

Fairfield Area School District

2019–2020

Online Learning Handbook

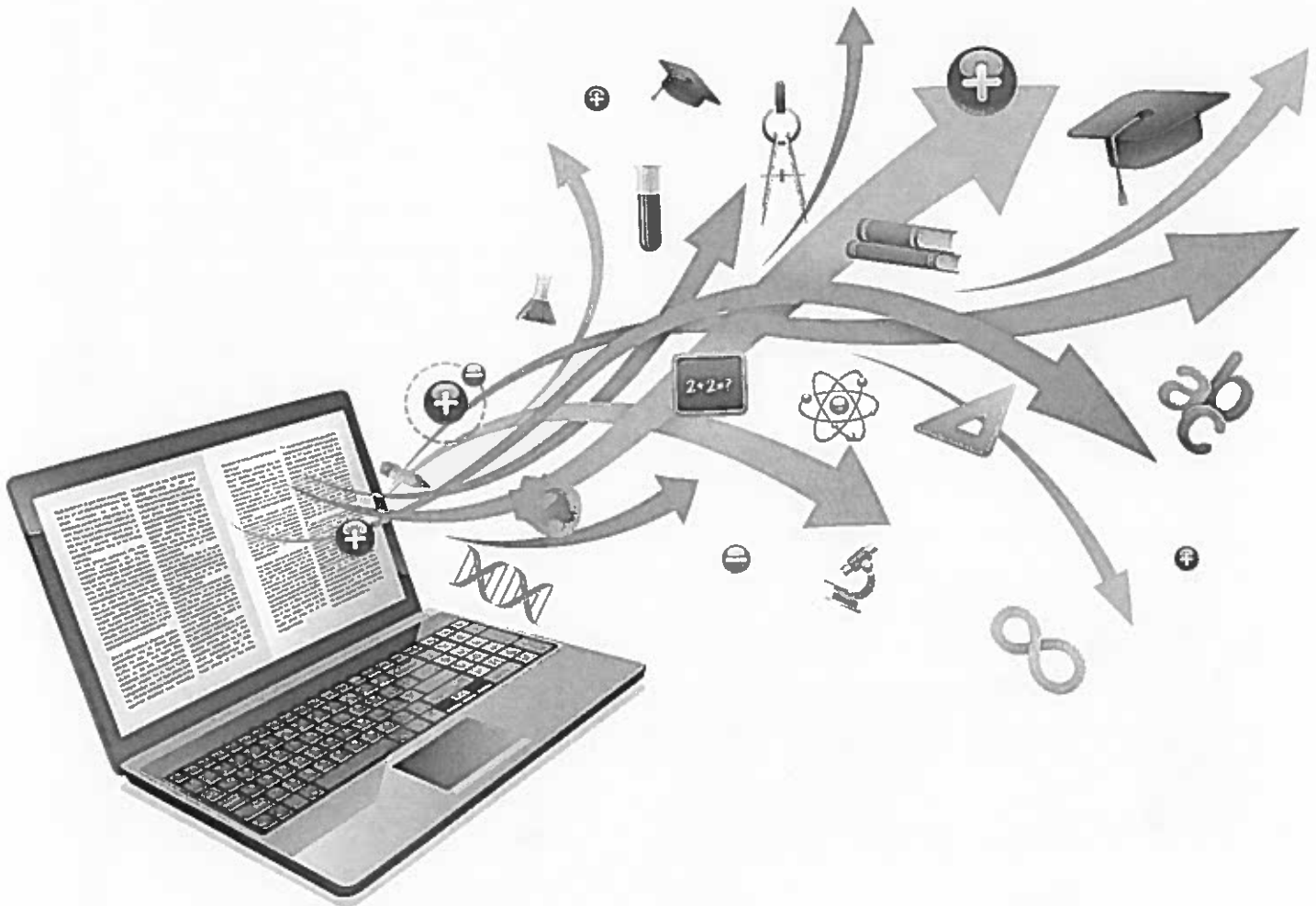


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Mission Statement

The Fairfield Area School District will extend learner options for achieving goals by developing and implementing a comprehensive, student-centered learning environment that effectively uses current technology and research-based instruction.

