retention, and Placement of Students

- A student shall be promoted from one grade to the next based on academic, social and emotional development.
- Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.
- A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with the school authorities.
- Students in grades 7-12 will be promoted or retained in accordance with state and district graduation requirements.

## **FEDERAL NOTICES**

The following notices are required by Federal law. We apologize for their length and technical nature, but they are included so that GOVS is in full compliance of the law and so that you are fully informed in these matters.

### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the GOVS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, GOVS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your student's education records in certain school publications such as Honor roll or other recognition lists.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws 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, unless parents have advised the LEA that do not want their student's information disclosed without their prior written consent.

If you do not want GOVS to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing by the end of the second full week from the date of student enrollment.

The Board designates as student "directory information": **a student's name; dates of attendance; date of graduation; awards received.**

### Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Student Center Director {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The School official 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 is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the Student Center Director or appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

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

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education
  1. Political affiliations or beliefs of the student or student's parent.
  2. Mental or psychological problems of the student or student's family.
  3. Sex Behavior or attitudes.
  4. Illegal, anti-social, self-incriminating, or demeaning behavior,
  5. Critical appraisals of others with whom respondents have close family relationships.
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students'

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.
- These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.
  - Parents who believe their rights have been violated may file a complaint with:

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

### **Military Recruitment**

The Family Educational Rights and Privacy Act (FERPA) governs how students' education records are handled. The Federal No Child Left Behind Act of 2002 requires that schools provide military recruiters with student names, addresses, and telephone numbers on request unless specifically prohibited by parents in writing.

### **GED Policy**

Standards for Approving Students to the GED Program, also known as the "Ohio High School Equivalence Diploma."

In accordance with statute (3301-41-01), the Superintendent of the Greater Ohio Virtual School will approve applications for the Ohio High School Equivalence Diploma program under the following circumstances:

- The student must be officially withdrawn from the school and be nineteen years of age or older. However, exceptions to the age requirement may be granted as follows.
  - An applicant who is eighteen years of age is eligible if the class of which he/she was last a member has graduated or
  - An applicant who has been sworn into active military service in one of the armed forces is eligible if a statement, indicating the date of the swearing-in ceremony, is submitted with the application: or
  - An applicant for the GED program who has reached the age of majority (eighteen years old) is eligible with written approval from the superintendent or his/her designee.
  - An applicant that has reached the age of sixteen and is ordered by a court official to enroll in the GED program or has written approval from the superintendent or his/her designee and consent from their parent or guardian.

It will be the general policy of the school NOT to approve the application of the Ohio High School Equivalence Diploma program of any student prior to their nineteenth birthday or until their graduating class has graduated.

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Ohio statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. Any questions about immunizations or waivers should be directed to the GOVS Registration Office.

### **Infection Control**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where noncontact skin or mouth, eye or other mucous membranes would be exposed to blood, or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the school requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Media Access to Students**

Media representatives may interview, and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

School employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **Military**

The FY2012 National Defense Authorization Act (NDAA) (P.L. 112-81) includes a provision (Section 532) to ensure that any student who receives a diploma from a legally operating secondary school or otherwise completes a program of secondary education in compliance with the education laws of the state in which the person resides, including graduates of online charter schools and home schools, are given the same opportunity to enlist in the U.S. Armed Forces as students who graduate from “bricks and mortar” high schools. Online charter school and home school students are required to achieve a score of 50 (score subject to change) on the ASVAB. For more information, please go to [www.military.com](http://www.military.com).

### **Parental Rights and Responsibilities**

A student’s personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student’s parent(s) or the student, if age 18 or older. Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent(s).

### **Photo Release**

The Greater Ohio Virtual School reserves the right to take pictures and shoot videos to use in GOVS newsletters, documents, publications and the GOVS website. Parents who do not want their student photographed should direct their student accordingly. The full name, address, phone number, or e-mail address of a student will not be provided on the school website or in a publication. Parents are reminded that posting photos, videos and information about students other than their own on the Internet is a violation of privacy rights. GOVS does not authorize the posting of individual or small group photos or videos of GOVS students (other than one’s own student) engaged in school sponsored events or activities on any social network site such as Facebook or Twitter.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the school.

An alternative program or learning activity for credit may not be provided. All such requests should be directed to the Student Services Director by the parent in writing and include the reason for the request.

### **Student/Parent Complaints**

#### ***School Personnel Complaints***

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Student Center Director can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within [10 calendar] days following receipt of the superintendent’s decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### ***Discrimination on the Basis of Sex Complaints***

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact GOVS Executive Director Mr. Shawn E. Lenney.

