

**The Ogburn School, Inc.**

**2011-2012**

**Student Handbook**

### **Mission**

The mission of The Ogburn School is to provide quality education to students seeking a non-traditional approach to learning.

### **Vision**

The Ogburn School will be recognized as a leader in providing innovative instruction in hybrid and distance learning, allowing flexibility for students to grow academically and personally in a unique educational environment that encourages individuality while promoting academic rigor.

### **Statement of Values**

At The Ogburn School we value:

- Creative educational options unique to each individual that foster quality instruction and functional learning.
- Educational preparation that leads to postsecondary education or gainful employment.

### **FOREWARD**

The contents of this handbook have been adopted by The Ogburn School as policy. While the intent of this book is to establish and communicate consistent guidelines, which will contribute to the smooth operation of the school, it serves as a guide at best. The school reserves the right to adopt and implement specific rules, from time-to-time, so as to insure a positive overall experience for all stakeholders.

### **WELCOME**

Welcome to another school year at The Ogburn School. One's high school years are an important time with many opportunities to participate in long standing traditions. Likewise, many opportunities exist to create new traditions, which strengthen the high school program for everyone.

Good luck and best wishes for a successful school year.

### **EDUCATIONAL GOALS**

Upon graduation from The Ogburn School, each student should have attained the following goals:

1. Realize the worth and differences of each individual.
2. Respect the rights of others.
3. Recognize the importance and dignity of work.
4. Know and understand our gender equity, racial/ethnic equity, disability equity and multicultural heritage.

5. Express ideas accurately and effectively in written and spoken form.
6. Understand of health principles.
7. Organize, analyze, and apply learned information to life experiences.

### **ACADEMIC HONESTY**

The Ogburn School's mission statement encourages all students to act in a responsible manner. An important aspect of being a responsible student is to practice academic honesty. Academic honesty is acting with integrity in all your school work by making sure all your work is your own and not copied from either friends, books or the internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own. All kinds of cheating are academically dishonest and therefore not tolerated by The Ogburn School. Cheating will not be condoned at The Ogburn School and any student who engages in cheating is subject to immediate dismissal from the program with no refund in fees.

- A proctoring statement is included with the enrollment agreement.
- Oral exams may be required at the discretion of the instructors or the director.
- A statement of academic honesty is included in the enrollment agreement.
- Acts of plagiarism may cause a student to be withdrawn from the program.
- Copyright infringement is considered an act of plagiarism. All students will complete the Copyright lesson during the initial enrollment period. This lesson is available online.

### **ADMISSION REQUIREMENTS**

Students must provide proof of identification. This may be birth certificate, passport, school records, state identification, or driver's license. Students must submit health certificates showing immunization history. A placement exam may be administered if satisfactory school records are not available.

### **ATTENDANCE POLICY**

Students are expected to participate in their education. Attendance is crucial to student success. Students under the compulsory attendance age must adhere to the attendance policy. Any student accruing more than 20 unexcused absences during the school year is subject to counsel and review. Doctor notes, parent notes, and funeral memoriam are considered excused absences. Other absences must be reviewed by the director. Distance education students must submit work weekly and have regular online and telephone contact with their academic coach or their program is subject to counsel and review.

### **WHAT PARENTS CAN DO**

Often parents inquire, "How can I work with the school?" Here are some ways parents can help:

1. Support the school. Maintain a positive attitude about education, the school and the teachers. If a problem occurs at school, get the FACTS. Then cooperate with the school to find a workable solution to the problem.
2. Insist that the student do all of his/her work and that you check it daily.
3. Become acquainted with your child's teachers and cooperate closely with them. You may help tremendously by communicating with the school if requested to do so. Make a point of seeing grade reports at each grading period. Attend all meetings for parents. Learn "what is going on at school" so you can discuss schoolwork and activities at home.
4. If all possible, provide the student with a private study area at home, a place where he or she may study without interruption. Check on homework preparation because very few students finish all their work at school.
5. Read this handbook completely as it answers many questions and provides information that may help you understand the operation of The Ogburn School.

**THE SCHOOL WELCOMES THE OPPORTUNITY TO WORK WITH PARENTS. FEEL FREE TO EMAIL THE SCHOOL OR CALL TO SCHEDULE A CONSULATION.**

TELEPHONE: 904-491-6233

Email: [info@ogburn.org](mailto:info@ogburn.org)

### **CLASSIFICATION OF STUDENTS**

The Ogburn School uses the Florida educational model for the following information. Each class provides one regular academic credit. A student would normally earn 6-8 credits in an academic year (excluding summer school). The total number of credits earned by a student at the beginning of the academic year determines grade level placement/classification for that year.