Attendance Policy

According to Pennsylvania State Law, parents and/or guardians are responsible for ensuring that their student(s) attends school. Full-time online learning students are expected to complete at least 20 hours of work online each week, and that is not including the offline activities that correspond with each given course.

A week for cyber-school is defined as **Week 1: Friday 10:46 AM – Week 2: Friday 10:45 AM**. Students who work less than the expectation will be marked absent for the hours not fulfilled online.

Example: Student A works online 12 hours during a given week instead of the expected 20 hours. Student A would be marked absent for Thursday and Friday of that week as 20 hours translates into 5 days at 4 hours a day, and 12 hours would fulfill 3 days at 4 hours a day.

Online hours need to be completed prior to 10:45 AM each Friday in order for the online hours to count for that week's attendance. The full-time online learning students and the online tutor/cyber coordinator will work together to create a scheduled "in-person" tutor session if that one-on-one time is necessary. Students not attending school as mandated by the law will be considered truant and are subject to local truancy laws and regulations.

Excused Absences

FASD recognizes that situations can occur that will keep a student from completing the assigned weekly hours. These will be considered excused absences and should fall into one of the categories below. Students are expected to make up all missed work. Excuses are due to the Building Level Office within three (3) school days of the absence. Excuses after the three days will not be approved.

- **Absence due to illness, health conditions, family emergency.** The parent/guardian is to notify the assigned tutor/cyber coordinator by email prior to the absence unless the situation does not provide the opportunity. A doctor's note must be provided to the Building Level Office if the student misses three consecutive days due to illness.
- **Participation in school approved activities.** Participation in the school sponsored activity must be authorized by the advisor of the school-sponsored activity and the online student's parent/guardian. The online tutor/cyber coordinator should also be notified.
- **Parental request for temporary absence.** If a parent requests an absence it must be presented to the building level administrator – that person may grant an excused absence. The request should be submitted in writing, in advance of the requested date. If the absence will hinder the student's achievement – it will not be approved.
- **Disciplinary actions.** Absences due to temporary suspensions are excused for attendance record keeping.

Other Absences

Illegal:

All illegal absences for students of compulsory school age (16 years & under) are unlawful. Current County procedure requires a referral to Adams County Children and Youth for any student with accumulated illegal absences. These absences include the following:

1. Absence through parental neglect
2. Illegal employment
3. Truancy, and/or
4. All other absences not considered "excused"

Unexcused (Restricted):

These absences involve students that are 17 years of age & above and include the following:

1. Absence through parental neglect
2. Illegal employment
3. Truancy, and/or
4. All other absences not considered "excused"

Fineable:

These absences involve all illegal absences in excess of three days and are subject to referral to the Magisterial District Judge for judgment.

When a student has an unusual number of absences (10 days) other than legally supported, the parents will be notified. A written notice will be sent to the parents which will state that all future absences not accompanied by a doctor's excuse will be considered Unexcused (unlawful or restricted).

When a student of compulsory age has accumulate three (3) of unexcused/unlawful absence, the parents will be notified. A written notice will be sent to the parents, which will state that all future absences, except legally supported absences, will be considered Fineable.

Any absence that does not fall into the excused categories above or is not appropriately documented will be considered unexcused. The parent or legal guardian will be notified of unexcused absences by the cyber coordinator.

If two unexcused absences occur in a month, a conference will be held with the student, parent/guardian, the online tutor, and the cyber coordinator to discuss the frequency of the absences, and the work not completed.

Three or more unexcused absences in a month will require a conference including the building level principal – at that time an action plan will be created to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from the online program. Compulsory-age students will then be required to re-enroll in the traditional brick-and-mortar school setting with the school district at the appropriate building level.

