

F.A.C.E.
FAIRFIELD AREA CYBER EDUCATION

2022 – 2023
Handbook



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FACE Mission Statement

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

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 may correspond with each given course.

A week for cyber-school is defined as **Week 1: Friday 10:45 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 cyber monitor /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

Fairfield Area School District 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 Cyber Coordinator within three (3) school days of the absence and should be emailed or handwritten and faxed to the Cyber Coordinator (who will then communicate with the Building Secretary to ensure proper record keeping). Excuses submitted after the three days will not be approved.

- **Absence due to illness, health conditions, family emergency.** The parent/guardian is to notify the assigned cyber monitor /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 (field trips, sporting events, etc.).** 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 cyber monitor /Cyber Coordinator should also be notified.
- **Parental request for and Educational Journey.** Students enrolled in the full-time online program and are planning to be away from the home of residence must fill out an Educational Journey Form. This form must be submitted to the Building Secretary or Cyber Coordinator no less than ten (10) school days before the expected trip/event is to occur for Building Principal approval.
- **Disciplinary actions.** Absences due to temporary suspensions are excused for attendance record keeping.

Attendance Policy (cont.)

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 accumulated three (3) unexcused/unlawful absences, 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 cyber monitor, 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.

2022

FAIRFIELD AREA SCHOOL DISTRICT

4840 Fairfield Road, Fairfield, PA 17320

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

2023

2022-2023 District Calendar

Board Approved: February 28, 2022

JULY 2022							JANUARY 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1	2	1	2	3	4	5	6	7			
3	4	5	6	7	8	9	8	9	10	11	12	13	14				
10	11	12	13	14	15	16	15	16	17	18	19	20	21				
17	18	19	20	21	22	23	22	23	24	25	26	27	28				
24	25	26	27	28	29	30	29	30	31								
31																	
AUGUST 2022							FEBRUARY 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
	1	2	3	4	5	6			1	2	3	4					
7	8	9	10	11	12	13	5	6	7	8	9	10	11				
14	15	16	17	18	19	20	12	13	14	15	16	17	18				
21	22	23	24	25	26	27	19	20	21	22	23	24	25				
28	29	30	31				26	27	28								
SEPTEMBER 2022							MARCH 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2	3				1	2	3	4			
4	5	6	7	8	9	10	5	6	7	8	9	10	11				
11	12	13	14	15	16	17	12	13	14	15	16	17	18				
18	19	20	21	22	23	24	19	20	21	22	23	24	25				
25	26	27	28	29	30		26	27	28	29	30	31					
OCTOBER 2022							APRIL 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1							1				
2	3	4	5	6	7	8	2	3	4	5	6	7	8				
9	10	11	12	13	14	15	9	10	11	12	13	14	15				
16	17	18	19	20	21	22	16	17	18	19	20	21	22				
23	24	25	26	27	28	29	23	24	25	26	27	28	29				
30	31						30										
NOVEMBER 2022							MAY 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1							1				
2	3	4	5	6	7	8	2	3	4	5	6	7	8				
9	10	11	12	13	14	15	9	10	11	12	13	14	15				
16	17	18	19	20	21	22	16	17	18	19	20	21	22				
23	24	25	26	27	28	29	23	24	25	26	27	28	29				
30	31						30	31									
DECEMBER 2022							JUNE 2023										
S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1	2	3							1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	11	12	13	14	15	16	17				
18	19	20	21	22	23	24	18	19	20	21	22	23	24				
25	26	27	28	29	30	31	25	26	27	28	29	30					

PSSA/KEYSTONE EXAM SCHEDULE

January 4-18, 2023
 April 24-28, 2023
 May 1-12, 2023
 May 15-26, 2023

Winter Keystone Exams: Biology, Literature
 PSSA: Grades 3-8 English Language Arts
 PSSA: Grades 3-8 Math, Science & Makeups
 Keystone Exams: Algebra I, Biology, Literature

Make-Up Days

January 16, 2023
 April 6, 2023
 April 5, 2023
 June 1, 2023



KEY	
	First Day for Students
	Vacation (No School)
	Act 80 Day (No School for Students)
	Teacher In-Service (No School for Students)
	End of Marking Period
	District Closed
	Elem and MS Trimester Dates
	Early Dismissal
	Last Day for Students/Graduation

