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|  | ***HARRISBURG ONLINE PROGRAM******(H.O.P.)******Elementary K-4*****Parent and Student Agreement** **2021-2022 School Year** |

The goal of the **Harrisburg Online Program (HOP)**is to provide a dynamic opportunity for Harrisburg School District (HSD) students in kindergarten through high school to participate in online courses as well as courses and activities at their neighborhood school.

***Due to limited availably NEW HOP applications must be completed and turned in on or before***

 ***Friday, August 20th. Submit paperwork to the HOP Site Coordinator***

***The sooner the better, to guarantee yourself a spot.***

**Students/families with a history of online, private, charter and/or home school or have been accepted in the high school SOAR program, are eligible for the HOP program upon screening. Students must maintain 3 or more classes to participate in the HOP program.**

**Students may also qualify for “Blended Learning”, a combination of: (brick and mortar, online and/or home-school courses simultaneously), after going through a screening and referral process conducted by the HOP Coordinator followed by a meeting with the HOP Options Team. Blended Learning options may not be used to supersede or replace a particular brick and mortar course and/or regular classroom teacher.**

**The superintendent may, on a case-by-case basis, modify these requirements.**

***HOP Options Team:***

 **Meetings will take place with:**

* Administrator
* HOP Coordinator
* Parent and Student (if over age 16)
* At least one General Ed. Teacher and/or School Counselor
* Case Manager (if on an IEP or 504)

**At the meeting the team will gather information to consider:**

1. The strengths of the student and concerns of the parent for enhancing the education of the student;
2. As appropriate, the results of the student’s performance on any general state or district wide assessments;
3. The academic, developmental, functional, and supervision needs of the child.

The Team’s decision will be arrived at by consensus. Parents will be notified by the HOP Coordinator within 7 days of the Team’s decision. Appeals to the Team’s decision may be filed directly with the Superintendent within 10 days of notification. In the event of an appeal and/or a failure by the Team to reach a consensus decision, the superintendent shall render the final judgment.

***The HOP Program agrees to:***

* Partner with the student, family, and campus school to provide online courses through Edgenuity.
* Provide ongoing support for online success, including frequent email communication and weekly **HOP** Support Times for students and their Learning Coaches (parent/guardian).
* Help coordinate with the campus school.
* Encourage positive connections among ALL HOP participants.
* Build a creative learning community in Harrisburg.

