



Millersburg Online Learning

Parent/Student Handbook

2019-2020

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INTRODUCTION

Dear Students, Parents, and Guardians,

Welcome to the Capital Area Online Learning Association (CAOLA). CAOLA can serve as a full-time cyber option to our regular Millersburg educational program or as a “blended” part-time option to enhance course offerings to our regular Millersburg educational program. CAOLA is a collaborative effort between the Capital Area Intermediate Unit (CAIU) and member school districts. CAOLA’s web-based courses meet the increasing demand for high quality student instruction that incorporates proven online learning practices and next generation software. Enrolling in CAOLA means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is aligned to PA State Standards, is rigorous, and has an emphasis on 21st century skills. Furthermore, students can continue to be a member of their local school and participate in school events and activities (as long as they continue to meet local requirements for these events and activities) and graduate with a Millersburg diploma.

This handbook has been developed to provide you with an overview of the CAOLA organization, support system, and important policies and procedures. CAOLA 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 school’s responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with all 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 your local school administrators or the CAOLA administrators below with any concerns that you may have.

Millersburg School Administrators:

- Mr. Thomas Haupt (Superintendent) haupt@mlbgd.k12.pa.us
- Mr. David Shover (Secondary Principal) shoverd@mlbgd.k12.pa.us
- Mr. Kim Sauers (Director of Curriculum) sauersk@mlbgd.k12.pa.us
- Ms. Jennifer Wicht (Director of Sp. Ed.) wichtj@mlbgd.k12.pa.us

Capital Area Intermediate Unit Administrators:

- Holly Brzycki (Supervisor of Online Learning) hBrzycki@caiu.org
- Brian Guerrisi (Technical Assistance Coordinator) bguerrisi@caiu.org

2019-20 ACADEMIC CALENDAR

The 2018-19 CAOLA academic calendar is identical to the Millersburg traditional school calendar with one exception. Because CAOLA students are not affected by adverse weather conditions, once the calendar is approved by the Board it is final and no changes will be made due to inclement weather and make-up days. Important dates for the 2019-20 academic year for CAOLA students are as follows:

| | |
|---------------------|--|
| 8/19/19: | Classes open for the first marking period at 8:00 A.M. |
| 9/2/19: | Labor Day (no assignments required) |
| 10/18/19: | First marking period for all courses closes at 11:59 P.M. |
| 10/21/19: | Classes open for the second marking period at 8:00 A.M. |
| 11/27/19 - 12/2/19: | Thanksgiving Recess (no assignments required) |
| 12/23/19 – 1/1/20: | Christmas/New Year Recess (no assignments required) |
| 1/10/20: | Second marking period for all courses closes at 11:59 P.M. |
| 1/13/20: | Classes open for the third marking period at 8:00 A.M. |
| 3/18/20: | Third marking period for all courses closes at 11:59 P.M. |
| 3/19/20: | Classes open for the fourth marking period at 8:00 A.M. |
| 4/9/20 – 4/14/20: | Easter Recess (no assignments required) |
| 5/22/20: | Fourth marking period for all seniors closes at 11:59 P.M. |
| 5/29/20: | Fourth marking period for all underclassmen closes at 11:59 P.M. |

NOTE: These dates may be adjusted for various reasons including transferring into the district, mid-term CAOLA enrollment, illnesses, or other reasons deemed valid by the school administrators.

Additional Important Dates:

| | |
|--------------------|--|
| 4/20/20 - 4/24/20: | Grade 3 through 8 CAOLA students must complete ELA PSSA Tests |
| 4/27/20 – 5/1/20: | Grade 3 through 8 CAOLA students must complete Math PSSA Tests |
| 5/4/20 – 5/7/20: | Grade 4 and 8 CAOLA students must complete Science PSSA Tests |
| 5/11/20 – 5/22/20: | High school CAOLA students <u>may</u> have to complete one or more of the state's ELA, Biology, or Algebra 1 Keystone Tests. You will be contacted by the high school Counselor in April if this applies to you. |

ATTENDANCE POLICY

State law requires that parents/legal guardians are responsible for ensuring that their student(s) attend school regularly. Students taking online courses through the CAOLA program must comply with this same state law. However, because full-time CAOLA students are not coming to district facilities like traditional students, they have a greater flexibility in the hours that make up their school day and school week. Therefore, full-time CAOLA students meet state attendance requirements using a different formula from traditional students.

Full-time CAOLA high school students must enroll in courses equal to seven credits. Full-time CAOLA middle school students must enroll in courses equal to six credits.

