VIRTUAL HIGH SCHOOL

Cincinnati Public Schools

STUDENT & FAMILY HANDBOOK

2026 – 2027 School Year

“CHOOSE YOUR OWN PATH”

Home of the Virtual Voyagers

425 Ezzard Charles Drive, Cincinnati, OH 45203
513-363-2060 | virtualhigh.cps-k12.org

Welcome Aboard, Voyager

On behalf of the entire staff at Virtual High School, welcome to a new school year! Whether you are joining us for the first time or returning to continue your journey, this handbook is your flight manual — the guide that will help you navigate our campus, our policies, and the path you're charting toward graduation.

Virtual High School exists to give students a flexible, personalized route to a diploma — one that meets you where you are and moves at a pace that works for you. Our staff is here to support that journey every step of the way, and this handbook lays out what you can expect from us, and what we ask of you in return, so that our whole school community can thrive together.

Please take time to read through this handbook with your family. Keep it somewhere handy — you'll want to refer back to it throughout the year. If you ever have a question that isn't answered here, our office team and staff are always glad to help.

Here's to a successful year of choosing your own path.

Warmly,
Ashley Morgan, Interim Principal
Virtual High School

Table of Contents

Welcome Aboard, Voyager 3

Section One – Our School 5

Our Mission 5

What Makes VHS Different 5

What We Believe 6

Mandatory Orientation 6

School Contact Information 6

Section Two – The Path to Graduation 7

Course Structure 7

Graduation Requirements 7

Post-Secondary Enrollment Options (PSEO) 8

Athletics Eligibility 8

Section Three – Daily Life at VHS 9

Building Hours & Bell Schedule 9

Attendance, Absences & Tardiness 9

Leaving the Classroom & Early Dismissal 10

Transportation 10

Section Four – Technology & Getting Started 12

Your Credentials & Logging In 12

Technology Help 13

Internet Safety Tips 13

Section Five – Community Expectations 14

Dress Code 14

Cell Phones & Personal Devices — Yondr Pouches 14

Academic Integrity & Respect for One Another 15

Campus Safety, Security & Tobacco-Free Campus 16

Section Six – Health & Records 17

Section Seven – Family Partnership 18

Appendix A – Staff Directory 19

SECTION ONE

Our School

Who we are, and what we believe about learning

Our Mission

Virtual High School (VHS) is an alternative learning environment that uses an individualized, computer-assisted web curriculum to educate students to Ohio's academic standards outside the traditional classroom setting. VHS is an in-person program that utilizes Edgenuity's e-learning platform to help students regain academic credit and earn industry-recognized credentials and seals.

Our model allows students to move at their own pace with individualized learning paths, while our teachers actively facilitate the learning environment to ensure success. Motivated students typically thrive in this supportive, self-paced setting, where our core courses provide a comprehensive path to mastering the critical skills and concepts needed for graduation and future careers.

What Makes VHS Different

- A comprehensive course catalog spanning Math, Science, English/Language Arts, and Social Studies
- Pathways to earn industry-recognized credentials and seals
- Personalized support for credit recovery and remediation
- A flexible learning environment built around each student's individual needs and pace
- Comprehensive support services for English Language Learners to promote language development and academic achievement.

Our Commitment to Student Success

Credit Recovery

Targeted coursework helps students bridge learning gaps and regain the credits necessary for timely graduation.

Industry Credentials

Students can earn state-approved seals and recognized certifications that demonstrate job-readiness and technical mastery.

Career Preparation

Our rigorous, standards-aligned curriculum builds the foundational skills required for post-secondary and career success.

What We Believe

Self-Discipline Starts at Home

We believe self-discipline begins at home and grows as families and students work together in a student's education.

Appropriate Limits

Students need and benefit from appropriate limits that support their developmental needs.

Right to Learn

We believe every student has the right to learn in a supportive environment.

Shared Responsibility

We believe a highly effective school is a shared responsibility of students, staff, parents, and the community.

Daily Attendance

We believe daily attendance is important for successful academic achievement.

And through it all — we believe in you.

