

CHARLES OTT ACADEMY



STUDENT/ PARENT HANDBOOK 2019 – 2020

**CHARLES OTT ACADEMY
2019–2020 SCHOOL CALENDAR**

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

X = No School TW = Teacher Workshop – No School ER = Early Release

8/26 & 8/27	Teacher Workshop Days	2/24-2/28	Winter Recess
8/28	First Day of School	3/20	Teacher Workshop Day
9/2	Labor Day		
4/27-5/1	Spring Break		
10/11	Teacher Workshop Day	5/25	Memorial Day
10/14	Columbus Day		
11/11	Veteran's Day (Observed)		
11/27-11/29	Thanksgiving Recess		
12/23-1/1	Holiday Recess		
1/20	Martin Luther King Day		
1/29	Teacher Workshop		

School will close on 6/15/20, or upon the completion of the 180th instructional da

CONTACT INFORMATION

Charles Ott Academy

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Charles Ott Academy

A Safe, Responsible and Respectful Community

CORE RESPONSIBILITIES

It is COA Staff's responsibility to:

- Provide a productive learning environment
- Challenge each student to achieve their individual best
- Be prepared to teach/coach
- Communicate to parents/guardians and Team concerns or needs regarding educational programming
- Continue to improve professional skills and knowledge
- Be aware of and hold students accountable for policies and responsibilities
- Be available for family involvement
- Maintain physical and mental health
- Provide feedback and direction to help students strive toward independence

It is a student's responsibility to:

- Be accountable for their own behavior
- Attend school daily and participate in the program
- Arrive at school and class on time
- Be prepared to learn and challenge themselves to achieve their personal best
- Honor the community by recognizing teachers' duty to teach and other students' right to learn
- Learn and uphold these school expectations
- Tell school staff about any concerns or needs that impact their education
- Be actively engaged in their learning process and educational planning

It is a parent's/guardian's responsibility to:

- Encourage students to do their best
- Contact the school if the student will be absent
- Be engaged with the school
- Assure that children attend school daily
- Help students learn about COA's behavioral expectations and consequences
- Communicate with school any issues which may affect the learning process (i.e. med changes, pertinent personal issues)
- Encourage and support students to maintain physical and mental health

ATTENDANCE

At COA we believe attendance is essential to each student's educational success; students have the responsibility to be present and in their assigned classes on a daily basis. Any pattern of repeated absences will seriously jeopardize a student's ability to successfully complete a course of study, master required academic skills, and earn the necessary credits for high school graduation. As such, we urge parents to make every effort to schedule appointments or family trips when school is not in session.

Excused Absences: Parent must call, text or email the Program Manager by 8:00am (or 11:00am for a session 2 student) to explain the reason for absence. Excusals are permitted for:

- Illness documented by a doctor
- Recovery from an injury/ accident
- Parent attests to significant symptoms of illness (vomiting, fever of 100+, uncontrolled intestinal issues, contagious rash, etc)
- Death in the family
- Professional appointments (examples include legal, medical, dental, and psychiatric)
- Observation of a bona fide religious holiday
- Excusal from a school administrator (such as for illness at school or a suspension)
- Such other good cause as deemed acceptable to administration and permitted by law

Unexcused Absences/ Truancy: Truancy is defined as any unexcused absence from class or school. Any nonattendance that has not been excused for one of the reasons listed above will be considered an unexcused absence/ truancy.

- State Attendance Law (*NH RSA 193:1*) places the responsibility on the parent of any child between the ages of 6 and 18 years to ensure s/he attends school daily.
- 10 half-days of unexcused absence during a school year constitutes habitual truancy.
 - A half-day absence is defined as a student missing more than 2 hours of instructional time.
 - Any absence of more than 3.5 hours of instructional time is considered a full-day absence.
- If a student is absent without the approval of his/her parent, the truancy may be reported to the school district and their resource or truancy officer.
- Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process may also be interpreted as truancy and reported to authorities.

Tardiness/ Dismissals

- Students are expected to be in school by 8:00am (11:00am if attending session 2 only)
- Students will not be dismissed early without written or verbal contact from the parent or legal guardian.
- Tardies and dismissals are a form of absenteeism—the same rules apply as stated above.

