

Enrollment Policy 2010/12 School Year

The Lorain K-12 Digital Academy (LDA) is a nontraditional schools designed to serve at risk students who are not learning effectively in traditional educational environments. All students, including those with special needs, whose custodial parent or legal guardian resides in the Lorain City School district are eligible to enroll.

Because LDA is a distance learning school, the ability of its students to learn independently is an essential element of the program. A student's successful participation is predicated upon the following:

The student's parent/guardian must agree to:

- Provide within the home, at all times during which the student is engaged in the program, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program.
- Provide within the home, at all times during the student's enrollment, an active phone line for the Internet service that we provide, *or* an Internet service that you provide through DSL or cable.
- Participate in the process to evaluate for eligibility of special education services if the student is on an Individualized Education Plan (IEP).

The student must agree to:

- Demonstrate basic skills for the online environment by completing the introductory iGO course within one week.
- Attend school by participating and completing assignments in each subject, each week.
- Participate in all state-mandated testing. Tests will be administered at the LDA office location when possible, or if necessary, at one of the Lorain City Schools.

Additionally, one or more of the following terms of enrollment may apply:

- Occasionally, face-to-face meetings with staff may be necessary. In most cases, except as otherwise agreed upon, the meetings will take place at the LDA office location.
- The LDA reserves the right to restrict activities which will not hinder the student's ability to attend school based on student performance.
- All students are subject to disciplinary action such as suspension and expulsion.
- Any student who does not participate in school for twenty-one (21) consecutive school days without legitimate excuse will be automatically withdrawn for non-attendance.
- All school-issued equipment must be returned within 10 days of the student's voluntary or mandatory withdrawal.

I have read, understand, and agree to abide by the terms of the Enrollment Policy.

Student Name (PRINT CLEARLY)

Date

Parent/Guardian Signature

Date

My workplace will allow me to accept phone calls for urgent situations

Work Phone # _____

My workplace will NOT allow me to accept phone calls



Financial Responsibility Notice 2011/12 School Year

As part of the Lorain K-12 Digital Academy (LDA), each student is provided with a computer package consisting of a computer, keyboard, mouse, scanner, and cables. On an individual basis, some students may be assigned other hardware, textbooks, and additional software or supplies that are deemed necessary for use while enrolled in LDA.

This equipment and supplies are the property of the State of Ohio, purchased by Lorain K-12 Digital Academy, and assigned to you (your child) for use while enrolled in LDA. By signing this agreement, you assume responsibility for the equipment and supplies issued to you (your child), as well as all equipment issued to you replacing the originally issued equipment, and agree to take due care in the handling and use of this equipment and supplies.

You and your child are not to add, delete, alter, load unapproved software, or reconfigure this equipment and/or its contents in any manner. This equipment is your "school environment" and any changes to it may affect the equipment capabilities and the educational process.

It is recommended that you provide insurance coverage for the computer system in the amount of \$1500 while this equipment is in your possession. Contact your insurance agent to have the equipment added to your homeowners or rental insurance policy. This coverage must include fire, lightning, theft, and extended coverage. Have LDA listed as the "additional insured" for your computer system. You may wish to provide a copy of the insurance certificate for your student's file.

Initial
here

In the event a lost or damaged computer is not covered by insurance for whatever reason, the Parent/Guardian will be responsible for reimbursement of the \$1,500 cost.

All repairs to this equipment (except the printer if one has been issued) are to be provided directly by LDA. In the event that your computer requires repairs outside the bounds of your insurance policy (due to unapproved alterations, negligence or misuse, etc.) you will be held financially responsible and will be billed for necessary repairs. In the event that you (your child) withdraw from the Lorain Digital Academy, it is your responsibility to return the equipment to the LDA in good repair within 10 business days from the date of withdrawal.

I understand my financial and due care obligation to the Lorain Digital Academy and assume full responsibility of the computer system(s) and all necessary supplies issued to me (my child/children.) I understand that I (my child/children) may not alter, tamper with, add additional unauthorized software, or reconfigure this equipment and that all repairs are to be performed by the Lorain Digital Academy. I understand that it will be my responsibility to transport the equipment to locations designated by the LDA for any maintenance or repairs, and I further agree that I will return all equipment and supplies upon termination from the Lorain Digital Academy. I understand that all returned equipment must be in working order, or I will be responsible for repair costs. Failure to return equipment promptly will result in referral to a collection agency or legal action. Referral to a collection agency will result in charges including by not limited to: costs, fees, collection costs, attorney fees, and court costs as well as interest at 10% per annum until the entire balance is paid in its entirety.