The attendance for **full-time** CAOLA students is recorded weekly and is determined by the number of assignments in each course. For example, if a course requires 36 assignments in a 9-week quarter, then this total number of assignments is divided by 9 (in this example, $36 \div 9 = 4$). The student would be required to do 4 assignments in that course each week. If the total number of assignments does not divide equally by 9, the number of required assignments to be completed weekly is rounded down. Note that some students who take multiple courses choose to work on one course at a time rather than some from each course. This is allowed but, when calculating attendance, the total number of assignments required each week is still based on one-ninth of all the assignments in all courses. Attendance is calculated this way because different courses have different numbers of required assignments each quarter. If the district simply required students to complete one assignment from each course each day, that would not factor in the different number of assignments in different courses. If a student does not complete the required number of assignments for the week, unexcused absences will be recorded in the high school office. The district recognizes that this formula is a bit complicated so it encourages parents with questions to contact the district's CAOLA administrator or the student's CAOLA advisor.

A second component of attendance for **full-time** CAOLA students is the requirement to attend on-site advisory sessions two times per month. A schedule of these sessions will be mailed to the parents of all full-time CAOLA students prior to the start of the school year. Any missed advisory sessions will be recorded in the high school office as a one-day unexcused absence.

Attendance for **part-time** CAOLA students is simply calculated as daily attendance like any traditional student since part-time CAOLA students come in to school each day. Part-time CAOLA students are not required to attend the advisory sessions noted above.

If a student completes a course early, he/she should notify the district CAOLA administrator (Mr. Kim Sauer) via e-mail (sauersk@mlbgasd.k12.pa.us) so the weekly assignment requirements can be adjusted.

NOTE: All High School Students in the Millersburg Area School District must take the equivalent of seven credits each year unless otherwise approved by the High School Principal or otherwise designated in the student's IEP or 504 Plan. This applies to all CAOLA students – full-time or part-time.

PARENT RESPONSIBILITIES

Parents/Guardians of cyber students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Go with their child to meet with his/her Principal to complete CAOLA registration.
- Directly supervise their child's education at home.
- Provide a physical environment conducive to their child's educational needs.
- Talk with their child about the special requirements of taking online courses.
- Get the information needed to log in to monitor their child's progress.
- Attend any information sessions offered by the district.
- Log in at least weekly to monitor their child's progress.
- Assist their child in complying with all rules, policies, and procedures of the school.
- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Work with their child to ensure successful completion of the curriculum within the allowable timeframe.
- Assure that all work submitted by their child was completed solely by that student.
- Notify the school immediately of any change in their child's contact information or academic status.
- Provide their child with transportation as needed to participate in advisor sessions, standardized testing, or other school activities.
- Return all instructional materials and equipment to the school after program completion.

STUDENT RESPONSIBILITIES

Students enrolling in the CAOLA program have expectations and policies that must be followed:

- The parent and student must meet with Millersburg school officials and complete the required paperwork in order to register for the program.
- The parent and student must follow all policies outlined in this handbook and the Millersburg student/parent handbook.
- The full-time student must meet at least bi-weekly with their CAOLA Advisor.
- The student must complete the appropriate number of weekly assignments as required.
- The student must contact their CAOLA Advisor, online teacher, or school CAOLA administrator with any questions or problems.
- The student must notify the CAOLA Advisor and school CAOLA administrator of any planned excused absences.
- The student must use appropriate language, common sense and proper grammar and spelling when sending electronic communication.
- The student must follow the Millersburg Area School District's email and Acceptable Use Policy.
- The student must not use any other student's login or password.
- The student must return all equipment and materials in a clean, working condition.

Academic Support and Placement

- Each online course content and assignments are aligned with Pennsylvania’s content 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. 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 as these courses are being acquired from a third-party vendor.
- Students will work with their Guidance Counselor, School Principal, 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, assessments, and graduation requirements.
- Each CAOLA course is taught by 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 their online teacher. The teacher is available from 8 a.m. to 5 p.m. weekdays via each course’s online message board. Direct email addresses for online teachers can be obtained through the district CAOLA administrator.
- Each full-time CAOLA student must attend a CAOLA Advisor session held at least two times per month at the Millersburg High School. These sessions will be held during traditional school hours. Millersburg will not provide transportation to or from these sessions.
- Students and parents have continual access to student grades online. Local school districts will issue progress reports, report cards, and diplomas.

DROPPING A CAOLA COURSE

Students have a two-week window to drop a CAOLA course without incurring a penalty. The two-week window starts the first day of the marking period (or the first day of the CAOLA course if other than the first day of the marking period and includes weekends. The Millersburg Area School District will charge a fee for dropping the course after the two-week window has expired. This fee will be the cost of a one-quarter CAOLA course as set by the Capital Area Intermediate Unit for the Millersburg Area School District.

