



Program Handbook
2010-2011

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Butler Tech Online Program Handbook
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ADMINISTRATION

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Chief Financial Officer	Ed Pokora
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Mathematics	Donna Clark	Science	Bernie Franks
Social Studies	Barbie Higgins Doug Mink	Family Consumer Science	Leah Brandenburg

WHO ARE WE?

Butler Tech Online (BTOL) is a program of the Educational Options Division of Butler Technology and Career Development Schools (Butler Tech), a career technical school district located north of Cincinnati in Hamilton, Ohio. Butler Tech Online can serve any Ohio high school student with online learning experiences because we are an open enrollment career technical district with a Board approved open enrollment policy.

WHAT DOES BTOL OFFER?

BTOL offers numerous courses on a variety of subjects and at different levels to meet the needs and desires of our students:

- Courses that are aligned to Ohio’s Content Standards.
- Courses that are presented using the latest technology to engage students in the learning process.
- Teachers who are trained and hold the appropriate state license for each course.
- Courses designed to allow for easy student interaction with their teacher.

WHO IS BTOL FOR?

Butler Tech Online offers students the option to take online classes anytime, anywhere.

There are many reasons that students choose this option. Butler Tech Online is pleased to provide educational options to students with the following needs, desires, or circumstances:

- Home school students seeking accredited curriculum taught by certified teachers
- Students wanting to take courses not offered at their current school
- Students with discipline or social issues in a traditional classroom
- Students who need additional credits for college admission
- Students with medical concerns or homebound care
- Students who need credits toward high school graduation
- Students who have scheduling conflicts
- Students looking for advanced courses
- Dropouts attempting to receive their diploma
- Students wishing to graduate early

Butler Tech Online courses are accessible through the worldwide web at www.butlertechonline.org. Students are able to log on and take courses from their existing school, library, hotel, hospital, home, or anywhere there is Internet connectivity available to them. This provides students and educators with options for how, when, and where students learn.

HOW DOES IT WORK?

Students access their courses through a personalized online learning center with a password-protected login that provides immediate and secure access to their lessons and assessments and to their teacher's virtual office. The tools and resources needed to do the coursework are included in the student's online learning center. All of the learning activity is laid out in a clear structure and navigation is easy.

Students can access their online course from any computer that has internet access. Students can complete their work during the school day or they may elect to stay after school and work on their course in a computer lab, use a community computer at a library, or use their home computer. Students' progress and assessments will always be tracked, regardless of what computer(s) they use.

Butler Tech Online Teachers will answer student questions within 24 hours and will grade all necessary student work, as well as provide feedback, motivation and praise.

Butler Tech Online is part of Butler Technology and Career Development Schools, a career technical school district. Students enrolled in Butler Tech Online remain enrolled in their local school district, have the right to participate in extra-curricular activities and events and will graduate from their local high school provided they meet that local school's graduation requirements.

WHAT DOES IT COST?

BTOL courses with a BTOL teacher are \$325.00 per semester course.

AVENTA AP Courses with a BTOL teacher are \$400.00 per semester course.

Other AVENTA Courses with a BTOL teacher are \$375.00 per semester course.

Schools may also choose to purchase just the online courses and provide their own teacher of record to facilitate the course(s). The prices for the course content only are:

BTOL courses are \$65.00 per semester course.

BTOL courses with seat licenses are \$175.00 per student, per year...unlimited courses

AVENTA AP Courses are \$150.00 per semester course.

Other AVENTA Courses are \$125.00 per semester course.

There is an additional cost for required teacher training when schools purchase course content only.

ABOUT OUR COURSES

Butler Tech Online courses are web-based and accessible anytime, anywhere a student has access to the Internet. Butler Tech Online courses are aligned with the Ohio Academic Content Standards. Butler Tech Online courses provide a combination of self-paced lessons, lectures, and resources. Courses follow an organized, intuitive, and interactive approach that features proven teaching components, including the following:

- Fully developed lesson plans
- Simulations and animations
- Recorded lectures and presentations
- Instruction, coaching, and feedback
- Online tutorials
- Award-winning multimedia content
- E-readings
- Exercises, activities, and assignments
- Online collaboration
- Graded assessments

Our student-centered approach is engaging, interesting, and instructionally sound. Courses are much more than reading and lectures. They are designed to foster creativity and exploration supported by a variety of online learning activities. Learning is based on structure, content, community, and guided activity, using the personal connection of a qualified instructor who brings real-world experiences and knowledge. All courses are presented by semester and represent approximately 18 weeks of work for the student.

