



# Hampton Township School District

## Hampton Online Academy Handbook 2016-2017

### **Mission Statement**

**Hampton Township School District works collaboratively with the community to support all children in becoming creative and innovative problem-solvers and communicators. The District maintains high expectations by furthering our Tradition of Excellence as our students develop the knowledge, character and integrity to impact the world.**

## **Hampton Online Academy**

### **Program Overview:**

In partnership with Allegheny Intermediate Unit, Hampton Township School District is able to offer resident students the opportunity to participate in full-time online school. Enrollment in Hampton Online Academy is based on a process which could ultimately lead to an agreement between the school district and the student's family to complete their education from home. The Hampton Online Academy gives students the opportunity to complete school work using online curricula at home, while allowing Online Academy students the opportunity to participate in extra-curricular as well as school-sponsored activities in the District. In addition, Hampton Online Academy students who complete all of the program requirements will be awarded a Hampton Township School District diploma and will be eligible to participate in Hampton High School commencement exercises.

### **Advantages to Hampton Township School District's Online Option:**

- Hampton High School Diploma
- Participation in School Sponsored and Extra-Curricular Activities
- Access to the High School Library and its Resources
- Highly Qualified, PA Certified Teachers
- Elective Course Options
- Flexibility in Program Design
- Individualized Instruction
- Progress Monitoring
- Computer, Printer and Internet Access Provided by Hampton Township School District\*

*\*NOTE: The computer and related equipment remain the property of Hampton Township School District. All equipment is collected at the end of each school year in order to perform basic maintenance and updates. The equipment will be redistributed at the start of the new year. The student and parent/guardian are responsible for any lost or damaged equipment.*

### **Program Facilitator:**

Stephen Pellathy, Assistant Principal, Hampton High School,  
Phone: 412-492-6377, Email: [pellathy@ht-sd.org](mailto:pellathy@ht-sd.org)

## Hampton High School Diploma:

Students who are taking their courses through Hampton Online Academy must fulfill all of the graduation requirements that are described in the Program of Studies. This includes minimum credit requirements and distribution requirements.

### Minimum Requirements for Hampton Online Academy Graduation

<i>Courses</i>	<i>Credits</i>
English	4.0
Social Studies	4.0
Math	4.0
Science	3.0
Arts & Humanities	2.0
Public Speaking	0.5
Wellness I	1.0
Wellness II	0.5
Physical Education	0.5
Electives	5.5
<b>TOTAL</b>	<b>25.0</b>
Community Service	10 hours each year

**All students are required to complete ten (10) hours of community service and a written review of that service each school year.** Forms for documenting the community service project are available on the high school section of the district website under “Parent Resources.” The required community service may be completed either during the school year or during the summer vacation immediately preceding the school year. The community service requirement is the responsibility of the student and is completed as part of core social studies courses.

**With the exception of donating blood, community service cannot be fulfilled during school hours.**

Community Service documentation is to be turned into the student’s social studies teacher by the end of the third nine weeks.

Examples of Community Service:

<b>ACCEPTED</b>	<b>NOT ACCEPTED</b>
Helping food banks	Work done for family members
Service trips established by your church	Work done with “for-profit” organizations without pay
Service performed for elderly or incapacitated individuals	Work done at student’s place of employment “without pay”

**Keystone Exams:**

Hampton High School requires students to demonstrate proficiency in end-of-course exams in Algebra I, Biology and Literature. When exam results do not reflect proficiency, students will be required to complete state-approved alternatives to meet the graduation requirement of proficiency in these courses, including participation in the Keystone Academic Support Program.

Keystone Academic Support Program: It is a graduation requirement that students demonstrate proficiency in Algebra I, Biology, and Literature, or any state mandated assessment that serves as the alternative method for demonstrating proficiency. Any student whose exam scores are below proficient on the Algebra I, Biology, or Literature Keystone Exam(s) will be required to participate in the high school support program. In this program, students will prepare to retake the Keystone Exam or participate in another state-approved activity to demonstrate proficiency. Students receive this support during study halls, non-academic classes, or through a web-based tutorial. The high school also provides tutoring labs in English, math and science for students who require additional support in these academic areas.

