Oxford Virtual Academy is an educational endeavor with Oxford Community Schools.

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Caitlin Martin, Instructional Coach 6-12

**Counseling Team**
Jennifer Uhl & Ronda Angelo: Grades DK-8
Amy Greenspan & Ryan Moore: Grades 9-12
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Introduction
A school without walls, the Oxford Virtual Academy (OVA) is all about options and flexibility. OVA offers self-paced, standardized virtual curriculums, with guidance and supervision to ensure work is done correctly and students stay on track. The virtual school offers online courses that build on students’ strengths. Classes are available 24/7 at home or in the lab and serve all students and families (full-time, part-time, homeschooled, and non-traditional).

Vision Statement
To create a world-class education today to shape tomorrow’s leaders.

Mission Statement
To provide an education that challenges all students to achieve their maximum potential in academics, arts, and athletics and prepares them to succeed in a global society.

Philosophy
Oxford Virtual Academy takes the distance out of distance learning by working in partnership with families to provide rigorous academic preparation that is teacher mentored, parent-directed, and customized to meet the needs of students from all academic backgrounds. OVA continues to improve student learning and strives to maintain positive family relationships based on trust and a shared belief that the student always comes first.

Non-Discrimination Clause
Non-Discrimination Clause: Oxford Community Schools does not discriminate on the basis of race, color, religion, national origin, sex (sexual orientation or gender), disability, age, height, weight, marital status or any other legally protected characteristic, in its programs, services or activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Ryan Reid, Assistant Superintendent of Human Resources, 10 North Washington Street, Oxford, MI 48371, 248-969-5004.

OVA Locations opening Fall 2024
Oxford Virtual Academy K-5 Learning Lab-First Floor
775 West Drahner Road, Oxford, MI 48371
248-969-5197

Oxford Virtual Academy 6-12 Learning Lab-Second Floor
775 West Drahner Road, Oxford, MI 48371
248-969-5194

OSEC Lab (Oxford High School) Rooms 506, 507 & 518
745 N. Oxford Road, Oxford, MI 48371
248-969-5100 Ext. 1591
Community Vendor Locations:
https://www.oxfordvirtualacademy.org/partnerships

*Please note that all Community Vendors labs have additional policies. The expectation is that our students follow the Oxford Code of Conduct and the OVA Student Handbook.

Contact our Community Learning Coordinator for further information:

Kristen Dahlke: Kristen.Dahlke@oxfordschools.org
Oxford Virtual Academy Policies and Information

Orientation/Pictures
Orientation is required for all new students. **Times and locations to be determined.** Contact your student’s counselor for details. School Picture ID Cards will be provided and should be used throughout the school year to sign in at each lab. ID Cards can also be used to gain free admittance to any Oxford Community Schools athletic event or theater event for the student.

Grade-Level State and Local Assessment Information

If you are a full-time student taking **“core” classes**, you are required to take all appropriate state and local grade-level assessments. For state testing (MStep, PSAT, SAT), you must appear at the designated **scheduled location, date, and time** to continue in the seat-time waiver program. MStep, PSAT, SAT, and MME testing for grades 3-11 will occur in April and May. Specific dates will be posted when information becomes available from the state.

Students are also expected to participate in district-level assessments three times per year. K-5 students are assessed with Delta Math for grade-level mathematics readiness and Fountas and Pinnell for their literacy level. 6-12 students are assessed with the IXL and/or Delta Math (depending on grade level) on skills related to reading and mathematics. These assessments are valuable sources of information for staff to better understand your student’s academic needs and how best to support these needs.

Elementary students will be assessed at the beginning of the year and throughout the year in accordance with Michigan’s Read by Grade Three legislation.

Course Changes

**All students will have 5 school days from the semester start date to request any changes, including additions, drops, and program requests.** Talk with your student’s mentor to learn more. Schedule changes must be submitted in writing and approved by your student’s counselor.

Online Learning Attendance Definition

Students must complete a percentage of their courses weekly based on a pacing plan. Each semester, students follow a weekly pacing plan set by their mentor. Students must follow the pacing plan unless an agreement for customized pacing is established with the mentor, teacher, and counselor.

Students who are behind in progress are required to work with their mentor teacher to create a pacing plan and framework for academic success. Students behind in progress must also be logged in and actively engaged in coursework each day. “Actively engaged” means that students complete at least 4 hours of coursework per class per week [or an equivalent amount of work in one or more classes]. This is measured from Monday to Sunday. Students must also have two-way contact with their mentor on a weekly basis. Actively engaged in coursework is defined as completing lessons, labs, essays, reading, quizzes, tests, and other assessments as assigned within the Learning Management System (LMS). While there are times when students will be doing offline work such
as researching and typing an essay, mentor, and content teachers will see evidence of this offline work within 2-3 days. Students behind in progress who are not actively engaged each day without a prior, written plan by their mentor teacher for 5 consecutive school days will be considered truant.

When a student has fallen behind in pace by more than 10 percent in their classes, school administration, in collaboration with the mentor teacher, will begin tracking non-progress days as absences.

**Attendance in Optional Learning Experiences**

Participation in the optional learning experiences does not constitute attendance in online content. Students must complete weekly online course requirements to be considered attending for that school week.

The attendance guidelines for Oxford Virtual Academy include five (5) progressive steps for attendance, which are designed to be informative and to lend assistance whenever possible. The absences in this policy are those that are accumulated over the course of one (1) academic year. School-related and medical absences with documentation are excused and not included within the tabulation.

**Attendance Policy**

1. Consistent attendance and active course progression are necessary for students to be successful in online and hybrid schools.
2. In general, students are required to be “in school” on a daily basis, and they should only be absent in the case of illness or extenuating circumstances.
3. While virtual learning allows for flexibility in time, pace, and place, students are expected to be in attendance online each week within their learning platforms.
4. Participation in the optional learning experiences (i.e., community partnership electives, and hybrid lab days) does not constitute attendance in the online content. Students must complete weekly online course requirements to be considered attending for that school week.

