

**The Ogburn School, Inc.**  
**Administrative Office: 1411 S 14th St. Unit H ~ Fernandina Beach, FL 32034**  
**Phone: (904)491-6233 FAX: (951)346-5089**  
**www.ogburn.org**  
**info@ogburn.org**

## **Policies and Procedures Handbook**

### **2015-2016**

#### **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 distance and blended learning, allowing flexibility for students to grow academically and personally in a unique educational environment that encourages individuality while promoting academic rigor.

#### **Values**

At The Ogburn School we value;

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

#### **FORWARD**

The contents in this document have been adopted by The Ogburn School as policy. While the intent is to establish and communicate consistent guidelines which contribute to the smooth operation of the school, it serves only as a guide. The school reserves the right to adopt and implement specific rules as needed to ensure a positive experience for all stakeholders.

## ***The Ogburn Team***

Minnie Ogburn \*\*  
Instructional Program Director

Brandy Carvalho \*\*  
Director

John Carvalho  
Technical Advisor

Bridget Faure \*\*  
Administrative Coordinator

Jamie Bernard \*\*  
Office Administrative Support  
Program Manager

Susan Parry \*\*  
Registrar

Charles Ogburn  
Consultant

Priscilla Clark \*\*  
Elementary & Middle School Language Arts Specialist

Kelly Keith  
Middle School Math & Science Specialist

Shelly Hurst  
English Language Arts Specialist

Krista Mercurio  
Mathematics Specialist

Kieran Mulkearns  
Social Studies Specialist

Emilie Perkerson  
Science Specialist

Ralph Perkerson  
Science Specialist

Laura Porter  
English Specialist

Veritza Kostovski  
Spanish Language Specialist

Margaret Winter  
Student Resource Specialist

Rob Hicks  
Adjunct Guidance Counselor

**\*\* *Leadership Team***

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

- Realize the worth and differences of each individual
- Respect the rights of others
- Recognize the importance and dignity of work
- Know and understand our gender , racial, ethnic, and disability equity
- Know and respect our multicultural heritage
- Express ideas accurately and effectively in written and spoken form
- Understand principles of good health
- Organize, analyze and apply learned information to life experiences
- Understand that our earth and space environment is fragile and requires global civic responsibility to preserve it.

## **Table of Contents**

- 1.0 Admission Requirements**
- 2.0 Attendance**
- 3.0 Educational Records**
- 4.0 Affiliations and Agreements**
- 5.0 Credit Transfer and Student Classification**
- 6.0 Grading Scale and Grading Policies**
- 7.0 Delivery of instructional content, grades, and transcripts.**
- 8.0 Academic Programs**
- 9.0 Academic Honesty**
- 10.0 Course Pre-requisites**
- 11.0 School Administration**
- 12.0 Awarding of Credits and Diplomas**
- 13.0 Enrollment**
- 14.0 Curriculum**
- 15.0 Non-discrimination**
- 16.0 Tuition Account Collection**
- 17.0 Grade Placement**
- 18.0 Academic Assistance**
- 19.0 Discipline**
- 20.0 Computer and Internet Usage**
- 21.0 Religion**
- 22.0 Additional Fees**
- 23.0 Assignment Submissions**
- 24.0 Student Academic Progress**
- 25.0 Policies and Procedures**

## **1.0 Admission Requirements**

1.1 Students must provide proof of identification in the form of a transcript, birth certificate, passport, statement identification or driver's license.

1.2 Attendance based students must submit health certificates showing immunization history.

1.3 Only the contact of record may obtain student information. If the contact of record wishes to allow others to receive information this must be provided to the school in writing.

1.4 If a student changes address or other contact information the school office should be notified as soon as possible.

1.5 If a student has a name change then proof of that change should be submitted to the school office as soon as possible.

## **2.0 Attendance**

2.1 Students are expected to participate in their education by demonstrating satisfactory attendance. Attendance in the virtual (online) school is determined by login history and assignment submissions. Any student who is inactive either academically or financially for a period of 45 calendar days may be withdrawn from the program. Students who are withdrawn before completion of the program will not receive transcripts.

