

# **Austintown Local Schools**

## **FPO/HOPE Online School**



**STUDENT HANDBOOK**

**2018-2019**

# Falcon Pride Online

**Dear Students and Families:**

Welcome to Austintown Local Schools online learning program, *Falcon Pride Online*. We are excited to continue our program and look forward to working with you as you continue your journey in education. This is a tuition-free program for grades K-12 that addresses one of our district's goals, which is to provide additional curriculum options for personalized opportunities. In Austintown Local Schools, we strive to provide an inspiring education that strengthens and prepares our students for unlimited future opportunities and we believe our online school program will give your child a new opportunity to succeed.

By enrolling in *Falcon Pride Online* or *H.O.P.E* program, your child has the opportunity to:

- Receive daily monitoring and assistance (in person when necessary) provided by tutors who are also, “highly qualified teachers”.
- Attend school in a supervised, private computer lab setting on campus to complete her/his online assignments at home.
- Receive individual attention and tutoring on a daily or weekly basis.
- May receive a loaned personal desktop computer for use while enrolled in *Falcon Pride Online*.
- Receive tutoring and assistance for successful completion of an Ohio Department of Education Assessment.
- Receive reimbursement for your Internet charges (each 9 weeks) (certain criteria need be met).
- Opportunity to participate in all Austintown Local Schools’ extracurricular activities (including athletics, clubs, band, choir, etc.).
- Receive an *Austintown Fitch High School* diploma upon graduation.

We are proud to offer online curriculum which is aligned with the Ohio Academic Content Standards and/or Common Core State Standards. We strive to provide rigorous curriculum consisting of regular and advanced courses in English, Math, Science, and Social Studies, as well as, elective courses. Our staff is committed to offering ALL students the best educational experiences. We ask for strong parental and family support, which is important for the success of our students, and our program.

**\*Students and parents, please make note of the “Online School Calendar located at the end of this document. Student orientation (training session) is mandatory and parents must attend as well. Students will NOT have access to coursework until they attend this training. Also, if your child is scheduled to work from home only, a school computer will be loaned, if need be, only after the student and parent attend the mandatory training session. Loaned computers will be available for pick-up at the computer lab.**

On behalf of the Austintown Local School District, I look forward to closely working with your family throughout the school year.

Sincerely,

**Mr. Chris Berni**  
**Director of 21st Century Learning**  
**Office: 330-797-3900 ext. 1003**  
**District cell: 330-717-2443**  
[cberni@austintownschoools.org](mailto:cberni@austintownschoools.org)

## Important Dates

**Falcon Pride Online/H.O.P.E Academy Start Date:**           **September 4, 2018**  
**Last day to work in the lab:**                                       **May 24, 2019**

Falcon Pride Online High School and Middle School Students are **not to report to school** on the following dates, they are dates that the tutors will use for professional development, reporting, and student monitoring.

**Tuesday November 20th**  
**Friday December 21st**  
**Friday April 12th**

## Student and Parent Orientation

Orientation for ALL Students and Parents of *Falcon Pride Online* and *H.O.P.E. Academy* is mandatory. This mandatory orientation will include training on the curriculum and management system used to complete work. You will be given a user name and password during the orientation. Also, the student Handbook will be discussed in detail.

**Regardless of the time option chosen to be in the lab, all students will be expected to start off attending school M-F.**

**A half day option must be approved by staff. Student's work must be average or better and work must be up to date. Students must have successfully completed all credit recovery courses for this schedule option. Students are granted a half day based on successful disciplinary record.**

## Contacts

Kristen Bostocky, Intervention Specialist	330.797.3900 ext. 1093	<a href="mailto:kbostocky@austintownschoools.org">kbostocky@austintownschoools.org</a>
Michele Mercer, Family Liaison/Caseworker	330.797.3900 ext. 1063 330.716.2440 (Cell)	<a href="mailto:mmercerc@austintownschoools.org">mmercerc@austintownschoools.org</a>
Anthony Meraglio, Dean of Students	330.797.3900 ext. 1055	<a href="mailto:ameraglio@austintownschoools.org">ameraglio@austintownschoools.org</a>
Ken Kilpatrick, Guidance Counselor	330.797.3900 ext. 1011	<a href="mailto:kkilpatrick@austintownschoools.org">kkilpatrick@austintownschoools.org</a>
Pat Ortenzio, Secretary	330.797.3900 ext. 1501	<a href="mailto:portenzio@austintownschoools.org">portenzio@austintownschoools.org</a>
AMS FPO/H.O.P.E Lab	330.797.3900 ext. 2141	---
Fitch HS FPO Lab	330.797.3900 ext. 1091	330.797.3900 ext. 1092
Fitch HS H.O.P.E Lab	330.797.3900 ext. 1093	330.797.3900 ext. 1094
AIS FPO Lab	330.797.3900 ext. 6301	330.797.3900 ext. 6301