BUILDING & GROUNDS SUPERVISION

Charles Ott Academy is located in a mixed use building which means that we must respect the shared spaces such as hallways, as well as the businesses and families who live here. "Being on school grounds" starts the moment a student steps out of their approved transportation vehicle. At that point, s/he is technically at school and the COA staff are responsible for supervision. School grounds are limited to the COA classroom and the Transition Support Center. Aside from going to the first floor bathroom with staff permission, students may not be out of staff sight for any reason during the school day. At the end of the school day, students are required to go from class to their approved transportation vehicle directly. Students may NOT go to the smoke shack or take any other detours.

BULLYING/ HARASSMENT

Bullying and harassment of any kind is strictly forbidden at COA. It is against the law. Students who are suspected of bullying and/or harassment will be subject to an official investigation and disciplinary action if confirmed. Disciplinary action will be different based on each individual situation and student. COA expects school to be a safe and orderly place for learning and community building. We believe in teaching appropriate behaviors, but when interventions are not working then discharge from the program may occur. Students come to COA with varying degrees of social awareness and maturity. We expect students to respect others and treat them with kindness and civility in a way they expect others to treat them. We believe a positive community is essential to creating an effective learning environment.

Bullying Defined by RSA 193-F

"Bullying" is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.
- (6) 'Bullying' shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Harassment is:

- Language or gestures with intent to cause insult based on physical appearance, gender, race, religion, ethnicity/ national origin, sexual orientation, socio-economic status, or disability.
- Explicit sexual language, gestures or innuendo with intent to be sexually provocative
- Continued behavior directed at an individual or group after the offending party has been directed to stop.

DRESS CODE

Students at COA are expected to dress appropriately for the school environment. Many students have favorite pieces of clothing that make them feel attractive or comfortable, but not all outfits are appropriate for all settings. For instance, what is acceptable to wear at the beach is not how you are expected to dress at a reputable place of business. School should be considered a reputable place of business. School staff reserve the right to ask that a student change or cover clothing that is not appropriate to the setting.

- For safety reasons, bare feet have no place on school grounds.
- We encourage students to dress in day clothes. Pajamas may be comfortable, but COA is not—nor does it contain—a bedroom.
- We expect clothing to provide proper coverage/ not be provocative in any way.
 - cover midriff and chest
 - no exposed undergarments
 - skirts/shorts of a reasonably modest length
 - belts for pants that fall/ expose the intergluteal cleft (yes, that's a fancy word for butt crack, folks)
- T-shirts or other clothing that displays messages related to drugs, alcohol, cigarettes or sex are not permitted.
- Clothing containing words, symbols, or pictures that are intended to provoke violence or are a message of discrimination against any person or group of people may not be worn during school hours (ex. swastikas)
- Staff at COA must be able to identify students. At no time, including holidays, may a student wear clothing that makes it difficult for others to recognize his/her identity. This includes disguising costumes, full face make-up and masks.

DRUG FREE SCHOOL ZONE

Drugs/ Alcohol: It is illegal for students to possess alcohol or drugs, on or off school property.

- **Physical Possession:** If a student of COA is found in possession of drug paraphernalia, the police will be notified in addition to all concerned parties. Students found to be in the possession of illegal items may be subject to suspension or discharge from the program.
- **Internal Possession:** If a student is suspected to be under the influence, s/e will be sent to an administrator to determine if the concern is valid and if a search is necessary. If administration is unavailable, a designated staff member will confirm suspicion, consult with administration, and follow administrative directives. In cases where students are suspected to be under the influence of drugs or alcohol, the parents/guardians, LEA and any involved supporting agencies will be notified. At any point, if it is determined that a student may be unwell or a danger to self or others, emergency services will be contacted. If the suspicion of impairment results in the student being sent home, s/he will begin the following school day on an in-school adjustment (ISA).

- **Distribution:** If a student is caught giving or selling drugs of any kind (including prescription medication) during school hours, all items will be confiscated and turned over to the police. Students who distribute will be suspended from school until a team meeting is held, and may be subject to termination from the program.

Tobacco/ Vape: It is illegal for students under the age of 18 to use tobacco in any form, on or off school property. New Hampshire state law requires schools to report any violations to the police.

At COA, any **tobacco items** found **will be confiscated**, and may be destroyed or held for parent pick-up. Students who reach the age of majority must still respect that as a school zone, tobacco products are not allowed during school hours; cigarettes, dip or e-cigs/ vapes will continue to be confiscated if school staff are aware of their presence.