2.2 Students under the compulsory attendance age must adhere to their state's mandated attendance policy.

2.3 Home school parents are expected to research and adhere to their local district policies regarding required documentation. The school will assist in providing information but it is the parents' responsibility to know their local policies.

2.3a. Additional documentation requested from the school beyond the verification of enrollment is subject to the following fees:

- a) IHIP: \$75.00
- b) IHIP quarterly reports: \$445.00
- c) Attendance verification: \$25.00
- d) Student progress reports: \$25.00
- e) Driver's License attendance verification: \$25.00
- f) Social Security verification and documentation: \$25.00
- g) College admissions letters of recommendation \$25.00 up to three letters
- h) Court related documents: \$25.00
- i) Child support documents: \$25.00
- j) Other: Charges will be determined according to the time and materials needed for document preparation.

2.4 Online students must demonstrate satisfactory attendance by submitting assignments on a regular schedule. The school recognizes that each student is an individual with unique needs. However, a schedule should be set and maintained to ensure student success. Students who do not log on to the system will be contacted by email, telephone contact and postal mailing.

### **3.0 Educational Records**

3.1 Transcript records will be maintained in a fireproof safe in a locked room with limited access.

3.2 Transcripts will be uploaded to a secure off-site repository daily.

3.3 Other records will be maintained in fireproof locked files at the school location which has limited access.

3.4 The confidentiality of student information is a priority and only those who have a need to know in the normal operation of the school shall have access to student records.

3.5 An authorized release is required to release records. The school shall not permit access to or release of educational records or personally identifiable information to parties without prior written consent of the parent(s), guardian(s) or eligible student. The written consent to release information shall be in writing, be signed by the person granting consent, shall include the specification of the records to be release (except as provided with regard to federal or state officials provided by law or court order to subpoena), contain the reasons for the release, and the name of the parties to whom such records will be released. 3.6 Exceptions are made pursuant to a subpoena or judicial order or otherwise specified by federal or state laws.

3.7 Disclosures are made to school administrators, teachers or other professional employed or associated with the school that have a role in evaluating or educating the student.

3.8 All information in the student records shall be as objective as possible and based on professional judgment.

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

3.10 Any student or former 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 in the meaning of the law and the right of access to his/her records. A post-secondary institution is defined as an institution offering courses or learning experiences beyond grade 12.3.11 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, or film) related directly to the student, but do not include records of instructional, supervisory and administrative personnel which are the sole possession of the school.

3.12 A natural or adoptive parent(s), or the legal guardian(s) of a student, or the parent(s) or guardian(s) of a former student, unless that student is eligible because of age, emancipation, or attendance at a post-secondary institution, has rights of access.

3.13 The waiver of rights cannot be required by institutions, but a student can waive right of access when applying to post-secondary institutions, applying for financial aid, respecting receipt of honorary recognition, employment, or other needs as requested by the student. These waivers are not required as a condition of admission to the school. Letters of recommendation or statements supplied under waivers may be used solely for the intended purpose.

3.14 Disclosures will be made to federal or state officials in connection with the audit of education programs.

3.15 Disclosures will be made in conjunction with Florida Department of Education requests for McKay Scholarship students.

3.16 Disclosures will be made to comply with state or federal law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parent(s) or guardian(s) or eligible students in advance of such disclosures.

3.17 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 identify of students or parents 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.

3.18 Disclosures will be made to accrediting institutions to carry out their accrediting function.

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

3.20 Records will be sent to a school where the student has enrolled upon request of that school if the student has completed the current grade level and all financial obligations have been met.

3.21 The school will not release records of students whose financial obligations have not been met or if the student has withdrawn prior to completing the program

3.22 The school will provide transcripts for completed courses providing financial obligations have been met. The school will not provide the following:

- a) Grades at withdrawal
- b) Lesson-based transcripts
- c) Any transcripts or other documents if financial obligations have not been met

3.23 A parent/guardian or eligible student who believe the student's record contains an error may request its correction by submitting a written explanation of and basis for the error to the director or designee, who shall investigate where or not to amend the record.

3.24 In situations 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.

3.25 In case of emergency, information on a student may be released to appropriate persons without consent form 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.