**Pennsylvania System of School Assessment:**

All students in grades 3-8 are required to take PSSA's. Their school guidance counselor will contact families to determine the assessment schedule. Students are required to report to their respective school building to take the PSSA. All students, including Hampton Online Academy students, are required to demonstrate proficiency in meeting state education standards.

**Advanced Placement Exams:**

Students who take an online Advanced Placement course who wish to take the exam will follow the same procedures as students who take AP courses at Hampton High School. Students are required to come into their respective school building to take the AP Exams.

**Enrollment Process:**

Students interested in Hampton Online Academy must be residents of the Hampton Township School District, are expected to have basic computer skills and be willing to adhere to all guidelines. Time management and independent work ethic are important attributes for students to be successful in the program. As part of the registration process, Hampton school counselors will review transcripts and complete a diploma audit. If the audit indicates that enrolling in the online program will not afford the student the opportunity to meet graduation requirements in a timely manner, enrollment may be declined. Additionally enrollment may be declined if the courses offered in the online environment will not allow the student to continue his/her studies in a particular content area or if course options do not match the student's career focus. Enrollment may also be declined for students who have pending disciplinary matters and/or for students who have entered into legally binding agreements with the District in lieu of expulsion.

Interested students and their parents/guardians must complete all District enrollment forms as a means of confirming residency and program eligibility. Upon receipt of registration forms and academic transcripts, a representative of the Hampton Online Academy will review all documents and confirm program eligibility based on progress made toward Hampton Township School District graduation requirements (see Policy No. #217 *Graduation Requirements* and Policy No. 217.1 *Graduation of Special Education Students*) and current online course options. Once eligibility has been established, the Hampton Online Academy Facilitator will contact each student to arrange an interview to discuss program expectations, guidelines and to discuss each student's online scheduling options. Each student should investigate the specific subject requirements needed for admission to post-secondary school of his/her choice and/or course requirements specific to his/her area of career interest.

During the spring, students who are re-enrolling in Hampton Online Academy must meet with their school counselor to discuss the following year's schedule and further develop their academic plan.

An orientation will be scheduled for those students/families who wish to finalize their enrollment in Hampton Online Academy. The orientation will cover topics relevant to login procedures, academic and technology support options, and tips for online success.

**Progress Monitoring and Login Time:**

Hampton Online Academy follows the school district's calendar. Students in grades K-7 are required to complete 900 hours of instruction and students in grades 8-12 are required to complete 990 hours of instruction. Online Academy students must consistently login and maintain an average of 5-hours per day for 5-days or maintain an appropriate pace for every course in which they are enrolled. This may occur over a 7-day span. Student login time will be reviewed at least weekly by the Hampton Online Academy Facilitator, building principal, assistant principal or school counselor. Students must demonstrate adequate academic progress and participation to validate their attendance. Absences from online classes must be explained in a note from a parent or guardian just as if the student was attending one of the schools. However, students who continually demonstrate a lack of commitment to their online studies will be referred to the local Magistrate in consideration of truancy charges and/or withdrawn from the Online Academy. Extensions beyond the end of the nine weeks will not be granted, unless the student has a documented reason as provided in writing by a medical doctor.

**Permission for Educational Travel with Family:**

Families of Hampton Online Academy students who choose to travel during the academic year must adhere to the same rules as students who are attending one of the bricks and mortar schools. If a family trip for educational purposes can only happen during the school year, the same procedures must be followed. Please refer to the Permission for Educational Travel with Family form that can be found in the Parent Resources Section on the website. All online teachers must inform the Hampton Online Academy Facilitator of their knowledge of the trip and how the work will be accomplished before or during the trip. It is expected that online students will be at pace with the course when they return from the trip.

**Extra-Curricular Participation:**

Students enrolled in the Hampton Online Academy are afforded the opportunity to participate in all Hampton Middle and High School school-sponsored and extra-curricular programs consistent with students who are attending the Middle School and High School. Similar access is granted to Elementary students as they may participate in school clubs and after-school activities. Hampton Online Academy students who participate in school-sponsored, extra-curricular activities are subject to academic and attendance monitoring as per District, WPIAL and PIAA policies and procedures. Hampton Online Academy students will be held to the same level of review based on the District's student handbooks for the Middle School and the High School. Participation and/or attendance at school-sponsored activities may be revoked at the discretion of Hampton Township School District staff.