## **Enrollment Procedure**

1. Register your child in the Austintown Local School District.
2. Complete the Individual Student Profile with the program secretary upon approval to apply for the program. Once the Individual Student Profile is complete, you will be contacted to set up an orientation meeting with someone from the online program.
3. Attend a mandatory Orientation for ALL Students and Parents.
4. All students enrolled in the program must follow a mandatory lab schedule.

For more detailed information and links to the above steps, please visit the Austintown Local Schools main web page, under “Schools,” click on “FPOL” or “HOPE”.

## **Withdrawal Procedure**

1. Notify the *Falcon Pride Online* secretary by phone (ext. 1501) and inform them that you plan to withdraw.
2. Complete the withdrawal form at the grade level building and return any loaned computer equipment.
  - a. The return of any and all equipment is totally the responsibility of the student and/or parent(s)/guardian who signed for that equipment, and that person(s) or a representative must bring the equipment back in working condition. The student's current progress grades, which should be used to enroll in the student's new school of choice, will be issued at that time. If the equipment is not returned or if any student fees are owed, student transcripts will not be released and the parent will be billed for any missing items. If not paid or equipment is not returned, a police report may be filed.
3. Enroll in new district.

## **Student Code of Conduct**

*Falcon Pride Online* and *H.O.P.E Academy* are programs in the Austintown Local School district. Therefore, *Falcon Pride Online* and *H.O.P.E Academy* follows the Austintown Local Schools Board Policies and Student Code of Conduct, unless otherwise stated within this handbook.

**Each student and parent is required to sign a student and parent contract demonstrating a strong commitment to learning and to the program.**

**Austintown Local Schools Board policies and *Falcon Pride Online* and *H.O.P.E Academy* Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school-related programs, on or off premises.**

*Falcon Pride Online* and *H.O.P.E Academy* students must conduct themselves with the highest standards of honesty and integrity. Through *Falcon Pride Online* and *H.O.P.E Academy*, students are given the opportunity for academic achievement through an online environment; therefore, it is very important that mutual trust exists between instructors and students. Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work completed by someone other than the student themselves, will be considered dishonest behavior and will be dealt with accordingly by the instructors and administration. The following are examples of some, but not all, acts that are considered dishonest behavior:

- **Plagiarism** (Representing another's ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source is plagiarism.)
- **Submitting work through the use of another person's password/login** (Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarized.)
- **Cheating** (Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student's work and submitting as your own.)
- **Falsification and/or misrepresentation of data**
- **Computer crimes** (Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc. are examples of computer crimes.)
- **Inappropriate use of email, discussion forums, or synchronous chat rooms**

**Cases of academic dishonesty** will be communicated to administration. Traditionally, the discipline policy of the student's local school will be followed and the administration will decide ultimate consequences for the student. Possible courses of action include:

- Loss of grade points
- Disciplinary action in accordance with local school or district policy
- Removal from the course
- Failure to receive credit for the course

Students in the *Falcon Pride Online* and *H.O.P.E Academy* programs are required to attend the computer lab on campus to complete coursework and receive help by tutors and/or teachers. To ensure an appropriate climate for teaching and learning, students must adhere to the computer lab rules set forth on the next page.



