TO: Akron Digital Academy Students

I welcome you to Akron Digital Academy for the 2017-18 school year. Our theme for this school year is "Begin with the End in mind". We want you to begin the new school year thinking about what you need to do to position yourself for graduation. For some students, graduation will be a long range goal and for other students graduation is just around the corner. It is our greatest desire to see you walk across the stage to receive your high school diploma (and turn your tassel into a new land of challenges). Begin this school year with the mindset that your final destination is graduation day. Set goals for yourself that will make the most of your time. Stay focused. Choose actions that promote the attainment of a diploma. NOW is the time for change.

While the ADA staff is here to support you and your dreams, it is only fair that you reciprocate our dedication and concern for you with respect. The ADA Parent / Student Handbook outlines some of the ADA policies, procedures, and expectations. Parents and students should become familiar with the Handbook's contents so that we all: parents, students, and ADA staff, are guided by the same information. *Together*, we **can** make a difference!

Sincerely,

Linda Daugherty
Executive Director
Akron Digital Academy

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**Welcome
to Akron Digital Academy!**

MISSION STATEMENT:

Akron Digital Academy meets all students at their point of academic, social, and emotional need. We intentionally build a diverse learner-centered environment, using every means necessary to improve academic outcomes and prepare students for success in their post-secondary choices. We approach this responsibility daily with passion and urgency.

MOTTO:

The dedicated teaching staff at ADA believes in "doing what it takes". This means that we will use any means necessary to help our students cross the graduation "finish line".

GOALS:

1. Meet students' academic needs for graduation.
2. Enhance students' self worth by fostering positive social and emotional choices.
3. Create an atmosphere that leads to respect, self-responsibility, and accountability.
4. Provide a positive school climate with high expectations for academic performance and behavior.
5. Promote regular attendance.

IN this School . . .

We hold our students to high expectations!

*(We really believe that you can learn, can graduate
and can choose to make this school year one of your best yet!)*

We respect ourselves and each other!

*(Use of profanity or abusive speech is strictly prohibited. This includes written communication, social media and all other forms of communication. **If** we choose not to respect ourselves and others we may lose the privilege of being able to come on campus.)*

We dress for success!

*(We follow ADA's dress code. **If** we do not follow the dress code we may not be permitted to attend class, or be sent home for a change of clothes.)*

We interact appropriately!

(Use of physical or verbal aggression (fighting or play fighting) is strictly prohibited. We also do not use inappropriate displays of affection at school.

We value our learning opportunities!

*(**No cell phones or other electronic devices are *allowed** beyond the glass cabinet in main hallway. If you need to call home after school you must return to the main atrium. **If** we do not value our education enough to put away our phones we may lose the ability to come on campus.*

Contacting Akron Digital Academy Staff

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Village Network…………………………………………………...330 497-7726

Welcome!

Welcome to the Akron Digital Academy school family! Akron Digital Academy faculty and staff are committed to providing an authentic learning experience for every student. Joining our school family positions you to continue your academic progress toward middle or high school graduation and beyond. Upon graduation, all Akron Digital Academy alumni will be prepared for any college, career, and/or vocational experiences. It is our hope that you will embrace this opportunity by taking ownership of your academic progress with the support of our teachers and support staff.

We believe that every student is capable of maximizing their academic potential. **Students may adopt a schedule that works for them, but <u>it is imperative that they login for a minimum of 5 hours per day to be counted present Monday through Friday.</u> All ADA students can access their academic curriculum online twenty-four hours a day, seven days a week.** We also offer on-campus enrichment opportunities, which are led by a staff of highly qualified instructors. Your journey begins today!

<u>Program Overview</u>

Akron Digital Academy provides all academic coursework online using the Odysseyware curriculum program. Odysseyware was selected because of our commitment to providing the most flexible, customizable and effective curriculum and instructional tools in the education industry. This curriculum seeks to stimulate learner cognition and provides an individualized learning plan for each student by including resources for academic success: direct instruction videos, close reading, writing, virtual labs, dynamic learning activities, games, and assessment.

Akron Digital Academy also utilizes the Achieve3000 Literacy program that is designed to deliver differentiated online instruction for nonfiction reading and writing that is precisely tailored to each student's lexile reading level. This online program's use of close reading and other literacy strategies can develop and improve the students' reading strength and stamina.