### **FIFTH-YEAR STUDENTS**

A student should complete graduation requirements in four years of high school attendance. In the event that additional time is required, the student will have to discuss with the Director to establish expectations. At the end of each academic year, an evaluation of the student's progress toward graduation will be studied. If it is determined that there has been little or no effort of advancing toward graduation, an alternative education plan will be suggested.

Fifth-year students graduating must check with the guidance department to make sure that requirements are complete. Students will receive information concerning other school activities and graduation at this time.

### **TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS**

A student transferring to The Ogburn School from a non-accredited school will be enrolled provisionally and must pass all course work the first academic year at The Ogburn School receive credit for previous work. If all grades are not satisfactory or passing, the committee

will conduct a subject-by-subject review of the student's record and of his/her performance at The Ogburn School.

### **STUDENT ADVISING**

- Student advising is designed to assist students and parents in planning each student's program of study.
- Students and parents must assume responsibility for knowing graduation requirements and for keeping track of the student's progress toward meeting those requirements.
- During enrollment sessions, students will discuss with their learning coach transcripts, course of study, and other necessary information. The learning coach will periodically correct courses chosen by the student or his/her parents.

**Courses which students have taken and passed cannot be taken again for additional credit, but can be taken to increase grade.** Students and parents who question whether credit can be received for a course should check with their learning coach before taking the course.

Throughout the enrollment period parent/advisor conferences will be held periodically. The student's current status will be reviewed and the student and/or parent will be informed. These sessions may be held by phone, conference, or email.

### **HONORS**

All students are encouraged to strive for recognition of honors.

#### **Honor Roll**

A student is eligible for the honor roll with an average of 90, computed by averaging all grades received for one semester. A 90 to 100 equals 4.0.

#### **Beta Club**

Beta Club is a part of a state and national organization. Its foremost purpose is public recognition of a student's positive accomplishments and honest achievements. Membership in the Beta Club is based on honor and service for students in grades 10-12. A grade average of 4.0 is required.

#### **Florida Bright Futures Scholarship**

What is the Florida Bright Futures Scholarship Program?

In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-Funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida.

Questions relating to confidential information about student eligibility should be directed to the Bright Futures Hotline toll-free at **1-888-827-2004**.

### **McKay Scholarships**

Students who have an Individual Educational Plan on file with the district may choose The Ogburn School as their school of choice. Additional information is available upon request.

### **GRADING SCALE**

**A – 90-100**

**B – 80-89**

**C – 70-79**

**D – 60-69**

**F – 59 & below**

All students are encouraged to maximize learning opportunities by enrolling in courses that challenge their potential. It is sometimes difficult to see the benefit of completing more rigorous courses, especially with respect to how performance in these courses relates to GPA and class ranking. However, the value of such experiences resists in the ability of the students to position them for success beyond high school.

### **INCOMPLETE GRADES**

Students have one year to fulfill one year courses. If the student is unable to complete requirements for a course due to hardship circumstances in that timeframe he/she will receive an incomplete. Requests for extensions must be made in writing.

### **GRADE REPORTS**

Grades are reported with every assignment submission. At the end of the course, the student will receive a report bearing the final grade in each course taken. These grade reports do not require a signature, nor do they need to be returned to school.

### **SCHEDULE CHANGES**

Student schedule changes will be made on a need basis only. Schedule changes are discouraged beyond one week of beginning a course. All cases for schedule changes will be addressed on a case by case basis.

### **TEXTBOOKS**

Students are responsible for textbooks issued to them by the school. In some cases the textbooks required for the courses are online.

### **CLASS SUPPLIES**

Students are required to have the necessary materials as prescribed by the teacher. Students may be required to purchase additional supplies necessary to complete their coursework. In that case, the student will incur those charges as an additional expense.

### **MARRIED AND INDEPENDENT STUDENTS**

Students must have someone who will be responsible for them, or else the student must assume his/her personal responsibility if he/she is of legal age or married.

Students who move or change contact numbers and addresses should notify the school in writing.