The five (5) steps of the absence policy for students taking seated and online coursework are as follows:

A. After five (5) consecutive (total includes excused and non-excused) absences
   ○ Parent phone call. (Building Administrator/FSL contact to plan a formal meeting)
B. No more than ten (10) consecutive and/or non-consecutive absences
   ○ 1st formal parent written contact (a letter stating concern and absence dates). A copy of this policy was sent with a letter.
C. No more than fifteen (15) consecutive and/or non-consecutive absences
Oxford Virtual Academy
Student Handbook 2024-2025

- 2nd parent written contact (letter, meeting with the principal, and health referral if appropriate). Referral to school social worker and referral to the local agency, if warranted (intermediate school district, Oxford-Addison Youth Assistance). Schedule a conference with the parent(s) and devise an action plan.

D. No more than twenty (20) consecutive and/or non-consecutive absences
- 3rd parent written contact sent to parent indicating impending referral to Oakland County Truancy Officer with an additional absence; referral to a social worker.

E. Twenty-one (21) or more consecutive and/or non-consecutive absences
- The district makes a referral to Oakland County Truancy Officer/Juvenile Court regarding truancy and educational neglect; referral to a social worker.

Vacations
Vacations that keep children from connecting to their online classes or attending their seated classes during the school calendar are strongly discouraged. If you must take your child out of school for a special trip, please notify your child’s mentor in writing one week in advance.

Count Day Information
All students must complete count day requirements. These requirements can be fulfilled in one of two ways per the Michigan Pupil Accounting Manual:
- Completing activities in each class on count days
  - If a student misses completing an activity in all classes on Count Day, then the student must complete an activity within 10 school days from Count Day.
  - There are rare instances, due to a medical situation, when a student is not able to complete activities on Count Day or the 10 school days following. Prior to Count Day, the student or parent can communicate the situation and documentation to their counselor. The counselor will provide the information to the administration. The administration will file for approval of a 30-day extension from Count Day with our pupil accounting auditors.
- Communicating with their mentor teacher each week

See the information below regarding mentor contact and information above regarding attendance.

Mentor Contact
All students are required to maintain weekly 3-way communication with his/her assigned mentor throughout the entire school year. Communications may be in person, via email, or within the online program. Exceptions are during Christmas and Spring Break only.
Failure to respond to mentor communication for 1 week will result in a warning letter and documentation. 15 days without contact requires Oxford Virtual Academy to file truancy.

**Extension Policy**
Extension requests must be submitted to the mentor teacher 4 weeks prior to the course end date. Extensions are limited to 2 courses per semester and must include documentation of extenuating circumstances. The requested course(s) must be over 70% complete with a passing grade to request an extension. The extension committee will determine if the 1-week extension is approved, and parent/student will be notified via email within 1 week of the request deadline. Approved extensions will receive an “I” (Incomplete) on the report card. If the course is completed within the 1-week deadline, the “I” on the report card will be changed to the earned letter grade. If the extended course is not completed by the 1-week deadline, the remaining assignments will be recorded as zeroes. The final exam must be completed to receive a letter grade for the course.

**Grading Policy**
All courses will be graded at the end of each semester.
- Any assignments not completed will be marked as zeros by the OVA teachers to calculate a final grade.
- Students must follow each course’s syllabus to ensure all assignments are completed.

**Grade Scales**

**Elementary School**

<table>
<thead>
<tr>
<th>Description</th>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastered</td>
<td>M</td>
<td>≥ 65</td>
</tr>
<tr>
<td>Not Mastered</td>
<td>NM</td>
<td>&lt; 65</td>
</tr>
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</table>

**Middle School and High School**

<table>
<thead>
<tr>
<th>Description</th>
<th>Letter Grade</th>
<th>Grade Points GPA</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>A</td>
<td>4.0</td>
<td>≥ 93</td>
</tr>
<tr>
<td>Superior</td>
<td>A-</td>
<td>3.7</td>
<td>≥ 90</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>≥ 87</td>
</tr>
</tbody>
</table>
### Academic Integrity

All students are expected to exhibit academic integrity in all aspects of their education with Oxford Virtual Academy. Academic integrity means making a sincere effort to learn and avoiding cheating, plagiarism, and other forms of academic dishonesty.

### Getting Help

While students learn, they may get all the support they need. Content and mentor teachers are there to help. Don’t hesitate to call, text, or email them. They can answer questions, Zoom with your student, and help review the material in many ways. Students may also use the internet, credible web-based resources, or ask family and friends for help. When you do homework or practice assignments, you may continue to use out-of-school resources. Just be sure that you are learning and not only getting answers. If you find an answer key, resist the temptation to copy it! Copying is cheating, even if you change the words a bit.

### Cheating

Cheating means breaking the rules for an assignment. Cheating happens when you get someone to tell you the answers for assignments, or you look up answers on the internet instead of getting the help you need to figure out the answer yourself. Cheating also happens when you copy from an answer key, turn in someone else’s written or recorded work as your own, or look up answers during a final exam. Using an online translator for a world language assignment is also cheating. A special form of cheating called plagiarism is described next.


**Plagiarism**

Plagiarism means turning in work based on another person’s thoughts and ideas without giving them credit. Paraphrasing (changing the words) does not make the work your own, and it still might be plagiarism. Here’s how to tell when paraphrasing is OK and when it is plagiarism.

Paraphrasing is OK:
- For short, factual information (example: “There are 206 bones in the human body.”)
- For assignments that give information and then ask you to put it in your own words.

Paraphrasing is plagiarism:
- When you use someone else’s idea and just change the words (for example: you are asked to explain why something happened or to give an opinion, and you paraphrase something you found online.)

Using an **online translator or other tool, such as AI to provide answers you did not come up with on your own is also academically dishonest. Your teachers want to know what you have learned and where you are struggling so they can help. If you are stuck, reach out to your teacher. Incidences of academic dishonesty involving an online translator or other tool are the same as those of plagiarism and will result in disciplinary action.**

**Citing Sources**

If you need to include another person’s ideas in your work, you must make it clear that you are not trying to pass it off as your own by giving credit to the author.

- One way to do this is to mention the source and use quotation marks. For example, Albert Einstein once said, "Anyone who has never made a mistake has never tried anything new."

Listing the website/article/book alone is an informal way to cite an internet source. There are several formal methods of citing sources. If your teacher specifies MLA, APA, or another format, be sure to use that format. Research papers and essays should always use a formal citation method.

