

FOCUS LEARNING ACADEMY



2011-12
STUDENT
HANDBOOK

At FOCUS it's YOUR CHOICE.

www.focuslearn.org

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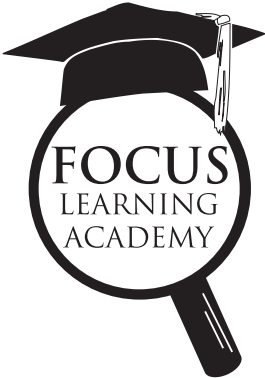
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MOTTO
“Your Choice...”

VISION
 The vision of Focus Learning Academy is to nurture success and empower students to become ethical and productive citizens.

MISSION
 The mission of Focus Learning Academy is to provide a standards-based education to students in grades nine through 12 that leads to a high school diploma and prepares them for post secondary education, specialty training or entry into the labor force.

EXECUTIVE DIRECTOR'S WELCOME

Dear Student:

Welcome to the Focus Learning Academy. One of the most important things in life is being able to choose. I find it tremendously exciting that students now have an opportunity to choose their school rather than having to attend a school that has been chosen for them.

There are many committed and dedicated people at the Focus Learning Academy who are ready to support you. You will find a variety of programs and services to make your transition to Focus both challenging and rewarding. Our web-based learning program provides you with an individualized curriculum that is carefully structured to address the standards as required by the State of Ohio. Our Instructors will use exciting technologies and learning tools to help you meet your individual needs. You will receive the necessary guidance from certified Instructors who will provide you every opportunity to excel at a pace that is self-directed. That means you work at a pace that suits your needs but is still challenging.

At the Focus Learning Academy, we are all about choices. Although it is rewarding to have the freedom to make your own choices, those choices come with responsibilities. We hope that you understand and take serious the responsibility that comes with making your own choices. It is extremely important for faculty, students and parents to work together to ensure that your educational experience is challenging, rewarding and successful. We are pleased that you have chosen us as your provider of education, and we challenge you to challenge us!

Please feel free to call us at 614-322-7990 or send us e-mail at www.focuslearn.org if you have questions.

Best regards,



Kathy Williams, Executive Director

I. GENERAL SCHOOL OPERATIONS

EDUCATIONAL STANDARDS

- All course content and assessments will be aligned with state academic standards.
- Administrators, Instructors and support staff will maintain close personal interaction with students and parents; the school will consistently provide timely feedback.
- Focus Learning Academy will be able to verify a student's participation in on-line courses, both during the course and upon its completion.
- Focus Learning Academy students will be given advance information about course requirements and techniques necessary to succeed in a self-paced environment.
- Students will be provided technical training and support throughout their educational experiences.
- Students' work and personal data will be shared with Focus Learning Academy and its affiliates but protected from access by unauthorized persons.
- Courses are designed to incorporate interaction of students with teachers.
- At least one instructor or other staff member in the school will coordinate and assist students with instructional, technical and management requirements.
- Courses will engage students in learning activities that address various learning styles, as well as in problem solving and critical thinking.
- Instructional, as well as hands-on activities will effectively use multimedia (video clips, music, web sites and text-based materials).
- Instructors will closely monitor student's work and will guide students in using appropriate resources.
- Assessment of student knowledge, skills and performance will be fair, adequate and appropriate.

SCHOOL ADMISSION

The Focus Learning Academy provides free education to Ohio residents between the ages of sixteen (16) to twenty-two (22) who would like to earn a high school diploma. Focus is a public school and our students are subject to achievement testing and other requirements, as stipulated by Ohio law. The school will be in full compliance with all applicable state and federal regulations. Should the number of applicants exceed our building capacity, admission will be determined by a lottery among all new applicants.

APPLICATION PROCESS

The Enrollment Department is responsible for collecting all of the proper documentation that is required by the State of Ohio. The documentation will be stored in student records and will assist in the enrollment process as well as provide the needed test scores to ensure the correct scheduling of our students. The Enrollment Specialist will make sure that your application is processed in a timely manner and that an appointment for an orientation is made. All students will be required to attend an orientation prior to starting

school. Orientation includes information about the school policies and procedures and will be presented by the Enrollment Department. We always look forward to meeting your family face-to-face at our orientations. Parents are encouraged to accompany their student to orientation to learn about their school's policies and procedures.

