

# Fox Chapel Area Online



*Anytime,  
Anyplace  
Learning*

*Grades 6-12*

## FCAO PROGRAM GUIDE

**Grades 6-12  
2018/2019**

## TABLE OF CONTENTS

FCASD Vision .....	2
FCAO Vision/About Us.....	3
NCAA .....	3
Computer Requirements.....	3
Parking Passes .....	3
Courses Offered .....	4
Format of Online Courses .....	4
Scheduling Options .....	4
Fully Cyber Options .....	4
Flex Schedule Options .....	4
Student Scheduling .....	5
Withdrawal from a Course .....	5
Academic Support Offered for Online Students.....	6
Special Education Support (Educational Support).....	6
FCAO Attendance .....	7
Full Time Cyber Students.....	7-8
Flex Schedule Students .....	8
Sign-in/Sign-out Procedures.....	9
Drop-In Center .....	9
Graduation Requirements.....	9
State Testing.....	10
Service Learning Experience.....	10
Credit by Independent Study for Planned Courses .....	11
Professional Experience Program.....	11
Work Experience Program .....	12
Community Service Program.....	12
Early Graduation .....	13
Grade-Level Classification – High School.....	13
Quality Point Average (QPA) .....	13
Class Rank.....	14
FCAO Grading .....	14
Fox Chapel Designed Courses.....	14
Externally Designed Courses .....	14
Nine-week D/F List Reports.....	14
Communication .....	15
4-Year Planning Worksheet.....	16
FCAHS Bell Schedule.....	17

## **Fox Chapel Area School District**

### **Vision**

The Fox Chapel Area School District will be recognized as one of the top-performing public school districts in the nation. Toward that end we will:

- Challenge each student to reach his/her maximum potential level of achievement.
- Provide scholarly experiences that deepen understanding, creativity, critical thinking, problem solving, innovation, and collaboration.
- Provide an environment that promotes inclusiveness and embraces diversity.
- Foster a culture that encourages student involvement in the community and raises awareness of civic responsibilities.
- Build relationships with postsecondary institutions, businesses, and industry to create and sustain programs that prepare students to excel beyond high school.

### **Mission**

The Fox Chapel Area School District exists to maximize student learning, achievement, and development.

### **Core Values**

Respect – Responsibility – Integrity

### **Goal Areas**

Learning, Achievement, Safety Nets, Communications, Resource Management

### **We Believe That:**

- All students want to learn, are capable of learning, and share in the responsibility for their education.
- Contributing partners in the educational process include all district staff, students, families, and the community.
- Schools of excellence have effective educational leaders.
- Educators must be knowledgeable and current in their profession, discipline, and pedagogy.
- It is important for each member of the educational community to recognize and respect all forms of diversity.
- Effective schools are built upon integrity and foster respectful, inclusive, and dynamic environments.
- Responsive schools take a leading role in promoting safety and wellness.
- Fiscal decisions must effectively balance the educational needs of the students and resources of the community.

## **Fox Chapel Area Online (FCAO)**

### **VISION**

Fox Chapel Area School District's vision is to provide anytime, anyplace learning through a variety of online instructional options and flexible scheduling for the district's current and externally enrolled students. We offer a variety of online options from which students may benefit with this goal in mind.

### **ABOUT US**

FCAO utilizes a combination of Fox Chapel Area teacher designed courses as well as externally designed and internally customized courses for all Fox Chapel Area students in grades 6-12. Our highly qualified teaching staff, certified by the Pennsylvania Department of Education, guides and enhances learning through a variety of online experiences.

### **NCAA**

The National Collegiate Athletic Association (NCAA) has approved FCAO courses for use in establishing the initial-eligibility certification status of student-athletes.

### **COMPUTER REQUIREMENTS**

Fox Chapel Area School District will provide a computer for use with an online course if the student does not have one that is sufficient for the online course learning management system.

Most current computers, laptops, tablets are sufficient to run the applications used for all online courses offered. Contact the Online Learning Coordinator for more information about specific hardware requirements.

### **PARKING PASSES**

Driving to school is a privilege. All terms and conditions agreed to on the Parking Pass Application must be followed. If they are not, the parking pass may be revoked. If that happens and transportation to and from school is not possible, the student schedule will be adjusted to remove the late arrival or early departure accommodations where appropriate.