Akron Digital Academy is designed to eliminate the barriers of online education by providing access to instructional support from our highly qualified enrichment coaches and our on-campus student services department that provides therapeutic counseling and guidance. Eligible students have the opportunity to access all on-campus activities and programs Monday through Friday 8:00am-3:30pm. These enrichment opportunities will enhance learner knowledge in core subject areas. These authentic learning experiences include, but are not limited to: tutoring, activities, real world problem solving, multiculturalism, arts, service learning, and project based learning.

<u>Transcripts</u>

We encourage students' families to provide an official transcript during the admission process. The transcript is essential for academic planning. Any outstanding fines owed

to a previously attended school will hinder Akron Digital Academy's ability to retrieve a student's transcript. **If necessary, students and their parents are encouraged to contact the school most recently attended and request a current and updated transcript.** Once obtained, each transcript is thoroughly reviewed by our school guidance counselor and administration to ensure that each student has an academic plan that is unique and specific to his/her needs.

Students are REQUIRED to work on their online curriculum a minimum of 5 hours per day Monday through Friday. The flexibility of the online curriculum allows students to work around jobs, sports, activities, children, or other obstacles.

Sample Student Online Curriculum Schedule:

A: 8am–10am, 2pm-4pm, and 6pm-7pm
B: 1pm–3pm, 5pm-8pm
C: 10am-1pm, 4pm-6pm

Students may adopt an off-campus schedule that works for them; attend one of our on-campus activities, or a combination of the two for a minimum of 5 hours per weekday.

*Enrichment coaches support each student's academic progress by monitoring and tracking online work on a weekly basis. Working 5 hours per weekday will ensure that learners are on track to receive full academic credit and stay on schedule to graduate. It is vital to student achievement that parents form a partnership with Akron Digital Academy, with respect to monitoring and encouraging students to meet their weekly academic responsibilities via Odysseyware parent accounts. Failure to meet the 5 hours per day requirement may result in academic failure of a course.

Enrichment Opportunities

Our guidance counselor will work with students and enrichment coaches to help learners select courses that will enhance student learning. Enrichment opportunities are limited to current course offerings, but students may also complete a Credit Flex application or enroll in College Credit Plus courses. Enrichment courses are offered to bridge gaps in student learning, improve test scores, and improve academic outcomes. It is our goal to meet each learner where they are and support them getting to where they need to be academically. We also offer on-campus counseling and support services designed to assist students dealing with non-academic barriers. Morning and afternoon sessions are available for student participation.

Success Lab

We understand that accessing curriculum online exclusively can create difficulty for some students. We have a lab where students can attend to get extra support with the online curriculum. This independent study computer lab is staffed with enrichment

coaches and educational assistants, that can work with students to improve their autonomy with online learning.

*School administration can limit participation in on campus enrichment opportunities if a student does not abide by established rules and guidelines.

Student Dress Code

At ADA we invite appropriate student expression and therefore we do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted. We expect students to wear normal school clothes in a normal manner.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed may be sent home for the remainder of the day or until a parents/legal guardians brings a change of clothes. Simple guidelines for school-appropriate dress and personal appearance are:

·   Halter-tops, bare midriff, see-through apparel are not to be worn. Dresses and tops must have sleeves and backs. Cleavage must be covered. No Cami's or spaghetti strapped clothing is permitted.

·   Dresses, skirts or shorts may be no shorter than fingertip length. Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.

·   All pants and slacks must be worn at the waist with no visible undergarments. Male students are required to tuck in their shirts, or wear a belt. Absolutely no sagging will be permitted while on school premises.

·   Coats and hats are only permitted when entering or exiting the school building. Blankets are not permitted in school.

·   Hats, caps, sunglasses, rollers, picks, bandanas, bonnets and any other head coverings are not to be worn in the building during the school day, with the exception of religious/cultural observance.

·   Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats may be worn.

·   Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.

·   Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are unacceptable.

·   Any apparel, jewelry, cosmetic, chains, make-up accessory, notebook, or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building. Pajamas may not be worn to school.

· Students must have their ADA student ID visible or on their person while traveling to and from school.

The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. We want our students to look attractive but not dress in a manner as to attract undue attention.