NCAA CLEARINGHOUSE

Please review Butler Tech Online's site at the NCAA Clearinghouse for a list of approved courses.

COURSE LEVELS

Butler Tech Online currently offers many courses at two different levels, a foundation level and a college preparatory level.

The foundation level courses meet the appropriate Ohio Academic Content Standards. The material is presented in a very straightforward manner. These courses were written primarily for at-risk students and for students taking courses for credit recovery.

The college prep level courses also meet the appropriate Ohio Academic Content Standards, as well as the ACT test standards. These courses require a little more time and effort than the foundation level courses and also require students to utilize higher level critical thinking skills.

Butler Tech Online partners with Aventa Learning to provide even more course options for our students. These courses are of very high quality and will be delivered in the same learning management system as our BTOL courses. If you are purchasing courses, please note that these courses are priced differently than BTOL courses. Some courses do include the need for textbooks or materials and these expenses will be the responsibility of the student. Aventa courses are dependent upon teacher availability.

BTOL FOUNDATION COURSE OFFERINGS**ENGLISH**[English 9 A](#)[English 9 B](#)[English 10A](#)[English 10 B](#)[English 11 A](#)[English 11 B](#)[English I2 A](#)

English I2 B

MATH[Pre-Algebra A](#)[Pre-Algebra B](#)[Algebra I A](#)[Algebra I B](#)[Geometry A](#)[Geometry B](#)**COMPUTERS**[Computer Application](#)**SOCIAL STUDIES**[World History A](#)[World History B](#)[American History A](#)[American History B](#)[Government](#)[Economics](#)**SCIENCE**[Physical Science A](#)[Physical Science B](#)[Biology A](#)[Biology B](#)[Environmental Science](#)[Earth Science](#)**FINE ARTS**[Art Appreciation](#); content only[Music Appreciation](#); content only

FAMILY CONSUMER SCIENCE

High School 101
Child Development
[Personal Financial Management](#)

HEALTH & PHYSICAL EDUCATION

[High School Health](#)
[Physical Education](#)

BTOL COLLEGE PREP COURSE OFFERINGS

ENGLISH

[English 9 A](#)
[English 9B](#)
[English I0 A](#)
[English I0 B](#)
[English II A](#)
[English II B](#)
English I2A
English I2B
[Creative Writing](#)
[Practical Research Writing](#)

SOCIAL STUDIES

[World History A](#)
[World History B](#)
[American History A](#)
[American History B](#)
[Government](#)
[Economics](#)
[Psychology](#)

MATH

[Algebra I A](#)
[Algebra I B](#)
Algebra II A
Algebra II B
[Geometry A](#)
[Geometry B](#)

SCIENCE

[Physical Science A](#)
[Physical Science B](#)
[Biology A](#)
[Biology B](#)
[Environmental Science](#)
[Earth Science](#)
[Chemistry A](#)
[Chemistry B](#)
[Physics A/Physics B](#)

FINE ARTS

[Art History](#): Content Only

AVENTA COURSE OFFERINGS

AP COURSES

[AP ART HISTORY A](#)
[AP ART HISTORY B](#)
[AP BIOLOGY A](#)
[AP BIOLOGY B](#)
[AP AB CALCULUS A](#)
[AP AB CALCULUS B](#)
[AP BC CALCULUS A](#)
[AP BC CALCULUS B](#)
[AP CHEMISTRY A](#)
[AP CHEMISTRY B](#)
[AP COMPUTER SCIENCE A](#)
[AP COMPUTER SCIENCE B](#)
[AP ENGLISH LANGUAGE A](#)

FOREIGN LANGUAGE

[INTRO TO WORLD LANGUAGES A](#)
[INTRO TO WORLD LANGUAGES B](#)
[SPANISH I A](#)
[SPANISH I B](#)
[SPANISH II A](#)
[SPANISH II B](#)
[SPANISH III A](#)
[SPANISH III B](#)
[SPANISH IV A](#)
[SPANISH IV B](#)
[FRENCH I A](#)
[FRENCH I B](#)
[FRENCH II A](#)