**A. W. Beattie Career Center and Hampton Online Academy:**

Hampton High School provides the necessary graduation requirements for all of the District's students. Parents of Beattie students who desire this online option are welcome to work through the Hampton Online Academy Facilitator to make arrangements for such at their own expense.

**Internet Safety:**

Hampton Township School District, along with Waterfront Learning, will make every effort to maintain a safe learning environment for all students. All laptops are provided with basic Internet content filter and are locked to prevent students from downloading other programs. It is an assumed

role of the parent/guardian to monitor his/her child as online studies are being completed at home. A record of sites visited and email account data will be archived. Hampton Township School District reserves the right to review live use and archived records. (Refer to Policy No. 815 *Acceptable Use of Internet*).

**School Calendar:**

Hampton Online Academy students will follow the District’s official school calendar as posted on the District’s website and will NOT be expected to participate in online studies on the designated days listed below:

No School
Monday, September 5
Monday, October 10
Monday, November 4
Thursday, November 24 and Friday, November 25
Thursday, December 22 through Monday, January 2
Monday, January 16
Monday, February 20
Monday, March 20
Monday, April 10 through Friday, April 14
Monday, May 29
Friday, June 9 – Last Day for Students

Seniors may exit the program prior to the last designated school day based on individual completion of all District graduation requirements. Online Academy studies will be extended in accordance with any/all dates added to the District’s calendar as a result of cancellations. Online Academy class meeting times will not be adjusted based on delays or early dismissals. However, Online Academy classes will be optional when Hampton Township School District classes have been cancelled due to inclement weather or other circumstances that might warrant cancellation at the discretion of the Hampton Township School District Superintendent.

**Reporting Student Progress:**

The Hampton Online Academy Facilitator, in conjunction with members of the Waterfront Learning teaching staff, will record grades based on content and skill mastery. Report cards will be issued to Online Academy students on a quarterly basis, consistent with Hampton Township School District reporting procedures. The reporting of pupil progress includes academic progress reports, report cards and parent conferences. Scheduling of parent conferences should occur at times and places that ensure the greatest degree of participation by parents that do not preclude the participation of either parent. For students enrolled at the high school level, it is an expectation of the HOA program that contact, via phone, email or in person, occur once a nine weeks with the appropriate school counselor. (Refer to Policy No. 212 *Reporting Student Progress*).

**Academic Records:**

Hampton Online Academy embraces the philosophy that online courses should be as rigorous as those taken in the school buildings. These courses will prepare the online students for college. Our program guidelines meet standard NCAA eligibility requirements. All credits earned in the Hampton Online Academy will be recorded as part of each student’s official Hampton Township School District transcript. Program enrollment will be coded by homeroom assignment and course section number ONLY in the District’s internal database. Courses taken through the Online Academy will have a unique designation on the transcript. Online courses that are designated as “Honors” or “Advanced Placement” courses will be added to the transcript at the 4.0 weight, the

same weight as non-honors courses. (Refer to Policy No. 216 *Student Records* and Policy No. 912 *Relations with Educational Institutions*).

**Lost or Damaged Equipment:**

Students are loaned computer equipment to access the online courses. This equipment will include but is not limited to: a laptop, air card (for internet access), a printer, a mouse, headset and CD-ROM player. The computer and other equipment issued remain the property of Hampton Township School District. Computers and equipment are collected at the end of each school year in order to perform basic maintenance and updates. Redistribution of equipment will be at the start of each school year. *The student and parent/guardian are responsible for any lost or damaged equipment.*

## Hampton Online Academy Interview Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Birth date: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Grade: (circle one) 6 7 8 9 10 11 12

Quarter: 1 2 3 4

Last School Attended: \_\_\_\_\_

Have you ever been assigned specially designed instruction in the form of a GIEP, IEP or 504 Plan?

\_\_\_\_\_ Yes \_\_\_\_\_ No If so, which one? \_\_\_\_\_ IEP \_\_\_\_\_ GIEP \_\_\_\_\_ 504

Why would you like to enroll in Hampton Online Academy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your career goals? Please list and/or describe any special interests you have?