Parking passes may be issued for eleventh and twelfth grade students only. Applications must be completed and submitted to the Administrative Assistant in the Assistant Principal's office each semester.

- Full cyber students are not issued parking passes. If they come to school for any reason, they may park in the visitors parking area.
- Eleventh grade students with Flex Schedules may apply for a temporary parking pass.
- Twelfth grade students with Flex Schedules, may apply for parking pass.
- Students must re-apply each semester.

## **COURSES OFFERED:**

The FCAO Course Selection Guide contains a listing of all courses offered in an online environment. For a detailed course description, see the Fox Chapel Area High School Course Description Guide. You may also find a course listing online at the FCAO website: <http://fcaonline.fcasd.edu>

### **Format of Online Courses**

1. *Fox Chapel Area Designed Courses* are created and facilitated by Fox Chapel Area teachers. These courses have the same academic rigor and expectations as traditional Fox Chapel Area courses but they are delivered online using the district's Learning Management System. Most of the learning is in the online environment but students may be required to meet face-to-face with the instructor periodically depending upon the course and the teacher.
2. *Externally Designed Cyber Courses* are completed in a 100% online environment outside of the school building. These courses are designed by outside vendors and meet all Common Core and state standards. Courses are facilitated by Fox Chapel Area teachers. The courses are self-paced, but there are daily and weekly requirements.

## **SCHEDULING OPTIONS:**

All students, fully cyber or flex, should meet with their school counselor to discuss their academic performance, unique situations, and their desire to explore this online option in order to determine if an online course would be academically beneficial.

### **Fully Cyber Schedule**

If a student opts to be 100 percent cyber, they may continue to enjoy the benefits of Fox Chapel Area teachers facilitating courses, Fox Chapel Area school counselors' guidance through high school and the college/career application process, on campus access for assistance with courses, clubs, social activities, and a Fox Chapel Area diploma.

### **Flex Schedule Options**

Students may opt to take one or more cyber courses along with traditional in-school courses. With flexible scheduling, students may elect to spend a portion of their day physically attending classes while completing online classes off campus. Listed below are the most common flex scheduling schedules, however, the options are not limited to these examples:

- Late Arrival Option: Students may arrive late to campus for their in-school courses giving them time outside of school to work on their online courses.
- Early Departure Option: Students may come to school in the morning and leave early from campus to work on their online courses.
- Fifth Period Option: Students take an additional course beyond their four-period daily schedule; online coursework is completed outside the school environment.

## **STUDENT SCHEDULING**

Each spring school counselors and the FCAO Coordinator meet with students to discuss scheduling of classes for the following year. Based on this course selection process, teaching assignments and class offerings are established to build a master schedule. *Because of the intricacies involved, schedule changes cannot be made once the school year begins.*

It is the responsibility of the student and parent to review student schedules when they are received in the summer. If there is an error on the student's schedule, the parent should contact the appropriate counselor prior to the beginning of the school year and make the necessary correction. *An exception to this guideline is if a student fails to meet the prerequisite of a course and a change is necessary.*

The school does not honor parent and student requests for teacher preferences.

## **WITHDRAWAL FROM A COURSE**

Under the flexible block scheduling plan, students will only be carrying four courses per semester. As a result, students will not be permitted to withdraw from a course to take a study hall. Any request for withdrawal from a course will be subject to review by one of the high school principals. If the withdrawal is approved, students may be expected to remain in the original course until placement into an alternate course can be made. An approved withdrawal from a course is subject to one of the following consequences:

1. A course dropped prior to the end of the first two weeks of class will receive no notation on the high school transcript.
2. If a student is achieving a passing grade in the course and the course is dropped after the first two weeks but prior to the halfway point, "WP" (Withdraw Passing) and/or WF (Withdraw Failing) is recorded on the high school transcript and no credit is granted.
3. You cannot withdraw from a course after the first nine weeks of a semester course or at the semester change for a full-year course.

## **ACADEMIC SUPPORT OFFERED FOR ONLINE STUDENTS**

### *Teacher support:*

Teachers are available in person during their FCAO scheduled time, or as agreed upon between teacher and student. Meetings may be in school, via telephone, through email communications, or a live online conference.