At the time of application and/or orientation, students are required to present the following enrollment documentation:

- Enrollment Packet
- Proof of Residency (gas bill, water bill, electric bill or copy of current lease or mortgage statement)
- Birth Certificate (a copy of the student's birth certificate, baptismal certificate, passport or naturalization papers is acceptable)
- Social Security Card
- Immunization Records
- Custody, Divorce, Adoption Papers or Guardianship Papers (if applicable)
- Special Needs Documentation (such as most recent IEP or ETR/MFE, if applicable)
- 504 Plan (if applicable)
- High School Transcript (unofficial transcripts are acceptable)

It is necessary for the Focus Learning Academy to maintain extensive educational and personal information on each student. This confidential information is protected under the Federal Educational Rights and Privacy Act (FERPA) of 1974, yet may be made available to appropriate school personnel, students and student's parent/guardian with proper written consent.

The Director is responsible for the proper administration of student records in keeping with Ohio law and federal requirements. The procedures include the collection of necessary information about individual students, such as, but not limited to, medical authorization.

STUDENT DIRECTORY INFORMATION

It is the policy of the Focus Learning Academy not to release any personal information to outside agencies not directly involved in an official capacity with the school without the direct written consent of the parent or guardian or as otherwise required by law. Parents will be required to sign either a Prohibition/Consent of Student Directory Information form at orientation. The form will be stored in the student's cumulative file and will be provided for authorized parents by the Director or designee. Copies of student records will only be provided as required under FERPA.

Please contact the school when there is any change in a student's personal information such as their address and/or telephone numbers.

STUDENT RESOURCES

Social Workers

Focus has a full time Social Worker to assist students with their concerns and needs. The Social Worker may become involved with the students when issues of attendance, discipline and/or personal circumstances may interfere with the student's ability to obtain their educational and personal goals.

Under the supervision of the Social Worker, all Focus Learning Academy staff is required by the Ohio Revised Code, section 2151.421 and 2151.27 to report any child abuse or suspected abuse to the appropriate authorities to ensure every child may be safe and protected. Under the Ohio Revised Code, section 109.65, 3313.672 and 3313.96, all staff under the direction of the Social Worker shall immediately notify the Ohio Attorney General's Missing Children Clearing House and Local Law Enforcement in the event a staff member becomes aware that a missing child is attending Focus Learning Academy.

Dean of Students

The Dean of Students oversees the transcripts and records for each student. Every student will meet with the Dean of Students to review their credits, assist in course selection and design a graduation plan. Additionally, the Dean of Students will also coordinate testing required for high school graduation as well as have information for the college entrance exams such as the SAT/ACT. For qualified students looking to enhance their high school experience, the Dean of Students can assist in participation in Post Secondary Enrollment Options Programs* (PSEO).

**Post Secondary Enrollment Options Program (PSEO)* permits Ohio public high school students to earn college credits (free of charge to the student) and/or high school credits through the successful completion of college courses. The purpose of the program is to promote rigorous academic pursuits and to provide a variety of options to high school students. Contact the Dean of Students to learn the various options, eligibility requirements, time lines and the application process for participation in these programs.

Career and Technical Education Director

The Academy has prepared a plan of educational/vocational options for use in meeting students' needs, and may include participation in the Career and Technical Education Program (CTE). Credit can be awarded to a student upon successful completion of vocational hours (120 hours = 1.0 credit). These credits can be earned as elective credits and will be applied toward graduation. Every student will meet with the CTE Director to guide them through this process.

COMPULSORY ATTENDANCE

Under Ohio law, students between the ages of sixteen (16) and eighteen (18) are of compulsory school age. Every person of compulsory school age must attend school, which conforms to the Ohio Department of Education standards, until one of the following occurs:

- The person receives a diploma granted by the board or other governing authority, successfully completes the curriculum of any High School or successfully completes the IEP developed for the student by any High School.
- The person is excused from school under standards adopted by the Ohio Department of Education pursuant to Ohio law.
- The parent(s)/guardian(s) of any person who is of compulsory school age must send such person to school unless he/she is exempt as listed above.
- Students under the age of eighteen (18) years of age will not be permitted to leave school early without being signed out by or having written consent from their parent/guardian. Students eighteen (18) to twenty-two (22) years of age must have school permission to leave school early. Non-compliance will result in the students being considered absent without permission.

ATTENDANCE POLICY

The Ohio General Assembly has enacted House Bill 364 and House Bill 95, which determine attendance procedures for Community (Charter) Schools. All students are expected to attend school and engage in academic activities on a regular basis.

Pursuant to Ohio Revised Code, Section 3313.205, 3314.03(A)(1)(b), any student who fails to participate in 105 consecutive hours (approximately 21 days) without a legitimate excuse during a school year will be automatically withdrawn from school no later than the thirtieth (30) day after the student reaches the stated limit.

Every parent, residential parent, legal custodian, guardian or other person responsible for a student must provide Focus Learning Academy with a current address and telephone number where he or she can be notified in the event of an absence. The school shall maintain such information on file and will notify the parent, custodian, guardian or other person responsible for a student each school day the student is absent.