Academic Integrity Policy

Akron Digital Academy is committed to fostering an intellectual and ethical learning environment. In keeping with this goal, academic honesty and integrity are expected of all. Each student is responsible for his/her own ethical behavior, and fostering ethical behaviors in others in the learning community. All aspects of a student's academic work should be aligned with honesty and respect for intellectual property. Academic dishonesty includes, but is not limited to:

- Unauthorized representation of another's work as one's own/plagiarism
- Borrowing from print or electronically published material, either directly quoted or paraphrased, without proper citation
- Knowingly providing one's work to another student who then copies or presents the work as his/her own
- Using materials or electronic devices not approved during tests, quizzes, and other assessments
- Not completing online work with fidelity: cheating, plagiarism, misrepresentation, sharing answers, and fallacy

*Failure to comply with academic integrity guidelines can result in a failing grade and other disciplinary action.

Grading Scale

All final scores provided by instructors are converted to a letter grade as per the Akron Digital Academy grading scale listed below. Grades will be entered into ProgressBook and posted on the student's official transcript; included will also be the cumulative Grade Point Average (GPA).

A 4.0 (90-100)
B 3.0 (80-89)
C 2.0 (70-79)
D1.0 (60-69

Automatic Corrective Action

The following violations produce automatic corrective action:

WFHR = work from home restriction

   A. Noncompliance (failure to follow a request, i.e. when asked to leave the room)
Tier(s) 1-4 depending on severity/frequency of infraction
     1st offense – - 1-3 days in WFHR
     2nd offense – 3-5 days in WFHR
     3rd offense – 5 days in WFHR
     4th offense – WFHR placement for the remainder of the school year

   B. Selling of drugs and/or alcohol
Tier(s) 3-4 depending on severity/frequency of infraction
     1st offense – contact authorities / referral to appropriate agency / program with 15 day
     WFHR / must complete school counseling application process and continue counseling for
     the remainder of the school year
     2nd offense - WFHR for remainder of the school year

   C. Possession or use of drugs and/or alcohol
Tier(s) 3-4 depending on severity/frequency of infraction
     1st offense – 10 days WFHR / referral to appropriate agency or program / contact authorities
     2nd offense – WFHR placement for the remainder of the school year

   D. Use or possession of tobacco or smoking paraphernalia
Tier(s) 3-4 depending on severity/frequency of infraction
     1st offense – 1-2 days in WFHR
     2nd offense – 3 days in WFHR / smoking cessation program
     3rd offense – 5 days in WFHR
     4th offense – 10 days in WFHR
     5th offense – possible WFHR placement for the remainder of the school year

   E. Fighting
Tier(s) 3-4 depending on severity/frequency of infraction
     1st offense – 2-5 days in WFHR/referral to appropriate agency/program/charges filed
     2nd offense – 5-10 days in WFHR/referral to appropriate agency/program/charges filed
     3rd offense – 10 days in WFHR/referral to appropriate agency/program/charges filed
     4th offense – WFHR placement for the remainder of the school year/charges filed

   F. Unauthorized leave of assigned area
Tier(s) 1-4 depending on severity/frequency of infraction
     1st offense – 1-3 days in WFHR
     2nd offense – 3-5 days in WFHR
     3rd offense – 5-10 days in WFHR
     4th offense – placement on WFHR for the remainder of the school year

   G. Use or possession of weapons
Tier 4
     1st offense – 10-180 days in WFHR for remainder of school year / contact law enforcement

   H. Assault or battery of Academy staff
Tier 4
     1st offense – 10-180 days in WFHR / contact law enforcement

I. Disruption of school, bomb threats, use or possession of fireworks/fire starting materials, setting off fire alarms, stink bombs, etc.
Tier 4
   1st offense – 10-180 days in WFHR / contact law enforcement

J. Flagrant disregard of Academy rules
Tier(s) 1-4 depending on severity/frequency of infraction
   1st offense – 1-10 days in WFHR
   2nd offense – placement in WFHR for the remainder of the school year

K. Misbehavior on bus:
Tier 1
   1st offense – 1-3 days in WFHR
   2nd offense – 3-5 days in WFHR
   3rd offense – 5-10 days in WFHR
   4th offense – bus suspension for the remainder of the school year or sooner depending on Metro transit authority policy.