### *Edgenuity - Student Support:*

In all Edgenuity core courses there is a Student Support option which provides access to a LiveChat instructor, certified in PA in their core area content. (See "Student Support" document in Appendix)

### *Tutors:*

National Honor Society (NHS) Tutors: Each year the NHS publishes a listing of students who are offering their service – some charge no fee in order to satisfy their community service hours; others charge minimally. For a listing, please contact the FCAO Coordinator.

### *DMS Tutor Listing:*

DMS has a listing of both internal and external tutors for all core subject areas. This link will take you to the DMS website listing: <http://www.fcasd.edu/component/phocadownload/category/26-tutoring.html>

### *Online Resources:*

There are numerous resources online for almost every subject, every topic. Here are just a few.

- Khan Academy: [www.khanacademy.org](http://www.khanacademy.org)
- iTunesU: Install the app for use on iPad or iPhone
- TedEd: <https://www.youtube.com/user/TEDEducation>
- TeacherTube: <https://www.teachertube.com/>

## **SPECIAL EDUCATION SUPPORT (EDUCATIONAL SUPPORT)**

FCAO works closely with the Special Education Department. FCAO online courses have several methods of accommodation based on student needs. All students with an Individualized Education Program (IEP) must have their IEP amended before entering the FCAO Program. At that time, accommodations will be noted in the IEP and the teachers will be advised.

## FCAO ATTENDANCE

Research indicates that good school attendance habits are important to academic success. Please help us support the academic success of your child by complying with the state attendance law and Fox Chapel Area School District policy.

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling until age 17 or graduate from a regularly accredited high school, whichever comes first.

The Fox Chapel Area Board of School Directors also requires regular school attendance as research shows a direct correlation between school attendance and grade point average. Interaction of several factors related to being in school directly enhances the learning process: teacher/pupil interaction, continuity of instruction, classroom participation, positive learning experiences, and outside study to reinforce classroom concepts. All these factors constitute a chain of activity needed for student academic success. Once school absence breaks down this chain, a student is burdened by make-up work, and grades can suffer. All students are responsible for maintaining regular attendance to school or risk a citation and referral to the magistrate.

### Attendance Expectations for full time FCAO students

#### Terms used:

- *Adequate progress* is defined as meeting the course's target completion and maintaining a passing grade.
- *Full attendance* is defined as being present each day that school is in session.
- *Action plan* is a final agreement between family and school administration setting the requirements for a student moving forward, as well as determining the consequences of not meeting his/her goal.

Students are expected to stay on target with the course expectations. For any online course, whether a Fox Chapel designed course or externally designed, it is the expectation that student spend time equivalent to what would be spent in a course in the physical school. These times are guidelines and will vary depending on student pace:

5 day/week, full credit course: 80 minutes per day, 6-7 hours per week
2 day/week, half credit course: 160 minutes per week, 2-3 hours per week
3 day/week, half credit course: 240 minutes per week, 4 hours per week

1. Students will be considered to be in full attendance as long as they are making adequate progress in their courses.
2. If a student falls to more than 5% behind in class completion - a letter or email will be generated and sent to parents notifying them of the concern and giving students 1 week to catch up.
3. If the student does not catch up within one week of receiving the letter, the students and parents will be required to attend a school meeting to discuss the concern. During



the meeting, an attendance plan will be put into place that includes requiring the student log in for a minimum of 4 hours per day, 5 days a week.

4. During this time, the student will be marked with an unexcused absence for each day that they do not meet the 4 hours per day minimum for a set period of time, which will be decided in the meeting. Also during this meeting academic supports will be offered should the student need assistance.
5. After this meeting, attendance will be monitored weekly and unexcused absences recorded if the 4 hours per day minimum is not met. Absences will be recorded until student reaches adequate progress.
6. At that time, they are removed from strict attendance monitoring and will return to being considered to be in full attendance as long as they are making adequate progress.
7. If a student does not catch up within the 2 weeks described above, another meeting will be held to put a student action plan into place. The counselor, attendance officer, parents, student, principal, and online learning facilitator will be represented at the meeting and will agree upon the action plan.

#### **Attendance Expectations – Flex Scheduling:**

- *Adequate progress* is defined as meeting the course's weekly assignments and maintaining a passing grade.
- *Full Attendance* is defined as being present each day that school is in session.
- *Action plan* is a final agreement between family and school administration setting the requirements for a student moving forward, as well as determining the consequences of not meeting his/her goal.