3.26 The school will release student information only to the contact of record provided at the time of enrollment. If other persons are allowed access to student records this must be requested in writing by the contact of record and submitted to the school.

#### **4.0 Affiliations and Agreements**

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

4.1 Florida Department of Motor Vehicles (Driver's license compliance).

4.2 Florida Virtual Learning School (Base School).

4.3 Home Education portfolio assessment when requested. There are fees associated with this request.

4.4 Documentation for students participating in extra-curricular activities and/or community service.

#### **5.0 Credit Transfer and Student Classification**

Credits are considered for transfer on the following terms:

5.1 Presented on an official transcript from an accredited institution.

5.2 Documentation of home education courses from a certified teacher or from a school district home education office.

5.3 Performance assessment that meets The Ogburn School criteria.

5.4 Transcripts received from another accredited institution, primary, secondary, or post-secondary.

5.5 Credit for School Community Volunteer Service will be transferred as a "C" if a NG is posted on previous transcripts.



5.6 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.

5.7 Due to variance in academic standards, core academic courses may be transferred with one (1.0) full credit earned. Half-credits in core academic courses may be transferred as elective credits. Students must complete the one (1.0) credit course with The Ogburn School.

5.8 Honors, Advanced Placement, Pre-IB, and Dual Enrollment courses are transferred according to a 4.0 grading scale without weighting.

5.9 Transfer of Credits with an Official Transcript:

5.9a Courses/Credits from the previous school shall be honored when submitted on an official transcript.

5.9b Official transcripts are official documents 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.

5.9c Transcripts must clearly identify the school, the student, the course, date the course was taken, credit earned, and grade in each course.

5.9d Official transcripts may be hand delivered if it is in a sealed and embossed envelope.

5.9e 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. In order for homeschool transcripts to be accepted for course transfer, documentation must be provided that establishes the student as a registered homeschool student (e.g., previous IHIP, local district documents, etc.)

5.10 Foreign transcripts:

5.10a A student transferring from a country other than the US and providing academic records indicating that the student completed a course with a passing grade should receive that credit/grade.

5.10b A student transferring from a foreign country and having studied his/her native language in the equivalent grades of middle or high school, should receive credit for each year of this language study as M/J Language Arts 1, 2, 3 or an equivalent high school course(s). For example, if a student transfers from Italy and took three years of Italian in middle grades, then the student should receive credit for M/J Language Arts 1, 2, and/or 3.

5.10c If a transcript shows that the student successfully completed an English course in his/her country, credit will be given for world language.

5.11 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.

5.12 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 to receive credit for previous work. If all grades are not satisfactory or passing, the academic committee will conduct a subject-by-subject review of the student's record and of his/her performance at The Ogburn School.

5.13 Classification of students is based on the number of regular academic credits earned. A student would normally earn 6-8 credits per academic year (excluding summer school). The total number of credits earned by a student at the beginning of the academic year determines the grade level placement/classification for that year. The earned credits must reflect the academic core credits required in addition to any elective credits earned. Grade level classification is:

Grade 9: 5-6 earned credits Grade 10: 7-12 earned credits

Grade 11: 13-17 earned credits

Grade 12: 18-24 earned credits:

5.14 Promotion from one grade classification to another is based on the earned credits in the academic core courses and the GPA in the current courses.

5.15 A student should complete graduation requirements within four years of enrollment. In the event that additional time is required the academic committee will review the student's progress.

5.16 A student may accelerate and complete graduation requirements in a shorter period of time.

5.17 Tuition is based on a 10-month period or completion of six (6) academic courses for high school and five (5) academic courses for middle school, whichever comes first. If a student accelerates his course work and wishes to promote before the end of the 10-month enrollment period, tuition is due for the current academic year before the student is promoted and a new course schedule is posted.

5.18 For students who accelerate and complete their current courses before the 10-month enrollment period and transfer to another school, the tuition must be paid in full before transcripts will be released.

5.19 For students who do not complete their coursework within the 10 month enrollment period, an extension may be purchased by contacting the enrollment department.