[AP ENGLISH LANGUAGE B](#)
[AP ENGLISH LITERATURE A](#)
[AP ENGLISH LITERATURE B](#)
[AP ENVIRONMENTAL SCIENCE](#)
[AP EUROPEAN HISTORY A](#)
[AP EUROPEAN HISTORY B](#)
[AP FRENCH A](#)
[AP FRENCH B](#)
[AP B PHYSICS A](#)
[AP B PHYSICS B](#)
[AP PSYCHOLOGY](#)
[AP SPANISH A](#)
[AP SPANISH B](#)
[AP STATISTICS A](#)
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[AP US GOVERNMENT](#)
[AP US HISTORY A](#)
[AP US HISTORY B](#)
[AP WORLD HISTORY A](#)
[AP WORLD HISTORY B](#)

TECHNOLOGY

[COMPUTER FUNDAMENTALS A](#)
[COMPUTER FUNDAMENTALS B](#)
[GAME DESIGN A](#)
[GAME DESIGN B](#)
[FLASH ANIMATION](#)
[DIGITAL PHOTOGRAPHY](#)
[JAVA SCRIPTING](#)
[WEB DESIGN](#)
[PROGRAMMING I \(C++\)](#)
[PROGRAMMING II \(VB.Net\)](#)
[DIGITAL VIDEO PRODUCTION](#)

MATH

[TRIGONOMETRY](#)
[PRE CALCULUS](#)
[CALCULUS A](#)
[CALCULUS B](#)
[CONSUMER MATH A](#)
[CONSUMER MATH B](#)
[INTEGRATED MATH A](#)
[INTEGRATED MATH B](#)

[FRENCH II B](#)
[FRENCH III A](#)
[FRENCH III B](#)
[FRENCH IV A](#)
[FRENCH IV B](#)
[GERMAN I A](#)
[GERMAN I B](#)
[GERMAN II A](#)
[GERMAN II B](#)
[GERMAN III A](#)
[GERMAN III B](#)
[GERMAN IV A](#)
[GERMAN IV B](#)
[JAPANESE I A](#)
[JAPANESE I B](#)
[JAPANESE II A](#)
[JAPANESE II B](#)
[MANDARIN CHINESE I A](#)
[MANDARIN CHINESE I B](#)
[MANDARIN CHINESE II A](#)
[MANDARIN CHINESE II B](#)

[LATIN I A](#)

[LATIN I B](#)

[LATIN II A](#)

[LATIN II B](#)

[ESL FOR SPANISH SPEAKERS A](#)

[ESL FOR SPANISH SPEAKERS B](#)

SOCIAL STUDIES

[GEOGRAPHY A](#)

[GEOGRAPHY B](#)

[SOCIOLOGY A](#)

[SOCIOLOGY B](#)

TEACHER AVAILABILITY. PLEASE

ENGLISH

[JOURNALISM](#)

SCIENCE

[FORENSIC SCIENCE](#)

ALL AVENTA COURSES ARE SUBJECT TO TEACHER AVAILABILITY. PLEASE CHECK FIRST TO BE SURE THE COURSE IS AVAILABLE.

ABOUT OUR TEACHERS

Butler Tech Online teachers are certified, experienced teachers who have been trained in online learning. They will provide motivational and academic support to students and will assess student work. Teachers will interact with students through question and answer forums, discussion boards, or online chat sessions. Students can also access the teacher's virtual office where they can learn how to contact the teacher, download or upload files, access additional resources the teacher has recommended or read the teacher's biography.

CONTACTING TEACHERS

Teachers can be contacted a variety of ways. The most appropriate way for students to contact instructors is to send them a message through the course platform. Students should expect a response within 24 hours for any question asked.

Teachers can also be contacted through their regular e-mail address or by phone.

OTHER TEACHER CONTACT OPPORTUNITIES

Teachers hold office hours when students can schedule time to visit or call the BTOL office and receive extra help from instructors.

Students can always contact instructors as outlined above and request extra help. Teachers will do their best to accommodate the needs of every student.

Any parents wishing to have a conference with their child's online teacher should contact the instructor to schedule a conference at any time throughout the year.

INSTRUCTOR CONTACT LIST

The list below may be shared with students, parents and other school personnel that may need to contact a Butler Tech Online Instructor. To access a teacher's voice mail, dial directly to the voice mail system at 513-645-8333.