Students are expected to stay on target with the course expectations. For any online course, whether a Fox Chapel designed course or externally designed, it is the expectation that student spend time equivalent to what would be spent in a course in the physical school. These times are guidelines and will vary depending on student pace:

5 day/week, full credit course: 80 minutes per day, 6-7 hours per week  
2 day/week, half credit course: 160 minutes per week, 2-3 hours per week  
3 day/week, half credit course: 240 minutes per week, 4 hours per week

All students are expected to remain current in each of their courses. *If a student is not progressing adequately or performing well in an FCAO class*, any or all of the following steps may be taken as is deemed appropriate:

- Teacher conferences with the student.
- Teacher communicates with parent/guardian via telephone, email, or letter.
- At teacher discretion, a class cut may be referred to Dean of Students if performance is due to lack of login time/assignment completion for course.
- A counselor meeting, parent/counselor meeting, or staffing with administration present is held to design an action plan that will ensure student success.

## FCAO FLEX STUDENT SIGN-IN/SIGN-OUT PROCEDURES

- *Late Arrival Flex Scheduled students must sign in at the main office when they arrive. If they do not, an unexcused absence will be recorded. If they arrive early, before their first class of the day, they must go directly to the FCAO Office, Room 121, or to the FCAO Drop-In Center.*
- *Early Departure Flex Scheduled students must sign out at the main office before leaving the building. They may not be in the building during their online course times unless they are scheduled to be in a specific location in the building. In this scenario, they should first report to the FCAO Office, Room 121, and from there they will sign out to a specific location.*

## DROP-IN CENTER, ROOM 193

The Drop-In Center has staff on hand for assistance with courses during set hours each day of the school week, Monday through Friday. The Drop-In Center is available to all online students with flexible scheduling or fully cyber schedules. Students may come to school even when scheduled for online courses, and work on their online courses in the Drop-In Center.

For the scheduled times of schedule of the Drop-In Center, check the website at [fcaonline.fcasd.edu](http://fcaonline.fcasd.edu) or check with the Online Learning Coordinator.

## GRADUATION REQUIREMENTS

All graduation requirements are established by the Board of Education for the Commonwealth of Pennsylvania and the Board of Directors of the Fox Chapel Area School District. All credits are to be completed in grades 9-12. The requirements are:

4.00	credits in English
4.00	credits in Social Studies
3.00	credits in Science
3.00	credits in Math
3.00	credits in Health, Safety and Physical Education
9.00	credits in additional electives (2 credits must be in Arts and Humanities*)
<u>1.00</u>	credit for passing state-required testing
27.00	Total

Satisfactory completion of a culminating project and a 12-hour service learning experience are also needed for graduation.

- Arts courses include: arts and crafts, music, media, courses in technology education, and family and consumer sciences.
- Humanities courses include: world and classical languages, elective courses in English, and elective courses in social studies.

## **STATE REQUIRED TESTING**

The Keystone Exams are one component of Pennsylvania's new system of high school graduation requirements. Exams will help school districts guide students toward meeting state standards. The Pennsylvania Department of Education requires all students to demonstrate proficiency in literature, mathematics, and biology standards. These standards are assessed while students are taking the corresponding courses: English 10, Algebra 1, and Biology. Benchmark assessments are conducted during the course in preparation for the final Keystone exams. FCAO students are required to take the benchmark assessments and the final Keystone exams in the school building.

A proficient score in each Keystone test subject is a graduation requirement for high school. Both in-school and online students are required to be present in the school to take the tests. A copy of the testing windows can be found on the school website. Testing will be coordinated through guidance, FCAO subject area teacher and the FCAO Coordinator.

Students who score basic or below basic will be required to enroll in an in-school or online remediation course and will also need to have the test re-administered in school during the next testing window.

## **SERVICE LEARNING EXPERIENCE**

A 12-hour service learning experience is one of the graduation requirements at Fox Chapel Area High School. The purpose of the experience is to educate students about the value of offering their time and talents for the betterment of the community. Students receive an orientation to this requirement in a 9th grade orientation lesson during Quality Resource Time (QRT). The 12-hour unpaid experience must then be fulfilled before or during the junior year, or the required hours are increased to 36. Students may research and select their own organization or agency with which they wish to work, or they may get help in seeking their placement from the Service Learning Coordinator. Students will validate their experience by submitting a summary form to the coordinator after completion of the service. This requirement will then be noted on the student's high school transcript.