\_\_\_\_\_  
\_\_\_\_\_

How would you rate yourself in respect to computer and internet usage?

- \_\_\_\_\_ Very Limited – Will need help on a regular basis  
\_\_\_\_\_ Novice Level – Will need some support  
\_\_\_\_\_ Mastery Level – Expect to need very little support

Is your parent/guardian home during the school day?

If not, what is the plan for ensuring you maintain good work habits and are progressing and the appropriate pace.

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to participate in extra-curricular activities at Hampton Middle School or High School during this school year?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please specify your area of interest: \_\_\_\_\_

*Hampton Online Academy students who participate in District-sponsored, extra-curricular activities are subject to academic and attendance monitoring as per District, WPIAL, and PIAA policies and procedures.*



**Family Responsibilities:**

1. The family will maintain a home environment that supports academic progress.
2. For students enrolled at the high school level, it is an expectation of the HOA program that contact, via phone, email or in person, occur once a nine weeks with the appropriate school counselor.
3. All District property will be used for educational purposes ONLY.
4. The family will take steps to ensure that Hampton Township School District property is being used exclusively by the student who has been issued the computer and related equipment.
5. The family will designate a primary contact for the purposes of communicating with Allegheny Intermediate Unit Staff and Hampton Township School District.
6. The family will monitor student performance and progress and ensure the student contacts Allegheny Intermediate Unit Staff and/or the Hampton Online Academy for academic support and/or to report technical difficulties when progress appears to be stalled.
7. The family will refrain from attempting to make repairs to District property and will contact the Hampton Online Academy Program Facilitator to report technical concerns.
8. While attending school events or participating in online studies, students will abide by all District policies and adhere to the Hampton Township School District's Middle School and High School Code of Conduct.
9. The students will handle District property responsibly and will return all District property when requested by Hampton Township School District.
10. The student will meet or exceed all expectations for minimum login time.

**District Responsibilities:**

1. Hampton Township School District will provide a contact person within the District who will address any concerns within a reasonable amount of time.
2. The District will provide a computer and related equipment to facilitate online studies. The computer will be equipped with stand-alone Internet access.
3. The District will provide any necessary textbooks necessary for courses in which the student is enrolled.

*Note: The computer and other equipment issued to the student remains the property of Hampton Township School District. Computers and equipment are collected at the end of each school year in order to perform basic maintenance and updates. Redistribution of equipment will take place at the start of each school year. The student and parent/guardian are responsible for any lost or damaged equipment.*

***Students who choose to enroll in the Hampton Online Academy will be issued a letter grade for each course completed upon verification of academic performance. Students are responsible for meeting all District graduation requirements. All students are expected to follow the Acceptable Use of Computers policy of the Hampton Township School District.***

I understand and agree to adhere to all Hampton Township School District policies and Hampton Online Academy Program Guidelines.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact (If different from parent/guardian): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

## Hampton Online Academy Equipment Inventory Sheet

	Serial Numbers	Condition	Date Received & Initials	Date Returned & Initials
Laptop Computer				
Computer Power Cord				
Printer <i>(Elem Only)</i>				
Printer Power Cord <i>(Elem Only)</i>				
Air Card <i>(If not part of the laptop)</i>				
Mouse				
Laptop Computer Bag	N/A			
Head Set				

*I acknowledge receipt of all equipment (Fall 2016):*

Parent/Guardian's Signature: \_\_\_\_\_

Facilitator's Signature: \_\_\_\_\_

*I acknowledge receipt of all equipment (Spring 2017)*

Parent/Guardian's Signature: \_\_\_\_\_

Facilitator's Signature: \_\_\_\_\_

Hampton Township School District  
Agreement for Use of School Property

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, 2016/2017, by and between the Hampton Township School District and \_\_\_\_\_ who resides at \_\_\_\_\_ (“Responsible Party”). Whereas, Responsible Party is the parent or legal guardian of: \_\_\_\_\_ (“Student”). Whereas, Hampton has agreed to permit the student to use certain computer equipment to facilitate the Student’s education during enrollment with Hampton.

Whereas, Responsible Party is willing to accept responsibility for the property set forth below, subject to the terms of this agreement.

