



OHVA Board of Trustees Annual Meeting

August 16, 2022

Our Approach: Student-centric, Innovative

Our People: Passionate, Engaged

Our Students: Inspired, Empowered, Educated

1. Meeting called to order by President Stephen Vasquez at 2:00 PM.

2. **Roll Call/Guests:**

	Board Members	Present	Absent	Time of Arrival After Call to Order
1	Kelly Arndt – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Adam Davenport – Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Patricia Humbert – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Susan Lippens – Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Ben Lochbihler – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Gina Lopez – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Jacob Moeller – Board Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Matt Norton – Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Tiaunna Richardson – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Stephen Vasquez – Board President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Jennifer Wise – Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	OCCS Ex-Officio Representative – Kristin Katakis attended virtually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Also in attendance were: K12 Senior Head of School, Dr. Kristin Stewart; K12 Director of Academics Kyle Wilkinson; K12 Sr. Operations Manager Emily Rogers; K12 Human Resources Manager Carole Arman; K12 Manager of School Compliance and Ops Tiffany Porter; K12 Special Programs Director Johna McClure; K12 Portfolio Vice President Cindy Wright and OHVA Legal Counsel Renisa Dorner. Various members of K12 Administrative Team were in attendance virtually.

3. **Public Participation on Agenda Items: None**

4. **Public Participation on Non-Agenda Items: None**

5. **Approval of Minutes of the Regular Meeting of June 21, 2022**

Mr. Davenport moved to approve the minutes as written; Ms. Arndt seconded; and all in attendance voted in favor.

6. **Operations**

a. **Head of School Report**

Dr. Stewart presented a 7-page Head of School report showing enrollment at 12,323 with 17.4% special education. Enrollment is expected to increase to about



14,000 students for this school year. The school is still hiring Intervention Specialists but otherwise all positions are filled. The attrition rate of teachers was 6.8%. The summer program included 29 mini-camps for OHVA students to engage.

b. Academic Report

Mr. Wilkinson reviewed a 12-page presentation which included 4 academic goals for FY23 including increasing graduation rate by 3%, having 75% of 3-8 students demonstrate one year of growth in reading, having 75% of 5-8 students demonstrate one year of growth in math, and foster positive climate to improve student wellness by training 100% of staff in all resources available. OCCS grant for FY22 was used for summer school program, supplemental academic programs, EL Library program, instructional tools and student incentives like iPads. In FY23, the OCCS grant is expected to be used more toward student incentives and rewards for positive behavior. The OHVA state report card is expected to be released in the fall and will be discussed at the October Board meeting. As a result of summer school, OHVA graduated an additional 70 students with 27 being special education students.

c. Special Programs Report

Ms. McClure reviewed a 5-page presentation showing the demographics of the 2,247 special education students including 167 homeless, 200 military and 138 English learners. She also reported the favorable finding recently received from the Office of Civil Rights related to a complaint made by one family.

d. Operation Report

i. Residency Verification Update

Ms. Rogers reported 10,822 addresses were processed through Verimove in July with 193 forwarding addresses being identified and 23 showing out of state. She reported that OHVA administration was in the process of following up on the flagged addresses.

7. Finance

a. Bank Reconciliation

Motion I: Resolution regarding filing of the Bank Reconciliations

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the filing of the bank reconciliations for the months of June 2022 and July 2022 as presented by the School Treasurer.

Discussion: Mr. Moeller confirmed he had an opportunity to review the bank reconciliations for June 2022 and July 2022 as presented by the School Treasurer and they appeared appropriate.

Moved: Lopez

Seconded: Moeller

Vote: Arndt
Davenport
Humbert
Lippens
Lochbihler

Y N
Y N
Y N
Y N
Y N



Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

b. Budget Review

Regina Krotzer, K12 Managing Director Finance, reviewed the forecasts for FY23. The current forecast is showing a budget deficit of \$550,000. Ms. Krotzer indicated that during Ms. Cummings absence Michelle Buehrer has been covering the treasurer duties.

8. Personnel/Staff Development

a. Employment Agreements

Motion II: Resolution regarding Employment Agreements

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the OHVA Employment Agreements offered to the individuals on the document attached hereto as Appendix A presented by the Head of School. No OHVA Employment Agreement offered to an individual listed in Appendix A shall extend beyond June 30, 2025.

Discussion: Dr. Stewart explained that all hiring is based on current enrollment needs. Currently, OHVA is fully staffed but always hiring Intervention Specialists.