L. Academic cheating:
Tier 2
   1st offense – grade of zero on assignment or test
   2nd offense – may result in denial of course credit (reviewed by ADA administrator)

M. Violence and Threats of Violence:
Tier(s) 3-4 depending on severity/frequency of infraction
   1st offense – 10-180 days / contact law enforcement (if necessary)

Student Commitment

It is expected that the student will:

- **Login to Odysseyware a minimum of 5 hours per day Monday – Friday**
- Abide by the school behavior, discipline and dress code (when attending on-campus enrichment opportunities or other school related activities)
- Follow his/her academic and career plan
- Take ownership for learning, grades, work habits, and conduct
- Demonstrate initiative and integrity in all school related work and activities
- Be self disciplined in monitoring their online and offline work
- Attend and actively participate in social, emotional, and academic enrichment opportunities as needed

Parent Responsibility

It is expected that each parent/guardian(s) will:

- Agree to attend any parent conferences with enrichment coaches and school leaders should any academic or on-campus behavioral concerns arise
- Provide a signed note or third party documentation to excuse lawful student absences (see attendance policy)
- Volunteer, attend school events, and serve on school advisory committees
- Support their child's learning by recommending positive use of extracurricular time, including participating in volunteer based service learning opportunities
- Contact our Student Services department for support as outlined in the community resource packet
- Verify and sign all logs issued by the school
- **Monitor and verify that your child completed 5 hours of work daily both on and offline per each student plan and academic requirements through the use of the monitoring tools provided in the Odysseyware parent account**
- Encourage child to attend academic or social and emotional off-campus enrichment opportunities to improve academic outcomes
- Support literacy development by encouraging your child to read daily

Akron Digital Graduation Requirements

Students must earn 20 credits inclusive of:

- **Language Arts:** 4 credits
- **Mathematics:** 4 credits- Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
- **Science:** 3 credits- Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
- **Social Studies:** 3 credits-Social studies units must include ½ unit of American history and ½ unit of American government.
- **Health and Physical Education**: .5 credit of each
- **Electives:** 5 credits

Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12.

 Any Ohio student in grades 7-12 can apply for College Credit Plus admission to any Ohio public or participating private college. The college will admit students based on the student's college-readiness scores in one or more subject areas. Students may not participate in the College Credit Plus program beyond their anticipated high school graduation date.

All students must take the Orientation to Online Learning course to help students not only with the necessary technical skills to be successful in an online class, but also with the planning and study skills needed to succeed as well.

Credit Flexibility

Akron Digital Academy also offers Credit Flexibility. This is an alternative way to earn credit toward graduation. Approved credit will show on the student's transcript and will be counted toward graduation credit in the subject area or credit category. Credit flexibility shifts the focus from "seat time" to performance.

The State of Ohio's plan for credit flexibility is designed to allow more options for students to gain credit, and allows flexibility of learning time and/or conditions. All students are eligible to earn credit through credit flex and the plan must be communicated annually.

Students may earn high school credit toward graduation through the following:

1. Completing the coursework through standard class/online work
2. Testing-out
3. Pursuing an educational option and/or individually approved option (Individual Education Option)
4. Any combination of the above
5. Credit Flex
6. College Credit Plus

College Credit Plus

This program can help your student earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university is free. That means no cost for tuition, books or fees. If a student chooses to attend a private college or university, families may incur costs.

We currently have an agreement with Stark State College for specific courses; however, students can choose to take College Credit Plus courses from any college that offers a course that would benefit their future. This could include online courses. For your convenience, see below for some of the eligibility requirements for local public colleges and universities.

Participation Requirements

***Beginning in the Academic Year 2018-19, students must meet the following eligibility requirements:

1. Students must be remediation-free in accordance to one of the assessments in the Uniform Statewide Standards for Remediation-Free Status document.
2. If a student scores within one standard error of measurement (SEM) below the remediation-free threshold and the student has a 3.0 GPA, the studetnt is eligible to participate.
3. If a student scores within one SEM below the remediation-free thresholdand the student receivedsa recommendation from a school counsleor, principal, or career-technical program advisor, the student is eligible to participate.

To participate, the following must occur:
- Prior to April 1 of each year, the student or the student's parent shall inform the School of intent to participate in the Program for the following year. If notive is not given by this date, the Head Administrator's written consent is required. If the principal does not provide written consent, the student may appeal to the District Superintendent or Governing Authority. Within 30 days of notice, the appropriate entitigy shall heat the appeal and decide to either grant or deny that student's participation.
- The student must apply to an eligible college or university and meet that institutions's standards for admission and course placement.
- The student and the student's parent shall sign a form stating they have received counseling and understand the responsibilities they must assume in the program.

The amount of credit a student may receive toward high school graduation is proportionate to the number of years a student has remaining.

Effect of Expulsion on College Credit Plus student

If a student is expelled from the School, the Head administrator shall send a written notice to any college in which the student is enrolled at the time the expulsion is imposed. The Notice shall indicate (1) the date the expulsion expires (2) whether the school has adopted a policy pursuant to R.C. 3313.613 to deny high school credit courses taken under College Credit Plus during an expulsion. The School shall notify the college of any expulsion extensions.

