

**The Ogburn School, Inc.**  
**Administration Office: 1411 S 14<sup>th</sup> St. Unit H ~ Fernandina Beach, FL 32034**  
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**info@ogburn.org**

The Ogburn School, Inc.

**Policies**  
**and**  
**Procedures**  
**2012-2013**

## **Organizational Structure**

### **Leadership Team**

*Brandy Carvalho*  
**Executive Director**  
**Teacher/Advisor**

*Minnie Ogburn*  
**Instructional Program Director**  
**Teacher/Advisor**

*Charles Ogburn*  
**Teacher/Consultant**

**Priscilla Clark**  
**Teacher/Advisor**

**Lauren Williams**  
**Teacher/Advisor**  
**Administrative Coordinator**

**Krista Mercurio**  
**Mathematics Specialist/Advisor**

**Emilie Perkerson**  
**Science Specialist/Advisor**

## **Maintenance of Educational Records**

- Transcript records will be maintained in a fireproof safe in a locked room with limited access
- Transcripts will be uploaded to a secure off-site repository daily
- Other records will be maintained in fireproof locked files at the school location which has limited access

## **Affiliations and Agreements**

The Ogburn School, Inc. maintains the following considerations, communications, and agreements:

- Florida Department of Motor Vehicles (Drivers license compliance)
- Florida Virtual Learning School (Base School)
- Home Education portfolio assessment when requested
- Documentation for students participating in extra-curricular activities and/or community service.
- Documentation of student records for benefit purposes (e.g., Social Security Administration)

## **Credit Transfer Policy**

Credits are considered for transfer on the following terms:

- Presented on an official transcript from an accredited institution
- Documentation of home education courses from a certified teacher or from a school district home education office
- Performance assessment that meets The Ogburn School criteria
- Transcripts received from another accredited institution, primary, secondary, or post-secondary
- Credit for School Community Volunteer Service will be transferred as a “C” if a NG is posted on previous transcripts

- Other courses noted as Pass or Fail without a letter grade of A, B, C, or D will not be transferred unless transferring school supplies a mastery score that correlates with the grading scale for the receiving school
- Due to variance in academic standards, core academic courses will only be transferred with one (1.0) full credit earned. Half-credits in core academic courses will be transferred as elective credits. Students must complete the one (1.0) credit course with The Ogburn School
- Honors, Advanced Placement, Pre-IB, and Dual Enrollment courses are transferred according to the 4.0 grading scale without weighting

**Transfer of Credits with an Official Transcript:** Courses/Credits from the previous school shall be honored when submitted on an official transcript. An official transcript is a document on school letterhead and/or embossed with the school seal. It shall be sent electronically or by mail and include the signature of a school administrator of the school where the credit was earned. It should clearly identify the school, the student, the course, date the course was taken, credit earned, and grade in each course. An official transcript may be hand delivered if it is in a sealed and embossed envelope. Home school parents are responsible as the school administrator to provide to the school a transcript which provides the information noted above. The parent may type or hand-write this information, sign, and date.

When a student enrolls from a foreign country and provides academic records indicating that the student has completed a course with a passing grade, the student should receive that credit/grade. If the student is transferring from a foreign country and studied his/her native language in the equivalent grades of middle or high school, enter each year of this language study as M/J Language Arts 1, 2, 3. For example, if the student took two years of Italian, enter the appropriate M/J Language Arts course number. If the transcript shows that the student successfully completed an English course in his/her country, credit will be given for world language.

**Transfer of Credits without an Official Transcript:** Students transferring into The Ogburn School, Inc. will be placed on a probationary basis according to age. Successful completion of the assignments will determine the final placement.

**Transfer of Credits 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.

## **Grading Scale**

The grading scale is as follows:

- A – 90-100**
- B – 80-89**
- C – 70-79**
- D – 60-69**
- F – 59 & below**

## **Grade Point Average**

The grade point average (GPA) is based on the following point system:

- A = 4 points**
- B = 3 points**
- C = 2 points**
- D = 1 point**
- F = 0 points**

The GPA is calculated by adding the total points and dividing by the number of attempted credits.

