



## Harrisburg School District

Cougar Academy  
Lincoln Building  
1601 State Street  
Harrisburg, PA 17103  
717 703-4325

Dr. Marisol Craig, Director of Virtual Learning  
Dr. Bonnie Sypolt, Associate Principal

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### Parent/Guardian Contact Sheet

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Additional Contact Information \_\_\_\_\_

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Student Name \_\_\_\_\_

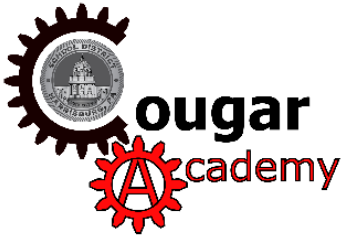
Parent/Guardian Name \_\_\_\_\_

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## Code of Conduct

The mission of the Harrisburg School District is to achieve excellence in education and to prepare its students to become productive and contributing members of society. To this end, the Harrisburg School District seeks to implement an educational program, which promotes lifelong learning, effective decision-making and communication and respect for self and others. All people have the right to an equal opportunity for quality education. The Harrisburg School District provides its educational programs with the expectation of excellence and in accordance with a student's abilities, interests, and needs, consistent with available resources. Education in Harrisburg must be a contract among the Board, students, teachers, administrators, parents and community to deliver services for the ultimate benefit of students within the schools. The Harrisburg School District recognizes that educating students must be its primary goal, and thus, all students should be treated with dignity and respect and be recognized for their individual uniqueness. Similarly, the Harrisburg School District recognizes that disciplined behavior is essential to the continued development of its students, and thus, must be an integral component of its educational program in preparing students to become orderly and productive citizens.

The School District recognizes it must hire and develop administrative, teaching, and auxiliary staff who are competent, concerned about students and willing to share responsibility for implementing the aforementioned values and beliefs as well as the following goals: achievement, attendance, communication skills, mathematics/ science, critical thinking, self-esteem, and understanding others.

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

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

**We have read and understand the above policy and agree to abide by the rules of this policy.**

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Student Signature

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Date

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Parent/Guardian Signature

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Date



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## Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, teachers, 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 if one owns the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- o Turning in a paper retrieved from an Internet source as one's own
- o Using another student's work in whole or part and handing it in as one's own
- o Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- o Using another person's idea, opinion, or theory without citing the source
- o 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
- o Using quotations of another person's actual spoken or written word without citing the source
- o Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly 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, Harrisburg 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. Discussion with the student
- B. Referral to the school Principal or Assistant Principal
- C. Call to parents by the Principal or Teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

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

A second plagiarism offense will automatically result in an "F" for the course.

**We have read and understand the above policy and agree to abide by the rules of this policy. We understand that this behavior has consequences and may result in recommendation for dismissal from Cougar Academy.**

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Student Signature

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Date

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Parent/Guardian Signature

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Date



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### Acceptable Use and Internet Safety Policy

#### **Overview:**

Technology resources are available via the Internet and the local/wide area network at the Harrisburg School District. We believe these resources offer vast, diverse, and unique opportunities to both students and staff. Our goal in providing this service to students and staff is to provide educational excellence in the district by facilitation resource sharing, innovation, and communication. Students and staff are responsible for appropriate behavior on computer networks. With access to these technology resources comes the availability of material that may not be considered of educational value in the context of the school setting. Despite the availability of filters and blocking software, students and staff may nevertheless gain access to electronic information that may not be reliable or appropriate. In such cases, general school rules for behavior and communications apply. Students and staff are expected to use the Internet and HSD hardware as educational resources. The Harrisburg School District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. The Harrisburg School District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The following procedures and guidelines are used to help ensure appropriate use of technology resources, including the Internet, at the Harrisburg School District. All HSD resources must be used appropriately. This Acceptable Use and Internet Safety Policy (ISP) addresses the following requirements set by the Federal Communications Commission (FCC):

1. Access by minors to inappropriate matter on the Internet and World Wide Web.
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Measures designed to restrict minors' access to materials harmful to minors.
6. Monitoring the online activities of minors.

The policy of Internet Safety must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of the computers by minors, (3) harmful to minors.

#### **Staff and Student Expectations in Use of Technology Resources:**

1. Staff members and students shall not access inappropriate material on the Internet and World Wide Web, including but not limited to pornography, obscenity, or child pornography.
2. Staff members and students shall use technology resources primarily for educational purposes.
3. Staff members and students shall not engage in unauthorized access of computers, including "hacking".
4. Staff members and students shall not engage in unlawful activities.
5. Staff members shall not disclose, use, or disseminate any personal identification information of students.
6. Staff members will monitor student use of technology resources.
7. Staff members shall not disclose their network passwords to students.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Any use of the network for commercial or for-profit purposes, product advertisement, political lobbying, or illegal activity is prohibited.

#### **Enforcement of Policy:**

Harrisburg School District uses a technology protection measure that blocks or filters access to some World Wide Websites that are not in accordance with the policy of Harrisburg School District. This measure protects against access by adults and minors to visual depictions that are obscene, child pornography or- with respect to use of computers with Internet access by minors - harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, Harrisburg School District will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools.



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### Violation of this Policy:

Violation of Harrisburg School District's Acceptable Use and Internet Safety Policy in any way may result in suspension or the loss of privilege to access the Internet and World Wide Web or other technology resources provided by the school. Other disciplinary action may be taken in accordance with existing HSD policy. When necessary, the Harrisburg School District may call in law enforcement agencies.

