

The Ogburn School, Inc.

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Policies and Procedures/Student Handbook

Foreword

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 school Policies and Procedures document is posted in Orientation. Parents and students are responsible for reviewing the Policies & Procedures document each time their enrollment is renewed. We reserve the right to edit policies at any time to meet department of education and/or accreditation rules.

Student Goals

Upon graduation from The Ogburn School, each student should:

- Realize the worth and differences of each individual
- Respect the rights of others
- Recognize the importance and dignity of work
- 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

Mission

The Ogburn School provides a challenging and engaging multimedia curriculum to K-12 and Adult learners seeking a non-traditional approach to learning.

Vision

The Ogburn School will be consistently recognized as an educational leader providing quality instruction in hybrid and distance learning, allowing flexibility for a student's academic and personal growth while promoting academic rigor.

Values

The Ogburn School values:

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

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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 or grades at withdrawal.

2.2 Students under the compulsory attendance age must adhere to their state's mandated attendance policy. The Ogburn School does not track attendance hours. If the local district authorities require hourly attendance, please keep a log at home.

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 parent's responsibility to know their local policies.

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. Parents are responsible for monitoring their student's progress.

3.0 Educational Records

3.1 Records will be maintained in a locked room with limited access.

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

3.3 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.

3.4 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 released (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.

3.5 Exceptions are made pursuant to a subpoena or judicial order or otherwise specified by federal or state laws.

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

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

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

3.9 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.

3.10 Education records are records, files, documents and materials containing information in any medium (including but not limited to written, digital media, print, tapes, or film) related directly to the student, but do not include records of instructional, supervisory and administrative personnel which are the property of The Ogburn School.

3.11 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.

3.12 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.

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

3.14 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.

3.15 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.

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

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

3.18 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.

3.19 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.

3.20 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

3.21 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 whether or not to amend the record.

3.22 Transcripts may take up to 30 days to process. Graduation documents may take up to 60 days.

3.23 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 party independent of that institution shall be appointed pursuant to state or local law to give consent.

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

3.25 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, and agreements:

4.1 Florida Virtual School

4.2 Any state or district documentation if the school is able to assist the parent. There are fees associated with this request.

4.3 Documentation for students participating in independent study activities and/or community service. There are fees associated with this request.

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 Notarized documentation of home education courses/grades/credits

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. Homeschool transcripts must be notarized.

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 and contact information, 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 Homeschool 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 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 5 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 09: 1-5 earned credits

Grade 10: 6-10 earned credits

Grade 11: 11-15 earned credits

Grade 12: 16+ earned credits

5.14 Promotion from one grade classification to another is based on the earned credits in the academic core courses, a 2.0 GPA in the current courses, and required yearly assessment.

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 There are specific minimum enrollment periods for full-year, semester, and single course enrollments. The requirements are posted in Orientation. The minimum age to earn a high school diploma is 15 years.

5.17 Tuition is based on a 9 month (full grade level) or 5 month (semester) period, or completion of four (4) academic credits for full grade level, or three (3) credits for semester, whichever comes first. If a student accelerates his course work and requests promotion before the end of the 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 end of the 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 enrollment period, an extension may be purchased by contacting the enrollment department. Extensions must be purchased prior to the enrollment expiration date.

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. The trial period starts on the date of enrollment, not the date of the student's first in log in to the account..

5.22 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 14 days from the date of enrollment, not the date of first access.

5.23 Students who withdraw from the school are not eligible for re-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 earned from the final grades 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 weight grades or maintain a system of ranking students/graduates.
- 6.7 Students are allowed to submit any assignment twice except for final exams, final projects, final review, or final lesson, to demonstrate content mastery and earn the highest grade possible. Students must resubmit the entire lesson, not just the corrected portion. Once all lessons are submitted the course will close and the student no longer has access to the course. Therefore, do not submit the last lesson until you have reviewed your submissions.
- 6.8 Students are limited to two (2) submissions for each assignment. The system locks and no further submissions are accepted.