2019

FAIRFIELD AREA SCHOOL DISTRICT

4840 Fairfield Road, Fairfield, PA 17320

Phone: 717-642-8228 / Fax 717-642-2036

2019-2020 District Calendar

Board Approved: January 15, 2018
Board Revised: April 22, 2019

2020

JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

AUGUST 2019

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SEPTEMBER 2019

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OCTOBER 2019

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NOVEMBER 2019

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DECEMBER 2019

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PSSA / KEYSTONE EXAM SCHEDULE

Jan 6 - 17th	Keystone Exams: Biology, Literature
April 20 - 24	PSSA Grades 3-8 English, Language Art
April 27 - May 8th	PSSA Grades 3-8 Math
April 27 - May 8th	PSSA Grades 4 & 8 Science
April 27 - May 8th	PSSA Make-Up Day
May 11-22, 2020	Keystone Exams: Algebra 1, Biology, Literature

July

4 - Independence Day Vacation

August

27-29 - Teacher In-Service
27- 5th Grade Open House (4 - 5:30)
28- 9th Grade Orientation (5 - 6:30)
28 - Elem Back to School Night (5:30 - 7:00)
28 - MS Back to School Night (4:30 - 6)
28 -HS Back to School Night (5 - 6:30)
29 - Kindergarten Orientation (5:30 - 7:00)

September

2 - Labor Day (District Closed)
3 - First Day of School
27- 1/2 PD Teachers
-Students early dismissal *

October

3 - MS Parent Conferences (3:30 - 7)
3- HS Parent Conferences (3:30 - 7)
14 - Act 80 Day (No School for Students)

November

14 - MS Parent Conferences (3:30 - 7)
15 - Act 80 - Parent Conferences (10:30 - 12:00 and 1:00 - 2:55)
21 - Elem. Parent Conferences (4 - 7:30)
27, 28, 29 - Thanksgiving Vacation

December

2 - Act 80 (Teacher Trade-in Day) - (No School for Students)
23 -31 - Winter Vacation

January

1 - Winter Vacation
20 - Martin Luther King Jr. (No School)

February

17 - President's Day (No School)
27 - HS Parent Conferences (3:30 - 7)

March

6 - Act 80 (No School for students)

April

9 - 13 - Spring Vacation (No School)

May

25 - Memorial Day (District Closed)

June

4 - Last Student Day/Graduation
5 - Teacher In-Service Day

JANUARY 2020

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FEBRUARY 2020

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MARCH 2020

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APRIL 2020

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MAY 2020

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JUNE 2020

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KEY:

	Early Dismissal
	First Day for Students
	Vacation (No School)
	Act 80 Day (No School)
	Teacher In-service (No School)
	End of Marking Period
	District Closed
	Last Day for Students / Graduation

Make-Up Days

Dec. 23rd
Jan 20th
Feb 17th
April 9th,
June 5th, 8th...
Marking Periods
November 4th
Jan 23rd
March 27th
June 4th

Elementary teachers need to schedule an additional 3.5 hours of parent conferences on their own.

* 1/2 day PD days students will be dismissed at MS/HS 12:00, Elem 1:00 (PD-Professional Development)

Parent Responsibilities

Parents of online learning students have the opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Directly supervise their child's education at home.
- Provide a physical environment conducive to their child's educational needs.
- Discuss with their child the online courses and help him/her throughout the process.
- Go with the student to set up their online program and understand the pacing required to complete the courses.
- Get the information needed to log in to monitor their student's progress.
- Find out the name and contact information for their student's tutor and the cyber coordinator.
- Attend any information sessions offered by the district.
- Log in weekly to monitor their student's progress.
- Assist their students in complying with all rules, policies, and procedures of the school.
- Instruct their students on the correct procedure for logging in to record attendance.
- Maintain regular contact with the school via telephone and/or email.
- Work with their students and his/her tutor to ensure successful completion of courses in the allowed time frame.
- Ensure that submitted work is completed by that student solely.
- Notify the school immediately of any change in their student's contact information or academic status.
- Provide the student with transportation as needed to participate in standardized testing or other school activities.

Student Responsibilities

Students participating in a cyber-school program have expectations and policies that must be followed:

- Parent and student must meet with the Building Level Counselor and Cyber Coordinator to schedule courses.
- Follow the school calendar.
- Agree to and follow all policies outlined in the Fairfield Area Cyber handbook.
- Establish a weekly meeting/conversation with the tutor.
- Log in and take diagnostic tests.
- Log in and complete daily lessons.
- Contact tutor with any questions and/or problems while taking the course.
- Contact tutor when ready for proctored exam(s), if required by district policy.
- Notify your tutor and the cyber coordinator of any planned excused absences.
- Complete all lessons in order.