## **Policy Statement on delivery of instructional content, grades, and transcripts**

- Web site logon information and any supplemental materials are shipped within 10 business days upon receipt of enrollment agreement and tuition payment
- Grades and transcripts are provided within 30 business days of receipt, excluding holidays, inclement weather, or events beyond our control
- The Ogburn School accepts no responsibility for complications in transit that are beyond our control
- The Ogburn School, Inc. suggests students make copies of all materials sent in case of loss
- Only The Ogburn School transcripts are provided to institutions

## **Academic Program – Grades 9-12**

A typical academic program:

### Grade 9

English 1A and English 1B  
World History  
Earth Space Science  
Algebra 1 or Applied Math 1  
Outdoor Education  
Global Studies

### Grade 10

English 2  
American History  
Biology  
Informal Geometry  
Life Management  
Humanities

### Grade 11

English 3  
American Government  
Economics  
Environmental Science  
Algebra 2 or Liberal Arts Math  
Essay Writing

### Grade 12

English 4  
Psychology  
Consumer Math  
Personal Family Finance  
Senior Capstone 1  
Senior Capstone 2

\*Refer to current graduation requirements.

All students, regardless of the credits transferred, must complete the Senior Capstone courses.

Academic programs are adjusted to the individual needs of the student. An example given is if a university requires courses outside of our progression plan, such as four science credits instead of three required by Ogburn School.

## **Academic Program: Grades 2-8**

Elementary and middle grades curriculum is comprised of the core content areas of Language Arts, Science, Social Studies and Mathematics.

## **Academic Honesty**

The school works with its teachers, students and families to ensure a high standard of academic integrity among its students. School policies address academic responsibility. Teachers reserve the right to conduct a video chat exam or conference if necessary to ensure academic honesty. See the Student Handbook for complete information on academic honesty.

## **Course Pre-requisites**

The school reserves the right to mandate pre-requisites for certain courses. Pre-requisites are listed in the course syllabi.

## **School Administration Policy**

Minnie Ogburn is President, and therefore the Board of The Ogburn School, Inc., retains the authority to:

- Establish policies for the daily operation of the school
- Ensure the achievement of the stated purposes of the school
- Administer the budget
- Select, assign, retain, or dismiss personnel
- Every effort will be made to consider the needs and desires of the students, parents, personnel, and SAC when establishing, monitoring, and maintaining the policies and operations of The Ogburn School, Inc.

## **Awarding of Credits and Diplomas**

- Credit shall be granted when students satisfactorily completes the assignments for the course
- Diplomas shall be awarded when students satisfactorily complete the courses required to earn a high school diploma
- Students may follow the 24 Credit College preparatory, 24 credit General Education, or 18 credit General Education curriculum
- A minimum GPA of 2.0 on a 4.0 scale is required
- Provisions may be made for students to change their diploma track when necessary

## **Enrollment Policy**

- Students must have a working knowledge of the English language and demonstrate the ability to succeed in appropriate grade level courses
- Non-immigrant students may be admitted with a limited knowledge of the English language because English will be taught in the program
- Students must provide records from previous schools
- Students who do not have access to previous records must provide identification
- Elementary students will be placed according to testing outcomes
- Secondary students must complete the entire high school program

- Students are placed according to transcript evaluation
- In the event students enroll without a transcript, placement is dependent on the information provided to us by the student and/or parent
- The Ogburn School reserves the right to make changes in a student's program of study based on receipt of transcript and subsequent transcript evaluation
- Students who request grade adjustment must adhere to the Grade Placement Policy Statement
- Students who are withdrawn for academic or financial reasons will not be re-enrolled unless proof of extreme hardship is presented
- Students who have completed all credit and GPA requirements for any diploma option must also the Senior Capstone, and the Workplace Essentials courses to earn a diploma
- The Ogburn School, Inc. does not discriminate on the basis of race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status, or prior military service in connection with admission to the school