Mandatory Orientation

All students must participate in a mandatory orientation upon acceptance to Virtual High School, with a parent or guardian present. Once orientation is complete, the student's class schedule will be populated immediately, and the student will stay to begin classes that same day.

Scheduling Your Orientation

Orientations are held every Tuesday and Thursday at 8:15 a.m. and 12:15 p.m.

Orientations must be scheduled in advance by calling the Main Office at 513-363-2060.

If a student is unable to attend at a scheduled time, an appointment can be arranged individually.

Once orientation is complete, the student's schedule will be populated and they will stay for their classes that day.

School Contact Information

Virtual High School

425 Ezzard Charles Drive, Cincinnati, OH 45203

Main Office: 513-363-2060 | Fax: 513-363-2093

Website: virtualhigh.cps-k12.org

Office Hours: 8:00 a.m. – 3:00 p.m.

Need to reach a specific staff member? View the full staff directory with extensions and email addresses:

VHS Staff Contact List (extensions & emails)

SECTION TWO

The Path to Graduation

Our academic model, credits, and requirements

Our Mission: Your Path to Graduation

Our mission is to empower students through individualized learning paths, where you move at your own pace while our dedicated teachers actively facilitate the learning environment to ensure your success. Motivated students typically excel in this supportive, structured setting.

Credit Recovery

Targeted courses help you master essential concepts and regain the credits needed to stay on track for graduation.

Industry Credentials

Gain a competitive edge with industry-recognized certifications and seals that demonstrate your career readiness.

Personalized Flexibility

Our online learning environment allows you to progress at your own pace with support from dedicated instructors. Students will have access to their coursework with the exception of tests 24 hours a day. This allows students to continue to complete work outside of class time.

Course Structure

All students are assigned 5 semester classes upon enrollment. Each class is split into two quarters on Edgenuity (Q1 & Q2 or Q3 & Q4). Each quarter must be completed by its last day.

The final semester grade is the average of the 2 quarter grades. A score of 59.5% or better is required to pass. Students who move through all five sections early may have the next set of classes opened.

Graduation Requirements

To graduate from Virtual High School, students must earn at least 20 credits, structured as follows:

- All semester classes are worth 0.5 credits
- Physical Education semesters are worth 0.25 credits
- All semester grades are made up of two quarter grades

In each subject area, students must earn:

- 4.0 credits of English / Language Arts
- 4.0 credits of Mathematics
- 3.0 credits of Science

- 3.0 credits of Social Studies
- 6.0 credits of Electives, including:
  - 0.5 credit of Senior High Health
  - 0.5 credit of Physical Education
  - 1.0 credit of Fine Arts
  - 3.5 credits of other Electives

In addition, students must:

- Take and pass the five State End-of-Course (EOC) Exams, or complete the Alternative Pathway
- Earn at least 2 graduation seals

Want the full state requirements?

Ohio's complete graduation requirements are published by the Ohio Department of Education & Workforce and are available through the school office or at education.ohio.gov.

Post-Secondary Enrollment Options (PSEO)

Ohio's Senate Bill 140 provides for the enriched experience of exceptional high school students beyond the spectrum of the high school. The program is a complement to a high school's curriculum, designed to provide exceptional students (with a high grade point average) challenges beyond those found in the high school environment.

By March 31 of each year, all interested students must inform the high school career specialist if they intend to participate, and prepare an application for submission to a participating college. Application deadlines are usually in mid-April.

Athletics Eligibility

Because of the structure of the VHS program, students are not eligible to participate in state-sanctioned athletics through the CPS district.

Students interested in OHSAA athletics at another CPS high school should consult their school counselor.

SECTION THREE

Daily Life at VHS

Attendance, schedules, and getting to and from school

Building Hours

Supervision is provided for students in the building from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m.

- Students are not expected to arrive before 7:45 a.m. for the morning session, or before 11:45 a.m. for the afternoon session
- Students must leave by 11:00 a.m. for the morning session and 3:00 p.m. for the afternoon session, unless involved in a staff-supervised activity
- Office hours are 8:00 a.m. to 3:00 p.m.