### Student User Agreement:

I understand and will abide by the procedures and Acceptable Use and Internet Safety Policy (ISP) for independent access to the electronic resources of the Harrisburg School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, HSD disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Harrisburg School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless Harrisburg School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Name (please print) \_\_\_\_\_

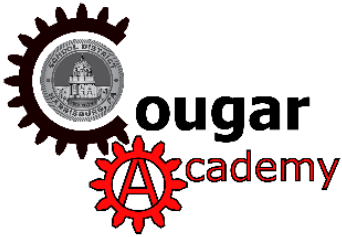
Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian Consent for Independent Use:

As the parent or guardian of the student signing above, I have read the Acceptable Use and Internet Safety Policy (ISP) and guidelines for independent use established by the Harrisburg School District. I grant permission for my son or daughter to access networked computer services such as electronic mail, the Internet, and World Wide Web. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computers or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet and World Wide Web use - setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information or media.

Parent Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attend school. Students taking online courses are expected to follow the school calendar. Full time cyber students are expected to complete no less than 5 hours a day or 5 lessons per class a day.

Failure to login and/or communicate absence will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

### Excused Absences

Harrisburg School District recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. In the event of an absence, students are expected to work with their content teachers to make up any missed work. Listed below are categories of excusable absences:

- Absence due to illness, health condition, family emergency - The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. A note must be provided for any absence prior to the absence if possible, or after the absence in the case of an emergency. A doctor's note must be provided if the student misses three consecutive days due to illness. If a student is absent for 10 cumulative days during the school year, a doctor's note must be provided for every additional absence. A notes must be presented to the Main Office within three days of the student's return.
- Participation in school approved activity - In order to be granted an excused absence the activity must be authorized by the Principal and Parent. The affected online teachers must be notified prior to the event.
- Parental request for temporary absence - Upon parental request, the Principal may temporarily excuse a student for agreed reasons. The request should be submitted in writing 10 days in advance and should state the reason and duration of the absence. An absence may not be approved **if** it is deemed detrimental to the student's academic progress. If the request for temporary absence is denied, any absences during that period will be unexcused.
- Disciplinary actions - Absences due to temporary suspensions are deemed excused for attendance record keeping.

### Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absences. If three unexcused absences occur during a school year, a Warning Letter is mailed home. If five unexcused absences occur during a school year, an Official Notice of Illegal Absence is mailed home and a Truancy Improvement Plan (TIP) meeting is scheduled with the parent/guardian, student and Guidance Counselor. At that time an action plan will be determined to ensure student success. If further unexcused absences occur after the TIP meeting, a citation will be issued and a Truancy Court Hearing will be scheduled. All attendance monitoring practices in effect for students attending the traditional school building will also be in effect for students attending the cyber academy. If a student has ten or more consecutive unexcused absences, he/she may be withdrawn from Harrisburg School District.

**We have read and understand the above policy and agree to abide by the rules of this policy.**

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Student Signature

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Date

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Parent/Guardian Signature

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Date



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## Student Academic Work And Image (Photographing and Videotaping) Release

Return this form to your child's teacher. Checking the space provided will clearly indicate that you **do not** wish to have your son's or daughter's work or image used by the Harrisburg School District in any publication(s) including the District Website and websites used for instructional purposes.

\_\_\_\_\_ If you **do not wish** to have your child photographed,  
(Check hereif applicable) videotaped or his/her work published by a representative of the  
Harrisburg School District. Please check the space provided **and** complete the form below.

If it **is permissible** to photograph or videotape your child and publish his/her work, please complete **only** the form below.

Student Name \_\_\_\_\_ Building: Cougar Academy Grade \_\_\_\_\_

Student Address \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_

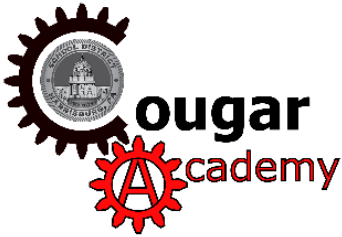
Parent/Guardian Address \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_



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## Cougar Academy 2021-2022 Student Contract

As a student taking online courses, I am aware that:

I, (student name\_) \_\_\_\_\_ will begin this contract on (date) \_\_\_\_\_ to help in assuring my success at Cougar Academy.

### Goals for Student

- L - Listen for instructions and follow all school rules
- E - Enter every class ready to do your best
- A - Always work to reach your percentage goal for the week; Act with Integrity
- R - Reflect on your behavior and make positive changes: Show Respect for self, others and school
- N - No excuses! If you are struggling ask for help

### Goals for Teachers

- T - Take the time to individually help students
- E - Explain difficult material to students
- A - Accessible/Accountable to student's learning; Act with integrity and professionalism
- C - Care about the student's success
- H - Help students stay focused and on task

### Are you being successful?

- S - Set pace of assignments to reach goal for the week
- U - Understanding the material
- C - Concrete demonstration of respect
- C - Completing your goals and making yourself/parent proud
- E - Embracing the challenges and working to better your education
- S - Self-confidence in doing your best
- S - Studying increases your overall knowledge

### Consequences

- A - Alternative Solution (change seats)
- C - Chance of failing
- T - Teacher will call home
- I - Interventions - Principal and Parent
- O - Out of class time out
- N - Not working towards goal of graduating
- S - Social consequences (excluded from reward activities)

**Special Note:** The outcomes mentioned above are null and void if student commits an act that would require suspension and/or expulsion. In that case, student will automatically be removed from Cougar Academy. This determination is based on school policy.

**By signing this contract all parties agree to the terms in the document and will follow accordingly.**

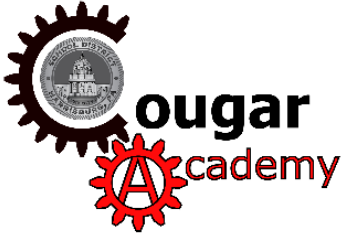
\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature





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