ELECTRONICS/ PERSONAL ITEMS

Personal technology, such as cell phones, tablets and computers, can lead to a variety of issues in the school setting and can be a major distraction for students. That said, there are many positive features of technology, and our aim at COA is to teacher responsible use of electronics. Personal electronic use at school is strictly **at your own risk**; COA will not be held responsible for lost, damaged or stolen items. Following are the guidelines:

- **All electronics should be silenced and out of sight** during instructional time. Teachers will let students know when it is appropriate/acceptable to utilize their devices (ex. music during individual work time to assist in focus, use of calculator for math work, use of other features as deemed educationally beneficial by the teacher).
- **Students are not allowed personal use of social media during school hours.** Staff may authorize social media use for instruction purposes only.
- **No texting during school hours.** There is plenty of time to contact friends and family during the 18 hours school is not in session. We expect our students to learn and practice how to communicate in person and not wall themselves off from the group by talking with those not present.
- **No multimedia sharing.** Students and staff have a right to privacy here at COA. Not all students want to have their lives broadcasted without their permission. Therefore sharing photos, video chatting, or transmitting live is strictly forbidden unless part of the activity approved by a teacher. Any pictures or footage taken during the school day is not to be posted at any time, regardless of if you are on campus at the time of posting or not.
- Students have access to the school's WIFI as long as they are using it appropriately. The **use of school WIFI is a privilege** and must be used responsibly. Access will be denied for any use that impacts learning.
- Students may be permitted use of electronics during transportation to a field trip, but the above applies while on site—**field trips are considered instructional time.**

As with phones and other electronics, students bringing personal items from home can lead to a variety of issues. Students should not bring anything to school they don't want to lose, and the item may not disrupt the education or operations of the school (when in doubt, get permission prior to bringing something in). It is the parent/ guardian's right to prohibit items from coming to school. When making a decision, consider carefully that sending expensive items will be **at your own risk**, COA will not be held responsible for lost, damaged or stolen items.

Violations of the rules for Electronics and Personal Items will be address in the following ways. These interventions may not be used in the order listed:

- Warning
- Item must be passed in for the day; returned to student upon dismissal
- Student receives a multi- day probation period where the electronic device is not allowed out during school hours.
- Student will not be allowed to bring to school for a defined time.

FIELD TRIPS

At COA we believe learning does not need to be confined to the classroom setting. Wherever we go—whether it's down the road to grab pizza, a farm to learn about agriculture, or to a local business to acquire more information about careers—our students are expected to represent COA/ SLC in an appropriate manner. It is the student's responsibility to dress appropriately to the location we are going; a business location would require different attire than a farm, for instance. Most importantly, our students must maintain respectful and site-appropriate behavior. School rules and expectations are intact for the entire school day, regardless of location, as well as for school-sponsored events after hours.

FRAGRANCES

Strong fragrances can be harmful to people with allergies, asthma and sensory sensitivities. COA students are expected to apply make-up, perfume, cologne, hand lotion, or sprays of any kind prior to the school day. Significant body odor can also be disruptive to the learning environment. Students who do not practice proper hygiene will be counseled in private and provided with any information or hygiene products they may be lacking.

GRADING AND GRADUATION

COA is not a diploma bearing program; high school diplomas are granted through each student's sending school district. Our job is to work with each student to create a map to graduation; districts vary in their requirements, so we take individualization seriously. Although we do things differently from public schools, it is our goal to maintain the integrity of each course to match the competencies public schools require to earn credit.

Report Cards/ Progress Reports

The COA school year is broken into four academic quarters, each consisting of 45 days. Student report cards are mailed out quarterly. Along with report cards, parents/guardians and LEAs will receive progress reports related to IEP goals. Students and parents/guardians are encouraged to stay in communication with teachers throughout the year in order to stay up to date on progress. Involvement is key to success.

Tentative Quarter End Dates for 2019-2020 (may be altered due to snow days)

Quarter 1: 11/1/19 **Quarter 2:** 1/22/20 **Quarter 3:** 4/3/20 **Quarter 4:** 6/15/20

Competency Based Grading

At COA, grades are based on attainment of the skills students require to truly be career and college ready. These skills/standards are the same across schools. COA teachers follow the Common Core State Standards, Next Generation Science Standards and the NH Curriculum Frameworks to plan curriculum that teaches and assesses all that our students are expected to learn before earning their diploma. Because skill acquisition rather than volume of work is what we focus on, more weight will be given to summative evaluations (projects, papers, tests, etc. that demonstrate what the student has learned after much instruction and practice) than to formative work (day to day assignments done with the purpose of learning and solidifying skills).

Students will receive credit on assignments and in courses where they earn a “Competent” or higher.