Moved: Davenport	Seconded: Norton	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

b. Resignation of Employee and Waiver of K12 Contract Provision

Motion III: Resolution regarding Resignation of Employee and Waiver of Paragraph 7.04

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the resignation of Heather Sergent as an Intervention Specialist, effective immediately to allow her to accept a position with Stride, Inc. or an affiliate (“Stride”). Further, the Board of Trustees of OHVA hereby waives the application of Paragraph 7.04 entitled Non-Solicitation of the Third Amended and Restated Educational Products and Administrative & Technology Services Agreement between OHVA and K12 Virtual Schools LLC to allow Heather Sergent to be employed by Stride as a Sped Assistant Coordinator, exclusively for Ohio Virtual Academy. This waiver is revoked if Stride employs this individual in a position other than the one specifically listed.



Discussion: Ms. McClure explained the increasing special education population required the need for another special education coordinator. At this point in time, Dr. Stewart did not feel the loss of an Intervention Specialist would be problematic.

Moved: Lippens	Seconded: Vasquez	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

c. Prescription Plan Discussion

Ms. Arman explained that Hylant sought options for OHVA to entertain a carve out plan for prescription drug coverage as part of the healthcare benefits package. However, United Healthcare indicated that switching to a carve out prescription plan would require United Healthcare to reopen the full plan already previously approved. As a result, the issue of a carve out prescription plan will need to be tabled for now.

d. Addition of 457 Roth Plan to Ohio Deferred Comp Plan

Motion IV: Resolution Regarding the 457 Roth Plan through Ohio Deferred Compensation

BE IT RESOLVED THAT the Board of Trustees of OHVA has previously adopted the Plan under the Ohio Public Employees Deferred Compensation Program administered by the Ohio Public Employees Deferred Compensation Board (“Board”) for participation by “eligible employees” of the Ohio Virtual Academy. This Plan is intended to meet the requirements of Section 457(b) of the Internal Revenue Code, as amended, and the requirements of applicable state and/or local law. The Board of Trustees of OHVA hereby resolves to include the Roth 457b option under the Plan. The Designated Fiscal Officer / School Treasurer is hereby appointed the Responsible Official who is authorized and directed by the Governing Authority to execute the Adoption Agreement as well as Exhibit B concerning Payroll/Administrative Procedures. Consistent with the Adoption Agreement and the Rules and Regulations promulgated by the Board, the proper officials, officers, employees, and agents of the Ohio Virtual Academy are authorized to provide the Board with any information it may properly require for the administration of the Plan under the Program. In addition to the Designated Fiscal Officer / School Treasurer, the Human Resources Manager and the Head of School shall also have the responsibility to implement and effectuate the Plan under the Program as deemed appropriate. This Resolution shall be in full force and effect from and immediately upon its adoption. The Designated Fiscal Officer/School Treasurer has the authority to sign all necessary documents and take all steps necessary to effectuate this Resolution.

Discussion: Dr. Stewart explained that OHVA has a 457b plan through Voya and Nationwide. This resolution merely adds the option of a Roth plan.

Moved: Norton	Seconded: Arndt	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

9. Compliance

a. OCCS Report

Ms. Katakis reviewed a 2-page Board Brief. She thanked the OHVA team for attending the convocation hosted by OCCS.

b. Fundraising Policy

Motion V: Resolution Regarding Fundraising Policy

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby approves the Ohio Virtual Academy Fundraising Policy, a copy of which is attached hereto, as recommended by the Head of School. The Head of School shall be responsible for developing the criteria required to be established before a fundraising activity will be approved.

The School Handbook shall also be amended to include the following section:

Fundraising Activities

All students that choose to participate in fundraising activities must abide by OHVA’s Fundraising Policy. Refer to the Appendix to view the policy in its entirety.

The Employee Handbook shall also be amended to include the following section:

Fundraising Activities

Any employee seeking to engage in or to participate in fundraising activities sponsored by OHVA must abide by OHVA’s Fundraising Policy.

Discussion: Dr. Stewart explained OHVA is often asked to engaging in fundraising activities related to the mission of OHVA. Ms. Dorner indicated that Dr. Stewart has confirmed with the insurance providers that OHVA is covered for liabilities associated with fundraising activities.

Moved: Lopez	Seconded: Davenport	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



c. Board Officer Election

Motion VI: Resolution Regarding Board Officers for the 2022-2023 School Year

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby elects the following Board Officers for the 2022-2023 School Year:

- President – Stephen Vasquez
- Vice President – Susan Lippens
- Secretary – Adam Davenport
- Treasurer – Jacob Moeller

Discussion: Mr. Vasquez indicated that, based on responses received by the Board Secretary in July, the current officer are being proposed as the officers for FY23.