Married students must present a copy of the marriage certificate to the records department. Student records will not be changed until such proof is produced. In all cases the student must furnish the name and address of someone to be contacted in case of emergency. The married or independent student must meet the same standards and rules of conduct as other students except in matters involving parents.

### **GRADUATION CREDENTIALS**

The Ogburn School graduates are eligible to receive one of three (3) graduation credentials:

- The Academic Diploma will be awarded to students who successfully complete the endorsed curriculum for college admission in addition to meeting all other requirements for a high school diploma.
- The General Diploma will be awarded to students who successfully complete the endorsed general curriculum in addition to meeting all other requirements for a high school diploma.
- The Career Education Diploma will be awarded to students who successfully complete the endorsed career education curriculum in addition to meeting all other requirements for a high school diploma.

**Note: Each of the above credentials is a standard high school diploma.**

### **GOOD STUDENT VERIFICATION FOR INSURANCE PURPOSES**

A \$15.00 administrative fee will be charged for researching and completing good student verification forms for submission to insurance companies.

### **STUDENT WITHDRAWALS/DROPOUTS**

A student who withdraws from school for any cause must contact the school. Request for withdrawal must be submitted in writing. All books and materials must be returned in usable condition. All financial obligations must be cleared. Lack of proper clearance may result in delaying the transfer of records.

### **TRANSCRIPTS**

A student may obtain a transcript of his/her work from the Director's office by requesting a photocopy of his/her record. The student's record must be clear of all fees and fines and/or materials returned before a transcript will be released. A fee of \$20.00 will be charged for each transcript beyond the initial yearly transcript.

### **DISCIPLINE**

Teaching and learning occur most efficiently in a climate of order. This is for the benefit of everyone. The administration and teaching staff at The Ogburn School uses the necessary means to insure that an environment conducive to learning and safety is maintained. Disciplinary action will be taken against those who disrupt this environment or break rules.

Possible action includes termination from the program. Students must also abide by the acceptable use policies that guide student behavior on computers and the internet.

### **ACCESSORY TO SERIOUS VIOLATIONS**

A student who is an accessory to a serious offense is guilty of misconduct and can be punished just as if he had committed the offense. This means that a student is not to do anything that might cause, encourage, or assist a serious violation to take place.

### **POLICY ON NONDISCRIMINATION**

The Ogburn School does not discriminate on the basis of color, marital status, sex, age, race, creed, handicap, religion, native language, or national origin in its educational programs and activities and the employment and admission practices under which it operates and will honor all appropriate laws relating to discrimination.

### **THE OGBURN SCHOOL INTERNET SAFETY/COMPUTER ACCEPTABLE USE RULES**

1. The computer network in The Ogburn School is provided to students and staff from educational and research purposes. Students are not allowed to use chat lines, play computer games, or engage in commercial activities (buying, selling, and advertising) over the network.
2. The Ogburn School is not responsible for any delays, non- or mis- delivery of e-mail, or any loss of data as a result of using the Internet.
3. The use of internet is a privilege. Any user identified as a security risk or having a history of problems with the use of computer systems will have his/her computer access severely limited on campus.
4. The internet is unregulated and all of the information found on the Internet has not been verified for accuracy. Each user must exercise critical thinking skills when using Internet resources as source material for schoolwork. The school system will not be held responsible for the accuracy or quality of the information obtained from the internet.
5. Each user is expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language (no profanity, obscenity, or vulgarity), and not disrupting network use by other users.
6. Students should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or other students over the Internet. They should not contact anyone they have met using Internet resources, without the knowledge and permission of their parents/guardians.
7. Students should not access sites or send material over the network that contains obscene, abusive, threatening, or illegal material. Users should not deliberately use the computer or annoy or harass others with language, images, or threats.
8. The Director will authorize all web pages that represent the school.
9. If the student identifies or perceives a security problem (for example, accessing files that should not be available), or inappropriate content, the student should immediately notify the Director, designee, or other appropriate staff. The student must not demonstrate the problem to other students.

10. All computer users in The Ogburn School must adhere to the copyright law regarding copying and installing computer programs. The law states that it is illegal to make or distribute copies of copyrighted software without authorization.
11. By receiving the student handbook the student acknowledges the rules of appropriate internet use.

### **STUDENT RECORDS**

It shall be the policy of The Ogburn School to protect the confidentiality of personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws. Further, the parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.

Directory information may be released after designation of such items of information through public notice with reasonable time for challenge.

