



Student Handbook

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Welcome

Welcome to QDA. This is the first step in your journey, and we will provide you with an opportunity to grow academically and as a person. QDA is for the student who wants to be in charge of his/her learning because it is designed for individual academic needs. Online learning is not passive learning—it is active learning. To be successful you must **actively** engage yourself in the learning process. We at QDA are here to provide you the opportunity to reach your academic potential and provide support along the way. We welcome you to the QDA family!

Attendance

Attendance Requirements

Students are **required** to log into the Learning Management System a **minimum of five (5) out of seven (7) days per week**. Students may log in any time throughout the day and must have a minimum of 27 ½ hours per week—with a total of 920 hours per year.

Failure to log in for 20 consecutive days (105 hours) will result in removal from QDA per guidelines set forth by the Ohio Department of Education.

Excused Absences

There are times when students have a legitimate reason for being absent from school. Below are reasons for excused absences according to the Ohio attendance laws:

- Personal illness (medical documentation may be required)
- Death of a relative
- Emergency (validity determined by the principal)
- Observance of religious holidays
- Doctor/dentist appointment (documentation must be provided after the appointment)
- Court appearances verified by subpoenas or official notifications

Unexcused Absences

Unexcused absences may have both academic and disciplinary consequences. Examples of unexcused absences:

- Any absence without a written excuse from the parent/guardian.
- Absences which are not considered to be legitimate under the Ohio attendance laws and/or district policy.

Attendance Procedures

Students must notify QDA and email each teacher if they are going to be absent.

Absences will be marked “**unexcused**” if you are not online working and have not communicated with the proper QDA personnel in advance. **Note: If you are working offline, you still need to log into the Learning Management System.**

A doctor’s excuse is required if you are hospitalized or have a medical issue that prevents you from working for more than five (5) days.

Students must present a valid Medical Excuse after the 4th absence. Absences will be considered unexcused without a medical excuse.

Consequences for Unexcused Absences

Disciplinary procedures will be applied for unexcused absences under the truancy policy of the Ohio attendance laws and/or district policy.

Revocation of Driver’s License and/or Work Permit

When a student has been absent without a legitimate excuse for more than ten (10) consecutive school days, his/her temporary permit, driver’s license or work permit **may be suspended** or denied until he/she is 18 years of age.

Filing Charges in Juvenile Court

Charges may be filed with the Juvenile Court in the student’s district of residence due to the following:

- After the seventh day of absence without a legitimate excuse
- After an excessive number of absences in a school year

Forced Withdrawal from QDA Per Ohio Law

Failure to log in for 20 (105 hours) consecutive days will result in removal from QDA per guidelines set forth by the Ohio Department of Education.

Special Services

QDA is committed to providing support services to all students and teachers and to providing a free and appropriate public education in the least restrictive environment to all students with disabilities.

The Special Services Center works to . . .

- ensure that the special education policies and procedures are in accordance with all federal, state and local mandates
- design, implement and evaluate appropriate programs for students with disabilities
- provide technical assistance and staff development opportunities.

QDA focuses on the consistency and quality of special education programs and related services within the district.

Each year school district throughout the state of Ohio works to identify, locate, and evaluate all children with disabilities between the ages of 3 through 21. QDA provides special education services to approximately 50 students with disabilities (approximately 8% of the district's student population). Parents who suspect their child may have a disability as described by the Individuals with Disabilities Education Improvement Act (IDEIA) or Americans with Disabilities Act – Section 504, should contact Mrs. Elaine Karp, Director of Special Services, at 330-364-0618.

State Testing

The State of Ohio requires all Ohio students MUST participate in state mandated testing.

Students **MUST** attend testing on their assigned day(s). Testing locations will be provided within 50 miles of a student's residence, and notification of these locations will be mailed prior to the testing date.

Class of 2017 - Ohio Graduation Test (OGT)

Students graduating in 2017 must pass all five (5) parts of the Ohio Graduation Test (OGT) unless exempted—Reading, Math, Writing, Science, and Social Studies.