**Consequences for Plagiarism and/or Cheating**

- First offense: A grade of zero will be entered for the assignment. A log entry will be made in PowerSchool, you will be required to complete an online Academic Integrity Course, and your parent/guardian will be contacted. You will be allowed to redo the assignment to erase the zero, but the Content Teacher and Mentor Teacher reserve the right to modify the second assignment.
Any incident after the first offense: The assignment grade will be zero, with no opportunity to redo. This applies to all types of assignments, including the final exam. A log entry will be made in PowerSchool, and your parent/guardian will be contacted. Administration will be notified, and additional restrictions or consequences may be put in place.

It is important to understand that "first offense" applies only to the first incident of cheating or plagiarism in any of your classes during your years of education with Oxford Schools.

Final Exams

Final Exams must be taken at an OVA lab with a teacher or other authorized proctor present. During the exam, you may use only the notes allowed by the teacher and any reference materials provided by the class or teacher. During the exam, you may not open any websites or additional browsers, re-enter courses to review content, talk to other students, or refer to additional notes or resources.

All final exams may be taken only once. Some online programs show an automatic message if you fail an exam, asking you to retake the exam. However, the automatic retake is not allowed on the final exam for OVA students. Do not take the final exam a second time.

Some online programs do not have a lock/password on the final exam. You are expected to open your final exam for the first time when you come to the lab to take it at the end of the semester. Looking at the exam before coming to the lab is cheating.

Technology

Any student using equipment (computer, internet, etc.) owned by Oxford Community Schools, agrees to be financially responsible for this equipment. Only a technician who is authorized by the administration of the Oxford Virtual Academy can repair any equipment that is damaged while in student possession. The student is financially responsible for all damages to Oxford Community Schools’ technology equipment. Any Oxford School property, including but not limited to laptops, power cords, and bags must be returned to OVA Lab 168 S. Washington, Oxford, MI 48371, within 5 school days of the end of the school year or upon transferring out of OVA. Failure to return Oxford Community Schools’ property will result in legal action. If you have an extenuating circumstance that may prevent you from meeting this deadline, please contact Technology Support as soon as possible at OVA Tech@oxfordschools.org.
OVA Lab Policies and Procedures
To best serve our students, OVA has implemented policies and procedures that are directly designed to ensure these safeguards are being addressed. Students and parents/guardians are expected to read, understand, and comply with the stated policies and procedures. Although OVA recognizes that any students over the age of majority (18 years old and over) are not legally required to have parent/guardian authorization, it has always been OVA's desire to have active and effective student/parent/guardian communication and cooperation at any age.

For purposes of the OVA Policies and Procedures, students are identified in the following categories:

a. Students driven by their parents/guardians;
b. "Minor" students driving themselves;
c. "Adult" (over 18 years of age) students driving themselves.

Arrival
All students will be required to sign in upon arrival. Parents/guardians are responsible for ensuring that their students get into the lab safely.

Upon arrival, students coming to the OVA secondary lab must present bags for search by the OVA security officer. Clear backpacks may be carried into the lab after the search. Non-clear bags or backpacks will remain with the OVA security officer.

Once a student arrives at the OVA Lab, those students FOURTEEN (14) YEARS of age or younger will not be permitted to...

Students FIFTEEN (15) to SEVENTEEN (17) YEARS of age, including students driving themselves, will be allowed to sign themselves in and out WITH signed parent permission, but will not be permitted to do so multiple times during the course of their lab session. Parents maintain the right to deny this permission.

Studying at the OVA Lab
Once a student arrives at the OVA Lab, they will not be permitted to leave the lab until they have completed their lab session and a parent/guardian or an authorized, pre-designated individual is present and signs the student out. Therefore, parents/guardians and their students are strongly encouraged to communicate to ensure that the student has everything they need with them when they come to work at the OVA Lab.
Students EIGHTEEN (18) YEARS of age and older will be allowed to sign themselves in and out but will not be permitted to do so multiple times during their lab session.

**Departure**

Elementary students: Once a student has completed their lab session for the day, they must be signed out by a parent/guardian or a pre-designated individual authorized on this form by a parent/guardian. All students: Parents/guardians are directed to identify individuals that they authorize to pick up and sign out their students in the space provided below the signature portion of the OVA LAB Form. Parents/guardians will be expected to revise this information, if necessary, throughout the school year. If a pre-designated individual is authorized to pick up and sign out the student, they must possess and show proper identification at the time of pick up. Parents may designate students who have a valid driver’s license and are minors to sign in/out for themselves.

**Use of OVA Lab Equipment and Devices**

As it pertains to any and all OVA Lab computers, equipment, and devices, all parents/guardians and students are required to read, understand, abide by, and sign the OVA "Authorized User Policy" Agreement (AUP) acknowledging that this equipment will be used for educational purposes only and that the student will properly maintain any equipment in their possession. The AUP signed by the parents/guardians/student is hereby incorporated by reference into these policy and procedure directives.

**Communication/Email Portals within Your Learning Account**

These allow you to speak with your teachers directly in certain programs. When you first log in to your class, find your content teachers’ information (emails, phone numbers). Some teachers also have office hours, so make sure you are familiar with those.

**Account/Vendor Announcements:**

Teachers for your classes and/or tech support have very important announcements. They are posted either in your account mail center or on your home page.

**Student use of Cell Phones, Electronics, Etc.**

Student-owned cell phones, iPods/iPads, etc., are permitted at the OVA Lab; however, they must be used for educational purposes and will not be permitted to serve as a distraction to the student. If these devices cause a distraction in the lab, the administration reserves the right to take possession of the device and return it at the end of the session with a discussion (with parents/guardians if necessary) on how to avoid future distractions.

All students are directly responsible for the loss/damage to any device they bring into the lab.
Food/Beverages at the Lab
Eating/snacking is not permitted at workstations when devices are present.

Smoke and Vape-Free Environment
The OVA Lab is a smoke and drug-free environment. Smoking/Vaping is not permitted anywhere in or around the OVA Lab.

Use of Restrooms
The OVA Lab has designated unisex student and faculty restrooms within the lab facility. Students are required to use the designated "student" restrooms.

Health & Medication Issues
Parents/guardians and adult students are responsible for notifying OVA of any health/medication/allergy issues about the student. Notification and instructions must be in writing on district forms and furnished to OVA with any necessary/required medication (i.e. inhaler, epi-pen, etc.) These items can be maintained at the OVA Lab and made available to the student as directed. They will be returned to the parents/guardians/student at the end of the school year.