### **STUDENT ACCESS**

A student who has attained the age of 18 years, is younger than 18 but is emancipated, or has become a student in a post-secondary institution, is an eligible student with the meaning of the law and has right of access and challenge. A former student has the same rights.

“Post-secondary institution” is defined as an institution offering courses or learning experience beyond grade 12.

“Education records” are those records, files, documents, and other materials containing information in any medium (including but not limited to handwriting, electronic media, print, tapes, film, microfilm, and microfiche) related directly to a student, but do not include records of instructional, supervisory and administrative personnel which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

A natural or adoptive parent, or the legal guardian of a student, or such parent or guardian of a former student, unless that student is eligible because of age, emancipation, or attendance at a post-secondary institution, had rights of access and challenge. The applicant for admission is not granted rights under this legislation, but obtains rights once admitted unless voluntary waivers have been granted as against certain records.

### **WAIVER OF RIGHTS**

Waivers of Rights of privacy and access cannot be required by institutions; however, a student applying for admission may waive his right of access to confidential statements or recommendations made in relation to the admission of the student to a post-secondary institution, receipt of financial aid, respecting the receipt of an honor or honorary recognition, or employment; provided that waivers cannot be required as a condition of admission to, financial aid from, or receipt of other services or benefits from such agency or institution. Letters of recommendation or statements supplied under waivers must be used solely for that purpose for which they were specifically intended.

### **ACCESS TO AND RELEASE OF RECORDS**

Except for directory information, The Ogburn School shall not permit access to or release of educational records or personally identifiable information to parties without prior written consent of the parent or eligible student except under the following circumstances:

Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system that have some role in evaluating or educating the student;

Records will be sent to a school where the student has enrolled upon request of that school if all financial obligations have been met;

Disclosures will be made to federal or state officials in connection with the audit of educational programs;

Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid;

Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures;

Disclosures will be made to organizations conducting studies on behalf of or by educational institutions provided that such studies are conducted in such a manner as will not permit identity of students or parent by persons other than representatives of such organizations or institutions, and provided further that such information will be destroyed when no longer needed for the purpose for which the information was used;

Disclosure may be made to accrediting institutions to carry out their accrediting function;

Disclosures will be made in connection with a health or safety emergency.

## **RELEASE CONSENT**

When possible, the consent of parents or eligible student shall be in writing, be signed and dated by person granting consent, and shall include specification of the records to be released (except as provided with regard to federal or state officials provided by law or court order to subpoena), reasons for such release, and the name of the parties to whom such records will be released.

## **ACCESS RIGHTS**

Access Rights shall consist of the following:

- The right to inspect the review of the content of those records within 45 days of request,
- The right to obtain copies upon request after allowed reasonable time to comply and after payment of actual cost of reproduction,
- The right to a response to reasonable requests for explanation and interpretations of those records,
- The right to an opportunity for a hearing to challenge the content of those records, the hearing initially consisting of informal proceeding to settle the dispute with the parent or eligible student regarding the content of the record. A parent/guardian or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the Director or his/her designee, who shall investigate and determine whether or not to amend the record.

## **RESOLVING DISPUTES**

If the dispute on student's records cannot be settled in informal proceedings set forth above, at the request of either party, formal proceedings will be held in accordance with hearing procedures. The hearing shall be held and a decision rendered within a reasonable time.

Such proceedings shall include the following:

The hearing shall be conducted and a decision rendered by a school official or other party who does not have a direct interest in the outcome;

The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to issues raised in the challenge;

If the hearing results in a determination that the record contained erroneous information, the parent/guardian or eligible student shall be informed in writing of the correction; furthermore, the record will be corrected and will include a summary of the information used to verify the need for a correction. If the information contained in the record is determined not to be erroneous, the parent /guardian or eligible student may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

## **DIVORCED PARENTS, LEGAL GUARDIANS**

Where parents are separated or divorced, a required parental consent may be obtained from either parent, subject to agreement of such parents or a court order granting the right to one parent. Where a student's legal guardian is an institution, a part independent of that institution shall be appointed pursuant to state or local law to give consent.

### **EMERGENCY INFORMATION**

In case of emergency, information on a student may be released to appropriate persons without consent from education records if such information is judged to be necessary to the protection of the health and safety of a student or other persons. While this provision is to be strictly construed, common sense is the standard of compliance.

