PEAK

Student Handbook
Student Expectations

Student Behavior, Attendance, and Academic Expectations

Students are expected to meet all program-specific expectations outlined in this handbook as well as follow all Johnstown-Monroe High School (JHS) /Johnstown Middle School (JMS) rules. That includes the dress code as outlined in our school-specific handbooks.

Students will earn their academic credits using k12, a web-based curriculum, contracted by the district. Students are assigned classes by semester toward their graduation requirements. They are expected to make adequate progress as defined by the program's major checkpoints. Students may access their K12 classes at any location where they have an internet connection at any time. There is no limit to how often or much a student can work on their course content.

Program Information

Hours

The Online Lab will follow the Johnstown-Monroe Local Schools school day and calendar, including all weather cancelation policies. Summer program hours vary and will be announced prior to the end of each school year for summer school students.

Parking
- Students may not park in areas designated as reserved for staff or for visitors.
- Students may not have in any vehicle parked on school property any alcohol, drugs, tobacco products, weapons, knives or other items prohibited on school property under the rules, regulations and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administrators.
- The Johnstown-Monroe Local School District, its board members, administration, staff, and employees are not responsible for damages to vehicles while on school property or for the loss of any personal property from such vehicles while on school property. The school carries no insurance for damage to automobiles from collision or vandalism.
- The school administration has the right to search and/or inspect vehicle(s) on school grounds when there is reasonable suspicion that the vehicle contains items that are illegal, prohibited, or detrimental to the educational process.

Virtual Learner Classifications

- Full-time online at home
- Full-time online at school
- Blended learner with 1-2 classes online; full-time at school
- Blended learner with 3 or more classes online; part-time at school

Behavior Policy
Students are expected to follow all policies, rules and procedures in the JHS/JMS Student Handbook.
Students will abide by a "Three Strikes" policy. A strike is the equivalent of a discipline referral. A third strike
will result in a student being recommended for removal from the program. Offenses of greater severity may be
assigned more than one strike per staff and/or administrations' discretion.

Removal from Program
 A student who does not abide by the behavior, attendance, state testing and academic policies of the JOLT
Program may be recommended for removal from the program. Removal from the program would require the
student to transition back to the traditional setting at JHS/JMS, or to investigate alternative options outside of
the Johnstown-Monroe Local School District (JMSD).

Attendance Policy
 Regular attendance is critical to academic and workplace success. Students who blended learners are
expected to login and complete work in the electronic school every day school is open.
At-home attendance is checked on a weekly basis. First, a student's progress is considered. If a student is at
or beyond the expected pace of the class in all their courses, they will be counted as present despite hours
logged. This is tracked using the system's progress bar and the program's major checkpoints.
If a student is behind pace in any class, they must have logged a minimum of **10 hours** over the last seven
days (weekends included, as some full-time students work on non-school days). If they have logged at least 10
hours (cumulative across all their classes) minimum, then they are counted as present.
If they fail to meet one of these measures of attendance, then they will be considered absent, and those days
will be logged through our regular student attendance system. Students and guardians/parents will receive an
email if the student is counted absent more than two weeks in a row.
Excessive absence from logging into the school or attending the site-based program can result in dismissal
from the PEAK Program.

The following guidelines may be followed:

The only excused absences are those documented with a parent or doctor's note or a note from a court official.
> 1. Within one day of signing into class, a student may present a parent note or medical note signed by
> a doctor.
> 2. A student may be excused for court appearances, provided that within one day of the student's
> return to class s/he presents a note signed by a court official.
> 3. PEAK Program teachers will keep all excused medical or court notes for the duration of each
> semester and shall be the judge of the notes' authenticity.
> • After the fifth unexcused absence, a student will be issued a warning and parents will be notified.
> • After the tenth unexcused absence, a student will be recommended for removal from the program. A
> meeting, which will include the student, parent, PEAK staff, and a district administrator, will be
> scheduled to discuss removal from the program and educational options for the student.
> • Serious medical and/or court related situations will be reviewed on an individual basis.
> • Although course work may be completed at any time, all off-site students must log at least 10 hours or
> be beyond the expected pace in each of their courses to count as being present for attendance
> purposes. Students who do not meet the off-site attendance requirement will follow the same
> consequences as outlined above for those who attend on-site.

