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 fulfill 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 ____________