Bell Schedule

Start Time	End Time	Bell
7:45 AM	—	Doors open for students
8:00 AM	9:15 AM	Bell 1 – and AM Home Room
9:20 AM	10:10 AM	Bell 2
10:15 AM	10:55 AM	Bell 3
11:00 AM	11:50 AM	Lunch
11:50 AM	—	Doors open for students
12:00 PM	1:15 PM	Bell 4 and PM Home Room
1:20 PM	2:10 PM	Bell 5
2:15 PM	2:55 PM	Bell 6

Attendance & Absences

Students are required to attend school every day. By Ohio state law, absences can be excused for only three reasons: a religious holiday, illness, or a death in the immediate family.

Students will only be allowed to make up missed work if they present a note from a parent/guardian following the absence. Absences for any other reason will be considered unexcused, and consequences will be determined on an individual basis.

If a student is absent for three consecutive days (unexcused absences), Edguenity courses will be locked until they return to school.

Tardiness

To avoid being marked tardy, students should arrive early enough to be in class and seated by 8:00 a.m.

- If a student arrives after 8:15 a.m. (morning session) or 12:15 p.m. (afternoon session), they should sign the Tardy Sign-in Binder located in each classroom and record the reason for the tardy. A tardy is defined as arriving less than 30 minutes late.
- Any student arriving after 8:30 a.m. (or the equivalent afternoon time) will be sent to the Tardy Center and held for the remainder of that bell. A parent notification will be sent.

Consequence Ladder for Tardiness:

- 1st – 3rd tardies: warnings
- 4th tardy: one-day removal
- 5th tardy: three-day removal, pending a parent conference
- 6th tardy: referral to A2S

Leaving the Classroom

When leaving the classroom during a bell, students must use the laminated hall pass located near the door of each classroom, and sign out and back in with the time and date on the clipboard.

Early Dismissal

Students seeking early dismissal must bring a signed note with a phone number for verification. A parent/guardian will be contacted. There are no exceptions.

Illness at School

In the event of illness, students should obtain a written pass from their teacher to report to the Main Office. A parent will be contacted as necessary to make arrangements. Once permission has been granted for a student to leave school, the student will receive an official Early Dismissal Slip. In no case is a student to leave school without permission from school authorities.

Leaving Campus

No student is to leave school grounds at any time during the school day without prior approval from the administration. Students who remain on campus past dismissal must be involved in an authorized, staff-supervised activity — no student is to be on campus without adult supervision.

Transportation

Transportation to and from school is provided through a contract with Queen City Metro. Each eligible student will receive a bus card for daily transportation to and from school. Drivers are responsible for all conduct on the buses, and students may be removed from a bus for misconduct. Incident reports are filed by Metro drivers with both the Transportation Office and the school. Ms. Vida Cooper is the transportation liaison for VHS. If you have questions or concerns, please contact Ms. Cooper at 513-363-2067.

Plan Ahead

Students should know all the Metro routes that serve their neighborhood before the school year begins.

Messages & Communication

Delivering messages to students interrupts classroom instruction, so only messages of an urgent nature from parents will be delivered; routine calls will not be honored. Limited staff and time make it necessary to reserve these interruptions for genuine emergencies.

SECTION FOUR

Technology & Getting Started

Devices, logins, and where to get help

Computers

Each day, students need to bring their CPS-issued laptop and charging cord to school.

Your Credentials

- Username: your CPS Gmail address (e.g., student@cincinnatips.org)
- Password: your 8-digit birthdate (e.g., 05062010)

Logging In

Step 1: Accessing Classes via Clever

Click the Clever icon on your desktop, then choose Active Directory login (not Google).

Step 2: Launching Edgenuity

Scroll down and click the Edgenuity icon. If Clever is unavailable, go directly to www.edgenuity.com in Chrome.

Step 3: Other Key Icons

Three other important icons from Clever are Canvas, Focus, and Google Mail. Students are automatically enrolled in the VHS Student Body Page on Canvas. Canvas, Focus, and Google Mail should be checked every day.