Any submission that is resubmitted to attempt a higher grade must be submitted within 30 days of the first submission.

- 6.9 If a student does not complete within the enrollment period no grades or credits will be issued. An extension may be granted but must be requested in writing prior to the enrollment expiration date and monthly fees will apply.
- 6.10 Parents/students may view their current grades and course credit history at any time through their online account during their active enrollment period. Once the enrollment period has expired, grades are no longer accessible.

7.0 Delivery of instructional content, grades, and transcripts

- 7.1 Website login information is generated within 48 hours after enrollment, excluding holidays, weekends, 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 folder. If you cannot locate the email please email info@ogburn.org.
- 7.2 Verification of enrollment will not be released until the parent and student complete the Orientation course which should be completed before beginning coursework. Orientation includes information on parent and student responsibilities while enrolled in The Ogburn School, plagiarism policies, etc. Orientation also includes required school enrollment information. Completion of Parent and Student Orientation demonstrates review and acceptance of the school policies and procedures.

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

7.4 Report cards are not provided. No transcripts are provided via email or postal mail. Parents/students are able to view student progress through their online account at any time during their active enrollment period. Parents and students must view and print grades and unofficial transcripts online before their expiration date. Once the enrollment period has expired students will not have online access to their grades or unofficial transcript. Students must then order official transcripts and pay the nominal fee for any requested document. 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 and must request their transcripts from the last school previous to enrollment at Ogburn.

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

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

7.7 Only Ogburn School transcripts are provided to institutions for students who do not graduate from The Ogburn School. If a student wishes to obtain a transcript from a previous school the student must contact that school.

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

7.9 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 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 K-12 is comprised of the core content areas of Language Arts, Science, Social Studies, and Mathematics.

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

8.3a A student's course of study is planned by the school to meet Florida promotion and/or graduation requirements.

8.3b The registrar or the advisor may correct a sequence of courses chosen by the parent or student.

8.3c The registrar and/or the advisor may contact students or parents to discuss transcripts, course of study and other necessary information. This contact may be through the Message Center or email.

8.3 Academic programs may be adjusted to the individual needs of the student. One example given is if a university requires courses outside of our progression plan, such as five science credits instead of four required by The Ogburn School. Students may not be enrolled in two courses within a content area concurrently.

8.4 Parents/students are responsible for researching the academic program needed for their college plans and communicating any needed changes to the student's course of study to the registrar.

8.5 Parents/students are responsible for requesting independent study elective courses by requesting the form from the registrar. Contact info@ogburn.org to request the form. This form must be submitted and approved prior to beginning the independent study activity. A journal or log must be kept, signed by an approved proctor, and submitted to The Ogburn School before credit is awarded.

8.6 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. Parents are responsible for requesting that official transcripts are sent to The Ogburn School. The registrar will assist in this process but the enrollment period will not change based on a late transcript.

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

8.8 Recovery credit: Courses that a student has taken and passed may not be taken for additional credit but may be retaken to increase the grade. All grades are posted on the Ogburn School transcript and calculated in the GPA.

8.9 Honors, World Language, Environmental Science Focus, and Enhanced Elective courses require an additional tuition fee. Email info@ogburn.org for current tuition pricing.

8.10 All graduates are assessed a \$150.00 graduation fee. The graduation fee is payable prior to receipt of diploma and transcripts.

9.0 Academic Honesty

9.1 The Ogburn School's mission statement encourages all students to act in a responsible manner. 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. This includes a lack of paraphrasing, lack of citations, Use of AI, or any combination. 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. Any student who engages in cheating is subject to:

- a) reduction in the highest grade possible for assignments that must be resubmitted due to plagiarism,
- b) failure of the course, and/or
- c) immediate dismissal from the program with no refund in tuition fees paid.