Initial
here

Student Name (PRINT CLEARLY)

Date

Parent/Guardian Signature

Date



Acceptable Computer and Internet Use Policy 2011/12 School Year

Student Name _____

To be read and signed by parents or guardians of students who are under 18.

As the parent or legal guardian of the above student I have read, understand and agree that my child or ward shall comply with the terms of the Acceptable Use and Internet Safety Policy found in the Student Handbook for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for the supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. I hereby give permission for my child or ward to use the school-approved account to access the School District's computer network and the Internet.

Parent or Guardian Name(s) (PRINT CLEARLY)

Home Phone

Parent or Guardian Signature(s)

Date

Address

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Computer and Internet Use Policy found in the Student Handbook. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. Should I commit any violation or in any way misuse my access to TRECA computer network and the Internet through the Lorain Digital Academy, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)

Home Phone

Student Signature

Date

Address (if different from above)

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and I agree to abide by this Policy.

Legal References: **Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)**
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1/5, as amended (20 U.S.C. 6801 et seq., Part F)



School – Parent – Student Compact 2011/2012 School Year

The Lorain K-12 Digital Academy and the parents of its students agree that this compact outlines how the parents, students, and the entire school staff share the responsibility for building and developing a partnership that will help children achieve the State of Ohio's standards.

The Lorain K-12 Digital Academy will:

Provide the student with high quality individualized online instructional software every day, the support of teachers and support staff, and direct access to teachers at least twice a week.

Contact the parent or guardian of each student by phone, email, or U.S. mail in the event that the student falls behind in attendance or work submission.

We will provide information about student progress continuously through the online Gradebook. Parents will have 24 hour access to the Gradebook.

Teachers will post hours during which they may be reached through email, chat, Elluminate, or possibly by phone.

A lack of commitment to the school-parent-student compact may result in one or more of the following:

Communication – Parents will be contacted by the Assistant Superintendent of Special School Options or a digital academy staff member by phone or mail about the student's participation and progress.

Reorientation – Parents and students may be required to attend a mandatory session of reorientation for the purpose of additional technical training, or to review the expectations and requirements for participation and progress.

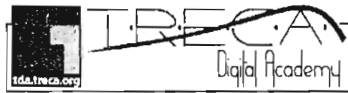
Parent Meeting – Parents may be required to attend a mandatory session to discuss intervention strategies and techniques to help promote student growth and academic success.

Student Tutoring Session – Students may be required to attend a mandatory session to work with a tutor face-to-face in order to gain a better knowledge of the subject matter.

Recommendation – Not all students will thrive in an online, home-school environment. A consistent lack of understanding of the coursework, a lack of motivation to complete assignments on a regular basis, lack of parental involvement, loss of connectivity and technical issues may be valid reasons to recommend that the student return to a traditional classroom setting.

Expulsion – Neglect and breach of the student/parent pledges are grounds for possible expulsion.

Mandatory Withdrawal – Per Ohio state law, students who fail to participate in 105 consecutive hours of the learning opportunities offered, which is equivalent to 21 days, will be automatically withdrawn from the school. Notice of withdrawal will be sent to your local school district and your child will be considered truant.



School – Parent – Student Compact 2011/2012 School Year

Parent Pledge

- ▶ I will ensure that my child logs on and participates in each class, each day. If my child is unable to log on due to illness or other circumstances, I will immediately notify the Attendance Office at TRECA.
- ▶ If my child has technical or equipment issues, or if connectivity has been lost, even temporarily, I will immediately notify the Lorain Digital Academy.
- ▶ If I have moved or changed phone numbers, I will immediately report those changes to the Lorain Digital Academy. I understand that my failure to do so may result in my child’s removal from the program.
- ▶ I will read notices from the school and communicate with teachers or others about the program or my child’s progress. I will participate in parent-teacher-student conferences.
- ▶ I will ensure that my child participates in all on-site state-mandatory testing.
- ▶ I will check the Gradebook often to see that my child is progressing at an acceptable pace. If I am unsure of how to check my child’s progress, I will ask for help from my student or the digital academy.
- ▶ I understand that school attendance and participation is required by law, and I will ensure that my child’s employment or other activities will not interfere with his/her ability to meet those requirements.
- ▶ I understand that if there is a breach in the pledge, my student and I are subject to alternative dispositions and/or a mandatory intervention plan or withdrawal. If at anytime I discover that the digital academy is not an optimal decision for my child, I will withdraw my child voluntarily.