Weapons
No weapons of any type are permitted or tolerated by the administration of the OVA Lab. This is a "ZERO-TOLERANCE" policy, and any violation will result in immediate expulsion. All parents/guardians and students, in conjunction with the terms and provisions of the “Student Code of Conduct,” sign this provision.

Consequences for Violation(s)
Except as specifically stated in the paragraph above, any violation of the policies and procedures identified herein will result in an initial conference/discussion with the student and parents/guardians to review and rectify the violation. It is expected that this process will resolve any future issues. Repeated violations of these policies and procedures that are not rectified/corrected with conference/discussion will result in a behavior plan to address the issues.
Extra-Curricular Activities
Oxford Virtual Academy students are eligible for Oxford Athletics and clubs, provided they meet eligibility requirements.

Clubs
National Honor Society
Dave Crane, 401-206-5861
David.Crane@oxfordschools.org

Chess and Board Games Club
Shiloh Christie, 248-599-1275
Shiloh.Christie@oxfordschools.org

Visit: https://oxfordhigh.oxfordschools.org/activities for a list of clubs at OHS
Visit: https://oxfordmiddle.oxfordschools.org/activities for a list of clubs at OMS

Fine and Performing Arts Programs Contacts
Jim Gibbons, Band Director: 248-969-5164
Jim.Gibbons@oxfordschools.org

Leo Humbach, Vocal Musical Director: 248-969-5168
Leo.Humbach@oxfordschools.org

Krista Price, Theater: 248-969-1864
Krista.Price@oxfordschools.org

Dana Brewer, Dance Conservatory and Company: 248-969-4173
dana.brewer@oxfordschools.org

Athletics
Please contact the athletic department with any questions and to ensure eligibility. Please check the Oxford Athletics webpage (https://oxfordstrongathletics.org/) often, as this schedule may change without notice. All OVA students are considered Oxford students for the purpose of eligibility for sports.

For those students wishing to participate in interscholastic athletics at Oxford High School or Oxford Middle School, the following requirements must be met:

- Students entering grades 10, 11, and 12 must have passed at least six (6) classes in the previous semester. They must have attained at least a 2.0 term GPA.
● Students entering grade 8 must have passed at least four (4) classes in the previous semester.
● EVERY student must have a current physical exam. A current physical is one taken on or after April 15, 2024. Physical forms are available online, outside the high school athletic office, or at the middle school offices.
● Transfer, home school, and virtual school students must be cleared to participate by the district athletic director before practicing or working out with a school team.

Tony DeMare, District Athletics Director/High School Assistant Principal: 248-969-5110
tony.demare@oxfordschools.org

Lori Ballard, Administrative Assistant: 248-969-5110
lori.ballard@oxfordschools.org
High School
Graduation Requirements

All students are required to develop an Educational Development Plan (EDP).

Students must have valid participation on all expected State tests: SAT, ACT, WorkKeys, and MStep (see page 8).

All students must complete 23 total credits of coursework to graduate. Of these 23 credits, 18 are courses required by the Michigan Merit Curriculum as described below:

<table>
<thead>
<tr>
<th>Graduation Credit Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>4</td>
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<tr>
<td>Language Arts</td>
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<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
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<tr>
<td>Physical Education</td>
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<td>Health</td>
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<tr>
<td>Visual and Performing Arts</td>
<td>1</td>
</tr>
<tr>
<td>Remaining Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

Mathematics: 4 Credits
- Algebra I (1 credit)
- Geometry (1 credit)
- Algebra II (1 credit)
- Math Elective (1 Credit)
  In addition, one math course must be attempted during Year 4.

World Language: 2 Credits
- Two credits in the same language.
  - OR -
  - One credit in a world language and one additional credit of PVAA.

Language Arts: 4 Credits
- Language Arts 9 (1 credit)
- Language Arts 10 (1 credit)
- Language Arts 11 (1 credit)
- Language Arts 12 (1 credit)

Science: 3 Credits
- Biology (1 credit)
- Chemistry or Physics (1 credit)
- 3rd Science Elective (1 credit)

Social Studies: 3 Credits
- U.S. History (1 credit)
- Economics (½ credit)
- U.S. Civics (½ credit)
- World History (1 credit)

Physical Education: ½ Credit
Health: ½ Credit
Visual and Performing Arts: 1 Credit

Class of 2028 & Beyond
Financial Literacy: 1/2 credit
- Can be satisfied concurrently by Economics or Personal Finance

*Students who transfer in from homeschool must declare homeschool classes/credits upon enrollment in Oxford Community Schools.
Once a student has moved to full-time status, homeschool classes will no longer be accepted for credit.

*See Appendix C for recommended course sequences.
**Personal Curriculum**

The State of Michigan has legislated that every student needs to complete all aspects of the Michigan Merit Curriculum. The state has allowed for the possibility that some students, with the support of their parents/guardians, request a modification to the state graduation requirements. These modifications, which may produce a “personal curriculum plan,” are to be developed by a group consisting of the student, his or her guardian/parent, the student’s counselor, the content teacher, and the administrative designee. The modified plan will incorporate as much of the subject area content expectations as practical, as well as, alignment with the student’s educational development plan (EDP). It is also the responsibility of the student’s parents/guardians to monitor their child’s progress in the goals contained in the personal curriculum plan and contact individual teachers at least twice per semester.

There are no modifications to the State of Michigan requirements for Language Arts, World Language, Science, Civics, Algebra, and Geometry. Modification requests to health/physical education and visual and performing arts requirements based on additional coursework beyond required credits in Language Arts, Math, Science, Social Studies, or World Language only if there is no elective class within their schedule that can be dropped to add the state requirement. Students and their parents need to be aware that if a personal curriculum plan is granted and the student does not achieve proficiency in the required credits, the personal curriculum is null and void. They also need to understand a personal curriculum plan may impact NCAA eligibility, college scholarships, and college admission decisions.

**Personal Curriculum for Students with a Disability**

A student receiving special education services shall have an Individual Education Plan (IEP) that identifies the supports, accommodations, and modifications necessary to allow the student to progress in the Michigan Merit Curriculum requirements or a personal curriculum, and meet the requirements for a high school diploma.

