

Niagara Falls High School

Online Credit Recovery Summer Program
Student Handbook
Summer 2024



July 15- August 15, 2024

Dear Credit Recovery Candidate,

This handbook has been prepared as a guide for your participating in our Credit Recovery Program.

Please review and familiarize yourself with the information provided. We will do our best to address all of your questions, needs and concerns as quickly as possible.

We hope through this summer program you will use the opportunity to achieve credits and academic success.

We look forward to working with all of you to ensure your successful completion of our credit recovery program.

Sincerely,

NFHS Credit Recovery Staff

Credit Recovery Administrative/Support Team

NFHS Credit Recovery Coordinator	Richard Slaimain	rslaimain@nfschools.net
Regents Prep and Exam Coordinator	Fredia Cowart	fcowart@nfschools.net
Transportation Coordinator	Michael Corsaro	mcorsaro@nfschools.net
Counselor	Ethan Duncan	eduncan@nfschools.net
Counselor	Carleen Krysa	ckrysa@nfschools.net
Prep Credit Recovery Coordinator	Matthew Laurie	mrlaurie@nfschools.net
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PHILOSOPHY

Learning For All ... Whatever It Takes

VISION

The vision of the Niagara Falls City School District is to be a world-class quality organization educating all students for life

MISSION

The mission of the Niagara Falls Board of Education is to guarantee educational excellence by creating strategic goals which we will monitor, analyze, assess and evaluate utilizing the quality process and ensuring customer satisfaction

STRATEGIC GOALS

1. To exceed and continuously improve learner outcomes against academic standards
2. To achieve the highest level of employee cooperation, trust, and empowerment
3. To effectively control financial costs while maintaining quality education
4. To achieve the highest level of partnerships with our community
5. To provide, integrate, and promote technology throughout all facets of our organization

High School Instructional Staff Summer 2022

<u>Subject Area</u>	<u>Teachers</u>
<u>Math</u>	Cari DuBois Robert Touchette
<u>Social Studies</u>	Alisha Coddington Nicole Ennett Andrea-Fortin Nossavage Robert Merino Erik Olander Colleen Pascuzzi Dave Sanders
<u>English</u>	Andrew Alterio Jessica Forgette Kaitlyn Jensen Christine Lodovico George Mariano
<u>Science</u>	Christa Ciccone Ken Nossavage Carla Parkes Nick Smeal
<u>Physical Education</u>	Martha Amoretti Joshua Eagan Joseph Sarkees
<u>Health</u>	Melissa Franke Matthew Leo
<u>Special Education</u>	Shelby Hosie Holly Martin Maria Mauro Yvette Mercado Sparkle Yates
<u>Instructional Staff</u>	Sara Englander Sal Constantino
<u>ELL</u>	Ron Capone

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF NIAGARA FALLS, NEW YORK, DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES, WHICH IT OPERATES.

The Title IX and 504 Compliance Coordinator is: Maria A. Massaro, Administrator for Human Resources School District of the City of Niagara Falls, New York 630 – 66th Street Niagara Falls, New York 14304 Telephone: (716) 286-4225

Important Dates

Program Dates

Program begins on Monday July 15, 2024

Program ends on Thursday August 15, 2024

Last Day to turn in Assignments August 15, 2024

Laptops are available upon request

Borrowed devices are to be returned by August 15, 2024

Grades close on August 18, 2024

Regents Exams- Monday, August 19 and Tuesday August 20, 2024

Program Design

Instructional Delivery

Online teaching and learning will consist of synchronous and asynchronous styles of instruction. Synchronous learning will consist of whole group, small group and individual video conferencing. This may include scheduled class meetings and opportunities for students to schedule and attend virtual office hours. Asynchronous instructional delivery will require students to watch prerecorded lessons and complete assignments on their own time. Teachers will provide direct instruction during the week (Monday through Thursday). Additionally, students have the option of coming in to school for face-face assistance with their assignments.

Virtual Office Hours

Students who may require additional support or are having difficulty with certain topics, will be afforded the opportunity to schedule separate virtual office hours with their teacher. Availability for a virtual appointment will be made through communication with the student and teacher.