5.20 Students must complete the current grade level before renewing their enrollment. 5.21 A 14 calendar day trial period is provided for each student to determine if the program meets their needs. If a student withdraws within the 14 calendar day period a refund of tuition is given, minus the enrollment fees and any fees paid for additional documentation provided to the student. This trial period is from the date of enrollment.

5.21 The 14 calendar day trial period is reciprocal. If the Ogburn School determines that the program does not meet the student needs the school may terminate the enrollment. The school will refund tuition paid minus enrollment fees and any fees paid for additional documentation provided to the student. This trial period is from the date of enrollment.

## **6.0 Grading Scale and Grading Policies**

6.1 The grading scale is as follows:

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

### 6.2 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

6.3 Grade Point Average (GPA) is calculated by adding the total points and dividing by the number of attempted credits.

6.4 Only the final grades in each course are used to calculate the GPA.

6.5 The final GPA is posted on the official transcript.

6.6 The Ogburn School does not rank graduates.

6.7 Students are allowed to submit any assignment twice to demonstrate content mastery and earn the highest grade possible. The grade earned will be the higher of the two submissions.

6.8 Students have the full 10-month enrollment period to complete a course of study for one grade level. If a student does not complete within the allotted time period, a grade of incomplete (I) may be posted. An extension may be granted but must be requested prior to the enrollment expiration date, and fees may apply.

6.9 Students may view their current grades and course credit history through the online portal.

## **7.0 Delivery of instructional content, grades, and transcripts.**

7.1 Web site login information is generated within 48 hours after enrollment, excluding holidays, inclement weather, or events beyond our control. A Welcome email with the student 's login

information is sent to the email on file. If the email is not received within 48 hours of enrollment please check your spam. If you cannot locate the email please contact Student Services @904-491-6233.

7.2 Supplemental materials, when applicable, are shipped within 10 business days upon receipt of enrollment agreement and tuition payment, excluding holidays, inclement weather, or events beyond our control.

7.3 Verification of enrollment will not be released until the parent and student complete the Orientation and Promotion Plan courses. This includes submitting the required enrollment documents to the school. These documents include the enrollment agreement and the proctor statement.

7.4 No documents will be released or provided to the parent or student until the enrollment agreement and proctor statement have been submitted to the school. This includes, but is not limited to, IHIP preparation, driver's license attendance verification forms, verification of enrollment, or transcript request to former schools.

7.5 Students and parents are able to view student progress through the online portal. Final grades and transcripts are provided within 30 business days of receipt of request, excluding holidays, inclement weather, or events beyond our control.

7.6 The Ogburn School accepts no responsibility for complications in transit that are beyond our control.

7.7 The Ogburn School, Inc. suggests students make copies of all materials sent in case of technology failure or loss in transit.

7.8 Only Ogburn School transcripts are provided to institutions. If a student wishes to obtain a transcript from a previous school the student must contact that school.

7.9 All official transcripts must be requested through the electronic transcript service used by the school. Students will create a free account, make the transcript request, and pay the nominal fee for each official transcript requested. The request is then submitted for approval to Ogburn administrative office. Students who have outstanding tuition payments due will not receive transcripts. Students who cancel enrollment before completion of the program will not receive transcripts from The Ogburn School, but must request their transcripts from the last school previous to enrollment at Ogburn.

7.10 Students may view unofficial transcripts at no charge on their website account during their active enrollment period. Once the enrollment period has expired students will not have online access to their unofficial transcript. Students must then order official transcripts through the electronic transcript service used by the school. Students must create a free account, make the transcript request, and pay the nominal fee. The request is then submitted for approval to Ogburn administrative office. Students who have outstanding tuition payments due will not receive transcripts.

7.11 Students will be notified through written communication when they meet the criteria for graduation. Oral communication should be considered unofficial.

7.12 Students who withdraw from the school must submit an official withdrawal form signed by the primary contact for the student. This form can be downloaded from [www.ogburn.org](http://www.ogburn.org) located in the document download section of the home page. The form may be submitted via an email attachment, fax or postal mail. Until the official withdrawal form is submitted with the signature of the primary contact, the student will not be officially withdrawn. **A student may not be officially withdrawn via a phone call or a statement through email without the withdrawal form attached.** Tuition payments will continue until the official withdrawal process is complete. Failure to follow this procedure may result in a delay in processing the withdrawal. .

