

PARENT & STUDENT HANDBOOK FOR BULLDOG ONLINE ACADEMY (BOA)

Stow-Munroe Falls High School
Bulldog Online Academy (BOA)
Walter DeShields, Director
3227 Graham Rd., Stow, OH 44224
Classroom #161
330-689-5443 st_wdeshields@smfcsd.org

SMFSchools.org

STOW-MUNROE FALLS CITY SCHOOLS

ACADEMIC GUIDELINES

Full Time Bulldog Online Academy (BOA) Students—General Rules

May take any course online. Students are limited to a maximum of seven (7) credits per year. Grades will be earned. All students, BOA or full time Stow-Munroe Falls High School, must take a minimum of 12 credits in the brick and mortar school in order to be considered for any academic honors, rankings, awards, or scholarships.

Student Failure to Participate

Students removed from the BOA program for failure to participate will be expected to return any Stow-Munroe Falls City Schools equipment in their possession. Additionally, the student will return to the brick and mortar school and begin instruction immediately. Failure to comply will result in truancy charges being filed.

➔ *Failure to participate in any state (EOC) or Stow-Munroe Falls City Schools required tests can result in immediate removal from the BOA.*

Pacing Chart

The exact amount of time required to complete each weeks' worth of work will vary depending on a number of factors (unit requirements, student's readiness and determination). The following is an average that students can use to help make sure that they are keeping up with their work.

➔ *Remember that it is the responsibility of each student, and their parent(s)/guardian(s), to stay on track.*

Please keep in contact with BOA staff to keep them informed of your progress and to let them know if there are any additional needs. For each class, a checkpoint outline will be given to track proper pacing. Approximately 5% or more, per course, per week average pacing during each semester will be **required** for attendance.

Parents/Guardians Will Take Ownership of Checking Progress

- Students may work at their own pace, but will need to meet weekly "checkpoints". If not, they may lose BOA privileges at the end of the semester.
- Students will need to be done by **Dec. 18** to be considered in the Class of 2025. If not, they must finish by **May 13** to be in the Class of 2026.

High School Students:

- Required to sign up for one (1-2) two-hour or one (1) three-hour in-person sessions per week.
- Sessions will run from 8 to a.m., 11:30am-1:30pm or 3 to 6 p.m. (Monday-Thursday)
- For the 8 to 10 a.m. & 11:30 a.m. to 1:30 p.m. sessions:
    - Students will enter through door #21 and work in room 161.
- For the 3-6pm sessions:
    - Students will enter through door #21 and work in room 161 (during Evening OPTIONS)
- Students will be required to stay for the entire two- or three-hour period.
- Students will provide their own transportation to and from.
- If students are not on "track", they may be required to attend more in-person sessions.
- If students are ahead of "schedule", they will have the option to attend fewer sessions.
- If students do not attend, they will be subject to attendance intervention plans, truancy and eventually losing their BOA privileges.
- Cell Phones must be kept put away at all times "Stow it, Don't Show it."

Students must complete all sections in the online system to receive credit. Grades will be assigned at the end of each Marking Period (every 9-weeks). All State and school related testing will be done at the High School, in person, on designated days.

When working at home full-time, each student needs to plan on the following amount of time to complete his/her assignments:

- Approximately **25.5 hours per week**
- Approximately **227.5 hours each 9 weeks**
- Approximately **455 hours per semester**
- Approximately **910 hours per academic year**

Per Ohio Department of Education requirements

The academic calendar indicates the beginning and ending of school for both teachers and students, utilizing the schedule students attending the brick and mortar school is August 19, 2025 and May 29, 2026. A student working at home full-time, will begin and end school on the same dates as the brick and mortar school student, but will have access to classes 24 hours a day, 7 days a week, with concentration on the weekly hours needed to complete assignments, which in turn will accumulate to the approximate hours needed for each 9 week period, then semester hours, and then to the completion of 910 hours for the academic year.

ABSENCES, ATTENDANCE, & PARTICIPATION

Regular attendance is essential to good school work. It is the parents' responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning whether at school or at home. If a student is absent for seven (7) consecutive calendar days, a letter of truancy will be sent to the home regarding the student's attendance, per H.B. 410. More details below. If a student knows he/she will be absent for a planned absence, they **must complete** the Planned Absence Form here and submit it to the BOA Director ***before*** the absence, per section 3321.04 of the ORC.

Attendance in e-learning is defined as:

A weekly, meaningful contact with each assigned class. A week is defined as Monday through Friday (regularly scheduled school hours) for those in the brick and mortar school, and Monday through Saturday at midnight for those working as a student in the home. Meaningful contact is defined as:

a) Completing ALL Unit Post tests.
b) Completing ALL activities (Mastery Tests [like Quizzes], videos, reading, etc) leading up to any Unit Post tests.
c) Informing the BOA Director of any questions or concerns.