# **Computer Lab Rules:**

**Enter the computer lab quietly (other students may be working or taking tests)**

**Student passwords are private and not to be shared with other students**

**Running, pushing, or horseplay is dangerous and not permitted**

**Take the 1<sup>st</sup> available computer or one that is assigned to you by an adult**

**Computers may not be saved for friends**

**Work on your computer only and do not touch another student's mouse or keyboard**

**Work in a quiet and efficient manner as not to disturb others around you**

**Raise your hand when needing assistance**

**Ask for permission to print any documents**

**Internet browsing is only permitted when it is related to a school assignment**

**Personal emails are not to be written during lab time**

**Please Clean-up your work area when leaving for the day**

**Eating or drinking around computers or other equipment is not permitted**

**Cell phones must be out of sight and turned OFF (No ringing allowed!)**

**Cell phones may be confiscated by staff and picked up by parents (District Handbook)**

**Tobacco products of any kind are not permitted on school grounds (Including Vape)**

**Weapons, pocket knives, etc. (real or play) are not permitted on school grounds**

**Students must comply to the district dress code policy**

**Students are not permitted anywhere on campus after their dismissal (Including school buildings)**

**Students are to comply with a reasonable request from an adult**

## Student Code of Conduct

**Minor Violations** are violations that are not illegal or major student conduct code violations. After reasonable attempts to curtail violations have been made without success, consequences listed, but not limited to, may result:

- Verbal warning
- Written warning
- Written report and/or apology
- A phone call
- Parent and/or student conference
- Volunteer Work
- Mandatory In-School Restriction

**Major Violations** and/or repeated violations of the student conduct code and the learning contracts, that are disruptive, illegal, or inconsiderate of others, may result in the following consequences:

- Immediate removal from the program
- Truancy mediation or charges
- Suspension
- Recommendation for expulsion or legal action

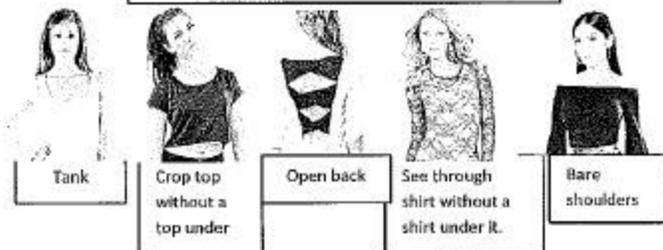
## Dress Code

When a student enrolled in *Falcon Pride Online* or *H.O.P.E Academy* attends school on-site, the district dress code policy outlined in the Student Handbook is in effect. *Falcon Pride Online* and *H.O.P.E Academy* are an extension of the services that we offer in each building and the students will sometimes be required to report to their respective buildings, therefore it is necessary to have students dress in a manner that is consistent with what is expected of all Austintown students. Please review the Student Handbook for dress code that applies to you appropriate grade level. Also, please see the Dress Code Overview on the next page.



# FITCH DRESS CODE OVERVIEW

## Tops Not Permitted



### Coats & Jackets

Outdoor coats or jackets **with hoods** are not permitted during school hours.

\*The dress code for bottoms has been updated for the 2018-2019 school year. Please refer to bullets 2-5 below for changes.

### Bottoms & Dresses

- Skirts, and dresses are acceptable only if the hemline is no more than 2" from the top of the knee.
- Yoga pants, leggings or other stretch knit and/or spandex bottoms are permitted only with a shirt over them that extends to no less than 4" above the knee.
- Sweatpants, joggers, athletic style pants and shorts are permitted but must be worn at waist. No sagging.
- Shorts must extend to no less than 4" above the knee.
- Jeans or pants that have holes from 4" above the knee to the waist must be worn with something underneath that is not see through such as leggings.

### Tops

- See-through fabric shirts, like loose knits, lace, and burnout fabric, must have a shirt underneath.
- No hoodies during school hours.
- Designs, pictures or words are permitted on tops as long as they are not vulgar, offensive or displaying alcohol, drugs or weapons.

### Jewelry/Accessories

- Cannot be potentially dangerous or be used as weapons (spikes, chains, etc.)
- No head coverings can be worn. A clause regarding religion is on the school website under dress code.
- No piercings in eyebrow, lip or tongue are permitted.

### Bottoms Not Permitted

pajama bottoms or pajama style bottoms

### Hair

- Hair, including highlights, must be in a normal spectrum of colors. For example- colors similar to Crayola red, fuchsia, and purple are not permitted.
- Hair cannot cover the eyes.
- No distracting hair styles.

### Footwear Not Permitted

Shower/pool shoes  
 Flip flops  
 Open-toed sandals  
 Shoes with wheels  
 All slippers

### Dress Code Exceptions

1. Students involved in nationally recognized organizations such as Girl Scouts and Boy Scouts may wear their uniforms on days when such organizations have scheduled functions.
2. Other exceptions including religious related practices must be made at least 24 hours in advance, where practicable, in writing.

This is an overview of the dress code. Please see the student handbook on our school website for the full dress code.