## **8.0 Academic Programs**

8.1 A typical academic program for grades 9-12 includes:

### **Grade 9**

English 1  
World History  
Earth Space Science  
Algebra 1  
Outdoor Education  
Global Studies  
Reading 1

### **Grade 10**

English 2  
American History  
Biology  
Geometry  
Life Management  
Humanities Global Studies

### **Grade 11**

English 3  
American Government  
Economics  
Environmental Science  
Algebra 2 or Math for College Readiness  
Essay Writing Humanities

### **Grade 12**

English 4  
Anatomy or Chemistry  
Math for College Readiness (or Consumer Math if MCR has been earned)

Personal Family Finance  
Senior Capstone 1  
Senior Capstone 2

\*Refer to current graduation requirements.

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

8.3 A typical academic program for grades K-8 is comprised of the core content areas of Language Arts, Science, Social Studies, Mathematics and Research.

8.4 Academic advising is designed to assist students and parents in planning each student's course of study.

8.4a A student's course of study is planned by the school to meet Florida graduation requirements.

8.4b The advisor may correct courses chosen by the students or parents.

8.4c Students and parents are responsible for knowing graduation requirements and for keeping track of student's progress towards meeting those requirements.

8.4d Advisors may contact students or parents to discuss transcripts, course of study and other necessary information. This contact may be through telephone, email or on-campus conference.

8.5 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.

8.6 Students are responsible for researching the academic program needed for their college plans.

8.7 Students are responsible for requesting any changes in the academic program.

8.8 Students are responsible for requesting elective courses.

8.9 Courses are assigned according to the grade level information provided by the parent or student upon enrollment. This is subject to verification by an official transcript. The course of study may change dependent on the official transcript.

8.10 No course changes will be made after 30 days of enrollment except for those deemed necessary by the registrar.

8.11 Courses that a student has taken and passed may not be taken for additional credit but may be retaken to increase the grade.

8.12 Credit for Research 1, 2, 3, or 4 may be granted for independent study in any content area at the discretion of the school administration or teacher. Grades awarded in such courses may not exceed the grade earned in the related content area course.

8.13 Honors courses require an additional tuition fee of \$50.00 per course.

8.14 Spanish 1 and Spanish 2 require an additional tuition fee of \$50.00 per course.

8.15 American Sign Language (ASL)1 and American Sign Language (ASL 2) require an additional tuition fee of \$50.00 per course.

8.16 All graduates are assessed a \$50.00 graduation fee. The graduation fee is payable prior to receipt of diploma and transcripts.

8.17 Graduates are eligible to receive one of four (4) graduation credentials;

The College Preparatory *Diploma* is awarded to students who successfully complete the endorsed curriculum for college admission in addition meeting all other graduation requirements.

24 credits to include four (4) math, four (4) science, four (4) English, two (2) world language, one (1) American History, one (1) World History, one-half (.5) American Government, one-half (.5) economics, one (1) physical education, one (1) life management, one (1) personal finance, Senior Capstone 1, Senior Capstone 2, and two (2) electives.

The College Preparatory *Diploma with a Certificate in Environmental Science* is awarded to students who successfully complete the endorsed curriculum for college admission in addition meeting all other graduation requirements.

24 credits to include four (4) math, four (4) science, four (4) English, one (1) American History, one (1) World History, one-half (.5) American Government, one-half (.5) economics, one (1) physical education, one (1) life management, one (1) personal finance, Senior Capstone 1, Senior Capstone 2, and four (4) electives.

**Note:** All courses in the Environmental Science certificate program have an environmental science emphasis. There is an additional tuition fee for this program

The *General Academic Diploma* is awarded to students who successfully complete the endorsed curriculum in addition to meeting all other graduation requirements.

24 credits to include four (4) math, four (4) science, four (4) English, one (1) American History, one (1) World History, one-half (.5) American Government, one-half (.5) economics, one (1) physical education, one (1) life management, (1) personal finance, Senior Capstone 1, Senior Capstone 2, and four (4) electives (Foreign Language and higher level math is not included in the General Academic Diploma).