Student Daily Expectations

- Be physically present in the building each day, and continue working online outside of school hours
- From Clever, check Google Mail, launch Edgenuity, and access your Focus account
- Log in using your district-issued laptop, always starting from your Clever page
- Edgenuity is available 24 hours a day — use it to stay ahead and build a strong start at VHS

Staying on Track Academically

- Track progress in the Edgenuity platform to ensure classes are completed on time
- If Quarter 1 is missed but Quarter 2 is finished before the semester ends, teachers can submit a grade change
- Parents without Edgenuity Family Portal access should call 513-363-2060 — the homeroom teacher can help get it set up
- State testing is mandatory for all grade levels; bring your fully charged CPS device and power cord on testing days

Technology Help

First, contact the district tech help center at 513-363-0390 (option 5).

For hardware issues (broken screen, missing keys, etc.), bring the device to school for replacement.

Internet Safety Tips

Welcome to VHS! As new students and families get started, we encourage you to review these internet safety tips together and talk about healthy online habits from the beginning. The Internet is a great resource, but it's important to be aware of potential dangers. Follow these essential safety rules:

Protect Your Identity

- Never share your password, name, address, school name, or family information
- Don't fill in profiles asking for personal details
- Don't post pictures of yourself without parental permission

Avoid Risky Interactions

- Don't talk to strangers online or agree to meet anyone you've met online in person
- Don't visit chat rooms without a parent's permission
- If someone makes you uncomfortable, you don't have to respond

Device Safety

- Don't download or install anything without parental permission
- Leave the site if you see something your parents wouldn't approve of
- Questions about something online? Ask a parent or guardian

SECTION FIVE

Community Expectations

How we treat each other, and how we stay safe

Dress Code

Within broad limits, dress and appearance are considered matters of personal taste. Appropriate clothing and shoes are required at all times, generally relating to health, safety, modesty, and avoiding educational disruption. Parents have the primary responsibility for their student's appearance; when a student's appearance is deemed detrimental, the student will be removed from class and a parent-administrator conference will be arranged.

Examples of inappropriate clothing and shoes include:

- Underwear worn as outerwear (bras, briefs, boxer shorts, thongs, teddies, slips, mid-length underwear)
- Swimwear or beachwear (swimsuits, thongs, bare midriffs)
- Clothing with profane slogans, cartoons, illustrations, or promotion of illegal activities or products
- See-through outerwear, or immodest rips or tears exposing breast, buttocks, or genital area

Gang attire and activity — including hand signals and any apparel, jewelry, accessory, book, or manner of grooming that, by its color, arrangement, trademark, or symbol, denotes membership in such a group — is not permitted. The principal or a designee determines whether a student's attire constitutes a threat to safety or campus order, or is unduly distracting to the educational process.

Cell Phones & Personal Devices — Yondr Pouches

Like all other Cincinnati Public Schools high schools, and in accordance with CPS Board Policy and Ohio Senate Bill 158, Virtual High School maintains a no personal electronic communication device (ECD) use policy during instruction, in full compliance with state law. All students adhere to using a Yondr Pouch for cell phones upon arrival to the building each day. This means no personal devices, Bluetooth headphones, iPads, or similar devices may be used during the school day.

At Arrival

At the security checkpoint, students will receive a Yondr pouch. Students should turn off their phone, place it inside, and have it locked in front of staff. Other personal devices (tablets, personal laptops) must be turned off and placed in a telephone locker.

During the Day

The locked Yondr pouch should stay with the student (for example, in a backpack) for the entire session.

Dismissal

Students unlock their pouches at designated stations located at building exits.

Academic Integrity

A student must not use, submit, or attempt to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. This includes any literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state, or district-mandated test(s).

Respect for One Another

Display of Affection

In keeping with reasonable rules of appropriate conduct, students will refrain from actions involving even minor touching of a sexual nature, with or without the consent of the other party. Respect for one another and good taste in manners should be exhibited at all times.

Inappropriate Communications

Students must not engage in name-calling or derogatory statements or gestures toward other students or staff, including derogatory comments about a person's race, sexual orientation, nationality, or religion. Students may never direct profanity to anyone, verbally, electronically, or by written words, photographs, or drawings, nor insult anyone with obscene gestures.

