

Johnstown Online Learning Program

Student Handbook for Online Learners

Student Expectations

Program Information

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.

Students will earn their academic credits using Peak, 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 Peak 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.

Hours and Dates

The Online Learning Program will follow the Johnstown-Monroe Local Schools school day and calendar, including all weather cancelation policies. End of course dates may not align to in-person session dates. Check semester dates specific to the Online Learning Program at the beginning of each school semester. Summer program hours vary and will be announced prior to the end of each school year for summer school students.

Online 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. Offenses could result in students being recommended for removal from the program as determined appropriate by administration.

Removal from Program

A student who does not abide by the behavior, attendance, state testing and academic policies of the Johnstown Online Learning 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 are blended learners are expected to login and complete work in the electronic school during their assigned period.

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 for the week.

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 in to the school or attending the site-based program can result in dismissal from the Johnstown Online Learning 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. Johnstown Online Learning 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, teaching 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.

Athletic Eligibility Policy

At Johnstown-Monroe School District, we have adopted an athletic eligibility policy in order to assist our student athletes academically. The unique opportunities presented by participation in interscholastic athletics are valuable; however, the student athlete must realize that his or her academic performance is of utmost priority.

According to the Ohio High School Athletic Association, a middle school student is eligible to participate in interscholastic athletics if the student is currently enrolled in a member school and has received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding the grading period. In order to ensure that each student athlete is progressing academically, we will be conducting weekly grade checks. If any athlete is earning an F in any of his/her classes, that student athlete will be assigned to mandatory, weekly study tables for ninety minutes (M, T, W, TH, and F) with the opportunity to participate in practice after study tables in person. Moreover, the student athlete will be prohibited from participating in any

contests scheduled the following week if the required study tables minutes are not met. Each additional offense will result in the same consequences.

Student athletes are expected to be on pace with their pacing guides in all of their classes. If a student is not on pace with their pacing guides, that student may be assigned to mandatory, weekly study tables for ninety minutes (M, T, W, TH, and F) with the opportunity to participate in practice after study tables in person. Moreover, the student athlete will be prohibited from participating in any contests scheduled the following week if the required study tables minutes are not met. Each additional offense will result in the same consequences.

The athletic eligibility policy is a mandate for each of our student athletes. Study tables (if available) will occur immediately following the regularly scheduled school day. Athletes will be notified by the school office/coaches if they are assigned to study tables. If you have any additional questions or concerns, please feel free to contact the athletic director or Principal.

Sign In/Sign Out – Office Procedure for Blended Learners Not Attending All Classes In The Building

- 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. If students are not at or beyond the expected pace of the class, they must spend a minimum of 10 hours working in their courses per week in order to be counted present.

Academic Standards for High School Students

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 who are not passing an online class at midterm or at the end of a grading period, will be required to report to the online lab every day, or may be removed from the online learning program.
7. 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 Johnstown Online Learning 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 Johnstown Online Learning Program.
3. Students will refrain from any acts of academic dishonesty. Repeated academic misconduct is grounds for removal from the Johnstown Online Learning 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 Johnstown Online Learning Program.

Timeline for the Standards:

1. Students are expected to meet all pacing standards for each quarter they attend the Johnstown Online Learning Program
2. Any student failing to meet the standards for any quarter will be placed on probation for the next quarter.
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 removal from the Johnstown Online Learning Program and/or appropriate disciplinary action. This includes the possible loss of privileges for participating in special events and/or trips, such as the 8th Grade Washington DC Trip, as determined by administration.
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 (if applicable) 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 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.

Students may request the temporary use of a school-issued workbook as a full-time at-home online learner. Any device must be returned in working condition at the end of the school year or if unenrolled per the use policies defined in the JMS/JHS School Handbooks.

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 their online classes beyond the courses themselves or resources linked within the courses. Students working on projects may use internet sites applicable to their course. Any instance of academic dishonesty could be grounds for removal from the program. Plagiarism and cheating are not tolerated in the Johnstown Online Learning Program.

Failure to adhere to this policy and its guidelines may result in temporary or permanent removal from the Johnstown Online Learning 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 Johnstown Online Learning 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 Johnstown Online Learning Program and its staff are not responsible for the loss of personal or school-owned items.

Visitors

Parents/guardians are welcome to visit the Johnstown Online Learning 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 Johnstown Online Learning Program will require contacting the Guidance Office at the students school.

Enrollment Period/Application Process

Enrollment into the Johnstown Online Learning Program will occur twice during a given school year. Students may apply during August for the fall semester, and December for the spring semester. Enrollment is determined on a case-by-case basis. Parents/guardians of all full-time online students must complete parent forms located on the district website. Full-time online students may 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 Johnstown Online Learning 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.