Trimester Dates

November 18
 March 1
 June 1

Marking Periods

October 28, 2022
 January 13, 2023
 March 22, 2023

Grades K thru 6 - Parent/Guardian Responsibilities

Parents/guardians of online learning students have the opportunity and responsibility to participate in the education of their children. Parents/guardians 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.
- Establish and accompany the student to a meeting concerning their online program to schedule courses, understand the pacing required to complete the courses, and sign all necessary paperwork.
- Get the information needed to log in to monitor their student's progress.
- Find out the name and contact information for their student's cyber monitor (s) 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 into the program to record their attendance.
- Maintain regular contact with the school and course cyber monitor(s) via telephone and/or email.
- Work with their students and course cyber monitor(s) to ensure successful completion of courses in the designated time frame.
- Ensure that submitted work is completed only by their student in an honest and complete manner.
- Notify the school immediately of any change in their student's contact information or academic status.
- Provide any necessary absent notes to the school office within three (3) school days as required by the Attendance Policy.
- Provide the student with transportation as needed to participate in standardized testing or other school activities.
- Return all materials and technologies to the school in a timely manner upon the completion of course

Grades K thru 6 - Student Responsibilities

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

- Attend a meeting with parent/guardian to schedule courses, understand the pacing required to complete the courses, and sign all necessary paperwork with the Building Level Counselor and Cyber Coordinator.
- Follow the school calendar.
- Agree to and follow all policies outlined in the Fairfield Area Cyber Education (FACE) Handbook.
- Establish and maintain a weekly meeting/conversation with cyber monitor(s) via messaging, email, or other arrangements as determined by the student and individual cyber monitor(s).
- Log in to the program and complete course components. Activities, projects, and other assignments may be assigned outside of the Calvert Learning program; this is course dependent, and these assignments must be completed by the due date provided by the individual cyber monitor(s).
- Contact individual cyber monitor(s) with any questions and/or problems while taking the course (with parent/guardian assistance as necessary).
- Contact individual cyber monitor(s) when ready for proctored exam(s), if required by district policy (with parent/guardian assistance as necessary).
- Notify your individual cyber monitor(s) and the Cyber Coordinator of any planned excused absences (with parent/guardian assistance as necessary).
- Complete all lessons in order as established in each individual course.
- Complete all assignments and work related to the course with honesty and integrity to avoid any form of plagiarism or academic dishonesty.
- Return all materials and technologies to the school in a timely manner upon the completion of course work.

Grades K thru 6 - Academic Support and Placement

- Each online course is aligned to the PA Core Standards and is accepted nationally. Courses are provided through the online Calvert Learning program.
- Each lesson contains multiple methods for students to learn the material and accommodate different learning styles. Each lesson has an assessment to gauge student understanding of the lesson's objectives.
- Students enrolling in the online program will work with the 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, academic achievement, and assessment scores.
- Each student's progress will be monitored and, if necessary, interventions will be created to help the student master the objectives.
- Each student will be able to seek assistance from an online monitor throughout the week. Fairfield Area School District teachers may also be teaching brick and mortar classes during the same timeframe, so online cyber student and cyber monitor communication will occur at a time in the teacher's schedule based on their teaching schedule in the building. The cyber monitor(s) will communicate their individual availability with their online students once all schedules are set. The cyber monitor is a highly qualified teacher who can assist the student 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 progress within the online Calvert Learning program.
- Students and parents are encouraged to communicate with the cyber monitor(s) for grade updates, clarifications, and assistance as needed.

Grades K thru 6 - Withdrawal and Transfer from a Course

Withdrawal

Students participating in the full-time online learning model 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. 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 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 return to the building office.

Grades 7 thru 12 - Parent/Guardian Responsibilities

Parents/guardians of online learning students have the opportunity and responsibility to participate in the education of their children. Parents/guardians 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.
- Establish and accompany the student to a meeting concerning their online program to schedule courses, understand the pacing required to complete the courses, and sign all necessary paperwork.
- Get the information needed to log in to monitor their student's progress.
- Find out the name and contact information for their student's cyber monitor (s) 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 into the program to record their attendance.
- Maintain regular contact with the school and course cyber monitor(s) via telephone and/or email.
- Work with their students and course cyber monitor(s) to ensure successful completion of courses in the designated time frame.
- Ensure that submitted work is completed only by their student in an honest and complete manner.
- Notify the school immediately of any change in their student's contact information or academic status.
- Provide any necessary absent notes to the school office within three (3) school days as required by the Attendance Policy.
- Provide the student with transportation as needed to participate in standardized testing or other school activities.
- Return all materials and technologies to the school in a timely manner upon the completion of course work.