Ethnic Intimidation

Students must not use words, statements (written or verbal), or actions that intimidate or express inflicting harm or loss toward students, district staff, visitors, district vehicles, or property. This includes any derogatory comments about a person's race, nationality, gender, sexual orientation, or religion.

Sexual Harassment

Virtual High School maintains a learning and working environment free from sexual harassment, a recognized form of sex discrimination. Sexual harassment refers to behavior that is unwelcome and personally offensive — not occasional compliments — including unwelcome sexual advances, inappropriate verbal or physical conduct of a sexual nature, and requests for sexual favors. Examples include:

- Sexually oriented verbal “kidding,” abuse, or harassment
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

A student who experiences sexual harassment should make it clear that the behavior is offensive and should stop, and should file a complaint with the building principal. Any student who becomes aware of situations involving sexual harassment has a duty to report those circumstances to a grade-level administrator.

Campus Safety & Security

The safety of students is a primary concern for our entire staff. Metal detectors may be used at times to gain entrance to the building, a classroom, or an activity, and random security searches may take place. Security staff assist the administration in maintaining a safe campus.

Students should be mindful of the surrounding neighborhood: private transportation should be provided after regular dismissal time, and students should not be walking through certain nearby areas or cutting through them to reach bus stops.

Tobacco-Free Campus

Ohio State Law prohibits the use or possession of tobacco products by students in any school building, on school grounds, or at any school-sponsored event. The VHS campus is entirely smoke-free, and violations will result in immediate disciplinary action.

Visitors

All visitors must sign in using the Raport Kiosk in the Main Office lobby.

SECTION SIX

Health & Records

Keeping every student safe, healthy, and up to date

Health & Immunization Records

Both state and local health laws require that each student have received clearance for DPT, polio, measles, mumps, and rubella to continue attendance at school. All students — including transfers from a school outside Hamilton County or from a private school in Cincinnati — must also be screened for tuberculosis within 90 days of the first day of school, unless documentation of screening within the previous year is presented.

Emergency Medical Forms

Each parent must complete and return an Emergency Medical Form to help school staff get students immediate family or medical assistance if they become ill or injured during the school day. The EMF can also be updated in the parent Focus portal.

Important Deadline

A NEW Emergency Medical Form must be completed each school year by October 1. Parents are responsible for keeping this form updated and informing the school of any changes in phone numbers, doctor, medication, or special needs.

Medication at School

A medication form must be completed prior to the dispensing of any medication, including over-the-counter medication; forms are available in the office. Where a physician has prescribed medication, a special permission form for dispensing must be filed, along with a copy of the prescribed medication, dosage, duration, and possible side effects, signed by the physician. All medication must be carried in its original container, bearing the name of the student for whom it was prescribed.

SECTION SEVEN

Family Partnership

Staying connected and squared away

Parent & Family Expectations

- Monitor your child's Edgenuity progress daily — grades, working time, and class progress
- Contact the homeroom teacher if your child is absent or if contact information changes
- Read and discuss the CPS Acceptable Use Policy and Mobile Device Agreement with your child (found in Clever)
- Set up the Edgenuity Family Portal and review the Weekly Student Report, sent Sunday nights (check junk mail if it doesn't arrive)
- Ensure daily attendance and transportation to and from school

Open House & Parent Conferences

Parents have the opportunity to hear teachers' expectations for each class and to receive a syllabus outlining what will be covered throughout the year. We encourage every family to attend.

Outstanding Financial Obligations

If any fees or textbooks are still owed at the conclusion of a school year, the student's transcript will be held in the Main Office until obligations are met. Other outstanding obligations will transfer to a student's new school; students transferring to a private or parochial school will have their transcript withheld until all financial obligations are paid. Cash or money order only will be accepted for student obligations.

Get Involved

We believe families are essential partners in every student's success. Reach out to the Main Office to learn about current opportunities to get involved, volunteer, or connect with staff.

Reporting Concerns

Cincinnati Public Schools provides a Parent Concern Form and an online Report Bullying tool for families and students. Contact the Main Office if you need help accessing either resource, or to report a concern directly to the building principal.