## **CREDIT BY INDEPENDENT STUDY FOR PLANNED COURSES**

Credit may be awarded to regularly enrolled students who are able to meet planned course requirements through independent study outside the regular classroom. Course requirements are stated in the course curriculum guides and include:

1. student outcomes
2. content and instructional time
3. expected levels of achievement
4. procedure for evaluation

### Guidelines for Independent Study

1. Course prerequisites, as stated in this guide, must be completed prior to independent study approval.
2. The student must express an interest in independent study by submitting the required application form to the school counselor by April 1.
3. The request for independent study may be approved after the student consults with the appropriate department chairperson and the sponsoring teacher.
4. The independent study may include the following requirements as determined by the appropriate department: written tests, written final exam, oral tests, oral final exam, projects, required assignments, and demonstration of specific skills
5. The student's parent must approve the application for the independent study plan.
6. Final grade and credit will be recorded on the student's transcript, identified as an independent study grade, and used in calculating the student's QPA.

## **PROFESSIONAL EXPERIENCE PROGRAM**

The Professional Experience Program is designed for students (11th and 12th graders) who are interested in gaining real-world exposure to prospective career options. This program provides students with the opportunity to continue career exploration and planning while earning high school credit. Only students in good standing will be eligible for this program.

Any student who is interested in the Professional Experience Program should speak to their school counselor/FCAO Coordinator and ask for an application. The application must be completed and approved by a building principal in the spring in order to enroll in the program the following year. Interested students are responsible for submitting a proposal (no more than one page), along with their completed application, to the guidance office explaining how the potential professional experience is related to their career goals. This program is limited to one experience each year, unless approved by a high school administrator. There will be a fall, spring, and summer option for students considering professional experience. In order to receive credit, students are expected to submit signed weekly logs and complete periodic reflections (one every nine weeks) regarding their professional experience. The school supervisor may also make site visits and/or other correspondences in order to evaluate student progress. Upon satisfactory completion of a professional experience, the student will be awarded either one half or one full credit depending upon the number of hours. The program is pass/fail and is not used in calculation of the QPA.

## **WORK EXPERIENCE PROGRAM**

This is an opportunity for students to be excused from school with the purpose of reporting to work. Eleventh and 12th grade students can carry a reduced load of classes as long as they reach the minimum graduation requirement.

Students are dismissed from school at 1 p.m. to attend work in lieu of their fourth period class. Students are required to have a steady five-day a week job under adult supervision during school hours. It is the student's responsibility to secure employment. Employers must be willing to submit reports to the work experience coordinator, sign the work experience contract, and notify the work experience coordinator with any change in work experience employment status.

The work experience coordinator will verify the student's employment and monitor students with visitations at the work site. Students earn a letter grade with the opportunity to gain four quality points. Work experience carries the value of one credit per semester. Students who plan to enroll in the Work Experience Program must get preapproval from their counselor since this program requires special scheduling. Certain jobs will not be approved for the Work Experience Program. These include, but are not limited to: babysitting, lawn cutting, door-to-door sales, and newspaper delivery. The work experience coordinator will have the discretion to decide what jobs are appropriate.

Students enrolled in this program who lose their job for any reason will be rescheduled for a full load of classes. Students must report any change of employment status to the work experience coordinator. The school also reserves the right to terminate a student's participation in the Work Experience Program at any time if it is judged not to be in the student's best interest to participate.

## **COMMUNITY SERVICE PROGRAM**

The school is conscious of the need for increased citizen participation in community endeavors, and provides an opportunity for juniors and seniors to become more involved. Following the same guidelines as given for the Work Experience Program, students may be released part time from school if they are involved *daily* in some community service activity such as working as a volunteer in a hospital or as a tutor in a program of community action. (It is not possible to list all of the types of activities which may be approved as a community service project during the school year.) The locations for service projects is not limited to the Fox Chapel area.

Students who would like to enroll in the Community Service Program must develop a tentative plan and have it approved by their counselor. Participants in the Community Service Program shall receive course credit on a pass/fail basis which shall not be included in the QPA. A minimum class load of three full periods is required of students in this program during the semester(s) of enrollment in this plan.