### **Curriculum Policy**

The Ogburn School, Inc. provides a secular curriculum based on the course standards and objectives set forth by the school. Some courses are self-published. All publishers are considered. Books are provided with enrollment at no additional cost above tuition rates. Students' needs are considered when assigning texts and may be changed if more appropriate materials become available or when current materials are no longer available. Most books are online with supplementary materials used when appropriate.

### **Employment Policy**

The Ogburn School, Inc. does not discriminate on the basis of race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status, or prior military service in connection with admission to the school, or in the administration of any of its educational, employment, or student activity.

Employment is based only on the applicant's ability to meet the expectations outlined in the job description for which the applicant submitted an application.

### **Delinquent Account Collection Policy**

- It is our belief that most citizens will attend to their debts promptly
- It is our belief that most students wish to complete their education and that those students willingly pay their tuition
- It is our belief that those students who are delinquent in their account are not avoiding their debts intentionally but are experiencing personal and financial difficulty.
- Therefore, students will not be dunned for their accounts
- Students will be sent invoices for three months on the past due accounts
- Those students who do not respond will be placed on withdrawal status
- These students will not be re-enrolled in The Ogburn School, Inc.
- Those students who do not respond will be placed on inactive status

- These students are eligible for re-instatement upon request and the fulfillment of their financial obligation
- Transcripts will not be sent on students who have not met their financial obligations

### **Grade Placement**

It is the policy of The Ogburn School, Inc. to place students in the level indicated on the enrollment agreement pending verification of such placement by transcripts from the student's prior school. The Ogburn School, Inc. accepts credits from all accredited institutions. Courses must meet graduation requirements for the State of Florida Department of Education.

High School students who are credit deficient are able to make up credits by successfully completing courses at The Ogburn School, Inc. Students who wish to transfer credits from The Ogburn School, Inc. should check with the school they plan to attend. Credit transfer is dependent on the accepting institution.

Middle grades students who are not at the appropriate grade level for their age may be administratively placed and issued an intensive comprehensive curriculum (fast forward) that meets Sunshine State Standards.

**Please note that this option is intended for the purpose of remediating students and is not for the purpose of placing students for transfer to another school public or private.**

Transcripts indicating the administrative placement and advanced grade level will only be issued upon satisfactory completion of the curriculum, the return of all books or materials, and payment of tuition due. If a student does not satisfactorily complete the curriculum, transcripts will indicate the student's entry grade level.

### **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. Parents and students must treat the faculty and staff of the school with respect in all communications to the school, including telephone contacts, lesson submissions and written or email correspondence. Failure to do so will result in withdrawal of the student with no tuition refund.

### **PROTOCOL: BOMB THREAT RECEIVED BY PHONE**

**POLICY:** It is the policy of The Ogburn School, Inc. to provide for the safety of the student population, staff members, volunteers, and any other individuals that may be present in the

school in the event of a bomb threat. All threats of this nature are to be treated and responded to seriously.