If a student drops a CAOLA course within the two-week window (above), no academic grade will be generated and nothing will count toward the student's marking period, semester, nor final grade nor will it affect the student's cumulative average. If a student drops a CAOLA course after the two-week window (above), the proportionate grade – as determined by the Millersburg Administration – will be calculated into the student's marking period, semester, or final grade and, in the case of a high school student, will affect the student's cumulative average.

TRANSFERRING TO ANOTHER CAOLA DISTRICT

Students taking CAOLA courses that transfer to another district or educational entity that participates in the CAOLA program may continue with their CAOLA courses uninterrupted at the discretion of the other district/entity. Parents must notify both Millersburg and the 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 CAOLA program. All grades and academic information will be sent to the new school as soon as the appropriate request form is received by Millersburg.

WITHDRAWING FROM THE CAOLA PROGRAM AND TRANSFERRING TO ANOTHER NON-MEMBER ENTITY

Students participating in the CAOLA Program may withdraw from the program for the purpose of transferring back to the traditional Millersburg program or to another school district or educational entity that does not participate in the CAOLA program. The parent/guardian must complete all paperwork for Millersburg and provide the expected exit date from CAOLA. CAOLA equipment must be returned to Millersburg. All grades and academic information will be sent to the new school as soon as the appropriate request form is received by Millersburg. Millersburg will work with the new school to proportionally credit grades and cumulative averages for the CAOLA courses up to the date of transfer.

TECHNOLGY AND TECHNICAL SUPPORT

Part-time CAOLA students are not eligible for free equipment usage for CAOLA courses. Part-time students must provide their own equipment and the support for their own equipment. They may, however, contact either of the Capital Area Intermediate Unit Administrators given as a resource in the “Introduction” section of this handbook for advice or issues involving the CAOLA program other than equipment. Because part-time students attend Millersburg schools during traditional program hours, they may, of course, use Millersburg equipment during school hours for their CAOLA courses if time is built into their schedule (i.e., study halls).

Full-time CAOLA students are eligible to use CAIU equipment free-of-charge for their CAOLA courses. If a student wishes to use CAIU equipment, he/she needs to notify the Millersburg Administrator at the time of registration. In turn, Millersburg will contact the CAIU and have the equipment sent to the Millersburg High School Office. Millersburg Administrators will notify the student when the equipment is available for pick up at the office. The following details apply to full-time CAOLA students:

- CAOLA will provide full-time students with a computer, monitor, and headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student’s curriculum. This equipment remains the property of the Capital Area Intermediate Unit and must be returned upon termination of the student’s online learning. If equipment is not returned, a fee will be charged to the parent/guardian at the rate determined by the CAIU for Millersburg Students. If the fee is not received in a reasonable length of time, the parent/guardian will be turned in to the local magistrate for collection of the fee.
- Full-time CAOLA students and parents/guardians are responsible for set-up of the system. Technical support staff will be available to assist the student/parent with activation of the computer system. A step-by-step set-up instruction sheet will accompany the equipment.
- Technical Support will be provided only for the computer system and software, provided under the full-time CAOLA program. Technical Support cannot, and will not be provided on local area networks in the home, computers not given to the student by the full-time cyber program, or to any students/families not enrolled in the full-time cyber program.
- Full-time CAOLA students will receive a reimbursement of \$40.00 for local Internet Service Provider fees for each month the student is enrolled and working. The student must be working for 30 days before the reimbursement begins. The Millersburg Area School District may terminate Internet reimbursement at its sole discretion.
- 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, political advocacy/lobbying, gambling/gaming, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden.
- Use of the full-time CAOLA program 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, or any third parties not participating in the full-time CAOLA 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.
- Students, parents, or any third parties not participating in the full-time CAOLA program are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.
- 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.
- Full time CAOLA students should report all issues that they are having with the computer or courseware to the Capital Area Intermediate Unit help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and parents/guardians can contact the helpdesk by calling: **(717) 732-8403** or emailing **caola-support@caiu.org**.
- The student/parent must notify the Millersburg Area School District immediately of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.
- In most circumstances where there has been loss or damage, parents 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 mentor who will then forward the information to the appropriate personnel.
- Replacement Equipment - CAOLA will arrange for replacement equipment only after:
 - Copies of all applicable reports and claims have been received;
 - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
 - The family/student signs a revised agreement that reflects the issuance of new equipment;
 - The damaged equipment is returned, if applicable.

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." Millersburg Area School District follows the FERPA act and requires that any request 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 Millersburg Area School District and the CAOLA 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 the local school, CAOLA and parents/legal guardians.