## Suspension and Expulsion Policies

Students learning through an online classroom are not necessarily hampered by time and space. They do not have to be in a classroom at a specific time in order to complete their work. They can work during the times that are most convenient for them. However, *Falcon Pride Online* and *H.O.P.E Academy* students must maintain progress in their academic endeavors and communicate regularly with their teachers. Although much of the school year may be spent in an online environment, there may be occasions during which a student will be in the presence of other students and staff members at school or at school-related activities. Our rules and regulations are necessary to assure positive learning environment. They are in place to protect every student's opportunity to learn. Whenever behavior interferes with the learning environment, consequences will result. Reasons for suspension and possible expulsion may include the following:

- Any repeated offenses for which the student has been previously suspended
- Misusing or vandalizing school property
- Disruption of school or school-related activities
- Threatening or intimidating students or staff
- Sexual harassment
- Removing or altering official school documents or records
- Assault
- Immoral acts
- Calling in bomb threats
- Violation of the school Acceptable Use Policy
- Possession of deadly weapons at school-sponsored functions
- Cheating or plagiarism
- Violating Computer usage contract

Definitions:

**Suspension** – A suspension is the temporary removal of a child from school for a violation of school policies or rules. Suspensions can last up to 10 school days. During a suspension, a student may not participate in or attend any school-related activities, but a *Falcon Pride Online* or *H.O.P.E Academy* student will still complete their online curriculum from home.

**Expulsion** – An expulsion is a more permanent removal of a child from school for a violation of more serious school policies or rules. Expulsions generally follow a 10 day suspension and can last up to 80 school days (and this can carry over to the next school year). During an expulsion, a student may not participate in or attend any school-related activities, and may not complete their online curriculum from home

# Suspension and Expulsion Procedures

*Falcon Pride Online* and *H.O.P.E Academy* recognize that exclusion from the educational program of any school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and cannot be imposed without due process.

## **Suspension Procedures:**

- 1) The student and the student's parent/guardian will receive a written intent to suspend notification. The notice will state the school district's intent to suspend the student and the reason for the possible suspension.
- 2) The principal will provide the student an opportunity to appear at an informal hearing in front of the principal, assistant principal, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise explain your actions.

## **Expulsion Procedures**

- 1) The student and the student's parent/guardian will receive a written intent to expel notification. The notice will state the school district's intent to expel the student and the reason for the possible expulsion.
- 2) The student and their parent/guardian will have an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise explain your actions.

# Coursework Requirements

**Completion of coursework is not just time spent online.** Students are expected to “attend” classes regularly in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. All *Falcon Pride Online* and *H.O.P.E Academy* students have the responsibility to complete their coursework or lessons in a timely manner within their own home or the by attending the *Falcon Pride Online* or *H.O.P.E Academy* Computer Lab. **For a typical class, a student needs to plan approximately 5 hours per week to keep on track with assignments.** The exact amount of time required to complete each week's' worth of work will vary depending on a number of factors (unit requirements, student's readiness and determination). **Students with “C” averages or above are encouraged to work ahead if they would like to challenge themselves.**

There are two components of the coursework policy. Students must meet the following standards to remain in good standing:

- ◆ **For each class, students must attempt and submit all assignments, weekly, according to the school year calendar. Assignments must be completed and turned in to teachers EVERY FRIDAY, by 2:45 pm.** Weekly due dates will be provided to students and their families at the time of enrollment. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work.

- ◆ **Students that have a “D” or “F” average in any class are encouraged to communicate with the teacher of that class(es) once a week. This may be done in person, by phone, or through the use of email, depending on the teacher and the class.** Teachers of each online class will have designated “office hours” each week to assist students. Teachers will provide meeting locations and times to students. **Failure to meet with each teacher in some way may result in further confusion and continued poor grades.**

## **Attendance Requirements for Assessments**

### **Notebook Policy**

Students, depending on grade level, are expected to engage themselves in their online lessons to better understand the material taught and explained. Students may be required to have a notebook for each class in which to take notes on the lessons being presented. Students may be permitted to use notes, ONLY, on their course exams.