### **PROCEDURE:**

1. The caller receiving the calling should see if someone else is available, write a note instructing them to use another phone to contact Nassau County Sheriff's Department by dialing 911 so they can trace the call. This should be done only if it can be done without any distraction that may make the caller hang up prematurely.
2. Listen carefully to the details of the threat and try to keep the caller talking until the answers to the following questions have been obtained.
  - A. When is the bomb going to explode?
  - B. Where is the bomb right now?
  - C. What kind of bomb is it?
  - D. What does it look like?
  - E. Where are you calling from?
  - F. Did the caller place the bomb?
  - G. Why?
3. Carefully note the following:
  - A. The exact words of the caller.
  - B. Whether the caller is male or female.
  - C. Any distinctive voice characteristics.
  - D. Any background characteristics/noises.
4. When the caller hangs up, **do not hang up your phone.** As soon as the caller hangs up, note the time, and using a different phone call 911. The staff member or volunteer should identify themselves as The Ogburn School, Inc. and notify the Nassau County Sheriff's Department of the bomb threat providing them with whatever information is requested. **(DO NOT HANG UP THE PHONE UNTIL INSTRUCTED TO DO SO BY LAW ENFORCEMENT.)**
5. The staff or volunteer member will advise the individuals present at the shelter of the threat. The Executive Director is to be notified as soon as possible.
6. The individual who received the call should remain accessible for direct questioning by law enforcement.
7. Law enforcement personnel should coordinate and complete an in-depth bomb search.

### **DELIVERIES**

**POLICY:** It is the policy of The Ogburn School, Inc. to provide for deliveries of goods while keeping student, staff, and visitor safety at an optimum.

**PROCEDURES:**

1. Deliveries will be delivered to the facility during normal business hours (Monday through Friday 8am-5pm) unless previously approved by staff and notification is given to the staff on duty.
2. Staff, volunteers, and students will not have food delivered to the premises.

**INCIDENT REPORT FORM**

**Instructions:** This form is to be completed and submitted to the Director whenever a student is injured on the program premises or whenever there is a breach of security at the school. The completed form is to be submitted within 24 hours of the incident.

**Date:**

**Reporter's Name:**

**Title:**

Please fully describe the infraction of safety and security measures. Include date and time incident occurred. List names of any witnesses to the event (attach additional sheets as necessary).

Please describe any injuries that occurred as a result. If to a student, indicate student's name and age. Also list any injuries incurred by staff. Address steps taken to obtain medical care:

Please describe any corrective action taken to prevent recurrence:

### **INTERNAL THREATS BY PERSONS**

**POLICY:** It is the policy of The Ogburn School, Inc. to take all threats seriously and to respond to the threats and/or acts of abusive parties or others in a manner that provides the highest degree of safety for the students, their children, the staff, volunteers, or visitors.

#### **PROCEDURES:**

1. In the event of a physical threat or act toward any staff member, volunteer, student, or visitor by any person(s) in the school the staff member/volunteer on duty will assure the safety of students by removing them from the area of conflict.
2. Those occupying the facility will seek safety in the room designated by the staff member or volunteer and will remain there until advised that all danger has passed.
3. The staff member or volunteer on duty will assess the situation and determine if the person(s) committing the act or threat can be reasoned with and if the situation can be handled without police intervention.
4. The local law enforcement is to be notified by dialing 911 and request them to assist or “stand-by”.
5. Call the Director or designee as soon as the situation permits.
6. All staff members and volunteers will receive training in these emergency procedures at the onset of employment service with the school.

### **RELEASE OF LIABILITY**

**POLICY:** It is the policy of The Ogburn School, Inc. to obtain a written release of liability from all students attending class at The Ogburn School, Inc.

#### **PROCEDURES:**

1. The staff member on duty will read the release of liability form to the student upon initial enrollment to the program.
2. The staff member will explain the release of liability form to the student and answer any questions the student may have.
3. The staff member will obtain the student’s signature on the form, witness the signature, date the form, and place the form in the student’s file.

4. Students who choose not to sign the release of liability form may not attend classes and will be enrolled in the complete home school program.

## **MEDICAL EMERGENCY**

**POLICY:** It is the policy of The Ogburn School, Inc. to provide means of transportation for students in the event of a medical emergency when there is no family or staff available to transport them or if emergency transport is deemed appropriate.