Attendance at Focus Learning Academy will be monitored using the following:

- Documentation through the Student Information System (SIS)
- Electronic Logs
- Excused Absences

Students are required to contact Focus when they are unable to attend school. Copies of Doctor's excuses or other reasonable excuses must be turned in to Focus. Absences will then be deemed as excused or unexcused by the Director.

The following reasons can be categorized as excused:

- Illness
- Child Illness
- Vacation
- Transportation
- Incarceration
- Maternity Leave
- Family Emergency
- Court Appointment
- Medical Appointment
- Observance of Religious Holiday
- Death of an Immediate Family Member
- Other appointments approved by school Director

****Consequences of excessive excused absenteeism will be determined at the discretion of the school Director.***

MATERNITY LEAVE

Students requesting maternity leave are required to provide the Academy with medical documentation verifying pregnancy and estimated due date. Students will meet with the Academy Dean of Students to coordinate an alternative education plan as needed to assist the student in maintaining their academic progress.

UNEXCUSED ABSENCES

Unexcused absences include the following:

- Any absence that is not excused by a parent/guardian or proper authority.
- When student fails to provide appropriate written documentation of his/her absence.
- Leaving school early without proper authorization from a parent/guardian or school Director.

TARDY POLICY

Students who are tardy more than three (3) times within any one month may be subject to disciplinary actions. The Director reserves the right to negotiate all special circumstances on a case-by-case basis.

TRUANCY POLICY

When a student has not been properly excused, he/she can be considered truant. Focus endeavors to reduce truancy through cooperation with parents/guardian. With diligence in investigating the causes of absences, the Focus Learning Academy will follow all state guidelines concerning tardiness and unexcused absences.

The students at Focus Learning Academy can be identified as truant if:

- The student is on the public streets, in a public place, a place of commerce or a place of amusement/entertainment.
- It is within the hours of the students' assigned session. Each student will be assigned to one of the following sessions:

Session One 8:00 am – 1:00 pm

Session Two 12:00 pm – 5:00 pm

Exceptions:

- The student has written permission from authorized persons excusing him/her from school at that particular time.
- The student is with a parent or legal guardian.
- The student's school is not in session; not counting expulsion or suspension.
- The student has a work permit to travel to and from the job only.

Upon determination that a student has been truant and that the parent, guardian or other persons having care of a child has failed to ensure the child's attendance at school, state law authorizes Focus Learning Academy to sanction as follows:

Students under the age of eighteen (18):

5 days—Truancy Warning Letter

- Parent/Guardian has forty-eight (48) hours to contact Director

10 days—First Intent to Withdraw Letter will be mailed

- Director will be notified by Retention Specialist of student's attendance record
- Parent/Guardian will be contacted by Director
- Parent/Guardian has forty-eight (48) hours to contact Director

21 days—Withdrawal Letter will be mailed

- Parent/Guardian will be notified of student withdrawal from Focus

Additionally, students who are under the age of 18 may be subject to the truancy process, the result of which could include criminal charges being filed against the student, against the parent or against both.

Students eighteen (18) to twenty-two (22) years of age:

10 days—First Intent to Withdraw Letter will be mailed

- Director will be notified by Retention Specialist of student's attendance record
- Student has seventy-two (72) hours to contact Director

21 days—Withdrawal Letter will be mailed

- Student will be notified of withdrawal from Focus

WITHDRAWAL PROCESS

Parents of minor students who wish to withdraw their student or students of legal age wishing to withdraw from the Focus Learning Academy will be required to complete a withdrawal form. The Focus Learning Academy will notify the home school district of residence of the withdrawal and will forward academic records to the new school upon receipt of a signed request to release student records.

If a parent/student wishes to re-enroll a student with Focus, they will need to contact the Enrollment Department for an appointment.

GENERAL EDUCATIONAL DEVELOPMENT

If earning a high school diploma is not possible, students are encouraged to pursue a GED (Graduation Equivalent Diploma). Passing the GED test enables the holder an opportunity to enroll in higher education or obtain a job or promotion he/she is seeking. There are several steps to take in order to be eligible to take the Ohio GED test. Please see the Dean of Students or the Director for additional information. Focus Learning Academy's program leads to high school diploma, not a GED.

SCHOOL DAY

Focus Learning Academy understands the importance of spending additional time in the classroom to increase retention and comprehension. They will choose from one of two sessions allowing them to attend school around other life obligations. Each session is a blended learning model, allowing students to participate in pullout sessions, online learning, independent study, traditional classes and community resource groups. If a student's choice of session is not available, they will be placed on a waiting list for that session and must attend an available session until a slot becomes available.