Academic Support and Placement

- Each online course is aligned to the PA Core Standards and is accepted nationally. Courses are provided through the online PLATO program.
- Each lesson contains multiple methods for students to learn the material and accommodates different learning styles. Each lesson has an assessment to gauge students understanding of the lesson objectives.
- Students enrolling in the online program will work with their Building Level Counselor and Cyber Coordinator to determine proper placement in courses. The school will place the students at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic achievement, assessment scores, and graduation requirements.
- Each student will have an online tutor that will monitor the student's progress and, if necessary, create interventions to help the student master the objectives.
- Each student will be able to seek assistance from an online tutor. The tutor will be available to monitor online communication and check student work from 7:25 AM – 2:55 PM Monday through Friday at the secondary level and 8:15 AM – 3:45 PM at the elementary level. Additionally, Fairfield Area School District teachers also teach brick and mortar classes during the same timeframe, so online cyber student and tutor communication will facilitate scheduling availability. This tutor is a highly qualified teacher who can assist the students and answer any content related questions.
- Students are required to attend all state and school mandated assessments. Students should contact the Fairfield Area School District for dates and times of required assessments.
- Students and parents have access to student cyber progress within the online PLATO program.

Withdrawal, Transfer and Dropping a Course

Withdrawal

Students participating in the full-time online learning model (enrolled in at least 4 courses in a semester) may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program.

Parents may initiate withdrawal from the program by contacting the cyber coordinator or the Counseling Department. Parents must fill out the appropriate paperwork with the school district to officially withdraw their son/daughter from the district.

Transfer

Students enrolled in the full-time online program and are expecting to be away from the home of residence for three or more weeks must fill out an Educational Trip Form. This form must be submitted to the cyber coordinator no less than a week before the expected event it to occur.

Students enrolled in the full-time online program are permitted to transfer or complete a change of status, and re-enroll in the traditional brick and mortar program at each building level. Students and parents/guardians will need to complete a "Change of Status" form, and meet with the Building Level Counselor or Building Level Administrator.

The Fairfield Area School District has the authority to accept or deny any requests for location transfers. Students are expected to continue with their schoolwork regardless of their temporary location. Students with location transfers are still required to participate in state assessments.

Dropping a Course

Students have a two week window to drop an online course without incurring a penalty. The two week window starts from the first day the student logs into the course and includes weekends. If a full-time online student drops a course they have three (3) days to enroll in another course to maintain their full-time status. If the student does not enroll in another course they will be dropped from the online cyber program and enrolled in the appropriate Fairfield Area School District building level school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under the applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he/she reaches the age of 18.

FASD follows the FERPA act and requires that any requests for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in FASD online learning programs.

Student Records

A file will be maintained for the student while enrolled in the online learning courses at the Fairfield Area School District. This record will contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file will be confidential and access to the file is strictly limited to personnel at the local school and parents/legal guardians.

Special Education Services

FASD is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the PLATO courseware. All SDIs (specially designed instruction) and accommodations will be provided, and the certified special education teacher will monitor student progress towards goals and report on them quarterly. The district will work with the parent and the student to ensure that the student receives the proper modifications outlined in the IEP or 504 plans. A parent must contact the district if they would like to have their child tested for eligibility for special education services.

Grading

Students are assessed on criteria such as: assessments, quizzes, essays, tests, and forum discussions. Students and parents have access to grades by logging into the system. Grades for assessments and tests can be viewed as soon as completed – or when graded by the tutor – no more than two (2) days after completed.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Tutors will closely monitor student make up days and communicate with the cyber coordinator. Students will be given at least two school days for every missed to complete the assignments or tests missed after an absence. If work is not completed the principal will be notified and may require a conference.

Students are permitted to retake any major test that he or she has failed. The student must request a retake from the online teacher and notify the tutor of the request. The higher score will be accepted as the final score.