## EARLY GRADUATION

Students may be able to satisfy graduation requirements by the end of 11th grade or the end of the first semester of the senior year. The academic programs of students contemplating early graduation must be reviewed by their counselor. Candidates for early graduation must apply by letter to the high school principal in September preceding the date of the requested graduation date. Midterm graduates will be issued their diplomas in January, and may participate in the regular commencement program in June if they so desire. Midterm graduates are not permitted to participate in spring varsity sports.

## GRADE-LEVEL CLASSIFICATION – HIGH SCHOOL

Designation of sophomore, junior, or senior in the high school is based upon a minimum of credits earned each year. To be considered a 10th grade student, a total of six credits must be earned. To be considered an 11th grade student, a total of 12 credits must be earned. To be considered a 12th grade student, 18 credits must be earned.

## Grading System

Letter grades, their percentages, and QPA equivalents are:

Unweighted Grading Scale			Accelerated Weighted Grading Scale			AP Weighted Grading Scale		
A	100-93	4.00	A	100-93	4.50	A	100-93	5.00
A-	92-90	3.75	A-	92-90	4.25	A-	92-90	4.75
B+	89-87	3.25	B+	89-87	3.75	B+	89-87	4.25
B	86-83	3.00	B	86-83	3.50	B	86-83	4.00
B-	82-80	2.75	B-	82-80	3.25	B-	82-80	3.75
C+	79-77	2.25	C+	79-77	2.75	C+	79-77	3.25
C	76-73	2.00	C	76-73	2.50	C	76-73	3.00
C-	72-70	1.75	C-	72-70	2.25	C-	72-70	2.75
D	69-65	1.00	D	69-65	1.50	D	69-65	2.00
F	64	0.00	F	64	0.00	F	64	0.00

## QUALITY POINT AVERAGE (QPA)

The Quality Point Average (QPA) is cumulative and is computed using all grades earned while attending Fox Chapel Area High School. The QPA is compiled at the end of each academic year. Any grade earned in a course taken for makeup is recorded in addition to the grade originally earned in that course; however, credit is granted only once. Summer school grades become part of the record for the following school term.

Quality Point Averages are calculated in two ways. Both QPAs are calculated for each student and recorded on that student's permanent record card. The **unweighted QPA** is calculated without regard to curricular subjects. The quality point equivalent assigned to grades is the same in each course. This places all course offerings on an equal basis and every student has an opportunity to earn a high QPA. The **weighted QPA** places greater emphasis upon more academically challenging courses taken at Fox Chapel Area High School, and is used most frequently in the college admission process. The extra weight is given to grades by increasing their quality point value. The courses receiving this additional weight are all English accelerated courses, all social studies accelerated courses, Biology Accelerated, Chemistry I Accelerated, Physics Accelerated, as well as all AP courses.

## **CLASS RANK**

Fox Chapel Area High School does not rank its students. Instead of a class rank, deciles will be reported when requested.

## **FCAO GRADING:**

There are two forms of online courses offered (see "Format of Courses Offered" section). The grading process for each differs.

### **Fox Chapel Designed Courses (*Schoology*):**

Assignments are typically due weekly and grades are posted for each individual assignment to PowerSchool. The 9-week grade is calculated into the final grade, with the standard formula that all high school courses use: 40% - 1<sup>st</sup> 9-week grade, 40% - 2<sup>nd</sup> 9-week grade, 20% - Final Exam.

### **Externally designed cyber courses (*Edgenuity, APEX*):**

Grades posted at the 9-weeks are not calculated into the final grade for most of the courses delivered in this way. The quarterly and mid-term grades reflect student progress only. The final grade is taken from Edgenuity or APEX directly. It includes the mid-term and final exams. (See "Understanding the Edgenuity/FCAO Progress Report" in Appendix)

## **NINE-WEEK D/F LIST REPORTS:**

Each nine-week period student grades are pulled from the grade reporting system to check for any students carrying a D or F in any of their classes. If a student appears on the 9-week D/F list, and they are struggling with a course, it is recommended that they reach out to the appropriate academic support which may include their teachers, tutors, fellow students, IEP/GIEP coordinators, Student Support (in Edgenuity), or other academic supports. ("See Academic Support Offered" section)

For students in an externally designed course, the grade is taken from the online learning management system and entered into the district student information system (See "Understanding the Edgenuity/FCAO Progress Report"). The grade reflects quality of work submitted as well as progress expectations.