II. STUDENT CONDUCT

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Focus Learning Academy has the responsibility to assure students their legal rights offered to all persons under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by the students:

- Students have the right to a quality education and to expect school personnel to be qualified to provide a good education.
- Students have a responsibility to put forth their best efforts during the educational process.
- Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

All regulations concerning student conduct are made known to students. Students shall be held accountable for compliance with these rules and regulations.

STUDENT CODE OF CONDUCT

All students wishing to enroll in the Focus Learning Academy will be expected to follow the Code of Conduct. Students are expected to conduct themselves in such a way that is respectful and considerate of the rights of others.

This code of conduct has been established in order to ensure each student will be provided a safe and productive learning environment. Students must conform to school regulations and accept directions from authorized school personnel.

1. Academic dishonesty will not be tolerated

Academic dishonesty includes, but is not limited to plagiarism, fabrication of information or citations, submission of work of another person or work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions:

- Loss of grade points
- Removal from course
- Failure to receive credit for the course

2. Students will protect the privacy of their classmates

Students will not publish any names, passwords, e-mail addresses or other information pertaining to other students. Students will not use their e-mail account in an inappropriate manner, including harassing other students/persons via the internet.

3. Students will respect their classmates and school personnel at all times

Treating students and staff with dignity and respect is expected at the Focus Learning Academy. When students are communicating with school personnel and faculty, they will address them with respect, using Mr., Mrs. or Ms.

Students making statements on-line determined by staff to be inappropriate, such as sexual harassment, racially prejudiced, threatening violence or that is defined as “hate crimes” or related to alcohol or drug sales or distribution shall be subject to immediate disciplinary action.

4. Students will adhere to the Acceptable Use Policy of the school

The student’s use of the computer network and Internet is a privilege, not a right. Violation of the Acceptable Use Policy (see next section) by his or her action or by failing to report any violations of others may result in disciplinary action up to and including expulsion from the school.

5. Students will be responsible for reading and complying with the policies contained in the Student Handbook and any revisions/additions.

6. Students will refrain from any wrongful conduct, which may include, but is not limited to:

- Stealing, misuse or vandalism of school property
- Use of profanity or otherwise offensive language
- Threatening, intimidating or harassing students or staff
- Disruption of school or school-related activities
- Downloading or viewing pornographic or other objectionable material
- Truancy
- Sexual misconduct including improper displays of affection
- Smoking in or around the school building or school grounds
- Disobedience to the lawful instructions of an Instructor/faculty member
- Fighting or violence
- Participation in gang activity or display of gang paraphernalia
- Possession, use, transmission, concealment or sale of any drug, alcoholic beverage or illegally controlled substance
- Possession, use, transmission, concealment or sale of any dangerous/illegal weapon
- Possession of prohibited items
- Items which interfere with the Academy’s mission or philosophy
- Disrespect of the rights of others or others property
- Conduct which endangers others (i.e. improper or excessive horseplay)
- Accessing unauthorized areas including bathrooms, elevators, stairwells, parking lot, classrooms or offices

ANTI-HARASSMENT AND BULLYING POLICY

The State Board of Education believes that Ohio schools should provide physically safe and emotionally secure environments for all students and school personnel. It is the goal of the State Board of Education to enhance/create such positive learning and teaching environments.

The State Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding and acceptance toward all students and staff in, and in transit to and from, the school environment.

In accordance with the State Board of Education policy, The Focus Learning Academies have established and adopted an Anti-Harassment and Bullying Policy and developed strategies to emphasize and recognize positive behaviors that promote a safe and secure learning environment for all students and school personnel. This policy assists school personnel in identifying bullying, intimidation and harassment; and provides a framework for an appropriate response that reinforces and encourages positive conduct.

All students and parents are encouraged to obtain a copy of the Focus Learning Academy Anti-Harassment and Bullying Policy from the School Director.

STUDENT DISCIPLINE

The discipline procedures of the school shall be based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he/she is attending school to learn and profit through the course of study; and that constituted authority and school regulations are necessary if students are to attain a quality educational experience.

The Academy recognizes that it has a solemn obligation to protect the rights and privileges of those students who sincerely desire to learn and who make a concerted effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students; who fails to comply with any reasonable request made by school personnel; and who intentionally damages school property or any combination of the above is subject to disciplinary action, including expulsion from the school.

We believe that the staff-student relationship is important and should be one of mutual respect at all times. Staff must be recognized as persons of authority at all times at the Academy. Each discipline situation should be evaluated on an individual basis, considering all available facts. There should be consistency in the administration of penalty and punishment for similar acts of misconduct.

A staff member may take steps that he/she believes are justified in each case. If the student does not respond to these measures, the staff member will confer with the school Director and the parent. The staff member, Director and other appropriate staff, along with the parent should work together in attempting to correct the problem.