Subject Area	Teacher Name	E-Mail Address	Voice Mail Extension
English	Kathy Hall	hallk@butlertech.org	4390
Health/PE	Shannon Duff	duffs@butlertech.org	4389
Math	Donna Clark	clarkd@butlertech.org	4385
Science	Bernie Franks	franksb@butlertech.org	4382
Social Studies	Barbie Higgins	higginsb@butlertech.org	4387
Social Studies	Doug Mink	minkd@butlertech.org	4393
Family Consumer Science	Leah Brandenburg	brandenburgl@butlertech.org	4394

IDENTIFYING APPROPRIATE STUDENTS

Butler Tech Online is a great option for students, but it is not the right option for every student. Careful consideration should be given before enrolling a student into the program.

Any student planning to work fulltime from home must meet with Butler Tech Online staff before enrolling as determined by BTOL. The student and a parent/guardian must attend this meeting. During this initial meeting, the student will complete a self-assessment that will help determine if the online environment is appropriate for the student.

IEP STUDENTS

IEP students are welcome to enroll in Butler Tech Online if it is an appropriate placement for them based on the requirements of their IEP. Butler Tech Online feels that the most appropriate course of action, however, is for the local school to organize an IEP meeting that includes a representative of Butler Tech Online for the purpose of modifying or re-writing the IEP to be sure that the needs of the student can and will be met by Butler Tech Online.

RATE OF COMPLETION

Learning online offers flexibility not generally available in a traditional classroom setting. Some students may be able to complete work quicker than many students, while other students may need more time to spend on a course. All courses are offered in semesters. These semester courses are designed to be approximately 90 days of instruction (60 hours) for the average student. Students can be enrolled on a normal, accelerated or extended rate of completion. When a student enrolls, an expected start date and expected end date will be chosen to indicate appropriate expectations for the student to complete each course. Once designated, students will be expected to adhere to the timeline chosen.

REGISTRATION PROCEDURE

Butler County Students:

Students working at school during the school day:

Counselor or other appropriate school official complete student and course registration request forms. Once enrolled parents will be requested to complete and submit the Parent Information Form.

Students Working Full-time from Home

Any student planning to work fulltime from home must meet with Butler Tech Online staff before enrolling as determined by BTOL. The student and a parent/guardian must attend this meeting. Butler Tech Online staff will begin the enrollment process and will notify the counselor who will approve enrollment and indicate which courses may be selected.

Purchasing Courses

Complete and submit the Course Purchase Form and Parent Information Form.

Outside Butler County:

It is possible for students to enroll directly with Butler Tech Online, but we suggest that the student/parent consult the local school district concerning enrollment in the program.

If a student plans to work fulltime from home, the student and parent must meet with Butler Tech Online staff before enrolling as determined by BTOL. This can be a face to face meeting if possible, or can be held as a phone conference or a virtual meeting using the Internet.

ATTENDANCE - STUDENT PERFORMANCE TRACKING

Attendance will be measured in academic performance. Butler Tech Online can monitor the number of log-ins or time spent online for each student, but what is most important is successfully completing the course in the expected time frame. Performance expectations will be determined at the time of enrollment for each student by setting an expected end date for each course. Using the date enrolled and the expected end date, a Personalized Education Plan (PEP) will be created for the student. This PEP will set target dates for each lesson based on the time he/she has to complete the course.

As the student goes through the course, the student's current grade and his/her pace percentage will be calculated. The pace percentage determines if the student is on track or if he/she is behind. This pace percentage is converted to number of weeks behind. The following chart is then used to determine a student's status.

Weeks Behind	0	1	2	3	4	5	6
Grade %							
90	Excellent	Excellent	Effective	Improvement	Watch	Watch	Emergency
80	Excellent	Effective	Improvement	Watch	Watch	Emergency	Emergency
70	Effective	Improvement	Watch	Watch	Emergency	Emergency	Emergency
60	Improvement	Watch	Watch	Emergency	Emergency	Emergency	Emergency
50	Watch	Watch	Emergency	Emergency	Emergency	Emergency	Emergency
0	Emergency	Emergency	Emergency	Emergency	Emergency	Emergency	Emergency

For example, if a student has a 75% in the course and is 2 weeks behind schedule, they will be in Watch status.

Student data will be compiled for each course the student is enrolled in and an overall status will be determined by averaging the data for all active courses.