The *Career Academic Diploma* is awarded to students who successfully complete the endorsed curriculum in addition to meeting all other graduation requirements.

18 credits to include four (4) math, three (3) science, four (4) English, one (1) American History, one (1) World History, one-half (.5) American Government, one-half (.5) economics, one (1) physical education, one (1) life management, one (1) personal finance, Senior Capstone 1, Senior Capstone 2.

*Each of these options is a standard high school diploma*

## **9.0 Academic Honesty**

9.1 The Ogburn School's mission statement encourages all students to act in a responsible manner. A crucial aspect of responsible citizenship is to practice academic honesty. Academic honesty is defined as acting with integrity in all school activities by making sure your work is your own and not copied (intentionally or unintentionally) from friends, books or the internet. Academic dishonesty is therefore defined as submitting work that is not your own creation as your own. This includes a lack of paraphrasing, lack of citations, or both. All types of cheating are considered academically dishonest and are not tolerated by The Ogburn School. This also includes online essay sites for the purpose of obtaining work from others, sharing work with others, or selling work to the site to be used or purchased by others. Cheating is not condoned and any student who engages in cheating is subject to immediate dismissal from the program with no refund in tuition fees paid.

9.2 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.

9.3 A proctoring statement is included in the enrollment agreement. This must be submitted with the enrollment agreement upon acceptance into the school. A proctor is not expected to monitor the student at all times, but is attesting to the character of the student. A proctor may not be a family member.

9.4 Oral exams may be required at the discretion of any instructor or the director.

9.5 A statement of academic honesty is included in the enrollment agreement. This must be signed by the student.

9.6 Copyright infringement is considered plagiarism. A lesson on copyright is available online.

9.7 Grades are reduced by one letter grade for any assignments that are resubmitted due to plagiarism.

9.8 Orientation includes information on Academic Integrity for student information.

## **10.0 Course Pre-requisites**



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

### **11.0 School Administration**

11.1 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 Leadership Team when establishing, monitoring, and maintaining the policies and operations of The Ogburn School, Inc.

### **12.0 Awarding of Credits and Diplomas**

12.1 Credit shall be granted when a student satisfactorily completes all criteria for a given course.

12.2 A high school diploma shall be awarded when a student satisfactorily completes the courses required to earn a high school diploma and submits the required assessment scores.

12.3 Students enrolled in grades 3-10 must complete the SAT10 Online for promotion. The SAT10 Online is a nationally normed achievement test administered and proctored by a third party in order to maintain objectivity. Students may take this test from home but must follow procedures set forth by the third party administrator. This test must be taken each year. Parents/students are responsible for testing fees. The testing provider information is provided to parents/students.

12.4 Secondary students in grades 11-12 may submit college placement test scores to earn a diploma. If a student took a college placement test prior to enrollment with Ogburn School, then an official score report must be provided to Ogburn School. Students are responsible for testing fees. Approved college placement tests are:

- ACT
- SAT
- Accuplacer
- PERT

The SAT10 Online may be taken by students in Grades 11-12 in lieu of college placement tests if the parent/student prefers that option. The testing provider information is provided to parents/students.

12.5 Testing does not have to be completed by the student's expiration date but must be submitted before grades, transcripts, and/or diplomas will be issued. Parents/students are encouraged to schedule their testing early in order to ensure a smooth transition to the next level.

12.6 Students may follow the 24 Credit College preparatory, 24 credit General Education, or 18 credit General Education curriculum. Each of these is a standard high school diploma. The student advisor is available to assist parents/students in determining the best program for the individual student.

12.7 Provisions may be made for students to change their diploma options when necessary.

12.8 A minimum GPA of 2.0 on a 4.0 scale is required for graduation.

### **13.0 Enrollment**

13.1 Students should have a working knowledge of the English language and demonstrate the ability to succeed in appropriate grade level courses.

13.2 Non-immigrant students with a limited knowledge of the English language may be admitted to the attendance based program because English will be taught in the program.