If the parent or legal guardian of a student requests, as part of the student’s Personal Curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary because of the student’s disability if the team determines that the modification is consistent with both the student’s educational development plan and the student’s individualized education program.

**Independent Study Courses Guidelines**

1. Students must maintain 3-way communication throughout the semester just like mentor communication. Keep a spreadsheet that is exactly like the mentor log.

2. Communication requirements: Communication must be content-related. All students must submit a weekly journal reflection of their learning for the week. *It is now required that those reflections be kept in a digital portfolio (PPT, Prezi, or LiveBinder are some examples) that will be turned in at the end of the semester.*
3. Create an assessment for the mid-term and for the final exam. It can be a hands-on project, an essay, or a research paper. Please have them include that in their final portfolio. Enter the mid-term and the final in the grade book as well. You can award points for the final portfolio and total the points.

4. For each activity (i.e. journal reflection entry, mid-term, final project, portfolio grade, and overall grade), please keep a grade book. (Excel, Haiku & PowerSchool are examples).

5. Print the grade book and the digital documents for a hard copy file. This will help for auditing purposes.

**Dual Enrollment**

To meet student needs and interests, school districts have allowed their students to attend courses at local colleges or universities in addition to their high school. Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities for students who meet all of the necessary qualifications.

*See your counselor if:*

- You believe you are eligible for the Postsecondary (Dual Enrollment) option,
- You believe you qualify for tuition and fee support, and
- You wish to participate.

Course limits:

Up to 10 courses overall can be covered under the Postsecondary Enrollment Options Act. For a student that first dual enrolls in:

- 9th grade – not more than one course per semester in 9th, 10th, and 11th grade, and not more than 2 courses per semester in grade 12
- 10th grade – not more than one course per semester in 10th grade, and not more than 2 courses per semester in 11th and 12th grades
- 11th or 12th grade – not more than two courses per semester.

To qualify, all the following conditions must be met:

1. Students must meet qualifying test scores set by the college or university.
2. Students must be enrolled in both the school district and postsecondary institution during the local school district’s regular academic year. They must be enrolled in at least one high school class.
3. The college courses cannot be hobby, craft, or recreation courses; nor can they be courses in physical education, theology, divinity, or religious education.
4. Proof of registration in college courses must be provided to OVA before the first day of classes each semester.

**Educational Development Plan (EDP)**

An Educational Development Plan is a student-created document in which all students investigate careers, assess their interests and skills, and develop long and short-term academic and job-related goals. Students will update and add to the EDP. Xello is an internet-based career exploration and planning platform that all full-time students use to develop their EDPs and complete various career and self-awareness activities as assigned.

**Advisory**

Advisory is a non-graded class on a student’s schedule and provides a toolbox of academic and social-emotional resources. Activities will focus on the completion of each student’s Educational Development Plan. Advisory is aimed to provide an additional platform to communicate with the student’s school counselor for current and future educational planning.

**Middle School Full-Time Status**

In middle school, a full-time student is required to take four core classes and two electives. OVA has several options to choose from. See the course catalog or contact your guidance counselor or mentor teacher for details.

**Additional Extension Information**

Full-time students are expected to complete both semesters of the core curriculum. If a student extends all first semester classes throughout the second semester, the student is expected to take English and math during summer school.

**Educational Development Plan (EDP)**

An Educational Development Plan is a student-created document in which all students investigate careers, assess their interests and skills, and develop long and short-term academic and job-related goals. Students will begin their EDP in grade 6 and update annually through grade 12. Xello is the internet-based career exploration and planning platform that all full-time students use to develop their EDPs and complete various career and self-awareness activities as assigned.

**Advisory**

Advisory is a non-graded class on a student’s schedule and provides a toolbox of academic and social-emotional resources. Activities will focus on the completion of each student’s Educational Development Plan. Advisory is aimed to provide an additional platform to communicate with the student’s school counselor for current and future educational planning.
Courses for High School Credit
Middle School students taking courses for high school credit will be required to take final exams for these courses. All final exams must be taken in person at the OVA lab. Middle school students must score 78% or higher to earn high school credit for each course. These courses are designated as such on the national vendor course list.

Elementary School
Elementary Screeners
Full-time elementary students are required to participate in OVA's literacy and math screeners three times per year to stay in compliance with state law and measure student growth. Elementary students will read with their teachers using Fountas and Pinnell to test their literacy level and take the Delta Math assessment to gauge their readiness for grade-level math concepts.

Elementary Interventions
OVA elementary students who have been flagged as needing additional literacy or math support by the elementary screeners will be required to participate in one-on-one and small group interventions with their teacher, a specialist, or an instructional paraprofessional.

Your Learning Accounts
OVA offers numerous vendors/companies for student class options. This can sometimes be confusing until you get into your rhythm for the year. Be sure to keep your login information close to your computer.

Assignment Loading Portal within Online Accounts
Vendors offer tech support and online videos to assist you when loading your student work for grading. If you don't have a scanner, photos will do. Please connect with your content teacher for their preferred method of submission.

Supplies
All non-required, supplemental materials are not provided by OVA. Common household items and office supplies are not provided.
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OXFORD COMMUNITY SCHOOLS  
10 North Washington Street, Oxford, Michigan 48371  

ACCEPTABLE USE POLICY

1. Purpose

Oxford Community Schools (the “District”) recognizes that advancements in technology affect the manner in which information may be accessed, communicated and transferred by members of society and provides a vast and diverse array of educational resources. Therefore, the District is providing Technology Resources to its students and employees, including access to the Internet, for the limited purpose of enhancing the education of its students.

Use of the District’s Technology Resources, including access to the Internet, is a privilege, not a right. This policy shall apply to all students, teachers, administrators, guests and users of the Technology Resources who have access privileges through association with the District. Use of the Technology Resources entails responsibility and termination of this privilege, as well as other disciplinary or legal action, may result if this policy is violated or if other improper use is discovered.

It is the sole intent of the District that the Technology Resources will be used in compliance with the District’s curriculum, the students’ career development and appropriate self-discovery. The District has not established Technology Resources as a public forum, either full or limited. All use of District Technology Resources shall be for District-related educational purposes only.

2. Definitions

Technology Resources - Includes, but is not limited to, the Internet, electronic mail (“e-mail”), Computer Systems (as defined below), cameras, televisions, projectors, video recorders, security cameras, radios, distance learning systems, telephones and all voice, video and data systems.