A	Advanced
BC	Beyond Competent
C	Competent
NYC	Not Yet Competent
IWS	Insufficient Work Submitted
NYA	Not Yet Attempted

Credits

COA awards credit for passed courses (Competent or higher) twice a year at the end of each semester. Students who complete all courses at COA have the opportunity to earn 5.5 credits for the year. Students who elect to participate in the Transition Support Center for the second half of their day can earn a baseline of 2 additional credits for the year with the potential for more. Many students arrive at COA already behind in credits and feeling like they will never be able to graduate on time. Our staff is very creative and works with each student to make a plan for what they need to graduation, keeping in mind their sending school district’s requirements. Through individualized project based learning, ELOs and online learning, we strive to see each and every one of our students graduate in the timeline that they feel is appropriate.

Course Outline 2019-2020

Core Content Areas	Creative Writing 0.5 credit English	Journalism 0.5 Credit English
	Math: STEM Algebra 1A and 1B (divided into two half credit classes)	
	World Cultures 0.5 credit World Cultures	Civics 0.5 credit Civics
	Hydroponics 0.5 credit Biology	Greenhouse Science 0.5 credit Biology
Elective	TABS 0.5 credit Elective	
UA	Health- 0.5 credit Health - first semester Art- 0.5 credit Art- second semester	

Transcripts

COA transcripts are available upon request from the school counselor. These documents are a reference used to track student credit attainment and progress and are not official documents. Official transcripts can be requested from the student's sending district.

Age of Majority

When a student turns 18 while enrolled in school, educational rights are transferred from the parent/ guardian to the student. COA will continue to contact parents/guardians unless an official letter is submitted from the student and parent stating that all communication must be limited to the student only. COA feels that students are more successful when they have supports and a team to work with. Students who are 18 years old are expected to attend school and follow all rules outlined in the student/ parent handbook.

State Testing/ SATs

Students attending COA will participate in any testing the state of NH requires. Currently the SAT with Essay is expected to be completed by all students during their junior (11th grade) year of high school. COA coordinates with districts and families to ensure this requirement is met; students may take their test at COA or their home school depending on their district's policy. Taking the SAT with Essay does not cost anything, as it is provided by the state/ school districts. Scores may be shared with potential colleges and programs if the student wishes.

On-Line Learning

Students wishing to be enrolled in an online course for credit, such as VLACS, must first discuss the idea with their school counselor and/or special educator to determine if it makes sense to do so. After coming up with a tentative plan, the student meets with the school administrator to receive approval. For a student to be awarded credit for completing an online course, s/he must have earned a minimum of 80% on each unit post-test or summative assignment. An online grade of 80 or higher will be recorded as a "Competent" on the student's COA transcript and reported to the student's district as such. Online courses such as VLACS are a big commitment, and often require the student to put in efforts beyond the school day. Courses must be complete by the end of the academic year.

Extended Learning Opportunities

Students wishing to participate in an extended learning opportunity must apply and be approved by the school counselor/special education teacher and administration. The process requires that, in collaboration with COA staff, students will submit a plan of what they want to learn, how they want to learn it, and how it fits into their personal, academic, and career goals. Once this plan is approved, they will work with staff to make a plan outlining learning objectives, activities and projects to meet the four pillars of an ELO (research, reflection, project and presentation). Each ELO should be a combination of research and experiences which allow the student to gain an understanding of real-world applications of the content they are learning. A student's ELO will typically include, but is not limited to, an internship, work study, or volunteer opportunity which will allow them to apply their learning and gain a deeper understanding of the knowledge and skills in the focus/ content area. Upon mastery of the competencies involved in his/her ELO, the student will give a presentation to share what they've learned and how it has helped them work toward their personal, academic and career goals. Credits earned through ELOs will be aligned with district graduation competencies.

MANDATED REPORTING

Per New Hampshire Mandated Reporting Law, RSA 169-C, staff at COA are required to report suspicion of abuse/neglect to DCYF. If a student has unexplained injuries or reports to a staff member that they have been hurt in some way, we are obligated to report to Central Intake at DCYF; if we fail to do so, we could be subject to criminal charges. Our role is not to pass judgement in any way, but to report the facts as they are. We believe the role of DCYF is to provide support for children and families. When a report is made, COA staff are required to follow the directives of DCYF and law enforcement; we may be restricted from telling the parents of the report until a social worker has made contact.