For Students in a School Lab – The above procedure is simply to assist in tracking student progress. Attendance will be determined using local policies, usually determined by the student’s physical presence at school.

For Students Working From Home – The following procedure will be used to determine attendance:

A student will be considered present and in good standing if their overall status is Excellent, Effective or Improvement.

If a student's overall status falls into the Watch or Emergency category, the student is expected to make adequately weekly progress. If a student does not make adequate weekly progress, they will be counted absent from school.

Days absent will be calculated as follows: When a student's overall status drops into the Watch or Emergency category, the percent of course complete for each course will be determined. Based on the current percent of course complete and the expected end date, the weekly progress goal will be determined for each course.

For example: If the student is 4% complete with their course and there are 12 weeks remaining until the course is expected to be complete, the weekly progress goal will be 8% each week. This goal may adjust each week if the goal is not met. The average weekly progress goal will be determined for all active courses.

The following week, the student's course data will be reviewed again and the actual weekly progress will be determined. If the actual average weekly progress is lower than the average weekly progress goal, the student will be counted absent.

For example: If the average weekly progress goal was 8% and the student only had an actual average weekly progress of 6.4%, the student was only present for 80% (6.4/8) of the week. This would calculate to 1 day absent during a 5 day week.

RESULTS OF ABSENCES

Parents/Guardians will be notified by e-mail or mail (depending on their preference identified on the parent information sheet) when their student has been counted absent and will be given the opportunity to submit a written excuse for the absence.

Approved reasons for excused absences are:

- Personal illness (after 7 illness excuses, a written physicians statement will be required)
- Illness in the family
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of bona fide religious holiday
- Family vacation up to five (5) days
- Such good cause as may be acceptable to the CEO

Students who accumulate excessive unexcused absences will be considered truant according to the following guidelines:

- A student will be considered **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more schools days in one (1) month, or twelve (12) or more school days in one (1) school year.
- A student will be considered **chronically truant** if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more schools days in one (1) month, or for fifteen (15) or more school days in one (1) year.

If a student is classified as **habitually truant**, the following actions will occur:

- A parent conference with Butler Tech Online staff will be held. As an outcome of this conference, the following actions may occur:
 - A complaint may be filed with the Juvenile Court.
 - The student's Personalized Education Plan may be adjusted.
 - The student may be required to report to a school location to complete online courses.
 - The student may be withdrawn from online courses and required to return to their home school.
 - Other actions may be approved in an effort to get the student on track to successfully complete their online courses in an appropriate time frame.

If a student is classified as **chronically truant**, the following actions will occur:

- A complaint will be filed with the Juvenile Court

Butler Tech Online is also authorized to notify the Ohio Bureau of Motor Vehicles concerning truant students. Those students who miss ten (10) consecutive days or fifteen (15) total days in one (1) semester without a legitimate excuse are subject to having their driving privileges suspended.

GRACE PERIOD

The online environment is not the correct option for every student. If a student does not show adequate progress within 15 school days of enrollment, he/she will be withdrawn from their online courses and will be required to return to their home school. There will be no grade issued or truancy charges filed in this situation.

Courses withdrawn within 15 school days of enrollment are free of charge.

PROGRESS REPORTS

Online courses work very differently than traditional face-to-face courses. Students are able to progress through their courses(s) at a guided, but flexible pace. Butler Tech Online grades will generally show up on the student's report card, but BTOL will email progress reports to a school or parent upon request.

ATHLETIC ELIGIBILITY

Many schools handle athletic eligibility differently than others. Some collect grades for athletes on a weekly basis while others only gather this information at the end of a grading period. It will be up to the school district of residence to know which students enrolled in Butler Tech Online are athletes. On the day that eligibility grades need to be collected, local school officials will need to log into the learning management system and retrieve the *adjusted grade* for these students. (Directions for accessing this information will be provided.) This grade will be the most accurate picture of the student's performance as of that date.

PLAGIARISM

Plagiarism is defined as taking someone else's words or ideas and presenting them as your own. Butler Tech Online will not tolerate plagiarism by its students. Below is our policy regarding this issue:

1st Offense	Verbal or written warning to student reviewing what constitutes plagiarism and warning of what happens if caught a second time. Student is allowed to re-submit work for credit.
2nd Offense	Student is given a zero on the assignment and will not be able to re-submit. Parents and counselors are alerted to the situation.