### ***Education Standards Complaints***

Any parent of a student attending the school may make an appeal or complaint alleging violation of the school's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable school procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the school (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### ***Students with Disabilities Complaints***

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the school's services, activities or programs to a student, should be directed to the Student Services Director.

### ***Students with Sexual Harassment Complaints***

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in school business is strictly prohibited in the school. School includes school's facilities, school premises and non-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the Student Center Director.

## **RECORDS**

### **Student Education Records**

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and school officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the Student Center Director.

Permanent records shall include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student birth date and place of birth.
4. Name of parent/guardian;
5. Date of entry into school;

6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward successful completion of all required testing.
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Transfer of Education Records**

The school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the school. The transfer shall be made no later than 10 days after receipt of the request. The school shall retain a copy of the education records that are to be transferred in accordance with applicable Ohio Administrative Rules. Student grades or diplomas may be withheld for nonpayment of fines or fees.

### **Requests for Education Records**

The school shall, within 14 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours.

### **Summer School**

Summer school courses are available for both full time GOVS students and students who attend other schools through the Warren County Educational Service Center. Different fee structure, time limits for completing courses and the number of courses that may be taken for the summer term will be in place. Students must get prior approval from the Guidance Counselor before enrolling in a course. Please refer to their website for more information:

<https://www.warrencountyesc.com/14/Department/276>

### **Withdrawal/Transfer from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of eighteen (18) and does not enroll in another certified school or is approved for home schooling within 5 days. Parents must notify the Central Office about plans to transfer their student to another school. School records will be transferred to that school within fourteen (14) days of receiving a records request.

### **Work Permits**

Work permits for GOVS students will be approved through the Greater Ohio Virtual School. Work permits will not be issued to any student who is twenty (20) or more lessons behind in their classes. If at any time the student falls twenty (20) lessons behind GOVS may revoke the work permit. You must complete 10 lessons before you can apply for a work permit. Administration will make the final determination on any Work Permit related issues.

### **Work Study Program**

Students may earn up to 4 high school elective credits for working a job and may apply under the “Work Study” link on the [www.mygovs.com](http://www.mygovs.com) home page. Students will be able to count 13.5 hours per week towards their attendance requirement of 25 hours per week. To have hours counted, students will utilize the same procedures as the documenting of offline hours. This time may not overlap with any other offline hours (Activity Logs) or online time (Computer Seat Time). Times will be verified by the submission of a paystub which can be uploaded as an attachment in the last question. Additionally, students must complete required class components including lesson completion, work-based learning plan, and regular communication with the GOVS Work Study Coordinator.

### **Grading Scale**

Greater Ohio Virtual School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon written lessons and tests, projects, and participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

#### Grading Scale

98-100 A+	93-97 A	92-90 A-	
88-89 B+	83-87 B	80-82 B-	
78-79 C+	73-77 C	70-72 C	
68-69 D+	63-67 D	60-62 D-	
00-59 F	P-Pass	I-Incomplete	W-Withdraw

\*\*A printable PDF School Calendar is available on our website [www.mygovs.com](http://www.mygovs.com) under the Parent Resources menu\*\*





School Hours: 25 Hours minimum per week  
 Total School Days: 184 days  
 Year: 920 Hours

First Quarter: Aug 15<sup>th</sup> – Oct 13<sup>th</sup> (43 Days)  
 Second Quarter: Oct 16<sup>th</sup> – Dec 19<sup>th</sup> (44 Days)  
 Third Quarter: Jan 2<sup>nd</sup> – March 8<sup>th</sup> (47 Days)  
 Fourth Quarter: March 11<sup>th</sup> – May 24<sup>th</sup> (50 Days)

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FIRST SEMESTER KEY DATES	
August 15	First Day of School for Students
September 4	Labor Day- No School
September 25	Parent Involvement (Call for appt.)
October 6	Parent/Teacher Conf.(Call for appt.)
October 13	End of First Quarter
October 27	Parent/Teacher Conf.(Call for appt.)
November 22-24	Thanksgiving Break-No School
December 19	End of Second Quarter
Dec 22- Jan 2	Winter Break

SECOND SEMESTER KEY DATES	
January 15	Martin Luther King Jr. Day- No School
January 25	CCP Info. Mtg. 5:00 GOVS Student Ctr.
February 19	Presidents Day-No School
March 8	End of Third Quarter
March 18	Parent/Teacher Conf.(Call for appt.)
March 22	Parent/Teacher Conf.(Call for appt.)
March 26-April 1	Spring Break- No School
May 24	Last Day of School for Students
May 27	Memorial Day
June 3	Graduation Practice/Senior Luncheon
June 4	GOVS Graduation Ceremony 6:00