### **Quiz and Exam Policy**

*Falcon Pride Online* and *H.O.P.E Academy* want to ensure that grades earned through online courses are a true reflection of what the student knows. In order to accomplish this task, an attendance policy for assessments will help hold students accountable for their learning and provide equal opportunities for all students by assessing coursework in a monitored lab setting. Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes, exams and final exams. Completion and results of these assessments will account for a student's nine-week grade, as well as, final grade. Typically, quizzes occur more frequently and will count for a smaller part of a grade. Depending on the course, exams (which may include a final exam) may occur about 5-6 times throughout the school year and count higher than quizzes in grade calculations. To ensure that students' grades are true reflections of what they know on their own, the following requirements are necessary:

- ◆ **Quizzes may be taken online, but students are not required to attend *Falcon Pride Online* or *H.O.P.E Academy* Computer Lab to complete these.**
- ◆ **Even though tests/exams may be taken online, ALL tests/exams MUST be completed in person, by students, during supervised *Falcon Pride Online* and *H.O.P.E Academy* Computer Lab days and times. Tutors must enter the password in order to unlock the test. Since students can work at their own paces, tests/exams may be given on an individual basis. Tests/exams can be taken during supervised lab hours of 7:30am-3:30pm, Monday through Friday.**

## **Ohio Department of Education Assessments**

The Austintown Local School district wants to make sure all students are prepared for state assessments. Students graduating in 2018 and beyond must complete exams in Algebra 1, Geometry, Physical Science, American History, American Government, English I, and English II. To ensure our schools and students do their best, the following requirements are necessary:

- ◆ **Students in grades 3-12 are required to take the Ohio Department of Education's Assessments on their designated dates.** Students are required to report to their designated testing site on the announced scheduled test date. Testing is mandatory and information about testing will be communicated prior to the testing period.

## **Attendance and Work Completion Requirements**

**Students receive unexcused absences when they fail to attend the lab on the days they are scheduled.**

Students are assigned a lab schedule and must adhere to the dates and times of that schedule, failure to do so will result in an unexcused absence. Students are allowed to attend the lab longer or more frequently than the required time, but that does not take the place of scheduled time, they must always attend during scheduled times.

**Students are required to complete all school work or be subjected to consequences for non-completion.**

Students are expected to complete all assignments in the online program, incomplete and non-attempted assignments is not acceptable. The following procedures are in place when students do not complete work:

- 1.) Parents will receive weekly phone calls from tutors to inform them of progress. Students that are behind in their assignments are encouraged to complete work immediately or be subjected to increased mandatory time in the lab until work is completed.
- 2.) Students will have deadlines that include the last day that late work can be submitted, if work is still not submitted in our online platform by that deadline then students may receive a “0” on that assignment. Students are not able to submit assignments for the previous grading period after the completion of a grading period. All work must be completed prior to the close of the grading period.
- 3.) Students and parents will be required to attend meetings with school personnel to discuss solutions to improve attendance or to ensure work is completed in a timely manner. These meetings are scheduled only if students are frequently absent or not completing assignments.
- 4.) If student are continues to be absent or not complete work, ***Falcon Pride Online*** and ***H.O.P.E Academy*** reserve the right to send our truant officer and/or family caseworker to the home. It is the parent's' responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or home. It is imperative that PARENTS assist in monitoring their child’s attendance and completion of work in school.

Truant means absent without an excuse. Students may be considered truant if:

- 1.) They fail to attend the lab on required days.
- 2.) They arrive at the lab and leave the lab without permission.

H.B. 204 created procedures in the Ohio Revised code allowing schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This law applies to all persons under age eighteen (18) who drop out of school, who are habitually absent from school without a legitimate excuse, or who have been expelled from school for using or possessing alcohol or drugs.

# **Grades, Report Cards, Promotion and Credits**

## **Grades**

Parents may check progress, at any time, by using the website using the student login.

The percentage grading scale adopted by our district is:	90-100	A
	80-89	B
	70-79	C
	60-69	D
	Below 60	F

In order to pass a course, the student's final average for the course must be 60% or better.

## **Report Cards**

Students will receive a school report card from the school of the student's grade level. Report cards will not be issued until all fees are paid.

## **Promotion/Retention**

Elementary and Middle School students failing two or more core courses (Math, Science, L.A. and Social Studies) for the year may be considered for retention in the same grade.

## **Credits**

Students earn class status by the number of hours passed:	0 – 4.9	Freshman
	5.0 – 9.9	Sophomore
	10.0 – 14.9	Junior
	15.0 – 21.0	Senior

## **Graduating Classes:**

Students must earn 21 credits to graduate consisting of ODE graduation minimum requirements and Austintown Fitch High additional local credits.

## **Graduation Requirements/State Testing Requirements**

A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed and you must successfully pass all Ohio Department of Education Assessments to be eligible for graduation.