Testing Policies

Mandated Testing

Students are required to participate in all school and state mandated assessments. The Building Level Counselor and/or Cyber Coordinator will communicate with the district cyber students on the date and time that they are to arrive at the local school to take specified assessments.

Proctored Exams

Students enrolled in the full-time program are required to take the Final Exams for their online courses each school year at the school district. The student will work with the tutor and/or the cyber coordinator to arrange when and where the exam is to take place.

Graduation Requirements

Students will work with the cyber coordinator and school counselor to ensure proper placements and credit fulfillment in order to meet graduation requirements.

Field Trips and Social Activities

Online students are encouraged to participate in school sponsored activities. Students must comply with all school district policies and not have any disciplinary referrals. Students wishing to attend field trips or social activities must first notify the cyber coordinator and make proper arrangements with the district. Once arrangements and permission is granted, the cyber coordinator will then notify their tutor and confirm with the student. Students are responsible for all missed work.

Students should remember to follow the rules and policies of the district when attending school functions. They should remember that they are representing FASD when at a school function and should act appropriately. Full-time online learners are not permitted to drive to school sponsored field trips that are located off district premises.

Athletic and Club Eligibility

Students wishing to participate in sports need to express interest to the Athletic Director. The Athletic Director and Cyber Coordinator will then monitor the student's progress and grades. The tutor, Cyber Coordinator, and Athletic Director will work with parents, students, and coaches if the student is in danger of academic probation.

Code of Conduct

DISCIPLINE

In a school setting, as any institution, all must work together to create an environment conducive to learning. Responsible behavior in which student's accord respect to one another and their faculty must accompany the rights of students if learning is to occur.

Rules and regulations and the disciplinary actions needed to enforce them are necessary to ensure that students have the greatest educational opportunities possible. Any student who persists in interfering with the rights of others and ignores repeated warnings may be subject to the following Student Conduct and Discipline Code.

The following is a list of acts of student misconduct and their subsequent placement in the hierarchy of levels of discipline. This list does not attempt to cover all the possible acts of student misconduct. The administration of Fairfield Area School District reserves the right to change/modify the discipline consequences in order to cover all infractions and situations. Equity and equality will be used to protect the educational integrity of Fairfield Area School District.

LEVELS OF CONSEQUENCES

Level I - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. *Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

Level I: **1-2 Detention(s)**
Disruptive behavior (campus, classroom and bus)
Dress code violation
Noncompliant
Leaving class without permission/Out-of-Assigned Area
Public display of affection – (PDA): (Only Hand-Holding Allowed)
Inappropriate language
Tardy to class/school

Level II – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective actions on the part of administrative personnel. *Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

Level II: **1-3 Saturday School/In-School Suspension(s)**
Aggressive or provoking behavior
Cutting class
Leaving school grounds without permission/Truancy
Profanity
Failure to serve assigned office detention/Violation of detention rules
Possession of stolen property/stealing
Improper or negligent operation of a motor vehicle
Using forged notes/excuses/school forms/Dishonesty
Abusive/Obscene writing

Violation of ISS/Saturday School rules will result in at least one day of out-of-school suspension and the original ISS/Saturday School may be rescheduled.

Level III – Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal thus resulting in the intervention of law enforcement authorities. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interests of all students. *Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

Level III: 1-10 Out-of-School Suspensions

Bullying, Intimidation, Harassment, Discrimination
Possession/Use of tobacco products and paraphernalia (lighters, matches, e-cigarettes, vapor pens, etc.) *(Includes a referral to Magistrate)*
Obscene gestures/Indecent acts or photographs
Fighting – 1st contact = 5 days; offensive return contact = 3-5 days
Theft
Extortion
Gambling
Unauthorized entry into the building
Defacing/damaging school or private property
Disrespect to school personnel (cursing, vulgarity, etc.)
Technology abuse

Level IV – Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

Level IV: 5-10 Out-of-School Suspensions

(POSSIBLE RECOMMENDATION FOR EXPULSION)
Assault, battery and/or stalking of school personnel
Assault, battery and/or stalking of a peer
Arson
Hazing
Fireworks
Felony
Fire alarm (setting off, tampering with, etc.)
Bomb threat
Possession/Use/Sale of alcohol
Possession/Use/Sale of illegal or look-alike drugs/controlled substances/paraphernalia/solvents
Possession/Use of a weapon

All out-of-school suspensions require contact between an Administrator and the parent(s)/ guardian(s) prior to the reinstatement of the student to school.