Computer System - Includes, but is not limited to, computer hardware, disk drives, printers, scanners, cables, software applications, web-based or cloud applications, and the network.

3. System Security

System security shall be protected through the use of passwords. Each user is responsible for maintaining the privacy of his or her password to avoid unauthorized access and/or inappropriate use. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another user’s name.

3. Users shall immediately notify the District if a security problem is suspected or identified.
4. Appropriate Use of Technology Resources

The District’s Technology Resources shall only be used to access information related to the District’s curriculum. The District’s curriculum shall include, by way of demonstration and not limitation, a student’s course work, a teacher’s instructional program, and an administrator’s duties.

5. Prohibited Activities and Inappropriate Use of Technology Resources

Students, employees, administrators and all other users of the District’s Technology Resources are required to use the Technology Resources in an ethical and responsible manner.

Students are prohibited from engaging in the following activities:

1. Revealing personal information, such as name, address, telephone number, social security number, picture, driver’s license number, credit card numbers, etc. over the Internet or e-mail.

2. Agreeing to meet with someone that he/she has met on the Internet or through e-mail without his/her parent’s prior written approval and participation.

All individuals using the District’s Technology Resources are prohibited from engaging in the following activities:

1. Retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall include disturbing, threatening or harassing other users and persons on other computer systems by sending unwanted e-mail.

2. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered which relate to the District’s curriculum.

3. Playing games, visiting chat rooms or otherwise using Technology Resources for non-academic activities.

4. Wasting or taking of supplies such as paper, printer ribbons, toner, and flash drives that are provided by the District.

5. Use of Technology Resources for fraudulent or unauthorized copying, communication or modifications of materials in violation of copyright laws.

6. Invading the privacy of another user, including attempts to gain unauthorized access by using the password or account of another individual, forging e-mail messages or otherwise impersonating another user. This shall also include copying, changing, reading, or using files in another user’s area without that user’s permission.
7. Giving, lending, copying or selling copies of software on the District’s computer system unless authorized by the District.

8. Attempting to gain or actually gaining unauthorized access to the District’s computer programs, system or equipment.

9. Downloading or uploading information onto the hard drive of a District computer. This shall also include installation of software not approved by the District.

10. Using the Technology Resources for commercial or for-profit purposes.

11. Using the Technology Resources for personal or private business, product advertisement, fundraising, campaigning, or political lobbying.

12. Removal, destruction, deletion, modification, alteration, abuse or damage to/of the District’s Computer System’s hardware or software, regardless of whether the District owns or leases the hardware or software. Tampering with the District’s computer system and/or software applications will be considered vandalism, destruction, and defacement of school property whether the District owns or leases the property. Tampering with includes removing, damaging, deleting, modifying or altering computer hardware or software applications.

13. Infiltration, or “hacking,” into any computer system or file, including the District’s Computer System.

14. Attempting to access or actually accessing materials or files that are dangerous to the integrity of the District’s Technology Resources and/or Computer System.

15. Sending obscene, profane, lewd, vulgar, or inflammatory language or messages, including all forms of cyber bullying.

16. Uploading, downloading, creating or intentionally spreading computer viruses.

6. Consequences for Illegal and/or Inappropriate Use

The use of the District’s Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations. Inappropriate activity is defined as any activity that violates this policy or the intended use of the Technology Resources. Violation of this policy by any individual may result in temporary or permanent suspension of Internet and/or network privileges, as well as further disciplinary or legal action.
All individuals using the Technology Resources of the District shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

7. Rights and Responsibilities of the District

The District reserves the right to monitor any and all activity involving the Technology Resources. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the right to cancel the privilege of any user to access the Computer System at its sole discretion. Finally, the District reserves the right to filter any and all Internet activity on the network. The Children’s Internet Protection Act (CIPA) requires all public school districts and libraries that receive E-Rate funding for Internet access to filter all computer workstations that access the Internet. Oxford Community Schools participates in the E-Rate program, and therefore, filters all connections.

Pursuant to Federal law, students shall receive education about the following: safety and security while using email, chat rooms, social media, and other forms of direct electronic communications; the dangers inherent with the online disclosure of personally identifiable information; the consequences of unauthorized access (e.g. hacking), cyberbullying and other unlawful or inappropriate activities by students online; unauthorized disclosure, use, and dissemination of personal information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

8. Procedures

All users of the District’s Technology Resources shall follow the “Procedures for Electronic Information Access and Use” attached hereto as Appendix A and incorporated herein by reference.

9. Wireless Guest Network Access and Internet Use

A. Guest access to the District’s open wireless network (“OCS – Guest”) is provided as a service to the community and is subject to all policies and guidelines covered in Sections 1 through 10 of this policy, plus any state and federal laws related to Internet Use, including copyright laws.

B. Guest access provides filtered content and limited bandwidth. In addition, limited technical support is provided for guest access.
10. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The District shall not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District does not endorse or guaranty the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

11. Use Agreements

All users of the District’s Technology Resources are required to execute the appropriate Use Agreement. The following agreements are attached hereto:

Appendix A  Procedures for Electronic Information Access and Use

Appendix B  Technology Resources Use Agreement

Section
A. Student Authorization Form (Students 18 years of age or older).

B. Parent/Guardian Authorization Form (Students under the age of 18).

C. School Personnel/Representatives Authorization Form (includes teachers, administrators, and any other user of the Technology Resources).
Appendix A

PROCEDURES FOR ELECTRONIC INFORMATION ACCESS AND USE

The following procedures govern the use of Technology Resources, including but not limited to the Internet and electronic mail ("e-mail") in Oxford Community Schools (the "District").

1. All use of the Internet and Technology Resources must be in support of education and research and consistent with the purposes of the District.

2. The Internet will be used to support the District’s curriculum, the educational community, projects between schools, communication and research for District students, teachers, administrators and residents.

3. The Internet and computer technology will not be used for illegal activity, for profit purposes, lobbying, advertising, transmitting offensive materials, hate mail, discriminating remarks, cyber bullying, using, obtaining, or transmitting obscene or pornographic material.

4. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

5. Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities.

6. Uploading or use of unauthorized games, programs, files or other electronic media is prohibited.

7. The illegal use of copyrighted software is prohibited.

8. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.