Parent Name (print clearly) _____

Parent Signature _____

Date _____

Student Pledge

- ▶ I will log on to Angel each school day. If I am unable to log on due to illness or other circumstances, I will make up all work that I have missed so that I do not drop below an acceptable level of progress.
- ▶ I will participate by turning in assignments in each class every week. I will complete assignments in the order that they are given. I will not let employment or other activities interfere with my schoolwork.
- ▶ I agree that I will not share my username and password with anyone. I understand that sharing work, or plagiarizing work from the internet or other sources, will result in disciplinary action or withdrawal.
- ▶ I will take notices from the academy and my teachers and promptly deliver to a parent if I am under 18. I will participate in parent-teacher-student conferences, state-mandated testing, and inform my family about school events and activities.
- ▶ I understand that if there is a breach in the pledge, my parent and I are subject to alternative dispositions and/or a mandatory intervention plan or withdrawal.

Student Name (print clearly) _____

Student Signature _____

Date _____

Student: I am under 18 I am 18 or older



Lorain K - 12 Digital Academy

**Lorain City
Schools**

We can. We will.

Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents/eligible students have the right to file a complaint with the Family Policy Compliance Office in regards to this policy.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request the Director of Digital Academies or designee correct school records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Parents/eligible students have the right to file a complaint with the Family Policy Compliance Office, concerning alleged failures by the Lorain Digital Academies to comply with the requirements of FERPA. The FPCO Web site address is: www.ed.gov/policy/gen/guid/fpco.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - Any/all United States Armed Forces Recruiting Agencies

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent (or eligible student) if you do not want your child's (your) directory information shared, please fill out and return on your student's (or your) orientation date or by the start of your academic year.

Name of Student: _____ School: Lorain K-12 Digital Academy

I choose not to have my child's (my) directory information shared.

I choose not to have my child's (my) directory information shared with any/all United States Armed Forces Recruiting Agencies.

Parent/Eligible Student Signature: _____ Date: _____

Adult Independent and (Adult PSEO) Students Only

Name of Student: _____

School: Lorain K-12 Digital Academy

I choose not to have any of my academic records (PSEO records) shared with my parent.

Adult Independent/PSEO Student Signature: _____ Date: _____

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), requires schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demanding behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Planned Activities

Students enrolled in the Lorain Digital Academies students in grades K-12 who choose to participate in the Health and Wellness program will be required to participate in an online Health and Wellness Survey and a Learning Styles Assessment. Parents are required to come to the LDA office and sign a permission form allowing the student to participate in the Health and Wellness Program. The student will not have access to survey and assessment unless the parent signs the permission form.

The Lorain Digital Academy will notify parents to obtain consent, should any activities described above be planned in the future. If you know in advance that you will not want your child to participate in any of the activities described above, that may be planned in the future, you may opt out by indicating that below.

Opt Out

I do not give my consent for _____ to participate in any of the activities described under the PPRA.

Parent Signature _____

Date: _____

This form must be submitted at the beginning of each school year or on the date your child is enrolled into the Lorain Digital Academy.

EMA Continued:

Student Name

Last

First

Middle

Statement regarding consent when contact of parent(s) is unsuccessful. In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) administration of any treatment deemed necessary by above named doctor been unsuccessful, I hereby give my consent for (1) administration of any treatment deemed necessary by named doctor or dentist identified below, or in the event the designated preferred practitioner is not available, by another licensed physician/dentist and (2) the transfer of the child to any hospital reasonable accessible.

PART I - TO GRANT AUTHORIZATION FOR RELEASE OF STUDENT TO SOMEONE OTHER THAN PARENTS

List the names of persons to whom your child may be released. Include the name and address of parents and three people that may assume responsibility of your child. Your child will not be released to any person other than those listed on this form.

Parent / Guardian Address

Phone Cell Phone Work Phone

Parent / Guardian Address

Phone Cell Phone Work Phone

Other Name Address

Phone Cell Phone Relationship

Other Name Address

Phone Cell Phone Relationship

AUTHORIZATION FOR EMERGENCY CARE

I hereby give consent for the following medical care providers and local hospital to be called.

Doctor Address Phone

Dentist Address Phone

Hospital Address Phone

Parent / Guardian Signature Date

DO NOT SIGN THIS SECTION IF YOU SIGNED ABOVE

PART II. REFUSAL OF CONSENT

I do not give my consent for emergency medical care of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Parent / Guardian Signature Date

Lorain K-12 Digital Academy

Title I Student/Family Income Information Form - 2011/12 School Year

To the Parent/Guardian: To determine if the school your child attends will receive federal No Child Left Behind Act-Title I funds for reading and/or mathematics or other services, specific income information is needed from you. Please complete this survey form and return it to your child's school immediately. One form should be completed for each child in your family. Thank you for your cooperation.

Please complete both sides of this form.