Moved: Norton	Seconded: Arndt	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

d. 2022-23 Board Regular Meeting Schedule

Motion VII: Resolution Regarding Regular Meeting Dates

BE IT RESOLVED THAT the Board of Trustees of OHVA hereby sets the following dates for its regular meetings for the remainder of the 2022-2023 school year:

- October 18, 2022
- December 6, 2022
- February 21, 2023
- April 18, 2023
- May 16, 2023
- June 13, 2023

All meetings shall be held at the OHVA offices located at 1690 Woodlands, First Floor, Maumee, OH 43537 beginning at 2 p.m. The public is invited and encouraged to attend. The Head of School shall take steps necessary to properly publish these meeting dates consistent with Board policy.

Discussion: Dr. Stewart explained that the schedule being proposed is essentially the same as last year.

Moved: Davenport	Seconded: Norton	Vote: Arndt	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
		Davenport	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>



Humbert	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lippens	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lochbihler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Lopez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Moeller	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Norton	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Vasquez	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

10. Other Updates

a. Committee Structure

Ms. Dorner explained the concerns related to the fact-gathering manner in which the OHVA committees have operated. Dr. Stewart added that having a member of the Board available to merely review the information being presented for approval to the Board is highly valuable to K12. Mr. Vasquez requested that Ms. Lippens evaluate the situation and make a presentation at the October meeting regarding the designation of a single point person for various subject matters such as Human Resources, Finance, Academics and Governance.

11. Upcoming Event Dates and Communications

Mr. Vasquez reminded everyone that the next Board meeting will be held on October 19, 2022.

Having no further business, Mr. Vasquez adjourned the meeting at 3:27 p.m.

Fundraising Policy

Any fundraising activity deemed sponsored by OHVA must be properly approved and conducted in accordance with this policy and applicable laws.

General Policy

Any donation requested in a fundraising activity must align with the School's educational plan, educational philosophy, IT systems, and Board policies. Donations shall be solicited in a respectful manner and without pressure. Prior to utilizing a company's services, organizers of any fundraising activity will thoroughly research any company participating in the fundraising activity and provide that research as part of the approval process. All donations (in the form of money, goods, or otherwise) become School property immediately upon acquisition. Anything purchased with donated funds is deemed School property and not the property of any staff member, teacher, student or group.

Approval of Activities

All fundraising activities must be approved by the School. Approval must be obtained from the Head of School or his/her administrative designee prior to the start of the fundraising activity. Any approved fundraising activity that fails to comply with this policy after approval shall be immediately discontinued and an accounting immediately performed. Any employee of OHVA who engages in improper conduct while engaged in fundraising activities will be subject to disciplinary action up to and including termination. Similarly, any OHVA student who engages in improper conduct while engaged in fundraising activities will be subject to disciplinary action.

Communication of Fundraising Activities

Fundraising organizers utilizing school name, logo, or other insignia as part of the fundraising campaign, should be mindful of maintaining the School's positive image and reputation. The School shall have the final decision-making authority with respect to its name, logo or other insignia.

Recording and Deposit of Donations

The School is responsible for ensuring that all donations received by the School are properly recorded and deposited in a timely manner. All donations will be inventoried or deposited immediately by school administration. Deposits will be made through the School's Designated Fiscal Officer/School Treasurer.

Reporting Requirements

The School will comply with any required reporting associated with fundraising activities including the maintaining of records for a minimum of three (3) years. Accurate, timely and complete documentation of income and expenses, including cash, must be maintained.

Restricted Actions

No individual will be reimbursed directly from the proceeds of any fundraising activity. Any individual requesting reimbursement of expenses related to fundraising will use the School's regular request for reimbursement process. No services that send donations to an individual teacher or staff member will be used. All donations must be made directly to the School. Any activity that violates FERPA or IDEA, or any other applicable law is strictly prohibited.

Compliance with Laws

The School will comply with all applicable laws governing any fundraising activity. School administration will ensure that fundraising activities do not violate FERPA or any other student confidentiality law, regulation, or policy. The Head of School may approve a fundraising activity including a raffle but only if such is in compliance with ORC 2915.092 and other applicable rules and regulations regarding raffles. The Head of School shall not approve any illegal raffles.

Prohibition Against Harassment, Intimidation, Bullying, and Hazing

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. OHVA's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying, or hazing will not be tolerated by students, faculty or school personnel.