9. The user shall be responsible for damages to the provider’s equipment, systems and software resulting from deliberate or willful acts.

10. Intentionally altering the files and/or the hardware on District computers will be viewed as vandalism.

11. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
12. Malicious use of any technology to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.

13. Messages sent over e-mail must be written appropriately. The people receiving the messages can forward the messages to others or post them on electronic bulletin board systems for anyone to read. Therefore, the messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate. They also should not contain personal information you would not want made available to strangers such as your name, address or phone number.

14. The content and maintenance of a user’s electronic mailbox is the user’s responsibility.
   a. Assume that your e-mail can and will be read by others.
   b. Keep in mind anything that you write, send, or store has the potential to be viewed by others (e.g. in the newspaper, blogs, websites, social network sites, etc.).

15. The content and maintenance of a user’s disk storage area is also the user’s responsibility.
   a. Keep files to a minimum.
   b. Your files may be accessible by persons with system privileges, so do not maintain anything private in your disk storage area.

16. The District reserves the right, in its sole discretion, to make determinations as to whether specific uses of its Technology Resources are consistent with the District’s Acceptable Use Policy.

17. The District reserves the right to filter Internet access, monitor and keep records of Internet use, and to monitor space utilization by users.

18. The District reserves the right to remove a user account on the network to prevent further unauthorized activity as specified in this document.

19. The user shall bring incidents of offensive or inflammatory material directed to them or others, to the attention of the teacher, principal, or system administrator.

20. Failure to follow the procedures listed above may result in termination of the user’s privilege to access the Technology Resources of the District. In addition, the user may be subject to other disciplinary or legal action.
Appendix B

OXFORD COMMUNITY SCHOOLS
TECHNOLOGY RESOURCES USE AGREEMENT
(Please complete either Section A, B or C as applicable)

SECTION A. Student Authorization Form (Students 18 years of age or older)

The following must be completed and signed by all students who are 18 years of age or older:

1. Introduction
Oxford Community Schools (the “District”) believes that the Internet offers unique resources for students, administrators, teachers, and guests. The District’s goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (“Agreement”) and to abide by the terms and conditions of the District’s Acceptable Use Policy (Policy #7540.03). The District does not authorize any use of the Technology Resources which are not conducted strictly in compliance with this Agreement and the District’s Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

2. Student Access to Inappropriate Online Material
While access to the Internet by way of the District’s Computer System shall be administered by a teacher or by other school personnel, the District may not be able to technologically limit access to those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they find inappropriate, offensive, controversial, or otherwise objectionable. By executing this Agreement you assume these risks.

3. Discipline
Students who violate the District’s Acceptable Use Policy and/or this Technology Resources Use Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures or legal action.

4. Student Acknowledgement and Release
I have read the Acceptable Use Policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation, my privileges to use the District computers for Internet use may be terminated, and other disciplinary action may be taken. I hereby release the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Finally, I agree to report any misuse of school resources, including the Internet, by other students to a teacher, principal, or system administrator.

Student signature: __________________________ Date: ______________

Print name of student: __________________________

Date of Birth __________________________ Student ID Number: __________________________
SECTION B. Parent/Guardian Authorization Form (Student Under Age 18)

The following must be completed and signed by all students who are under the age of 18 and requires the signature of their parents or legal guardians:

Student’s name: __________________ Student ID Number: __________________
School: __________________ Grade Level: __________________

1. Introduction

Oxford Community Schools (the “District”) believes that the Internet offers unique resources for students, administrators, and teachers. The District’s goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (“Agreement”) and to abide by the terms and conditions of the District’s Acceptable Use Policy (Policy #7540.03). The District does not authorize any use of Technology Resources which are not conducted strictly in compliance with this Agreement and the District’s Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

2. Student Access to Inappropriate Online Material; Assumption of Risk by Parent

While access to the Internet by way of the District’s Computer System shall be administered by a teacher or by other school personnel, the District may not be able to technologically limit access to those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting, with your signature below, to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

3. Discipline

Students who violate the District’s Acceptable Use Policy and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures or legal action.

4. Student Acknowledgement and Release

I have read the Acceptable Use Policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

Finally, I agree to report any misuse of school resources, including the Internet, by other students to my teacher or system administrator.

Student signature: __________________ Date: __________________

5. Parent/Guardian Acknowledgement and Release

As the parent(s)/guardian(s) of the student named above, I/we have read this Technology Resources Use Agreement and discussed it with my/our child. I/we understand that access to the District’s Technology Resources is a privilege designated for educational purposes. I/we hereby give permission to the District to open an Internet account for my/our child and certify that information contained in this Agreement is correct.

I/we consent to and understand that school staff may monitor my/our child’s electronic communications, including e-mail and files that he or she downloads. I/we hereby release, in both my/our personal capacity, and as guardian of my/our child, the school system and school as well as all school teachers, administrators, and adult volunteers, from any claims arising from my/our child’s violation of, or conduct inconsistent with, the District’s Acceptable Use Policy, including, but not limited to, claims arising from materials my/our child may download or relationships he or she may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

I/we also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my/our child’s violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Signature of parent/guardian: __________________ Date: __________________
Printed name of parent/guardian: __________________
Signature of parent/guardian: __________________ Date: __________________
Printed name of parent/guardian: __________________

***If you do NOT wish to consent to Acceptable Use Policy and/or this Agreement, please sign below***

As the parent(s)/guardian(s) of this student, I/we have read the Acceptable Use Policy and this Technology Resources Use Agreement and hereby refuse access to the Technology Resources for the student named above.

Signature of parent/guardian: __________________ Date: __________________
Printed name of parent/guardian: __________________
Signature of parent/guardian: __________________ Date: __________________
Printed name of parent/guardian: __________________
SECTION C. School Personnel/Representatives and Other Users Authorization Form

The following must be completed and signed by all employees, administrators, other staff and other users:

Name: ____________________________

School: __________________________

1. Introduction

Oxford Community Schools (the “District”) believes that the Internet offers unique resources for students, administrators, teachers and others. The District’s goal in providing Internet access to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (“Agreement”) and to abide by the terms and conditions of the District’s Acceptable Use Policy (Policy # 7540.03). The District does not authorize any use of the Technology Resources which is not conducted strictly in compliance with this Agreement and the District’s Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

2. Inappropriate Use/Discipline

Teachers, administrators and other staff who violate the District’s Acceptable Use Policy and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures and/or legal action.