Special Education Services

Millersburg Area School District 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 CAOLA courseware. Parents who believe their child is eligible for special education should contact the Millersburg Area School District for further assistance. The Millersburg Area School District will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the student's mentor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Grading

Students are assessed using a multitude of criteria such as quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within 36-48 hours from the date they were submitted. Student GPA and class rank will be calculated by the Millersburg Area School District. Report cards and progress reports will also be distributed by the Millersburg Area School District.

CAOLA students will receive quarterly report cards on nearly the same schedule as traditional Millersburg students (there may be a few days variance because of online teacher grade requests). Extensions to quarters and semesters for CAOLA students without grade penalty may be granted at the discretion of the Millersburg Administration due to excused absence. Millersburg Administrators will monitor grades and may request a conference with the student and parent at any time.

Testing Policies

Students are required to participate in all school and state mandated assessments. Each School Assessment Coordinator ~~Students~~ will communicate with the student on the date and time that they are to arrive at the local school to take specified assessments.

Students enrolled in an AP course through CAOLA and wishing to take the appropriate AP exam must work with the district's Guidance Counselor to determine date, time and location. The cost of AP exams are the responsibility of the student.

Graduation Requirements

ALL CAOLA students must meet the same Millersburg graduation requirements as traditional Millersburg students. This includes all required credit completions and successful completions of all mandated state tests or local alternative assessments. CAOLA students will work with district guidance counselors and administrators to ensure proper credit fulfillment. Just like traditional Millersburg students, CAOLA students must also successfully complete a service project and a Practical Math Assessment in order to graduate.

Field Trips and Social Activities

CAOLA students are encouraged to participate in school sponsored activities. Students must comply with all Millersburg Area School District policies. Students wishing to attend field trips or social activities must first contact the Millersburg administration and make proper arrangements. Students are responsible for completing missed work during the field trip or social activity before the closing date of the CAOLA course(s).

CAOLA students should remember that they are still a member of the Millersburg Area School District and therefore should dress appropriately. Millersburg Area School District 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 Millersburg Area School District 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.

Health Screening/ Immunization

All CAOLA students must follow all health screening/immunization programs required by the Millersburg Area School District.

Physical Education

The CAOLA program offers courses in Physical Education at all levels. Millersburg Physical Education requirements may be satisfied by completing these courses. However, a full-time CAOLA student may choose to come in to the district a complete the Physical Education requirements by traditional method. This can be determined at the time of CAOLA course registration.

Athletic and Club Eligibility

CAOLA students may participate in Millersburg Area School District's athletic program and clubs. CAOLA students will need to make their wishes known to the Millersburg Administration in these areas in accordance with the same deadlines given to traditional Millersburg students. CAOLA students participating in athletics and clubs will be held to the same academic and attendance standards as traditional students.

CAOLA Code of Conduct

The Millersburg Area School District expects students enrolled in the CAOLA program to follow the district's code of conduct policies. The district 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.

Millersburg 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, nature of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions of the CAOLA code of conduct may result in disciplinary action and possible removal from the online program:

- Cheating, acting dishonestly, copying, or using someone else's work.
- Violating the Academic integrity/Plagiarism Policy.
- Insubordination, not accepting directions, refusing to cooperate with school staff and other agents.
- Theft or taking property of another without right or permission.
- Fighting-participating in physical contact with one or more students, faculty or staff.
- Vandalism, purposeful destruction, or misuse of CAOLA or Millersburg Area School District property.
- Violating the 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 the Millersburg Area School District or is disrespectful, harmful, or offensive to others or property.
- Possession and/or use of drugs, alcohol, tobacco or mood-altering substances at school related events or on school property.
- Possession and/or use 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 (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.

In addition to the above outlined "Code of Conduct", all students enrolled in the CAOLA program are expected to adhere to their respective grade level's student handbook.

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting CAOLA 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, mentors, 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, Millersburg Area School District 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. Communication with the student.
- B. Referral to the administration.
- C. Communication to parents by administration.
- D. Additional consequences enforced per policy.

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 an 80%. Failure to rewrite the assignment will result in a 0% for that assignment. A second plagiarism offense will automatically result in a 0% for the course. Repeated infractions of plagiarism may result in the student being removed from the CAOLA program.

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to this policy by all CAOLOA students is necessary for continued access to the school's technological resources. Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- 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.
- Not destroy or damage data, networks, or other resources that do not belong to them.
- Respect and protect the intellectual property of others.
- Not infringe on copyrights (no making illegal copies of music, games, or movies).
- Not communicate in ways that are disrespectful.
- Report threatening materials to a school administrator.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct.
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further criminal acts or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Students may, if in accordance 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 the permission and coordination of district technology staff.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of the district technology staff.

Consequences for Violation

- Violations of this policy will result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources and/or removal from the CAOLA program.