13.3 Students must provide records from previous schools in order for previously earned credits to be applied to their course of study.

13.4 Students who do not have access to previous records must provide identification.

13.5 Elementary students will be placed according to testing outcomes.

13.6 Secondary students who do not provide transcripts showing previous credits earned must complete the entire high school program.

13.7 Students are placed according to transcript evaluation.

13.8 In the event students enroll without a transcript, placement is dependent on the information provided to us by the student and/or parent and verified by a previous transcript and identification documents. Refer to the credit transfer section of this document.

13.9 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.

13.10 Students who request a grade level adjustment must adhere to the Grade Placement Policy Statement.

13.11 Students who are withdrawn for academic or financial reasons will not be re-enrolled unless proof of extreme hardship is presented.

13.12 Students who have completed all credit and GPA requirements for any diploma option must also the Senior Capstone 1, Senior Capstone 2, Workplace Essentials and an academic course to earn a diploma.

13.13 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.

13.14 The minimum enrollment period for full-time students to earn a diploma or promote to another grade level is nine (9) weeks.

13.15 The minimum enrollment period for credit recovery students to earn one (1) credit for transfer back to their home school is four (4) weeks.

#### **14.0 Curriculum**

14.1 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.

14.2 Most books are online with supplementary materials used when appropriate.

#### **15.0 Non-discrimination**

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

#### **16.0 Tuition Account Collection**

16.1 It is our belief that:

- Most parents/students attend to their debts promptly.
- Most students wish to complete their education and willingly pay their tuition.
- Most students who are delinquent in their account are not avoiding their debts intentionally but are experiencing personal and financial difficulty.

16.2 Accounts that are delinquent will have their online access suspended until their account is up-to-date.

16.3 Students who do not respond to status inquiries will be placed on inactive status. A reinstatement fee will apply to unlock the account.

16.4 No transcripts, verification of enrollment forms, grades or other requests will be provided to students whose financial obligations are not current.

#### **17.0 Grade Placement**

17.1 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.

17.2 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.

17.3 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 promotion criteria.

17.3a 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.

17.4 Transcripts indicating the administrative placement and advanced grade level will only be issued upon satisfactory completion of the curriculum, the return of any 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.

## **18.0 Academic Assistance**

18.1 Students who require academic assistance should first email [info@ogburn.org](mailto:info@ogburn.org) with their questions. Place the course name in the subject line and state their question in the message body. Make sure to enter the student name in the message body. This will be forwarded to the teacher. There is no additional cost for academic assistance provided through email.

18.2 If additional assistance is needed a telephone call, Google Chat or Video Call session may be scheduled. Up to two thirty (30) minute consultations per month for active students are provided at no additional cost.

18.3 Extended tutoring sessions may be scheduled at the following rates:

- a) Skype call: \$25.00 per 30 minute session
- b) Video Call: \$25.00 per 30 minute session
- c) On campus: \$45.00 per 30 minute session.

18.4 The school does not provide on-demand tutoring. Student must follow the procedures for academic assistance.

## **19.0 Discipline**

19.1 Teaching and learning occur most efficiently in a climate of order for the benefit of everyone.

19.2 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.

19.3 Disciplinary action will be taken against those who disrupt this environment or break rules. Possible action includes termination from the program.

19.4 Students must also abide by the acceptable use policies that guide student behavior on computers and the internet.

19.5 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 may result in the withdrawal of the student with no tuition refund.

19.6 A student who is an accessory to a serious offense is guilty of misconduct and may be treated as if the student committed the offense. Students should refrain from any activities that may cause, encourage, or assist a serious violation to take place.

19.7 Failure to follow any of the discipline policies may result in withdrawal of the student with no tuition refund.

**20.0 Computer and Internet Usage:** *By receiving this document the student acknowledges the rules of appropriate Internet use.*

20.1 The use of the Internet is a privilege and as such, any user identified as a security risk or having a history of problems with the use of the computer systems will have his/her computer access revoked on campus.

20.2 The Internet is largely unregulated and all of the information found on the Internet has not been verified for accuracy, so each student should exercise critical thinking skills when using Internet resources as source material for schoolwork.