Class of 2018 and Beyond - End of Course Exams

Students graduating in 2018 and beyond must take End of Course Exams in the following areas and earn a total of at least 18 points:

- English I and II
- Algebra I or Integrated Math I
- Geometry or Integrated Math II
- Physical Science (Class of 2018 Only)
- Biology
- American History
- American Government

Change of Address and/or Telephone Number

Students **must** inform the QDA office or their instructional supervisor immediately if there is a change in residence and/or telephone number.

Course Changes

All course change requests must be made within the first ten (10) days of the new school year (or date of course enrollment).

Once the ten (10) days have passed, students may not be able to drop the course until the end of the semester.

Students who drop a course after the ten (10) day window may earn a "Withdraw Failing" and this failing grade will be calculated into the student's GPA.

Course Completion

We recommend students work in each course for a **minimum of an hour per day for a total of 6 hours per day**. As an independent learner, it is the student's responsibility to complete all courses in a satisfactory and timely manner. Successfully completing assignments requires consistent effort and energy.

All courses should be completed within 180 school days from the date of enrollment. If a student needs

additional time beyond the 180 school days, he/she must notify the Instructional Supervisor.

Academic Integrity

Code of Conduct

All QDA students are expected to abide by all the standards and policies established by QDA. Students will observe all rules on submitting work and taking examinations and will never turn in work that is not their own, or present another person's ideas their own. Students will never ask for, receive, or give unauthorized help on graded assignments, quizzes, or examinations.

Cheating

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school paraphrasing something using it as if you had done the work yourself. Any act of plagiarism will not be tolerated from students at QDA.

Online Behavior

QDA expects students to behave properly and use good judgment when communicating online with school personnel. Illegal or improper use of the Web within the school's environment is not permitted.

Disciplinary Action

Any inappropriate behavior will result in disciplinary action.

Grading Scale

A – 90 or higher

B – 80% to 89%

C – 70% to 79%

D – 60% to 69%

F – 59% and below

Honor Roll

To be eligible for Honor Roll, students must meet the following requirements:

- Meet or exceed minimum work expectations for each course.
- Maintain a cumulative G.P.A (Grade Point Average) of 3.5 or higher and take a minimum of four academic subjects.

Merit Roll

To be eligible for Merit Roll, students must meet the following requirements:

- Meet or exceed minimum work expectations for each course.
- Maintain a cumulative G.P.A (Grade Point Average) of 3.5 or higher and take a minimum of four academic subjects.

This will be calculated bi-annually at the completion of the student's first semester and second semester.

Note: Only the names of high school students will be listed in the newspaper.

Graduation Requirements

Students must earn a **total of 20 credits** in the areas below and meet State of Ohio Test requirements in order to receive a high school diploma:

English Language Arts – 4 units

Health – ½ unit

Mathematics – 4 units

- Must include 1 unit of Algebra II or the equivalent of Algebra II.

Physical Education – ½ unit

Science – 3 units

- Must include 1 unit of physical sciences.
- Must include 1 unit of life sciences.
- Must include 1 unit of advanced study in one or more of the following sciences:
 - Chemistry
 - Physics
 - Physical Science
 - Advanced biology or other life sciences

Social Studies – 3 units

- Must include ½ unit of American History.
- Must include ½ unit of American Government.

Electives – 5 units

- Must include 1 unit in economics and/or financial literacy
- Must include 1 unit of Fine Arts
- Students following a career-technical pathway are exempted from the Fine Arts requirement

Testing Requirements for Graduation:

- **Class of 2017** must pass the Ohio Graduation Test (OGT) unless exempted.
- **Class of 2018 and Beyond** must take End of Course Exams in the following areas and earn a total of at least 18 points:
 - English I and II
 - Algebra I or Integrated Math I
 - Geometry or Integrated Math II
 - Physical Science (Class of 2018 Only)
 - Biology
 - American History
 - American Government

College Credit Plus

Students in grades 7 through 12 may apply to a postsecondary program provided they meet the requirements established by the QDA and the Ohio Department of Education.

Interested students should contact the QDA counselor or his/her instructional supervisor. **The deadline to submit required paperwork for this program is April 1st of the prior year.** Information regarding the College Credit Plus program is available on the QDA web page and also on the Ohio Department of Education's web page at <http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus>.