***HOP Students and Learning Coaches agree to the following:***

* **Enrollment:** Students are encouraged to participate at their participating Harrisburg School District School. Students enrolled in HOP must follow all rules and guidelines in the Harrisburg School District Handbooks; this includes all attendance requirements. ***Enrollment is based on semesters. It is the expectation of the district that you complete ALL your HOP classes each semester, otherwise there will be an early withdrawal fee. You will be billed $50 for each class dropped before the end of the semester. Prior to the next semester beginning we can make changes to classes or drop you from HOP at that time.***
* **Orientation**: The Student and the Learning Coach (Parent/Guardian) must attend a required orientation with HOP Staff.
* **Attendance**: Just like a traditional school, you are required to maintain attendance. Students are expected to log into Edgenuity classes every school day to work on lessons and check/respond to email. All HOP Students must attend a scheduled weekly meeting with HOP Staff, either in person, phone or zoom meeting. **All HOP Students are required by ODE (Oregon Department of Education) to have two teacher contacts per week, per online class, per teacher, to meet the attendance requirement. Students will meet attendance requirements by sending two interactive emails each week, to each teacher and the HOP Coordinator.**  Notify HOP staff if there will be a period of inactivity due to a vacation, illness and or surgery. If taking classes on campus, parents must report all absences to the school attendance secretary.
* **Communication**: As an online student and learning coach, you will need to communicate with your teachers and the HOP Staff in a variety of ways. You are required to stay in regular communication with your online teachers and the HOP Staff through email, telephone and or office visits. Most communication will be done through email. You are required to use your Edgenuity email account for your HOP related communication. If at any time your contact info changes, you must communicated those changes to the HOP Coordinator.
* **Adequate Progress:** While the online program allows you to work ahead and on any day of the week, ***you are expected to login to your classes each school day. Students should anticipate spending about an hour a day on lessons, for each online class. Students are expected to complete ALL scheduled assignments in their course list in each class and maintain the target completion goal for the week, by Monday of the following week. Students who do not maintain adequate progress will be placed on a HOP progress plan***. These plans will require increased student-HOP staff contact, increased HOP Support Time, and more student-parent-HOP staff conferences. Students who fail to meet the requirements of the HOP Progress Plan may be removed from the program at semester.
* **Grades:** Students and learning coaches will need to check their Edgenuity course list every day and maintain passing grades in all online courses. Grades are submitted to HES office at end of each quarter and semester. In the event that student is behind at time grades are due, actual grades will be reported as this takes into account any incomplete assignments. If student is on track the actual and overall grade should be the same and the overall grade will be reported. Students will receive a letter grade for each course taken through the HOP program. At the end of each semester, students will receive a final grade report. The online course grades will be added to your transcript. If any course is not completed, you will receive a failing grade that will be recorded on your transcript.
* **While on Campus:** All Harrisburg School District and individual building policies and rules apply to HOP Students. If you are participating in blended learning and attending classes on campus, coming in for additional support, attending field trips or activities, participating in sports, attending lunch, etc., you are required to follow the rules and district policies of all the campuses. Failure to do so will result in consequences. Students are expected to sign in/out at the school office when they are coming/going from each campus.
* **HOP Support Time*:*** Being an online learner requires new skills and habits. Students must attend Support Time at least once weekly until HOP Success Skills are demonstrated and HOP Coordinator approves, and/or as defined on a HOP Progress Plan.
* **Annual Testing**: All students must participate in annual State Testing as required for their grade level. State Tests will be administered on campus by the HOP Coordinator, staff member, or by a classroom teacher
* **Transportation**: The Harrisburg School District does not provide transportation to HOP related activities. Students and their families are responsible for arranging transportation to HOP Support Time and any other required HOP activities such as State Testing.
* **Computer Use**: Computers and Internet will be available during HOP Support Times and during State Testing. Families are expected to provide their own computers, for use at home, that meet the technical requirements, and are encouraged to have high-speed Internet access at their homes.
* **Online Conduct:** Students are required to do their own online work. Plagiarism and academic dishonesty will not be tolerated. It is your responsibility, to ensure you are the only person accessing the Edgenuity Learning system, using your password, and that you are using the system and its contents for intended educational purposes. All communication within the Edgenuity Learning system will be done in a professional manner, free of obscene, harassing, vulgar, or discriminatory language, images, sounds, or videos.

 **1st Violation:** Meet with teacher and given an opportunity to redo the assignment

**2nd Violation:** Zero on assignment, possible removal from the program

**Further Violations:** Definite removal from program.

***Participation in the HOP Program is a Privilege.***

***The HOP Program agrees to support students by addressing any breach of this agreement with the following interventions:***

* Conference with HOP student, parent/guardian, online teachers and staff, and neighborhood school staff (if needed) to clarify and discuss incidents.
* Develop a HOP Progress Plan to solve the problem and get back on track academically.
* Failure to maintain **YOUR** expected overall completion goal each week, logging in, or making the required teacher contacts for attendance will result in required additional support, conferences, and a HOP Progress Plan.
* Failure to make the required teacher and HOP Coordinator contacts for attendance for more than 10 school days will result in being dropped.

***We have carefully read this document. We understand and accept these conditions and consequences as members of the HOP Community.***

Student name (please print clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian name (please print clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This form MUST be signed and returned to the HOP Coordinator***

Harrisburg Online Program •541-995-6551 Ext. 229

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