Awarding Credit

 In order to receive high school credit, the student must enroll in Option B prior to beginning of course. The student will receive high school credit upon successfully completing the course. Students who fail or do not complete the course will not be awarded high school credit.

The amount of credit received shall be determined by the School. If the School offers a comparable course, the School shall award comparable credit. If the School does not offer a comparable course, the School shall grant an appropriate number of credits in a similar subject area. Disputes regarding the number of credits received may be

appealed to the Ohio Department of Education. The Department of Education's decision is final.

<u>Reimbursement Where Student Fails Course</u>

If the Head Administrator determinies that a student participant has not attained a passing final grade, the School may seek reimbursement for state funds paid to the college. Unless the student was expelled the School shall seek reimbursement if the student is identified as economincally disadvantaged. The School may withold grades and credits received until the participant provides reimbursement.

Stark State:
Students GPA should be 3.0 or above.
Students must score a 70 or above on the COMPASS English test or an 18 on ACT English.
Students must score a 39 or above on the COMPASS Math test or a 19 on ACT Math.
http://www.starkstate.edu/collegecreditplus

The University of Akron:
Students GPA should be 3.0 or above.
Students need a 21 ACT composite/990 SAT Math and critical reading combined score.
Students must score a minimum of an 18 on ACT English or SAT Critical reading score of 430.
https://www.uakron.edu/ccp/admissions.dot

Kent State University:
Students GPA should be 3.0 or above.
Students need a 23 ACT composite/1070 SAT Math and critical reading combined score.
Students must score a minimum of an 18 on ACT English and 19 ACT Reading .
http://www.kent.edu/ccp

An information session will be held for qualified and interested families. Please pre-register with Mr. D'Amico at 330-237-2211.

Credit Recovery
Credit recovery coursework is reserved for students in our dropout prevention program.

Work Permits
All requests for work permits should be made to the Compliance Manager, Markita Roberts at 330-237-2230 or mroberts@akrondigital.k12.oh.us

Electronic Communication

Communication between staff and students must be appropriate. Both parties need to keep communication related to academic, athletic or co-curricular content. Students and staff must refrain from anything related to sexual behavior, drugs or alcohol, hazing or harassment. Do not speak about any other students or staff in a manner that is inappropriate. Make sure all communications are transparent and observable. Be sure to report anything that is inappropriate or suspicious.

Harassment

Harassment, bullying, and verbal/physical aggression, in any form, of an employee or of a student will not be tolerated. The Akron Digital Academy Code of Student Conduct will be followed in singular and repeated incidents of harassment. We will ensure that students participating in enrichment opportunities are in a safe, nurturing environment.

Bullying

The Akron Digital Academy has a zero tolerance policy towards any form of bullying and strongly discourages this kind of behavior on or off campus. We actively seek to raise awareness and to provide resourceful information to both staff and students annually.

In accordance with The Akron Digital Academy policy:

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Examples of bullying include physical aggression, verbal aggression, malicious rumors/gossip; social exclusions and/or threats of harm or exclusion. Bullying that happens outside of school can lead to disciplinary action at school if a target feels unsafe at school or if school is disrupted as a result of the bullying behaviors.

Search and Seizure

Students have a legitimate right to privacy; however, this right must be balanced against the State's right to maintain a school environment that is conducive to learning. School officials are not required to obtain a warrant before searching a student under their authority. Provided there is reasonable suspicion that the student has violated or is violating the rules of the school, the administration of Akron Digital Academy reserves the right to search students, students' lockers and possessions, and/or students' automobiles on school property for articles of contraband. Any illegal articles found will be confiscated and law enforcement officials notified. In addition, parents will be contacted and students will be suspended in accordance with the school discipline

code. At various times throughout the school year the Akron Digital Academy administration reserves the right to conduct unannounced dog searches in cooperation with the Akron Police Department or other state or federal agencies.A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Akron Digital Academy reserves the right not to return items that have been confiscated.

Police Questioning and Apprehension

Akron Digital Academy will cooperate with law enforcement agencies in the interest of the welfare of the students and concurrently, the school must protect the welfare of the students and parents while the students are at school sponsored activities. If a crime has been committed on Akron Digital premises, students may be questioned at the school without parental consent. Interrogation of students should occur off school premises if related to out-of-school matters. If it is necessary to interrogate students in school due to out-of-school matters, parents should be notified prior to questioning. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office. A student shall not be released unless a warrant for the student's arrest or an order signed personally by the Judge of Children's Court is presented. If a student is removed by a warrant or court order, the parents shall be notified as soon as possible.