PLATO Content 1

- Preparation for the GED Test — Math
- Preparation for the GED Test — RLA
- Preparation for the GED Test — Science
- Preparation for the GED Test — Social Studies
- Academic Success
- Accuplacer Math
- Accuplacer Reading
- Accuplacer Sentence Skills
- ACT English
- ACT Mathematics
- ACT Reading
- ACT Science Reasoning
- ACT WorkKeys — Applied Mathematics — Leveled
- ACT WorkKeys — Business Writing — Leveled
- ACT WorkKeys — Comprehensive
- ACT WorkKeys — Locating Information, Teamwork, Listening, and Applied Tech — Leveled
- ACT WorkKeys — Reading for Information — Leveled
- ACT WorkKeys — Writing — Leveled
- Advanced Biology, Semester A
- Advanced Biology, Semester B
- Advanced Calculus, Semester A
- Advanced Calculus, Semester B
- Advanced Chemistry, Semester A
- Advanced Chemistry, Semester B
- Advanced English Literature and Composition, Semester A
- Advanced English Literature and Composition, Semester B
- Advanced US History, Semester A
- Advanced US History, Semester B
- African American Studies
- Algebra 1, Semester A
- Algebra 1, Semester B
- Algebra 2, Semester A
- Algebra 2, Semester B
- Art History and Appreciation
- ASVAB Mathematics

PLATO Content 2

- ASVAB Technology and General Science, Part 1
- ASVAB Technology and General Science, Part 2
- ASVAB Word Knowledge and Paragraph Comprehension
- Biology, Semester A
- Biology, Semester B
- Career Explorations
- Career Readiness Certificate — Bronze
- Career Readiness Certificate — Gold
- Career Readiness Certificate — Silver
- Chemistry, Semester A
- Chemistry, Semester B
- Civics, Semester A
- Civics, Semester B
- Compass Test Preparation — Mathematics
- Compass Test Preparation — Reading
- Compass Test Preparation — Writing
- Computer Applications and Technology (scheduled to be dropped soon)
- Computer Programming 1A
- Computer Programming 1B
- Computing for College and Careers, Semester A
- Consumer Mathematics
- Digital Art
- Earth and Space Science, Semester A
- Earth and Space Science, Semester B
- Economics, Semester A
- Economics, Semester B
- English 6, Semester A
- English 6, Semester B
- English 7, Semester A
- English 7, Semester B
- English 8, Semester A
- English 8, Semester B
- English 9, Semester A
- English 9, Semester B
- English 10, Semester A
- English 10, Semester B

PLATO Content 3

- English 11, Semester A
- English 11, Semester B
- English 12, Semester A
- English 12, Semester B
- Game Development
- Geometry, Semester A (scheduled to be dropped soon)
- Geometry, Semester B (scheduled to be dropped soon)
- Health
- HiSET Preparation — Language Arts — Reading, Part 1
- HiSET Preparation — Language Arts — Reading, Part 2
- HiSET Preparation — Language Arts — Writing, Part 1
- HiSET Preparation — Language Arts — Writing, Part 2
- HiSET Preparation — Mathematics, Part 1
- HiSET Preparation — Mathematics, Part 2
- HiSET Preparation — Science, Part 1
- HiSET Preparation — Science, Part 2
- HiSET Preparation — Social Studies, Part 1
- HiSET Preparation — Social Studies, Part 2
- Integrated Math 1, Semester A
- Integrated Math 1, Semester B
- Integrated Math 2, Semester A
- Integrated Math 2, Semester B
- Integrated Math 3, Semester A
- Integrated Math 3, Semester B
- Integrated Physics and Chemistry, Semester A
- Integrated Physics and Chemistry, Semester B
- Introduction to Accounting
- Introduction to Business Administration
- Introduction to Fashion Design
- Introduction to Marketing
- Introduction to Social Media
- Life Science, Semester A
- Life Science, Semester B
- Math 6, Semester A
- Math 6, Semester B
- Math 7, Semester A

