



ADMINISTRATION

Janet Schell, Principal

Matt Santala, Gianna Mrozak & Jordan Dennis, Assistant Principals

OXFORD VIRTUAL ACADEMY STUDENT AGREEMENT

ALL OVA STUDENTS:

- I am required to complete a minimum of **1 semester** with OVA, *or 1 year* with Hybrid programs.
- I am required to notify the OVA Enrollment Department when withdrawing my student(s) for any reason, as well as complete the online Out of District Transfer form in a timely manner.
- I am required to notify the OVA Enrollment Department when changing my student(s) membership status, as well as complete the online Change of Status Request form in a timely manner. *(Additional documentation is also required, and must be completed when changing from Part Time to Full Time status.)*
- I am required to fulfil OVA's Attendance Policy *(15 days without Mentor contact or virtual coursework completion will result in Truancy)*, as well as adhere to the Oxford Schools' Code of Conduct *(complete document can be found on our website)*.
- I am required to maintain **3-way communication** *(i.e. mass email is sent, student replies, Teacher replies to acknowledge student response)* with my assigned Mentor Teacher at least once per week **for the entire school year** for Count purposes *(exception during Holiday and Spring Breaks only)*.
- I am required to return all OVA technology equipment within **1 week** of dropping any/all curriculum. **Failure to do so may result in legal action.** I am also aware that I am responsible for any damages to technology equipment.
- I am required to **complete my courses** by the assigned completion date. If I cannot do so, I will contact my Mentor Teacher at least 4 weeks prior to the end of the semester, or I will receive a failing grade.
- If I am taking Dual Enrollment courses, I must successfully complete the course or my family will be held financially responsible for the cost of the course.
- **Immunization disclaimer:** If your child's school/state-required immunization record is in an "incomplete" status on November 1st and February 1st, they will be excluded from attending physical locations until the immunization record is moved to a "complete" or "provisional" status, or waived. Your child's immunization record may have been complete at the time of enrollment, however, it is a living record that must be updated. Please seek guidance from your physician if you have further questions.

FULL TIME STUDENTS ONLY:

- I am required to take benchmark assessment(s) for my grade level:
 - Grades K-2: NWEA Reading/Language, Math 3 times/year & Science once per year
 - Grade 3: NWEA Reading/Language 3 times/year, Math 2 times/year & Science once per year
 - Grades 4-8: NWEA Reading/Language, Math 2 times/year & Science once per year
 - Grades 9-12: NWEA Reading/Language, Math 2 times/year & Science once per year
- I am required to take the State Assessment(s) for my grade level:
 - Grades 3-7: M-STEP (March-May)
 - Grade 8: PSAT 8/9 (April)
 - Grades 9-10: PSAT 8/9 and PSAT 10, respectively (April)
 - Grade 11: SAT, WorkKeys, and M-STEP (April)
- I am required to take all **final exams** for high school credit-bearing virtual classes at the OVA Lab.

I have read and agree to the requirements necessary to be a successful Oxford Virtual Academy student:

Student Signature: _____ Date _____

Parent/Guardian Signature _____ Date _____