Law Enforcement

All crimes that are in direct violation of civil and criminal statues will be reported to the proper authorities for their action. There is no double jeopardy involved the the school takes disciplinary action and the court also takes disciplinary action.

Early Dismissal

If a parent/guardian wishes to have a student dismissed early from school for any reason,a note must be brought from home and given to the main office prior to morning/afternoon session attendance reports, or the parent/guardian may contact the school prior to 8:00 am/11:30 pm session, on the date of dismissal (330-237-2200). Dismissals will be granted for medical and dental appointments. Parents are strongly encouraged to make medical and dental appointments at times that do not conflict with school attendance The note should contain: Name of the Doctor/Dentist, phone number, and time of the appointment. The school may verify this information before dismissing the student. In all cases, students who have an unanticipated reason to leave the building during the school day must have permission from a parent/guardian, who will be responsible for transportation arrangements. In all cases, if a student must leave the building for any reason, they must check with the administrative office secretary and have a pass in their possession before leaving. Students leaving school assuming permission has been granted, when in fact it has not, will be considered truant. Dismissal after the fact is unacceptable unless it is an emergency verified by a parent/guardian. In other words, a parent/guardian must notify the school of the need for

their son/daughter to be released prior to dismissal, before the student leaves the school building. Notification by parent after the student has left school is unacceptable.

Rights of the eighteen-year old student

Eighteen (18) year olds enjoy certain rights in school that other students do not have. Eighteen year olds (18), have the legal rights of an adult. However, the school can continue to keep parents informed about student progress and whereabouts. The school cannot require that parents sign adult student report cards / progress reports or permission slips for field trips. Adult students may sign their own permission slip to go on a trip. ADA cannot require that an absence note be signed by your parent. ADA can notify parents of your absence. Additionally, parents/guardians have access to the student's school record even if the student is eighteen (18) years of age. If a student who is eighteen (18) years or older wishes not to have his/her records sent to the parent or guardian then a request must be made in writing and submitted to the Principal of the High School.

Early Dismissal Procedures - (18 year olds)

Dismissals will be granted for medical and dental appointments. If you are dismissed for a medical appointment, you need to see the Attendance Secretary with a note signed by you dismissing yourself for the specific appointment. The note should contain: Name of the doctor/dentist, phone number, and time of the appointment. The school may verify this information before dismissing the student. The student will be permitted back into school if the student provides a note from the physician confirming the appointment. If an 18 year old student becomes ill during the day, and wishes to dismiss him/herself to go home (without a previously scheduled doctor's appointment), s/he may sign themselves out for the day. A parent may still be notified. If the Attendance Secretary has on file a note from a legal guardian/parent indicating permission to allow the student to dismiss themselves for medical reasons, the Attendance Secretary may grant permission for such dismissal. It is the responsibility of the parent to monitor the frequency of dismissals, and not up to the school to notify the parent/guardian each time this occurs. Students dismissing themselves for health reasons will not be permitted back into school that day. Students dismissed for reasons other than listed in the excused absence section of the attendance policy will be considered to have accrued an unexcused dismissal.

School Cancellation Procedures

The following news stations will report ADA school cancellation announcements:

- 3 News WKYC
- Newsnet 5 ABC
- Fox 8 WJW

In the event that Akron Public Schools closed due to inclement weather, Akron Digital Academy will automatically be closed as well. Notifications will include local news stations and an all-school call blast including social media outlets.

Lockdown, Fire, and Tornado Drills

The purpose of all drills is to practice proper procedure should an actual event occur. The state requires that we conduct regular drills each year. Emergency evacuation signage is posted in each room near the door on the wall. Students are to adhere to posted directions and the instruction of the staff during drills and actual emergencies.

Withdrawal and Transcript Requests

All minor students must enroll in another school district before they are withdrawn from Akron Digital Academy. We want to ensure that all minor children are attending school by law.

All requests for transcripts and academic records should be made to the Special Education Secretary, Erin Tyrrell, at 330-237-2203 or etyrrell@akrondigital.k12.oh.us after the student has returned his/her Chromebook, other technology, or school property.

