

JOLT

Student Handbook

Student Behavior, Attendance, and Academic Expectations

Student Expectations

Students are expected to log into the electronic school every day prepared to learn. Students are expected to act in a responsible manner in and around school grounds when attending the on-site location. All Johnstown-Monroe High School (JHS) /Johnstown Middle School (JMS) rules apply. That includes the dress code. Such behavior includes speaking quietly, using good manners, cleaning up the areas of the facility you use, and treating others with respect. Students will earn their academic credits using k12, a web-based curriculum, contracted by the district. Students are assigned classes and must complete the courses and submit their projects before any new classes can be assigned. Students may access their K12 classes at any location where they have an internet connection.

Program Information

Hours

The JOLT Lab is open Monday through Friday, 7:30 am to 2:30 pm. Tutoring will be arranged through the mentor.

Inclement Weather Closing Policy

The JOLT Lab will follow the Johnstown-Monroe Local Schools weather cancellation policies. On days that the Johnstown-Monroe Local Schools close for inclement weather, the JOLT Lab facility will be closed. In the event of inclement weather delaying the start of the Johnstown-Monroe Local Schools, the JOLT lab will follow the delay schedule.

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/AMS 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/AMS, 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 are expected to login and complete work in the electronic school every day school is open. Excessive absence from logging into the school or attending the site-based program can result in dismissal from the JOLT 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. JOLT 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, JOLT 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 on daily (Monday-Friday during the regular school calendar) 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.
 - A blended learner who is taking 2 or more classes online, will be counted as a half day absence when they are absent from their face to face classes.

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 a JOLT staff member. Permission to leave and sign out will only be granted after contact is made with the custodial parent.

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:

- Students may be considered present if they make acceptable progress at home during the 24 hour period of time surrounding their absence.

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/AMS 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 JOLT 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 (logging on daily per the regular school calendar) to remain in the JOLT 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 JOLT Program.
3. Any student not abiding by these standards may be placed on academic probation for one semester, re-evaluation for placement for removal from the JOLT Program.

Timeline for the Standards:

1. Students are expected to meet all pacing standards for each quarter they are in attendance at the JOLT 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 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 JOLT lab. Exams are given at the completion of k12 classes.

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 JOLT 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, and lunch. 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 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 JOLT 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 JOLT Program and its staff are not responsible for the loss of personal or school-owned items.

Visitors

Parents/guardians are welcome to visit the JOLT Program. Appointments/meetings should be scheduled with the staff in advance. Students may not bring friends, siblings, or children to the JOLT 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 JOLT Program will require contacting the JOLT office at 967-2721 ext. 2120.

Enrollment Period/Application Process

Enrollment into the JOLT 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 JOLT 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.

JOLT

Student Contract

As a student in the JOLT 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.

____ RESPECT

I will be considerate to all students, teachers, and staff at JOLT. 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. I will not be off task or sleep in class. I will not be disruptive to the learning environment. I will attend all field trips and participate in all school programs.

____ 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 know I am responsible for attending school.

____ SUBSTANCE ABUSE

I understand that if I am under the influence of any illegal substance, I will be recommended for removal from the program and disciplined according the JHS/AMS Code of Conduct.

____ STUDENT HANDBOOK AND CODE

I have received a copy of the JOLT Program Student Handbook and the JHS/AMS Student Handbook and agree to follow the rules, regulations, procedures, and policies outlined in these handbooks.

Student Signature

Date

Parent Signature

Date

JOLT

Parent Compact

I give my permission for my son/daughter to attend the JOLT (Johnstown Online Learning Tools) Program.

As a JOLT parent/guardian, I understand that the JOLT staff believes in a personal approach that creates a supportive, nurturing environment.

As a JOLT parent/guardian, I understand that through JOLT's environment students are provided opportunities and experiences that assist them in advancing their education toward all graduation requirements.

As a JOLT parent/guardian, I understand the need for rules and regulations to support the rights and safety of all students.

As a JOLT parent/guardian, I accept the following responsibilities:

- I will call in my student's absences in a timely manner to 967-2721.
- I will communicate in a timely manner with my student's teachers when requested.
- I will support my student by providing opportunities for transportation to and from the program.

As a JOLT parent/guardian,

- I understand that when a student does not make acceptable progress or does not abide by the JOLT and JHS/AMS Student Handbook, it may become necessary for the student to exit the program.
- I understand the attendance policy and will see that my child attends regularly and makes up any missed school work.

As a JOLT parent/guardian,

- I will meet with the JOLT Virtual Learning Coordinator quarterly either in person or through a parent phone conference.

Parent Signature: _____ Date: _____

JOLT

JOLT Student Application (Only online)

The Johnstown Online Learning Tools Program (JOLT) has a select group of committed faculty members and students. Students must apply, interview, and be accepted into the program. Enrollment in the JOLT Program means that you are willing to accept and abide by its rules and guidelines. Student enrollment is limited, and once a student is accepted, placement is not permanent. Continued participation in the program is based on a student's ability to meet performance and behavioral criteria and requirements as outlined in the JOLT Program student handbook. All students are monitored and evaluated by faculty periodically throughout the year.

____ Early Graduation ____ Credit Deficiency ____ Alternative Setting ____ Blended

Name: _____ Date: _____

Student ID: _____ Current Grade: _____ Date of Birth: _____

Address: _____

City, Zip Code _____ Home Phone: _____

Parent's Name: _____ Parent's Phone: _____

Parent's Email: _____

Best time and method to reach parent: _____

Can you/your parents provide transportation to/from the program? Yes or No

Do you have a computer/internet access at home? Yes or No

Do you wish to attend other courses at JHS/AMS? Yes or No

If yes, list which one(s) _____

Does your student require a full day, in-class learning experience? Yes or No

- Parents' divorce or other home problems
- Being older than other students in classes
- Poor reading/writing skills
- Poor math skills
- Boredom
- Lack of a unique or flexible educational setting
- Frequent moves from one school district to another
- Chronic health problems
- Lack of involvement in school activities
- Pregnancy or child rearing
- Truancy
- Tardiness
- Lack of parental involvement or guidance
- Difficulty in learning the English language
- Drug or alcohol use
- Lack of structure in class
- Too much structure in classes
- Others (please list) _____

Student Signature: _____ Date: _____

For office only: Received by _____ Date received: _____

Notes: _____

Parent Information Sheet (to be completed by parent)

Student Name: _____ Date: _____

Parent Name : _____ Relationship: _____

Please respond to the following questions regarding your son or daughter.

1. What are his/her greatest strengths?

2. What are his/her greatest weaknesses?

3. What problems have existed in his/her current educational program?

4. In what activities is he/she interested?

5. How would you describe his/her interactions with peers?

6. How would you describe his/her interactions with school staff members?

7. Why do you think your son or daughter is a good candidate for the JOLT Program?

Please place a check beside any forms of assistance which you could offer.

- Strongly encourage consistent attendance
- Provide transportation to and from school
- Maintain consistent contact with teachers
- Serve on alternative education advisory committee
- Speak to classes regarding your area of expertise; Please list _____
- Other; Please list _____

Parent Signature: _____ Date: _____