Students must comply with the aforementioned attendance/punctuality requirements. In addition, a student who is working via the computer at home, may work longer hours on one day and fewer the next. It is also permissible to log hours on the weekends or during scheduled holidays, keeping in mind that teachers/support staff are not required to respond to students on weekends or holidays. If a student does not comply with the attendance requirements, the policies detailed below will apply. Excessive absences and/or non-participation means being absent without an excuse.

The policy established for students who are in violation of the school's attendance is as follows:

1. If the student does not make any "meaningful contact" (as outlined above) within a period of seven (7) days, the BOA Director will send a letter to the student/parent/guardian informing them that the student is behind and to see if there is a problem.

2. If the student does not submit the expected number of assignment(s) within a period of seven (7) days of the phone call, the student, parent(s)/guardian(s), Guidance Counselor and Dean of Students will receive a letter notifying them of the student's unacceptable pace for submitting assignments.

3. If the student does not respond to the letter by submitting assignments within seven (7) days, the BOA Director will send a registered letter informing the student that he/she needs to complete assignments or he/she will be dropped from the program. At this time, the Director may also require a face to face meeting with the student and parent/guardian.

4. If the student does not respond by submitting assignments within seven (7) days of the initial letter and meeting, BOA will assume the student does not intend to remain in the course(s) and the student will be administratively dropped from the course and/or BOA program.

5. The BOA Director will complete a Withdrawal Letter, which will indicate that the student has been contacted for lack of participation. The parents, school, and district office will each receive a Final Grade Report notifying them that the student has been administratively dropped from the course and/or BOA program.

6. Excessive absences may result in the student's removal from the BOA and placed back into the Stow- Munroe Falls High School building, returned to the student's "home" district, and/or required to attend the BOA OPTIONS Afterschool Program.

7. All decisions by the BOA Director, Director of Teaching & Learning, Guidance Counselor and Principal will be final.

House Bill (H.B.) 204 created procedures in the Ohio Revised Code allowing schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This law applies to all persons under age 18 who drop out of school, who are habitually absent from school without legitimate excuse, or who have been expelled or suspended from school for using or possessing alcohol, drugs, or both.

Graduation Requirements

Bulldog Online Academy students will be required to meet the Stow-Munroe Falls City Schools policy for graduation from Stow-Munroe Falls High School (21 credits and all required courses). Also, the student must take the six (6) state-mandated End of Course (EOC) Exams. Students MUST get a 684 (or better) on BOTH the Algebra I AND ELA2 exams. In addition, students must earn at least two (2) diploma seals, one of which must be state defined.

Contact Information

If there is a problem with any of the scheduling or use of the program(s), do not hesitate to use the contacts included in this booklet or reach out to Walter DeShields, Director Bulldog Online Academy Office, 330-689-5443, st_wdeshields@smfcsd.org.

CURRICULUM AND PLANNING

The curriculum will be centered on Ohio's Learning Standards as adopted by the state board of education. All lessons will have a focus based on the grade-level appropriate standards and will support students in their accountability to statewide assessments.

The online learning platform will be utilized as a resource for students' independent learning. Assignments will be determined based on data gathered by the teacher to inform needed areas of focus. The teacher will develop synchronous work to enhance and support student learning within the learning platform targeted at meeting mastery of the standards.

TRUANCY INTERVENTION PROGRAM

To track and verify student attendance and participation, the Bulldog Online Academy (BOA) will adhere to the following procedures.

Consequences

Level One: At any grade-level, if any student does not login during 7 consecutive calendar days, and/or is struggling to keep up with course work and pacing, the Director will contact the parent/ guardian via phone and/or email. In addition, parents will have formal documentation from their initial meeting with the Director, for Weekly Middle and High School Progress Reports.

Level Two: Absent 30 or more consecutive hours without a legitimate excuse. If work completion does not improve within one week of Level One communication, parents/guardians will be contacted for a mandatory Evaluation Meeting, required by ODE regulations. Together the BOA Director, the district, and the family will complete an Evaluation Contract to support the student in being successful. This Evaluation Contract will include the creation of additional supports and interventions inside the school day to ensure work completion and more teacher support. For example, the OPTIONS Program (see next page) may become mandatory for the student or students/parents. District staff and parents will receive a copy of the Evaluation Contract as this triggers Habitual Truant per HB 410.