PLATO Content 4

- Math 7, Semester B
- Math 8, Semester A
- Math 8, Semester B
- Middle School US History, Semester A
- Middle School US History, Semester B
- Middle School World History
- Native American Studies: Contemporary Perspectives
- Native American Studies: Historical Perspectives
- Personal Finance
- Physical Education
- Physical Science, Semester A
- Physical Science, Semester B
- Physics, Semester A
- Physics, Semester B
- Pre-Algebra, Semester A
- Pre-Algebra, Semester B
- Precalculus, Semester A
- Precalculus, Semester B
- Principles of Architecture and Construction
- Principles of Arts, Audio/Video Technology and Communications
- Principles of Engineering and Technology
- Principles of Finance
- Principles of Health Science
- Principles of Information Technology, Semester A
- Principles of Information Technology, Semester B
- Principles of Law, Public Safety, Corrections and Security
- Probability and Statistics
- SAT 1 Language Arts
- SAT 1 Mathematics
- Social Issues
- Spanish 1, Semester A
- Spanish 1, Semester B
- Spanish 2, Semester A
- Spanish 2, Semester B
- Structure of Writing
- TASC Preparation — Language Arts Reading Part 1

PLATO Content 5

- TASC Preparation — Language Arts Reading Part 2
- TASC Preparation — Language Arts Writing Part 1
- TASC Preparation — Language Arts Writing Part 2
- TASC Preparation — Mathematics Part 1
- TASC Preparation — Mathematics Part 2
- TASC Preparation — Science Part 1
- TASC Preparation — Science Part 2
- TASC Preparation — Social Studies Part 1
- TASC Preparation — Social Studies Part 2
- US Government
- US History, Semester A
- US History, Semester B
- Web Design
- World Geography, Semester A
- World Geography, Semester B
- World History Before 1815
- World History Since 1500, Semester A
- World History Since 1500, Semester B
- World History Since 1815
- World History, Semester A
- World History, Semester B
- World Literature, Semester A
- World Literature, Semester B
- Straight Curve Mathematics Series 1
- Straight Curve Mathematics Series 1 (Teacher Edition)
- Straight Curve Mathematics Series 1 Student Edition
- Straight Curve Mathematics Series 2
- Straight Curve Mathematics Series 2 (Teacher Edition)
- Straight Curve Mathematics Series 2 Student Edition

PLATO Information

- **Website:** login.edmentum.com
 - Works best in google chrome. Will work in Internet Explorer, but **WILL NOT WORK firefox**
- **Login:**
 - **Account login:** fasd
 - **PLATO NAME:** first name, last name (no spaces)
 - **Password:** ID #
- **Expectations:**
 - Complete 100% of the course by the due date given.
 - **ALL** assignments must be completed for the course to be considered complete.
- **Assignments**
 - Your course is listed on homescreen when you login
 - Click into the course and complete assignments IN ORDER
 - Assignments include:
 - **PreTests** (do not count towards final grade, but must be completed. Depending how you do on them, they will exempt you from work in the unit)
 - **Tutorials**
 - **Mastery Tests** (quizzes—5-10 multiple choice questions based on the tutorial they are paired with)
 - **Unit Activities:** completed in Microsoft Word and then either uploaded back in to the program, or printed and handed in to the class tutor for grading. Rubrics are included with each assignment
 - **Discussion Posts:** completed in the program. Will be graded by the class tutor
 - **Post Test:** End of unit tests. These DO count towards grade. All multiple choice, program grades them automatically
 - **End of Semester Test:** Equivalent to a classroom final exam. When you are ready to take it, you need to contact your class tutor to unlock it.