3. Staff Acknowledgement and Release

I have read the District’s Acceptable Use Policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation, my privileges to use the District computers for Internet use may be terminated, and other disciplinary action may be taken. I hereby release the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Finally, I agree to report any misuse of school resources, including the Internet, to the system administrator.

Signature: ____________________________ Date: ______________

Please print name: ____________________________
SUCCESSFUL Virtual Learners
(Middle and High School Students)

Prepare for Success
- ✔ Computer with internet access.
- ✔ Course materials: printer, paper, earbuds, binder, calculator, and any required books.
- ✔ Contact information for content teachers and OVA staff
- ✔ Course start and end dates (Please check them!)

Beginning the Course
- ✔ Prepare a space to complete work.
- ✔ View all orientation videos and/or orientation documents for each virtual program.
- ✔ Understand the grading policies in each course.
- ✔ Sign in as soon as the course is available and begin working.

Throughout the Course
- ✔ Dedicate at least 1 HOUR, PER DAY, PER CLASS to complete activities. (Students work at different paces, so we always recommend following goals based on percent complete...this is just an average to remind you that all classes require daily work.)
- ✔ Stay on schedule in all classes. Each program has student access to a planned calendar/schedule...just follow the plan!
- ✔ Monitor progress using the student homepage and/or student reports.
- ✔ If you fall behind, contact your mentor teacher (ask about the Pacing Calculator!)
- ✔ Take notes and use study sheets. (Apex students: print ALL worksheets. Students in other programs: keep a separate notebook for each class.)
- ✔ Save all written work in a student portfolio/binder and bring it to your final exam.
- ✔ Ask for help from content teachers and mentor teacher as needed.
- ✔ Visit an OVA Lab for help or just a quiet place to work!
- ✔ Connect with other students through community vendor classes and/or seated classes. Check online programs for discussion boards, class connects, or other opportunities.
- ✔ Always respond to emails from teachers, and maintain weekly communication with your mentor teacher.

Completing the Course
- ✔ Take the final exam affiliated with the course as soon as possible to ensure the best results.
- ✔ Return borrowed equipment and course materials.
- ✔ Check final grades after they are posted and celebrate success!

Additional Reminders
- ✔ Additional attempts on assignments/assessments (if allowed in the program) will only be given on a case-by-case basis and with good reason. Please communicate promptly and clearly if you want to make a request. A meeting/call with a teacher may be required.
- ✔ Additional attempts on assignments/assessments (if allowed in the program) will NOT be given if previous coursework is not complete. Always give your best effort.
- ✔ Final exams for EVERY course must be completed on/before the last day of the semester. (Note: graduating seniors will have an earlier end date for the spring semester)
- ✔ During the last 3 days of the semester, OVA Labs will be open for EXAMS ONLY.
✓ Allow yourself plenty of time to take your final exams.
✓ Class notes are one of the biggest factors of success, and should be used throughout the course...so learn to take good notes! If you need help, make an appointment with your mentor.
✓ NO “GOOGLING” allowed on tests or final exams!
✓ If you finish all classes early... you are done until the next semester!
✓ Class extensions will ONLY be given for extenuating circumstances. Students will not be awarded an extension simply because they were not prepared to take their final exam. Please refer to the OVA Extension Policy.
✓ Use resources available: content teachers, mentor teachers, OVA lab, websites, and tech support (OVA and online schools).

FINAL EXAMS:
ALL 9th-12th grade students (and 8th graders taking HS credit classes) are required to take final exams at an OVA Lab. This is the only proctored test each semester.

✓ Final exams must be taken on/before the last day of the semester. All classes will be deactivated the day after the semester ends, and final grades (or Incompletes) will be recorded.
✓ Final exams are a significant part of your grade. Refer to your course guide/syllabus, or check with your teacher.
✓ If your overall grade is less than 75%, a low final exam grade may put you at risk of failing. Come prepared!
✓ Visit the lab early in the semester for help if you need it. Don’t procrastinate!
✓ You may bring UP TO 3 PAGES of NOTES (front and back) to help you with your final exams. These include notes that YOU wrote or typed yourself. Reference sheets may be provided for classes like chemistry and precalculus. Ask your content teacher if you have questions about what is allowed.
✓ The last 3 days of each semester at the Oxford OVA Lab is reserved for FINAL EXAMS ONLY. Coursework should be complete upon arrival. Please don’t plan to finish coursework at the lab on these days. Come ready!
✓ Exams will be unlocked when you arrive at the lab to take your finals.
✓ No “Googling” or viewing external websites is allowed while taking your final exams.
✓ Plan ahead so you don’t have to take more than 2-3 exams in one day.
✓ Get a good night’s sleep the night before you take your exams.

OFF-SITE EXAMS:
✓ If you live far from Oxford, check with your mentor about additional testing locations. Near the end of each semester, final exam locations and dates will be made available to all students.
✓ If you attend one of these locations for community vendor classes, an APPOINTMENT is still necessary to ensure that mentors know the plan, space is available, your exams are unlocked, and a laptop is available.
✓ Please bring your own laptop if you have one.
✓ Dates are limited, so please check the final exam calendar.
ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE
OXFORD VIRTUAL ACADEMY STUDENT HANDBOOK

Each student and parent/guardian will be required to sign this form to acknowledge receipt of his or her handbook. **This form must be submitted prior to the activation of classes.**

By signing this form, I acknowledge the following:

1. I have read this handbook and understand its contents.
2. I understand and will abide by the Technology Acceptable Use Policy
3. I understand and will abide by the OVA Lab Policy
4. I understand and will abide by the Oxford Virtual Academy Attendance Policy
5. I understand the updated extension and grading policy.
6. I understand that all students must maintain weekly 3-way communication with the mentor teacher during the entire school year. **Note:** 5 consecutive days without progress and/or mentor communication will result in the initiation of truancy procedures.
7. I understand and will abide by Oxford Community Schools Code of Conduct which can be accessed at:
   [https://virtualacademy.oxfordschools.org/for_parents__students/ovadocuments](https://virtualacademy.oxfordschools.org/for_parents__students/ovadocuments)

Student Name (print) ________________________________

Student Signature ________________________________ Date __________________

Parent/Guardian Signature _________________________ Date ________________