Sign In/Sign Out – Office Procedure
- Students are strongly encouraged to make medical appointments that do not conflict with the school day.
- Early dismissal for students will require a phone call from his/her parent explaining the reason for the early dismissal and sign out.
- Any student becoming ill during the alternative school day may be given permission to leave, after contact with a parent/guardian is made by office or administrative staff. Permission to leave and sign out will only be granted after contact is made with the custodial parent/guardian.

Regulations for Adult Students
An adult student is defined as a student, 18 years of age or older. The school reserves the right to maintain contact with the parents of adult students regarding attendance, discipline, and academics. Parents or guardians of adult students who reside at home will be advised of grades and other appropriate school records. All consents that are normally required of parents or guardians of minor students such as immunizations will be required of the adult student. Adult students will comply with all school regulations.

Flexible Attendance Guidelines:
• As stated above, students may be considered present if they make progress at or beyond the expected pace outlined by checkpoints and the progress bar displayed by the online system.

Academic Standards
Academic Standard Requirements:
1. Each student will make progress toward earning graduation credits required by the JMSD School Board and the State of Ohio.
2. Each student will be assigned courses that will meet the diploma requirements as stipulated by the state of Ohio.
3. Graduates of the class of 2019 and beyond must pass End of Course Exams as required by law.
4. Each student will be assigned necessary courses according to the student's transcript.
5. Each student will be expected to follow the rules and regulations listed in the JHS/JMS Student Handbook.
6. Students will receive tutoring in the subject areas not yet passed on the EOC.
7. Students who are not passing an online class at mid-term or at the end of a grading period, will be required to report to the online lab every day, until their grade is passing and they are on pace to complete their class. Blended learners may lose their early release privileges for the next semester.

Standards for Productivity:
1. Each full-time online student will earn a minimum of 3 credits per semester or 6 credits per year to remain in the PEAK program. Students who fail to complete a total of 6 credits prior to the end of the school year will be withdrawn from the program and receive an "F" for any incomplete course.
2. Each student will abide by the attendance policies of the PEAK Program.
3. Students will refrain from any acts of academic dishonesty. Repeated academic misconduct is grounds for removal from the PEAK program.
4. Students will meet or exceed all pacing checkpoints determined at the beginning of the semester.
5. Any student not abiding by these standards may be placed on academic probation for one semester and will undergo re-evaluation for placement or removal from the PEAK Program.

Timeline for the Standards:

1. Students are expected to meet all pacing standards for each quarter they attend the PEAK Program.
2. Any student failing to meet the standards for any semester will be placed on probation for the next semester.
3. Any student on academic, behavior or attendance probation as a result of the previous quarter and failing to meet the productivity standards during the current quarter will be considered for alternative placement and/or appropriate disciplinary action.
4. Qualifying for probation two consecutive quarters may result in the student removal from the program.

Grading Policy

The grading policy will follow the policy in the JMS/JHS student handbook:

Exam Policy: All students will take all final exams in the online lab or in a proctored environment. Exams must be taken before the final checkpoint which may not align with JMS/JHS scheduled exams.

Acceptable Use of Onsite Technology

It is the policy of the Johnstown-Monroe Local Schools that technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving online access.

Use of technology is encouraged and made available to students and staff of the Johnstown- Monroe Local Schools for educational purposes. The district retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned equipment.

Unless given permission by a staff member, students are not allowed to access the internet while working on k12. Students working on projects may use internet sites applicable to their course.