**COMMUNICATION:**

*A student cannot be helped if a problem is unknown.*

Online students need to self-advocate by reaching out via email, phone, or personal visits to the appropriate person if there is an issue that needs to be resolved. This includes guidance, teachers, or the coordinator of the online program, among others.

- If it is a course content issue, the teacher of the course should be contacted; If it is a technical or program policy issue, contact the Online Learning Coordinator; and If you are unsure who to contact, contact the Online Learning Coordinator.
- When in an online course, students are responsible for checking their school email daily, as well as checking their Learning Management System (e.g., Edgenuity, Schoology, APEX) applications for updates, announcements, and messages.
- Each FCAO teacher has a designated time during the day dedicated to all of their online students. When the semester/year begins, each teacher will communicate via an email which will include, among other things, preferred email address, times of day that they are most accessible, and course expectations.
- A student should wait *no more than 24 hours* for turn-around if waiting for an action from a teacher.
- If a student receives a message from a teacher, it is expected that the student will reply to the teacher within 24 hours.



NAME \_\_\_\_\_

Class of \_\_\_\_\_

**FOX CHAPEL AREA HIGH SCHOOL 4-YEAR PLANNING WORKSHEET**

FRESHMAN YEAR	GR	CR	SOPHOMORE	YEAR	GR	CR	JUNIOR YEAR	GR	CR	SENIOR YEAR	GR	CR
English 9			English 10				English 11			English 12		
Mathematics			Mathematics				Mathematics			Social Studies		
Science			Science			Science				PE 12		
U.S. History II			World Civilization			US History III						
PE 9			PE 10			PE 11						
Health 9			Health 10									
							State-Required					
							Service Learning			Graduation Project		
<b>CREDITS</b>			<b>CREDITS</b>			<b>CREDITS</b>				<b>CREDITS</b>		
<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>				<b>TOTAL CREDITS</b>		

GPA \_\_\_\_\_ GPA \_\_\_\_\_ GPA \_\_\_\_\_

**FCAHS GRADUATION REQUIREMENTS:**

- 27 Credits which include:
- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Science
- 3 credits of Math
- 3 credits in Health, Safety & Physical Education
- 9 credits in additional electives (2 credits in Arts & Humanities)
- 1 credit for State-Required Testing



## FOX CHAPEL AREA HIGH SCHOOL BELL SCHEDULES

	REGULAR	CAREER QRT	SUPER QRT	TWO HOUR DELAY	HALF DAY 11:00 DISMISSAL	HALF DAY 1:00 DISMISSAL
<b>WARNING BELL QRT</b>	7:25 7:30 – 7:55	7:25 7:30 - 8:15	7:25 7:30 – 8:30	9:25 9:30 – 9:35	7:25 7:30 – 7:35	7:25 7:30 – 7:40
<b>PERIOD 1</b>	8:01 – 9:25	8:21- 9:40	8:36 – 9:49	9:40 – 10:30	7:40 – 8:25	7:46 – 8:47
<b>PERIOD 2</b>	9:31 – 10:54	9:46 - 11:01	9:55 – 11:08	10:35 – 11:25	8:31 – 9:16	8:53 – 9:54
<b>PERIOD 3</b>	11:00 – 12:54	11:06 - 1:01	11:14 – 1:08	11:30 – 1:30	9:22 – 10:07	11:06 – 1:00
<b>A LUNCH</b>	10:54 – 11:24	11:01 - 11:31	11:08 – 11:38	11:30 – 12:00		11:00 – 11:30
<b>B LUNCH</b>	11:24 – 11:54	11:31-12:01	11:38 – 12:08	12:00 – 12:30		11:30 – 12:00
<b>C LUNCH</b>	11:54 – 12:24	12:01-12:31	12:08 – 12:38	12:30 – 1:00		12:00 – 12:30
<b>D LUNCH</b>	12:24 – 12:54	12:31-1:01	12:38 – 1:08	1:00 – 1:30		12:30 – 1:00
<b>PERIOD 4</b>	1:00 – 2:25	1:07 - 2:25	1:14 – 2:25	1:35 – 2:25	10:13 – 10:58	10:00-11:00



# Fox Chapel Area Online



*Anytime,  
Anyplace  
Learning*

---

*Grades 6-12*