High School - Student Responsibilities

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

- Attend a meeting with parent/guardian to schedule courses, understand the pacing required to complete the courses, and sign all necessary paperwork with the Building Level Counselor and Cyber Coordinator.
- Follow the school calendar.
- Agree to and follow all policies outlined in the Fairfield Area Cyber Education (FACE) Handbook.
- Establish and maintain a weekly meeting/conversation with course monitor(s) via messaging, email, or other arrangements as determined by the student and individual course monitor(s).
- Log in to the program and complete diagnostic tests, tutorials, Mastery tests, End of Semester tests, discussion posts, and other course components. Activities, projects, and other assignments may be assigned outside of the PLATO program; this is course dependent, and these assignments must be completed by the due date provided by individual course monitor(s).
- Contact individual course monitor(s) with any questions and/or problems while taking the course.
- Contact individual course monitor(s) when ready for proctored exam(s), if required by district policy.
- Notify your individual course monitor(s) and the Cyber Coordinator of any planned excused absences.
- Complete all lessons in order as established in each individual course.
- Complete all assignments and work related to the course with honesty and integrity to avoid any form of plagiarism or academic dishonesty.
- Return all materials and technologies to the school in a timely manner upon the completion of course work.

High School - 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 accommodate different learning styles. Each lesson has an assessment to gauge student understanding of the lesson's 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 a cyber monitor for each individual course 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 a cyber monitor for each individual course. The cyber monitor will be available to monitor online communication and check student work from 7:25 AM – 2:55 PM Monday through Friday. Additionally, Fairfield Area School District teachers also teach brick and mortar classes during the same timeframe, so cyber student and cyber monitor communication will occur at a time in the teacher's schedule based on their teaching schedule in the building. Cyber monitors will communicate their individual availability with their online students once all schedules are set. This cyber monitor is a highly qualified teacher who can assist the student 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 progress within the online PLATO program.
- Students and parents are encouraged to communicate with course cyber monitors for grade updates, clarifications, and assistance as needed.

High School - 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 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 in order for the transfer to be completed.

High School - Withdrawal, Transfer and Dropping a Course (con't)

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 course is assigned to the student and/or the first day school is in session for the quarter/semester 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 courses as determined by the student's grade level, academic status, and graduation needs at Fairfield Area High 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.

Fairfield Area School District 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 Fairfield Area School District 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

Fairfield Area School District is required to provide a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) under the Individuals with Disabilities Education Act (IDEA). We offer a continuum of special education services and are committed to working with parents to provide students with educational experiences that will encourage them to be successful learners. Parents who believe their child is eligible for special education should contact the Special Education Office at 717-642-2044 for further assistance. The school district will meet its obligations under the special education laws and regulations to identify students eligible for special education and related services.

Grading – All Grade Levels

Students are assessed on criteria such as assessments, quizzes, essays, tests, and forum discussions in the PLATO / Calvert Learning program and, depending on the course, additional projects, activities, and assignments. Students and parents have access to student progress by logging into the PLATO / Calvert Learning program. Grades for assessments and tests taken within the PLATO / Calvert Learning program can be viewed as soon as completed. When a student submits work to be graded by the course monitor, the monitor will have the work graded no more than three (3) days after the work is submitted. Students and parents are encouraged to communicate with course monitors for grade updates as needed.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Cyber monitors 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 Building 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 cyber monitor and notify them of the request. The higher score will be accepted as the final score and factored into the student's overall average for the course. Final course grades will be reflected on the student's report card at the completion of the course/semester as well as the student's permanent transcript. See the High School grading scales below:

Grading Percentages, Equivalent Letter Grades, and corresponding Quality Points

Percentage Score	Grade on Report Card	GPA Numerical Value(Quality pts)
98-100	A+	4.333
94-97	A	4.00
90-93	A-	3.667
87-89	B+	3.333
83-86	B	3.00
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.00
70-72	C-	1.667
67-69	D+	1.333
60-66	D	1.00
0-59	F	0.00

Final Grades - The table below is used to determine a students' final grade based on averaged quality points.

Grade on Report Card	Quality point range
A+	4.17 and above
A	3.84 – 4.16
A-	3.51 – 3.83
B+	3.17 – 3.50
B	2.84 – 3.16
B-	2.51 – 2.83
C+	2.17 – 2.50
C	1.84 – 2.16
C-	1.51 – 1.83
D+	1.17 – 1.50
D	1.00 – 1.16
F	0.00 – 0.99

Testing/PLATO Work Policies

Mandated Testing/State 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 high school to take specified assessments.