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Responsible Party, the parties intending to be legally bound hereby agree to the following:

1. **Use of Property.** Hampton shall permit the Student and the Responsible Party to use the equipment listed on the attached property schedule (collectively the “Property”) solely for the education of the Student while enrolled at Hampton and for no other purpose.
2. **Term.** This Agreement, unless extended in writing by all parties, shall expire on the earlier of: (I) Student’s termination of enrollment at Hampton or June 24, 2016. Notwithstanding the foregoing, Hampton reserves the right to terminate this Agreement immediately. Responsible Party shall return all of the Property to Hampton within five (5) days of the termination date.
3. **Legal Title to Property.** Legal title to all of the Property shall at all times remain solely in Hampton or its designee. Neither the Responsible Party nor the Student shall have any right to the Property except under this agreement.
4. **Condition of Property at Commencement of Term.** Responsible Party agrees to complete, sign, and return attached Textbook & Technology Loan Forms to Hampton. This form serves to acknowledge receipt of the Property and to affirm that the Property is in satisfactory operating condition upon receipt.
5. **Responsibility of Property.** Responsible Party will maintain the Property at the Responsible Party’s residence set forth above. Responsible Party shall not move the Property from Responsible Party’s residence without written approval from Hampton. In the event Responsible Party intends to move or change addresses during the term of this Agreement, Responsible Party agrees to provide thirty (30) days notice and the new address to Hampton. Failure to provide Hampton advance notice of any movement of the Property from Responsible Party’s residence set forth above may result in termination of this Agreement. Responsible Party will be solely responsible for the Property until it is returned to Hampton and shall take all reasonable precautions to protect the Property. Responsible Party agrees to inform Hampton of any loss or damage to the Property from any cause whatsoever, except normal wear and tear, within three (3) days of the loss or occurrence of damage.

6. **Maintenance and Repair.** Upon termination of this Agreement for any reason, Responsible Party shall deliver the Property to Hampton in the same condition, normal wear and tear excepted, as when delivered to Responsible Party. Responsible Party shall be liable for any and all damage caused by accident, negligence, theft, fire, the elements or any other cause. Responsible Party will proactively follow all instructions for Property requiring repairs as directed by Hampton.
  
7. **Use of Property.** Responsible Party agrees that (1) all Property shall be used in accordance with Hampton rules and all usage of the Property shall be subject to Hampton rules and regulations regarding Network-Internet use and Protocol, School Board Policy 814.1, any unacceptable usage of the Property and/or violation of Hampton rules and regulations regarding the Property or Network/Internet protocol may result in the immediate termination of the Agreement.
  
8. **General Indemnity.** You agree to indemnify, defend and hold harmless us, our employees, officers, directors, agents, assignees, and all affiliated companies and/or entities, from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, courts costs, witness fees and attorneys; fees), damages, obligations, judgments, based upon Hampton strict liability in tort (“claims”) arising directly or indirectly out of or in connection with any matter involving this Agreement.

In witness where of, each party has caused this Agreement to be duly executed as of the day, month, and year first written above.

Responsible Party:

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Hampton Township School District

## Hampton Township School District 2016-17-Calendar

Mon., Aug. 22	Professional Education Day (no students)
Tues., Aug. 23	Professional Education Day (no students)
Wed., Aug. 24	Clerical Day (no students)
Thurs., Aug. 25	First Day of School
Mon., Sept. 25	Labor Day
Mon., Oct. 10	Professional Education Day (no students)
Fri., Nov. 4	Clerical Day/Professional Education Day (no students)
Thurs., Nov. 24 Fri., Nov. 25	Thanksgiving Break
Thurs., Dec. 22 through Mon., Jan. 2	Winter Break
Mon., Jan. 16	Martin L. King, Jr. Day Professional Education Day/Clerical Day (no students)
Mon., Feb. 20	President's Day Holiday (no students)
Mon., Mar. 20	Professional Education Day (no students)
Mon., April 10 through Fri., April 14	Spring Break
Mon., May 29	Memorial Day
Thurs., June 8	HS Graduation
Fri., June 9	Last Day for Students
Mon., June 12	Clerical Day (no students)

### Snow make-up days:

February 20, 2017

June 12, 2017

June 13, 2017

June 14, 2017