In determining disciplinary actions, the following considerations shall be applied:

- Gravity of the offense as it affects the educational environment and the degree to which such conduct interferes with achieving the objective of the educational process.
- Whether the offense is a first or one in a continuum of offenses.
- Whether alternate action would be in the best interest of the particular offending student and/or the school community.

At any school function, a student cannot violate any federal, state or local law; possess contraband; possess or be under the influence of an illegal substances (as defined by federal or state law), including marijuana; distribute or receive any illegal substances including marijuana; possess any firearms, knives or ordnance; commit assault, sexual harassment, lewd or indecent acts; or disrupt normal school business.

STUDENT SUSPENSION

The Director or his/her designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for less than three (3) days or more than ten (10) school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, there are fewer than ten (10) days remaining in the school year. The Director may apply any or all of the period of suspension to the following year. Student suspension is denial of access to the Academy environment in accordance with the above policy.

STUDENT EXPULSION

At times, the misbehavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Only the Director may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not to exceed the greater of eighty (80) days. An expulsion can extend beyond the end of the school year if there are fewer school days remaining than the number of assigned expulsion days. The Director may apply any remaining part or all of the period of the expulsion to the following school year.

STUDENT DUE PROCESS RIGHTS

The Board of Directors and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due Process is applied equally to all, and enforced in a manner that involves:

- Adequate and timely notice and opportunity to prepare a defense
- An opportunity to be heard at a reasonable time, in a meaningful manner
- The right to a speedy and impartial hearing on the merits of the case

EMERGENCY REMOVAL

Per Ohio Revised Code 3313.66, the school Director reserves the right to perform an emergency removal of a student from curricular or extra-curricular activities or from the school grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided a hearing within three (3) business days after the removal. The Director will comply with the suspension and/or expulsion procedure if applicable to the student.

III. GENERAL ACADEMIC INFORMATION

EVALUATING STUDENT PROGRESS

Evaluation of student progress is an essential task of every Instructor. Evaluation marks serve as a written record to inform others of the student's progress in each class or course.

Parents/adult students are encouraged to contact the assigned Instructor(s) at least once per month to discuss student academic work. At any time, parents may also monitor student work via the online grade book. Contact the Dean of Students for access to this process.

GRADE CARDS

Interim Progress Reports will be developed and mailed for student and parent review at the end of each quarter. These reports will contain information on student's grades to date and quality of work they are completing. The dates of the progress reports can be found below.

Schedule of Student Grade Card distribution:

First quarter Grade Card	Nov. 4, 2011
Second quarter Grade Card	Jan. 20, 2012
Third quarter Grade Card	March 23, 2012
Final Grade Card	June 11, 2012

INTERVENTION DEPARTMENT

The Focus Learning Academy has full-time staff that includes Intervention Directors, Intervention Specialists, a Psychologist and other service personnel. These licensed individuals work with students who have special needs and/or disabilities. Services that our existing staff cannot provide are contracted out with various service providers. Parents with special needs students and adult students with special needs are encouraged to contact our Intervention Department to ask for assistance.

SERVICES

The Focus Learning Academy staff includes office staff and highly trained Instructors. An administrative team provides support for special services to meet the identified needs of students with disabilities. Contractual service providers may provide additional services.

To receive services as a student with a disability, the Focus Learning Academy must have a copy of the Evaluation Team Report (ETR)/Multi-factored Evaluation (MFE) and an Individual Education Plan (IEP) determining eligibility. Academy staff members will assist the student/parent in obtaining these records.

PRIOR TO A REFERRAL

Consistent with paragraph (A) of rule 3301-35-06 of the Administrative Code, each school district shall provide interventions to resolve concerns for the student prior to conducting a full and individual evaluation. Each school district shall use data from interventions to determine eligibility for special education services, appropriate instructional practices and access to the general curriculum. Scientific, research-based interventions provide data relative to each student's response to high-quality, research-based general education instructions.

EVALUATION

Parents/adult students must be given all the information necessary to make an informed decision regarding proposed assistance and/or evaluation. Consent for an initial evaluation is mandatory in order for the school district to conduct a full and individual initial evaluation before the initial provision of special education and related services may be given to a student with a disability. The evaluation will address areas related to the suspected disability at no cost to the student. No single procedure is used as the sole criterion for determining whether a student has a disability and for determining an appropriate educational program for the student.

For the purposes of planning any reevaluation activities, the members of the IAT (Intervention Assistance Team) and other qualified professionals, may conduct a review of existing information without a meeting.

INDIVIDUALIZED EDUCATION PLAN (IEP)

The IEP is a written statement for a student with a disability that is developed and implemented according to federal and state regulations. The district invites parents, Instructors, the student (when appropriate) and additional individuals with relative information to an education planning session to determine the content of the IEP. The IEP must be reviewed at least annually. In addition, the identified disability is reviewed at least once every three years to determine appropriate services.