### **RECORDS OF RELEASE**

Other than persons specified under the section entitled "Access to and Release of Records" the school system shall maintain a record of release which will indicate all parties, which have obtained access to a student's education records, maintained by the institution. Such records of release shall be available only to parents or eligible students, to the school official or assistants who are responsible for custody of such records and to such persons otherwise identified under these regulations to have access to such records.

A reputation of firmness but fairness in administration of student records should be a major effort of all professionals.

### **GRIEVANCE POLICY**

The Ogburn School shall not discriminate on the basis of race, color, national origin, sex, disability, marital status, age, creed, religion, or native language in its educational programs and activities and in the employment and admissions practices under which it operates.

Any individual in the school system or general public who alleges discrimination on the basis of race, color or national origin in violation of Title V, on the basis of sex in violation of Title II or Title IX, on the basis of handicap or disability in violation of the Rehabilitation Act of 1973, also known as Section 504, or the Americans with Disabilities Act may file a complaint in the following manner:

- A. Level One: A student, employee, or other person alleging a violation of these laws shall within 10 days of the occurrence of the alleged violation notify in writing the appropriate system appointed coordinator (i.e. Title II, Title VI, Title IX, Section 504, or ADA).
- B. The coordinator shall have a maximum of 10 calendar days to work with the school administrator, if appropriate, to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complainant detailing any action to be taken and copies of this response shall be furnished to the complainant and The Ogburn School.
- C. Level Two: If the complaint is not resolved at the conclusion of the 10-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant

- shall have the right, within 10 calendar days of receiving a copy of the written response, to have the complaint referred to the next authority.
- D. The next authority shall have 10 calendar days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The next authority shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action is taken.
  - E. Level Three: If the complainant is dissatisfied with the response of the next authority, then the complainant shall have the right, within 10 calendar days of the receipt of the written response of the superintendent, to have the complaint referred to The Ogburn School Board of Directors. In order to have the Board review the authority's decision, the complainant must file with the authority and the Board and provide a written statement setting forth the reasons he or she disagrees with the response of the authority and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to The Ogburn School.
  - F. Within 10 calendar days of receipt of the written request of the complainant, the Board shall present the matter to The Ogburn School at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the authority, and the response of the complainant. In addition, the board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts related to the complaint.
  - G. The Ogburn School will either uphold the recommendation of the authority or require the system to take some other action in response to the complaint. A copy of the action of the board will be furnished to the complainant, either as part of the minutes of the board meeting or in a separate correspondence as a written statement.
  - H. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local authority. This policy is not intended to provide an alternative process for procedure mandated by state law or State Department of Education regulations. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.
  - I. The Ogburn School shall be responsible for distributing and dissemination information relevant to this policy and procedure to students and employees through appropriate channels.

### **PROMOTION AND RETENTION**

The Ogburn School assumes its responsibility to assure appropriate achievement as students progress through their school experience by establishing promotion and retention criteria based on attendance and academic performance as stated in the policies and procedures manual.

### **ATTENDANCE**

As a factor considered in making decisions about promotion and retention, students must meet attendance requirements as outlined in The Ogburn School policy. Online students must have acceptable login time on the computer as evidenced in the student management system.

## **GRADES**

Grades 9-12: Students in grades 9 through 12 will qualify for promotion from one grade to another by passing courses to accumulate credits according to their graduation plan as follows:

- Grade 9: 5- 6 Credits
- Grade 10: 7- 12 Credits
- Grade 11: 13-17 Credits
- Grade 12: 18-24 Credits

Students will be classified in grades according to the above criteria. Eligibility for graduation will be determined by the applicable graduation plan chosen by the student.

**Parent/Student Letter**

Dear Parents or Student:

Thank you in advance for reading the Student Handbook for The Ogburn School. Please verify that you received the handbook by completing the section below and faxing to the school office: 951-346-5089.

Your cooperation is greatly appreciated. Together we can help create an effective learning climate in our schools conducive to student learning.

If you need further assistance with any concerns as well as academic concerns, you may contact us at

Sincerely,

Minnie Ogburn, Director

This note acknowledges that our family has received a copy of the Student Handbook for The Ogburn School, and agrees to abide by the policies contained in this handbook.

Student's Name (Print)\_\_\_\_\_

Student's Signature\_\_\_\_\_

Parent's Signature (if student is under 18)\_\_\_\_\_