Shippensburg Area Virtual Education

~S.A.V.E.~

Parent/Student Handbook

Computer Issues: 717-530-2700 ext.1050 or help@ship.k12.pa.us

Coursework Issues: 717-732-8403 or caola-support@caiu.org

_____   _____

SASD Username   **Chromebook Password**

caiu.geniussis.com or google CAOLA

_____   _____

Student Username   **Student Password**

_____   _____

Parent/Guardian Username   **Parent/Guardian Password**

Dear Students, Parents, Guardians and Stakeholders,

Welcome to the Shippensburg Area Virtual Education (S.A.V.E.) cyber option. S.A.V.E. is a collaborative effort between Shippensburg Area School District and the Capitol Area Intermediate Unit (CAIU) to provide new learning options for students. S.A.V.E.'s web-based courses meet the increasing demand for high quality student instruction that incorporate proven online learning practices and next generation software. Enrolling in S.A.V.E. means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis in 21st century skills. Furthermore, students can continue to be a member of their local school and participate in school events and activities.

As a S.A.V.E. student, you have three options of cyber to best fit your needs. You may be a member of our full time cyber program, hybrid program, or blended program. Each program is designed to meet your individual needs. Our full time cyber program option allows you to work full time from the comfort of your home. Our hybrid cyber program option allows students the option to receive additional tutoring and one on one or small group instruction at a Shippensburg Area school for supports when needed. The blended program option allows you to take some classes online at home and some classes in the school.

This handbook has been developed to provide you with an overview of the S.A.V.E. organization, support system and important policies and procedures. S.A.V.E. students remain enrolled in the local school and therefore will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the schools responsibilities. It is important for you to remember that you have selected a program that is part of our public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success, and we are dedicated to achieving that goal together. If you have questions, we are here to help. Please do not hesitate to contact the S.A.V.E. office and discuss any concerns that you may have.

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MISSION STATEMENT

Our mission is to prepare all students to be productive citizens who possess knowledge, accept responsibility, demonstrate problem solving skills, and succeed within a dynamic global society.

ATTENDANCE POLICY

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the *school district* calendar.

K-5 S.A.V.E students must complete all items on their daily "To-Do List to be counted as attendance for the day.

6-12 S.A.V.E students must complete one lesson assessment per course per day. Example: If you are registered for three courses, you must complete three lesson assessments each day.

Students are expected to sign in to the courseware daily and communicate with their advisor at least once a week. Failure to login and complete the required lessons, will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

EXCUSED ABSENCES

Shippensburg Area School District (SASD) recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work.

1. **Absence due to illness, health condition, family emergency**. The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. All absences beyond ten (10) days shall require an excuse from a licensed physician. The note must be turned into the main office within three (3) school days of the absence.
2. **Participation in school approved activity**. In order to be granted an excused absence, the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
3. **Parental request for temporary absence**. Upon parental request, the advisor and S.A.V.E. personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
4. **Parental request for educational trip**. Students may be excused from school attendance to participate in an educational trip or tour not sponsored by the district if the following conditions are met.

   o The parent/guardian submits a written request for excusal prior to the absence
     ▪ Please use this link to acquire the form: http://www.shipk12.org/wp-content/uploads/2013/08/Educational-Trip-Form-SASD-Updated-2015.pdf
   o The student's participation has been approved by the Superintendent or designee
   o The adult directing and supervising the tour or trip is acceptable to the parents/guardian and the Superintendent or designee
   o The student will be responsible for making up any work missed during the period of absence

Disciplinary actions. Absences due to temporary suspensions are deemed excused for attendance record keeping.
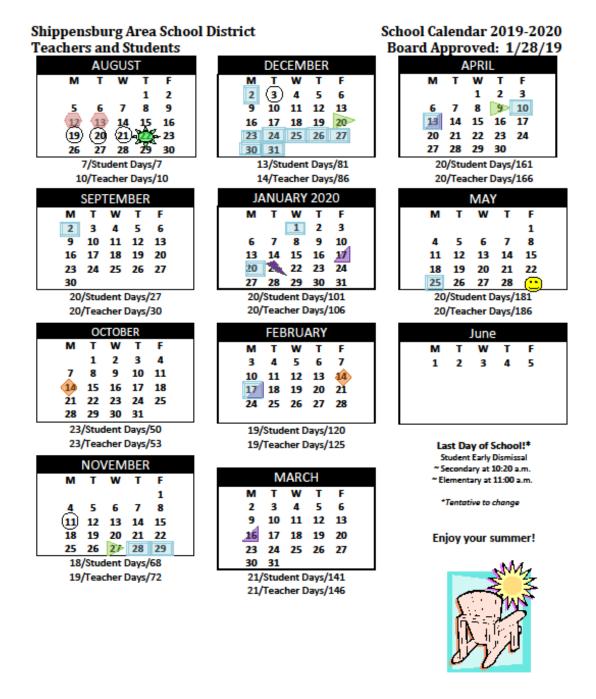
UNEXCUSED ABSENCES