EXAMS

All Butler Tech Online courses have a required end of course assessment. All students, regardless of any local policies are required to complete these exams.

Exams should not be taken until the course is 100% complete. Exams cannot be taken until the current grade for all lessons is at least a 65%. Exams must be taken in a proctored setting.

Taking the exam signifies that the student is satisfied with his/her course grade and students will not be permitted to complete additional coursework once the exam has been taken.

Exams are online, but must be taken in a monitored setting. Students should schedule their exam with the person at their school responsible for monitoring exams.

Here are Butler Tech Online's rules related to exams:

- Exams will consist of approximately 1/2 multiple choice, 1/4 short answer and 1/4 essay.
- Students must receive a 70% on the exam in order to get credit for the grades they have received in the course.
- If a student does not get a 70%, they will re-take the exam within 1 week from the time the student receives his/her results.
- If a student fails to get a 70% on the second try, the higher of the two exam grades will be calculated into his/her course average at a weight of 10%. (Lowering their grade)
- If a student receives a score on the exam that is above their current course average, it will be calculated into his/her course average at a weight of 10%. (Raising their grade)

GRADES

Final course grades will be calculated and recorded by Butler Tech Online teachers. Grades will then be entered into Butler Tech's student information system and will be automatically downloaded to the student's school student records at the end of each semester. If an electronic download is not possible, letter grades will be sent to school officials to enter manually.

Butler Tech Online will use the following grading scale for all students:

A	92 - 100
B	83 - 91
C	74 - 82
D	65 - 73
F	0 - 64

PARTNER SCHOOL RESPONSIBILITIES

Local school districts that have students enrolled into Butler Tech Online should expect to be responsible for the following:

- Provide normal counseling/guidance services
 - Advise on course selection
 - Schedule and register Butler Tech Online classes
- Provide space, computer, and Internet connection to student
- Administer state required testing as needed
- Proctor Butler Tech Online course exams
- Maintain student records and grades
- Grant diploma to students

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence.

Any person who believes that the school or any staff person discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed below: (Grievance Form (2260 F2) is available in the school office or through the Title IX Coordinator)

Cindy Johnson, Title IX Coordinator
Butler Technology and Career Development Schools
3603 Hamilton-Middletown Rd.
Hamilton, OH 45011
513-868-1911/422-5105 ext 4101

The complaint will be investigated and a written response will be given to the complainant within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT EMANCIPATION

Only students who have a completed emancipation form (5000 F5) on file will be excluded from the requirement of parent/guardian approval. A student is considered emancipated if he/she: 1) is 18 years of age; 2) lives separately from parent(s)/ guardian(s); 3) supports himself/herself independently from parent(s)/guardian(s); and 4) does not wish for parent(s)/guardian(s) to be contacted by the school for any reason other than immediate emergency.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to students as well as all individuals who have access to Butler Tech programs and facilities.

STUDENT RECORDS

There are two basic kinds of student records -- **directory information** and **confidential student records**.

Directory information can be given to any person or organization for non-profit making purposes when requested unless the parents/guardians of the student restrict the information, in writing, to the Supervisor of Butler Tech Online. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; height and weight; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. (Ohio Revised Code 3319.321)

A non-custodial parent is entitled to have access to records pertaining to his or her child to the same extent that such access is provided to the custodial parent, unless otherwise provided in the separation agreement, divorce decree or court order. The burden is on the custodial parent to inform the school of any such limitations. (Ohio Revised Code 3319.321)

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of a parent/guardian, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have a parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from

an outside professional or agency may be released to the parent/guardian through the originator and parents should keep copies of such records for their file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into the directory and confidential student information categories and will be made available on the same basis as enrolled students.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs will be charged to the requestor. If a review of records is wanted, a written request must be made to the Supervisor of Butler Tech Online, stating the records desired. The records will be collected and an appointment will be made with the individual requesting the records to answer any questions there may be.

For any situations regarding student records not specifically addressed above, the Butler Technology and Career Development Schools will abide by all applicable state and federal laws.

CONTACTING BUTLER TECH ONLINE

Procedures have been identified throughout this handbook on how to contact Butler Tech Online for certain items. If you have any questions, or if you need to contact us for any other reason, please do not hesitate. We are here to help you!

Butler Tech Online Office

7617 VOA Centre Drive
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