SCHOLASTIC INTEGRITY

It is considered plagiarism when a student uses another's work without giving credit to the author/ owner of the ideas. COA staff expect students to cite their work properly whether directly quoted or paraphrased. A student who is unsure if something should be cited is responsible for asking staff for guidance. Students will not receive credit for work that includes another's intellectual property until credit is appropriately documented.

A student who cheats by copying a peer's answers or using information that has not been authorized (such as writing test answers in a concealed location for access to copy) may be subject to disciplinary action and will be expected to complete an alternate assignment in order to earn credit.

SEARCH POLICY

Students should have no expectation of privacy in regards to the searching of personal property. At any time, if the staff of COA has reasonable suspicion that there is a threat to the safety of the school community, regarding suspicion of drugs, alcohol, weapons, etc, we reserve the right to search persons and personal possessions, i.e. bags/ purses, cubbies, pockets, shoes, etc.

THEFT/ VANDALISM

Theft: It is illegal for students to take any possession that does not belong to them without prior authorization/ explicit permission from the owner. At COA, incidents or suspicion of stealing will be reviewed by administration or an appointed staff with administrative guidance. Stealing of any kind will result in disciplinary action, and will likely be reported to the SPD.

Vandalism: It is illegal for students to deliberately cause destruction of or damage to property, be it public or private, that does not belong to them. At COA, incidents of vandalism will be vigorously investigated and may be reported to law enforcement. Students who vandalize property not belonging to them will face disciplinary action.

TRANSPORTATION

In most cases, COA students are transported to and from school in a vehicle paid for by their sending school district. **A student's school day begins the moment they step foot on the bus in the morning until they have returned to their home in the afternoon. School rules apply for every moment of the school day.** Students who are transported by their school district are expected to go straight from the bus to school and straight from school to the bus.

It is the **parent's responsibility to notify the bus company** when their child does not need the bus either before or after school or both. **COA students must take their assigned**

transportation method home unless the parent has notified the school of an alternative pick up plan. Students who do not get on the bus will be reported to the local police department as it is a major safety issue.

Students who are allowed to transport themselves will park in the Chinburg visitor space. **Students may not go to their vehicle during school hours.** Students who drive to school are not allowed to transport other students to and from school.

WEAPONS

COA staff members are acutely aware of the precautions and supervision needed to provide a productive learning environment for all students. During school hours, both on and off campus, students are strictly prohibited from:

Weapon Possession – Including knives of any size, razors, explosive materials, martial arts weapons, mace/ pepper spray, bullets, *or a replica* of any such weapons.

- Weapons will be confiscated and may be turned over to the Somersworth Police Department (SPD) with a filed report. Possession of a knife with a blade over two and one-half inches long makes police contact mandatory.
- Any student in possession of a weapon will be suspended; an IEP team meeting may need to occur prior to the student returning to school.

Firearm Possession – Including firearms of any make, size or projectile output, *or a replica* of any such firearm.

- If a student brings a firearm to school, the SPD will be notified immediately.
- An automatic 10-day suspension will be issued, and a Manifestation Meeting will be arranged.
- In such a case, termination from the COA program may be requested.

Threatening Weapons Possession – Including any sort of weapon that can be used to harm staff or students.

- Students who threaten to bring weapons to school will be subject to daily searches of their belongings and their person.
- Parents/ guardians will be required to work with the school on a safety plan should any such weapons be of access to the student. The LEA and other involved parties will be notified of threats; the SPD may be informed depending on the circumstances.

STRAFFORD LEARNING CENTER TECHNOLOGY POLICY



STUDENT COMPUTER, NETWORK DEVICE AND INTERNET USE RULES

Each student is responsible for his/her actions and activities involving school computers, (to include laptops, if appropriate), networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of Strafford Learning Center computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity or use is prohibited are encouraged to contact Program Director or the Network Administrator.

A

Consequences for Violation of Computer Use Policy and Rules:

Student use of the district computers, networks and Internet services is a privilege, not a right. Compliance with Strafford Learning Center's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The Program Director shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

B

Acceptable Use:

Strafford Learning Center's computers, networks and Internet services are provided for educational purposes and research consistent with the district's educational mission, curriculum and instructional goals. All policies, rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the Strafford Learning Center computers.

C

Prohibited Uses:

Examples of unacceptable uses of Strafford Learning Center computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. **Illegal Activities:** Using the Strafford Learning Center computers, networks and Internet services for any illegal activity or in violation of any policy or school rules, including bullying or

harassing behavior toward students or other persons. Strafford Learning Center assumes no responsibility for illegal activities of students while using school computers.