DISCIPLINE/SPECIAL CIRCUMSTANCES

A school district is permitted to remove a student with a disability to an alternative setting for up to 45 school days for weapons or drug offenses or serious bodily injury

upon another person. If an appeal is made, a student remains in the interim alternative educational setting until a decision is made or the expiration of the suspension or expulsion—whichever comes first. Due to the laws of confidentiality, a student’s disability and/or their discipline may not be shared with other parents or students.

“Whose IDEA Is This? A Resource Guide for Parents” is available through the Intervention Office.

SECTION 504 OF THE REHABILITATION ACT OF 1973 NON-DISCRIMINATION POLICY

The Director of the Focus Learning Academy is designated to comply with the Rehabilitation Act of 1973, Section 504 that prohibits discrimination on the basis of a handicap. A “handicap person” is defined as an individual who has a physical or mental impairment, which substantially limits one or more major life activities. If a student is deemed to be a “handicap person” under Section 504, the school shall provide reasonable accommodations to the student. A parent must be given notice before the school initiates any evaluation of a student; refuses to evaluate a student; makes a decision as to whether a child is a “handicap person”; or makes a decision as to what constitutes a reasonable accommodation. In the event a parent is not in agreement with the school’s determination, the parent may file a grievance over the alleged violation of Section 504 with the Board of Education.

IV. HIGH SCHOOL ACADEMIC INFORMATION

WORK PERMIT

Any student under the age of 18 must have a work permit. The Career and Technical Education Director is available to assist students in obtaining the work permit.

OHIO GRADUATION TESTS

Focus Learning Academy students will participate in all state-mandated testing. Parents must ensure that their minor students attend all state mandated testing opportunities. Announcements will be made throughout the school year as to the date and time for each state test. Please contact the Dean of Students for specific information.

The Ninth-Grade Proficiency Tests have been replaced with the Ohio Graduation Test (OGT). All students must pass all five parts of the OGT in order to fulfill their high school graduation requirements.

CREDITS NEEDED FOR CLASS STANDING

Sophomore Status: Completion of five (5) credits, which include four (4) in core subjects

Junior Status: Completion of ten (10) credits, which include six (6) in core subjects

Senior Status: Completion of fifteen (15) credits, which include ten (10) in core subjects

GRADING SCALE FOR ALL HIGH SCHOOL STUDENTS

A+	98-100	A	93-97	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	68-69	D	63-67	D-	60-62
		F	Below 60		

GRADE POINT AVERAGE (GPA) SCALE

		A	4.00	A-	3.67
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
		F	0.00		

GRADUATION REQUIREMENTS

To receive a diploma from the Focus Learning Academy, a student must meet the standards adopted by the state of Ohio and the Focus Learning Academy Board of Directors.

Those standards include:

- Pass all sections of the Ohio Graduation Test (OGT) with a score of 400 or better.
- Earn a minimum of twenty (20) credits

Each student is required to meet these specific credits:

English	4 credits
Mathematics	3 credits
Science	3 credits*
Social Studies	3 credits**
Computer	1 credit
Electives	6 credits***

*One (1) credit must be a biological science and one (1) credit must be a physical science.

**One half (½) credit must be American history, one half (½) credit must be American government and one half (½) credit must be Economics.

***Must include one half (½) credit in physical education and one half (½) credit in health.

V. PARENT RESPONSIBILITIES

COMMUNICATION

The Focus Learning Academy believes that parents are the first and best Instructors of their children. Focus also believes that it is in the best interest of the student, parent, Instructors and school to maintain open lines of communication. These communications should occur often and in a timely manner that best serves the educational needs of the

student. Parents, Instructors and school officials working together in a cooperative and supportive manner will ultimately lead to the best solution for the student.

COMMUNICATING PROCEDURE FOR CHANNELING CONCERNS

We believe it is in the best interest of the student to have complaints or concerns resolved early and among those most directly affected. Parents/adult students and Instructors working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedure for resolving concerns is established:

1. Request a conference with the Instructor to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion the Instructor will provide an oral response. A written response may be requested and, if so, will be provided within three school days unless otherwise mutually agreed upon.
2. If the response at step one is considered unsatisfactory, the parent/adult student may refer the complaint to the School Director. Please be aware that school staff may be consulted to assist in obtaining information and working to collaborate for the best possible solution. Again, the parent may expect a conference to discuss the issue. The School Director may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the School Director will provide the parent with an oral response and, upon request, a written response.
3. Matters that remain unresolved at this point may be referred to the Executive Director. The concern may be discussed by phone or an appointment may be set up to discuss the matter. The Executive Director will review the concern with the parent/adult student and, if necessary, with other involved parties.
4. If the parent/adult student remains dissatisfied, he/she may address the complaint and the relief sought in writing, to the Board of Directors. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested or to deny relief. The Board's decision will be shared with all parties involved. Discussion of the concern will take place in executive session, as permitted by law.