Platforms Utilized

Instructional delivery and communication with students will be primarily completed through Microsoft Office 365. This cloud based platform is secure and students will be provide individual logins for their personal work. Some third party applications may also be used to enhance the learning experience.

Technology Requirements

In order to participate and successfully completed this program students will need consistent access to internet and to a computer or mobile device that will allow them to complete the necessary coursework. Requests or assistance in obtaining the necessary technological tools to complete this program must be made by the student/parent at the time of registration.

Attendance and Grading

Students must complete all assignments and assessments by Sunday August 18, 2024. These assignments will be available on students' computers and devices.

Final grading for this program will be based on a Pass/Fail system. Any student who receives a 65% or higher as their final grade will receive a "P" or pass on their transcript. Any student with a final grade below a 65% will receive an "F" or fail on their transcript.

Students who need to take Regents Exams will be notified and will come in person to take the exam at NFHS. Exam dates are Monday August 19 and Tuesday August 20, 2024

Student Conduct

As with all District ran programs and events, students, parents, and staff must adhere to the Niagara Falls City School District Code of Conduct. This Code of Conduct can be found on the District's website at: <https://www.nfschools.net/domain/1963>.

In addition to the Code of Conduct students will be expected to understand and follow the Acceptable Use Policy in regards to technology. Below is the Acceptable Use Policy for students in grade 9-12.

SUBJECT: STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

The Niagara Falls City School District (NFCSD) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by NFCSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The NFCSD uses a filtering system to track and monitor all computer and Internet use on the NFCSD network. The system is designed to prevent access to educationally inappropriate sites. NFCSD educators can request that a specific site be blocked or unblocked by contacting the NFCSD Help Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes?

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on The Internet are protected by copyright), and engaging in plagiarism (using other's words or ideas as your own).

SUBJECT: STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

This Acceptable Use Policy was developed with input from NFCSD administrators, teachers, students, parents, police department and the NFCSD Legal Advisor. Additional information designed to promote student and parental/guardian understanding of this policy can be found on the NFCSD Cyber Safety website: (see Acceptable Use Policy section on website).

As a Niagara Falls City School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by the NFCSD and are not private. The NFCSD has the right to access my information at any time. I understand that NFCSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of New York. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

STUDENT RESPONSIBLE USE:

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. Blogs, wikis, chat, instant-messaging, discussion boards, etc.) Responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

**SUBJECT: STUDENTS ACCEPTABLE USE POLICY (AUP) FOR
DISTRICT COMPUTER SYSTEMS**

4. I AM RESPONSIBLE FOR MY USE OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK. I will use NFCSD computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any NFCSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NFCSD network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.

6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including proxy servers, file sharing, shareware, or freeware on school computers. I will not connect to non-district hotspots without permission.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited, to accessing, modifying, or destroying equipment, programs, files, or settings, on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the NFCSD and/or my teachers when publishing schoolwork online (e.g. To a website, blog, wiki, discussion group, podcasting or video server). I understand that it is unsafe

to post any personal information about myself, including but not limited to, my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including, but not limited to: blogs, wikis, and discussions groups.

Students & Parents/Guardians: Please review the NFSCD Acceptable Use Policy found on the District Website at www.nfschools.net.

Student

I understand and will obey the rules of the NFSCD Acceptable Use Policy. I will use the NFSCD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

Upon registering for summer school the student agrees to continue to follow the Code of Conduct and the Acceptable Use Policy. Failure to comply with these guidelines could result in disciplinary actions including removal from the program.

For students requiring use of a district laptop, the following procedures below detail the process of procuring and returning of district devices.

LAPTOP COMPUTER DISTRIBUTION, USE, AND COLLECTION

The Niagara Falls City School District believes the primary purpose of the public schools of Niagara Falls is to educate children. Basic to the education process is the ability of all children to communicate easily and accurately to the best of their ability. The school district further believes that an important ingredient of the instructional program is for all students to receive and have equal access to technology hardware that is essential to the development of lifelong communication skills necessary for success in the global community.

The following procedures are recommended with respect to laptop distribution, use and collection:

A. Terms and conditions of acceptance

Students are bound by the terms and conditions of the Computer Agreement Form which they and their parents sign prior to receiving the computer and further by the Niagara Falls City School District Telecommunications Acceptable Use of On-Line Services Policy IFAC, IFAC-R, a full version of which may be viewed from the District web site, www.nfschools.net.