PLATO Coursework

Students may request to take an exam or complete PLATO cyber work in the high school building with prior communication to the cyber monitor and Cyber Coordinator. The student will work with the cyber monitor and the Cyber Coordinator to arrange when and where the student will report to complete work in a supervised setting.

Testing/Calvert Learning Work Policies

Mandated Testing/State 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 high school to take specified assessments.

Student Progress Expectations

The Fairfield Area School District anticipates that all FACE students engage at their highest educational potential. This includes making educational progress in the FACE program that mimics the progress within the classroom. A student's progress will be assessed on a weekly basis by teachers and a monthly basis by administration. Students who fail to progress through FACE course work at a diligent pace will be reassessed and possibly reassigned to a course work path that will allow them to be successful.

The FACE team will be reviewing on a monthly basis, a weekly progress schedule, submitted by each teacher. The student's grades, attendance and engagement will be reviewed at this time.

If a student fails to progress in the program, a member of the FACE team will contact the student's family to make sure they are aware of students' lack of progress / deficits and solicit help to rectify the issues.

Students who continue to decline in their progress will have their placement reevaluated. This could require students to return on a full or part time basis to the in-person learning format Fairfield Area Campus.

High School - Graduation Requirements

Students will work with the Cyber Coordinator and Building Level Counselor to ensure proper course placements and credit fulfillment in order to meet graduation requirements. Credit Recovery courses are available for students as needed on a case-by-case basis. Students should be aware of graduation requirements and consult the High School Course Catalog for more information. Any questions concerning course credits and graduation requirements should be directed to the Cyber Coordinator and Building Level Counselor.

Field Trips and Social Activities

Online students are encouraged to participate in school sponsored activities. Students must comply with all school district policies, complete proper permission forms, 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 are made and permission is granted, the Cyber Coordinator will then notify cyber monitors 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 Fairfield Area School District 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; the student must report to the school building and use school sponsored transportation provided to and from the event.

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 cyber monitors, 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 – DISCIPLINE

Level I - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Level I: Disciplinary Options/Responses

- Verbal Reprimand
- Behavioral Contract
- Counseling
- Withdrawal of Privileges
- Parent Conference
- Detention

Level I: Behaviors

- Disruptive behavior (campus, classroom and bus)
- Dress code violation
- Noncompliant
- Leaving class without permission/ Out-of-Assigned Area
- Public display of affection – (PDA)
- Inappropriate language
- Tardy to class/school

***Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.**

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.

Level II: 1-3 Saturday School/In-School Suspension(s)

- Continuation of unmodified Level I misbehavior
- 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.

***Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.**

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.

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

- Continuation of unmodified Level II misbehavior
- 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

***Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.**

****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.**

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 or peer
- Arson
- Terroristic Threats (Policy #218.2)
- Felony
- Fireworks
- Fire alarm (setting off, tampering with, etc.)
- Hazing
- Possession/Use/Sale of alcohol
- Possession/Use/Sale of illegal or look-alike drugs/controlled substances/paraphernalia/solvents
- Possession/Use of a weapon (Policy #218.1)
- Pornography

****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.**

FACE Course List - High School - 2022-2023

Updated March 4, 2022*

English Courses

English 9

English 10

English 11

English 12

Social Studies Courses

Civics

American Cultures

World History

Psychology (Prerequisite: successful completion of Civics and American Cultures)

Sociology (Prerequisite: successful completion of Civics and American Cultures)

POD/Economics

Math Courses

Algebra 1 (Year-long Course)

Geometry

Algebra 2

PreCalculus

Calculus

Science Courses

Life Science (titled Introduction to Science in the building)

Biology

Chemistry

Earth and Space Science

Physical Science (NOT available in the building)

Physics

Physical Education and Health Courses

Health 9 (Quarter Course)

Health 11 (Quarter Course)

Physical Education Options (each is a Quarter Course)

- Comprehensive PE
- Group Sports
- Lifetime and Leisure Sports
- Outdoor Sports
- Individual Sports
- Strength Training

Business Courses

Accounting 1

Business Mathematics

Financial Mathematics (NOT available in the building)

Personal Finance (Quarter Course)

Family and Consumer Science Courses

Basic Foods (Quarter Course)

Healthy Food Choices (Quarter Course)

Child Care (Quarter Course)

Other Elective Courses

Career Explorations (NOT available in the building)

Essential Career Skills (NOT available in the building)

Academic Success (Quarter Course - NOT available in the building)

Remediation and Proficiency Development Courses - as assigned per state testing results

Courses include the following: Algebra 1 Remediation, Biology Proficiency Development, Biology Skills, Math Skills, and Literature Skills

Credit Recovery Courses: available per student need/graduation requirements.