VI. TITLE I

TITLE I PROGRAM

The purpose of Title I program is to provide opportunities for students to acquire the skills they need to meet state standards in reading and math and to provide students with the basic reading and math skills they need to succeed independently in the classrooms. Through the Focus Learning Academy Title I program, students can access reading and math services, as well as utilize additional resources to help them improve their skills. The Title I program is designed to provide students with extra help in an effort to bring their academic skills to the high, challenging academic standards needed to be successful in school.

Through its Title I program, the Focus Learning Academy strives to:

- Help students do better in school
- Help Instructors understand the academic needs and concerns of students and parents
- Help parents become more involved in their child's education

PARENT INVOLVEMENT

Parents are encouraged to participate in the design of the Focus Learning Academy's yearly Title I program by volunteering on the Title Parent Advisory Committee. In addition, we strongly urge parents to attend parent conferences with their child's Instructor, and to participate in other family events offered through the program. To help your child succeed in the program it is imperative that you work closely with the Instructors at school.

VII. IMPORTANT NOTICE TO PARENTS

PUBLIC PARTICIPATION DISABILITIES EDUCATION ACT, PART B GRANT

The Focus Learning Academy anticipates receipt of federal flow-through funds through the Individuals with Disabilities Education Act, Part B grant for the 2011-12 school year. The district is required to inform the public each year of its participation in the program.

The Focus Learning Academy welcomes questions and comments in regards to the use of these funds. It should be noted that first priority for expenditure of these funds must be to provide direct services to children with disabilities.

For more information or to provide input, please call 614-322-7990, or contact the Ohio Department of Education at www.ode.state.oh.us.

VIII. EQUAL EDUCATIONAL OPPORTUNITIES

All students attending the Focus Learning Academy will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

The board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, age or disability.

The board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical

violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment shall be subject to disciplinary action.

All persons associated with the school, including, but not limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person engaging in sexual harassment while acting as a member of the school community is in violation of this policy.

For EEO Statement questions or concerns, contact: Title IX 504 Coordinator, Kathy Williams, (614) 269-0150 x2103

IX. LEAD POISONING PREVENTION

OHIO REVISED CODE, CHAPTER 3742

In order to maintain a healthy environment for the students, the Director shall comply with the essential maintenance practices set forth in Ohio Revised Code, chapter 3742. The Director shall visibly examine the school for deteriorated paint or other conditions that may cause exposure to lead. The Director shall promptly and safely repair any deteriorated paint or other building components that may cause exposure to lead. Any repairs shall be conducted in accordance with the requirements of Ohio Revised Code Chapter 3742.

X. ACCEPTABLE USE POLICY

STATEMENT OF PURPOSE

Focus Learning Academy is pleased to offer our students' access to the World Wide Web and other electronic networks. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

TERMS OF AGREEMENT

In order for a student to be allowed access to a school computer system, computer network and the internet, parents must sign and return the attached consent form to Focus Learning Academy. This is located on page 28 of this handbook.

ACCEPTABLE USES

The district is providing access to its school computer systems, computer networks and the internet **for educational purposes only**. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the internet shall include but not be limited to the following:

- All users must abide by rules of network etiquette (netiquette), including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
 - Avoid language and/or graphic representations which may be offensive to other users. Don't use network or internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
 - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the internet. No identifiable photographs will be allowed to be published on the internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Privacy. Network and internet access is provided as a tool for your education. The district reserves the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information.

FAILURE TO FOLLOW ACCEPTABLE USE POLICY

Use of the computer network and internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and internet terminated and is subject to disciplinary action by the school administrator. The district may also take other disciplinary actions.

Unacceptable uses of the network may include:

- Uses that cause harm to others or damage to their property.
- Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others; do not impersonate another user.
- Illegal activities, including copyright or contract violations shall not be permitted on the internet.

- The internet shall not be used for commercial, political, illegal, financial or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- Threatening, profane, harassing or abusive language shall be forbidden.
- Use of the network for any illegal activities is prohibited. Illegal activities include:
 - Tampering with computer hardware or software
 - Unauthorized entry into computers and files (hacking)
 - Knowledgeable vandalism or destruction of equipment
 - Deletion of computer files

Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- Invading the privacy of another user, using another's account, posting personal messages without the author's consent and sending or posting anonymous messages shall be forbidden.
- Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
- Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his/her designee prior to any such usage.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

INTERNET SAFETY

Parents and Users. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and internet and avoid these sites.