Use of the School District issued laptop computer is a privilege, which may be revoked as a result of unacceptable or inappropriate use by a student. Students who violate the terms and conditions of acceptance may be subject to the following:

1. Suspension if determined appropriate by school administration. Loss of laptop computer privileges for a period of time to be determined by:

- a. School administration and/or
- b. Superintendent after hearing in the case of long-term suspension.

2. The following list is meant to supplement Telecommunications Acceptable Use of On-Line Services Policy IFAC, IFAC-R. Unacceptable use shall include but not be limited to:

- a. Intentional breakage
- b. Installation of pornographic material and/or viewing/visiting a pornographic website
- c. Installation of games and non-educational material
- d. Initiating a virus
- e. Fraudulent, illegal or criminal activity
- f. Theft of another laptop or laptop parts
- g. Racist materials as may be destructive to other members of the school environment
- h. Changing the configuration or the computer and/or initiating any type of software
- i. Hacking – breaking entering and/or tampering with a computer system without permission of the owner
- j. Libel – publicly defaming people as may be destructive to other members of the school community, or disrupt the orderly school environment
- k. Copyright violations – illegal duplication or distribution of commercial software and/or using another's ideas as your own
- l. Such other activities that may reasonably be determined by the school administration and/or superintendent after hearing as unacceptable or inappropriate

B. Process for Obtaining a Laptop

Students must fill out a Student Laptop Request Form and complete and sign the Student Computer Agreement Form. The Student Computer Agreement Form must be signed by the parent or guardian as well. Both forms then need to be submitted to the Team Administrator for approval. Seniors will be issued laptops first.

C. Broken or Damaged Laptop/Laptop Parts

Students who report and/or bring in broken or damaged laptops or laptop parts will be subject to the following: Determination by school administration regarding whether damage was caused by the intentional misuse of equipment.

- a. If it is determined that the damage was intentional, the student will be required to pay to have the laptop and/or the part(s) repaired or replaced.
- b. If it is determined that the damage was unintentional or occurred as a result of a defect in the equipment, the student will have the laptop and/or the part(s) replaced by the school at no cost to the student.

D. Lost or Stolen Laptops

Students who report theft of the laptop computer will be subject to the following: Determination by school administration regarding whether laptop was stolen due to student carelessness.

- a. If it is determined that the theft was a result of the student's carelessness, the student will not receive another laptop for the balance of the school year. The student will be expected to complete assignments using equipment located in the school when his/her schedule allows.
- b. In cases where theft was not the result of student carelessness (ie. theft from home, school, etc.) the student and/or parent must produce a police report and/or insurance report to be considered for a replacement/loaner laptop, if available. If a replacement/loaner is not available, the student will be expected to complete assignments using equipment located in the school when his/her schedule allows.

E. Return Procedures for students who are no longer attending Niagara Falls City School District.

1. Student who is leaving the District

- a. When the student comes in to meet with an administrator, or guidance counselor the laptop is secured or arrangements are made for the student to return it to the building.
- b. In the event the computer is not returned as described herein, procedure in number three below will be followed.

2. Student who is suspended

- a. When the student is suspended, the laptop will be collected by the school prior to the student leaving school. Return of the laptop to the student will be at the discretion of the Superintendent or the Niagara Falls High School administrators.
- b. In the event the computer is not returned as described herein, procedure in number three below will be followed.

3. Student who has stopped attending School

- a. A registered or certified letter is mailed to the parent and student indicating that the student is no longer attending school. The student is directed to return the laptop to an administrator within five (5) days of the receipt of the letter. The student is advised that failure to return the laptop within the five-day period may result in legal action.
- b. If the student does not come to school as requested in the registered or certified letter, the following will occur:

1. A resource officer and school official will go to the student's home to collect the laptop.
2. If the parent or student is not home, a letter will be left at the residence and also forwarded via registered or certified mail, stating that the laptop should be returned within 48 hours or legal action may be pursued.
3. If the parent and/or student does not respond to the registered or certified letter, legal action may be taken. In addition, a resource officer and school official will return to the home to attempt to retrieve the laptop.