Student Information: Please print the information below. Please note, name is not required, but the other information is

Name of Student (Not Required)	Grade (Required)	Name of School (Required)
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Circle if Child is: • Foster Child • Ward of Court • Welfare Recipient • Food Stamp Recipient

Calculating Household Income: In order to determine if the school your child attends will receive Title I funds, you will have to calculate the total amount of income in your household. Include all income for all household members (include yourself, all children in the home, your spouse, grandparents and all others related and unrelated in your household.) See list below of the types of income to report:

Title I Student Income Form—School Year 2010-2011

Earnings from Work

- Wages/salaries/tips
- Strike benefits
- Unemployment benefits
- Worker's Compensation
- Net income from self-owned business or farm

Pensions/Retirement/Social Security

- Pensions
- Supplemental Security Income
- Retirement income
- Social Security

Public Assistance/Child Support/Alimony

- Public assistance/welfare payments
- Alimony/child support payments

Other Income

- Disability benefits
- Cash withdrawn from savings
- Interest dividends
- Income from estates/trusts/investments
- Regular contributions from persons not living in the household
- Net royalties/annuities/net rental income
- Any other income

Household Income: In column 1 below, enter the total number of people living in the household, whether they receive income or not. In column 2, enter the total amount of income of all those household members. The income can be the amount received per year, per month, or per week, but should be the total before taxes or anything else is taken out.

Effective from July 1, 2011-2012

1	2	FOR SCHOOL USE ONLY Income Guidelines for Title I building/attendance area eligibility						
		Household size	Annual	Monthly	Twice per month	Every two weeks	Weekly	
Total no. of people living in the household: _____	Total household income: \$ _____ frequency: ____ Annual ____ Monthly ____ Twice per Month ____ Every Two Weeks ____ Weekly	1.....	\$20,147	\$1,679	\$840	\$775	\$388	
		2.....	\$27,214	\$2,268	\$1,134	\$1,047	\$524	
		3.....	\$34,281	\$2,857	\$1,429	\$1,319	\$660	
		4.....	\$41,348	\$3,446	\$1,723	\$1,591	\$796	
		5.....	\$48,415	\$4,035	\$2,018	\$1,863	\$932	
		6.....	\$55,482	\$4,624	\$2,312	\$2,134	\$1,067	
		7.....	\$62,549	\$5,213	\$2,607	\$2,406	\$1,203	
		8.....	\$69,616	\$5,802	\$2,901	\$2,678	\$1,339	
			For each additional member add	+\$7,067	+\$589	+\$295	+\$272	+\$136
								REV. 4/19/11

Required Parent/Guardian Information

Address: _____

City/State/Zip: _____

Date: _____

FOR SCHOOL USE ONLY

Signature of School District: _____

X _____

Within guidelines: Yes No

Lorain K-12 Digital Academy

Family/Student Income and E-Rate Form 2011/12 School

Please complete both sides of this form!

Why should you complete the student income form if your child does not eat school meals?

The amount of federal funds this digital academy receives is dependent on the return of this completed form. Funds from this form pay for additional educational services for students who are failing or at risk of failing to meet the same high standards as everyone else in the school. The E-rate program is a Federal program which provides schools and libraries across the country with substantial discounts on their technology services.

Some of these federal funds for additional educational services are known as Title I. Our district provides additional support in reading and mathematics. The Title I law requires that funds be given to schools based on the number of children from low income families.

While the amount of money each school receives depends on the number of children from low income families, the support services are based on the academic need of the students regardless of income level.

This information will remain confidential. The information will only be reported as a total group, not by individual families, and will not be used for any purpose other than applying for federal funds.

Student Name _____

Is your family income equal to or less than any of the amounts listed next to the number you circled on the other side of this page? YES ____ No ____

Is your family eligible for food stamps? YES ____ No ____

Is your family eligible for medical assistance under Medicaid? YES ____ No ____

Does your family receive Temporary Assistance for Needy Families (TANF)? YES ____ No ____

Does your family receive Supplementary Security Income (SSI)? YES ____ No ____

Does your family receive housing assistance (section 8)? YES ____ No ____

Does your family receive home energy assistance (LHEAP)? YES ____ No ____



Photo Publicity Form 2011/12 School Year

I understand that there may be situations when/where the Lorain Digital Academy will have the opportunity to photograph or videotape my child. I give the Lorain K-12 Digital Academy my permission to use the photographs/video for publicity or any other venues in relation to promoting the Lorain K-12 Digital Academy and/or TRECA.

Parent/Guardian Signature: _____

Child/Children: _____

Date: _____

I choose not to give the Lorain K-12 Digital Academy my permission to use the photographs/video for publicity or any other venues in relation to promoting The Lorain K-12 Digital Academy and/or TRECA.

Parent/Guardian Signature: _____

Child/Children: _____

Date: _____