Level Three: Absent 42 or more hours in one school month without a legitimate excuse. If the student is not successful with the initial Evaluation Contract, then a second Evaluation Meeting will be held to determine if the Bulldog Online Academy Program best meets the needs of the student. District staff will attend this Evaluation meeting. A transfer back to home school/district will be discussed.

HOUSE BILL 410 REQUIREMENTS

Definition of Truancy and Excessive Absences

1. 'Chronic truant' is removed from the law;
2. The definition of 'habitual truant' changed from days to hours. The new definition is:
    a. Absent 30 or more consecutive hours without a legitimate excuse; **Level Two**
    b. Absent 42 or more hours in one school month without a legitimate excuse; or **Level Three**
3. Absent 72 or more hours in one school year without a legitimate excuse.
4. Includes 'excessive absences':
    a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
    b. Absent 65 or more hours in one school year with or without a legitimate excuse.

OPTIONS AFTER SCHOOL PROGRAM
3 - 6 P.M. ROOM 161

The ***Options Program*** at Stow-Munroe Falls High School was designed to provide students with:

- Extra help/tutoring in their Bulldog Online Academy (BOA) online courses with a licensed Stow-Munroe Falls teacher.
- Supervised work in a quiet, "school-like" environment without being in the high school during "regular" school hours.

SCHEDULING

BOA Students

You will need to call/email the appropriate teacher (listed here) to let them know you are coming in and what topic you need help with.

- ➔ Enter through **DOOR #21**
  - Phone: 330-689-5443
  - *If you receive no answer, please try again in a few minutes.*
- ➔ If Stow-Munroe Falls High School is closed, the *Options Program* will not meet

The program is staffed by Stow-Munroe Falls High School teachers in each of the four core disciplines as well as a Special Education-certified staff member.

We look forward to helping students complete their required schoolwork in order to receive a Stow-Munroe Falls diploma

Days of the Week	Subject
Monday	Science
Tuesday	Social Studies
Wednesday	English
Thursday	Mathematics

Subject	Teacher Contact Information
Science	Mr. Kinkoph (709049) st_kinkoph@smfcsd.org
Social Studies	Mr. Kehn (709064) st_rkehn@smfcsd.org
English	Ms Lanci (705240) st_lanci@smfcsd.org
Mathematics	Mr. Jones (70948) st_njones@smfcsd.org
Special Ed	Mrs. Poulin st_kpoulin@smfcsd.org
Special Ed	Mrs. Propst (709034) st_propst@smfcsd.org
Special Ed	Mrs. Seckinger (709034) st_cseckinger@smfcsd.org
Special Ed	Mr. Tatoczenko (709134) st_ntatoczenko@smfcsd.org

TAKING CARE OF YOUR DISTRICT-ISSUED COMPUTER/DEVICE

Families are responsible for the general care of the Computer/device issued by the Stow-Munroe Falls City School District.

General Precautions

- No food or drink is allowed next to your Computer/device or while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should NEVER carry their Computer/device while the screen is open.
- Computers/devices should be shut down when not in use to conserve battery life.

Do not expose your computers/devices to extreme temperature or direct sunlight for extended periods. Extreme heat or cold may cause damage to the computer/device.

Screen Care

The Computer/device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the computer/device.
- Do not place anything on or near the Computer/device that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth***. DO NOT USE WINDOW CLEANER OR ANY TYPE OF LIQUID OR WATER ON THE COMPUTER/DEVICE.*** You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Returning Your Computer/Device

You may be required to return your Computer/device and accessories to the District Office (4350 Allen Road) or Room 161 at the High School (3227 Graham Road – please use Door #21) at the end of the school year or if you disenroll your child in our program.

ADDITIONAL CONTACTS

Bulldog Online Academy (BOA & Options Program)

Mr. DeShields
Stow-Munroe Falls High School
3227 Graham Road, Stow, OH 44224
330-689-5443
st_wdeshields@smfcsd.org

Lakeview Intermediate School (Grade 6)

Mr. Yanchunas, Principal
330-689-5250, ext. 705251
st_yanchunas@smfcsd.org

Mrs. Farneth, Asst. Principal
330-689-5250, ext. 705253
st_afarenth@smfcsd.org

Ms. DiEugenio, Counselor
330-689-5250
st_mDiEugenio@smfcsd.org

Kimpton Middle School (Grades 7 & 8)

Mr. Deitrick, Principal
330-689-5288, ext. 705280
st_deitrick@smfcsd.org

Mrs. Haught, Asst. Principal
330-689-5288, ext. 705289
st_ehaught@smfcsd.org

Ms. Simon, Counselor (7th grade)
330-689-5288, ext. 705281
st_msimon@smfcsd.org

Ms. Angely, Counselor (8th grade)
330-689-5290, ext. 705290
st_bangley@smfcsd.org