# Computer and Online Services

## Acceptable Use and Internet Safety Policy

*Falcon Pride Online* and *H.O.P.E Academy* (Austintown Local Schools) offers students access to interconnected computer systems within the program and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

All students must take responsibility for appropriate and lawful use of this access. Students must understand that their misuse of the network and Internet access may jeopardize their ability to enjoy such access. While *Falcon Pride Online* and *H.O.P.E Academy* teachers and staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Upon entrance into *Falcon Pride Online* or *H.O.P.E Academy*, the Austintown Local School district's "Acceptable Use and Internet Safety" policy must be signed and kept on file. Upon reviewing, signing, and returning this Policy, each student is agreeing to follow the Policy. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the Policy. Austintown Local Schools cannot serve any student who, if 18 or older, fails to sign and submit the Policy Austintown Local Schools as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. (See Policy at the end of this document)

## Tools and Equipment

Austintown Local Schools will provide each student with the tools and equipment needed for participation in *Falcon Pride Online* or *H.O.P.E Academy*, whether the student is completing coursework at school and/or home. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassemble and agree to abide by appropriate disciplinary actions.

As part of *Falcon Pride Online* and *H.O.P.E Academy*, a student may **borrow** tools and equipment for use at home. This equipment and related school supplies received are the property of Austintown Local Schools and are assigned to you/your child for use while enrolled in the program. A Financial Responsibility notice will be included in the Parent and Family Commitment form which discloses the cost of replacing a computer not returned in working order. Tools and equipment loaned to students are to be returned in working order. Damaged or stolen equipment must be reported to the Austintown Local Schools immediately. (This policy is for grades K-5, with the adoption of Chromebooks in Austintown Local Schools the students in grades 6-12 shall have the right to receive a Chromebook to use at home to complete assignments.

## Internet Connectivity

If your child is enrolled in the *Falcon Pride Online and is scheduled to work from home*, high-speed Internet connectivity is required. Austintown Local Schools will provide a reimbursement of \$50.00 per nine weeks if certain criteria are met. To receive reimbursement each nine weeks, two things are needed to be met:

1.) Proof of Internet access on a monthly basis, such as a bill, will be needed to receive reimbursement (copies due by the last day of each nine weeks)

**AND**

2.) Your child must attempt and submit all assignments due in each subject per week (can not be late or miss any assignments during the nine week grading period)

**FAILURE TO MEET BOTH CRITERIA WILL FORFEIT REIMBURSEMENT**

# **Services**

## **Transportation**

Students attending *Falcon Pride Online* and *H.O.P.E Academy* are students of the Austintown Local School district. If a student chooses to attend school on-site, transportation will be provided as long as the student is a resident in Austintown. District transportation rules and policies will be enforced and disciplinary action may result if conduct is not appropriate.

## **Gifted Services**

Policies and procedures are in place that follows the State Department “Model Policies and Plan for the Identification of Children Who are Gifted.” The Austintown Local School District selects and administers testing instruments from the state-adopted list that allows appropriate screening and identification of children, including those who are culturally and linguistically diverse, children from low socioeconomic status, children with disabilities, and children for whom English is a second language.

## **Special Education Services**

A full range of special education services are provided through the Austintown Local School district. Information regarding Special Education Services may be obtained from the Special Education Department in the Austintown Local School district and/or the counselors or the school principal in the event that you desire additional information. You may also contact *Falcon Pride Online* and *H.O.P.E Academy* staff for more information on these services and the procedures for the Special Education Services.

# Falcon Pride Online

## Parent/Guardian and Family Commitment

A successful student relies on his/her parents to set high expectations and help set goals. As a parent/guardian, we need you to support us in our efforts to help your child become successful at school. As a parent/guardian, I will:

- Require my child to abide by all the policies and regulations of the Austintown Local Schools and ***Falcon Pride Online*** Student Code of Conduct. I have received the ***Falcon Pride Online*** and ***H.O.P.E Academy*** Student and Family Handbook.
- Ensure that my child is prepared for school by making sure he/she had a good night sleep, is clean and ready to make good effort at school.
- Ensure that my child understands and complies with ***Falcon Pride Online*** and ***H.O.P.E Academy*** Attendance Policies.
- Work with my child to complete all homework assignments. I understand that assignments are due every Friday by 3:30 pm. In addition, I will ensure that my child has good school attendance. School attendance includes: completes daily/weekly online assignments, attends school to complete exams, attends/completes mandatory test prep, and completes other district/state required testing. I understand that if my child has attendance issues that a parent meeting may be scheduled, and he/she will be required to attend school on-site.
- Help my child study and prepare for exams.
- Maintain open and on-going communication with the school (including telephone calls about my child's attendance) and will be available to met with the staff to discuss my child's progress and absences.
- Provide transportation for my child to and from school if not an Austintown resident.
- Ensure that, if my student has ***Falcon Pride Online*** and ***H.O.P.E Academy*** computer/equipment, it will be returned at the end of the school year. If the computer/equipment is not returned, I understand legal action may be taken.
- Agree to the Financial Responsibility of \$200.00 for the cost of replacing a computer if not returned in working order or not returned.
- Support the school, principal/director and teachers in their efforts to help my child be successful.

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Name of Student

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Parent/Guardian Signature

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Date



## Student Learning and Behavioral Contract

I, \_\_\_\_\_ (student) hereby agree that I am responsible for my own learning. I understand that in order for me to be successful, I must work hard and complete all my work on time and on a daily/weekly basis.

I will respect myself, parents, teachers, and principals and I understand that, if I violate Austintown Local Schools and *Falcon Pride Online* and *H.O.P.E Academy* policies, I may be suspended, expelled or removed from the program.

My parents/guardians, *Falcon Pride Online* and *H.O.P.E Academy* teachers, principal, and director are committed to helping me become a successful student and responsible citizen. Therefore, if I am having difficulties with my assignments, I will immediately ask my parents/guardians and teachers/principal for assistance. I will complete daily/weekly online assignments, attend school to complete exams, attend/complete mandatory test prep, and complete other district/state required testing. I understand that if I violate attendance requirements, I may have to attend school on-site in a computer lab setting.

I have received a copy of the *Falcon Pride Online* and *H.O.P.E Academy* Student and Parent Handbook. I understand and agree to comply with all policies set forth and I will return any loaned equipment at the end of the school year.

As a student I agree to the following in order to ensure success in the program.

- Be responsible for my own learning and work hard to complete all my work.
- Ask for assistance if I am having difficulties with my assignments.
- Keep a notebook for each class.
- Be in attendance daily and on time.
- Attend/complete mandatory test prep, and complete other district/state required testing.
- Work with and accept the support and advice from the Austintown Local Schools Family Liaison/Caseworker.

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**Student Signature**

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**Date**

## Austintown Local Schools Internet & Acceptable Use Policy

Dear Students and Parents:

In anticipation of new equipment being introduced to our building this year, we are asking you to read the following Board Policy on Computer/Online Services (3 pages). Please sign the last sheet and return on schedule pick up day along with the other forms.

***Please read the following carefully before signing this document. This is a legally binding document.***

Internet access is available to students and teachers in the Austintown Local School District. The access is being offered by the District through the Mahoning County Educational Service Center and ACCESS Data Acquisition Site.

The Internet offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in the Austintown Local Schools by facilitating resource sharing, research, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world;
2. information and news from many government agencies;
3. public domain and shareware of all types;
4. discussion groups on a plethora of topics ranging from Chinese culture, to the environment, to music, to politics and
5. access to many university library catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and a user may discover controversial information. The District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that a user may procure material that is not consistent with educational goals.

Internet access is coordinated through an association of the Mahoning County Educational Service Center and ACCESS. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his/her account is terminated and future access may be denied. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

### **Personal Responsibility**

By signing this policy, the student and parent are agreeing to follow the rules contained in this policy and to report any misuse of the network to the person(s) designated by the District for such reporting. Misuse means any violation of this policy or any other use that is not included in the policy but has the effect of harming the system or the property of others.

### Terms of the Permitted Use

A student who submits to the District, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access. Access to the computer network and the Internet will expire when the student is no longer enrolled in the District or when the parent or guardian revoke their agreement in writing.

Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Not physically damaging, or destroying equipment, materials or the data of another user.
5. Conserving, protecting, and sharing these resources with other users.
6. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
3. Download apps, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Portions of this ALP are modeled after an example provided by the US Department of Justice Computer Crime & Intellectual Property Section.

Please cut & return this portion.

We have read and discussed the **COMPUTER/ONLINE SERVICES** for the 2018-2019 school year.

\_\_\_\_\_  
(Please PRINT Student's Name)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)