9.2 The school works with its instructors, students, and families to ensure a high standard of academic integrity among its students. Instructors reserve the right to conduct an oral or video chat exam to ensure academic honesty.

9.3 A proctoring statement is included in the online enrollment agreement. 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 addressed and included in the online enrollment agreement and Orientation.

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

9.7 Orientation includes information on Academic Integrity for the parents' and students' information.

10.0 Course Prerequisites

10.1 The school reserves the right to mandate prerequisites for certain courses.

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 Promotion, 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 K-12 must complete an assessment test for promotion.

The Ogburn School currently requires the Measure of Academic Progress (MAP) assessment, which is a nationally normed achievement test. Students may take this test online from home but must follow procedures set forth by The Ogburn School. This test must be taken each enrollment. Parents/students are responsible for the additional testing fee. Testing information is provided to parents/students via email.

12.4 Secondary students in grades 11-12 must submit college placement test scores to earn a diploma. If a student took a college placement test prior to enrollment with The Ogburn School, then an official score report must be provided to The Ogburn School. College placement tests scores must be a minimum of two (2) years current. Students are responsible for testing fees. Contact the school for accepted college placement tests.

The MAP may be taken by students in Grades 11-12 in lieu of college placement tests if approved by The Ogburn School. MAP testing information is provided to parents/students by school advisors.

12.5 Testing does not have to be completed before the student's expiration date but scores must be submitted within 30 days of the expiration date and before grades, promotions, 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 A minimum GPA of 2.0 on a 4.0 scale is required for promotion to the next grade level and/or 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 Students with a limited command of English language may be enrolled in the English Language Academy prior to enrollment in the high school 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 must provide a photo ID for identification purposes.
- 13.5 Secondary students who do not provide transcripts showing previous credits earned must complete the entire high school program.
- 13.6 Students are placed according to transcript evaluation.
- 13.7 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.
- 13.8 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.
- 13.9 Students who request a grade level adjustment must adhere to the Grade Placement Policy Statement.
- 13.10 Students who are withdrawn for academic or financial reasons will not be re-enrolled unless proof of extreme hardship is presented.
- 13.11 Students who have transferred in all credit and GPA requirements must also complete five (5) academic courses to earn a diploma from The Ogburn School.
- 13.12 The Ogburn School 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.
- 13.13 The minimum enrollment period for full-time students to earn a diploma or promote to another grade level is sixteen (16) weeks.
- 13.14 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 provides an online, secular curriculum based on the course standards and objectives set forth by the school. Curriculum may change if more appropriate materials become available or when current materials are updated.

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 origin 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. Accounts that are suspended longer than 30 days will require a reactivation fee. The time lost to suspended accounts is not added to the enrollment period, and the original expiration date will not change.

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 verification of enrollment forms, grades or other requests will be provided to students whose financial obligations are not current.

16.5. Final grades and transcripts are provided only when accounts are paid in full. Transcripts may take up to 45 days to process.

17.0 Grade Placement

17.1 It is the policy of The Ogburn School to place students in the level indicated on the online enrollment agreement pending verification of such placement by transcripts from the student's prior school. The Ogburn School 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. Students who wish to transfer credits from The Ogburn School 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, whether public or private. Transcripts indicating the administrative placement and advanced grade level will only be issued upon satisfactory completion of the curriculum, receipt of test scores by the school, and full tuition payment. If a student does not satisfactorily complete the curriculum, transcripts will indicate the student's entry grade level at The Ogburn School.

18.0 Academic Assistance

18.1 Students who require academic assistance should use the Lesson Help option in the Message Center. Instructions on how to use this option is included in Student Orientation. The school does not provide on-demand tutoring. Students must follow the procedures for academic assistance.

18.2 Interactive one-on-one tutoring sessions may be scheduled. Email info@ogburn.org for current rates.

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 enrolling in The Ogburn School the student acknowledges the rules of appropriate Internet use. The school is not responsible for the accuracy/quality of the information obtained from the Internet.*

20.1 The use of the Internet is a privilege and any user identified as a security risk or 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 information found on the Internet has not been verified for accuracy. Each student must exercise judgement when using Internet resources as source material for schoolwork.