- **Grading**
 - Each courses grades are weighted differently. Discuss with tutor for specifics
 - Items that count towards grade:
 - Module completion
 - Mastery Tests
 - Post-Tests
 - Unit and Course Activities
 - Discussions
 - End of Semester Tests

- **Messaging teachers:**
 - You can message your teachers with questions

- **When you complete the course**
 - Go see the tutor to double check that all requirements have been met
 - Teacher of record will run final grades

Code of Conduct

Students are expected to follow the code of conduct policies and the district will not tolerate a student not complying with these policies. If there is misconduct the school administrator will use their professional judgment in determining a disciplinary judgment.

The following may result in disciplinary action:

- Cheating, acting dishonestly, copying, or using someone else's work
- Violating the Academic Integrity/Plagiarism Policy
- Insubordination – not accepting directions; refusing to cooperate
- Theft – taking property without right or permission
- Fighting – participating in physical contact with another
- Vandalism – purposeful destruction of property
- Violating the Acceptable Use Policy or School Policy
- Harassment or Obscene Language
- Possession of illegal drugs and/or alcohol.
- Bullying

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Name: _____ **Date:** _____

Student Signature: _____

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements is the original work of the individual student. This includes: homework, exams, course assignments, and essays, written assignments, and research. If this is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

Plagiarism is defined as copying/stealing and passing off as one's own, the ideas or words of another, using someone else's created product without crediting the source. Examples include:

- Turning in a paper copied from an internet source
- Using another's work in whole or part
- Using information from a research source without crediting the source
- Using another's ideas or opinions without giving credit
- Using facts, statistics, or pictures without giving credit

As the internet becomes more accessible, incidents of plagiarism has increased. Many institutions penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, plagiarism will be dealt with in the following manner:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project. Teachers may allow the student to rewrite the assignment for partial credit.

Teachers will provide written documentation of plagiarism with the following procedure:

1. Discussion with the student
2. Call to parents by the teacher/tutor
3. Referral to the school principal/assistant principal

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Cyber School Acceptable Use Policy

The technology resources are provided for educational purposes. FASD Board Policy #6197 addresses Acceptable Use for students attending the Fairfield Area School District. In summary, students must:

1. Respect and protect the privacy of others.
2. Use only assigned accounts.
3. Not view, use, or copy passwords, data, or networks to which they are not authorized.
4. Not distribute private information about others or themselves.
5. Respect and protect the integrity, availability, and security of all electronic resources.
6. Observe network security practices.
7. Report security risks.
8. Not destroy or damage data or networks.
9. Respect and protect the intellectual property of others.
10. Not infringe on copyrights.
11. Not plagiarize.
12. Respect and practice the principles of communication.
13. Communicate kindly and respectfully
14. Report threatening or discomfoting materials

Student can:

- Design and post web pages and other material appropriate to the course.
- Use direct communication via email and online messaging to contact his/her mentor or teacher.

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's technology resources.

We have read and understand Board Policy #6197, and agree to abide by the rules of this policy.

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Student Contract

Fairfield Area On-line Learning / Fairfield Area School District

The Fairfield Area On-line Learning is a means for the district to provide online courses to expand student options and the curriculum offerings. This is a unique opportunity so certain standards are expected of students enrolling in these courses. This contract and policy makes both the student and the parents/guardians aware of the standards expected of students enrolling in these courses.

As a student taking a course in the Fairfield Area On-line Learning, I am aware that:

1. I understand and acknowledge that certain standards are expected of me, as a student, and inappropriate use of the internet violates the Acceptable Use Policy #6197.
2. I understand and acknowledge that appropriate language or messages will be used in all communication.
3. I understand and acknowledge that anything I do with this course can be retrieved and printed by the tutor, cyber coordinator, administrator, or technology director at any time.
4. Course Expectations:
 - a. Students must communicate with their teacher on a weekly basis (i.e. person-to-person, email, or phone call)
 - b. Students must complete all lessons in the appropriate order.
 - c. Students will include their first and last name in an email to the cyber coordinator and course tutors.
 - d. Students must use information appropriately at all times within the course.
 - e. Students must maintain academic honesty.
 - f. Students must follow the Fairfield Area School District's Acceptable Use Policy #6197.

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's technology resources.

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