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. Pennsylvania law requires that after three (3) days of illegal/unlawful absence, a notice will be given to the parent/guardian of the student. In addition, excessive absences and/or unexcused absences of more than three days may result in prosecution through the District Justice's office in accordance with the School Laws of Pennsylvania.

Parents/guardians of students who miss five (5) days of school will receive an informative letter. If the student accumulates ten (10) days of absences, a second letter shall be sent requiring a medical excuse to be submitted for each additional absence, unless there are extenuating circumstances. Absences not documented by the medical excuse will be considered as illegal/unlawful.

Three or more unexcused absences occurring in a month will require a conference with the parent, student, advisor and principal. At that time an action plan will be determined to ensure student success. If a student has ten or more unexcused absences, he/she will be required to return to his/her home school.

SCHOOL CALENDAR

Students enrolled in online learning are expected to follow the school district calendar. Students wishing to deviate from the district calendar must contact their advisor to make arrangements.

Shippensburg Area School District
Teachers and Students

School Calendar 2019-2020
Board Approved: 1/28/19

AUGUST
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7/Student Days/7
10/Teacher Days/10

SEPTEMBER
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20/Student Days/27
20/Teacher Days/30

OCTOBER
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23/Student Days/50
23/Teacher Days/53

NOVEMBER
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18/Student Days/68
19/Teacher Days/72

DECEMBER
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

13/Student Days/81
14/Teacher Days/86

JANUARY 2020
M	T	W	T	F
	1	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

20/Student Days/101
20/Teacher Days/106

FEBRUARY
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

19/Student Days/120
19/Teacher Days/125

MARCH
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

21/Student Days/141
21/Teacher Days/146

APRIL
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20/Student Days/161
20/Teacher Days/166

MAY
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

20/Student Days/181
20/Teacher Days/186

June
M	T	W	T	F
1	2	3	4	5

Last Day of School!*
Student Early Dismissal
~ Secondary at 10:20 a.m.
~ Elementary at 11:00 a.m.

*Tentative to change

Enjoy your summer!

PARENT/ GUARDIAN RESPONSIBILITIES

- Directly supervise child's education at home

- Provide a physical environment conducive to child's educational needs

- Talk with child about taking online courses and help him or her

- Go with student to meet with the school counselor to sign the contract and pacing agreement

- Get the information needed to log in to monitor student's progress

- Find out the name and contact information for student's advisor

- Attend any information sessions offered by our district

- Log in at least weekly to monitor student's progress

- Assist student in complying with all rules, policies, and procedures of the school

- Assist student in the submission of all forms, applications, and documentation

- Instruct student on the correct procedure for logging in to record daily attendance

- Maintain regular contact with the school by telephone and email

- Assure that equipment is being used for educational purposes and in accordance with school policy

- Assure that all work submitted by student was completed solely by that student

- Notify the school immediately of any change in student's contact information or academic status

- Provide student with transportation as needed to participate in standardized testing or school activities

- Return all instructional materials and equipment to the school at the end of the school year

STUDENT RESPONSIBILITIES

- Parent/Guardian and student must meet with the school counselor to review options

- Parent/Guardian and student must schedule a meeting with the Director of Online Learning for online testing, sign the contract and pacing agreement, and obtain S.A.V.E. equipment

- Follow the school calendar

- Agree to and follow all policies outlined in the S.A.V.E. handbook

- Establish a weekly meeting time with the advisor by phone or in person

- Log in and take any diagnostic test and complete the daily lessons

- Contact advisor and online teacher with any questions or problems while taking the course

- Contact advisor when ready for proctored exam(s), if required by district policy

- Notify advisor and online teachers of any planned excused absences

- Use appropriate language, good sense, and proper grammar when sending electronic communication

- Follow school's email and Acceptable Use Policy

- Not use any other student's login or password

- Report any misconduct or misuse of equipment to S.A.V.E. personnel immediately

ACADEMIC SUPPORT AND PLACEMENT

- Each online course content and assignments are aligned with Pennsylvania's Core standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.

- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Additionally, each online course has an online or hard copy textbook to specifically accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features.

- Students enrolling as a cyber student will work with their guidance counselor or school representative and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.

- Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.

- Each student will be able to seek assistance from an online, on-demand tutor. This tutor, is a highly qualified teacher who can provide additional assistance to aid the student's learning. Online teachers will provide tutoring hours and means of contact to students.

- Each student will have an advisor appointed by the school district to help monitor the student's progress, and help coordinate assistance, if necessary.

- Students are required to attend all state and school mandated assessments (re. PSSA, Keystone, etc.).

- Students and parents have continual access to student grades online.

ENROLLMENT, WITHDRAW, TRANSFER AND DROPPING OF A COURSE

ENROLLMENT
Students transferring from an SASD school to S.A.V.E. may only do so after meeting the following requirements:

- Schedule a meeting with the school guidance counselor, cyber teacher and parent/guardian

WITHDRAW
Students participating in the cyber 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 student's advisor. The local school will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

TRANSFERS
Students taking online courses *may* continue with their school work if they transfer to another CAIU cyber member school district. Parents must contact both the current school and future school in order to make arrangements for the student to continue with online courses. The new school has the authority to accept or deny any requests for continued participation in the full time cyber program.

DROPPING A COURSE
Students have 14 calendar days to drop an online course without incurring a penalty. The two week window starts on the course start date and includes weekends. Shippensburg Area School District (SASD) may charge a fee for dropping the course after the two week window has expired.

TECHNOLOGY

TECHNICAL SUPPORT
- Technical Support is provided to cyber students, and for the computer and software provided.

- The full time, hybrid, or blended cyber program will provide students with a computer, virus protection software, internet filtering software, and the appropriate software needed. This equipment remains the property of the Shippensburg Area School District and must be returned upon the completion of the SASD school year calendar, or two weeks after removal/withdrawal from the program.

- Cyber students are able to receive a reimbursement of up to $40.00 for local Internet Service Provider fees for each month the student is working. Forms will be given at the time students sign up.

- The school reserves the right to deny a student's access to equipment and/or internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.

- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden.

- Use of technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.

- Students, parents/guardians, or any third parties not participating in the cyber program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.

- Cyber students will report issues with the computer to the Shippensburg Area School District help desk. Coursework issues are to be directed to the CAIU helpdesk. Include the student's name, courses that may be affected, and any other details that will assist the help desk in resolving the problem.
    - Computer Issues: (717) 530-2700 ext. 1050 or emailing help@ship.k12.pa.us
    - Coursework Issues: (717) 732-8403 or emailing caola-support@caiu.org

- Students taking single classes within the district building should report all issues to their advisor.

COMPUTER SET UP
- Cyber students and parents/guardians are responsible for set-up. Technical support staff will be available to assist the student/parent/guardian with activation of the computer system.

- DSL or Cable Internet connection have the recommended internet connection speed.

LOST/DAMAGED PROPERTY
- Notify the school within 3 days of any theft, damage, destruction, or other loss of any school-owned equipment. The student/parent/guardian may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parents/guardians will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's advisor who will then forward the information to the appropriate personnel.

- To receive replacement equipment, copies of all applicable reports and claims must be submitted, equipment is returned/paid for, and a revised agreement must be signed.

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 an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." SASD 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 the online learning program.

STUDENT RECORDS

A cumulative file will be maintained for the student while enrolled in the S.A.V.E. program. This record shall 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 shall be confidential and access thereto strictly limited to personnel at SASD, S.A.V.E. and parents/legal guardians.

SPECIAL EDUCATION SERVICES

SASD 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 courseware. Communication between the student's advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans. To ensure that each student has the proper support for their individual needs, please contact the SASD Special Education Department at (717) 530-2700 ext. 1042.

GRADING

Students have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within 24-48 hours from the date they were submitted. Student GPA and class rank will be calculated by the local school district.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Advisors will closely monitor student make up days and communicate with online teachers. An incomplete grade may be given on the quarterly report card if the student's make up days overlap with a quarter end date. The student will have ten days after the end of the marking period to complete any work or the incomplete may change to a 0%. Principals will be notified of incompletes for semester grades and may request a conference with the student and parent.