Bus Passes

Akron Digital Academy provides Metro bus passes to students who attend enrichment and other activities and who reside outside of the city limits of Akron and to students in grades 6-8. Bus passes are considered a privilege and are earned when students arrive on time, complete their daily work requirement, and exhibit positive on-campus behavior. We reserve the right to revoke bus passes for poor student behavior on the bus, poor school attendance, and other reasons determined by school administration.

*Parents should check with their child's home school district to apply for transportation reimbursement. These amounts or processes will vary by school district. Some districts may opt to provide transportation or monthly bus passes in lieu of monetary payments.

Student ID's

Each student is provided with an Akron Digital Academy school ID during orientation or the first week of school. It is important for students to have their ID at all times. The ID's help us to identify our students and secure our school premises. Students are often stopped by truancy officers during the day and the ID will alert officers that the student is not scheduled for a traditional school day. If the ID is lost, the student must purchase a new one for a $3.00 fee and failure to do so will result in an off-campus learning program.

Attendance

In order for a learner to be considered present in an online program, they must complete a minimum of five hours of online coursework or a combination of the following:

- intervention services
- enrichment participation
- academic counseling
- approved/documented offline work
- online coursework in Oware, Achieve, Aleks or any other online software curricula

O.R.C. 3314.03 6(B) requires automatically withdrawing a student from the school if the student, without a legitimate excuse, fails to participate in one hundred five consecutive hours of the learning opportunities offered to the student. Students will be withdrawn if they do not login to their coursework daily, or sign-in for enrichment learning opportunity for 105 consecutive hours.

Excused Absences

Reporting a student absence whenever a child is going to be absent from school, the parent/guardian is required to call the school (330-237-2200) prior to 8:00 a.m. for morning session and prior to 11:30 p.m. for the afternoon session on the date of absence. If verification is not received from home, the office will refer to the list of names supplied by the parent/guardian on the Pupil Information Card to call for verification. If verification is still not received, the school may file truancy charges for students who are chronically absent from school.

The law is also very clear concerning what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse their child or anyone else's child from school for any other reason than those listed below. Reasons for excused absence from school (based on Ohio attendance laws):

1. the student's physical or mental illness;
2. instruction at home from a person qualified to teach the student due to a child's disability
3. illness in the family necessistating the student's presence
4. serious illness or death in the family
5. observing religious holidays and consistent with the student's truly held beliefs
6. medical or dental
7. college visitation
8. quarantine
9. required court appearance

10. inability of the parent to employ help in the parent's family business
11. farm work of the parent or guardian at necessary times or
12. emergency or other circumstances the School determines reasonable

<u>Unexcused Absence</u>
A Students's absence is unexcused if it is not an excused or limited excused absence. A student who repeatedly has unexcused absences will be subject to disciplinary action.

<u>Truancy</u>

No student of compulsory school age shall be habitually truant.
Habitual truancy - a student is absent without legitimate excuse for any of the following:
- thirty (30) or more soncsecutive school hours, or
- forty-two (42) or more school hours in one (1) month, or
- seventy-two (72) or more school hours in one (1) year

<u>Students who fail to provide a note will be considered unexcused.</u> This unexcused absence can be changed to excused (see criteria for excused absences) with a note from parent/guardian or acceptable third party documentation to the secretary at the student's school site within 5 days from the date of absence. Failure to provide documentation can result in a truancy report being filed with juvenile court pursuant to:

<u>Network Security</u>

Students must use the network in a way that would not disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.

• Students must respect bandwidth limits. Streaming audio or video (Pandora, ITunes radio, Netflix, etc.) impacts network speeds and should be limited.

• Students must not attempt to connect unauthorized wifi networks or gain access to unauthorized accounts or files.

• Student must not attempt to learn or use network passwords on personal devices and must notify IT of any misuse of network.

• Students must keep all personal information private, including passwords, user ID's, home address, and phone numbers.

• Students may access only appropriate academic documents and media. • You should not photograph or make audio or video recordings without the consent of all those being recorded.

• Students may not harass, bully, cyber-bully, or threaten others in any way. • You must use appropriate language in all communications. Email - Students at Akron Digital Academy are assigned an email account for academic purposes.

• Students are encouraged to check their email at least once per day. • Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such.

 • Students may send email to their teachers with questions or comments regarding class.

 • Students may send email to other students to collaborate on group projects and assist with school classes..Any action by a user specifically outlined in this document or determined by a system administrator to constitute inappropriate use of a computer system, network system, or of their own personal electronic device is subject to, but not limited to, the following consequences: • Suspension of computer privileges • Suspension from school • Legal action and prosecution by the authorities.