****Please Note: other courses may be available depending on teacher schedules and student needs. Hybrid options (a mix of online and brick and mortar courses) are also available.****

FACE Course List - High School - Course Credit Breakdown

English Courses		Physical Education and Health	
English 9	1 credit	Health 9	.5 credit
English 10	1 credit	Health 11	.5 credit
English 11	1 credit	Comprehensive PE	.5 credit
English 12	1 credit	Group Sports	.5 credit
Social Studies Courses		Lifetime/Leisure Sports	.5 credit
Civics	1 credit	Outdoor Sports	.5 credit
American Cultures	1 credit	Individual Sports	.5 credit
World History	1 credit	Strength Training	.5 credit
Psychology	1 credit	Business Courses	
Sociology	1 credit	Accounting 1	1 credit
POD/Economics	1 credit	Business Mathematics	1 credit
Math Courses		Financial Mathematics	1 credit
Algebra 1	2 credits	Personal Finance	.5 credit
Geometry	1 credit	Family and Consumer Science Courses	
Algebra 2	1 credit	Basic Foods	.5 credit
PreCalculus	1 credit	Healthy Food Choices	.5 credit
Calculus	1 credit	Child Care	.5 credit

Science Courses		Other Elective Courses	
Life Science	1 credit	Academic Success	.5 credit
Biology	1 credit	Career Explorations	1 credit
Earth/Space Science	1 credit	Essential Career Skills	1 credit
Physical Science	1 credit	Credit Recovery, Remediation, and Proficiency Development Courses <ul style="list-style-type: none"> • Credits dependent on course assigned 	
Chemistry	1 credit		
Physics	1 credit		

FACE Course Descriptions - High School

The following course descriptions (provided by PLATO) are for courses that are exclusively in FACE and not offered in the building. Course descriptions for all other FACE courses are the same as their course counterparts in the building and can be found in the High School Course Selection Booklet.

Science Courses

Physical Science: Science is the study of the natural world. It relies on experimentation and evidence to describe the natural events that occur around us. Physical science is the study of matter and energy; topics in the course include the following: atomic and molecular structure of substances, chemical reactions, different kinds of forces and the effect they have on the motion of objects, work and power, simple machines, gravitational/electric/magnetic force fields, electricity and magnetism, energy transformations in objects and systems, sound and light waves, and electromagnetic waves.

Physical Education and Health Courses

Physical Education Options (each is a Quarter Course)

- **Comprehensive PE:** In this course students will explore concepts involving personal fitness, team sports, dual sports, and individual and lifetime sports. Students will focus on health-related fitness as they set goals and develop a program to improve their fitness level through cardio, strength, and flexibility training. In addition, they will learn about biomechanics and movement concepts, as they enhance their level of skill-related fitness. Students will learn about game play concepts and specifically investigate the rules, guidelines, and skills pertaining to soccer, softball, volleyball, tennis, walking and running, dance, and yoga. Throughout this course students will also participate in a weekly fitness program involving elements of cardio, strength, and flexibility training.

- **Group Sports:** This course provides students with an overview of group sports. Students learn about a variety of sports, yet do an in-depth study of soccer, basketball, baseball/softball, and volleyball. Students learn not only the history, rules, and guidelines of each sport, but practice specific skills related to each sport. Students also learn about sportsmanship and teamwork. In addition, students study elements of personal fitness, goal setting, sport safety, and sports nutrition. Students conduct fitness assessments and participate in regular weekly physical activity.
- **Lifetime and Leisure Sports:** This course provides students with an overview of dual and individual sports. Students learn about a variety of sports, and do an in-depth study of martial arts, Pilates, fencing, gymnastics, and water sports. Students learn not only the history, rules, and guidelines of each sport, but practice specific skills related to many of these sports. Students also learn the components of fitness, benefits of fitness, safety and technique, and good nutrition. Students conduct fitness assessments, set goals, and participate in weekly physical activity.
- **Outdoor Sports:** This course provides students with an overview of dual and individual sports. Students learn about a variety of sports, and do an in- depth study of hiking and orienteering, golf, and dual volleyball. Students learn not only the history, rules, and guidelines of each sport, but practice specific skills related to many of these sports. Students also learn the FITT principles, benefits of fitness, and safety and technique. Students conduct fitness assessments, set goals, and participate in weekly physical activity.
- **Individual Sports:** This course provides students with an overview of individual sports. Students learn about a variety of sports, yet do an in-depth study of running, walking, hiking, yoga, dance, swimming, biking, and cross-training. Students learn not only the history, rules, and guidelines of each sport, but practice specific skills related to each sport. Students also learn about the components of fitness, the FITT principles, benefits of fitness, safety and technique, and good nutrition. Students conduct fitness assessments and participate in weekly physical activity.
- **Strength Training:** This one-semester course by Carone Fitness focuses on the fitness components of muscular strength and endurance. Throughout this course students establish their fitness level, set goals, and design their own resistance training program. They study muscular anatomy and learn specific exercises to strengthen each muscle or muscle group. Students focus on proper posture and technique while training. They also gain an understanding of how to apply the FITT principles and other fundamental exercise principles, such as progression and overload, to strength training.