Students are permitted to retake any major test that he or she has failed. The student must request a retake for the test through the advisor. The advisor will determine if the request is appropriate and will notify the online grader of the request. The higher score will be recorded in the grade book with the lower score being removed.

TESTING POLICIES

MANDATED TESTING
Students are required to participate in all school and state mandated assessments (re. PSSA, Keystone, etc.). Students will communicate with their advisor on the date, time, and location.

PROCTORED EXAMS
Students enrolled in the cyber model are required to take two proctored Unit exams each school year at the local school. Students will communicate with their advisor on the date, time, and location.

ADVANCED PLACEMENT TESTING
Students wishing to take AP exams must work with the SASD guidance counselor to determine date, time and location. The cost of AP exams are the responsibility of the student.

SAT
Students wishing to take SAT exams must contact the SASD guidance counselor to determine date, time and location.

GRADUATION REQUIREMENTS

Students are required to earn a specific amount of credits in order to graduate. All students will need to earn 28 credits to graduate. All students will begin to earn credits toward graduation beginning in ninth grade. In addition to the total amount of required credits, courses in the following subjects are required:

Planned Program	Units of Credit	FCCTC
English	4	4
Mathematics	4	3-4**
Science	4	3.5
Social Studies	4	3.5
Wellness/Fitness*	2	2
Art	.50	N/A
Tech Ed / Computer Information System	.50	N/A
Family & Consumer Science	.50	.50

*The Wellness/Fitness class in grade 10 will incorporate the required component of Driver's Education.
**Must complete Algebra II & Geometry

PHYSICAL EDUCATION

Physical education requirements may be satisfied by participating in organized lessons, activities and events. Students that choose to participate in physical activities must work with their advisor to develop a fitness plan and keep a log of their activities.

HEALTH SCREENING/ IMMUNIZATION

Immunizations: Pennsylvania regulations clearly state that all students must provide proof of immunization immunity, religious or medical exemption to immunization to enter school. Medical or religious exemptions are possible. Minimum immunization requirements to enter school for the first time are:

- Diphtheria and Tetanus – four or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the four with one dose administered on or after the fourth birthday.
- Polio – three or more properly spaced doses of polio vaccine (IPV or OPV).
- Measles (Rubella) – two properly spaced doses of live attenuated measles containing vaccine (preferably MMRII) with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hem agglutination inhibition (HI) test or any comparable test.
- German Measles (Rubella) – one dose of live attenuated rubella containing vaccine (preferable MMRII) administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hem agglutination inhibition (HI) test or any comparable test.
- Mumps – two properly spaced doses of live attenuated mumps containing vaccine (preferably MMRll) with the first dose administered at 12 months of age or older, or physician diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- Hepatitis B – three properly spaced doses of hepatitis B vaccine.
- Varicella (Chicken Pox) - two properly spaced doses of live attenuated varicella containing vaccine with the first dose administered at 12 months of age or older, or parents may provide evidence of immunity, either from vaccination, history of disease, or laboratory disease.

Children attending grade 7 will need the following additional immunizations:
- one dose of tetanus, diphtheria, acellular pertussis (Tdap)
- one dose meningococcal conjugate vaccine (MCV)

Children entering 12th grade will need the following additional immunizations:
- one dose meningococcal conjugate vaccine (MCV) - after the age of 16

Lice: Any student found to have pediculosis (lice) will be excluded from school. The school nurse will notify other school nurses when appropriate. The school nurse will instruct parents on the identification and proper treatment of lice and nits. School nurses will examine students, with parents present, before reentry to school is granted.

FIELD TRIPS AND SOCIAL ACTIVITIES

Cyber students are encouraged to participate in school sponsored activities. Students must comply with all SASD policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their advisors and make proper arrangements with SASD. Students are prohibited from driving to field trips unless special permission is granted from a building administrator. Once arrangements and permission is granted students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

Cyber students should remember that they are still a member of their school district and therefore should dress appropriately. SASD dress code policy will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a SASD related function they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families and their school.