APPENDIX A

Staff Directory

VHS phone extensions & email addresses — 2026–2027

This directory is current as of publication. For the most up-to-date version, visit the online staff contact list linked in Section One, or contact the Main Office at 513-363-2060.

Name	Position	Location	Ext.	Email
Barnes, Alfonso	ESL (M&TH AM VHS; PM at West High)	Ramp / West High	n/a	barneal@cpsboe.k12.oh.us
Bell, Anthony	Para	1	32079	bellant@cpsboe.k12.oh.us
Bradley, La'Kiesha	School Social Worker	14	32052	bradlel@cpsboe.k12.oh.us
Brown, Kevin	Security	G74 ramp	n/a	browkev@cpsboe.k12.oh.us
Cooper, Vida	Parent Liaison	11	32067	cooperv@cpsboe.k12.oh.us
Darling, Savannah	Para	—	—	darlins@cpsboe.k12.oh.us
Donnelly, Katie	Sr. Acct. Tech – Cashier	3	32051	donnelm@cpsboe.k12.oh.us
Filatova, Olga	ESL – ELL M/T/W	18 B (next to Miller)	32056	filatoo@cpsboe.k12.oh.us
Furr, Brieanna	Security	G74 ramp	n/a	furrbri@cpsboe.k12.oh.us
Good, Lisa	Science	15	32078	goodlis@cpsboe.k12.oh.us
Harris, Jalen	Counselor	13	32091	harrij1@cpsboe.k12.oh.us
Helbling, Dave (John)	Math	21	32074	helblij@cpsboe.k12.oh.us
Hemphill, Ariel	Satellite Virtual @ West High	West High	38938	hemphia@cpsboe.k12.oh.us
Hoover, Jen	Sr. Support / Registrar	Main Office	32062	hooveje@cpsboe.k12.oh.us
Koch, Megan	School Psychologist	16	—	kochmeg@cpsboe.k12.oh.us
Kremer, Tori	PT	n/a	n/a	kremer@cpsboe.k12.oh.us
Shipman Laurenson, Betsy	Counselor			shipmae@cpsboe.k12.oh.us
Lee, Christopher	Para	22	32072	leechri@cpsboe.k12.oh.us
Lounge / Workroom	n/a	Workroom 8	32085	n/a
Miller, Randy	Social Studies	18	32075	millran@cpsboe.k12.oh.us
Moon, Jessica	Attendance Specialist	Remote	n/a	moonjess@cpsboe.k12.oh.us
Morgan, Ashley	Principal	6	32090	morgana@cpsboe.k12.oh.us
Nurse @ Taft Health	School Nurse	Contact Vida Cooper	n/a	n/a
Penn, Denise	I.S. / Case Coord. / Tech.	1	32070	pennden@cpsboe.k12.oh.us
Price, Kim	I.S. / BTC	15	32048	priceki@cpsboe.k12.oh.us
Rachford, Julie	English / Language Arts	22	32073	rachfoj@cpsboe.k12.oh.us
Robinson, Shurrell	Custodian	n/a	n/a	robishu@cpsboe.k12.oh.us
Roellig, Kimberly	Secretary	Main Office	32061	roellik@cpsboe.k12.oh.us
Rottet, Makayla	O.T. @ Jacobs Center	—	n/a	rottetma@cpsboe.k12.oh.us

Name	Position	Location	Ext.	Email
Student Phone	—	Main Office Counter	32077	n/a
Thumann, Michelle	I.S.	21	32081	thumanm@cpsboe.k12.oh.us
Tieger, Julie	School Psychologist – Wednesday	16	32049	tiegerj@cpsboe.k12.oh.us
Washington, Curtis	Plant Operator	967-9675	32069	washinc@cpsboe.k12.oh.us
Workforce – R. Short	Workforce	Next Door	36142	shortra@cpsboe.k12.oh.us
Workforce – Miya	Workforce Para	3rd Floor	36142	langmyi@cpsboe.k12.oh.us
Workforce – K. Ogletree	Workforce	3rd Floor	36142	ogletrs@cpsboe.k12.oh.us

CHOOSE YOUR OWN PATH

We're glad you're part of the Virtual Voyagers crew.

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