Business Courses

Financial Mathematics: Financial Mathematics is designed to instruct students in algebraic thinking while also preparing them to navigate several financial applications. Students will explore how algebraic knowledge is connected to many financial situations, including investing, using credit, paying taxes, and shopping for insurance. In studying these topics, students will learn about the linear, exponential, and quadratic relationships that apply to financial applications. In addition, the course will help prepare students to tackle the wide variety of financial decisions they will face in life, from setting up their first budget to planning for retirement

Other Elective Courses

Career Explorations: This course is intended as a practical, hands-on guide to career exploration and planning. This course covers all the career clusters in the National Career Clusters Framework. You'll explore the career pathways within each cluster, determine the academic and skill requirements for different career pathways, and learn about the jobs available in each pathway and the work these professionals do. This course will also guide you through the process of creating an academic and career plan based on your interests, abilities, and life goals.

Essential Career Skills: This course is intended as a practical, hands-on guide to help you understand the skills required to achieve success in modern-day careers. This course will cover essential career skills such as positive work ethics, teamwork, conflict resolution, effective speaking and listening, health and safety, and information technology.

Academic Success (Quarter Course): As in other areas of life, success in academics results from learning and practicing positive habits. This elective provides practical, hands-on guidance on developing and improving study habits and skills, regardless of a student's level of accomplishment.

FACE Attendance Schedule - 2022-2023: Semester 1 (Quarter 1 and 2)

Below is the breakdown of weekly hour requirements for full-time FACE students for Semester 1.

- ★ Please note changes in the schedule due to various breaks and student days off per the school calendar.
- ★ Weekly attendance schedule are Friday to Friday unless otherwise noted.
- ★ Also, be sure your student submits any offline hours each week on Fridays by 12:00 noon so this time can be added to your student's total hours for the week.
- ★ Please review the schedule below, and contact Mr. Wolford with any questions. Thank you!

Week of September 16 to September 23 (semester change and start of courses)

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, September 23 starting at 8:00 am.

Week of September 23 to September 30

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, September 30 starting at 8:00 am.

Week of September 30 to October 7

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, October 7 starting at 8:00 am.

Week of October 7 to October 14

- Hours for a 4 day week are in effect due to a Teacher In-Service (a student day off) on Monday, October 10 per the district calendar
- Attendance reports will be run on Friday, October 14 starting at 8:00 am.

Week of October 14 to October 28

- ****All Quarter 1 courses are due Friday, October 28 by 11:59 pm****
- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, October 28 starting at 8:00 am.

Week of October 28 to November 4

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, November 4 starting at 8:00 am.

Week of November 4 to November 11

- Hours for a 4 day week are in effect due to a Act 80 day (a student day off) on

Friday, November 4 per the district calendar

- Attendance reports will be run on Friday, November 11 starting at 8:00 am.

Week of November 11 to November 18

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, November 18 starting at 8:00 am.

Week of November 18 to December 2

- *****Due to Act 80 day and Thanksgiving Vacation (Nov. 23 until Nov. 28), attendance for the week of Nov. 18 to Nov. 25 will be combined with the week of Nov. 25 to Dec. 2*****
- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, December 2 starting at 8:00 am.

Week of December 2 to December 9

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, December 9 starting at 8:00 am.

Week of December 9 to December 16

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, December 16 starting at 8:00 am.

Week of December 16 to December 23

- Hours for a 4 day week are in effect due to a Winter Vacation (a student day off) on Friday, December 23 per the district calendar
- Attendance reports will be run on Thursday, December 22 starting at 8:00 am.