I understand and will abide by the above terms and conditions of District Harassment Policy #4103 and District Bullying Policy #4104, as well as this responsible use policy, and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians, if I am under age 18. Should I commit any violation, I am subject to consequences of the school and district disciplinary code and of state and federal law.

Permanent Exclusion of Non-disabled Students

In accordance with the law, Akron Digital Academy may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A.   carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the Warren County Educational Service Center or an activity under the auspices of Warren County ESC.

   B. possessing, selling, or offering to sell controlled substances on property owned or controlled by the WCESC or at an activity under the auspices of the WCESC.

   C. complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

a.   Rape, gross sexual imposition or felonious sexual penetration
b.   Murder, manslaughter, felonious or aggravated assault

c.   Complicity to commit offenses described in paragraphs a and b, regardless of where the complicity occurs.

Medications

Medications are to be stored in their original containers and delivered to the school by the parent/guardian. All prescribed medications will be maintained and administered by Akron Digital Academy staff. Documentation from the parent/guardian and prescribing physician must accompany all medications and include:

- Name and address of student
- Name and dosage of medication
- Times or intervals at which dosage is administered
- Date administration is to begin
- Date administration is to end
- Any severe adverse reaction that should be reported to the physician
- One or more phone numbers where the physician can be reached in an emergency
- Special instructions for administration of the medication

Suicide Intervention Protocol

When a student is presenting behaviors indicating a level of risk for suicide it is important that personnel follow an established protocol. If the level of risk is determined to require action, the following will transpire for the following potential situations:

Situation 1: Parents are contacted and are receptive to outside assessment and support.

> Action: The counselor will first verify that written permission is secured from the parent/legal guardian to proceed. A risk assessment will be completed by the counselor and a recommendation will be made to the parent/legal guardian for further intervention. If the student is currently under the care of a counselor and/or psychiatrist, that therapist will be notified. If a parent/legal guardian is compliant and supportive of the recommendations, no other action will be taken.

Situation 2: Parents are contacted and are *not* receptive to outside assessment and support.

> Action: ADA principal will make a formal referral to Children Services Board (CSB). CSB will begin efforts to contact the parent/legal guardian to gain their cooperation and/or assess the need for police intervention. If the risk to the student is determined to warrant further action the student will be transported to Akron Children's Hospital by ambulance.

Situation 3: Attempts are made to contact parents and/or other names listed on the emergency medical authorization. There is no contact and no one can be found with any level of responsibility for the student. The risk to the student is determined to warrant action.

> Action: The student will be transported to Akron Children's Hospital by ambulance and personnel in the emergency room will notify the proper authorities. Recommendations for further intervention may ensue by various agencies and/or the school.

Custody Papers

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) requires that a school, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's educational record. Schools may disclose appropriately designated "directory information" without consent, unless a parent has advised the school to the contrary in accordance with the school's prescribed procedures. The primary purpose of directory information is to allow the district to include this type of information from a child's educational records in publications including but not limited to such items as a playbill showing a student's role in a drama, a program for family night, honor and other recognition lists.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. A parent must notify Akron Digital Academy in writing by the enrollment date of their child if they do not wish Akron Digital Academy to disclose directory information.

Parent/Guardian Agreement

As the parent/guardian of _____, I grant my permission for my child to attend Akron Digital and commit myself to the following:

- I will cooperate with the Akron Digital staff to promote the academic and behavioral expectations of the program.

- I will attend parent conferences and program activities as requested.

- I agree to arrange immediate transportation should my child be sent home on an emergency basis for discipline reasons or sickness.

- I also understand that should my child may be restricted to off campus learning due to level of student infraction and I may be responsible for my child's transportation depending on the infraction.

- I will make the necessary phone calls to inform the staff of my child's absences/tardies/early dismissals/transportation changes and provide written documentation of such activities.

- I understand that as a condition of attending the Akron Digital Academy my child will receive a mental health assessment and that I will be responsible for following the recommendations of the assessment.

- I have received a copy of the Akron Digital Student/Parent handbook and will familiarize myself with the policies and procedures and will seek out Akron Digital staff if unsure of its content within two weeks after my child is enrolled at Akron Digital.

- I understand that my child will be attending Akron Digital until the:
  - End of the 2017-18 school year
  - _____,

_____   _____
Parent/Guardian Signature   Date

_____   _____
Akron Digital Academy Principal   Date