Personal Safety. In using the network and internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.

Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the internet.

Active Restriction Measures. The district will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

USE OF NEW WEB TOOLS

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other web interactive use must follow all established internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers or photographs). Do not, under any circumstances, agree to meet someone you have met over the internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and, if they are inappropriate, deleted.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

TEACHER RESPONSIBILITIES

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the internet.

DIRECTOR RESPONSIBILITIES

- Include Acceptable Use Policy in student handbook.
- Be sure handbooks are distributed to all students.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Permission forms must be kept on file for one year.
- Students who do not have permission to use the internet must be identified to the teaching staff.

DISTRICT RESPONSIBILITIES

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have Acceptable Use Policy approved by the board and reviewed yearly.

XI. STUDENT AND PARENT AGREEMENT

This agreement is entered into on the date _____, 200____, between the Focus Learning Academy, the student and/or the student's parent/guardian. If the student is an adult (emancipated and over the age of 18), then he/she must follow the guidelines for student and parent herein. I understand that this agreement will be kept on file at the school.

PARENT RESPONSIBILITIES

As a parent/guardian of an enrolled student in the Focus Learning Academy:

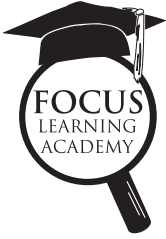
- I grant permission for my son/daughter to have access to the Internet for educational activities.
- I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand that it is my responsibility to monitor my child's activities.

- I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.
- I am liable for the cost of replacement or repair for willfully damaged equipment, software and other school property.
- I am responsible for the involvement of my child, and for ensuring that the student is not participating in any conduct or activity, which violates the Student Code of Conduct, the Acceptable Use Policy and the terms of this agreement.
- I understand that it is my responsibility to provide any needed transportation for my child's scheduled meetings and other school-related activities (i.e. proficiency testing and orientation sessions).
- I will not, under any circumstances, share my son/daughter's password with anyone.

STUDENT RESPONSIBILITIES

As a student of the Focus Learning Academy:

- I will attend and fully participate in all required academic activities.
- I will read and comply with the policies contained in the Student Handbook.
- I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.
- I acknowledge receipt of and agree to adhere to the Student Code of Conduct.
- I acknowledge receipt of and agree to adhere to the Acceptable Use Policy.
- I will make every effort to log into school each day and to log 920 hours of learning activities this academic year.
- I agree to take part in the Orientation sessions and the Ohio Graduation Tests as required by state law.
- I will inform my Instructors and/or other the Focus Learning Academy staff if I am experiencing problems due to:
 - Technical difficulties with the network or computer
 - Navigational difficulties in the course's management system environment
 - Course/class difficulties in understanding my assignments.
- I agree to visit a local public library, use my home computer or secure another computer with an Internet hook-up to complete 10 additional hours of academic work each week.
- I will not, under any circumstances, share my password with anyone, except my parents.



HANDBOOK ACKNOWLEDGMENT

I have been given a copy, read and understand the Focus Learning Academy Handbook.

Students and parent(s) agree to indemnify and save harmless the Focus Learning Academy, its agents, officers and employees from and against any and all liabilities, expense, claim defense costs, legal fees and property damage arising from or connected with the acts, omissions or misconduct of student and/or parent(s), in connection with the performance of this agreement.

Printed Name of Student

Signature of Student

Date

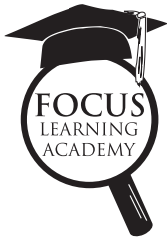
Signature of Parent/Guardian
(if student is under the age of 18)

Date

Signature of Enrollment Specialist

Date

Sign and return to your Enrollment Specialist



ACCEPTABLE USE POLICY & INTERNET SAFETY AGREEMENT

As a parent or legal guardian of _____, I have read and understand the Acceptable Use Policy and I agree to the following:

Please initial where appropriate. If the student is an adult (emancipated and over the age of 18), then he/she must sign below.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access use a school computer or network software provided by Focus Learning Academy.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by Focus Learning Academy.

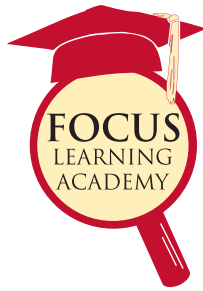
_____ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's photo without identifying name or caption to appear on the any district, school, or teacher website connected with Focus Learning Academy.

_____ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption to appear on the any district, school, or teacher website connected with Focus Learning Academy.

Signature of Student Date

Signature of Parent/Guardian Date
(if student is under the age of 18)

Signature of Enrollment Specialist Date



FOCUS LEARNING ACADEMY

Dr. Coletta Musick, Superintendent

Kathy Williams, Executive Director

• • •

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