3. Violating Copyrights: Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. Strafford Learning Center assumes no responsibility for copyright violations by students.

4. Copying Software: Copying or downloading software without the express authorization of the Network Administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Strafford Learning Center assumes no responsibility for illegal software copying by students.

5. Plagiarism: Representing as one's work any material obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. Non-School Related Uses: Using Strafford Learning Center computers, networks and Internet services for non-school related purposes such as private financial gain, commercial advertising or solicitation purposes, or any other personal use not connected with the educational program or assignments.

7. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

8. Malicious Use/Vandalism: Any malicious use, disruption or harm to the district's computers, networks and Internet services, including/but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites: Accessing blogs, chat rooms or social networking sites without specific authorization from the supervising teacher.

10. The use of cameras in any type of electronic device is strictly prohibited unless authorized by school staff. Students must obtain permission from any individual appearing in a photograph or video prior to posting it on any Internet site.

D

No Expectation of Privacy:

Strafford Learning Center's computers remain under the control, custody and supervision of the organization at all times. Students have no expectation of privacy in their use of Strafford Learning Center computers, including e-mail, stored files and Internet access logs.

E

Compensation for Losses, Costs and/or Damages:

The student and his/her parents/guardians are responsible for compensating Strafford Learning Center for any losses, costs or damages incurred by the organization for violations of policies and rules while the student is using school computers, including the cost of investigating such violations. Strafford Learning Center assumes no responsibility for any unauthorized charges or costs incurred by an employee while using Strafford Learning Center computers.

F

Student Security:

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in anyway.

G

System Security:

The security of Strafford Learning Center computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem, shall be subjected to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

H

Rules for Use of Personally-Owned Network Devices by Students

Personally owned network devices include any privately owned networkable electronic device. These devices include, but are not limited to the following: laptop, tablet PC, PDA, cell phone, smartphone, digital media device (iPod, iTouch, Mp3 Player)

1. A student who wishes to use a personally-owned network device in school must complete a Student Personal Network Device Agreement form. The form must be signed by the student, his/her parent, a sponsoring teacher, the Program Director and the Network Administrator. There must be a legitimate educational basis for any request.
2. The Network Administrator will determine whether a student's personally-owned computer meets Strafford Learning Center requirements.
3. Requests may be denied if it is determined that there is not a legitimate educational basis for the request and/or if the demands on Strafford Learning Center's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her personally-owned computer, including any costs or repair, replacement or any modifications needed (including installation of up-to-date anti-virus software) to use the computer at school.
5. Strafford Learning Center is not responsible for damage, loss or theft of any personally-owned computer.
6. Students are required to comply with all policies, administrative procedures and school rules while using personally-owned computers at school.
7. Students are not allowed to access Strafford Learning Center's network without specific authorization from a school administrator.
8. Students have no expectation of privacy in their use of a personally-owned network devices while at school. Strafford Learning Center reserves the right to search a student's personally-owned computer if there is reasonable suspicion that the student has violated policies,

administrative procedures or school rules, or engaged in other misconduct while using the computer.

9. Violation of any policies, administrative procedures or school rules involving a student's personally-owned network device may result in the revocation of the privilege of using the device at school and/or disciplinary action.

10. Strafford Learning Center may confiscate any personally-owned computer used by a student in school without authorization as required by these rules.

11. Evidence of illegal activities involving network devices will be referred to appropriate law enforcement authorities and school staff may give the device to law enforcement authorities upon request.

**RECEIPT OF COA HANDBOOK
STUDENT AND PARENT/GUARDIAN SIGNATURE PAGE:**

STUDENT

I _____, a student of COA, have read or have had read to me the Student Handbook for the 2019 – 2020 school year.

I _____, understand the expectations outlined in this Handbook and I am committing to work with the members of the COA Learning Community to meet the outlined academic and behavioral expectations.

Student Signature

Date

PARENT

I _____, parent or guardian of a student of COA have read or have had read to me the Student Handbook for the 2019 - 2020 school year.

I _____, understand the expectations outlined in this handbook and I am committing to work with my son/daughter and the members of the COA Learning Community to help my son/daughter meet the outlined academic and behavioral expectations.

Parent/Guardian Signature

Date

This form must be signed by both parties indicated and will be photo-copied and put in student records at COA. If you have any questions regarding the information in the Handbook, please bring them to the attention of the school prior to signing this form.