Study Island

Students needing to pass one or more sections of the Ohio Graduation Tests (OGT) or End of Course Exams will be placed in Study Island courses so they can receive additional intervention in the various area(s).

Technology

Acceptable Use Guidelines

Computer systems are provided to students for educational purposes only. Students who fail to follow the Acceptable Use Guidelines may lose their computer privileges or be removed from QDA.

Internet Content Filtering System

QDA owned computer systems are equipped with a content filtering system as required by law. To ensure compliance with our Acceptable Use Policy, all web traffic and computer activity may be logged and is subject to review.

Computer System Repair

While every effort will be made to repair a broken computer system in a timely manner (less than a week), it's the responsibility of the student to find an alternative computer system to use during the repair process. Students will not receive an excused absence for the time lost while their QDA computer system is being repaired.

Only the QDA Technology Department is permitted to repair QDA computer equipment.

Internet Service

It is the responsibility of the student or his/her parent/guardian to obtain Internet Service prior to enrolling in QDA. Students will not receive an excused absence if they experience an internet service outage.

Internet Reimbursement

QDA will reimburse up to \$40 a month for Internet. Note: We will reimburse no more than 12 months back. For additional information go to: <http://lms.go2qda.org/forms/isp.pdf>.

Email

Students enrolled in QDA will receive their own @go2qda.org email address and may also have an email account within their curriculum provider. Emails are subject to review to ensure there is no inappropriate material. Refer to the Acceptable Use Guidelines and Acceptable Use Policy for additional information. Students may only email their teachers or the QDA staff. Emails to outside accounts will be blocked.

Emailing Specifics

When emailing a teacher or a QDA staff member to request help, please include the following information:

Subject: If your question regards a course, please include the course name and semester in the subject field.

Body: Please include as much information as possible to ensure your questions can be answered fully.

If you are experiencing an issue or have a question about a specific lesson, include the lesson number or name in the body. Also include any steps that you have taken to help resolve the problem (if applicable). Remember . . . the more information you include, the quicker we can answer your question.

Avoiding “Time Outs” and Data Loss

Many of our curriculum providers have a security policy in place that automatically logs students out after a certain amount of time. The automatic logouts will occur without warning if students do not save, change pages, refresh or reload a page. **Typically, students should save their work every five to ten minutes.**

Students who are automatically logged out will lose all of the work that was completed since the last time their progress was saved. **There is no way for QDA to recover this work. It is the responsibility of the student to save their work.**

It is highly recommended students compose their answers in a word processor like Open Office Writer or Microsoft Word and save the answers frequently. Then students can copy and paste the completed assignments to their web browser. **Students should submit their answers as soon as they have completed the assignment to prevent data loss.**

Once again, QDA cannot recover lost work.

Contacting QDA

Instructional Supervisors

Instructional Supervisors can be reached through their QDA cell phone, office phone, or email. For the latest instructional supervisor directory, please visit: <http://go2qda.org/contact-us/instructional-supervisors>

Students and parents can also contact the QDA office at 1-866-968-7032.

Technical Support

Contact the QDA Technology Department for questions regarding QDA computer systems, printers, email accounts, LMS accounts, and other hardware related questions.

Technical Support Center

Please visit the QDA Technical Support center for frequently asked questions: <http://lms.go2qda.org/technical-support> before contacting the QDA Technology Department.

Support Ticket System

To submit a support ticket, go to : <http://lms.go2qda.org/open-ticket> select the “Open a Support Ticket” link. This ensures that we have a log of technical support requests to help identify problematic areas.

Email Support

The QDA Technology Department can be reached at tech_support@go2qda.org

Telephone Support

The QDA Technology Department can be reached at either 1-866-968-7032, 330-339-7159, or . If you call outside of regular business hours, please leave your name, number and a description of your problem.

Helpful Links

- Staff Directory: <http://www.go2qda.org/contact-us>
- School Calendar: <http://www.go2qda.org/student-services/calendar>
- Announcements: <http://www.go2qda.org/student-services/announcements>
- QDA Support Center: <http://lms.go2qda.org/support>
- Internet & Technology Safety: <http://lms.go2qda.org/safety>

www.go2qda.org
lms.go2qda.org