Failure to adhere to this policy and its guidelines may result in temporary removal from the PEAK Program and/or revoking the offender's privileges. Guidelines to Implement the Policy A. Users must observe the following guidelines when utilizing computer technology. 1. Files stored on school equipment are restricted to school-related materials only. Personal files may not be stored. 2. Users shall not copy or load (without authorization), damage or alter any software or hardware. Users shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program. 3. Users shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher. 4. All non-school software and input devices must be checked for viruses and approved for use and are subject to inspection and approval by school personnel at any time. 5. Use of all network/online resources is restricted to school-related projects and must be supervised by the teacher or network administrator. 6. School district personnel shall monitor the online activities of all users. B. Acceptable uses of the network include activities that support reference and research. Network users are encouraged to develop uses to meet their individual needs and that

take advantage of the network's functions: electronic mail (e-mail), conferences, bulletin boards, databases and internet access. Unauthorized disclosure, use, or dissemination of personal identification are prohibited. C. Unacceptable uses of the network include: 1. Violation of laws or district policy relating to privacy. 2. Using profanity, obscenity, or other language, which may be offensive to another user. 3. Reposting personal communications without the prior consent of the parties involved. 4. Copying or downloading commercial software in violation of copyright laws. 5. Using the network for financial gain or for any commercial or illegal activity. 6. Using resources to access pornographic material, inappropriate text files, or files dangerous to the integrity of the network. 7. Using the network in such a manner as to create a security breach through the introduction of computer viruses or through the provision of information that might permit unauthorized access to the system. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. 8. Attempting to/or bypassing the internet filtering software. D. Users are responsible for learning proper techniques and standards for participation and for understanding that if they misuse the network and online resources, they will lose privileges and may receive penalties as determined by the teaching staff, school administrators, or local authorities. E. Any deviation from these guidelines requires prior administrative approval.

Use of Electronic Communication Devices

Students are not permitted to carry ECD's on their person throughout the school day. Students may use their ECD's during class change time. ECD's are not to be used during class time without the expressed consent of the classroom teacher. Students are not permitted to photograph, audio record, or video record students or school employees without permission, and if students are using their phones inappropriately, or outside of the permissible times without teacher permission, they will be dealt with to the fullest extent allowable by Board Policy and state law.

Consequences:

The personal electronic equipment, confiscated by school officials, will be secured in the office area. After the first offense, the equipment will be returned to the student at the end of the student's school day. After a second offense, a parent/guardian will be required to come to the office to pick up the equipment. A third offense will result in a student-parent-principal conference. Any further such violations will jeopardize the student's participation in the PEAK Program.

Valuables

Students are requested not to bring anything of value to school, as there is always a danger of it being lost or stolen. The PEAK Program and its staff are not responsible for the loss of personal or school-owned items.

Visitors

Parents/guardians are welcome to visit the PEAK Program. Appointments/meetings should be scheduled with the staff in advance. Students may not bring friends, siblings, or children to the PEAK program without permission from an administrator.

Withdrawal from School

Students may be withdrawn from school at the request of parents/guardians and the completion of the appropriate documents. Withdrawing from the PEAK Program will require contacting the Guidance office at 967-2721 ext. 2304.

Enrollment Period/Application Process

Enrollment into the PEAK program will occur three times during a given school year. Students may apply during May for Summer Session, August for the fall semester, and December for the spring semester. Completing the application for PEAK does not guarantee enrollment into the program. Enrollment is determined on a case-by-case basis. Parents of all full-time online students must complete parent forms located on the district website. Full-time online students will be on school property from time to time and proper forms for emergency and computer use must be on file.

Student Contract

As a student in the PEAK Program I will abide by the following contract. If I choose not to meet these guidelines, I am choosing to exit from the program. I understand that I may reapply at the beginning of the next session.

 RESPONSIBILITY In order to be responsible:
___ I will take ownership of my own learning, monitoring my own progress and refraining from any type of academic misconduct.
RESPECT:
___ I will be considerate to all students, teachers, and staff at PEAK.
___I will not use vulgar language or dress inappropriately.
___I will not deface the computer or the materials.
RESPONSIVENESS:
___I will work with the teacher and other students in the class.
___I will be actively engaged in learning, completing course assignments and work in a timely manner.
___I will not be off task or sleep in class.
___I will not be disruptive to the learning environment.
RESOURCEFULNESS:
___I will earn credit in all my classes by completing all the work that is required.
___I will make every effort to do my best work.
ABSENCES:
___I will attend my classes regularly.
___I understand the attendance policy and how it applies to my PEAK courses.