Week of December 23 to December 30

- *****Winter Vacation School closed (Dec 23 until Jan 2)*****

Week of December 30 to January 13

- *****Due to Winter Vacation (Dec. 30 and January 2), attendance for the week of Dec 30 to Jan 6 will be combined with the week of Jan. 6 to Jan. 13*****
- ****All Quarter 2 and Semester 1 courses are due Friday, Jan 6 by 11:59 pm****
- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, Jan 13 starting at 8:00 am.

FACE Attendance Schedule - 2022-2023: Semester 2 (Quarter 3 and 4)

Week of January 13 to January 27 (semester change and start of courses)

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, January 27 starting at 8:00 am.

Week of January 27 to February 3

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, February 3 starting at 8:00 am.

Week of February 3 to February 10

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, February 11 starting at 8:00 am.

Week of February 10 to February 24

- **Attendance for the week of February 10 to February 17 is combined with attendance for the week of February 17 to February 24 due to the Act 80 day on Friday, February 17 and President's Day on Monday, February 20 - both are days off school for students per the District Calendar.**
- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, February 24 starting at 8:00 am.

Week of February 24 to March 3

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, March 3 starting at 8:00 am.

Week of March 3 to March 10

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, March 10 starting at 8:00 am.

Week of March 10 to March 17

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, March 17 starting at 8:00 am.

Week of March 17 to March 24

- ****All Quarter 3 courses are due Tuesday, March 22 by 11:59 pm****
- Hours for a 4 day week are in effect due to the Act 80 day (a student day off) on Friday, March 17 per the district calendar
- Attendance reports will be run on Friday, March 24 starting at 8:00 am.

Week of March 24 to March 31

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, March 31 starting at 8:00 am.

Week of March 31 to April 14

- *****Due to Spring Vacation (April 5 through April 10), attendance for the week of March 31 to April 7 will be combined with the week of April 7 to April 14.*****
- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, April 14 starting at 8:00 am..

Week of April 14 to April 21

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, April 21 starting at 8:00 am.

Week of April 21 to April 28

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, April 28 starting at 8:00 am.

Week of April 28 to May 5

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, May 5 starting at 8:00 am.

Week of May 5 to May 12

- Hours for a 5 day week are in effect
- Attendance reports will be run on Friday, May 12 starting at 8:00 am.

Week of May 12 to May 24

- **This will be the final week that attendance is taken for the semester and will cover the span of May 12 to May 26**
- ****All Quarter 4 and Semester 2 courses are due Wednesday, May 24 by 11:59 pm****
- Hours for a 5 day week are in effect
- Attendance reports will be run on Wednesday, May 24 starting at 8:00 am

High School FACE

Weekly Attendance Hour Requirements for Full-Time FACE Students

Please use the chart below to determine the number of hours your student is required to actively work in the PLATO program (titled Total Time on Activities) based on the number of days school is in session for the week. FACE students follow the approved school calendar for attendance purposes.

****Please note:** students still have the flexibility to work on any day at any time they choose to achieve their hours, regardless if school is in session in the building.

Number of Credits	Five (5) Day Week	Four (4) Day Week	Three (3) Day Week	Two (2) Day Week
4 to 3.5 credits	20 hours	16 hours	12 hours	8 hours
3 to 2.5 credits	15 hours	12 hours	9 hours	6 hours
2 to 1.5 credits	10 hours	8 hours	6 hours	4 hours
1 credit	5 hours	4 hours	3 hours	2 hours

High School FACE

Absences Assigned for Shortage on Hour Requirements

Please use the chart below to determine the absences that may be assigned for your FACE student if they fall short of their weekly hour requirements. Half day absences may also be assigned.

****Please note:** absence/attendance notes and student hour logs should be submitted to the Cyber Coordinator no later than noon each Friday for the hours to be factored in to your student's attendance requirements for the week.

Number of Credits/Hours	Average Work Hours Per Day	One Day Absent	Two Days Absent	Three Days Absent	Four Days Absent	Five Days Absent
4 to 3.5 credits 20 hours	4 hours	4 hours short for the week	8 hours short for the week	12 hours short for the week	16 hours short for the week	20 hours short for the week
3 to 2.5 credits 15 hours	3 hours	3 hours short for the week	6 hours short for the week	9 hours short for the week	12 hours short for the week	15 hours short for the week
2 to 1.5 credits 10 hours	2 hours	2 hours short for the week	4 hours short for the week	6 hours short for the week	8 hours short for the week	10 hours short for the week
1 credit hour	1 hour	1 hour short for the week	2 hours short for the week	3 hours short for the week	4 hours for the week	5 hours for the week

PLATO Student Log-in Information

Web Address:

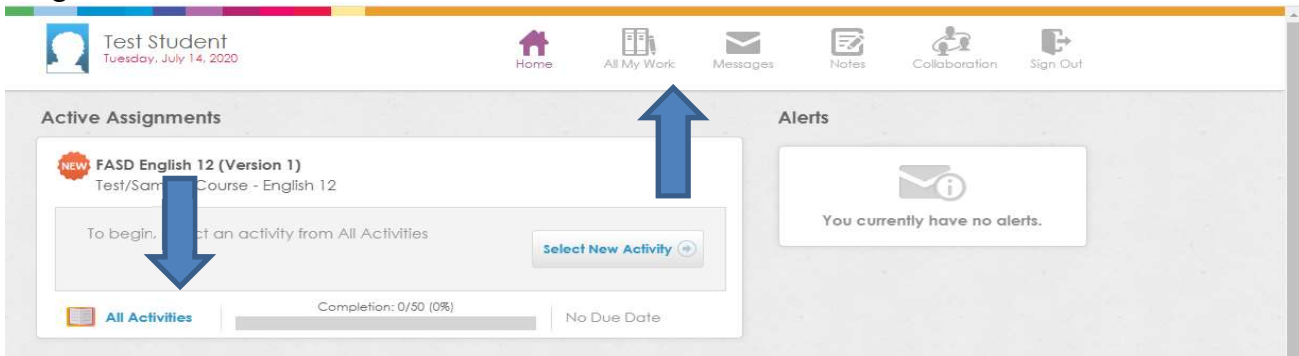
- <https://ple.platoweb.com>
- Operates best in Google Chrome
 - It will not work correctly in Mozilla Firefox

Login:

- Account Login: fasd
- Plato Name: first name, last name (no spaces); Sample: harrypotter
- Password: School ID Number
 - Password for non-Fairfield students: Fairfield

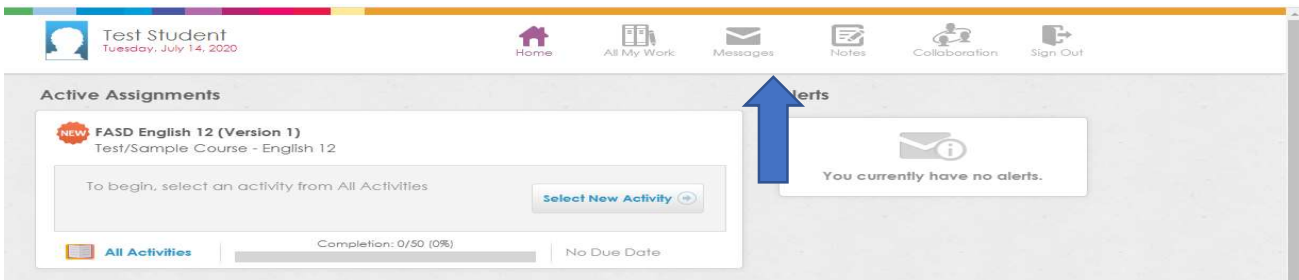
Assignments:

- All of your assignments will show up on the main screen. You may access the work directly from there.
- You may also access it by clicking on the “All My Work” icon at the top of the screen.
- You will need to click on “All Activities” to open the individual course.
- Go through the entire course. All work must be completed for the course to be considered complete and a grade to be issued.



Contacting A Teacher:

- Click on Messages icon once logged into PLATO
- Click blue New Message icon
- Navigate to teacher’s name in the “To:” field; select teacher
- Add a Subject to your message, compose your message (please be professional!), sign your message, and send



Administrative/Technical Questions:

- Todd Wolford – Cyber School Administrator
wolfordt@fairfield.k12.pa.us;
Middle School Office: (717) 642-2005

F.A.C.E.
FAIRFIELD AREA CYBER EDUCATION
STUDENT HANDBOOK
POLICY REVIEW

The FACE Student Handbook is available on the FACE Website. It serves as an educational tool for both the students and parents/guardians. The student handbook should be read thoroughly, can and should be used as a reference throughout the school year, and your signature below indicates that you have read and understand the rules, procedures, Board policies and guidelines contained within the FACE student handbook.

Please note that the FACE Student Handbook is subject to change with revisions in Board policy. If you require a printed copy of the FACE Student Handbook, please contact Todd Wolford, MS/HS Assistant Principal at 717-642-2005

Parent / Guardian Printed Name

Parent / Guardian Signature

Date

Student Printed Name

Student Signature

Date