20.3 The school will not be held responsible for the accuracy or quality of the information obtained from the Internet.

20.4 Each student is expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, being polite, using appropriate language (no profanity, obscenity or vulgarity), and not disrupting network use by other users.

20.5 Users should not deliberately use the computer to annoy or harass others with language, images or threats.

20.6 Students should not access sites or send material over the network that contains obscene, abusive, threatening or illegal material.

20.7 Students should not reveal any personal information (description, telephone number, address, etc.) about themselves or other student over the Internet.

20.8 Students should not contact anyone they meet using Internet resources without the full knowledge and consent of their parent/guardian.

20.9 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 school but must not demonstrate this problem to other students.

20.10 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.

*The following policies pertain directly to students using computers on campus at the school.*

20.11 The computer network in The Ogburn School is provided for students and staff for educational and research purposes.

20.12 Students are not allowed to use chat lines, play computer games or engage in commercial activities (buying, selling and advertising) over the school internet lines.

20.13 On-campus computer uses must adhere to the copyright law regarding copying and installing computer programs.

## **21.0 Religion**

21.1 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.

### 21.2 PROCEDURES:

21.2a 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.

21.2b Individuals requesting enrollment will not be accepted or denied services based on religious affiliation or lack of religious affiliation.

21.2c No representative of any religious faith will be allowed to proselytize on the premises of The Ogburn School, Inc. under any circumstances.

21.2d Staff members or volunteers are not to participate in spiritual counseling or praying with students under ANY circumstance.

21.2e 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.

## **22.0 Additional Fees**

22.1 Additional fees are noted elsewhere in this document within the applicable sections. A listing of the additional fees charged for courses or services are as follows:

- a) IHIP: \$75.00
- b) IHIP quarterly reports: \$45.00
- c) Attendance verification: \$25.00
- d) Student progress reports: \$25.00
- e) Driver's License attendance verification: \$25.00
- f) Social Security verification and documentation: \$25.00
- g) College admissions letters of recommendation \$25.00 up to three letters
- h) Court related documents: \$25.00
- i) Child support documents: \$25.00
- j) Other: Charges will be determined according to the time and materials needed for document preparation.
- k) Honors courses require an additional tuition fee of \$50.00 per course.
- l) All graduates are assessed a \$50.00 graduation fee. The graduation fee is payable prior to receipt of diploma and transcripts.
- m) World Language courses require an additional fee of \$50.00 per course
- n) Extended tutoring sessions may be scheduled at the following rates:
  - Video Call: \$25.00 per 30 minute session
  - On campus: \$45.00 per 30 minute session.

## **23.0 Assignment Submissions**

23.1 Students should keep an electronic copy of their work in case of technology failure.

23.2 Students may submit up to three (3) assignments per course per day for grading.

23.3 All assignments must be submitted prior to the enrollment expiration date.

23.4 Testing scores may be submitted after the enrollment expiration date.

23.5 Students will not be promoted until test scores are submitted.

23.6 Students who reenroll will not receive a new course schedule until test scores are submitted.

## **24.0 Student Academic Progress**

24.1 Teachers provide feedback on student submissions, answer questions, and are available through proper channels for academic discussion to support our students. However, parents hold the final responsibility for monitoring student progress.

**25.0 Policies and Procedures**

25.1 The school Policies and Procedures document is posted on the school website. Parents and students are responsible for reviewing the Policies and Procedures document each time their enrollment is renewed.

Parent/Student Acknowledgement Letter

Dear Parent(s) or Student;

Thank you in advance for reading the Policies and Procedures Handbook for The Ogburn School. Please verify that you have read and understand this information by completing the section below and faxing to the school office at (951)346-5089.

Your cooperation is greatly appreciated. Together we can create an effective learning climate in our school. If you need further assistance please contact us:

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

Phone: (904)491-6233

Mail: 1411 S. 14<sup>th</sup> Street, Unit H, Fernandina Beach, FL 32034

Sincerely,

*The Ogburn School*

This note acknowledges that our family has read and understands the information in the Policies and Procedures Handbook.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If student is under the age of 18:

Parent Name (Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_