CODE OF CONDUCT

SASD expect students enrolled in online learning to follow the local code of conduct policies. SASD will not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, natures of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions on the code of conduct may result in disciplinary action:

- Cheating-acting dishonestly, copying, or using someone else's work
- Violating Academic Integrity/Plagiarism
- Insubordination- not accepting directions; refusing to cooperate with school staff and other agents
- Theft- taking property of another without right or permission
- Fighting-participating in physical contact with one or more students, faculty or staff
- Vandalism-purposeful destruction of misuse of CAIU or SASD property
- Violating Acceptable Use Policy
- Harassment or profane/obscene language or gestures towards students/staff/teachers/others
- Wrongful conduct- any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of SASD or is disrespectful, harmful, or offensive to others or property
- Possession of drugs, alcohol, tobacco, or illicit substances at school related events or on school property
- Possession of weapons on school property or school related events
- Hazing- any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.
- Bullying- is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

ATHLETIC AND CLUB ELIGIBILITY

Any cyber student wishing to participate in an athletic program will need to contact their advisor. The advisor in turn will give the student the appropriate details of the club or program including academic restrictions. SASD has the authority to enforce academic probation on any student that is participating in a club or activity. Advisors will work with students, parents and coaches/directors to assist students that are in danger of academic probation.

- Athletic participants are required to be enrolled in four courses at the time of extracurricular activity
- Must maintain the required pacing in each course
- Each participant is not permitted to be more than 3 assignments behind at any given time per course
- Any student failing more than one course, at any given time, are deemed ineligible for participation (failing grade is 64%). Students must be passing course by Friday at noon for weekly athletic eligibility report
- Students will be ineligible for practice and play if they do not log into each course, every day, if they are behind in one or more assignments for that course
- Student athletes **must** report all courses upon entry into each course and maintain weekly contact with the Athletic Department

ACADEMIC INTEGRITY/PLAGIARISM

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

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, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, SASD will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project. Teachers will provide written documentation of the plagiarism and will use the following procedure:

A. Discussion with the student
B. Referral to the school principal or assistant principal
C. Call to parents by the principal or teacher
D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment. A second plagiarism offense will automatically result in an "F" for the course.

ACCEPTABLE USE POLICY

The school's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Do not view, use, or copy passwords, data, or networks to which they are not authorized.
- Do not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to an advisor, teacher or network administrator.
- Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
- Do not infringe on copyrights (no making illegal copies of music, games, or movies).
- Do not plagiarize.
- Respect and practice the principles of communication
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher or advisor.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business unless approved as a school project.
  o Students may, if in accord with the policy above:
- Design and post web pages and other material from school resources.
- Use direct communications, such as online chat or instant messaging, with an advisor's permission and coordination with district technology staff.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of the advisor and coordination with district technology staff.
- Use the resources for any educational purpose.
  o Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.
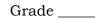

S.A.V.E. Contract

Certain standards are expected of students enrolling in online courses. This contract and policy makes both the student and the parents/guardian aware of the standards expected of students enrolling in such courses. As a student taking an online course, I am aware that:
- Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
- Inappropriate language or messages will not be tolerated.
- Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.
- Course procedures that must be followed are:
  o Students must communicate with their teacher on a regular basis using acceptable language, proper grammar and spelling.
  o Students must maintain academic honesty.
  o Students must follow the Shippensburg Area School District's Acceptable Use Policy and all other rules as specified by the teacher.

Contact advisor with concerns or assistance

If students do not or cannot abide by the above listed rules, the following procedures will be followed: The Shippensburg Area School District, the student, and his/her parents/guardians will be notified of the infraction. In the event of severe misconduct the student will be removed from the course.

Shippensburg Area Virtual Education
-S.A.V.E.-
Acknowledgment Form

I, the below signed, hereby acknowledge that I have received and am responsible to maintain the S.A.V.E. equipment that has been loaned to me on the date given below in order to complete my online school work. I also acknowledge that I will return all of the listed equipment to the Director of Curriculum's office at the end of the current school year, or two weeks after ending or removal from the program, in the same condition as when it was given. I will contact SASD helpdesk to immediately report broken equipment, or seek support for the S.A.V.E. program if needed. If there are findings of destruction to the equipment or missing equipment, I will be responsible for the repair/replacement cost that will occur or legal action will be taken.

I have read, comprehend, and agree to the terms stated above in the S.A.V.E. handbook. I am aware of all consequences if the above terms are not met. I will comply with all instructions given by the S.A.V.E. staff and course instructors.

_____   _____
Print Student Name   **Student Signature of Acknowledgment**

_____   _____
Print Parent/Guardian Name   **Parent/Guardian Signature of Acknowledgement**

_____
Today's Date

Equipment	Price	Date Received	Parent Signature
Laptop w/ Charger	$195.00		
Mouse	$5.00		
Bag	$8.00		

Laptop SN# _____

Parent/Guardian Contact Information: Phone # _____

Email _____

Address _____