20.0 All parents/student are 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.

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

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

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

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

20.5 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.

20.11 The Ogburn School may use third-party providers for features, resources, or the transfer of content, and is not responsible for the information, practices, or content of other sites.

20.12 The Ogburn School may reference other sites for research or convenience but is not responsible for the information, practices, or content of other sites.

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

20.13 The computer network in The Ogburn School is provided for students and staff for educational/research purposes. The use of chat lines, computer games, or commercial activities over the school Internet lines is not allowed.

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

21.0 Religion

21.1 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 Employees or volunteers of The Ogburn School, Inc., will not at any time impose their religious beliefs or lack of religious belief on students.

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

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

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

21.2d Staff members will address student concerns surrounding religion/religious beliefs if these issues interface with the student's individual education and only when such issues have been brought up by the student or parent. Discussion surrounding these issues will not impose the personal beliefs of the staff member on the student.

22.0 Additional fees

22.1 Additional fees for courses or services not included in tuition are listed below:

- a) IHIP preparation and Quarterly reports: \$75.00 each
- b) Attendance verification: \$30.00
- c) Student progress reports: \$30.00
- d) Driver's License attendance verification: \$30.00
- e) Social Security verification and documentation: \$30.00
- f) Letters of recommendation: \$15.00 each
- g) Court related documents: \$30.00
- h) Child support documents: \$30.00
- i) Posting previously earned transfer credits to an Ogburn transcript: \$50 per grade level
- j) Other: Charges determined according to time/materials needed for preparation.
- k) Advanced Placement, Honors, World Language, Environmental Science Focus, and Enhanced Elective courses require an additional tuition fee. Email info@ogburn.org for current available courses and tuition pricing.
- l) All graduates are assessed a \$150.00 graduation fee. The graduation fee is payable prior to receipt of diploma and transcripts. Diplomas and transcripts may take up to 60 days to process.
- m) Interactive one-on-one tutoring sessions may be scheduled. Email info@ogburn.org for current rates.
- n) End of Year assessment: Currently \$65.00. Fees subject to change.
- o) All document requests require a 15 day minimum lead time. Expedited orders require an additional \$50.00 processing fee.
- p) Individual dedicated advisor conference: \$25.00 per 30 minutes.

23.0 Assignment Submissions

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

23.2 There is a limited number of assignments that may be submitted per day in each course. Guidelines are posted in Orientation.

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

24.0 Test Scores Submissions

24.1 Test scores may be submitted to the school up to 30 days after the enrollment expiration date.

24.2 If test scores for an expired, withdrawn, or inactive student are received by the school more than 30 days after expiration a reactivation fee must be paid to reactivate the account and post updated information.

24.3 Students will not be promoted until test scores are received by the school.

24.4 Students may re-enroll before test scores are received by the school but will not be officially promoted until test scores are received by the school.

25.0 Student Academic Progress

25.1 Instructors provide feedback on student submissions and answer questions through Lesson Help in the Message Center. Advisors are available through the Message Center to support our students. However, parents hold the final responsibility for monitoring student progress. Course assignments are self-paced within the enrollment period but student must demonstrate consistent and timely submissions to remain active. If students experience any issues preventing them from demonstrating timely progress parents should contact the student advisor. Parents should log into their student's account weekly (at a minimum) to monitor student progress.

25.2 Alternately, there is a daily maximum submission limit per course and a minimum enrollment period for each course and grade level. Review Orientation for additional information.

26.0 Communication

26.1 As an online school, communication is primarily through the Ogburn website Message Center and email. Parents and students should check the Message Center and emails daily to ensure all communications are received.

27.0 The Ogburn School reserves the right to make edits or changes in the policies as needed to conform to accreditation or department of education requirements.