Harassment, intimidation, bullying, or hazing means any of the following:

1. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student **and** is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
2. Violence within a dating relationship.
3. Any act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device ("cyberbullying") and the behavior causes mental or physical harm to the other student/school personnel **and** is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

"Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. In evaluating whether conduct constitutes harassment, intimidation, bullying, or hazing, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The prohibition of harassment, intimidation, bullying (including cyberbullying), or hazing extends to all school-sponsored activities which means any activity provided as part of the online curriculum and related resources, as well as any activity conducted on or off school-property that is sponsored, recognized, or authorized by the OHVA Board of Trustees or the OHVA administration.

Complaint Procedures

The following procedures shall be used for reporting, investigating, and resolving complaints of harassment, intimidation, bullying (including cyberbullying), and/or hazing

Grade principals, assistant principals, and the Head of School have the responsibility for conducting investigations concerning claims of harassment, intimidation, bullying, and/or hazing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, OHVA employee, K12 employee or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of behavior in violation of this policy **shall** immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, bullying, or hazing, as defined above, shall promptly notify the appropriate principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, bullying, or hazing shall promptly notify the appropriate principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the appropriate principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the appropriate principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, bullying, and hazing in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, bullying, and hazing and help eliminate such prohibited behaviors through class connect discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, bullying, or hazing."

All complaints will be promptly investigated in accordance with the following procedures:

Step One: Any complaints, allegations, or rumors of harassment, intimidation, bullying, and/or hazing shall be presented to the appropriate principal or assistant principal or the Head of School. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. Complaints against a principal shall be filed directly with the Head of School. Complaints against the Head of School shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation bullying, and/or hazing and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or verbally affirm its veracity before two (2) administrators.

Step Two: The administrator/Board President receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board President will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board President conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary

action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Head of School.

Step Three: If the complainant is not satisfied with the decision at Step Two, s/he may submit a written appeal to the Head of School or designee. Such appeal must be filed within ten (10) work days after receipt of the Step Two decision. The Head of School or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Head of School or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Anonymous Complaints: Students making a complaint may request that their name be maintained in confidence by the school staff members or administrators who receive the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the students alleged to have committed acts of harassment, intimidation bullying, and/or hazing.

Hazing Complaints: In accordance with Collin's Law: The Ohio Anti-Hazing Act, complaints of hazing will be immediately reported to law enforcement in the county in which the victim of hazing resides, or in which the hazing is occurring or has occurred.

Publication Requirements: This policy shall be publicized in student handbooks, parent handbooks and in other school publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, bullying, or hazing behavior by any student of OHVA is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts via the Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited at an school-sponsored activity which means any activity provided as part of the online curriculum and related resources, as well as any activity conducted on or off school-property that is sponsored, recognized, or authorized by the OHVA Board of Trustees or the OHVA administration, that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Retaliation/False Charges: Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of harassment, intimidation and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as harassment, intimidation, bullying and/or hazing.

Remedial Actions: Verified acts of harassment, intimidation, bullying, or hazing shall result in an intervention by the appropriate principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, bullying, or hazing behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, bullying, and hazing behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, bullying, and hazing. While conduct that rises to the level of "harassment, intimidation, bullying, or hazing," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (restrictions on computer access, suspension, expulsion) is a matter for the professional discretion of the appropriate principal and administrators. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. Suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, bullying, or hazing and/or when past interventions have not been successful in eliminating prohibited behaviors.

In addition to the prompt investigation of complaints of harassment, intimidation, bullying, or hazing and direct intervention when such prohibited acts are verified, school personnel may take other action deemed appropriate to ameliorate any potential problem with harassment, intimidation, bullying, or hazing in school or at school-sponsored activities. Strategies should also be implemented to protect the victim of alleged harassment, intimidation, bullying, and/or hazing from additional harassment, intimidation, bullying, and/or hazing and from retaliation following a report. Such strategies may include more supervision or monitoring of the students involved, maintaining contact with parents or guardians of involved students, checking with the victim regularly to verify no further incidents.

Training: Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, or hazing including dating violence prevention education in grades 7-12, and their rights and responsibilities under this and other OHVA policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other OHVA rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, bullying, and hazing behaviors shall be incorporated into training materials used with employees. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

Police and Child Protective Services: Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of school policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

Other Actions: In addition to, or instead of, filing a harassment, intimidation, bullying, or hazing complaint through this policy, a complainant may choose to exercise other options allowed under applicable law. Any school employee, administrator or student who reports an incident of harassment, intimidation, bullying, or hazing promptly in good faith and in compliance with the procedures specified in this policy should be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

Semiannual Summary: The Head of School shall provide the OHVA Board with a written summary of all reported incidents and post the summary on the OHVA website to the extent permitted by law.