### **PROCEDURES:**

1. If the paramedics are needed, the staff member or volunteer on duty will call 911.
  - A. The staff member or volunteer will identify themselves as The Ogburn School, Inc.
  - B. Give the 911 operator the physical address of the school.
  - C. Give the 911 operator any other information they need in order to help.
  - D. Cooperate with the 911 operator and law enforcement agents when they arrive.
  - E. **Student confidentiality does not apply in the event of a medical emergency.**
  - F. Protect the confidentiality of other students.
2. If the situation is determined as not severe by the staff member or volunteer on duty and the resident, the student will be given a choice of calling for an ambulance or calling a cab to take them to the emergency room.

### **PROCEDURES: Medical Emergency After Hours (If an Ambulance has to be called)**

1. Call 911.
2. Identify yourself as The Ogburn School, Inc. and give them the physical address.
3. If student is in need of cab fare home, there is an envelope in the desk with cash in it for such emergencies. Please request the students bring a receipt for the cab ride.
4. If the situation is serious call the student's emergency contact located in the student's file.
5. In the event the student/guardian is unable to provide information on alternatives due to illness or hospitalization the student's emergency contact will be called.

## **TORNADOES**

**POLICY:** It is the policy of The Ogburn School, Inc. to provide for the safety of the students, staff members, visitors, and any other individuals that may be present in the school in the event of a tornado.

**PROCEDURES:**

1. Tornado Watch: A tornado watch indicates that there is a potential for tornadoes to develop under the current weather conditions.
  - A. The person that becomes aware of the tornado watch should notify students and the staff or volunteer(s) on duty.
  - B. All persons in the school should monitor the television or radio for updates.
  - C. All persons in the school should listen for the warning siren.
  
2. Tornado Warning: A tornado warning indicates that a tornado has been sighted
  - A. The person that first becomes aware of the tornado warning, or if a person spots a tornado they should notify the students and the staff or volunteer(s) on duty.
  - B. Students, staff, and volunteers will go to the most interior room or hallway (this should be a bathroom if possible). The doors should be shut as soon as everyone is in.
  - C. Everyone in the school is to stay clear of the windows at all times.
  - D. All persons should not leave the building until it an all clear is given.
  
3. Staff members and volunteers on duty will follow the Protocol for tornadoes.
  
4. Staff members and volunteers shall stay alert to local weather forecasts if the possibility of tornadoes exists.

**TOXIC SUBSTANCES**

**POLICY:** It is the policy of The Ogburn School, Inc. to provide for the safety of staff, volunteers, and students from injury or accidental poisoning from toxic substances.

**PROCEDURES:**

1. No toxic substances will be allowed on the premises of the school except those found in commonly used cleaning products/supplies and maintenance supplies.
  
2. School staff will assure that such toxic supplies are stored on a locked area of the school when not in use by an adult.
  
3. Maintenance supplies, such as paint, will be used only by adults or in the case of teenagers, under the close supervision of an adult. Such supplies will be safely secured during periods of non-use.

4. Contract laborers/repair persons working at the school will be advised to exercise extreme caution when using toxic substances around the student population.
5. Toxic substances that are flammable will be stored in a manner suggested by the local Fire Marshall.

## **RELIGION**

**POLICY:** It is the policy of The Ogburn School, Inc. to operate as a secular agency, which does not practice nor impose any religious philosophy, belief, or creed upon its student population.

### **PROCEDURES:**

1. Employees or volunteers of The Ogburn School, Inc. will not at any time impose their personal religious beliefs or lack of religious beliefs on school students.
2. Individuals requesting enrollment will not be accepted or denied services based on religious affiliation or lack thereof.
3. No representative of any religious faith will be allowed to proselytize on the premises of The Ogburn School, Inc. under any circumstances.
4. Staff members or volunteers are not to participate in spiritual counseling or praying with students under ANY circumstance.
5. Staff members will address student concerns surrounding religion/religious beliefs as these issues interface with the student's individual education and only when such issues have been brought up by the student. Counseling surrounding these issues will be done in a manner as not to impose the personal beliefs of the staff member on the student.