Stow-Munroe Falls High School (Grades 9-12) Guidance Counselors

Mrs. Coombs (A-C)
330-689-5300, ext. 705239
st_dcoombs@smfcsd.org

Mrs. Cottrill (D-Hi)
220-689-5300, ext. 705238
st_acottrill@smfcsd.org

Mrs. Durieux (Ho-Mc)
330-689-5300, ext. 705303
st_adurieux@smfcsd.org

Mrs. Oshinsky (Me-Sa)
330-689-5300, ext. 705302
st_tshinsky@smfcsd.org

Mr. LePard (Sc-Z)
330-689-5300, ext. 705237
st_lepard@smfcsd.org

Stow-Munroe Falls High School (Grades 9-12) Administrators

Mrs. Murray, Principal
330-689-5300, ext. 705201
st_amurray@smfcsd.org

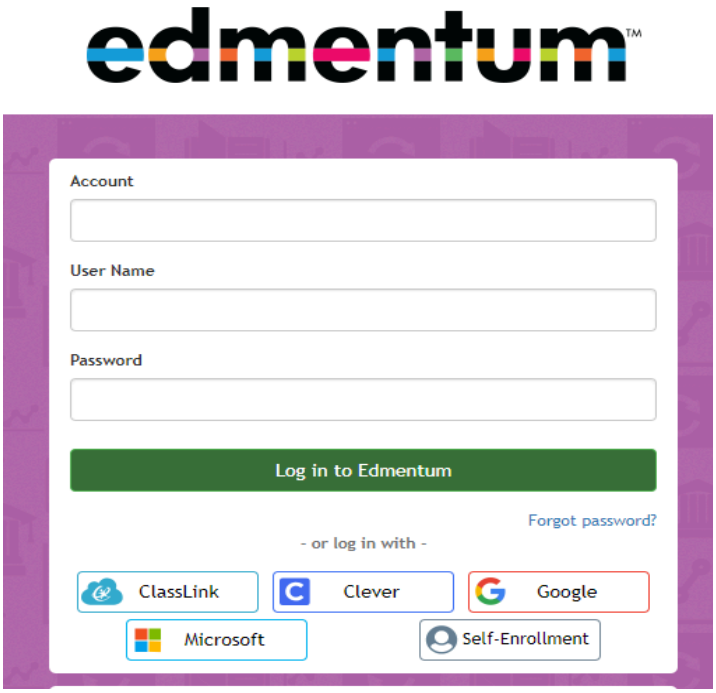
Mr. Yeagley, Asst. Principal (Grade 11)
689-5300, ext. 705207
st_jyeagley@smfcsd.org

Mr. Renner, Asst. Principal (Grades 12, 9)
330-689-5300, ext. 705206
st_trenner@smfcsd.org

Mrs. Hansen, Asst. Principal (Grade 10)
689-5300, ext. 705209
st_mhansen@smfcsd.org

HOW TO ACCESS EDMENTUM

To log into your Edmentum account, go to **https://auth.edmentum.com**.



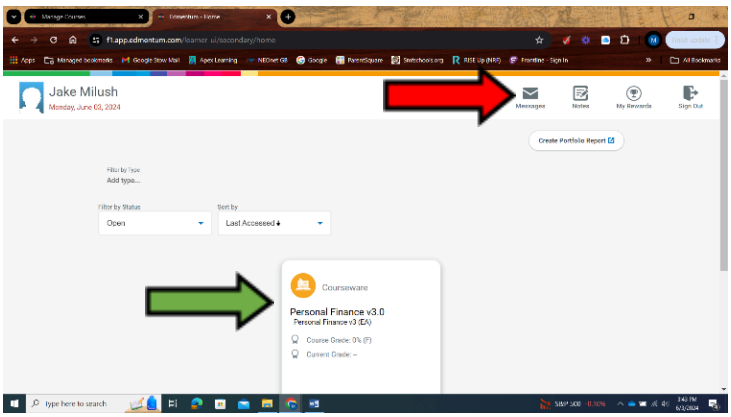
Enter the following information to log into your account:

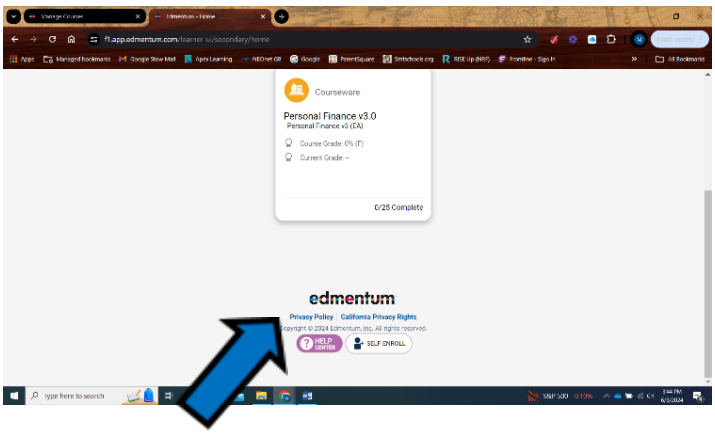
- Account: **smfc**
- User Name: last name, first name, graduation year. For example, **smithjohn2024.**
- Password: 00 'school I.D.' -> **00123456**

You **will not** be able to use the "Clever" sign-in option that is displayed (at this time).
You **can** use the "Google" sign in option that is displayed.

Your personal "Home Page" will be displayed (see image on next page with corresponding arrows).

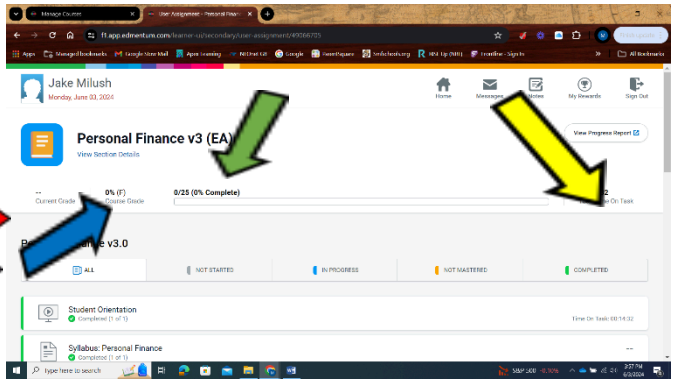
- It will show the classes you are enrolled in. (➡)
- At the bottom of your "Home Page" is a link from Edmentum to access additional resources. (➡)
- There is also a "Messaging" center. (➡) … WE WILL NOT USE THIS. Communications between the teacher and student should be done in person or through email.

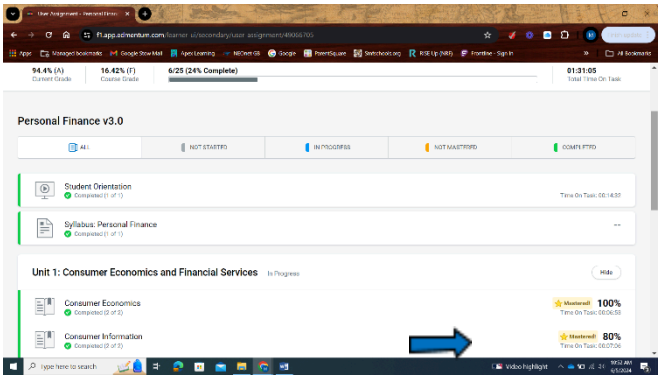




Click on the course to access the curriculum.

- An "Outline" will appear. Due to our Grade Policy (our grade policy will be explained below), we have adjusted the way this grade is calculated. It only includes unit & semester tests – just like before.
- The same "Tool Bar" across the top still appears, as does the "Help" link from **Edementum** at the bottom.
- The "Current Grade" ( ) column gives you a score for "Assignments" you've completed. The "Course Grade" ( ) column give you a score as if you didn't do anything else, (so it will be 0% when you first start). The "Completion Bar" ( ) lets you know how far along you are. The "Total Time on Task" clock ( ) lets you know how much time you've spent working.
- There is a "Key" ( ) to help you interpret the symbols that will appear next to "Activities".

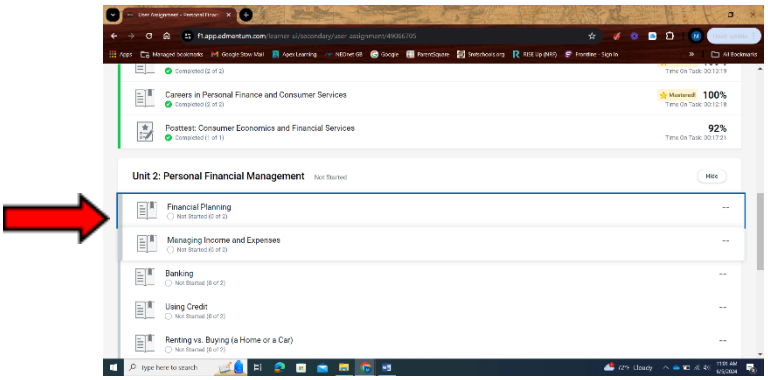


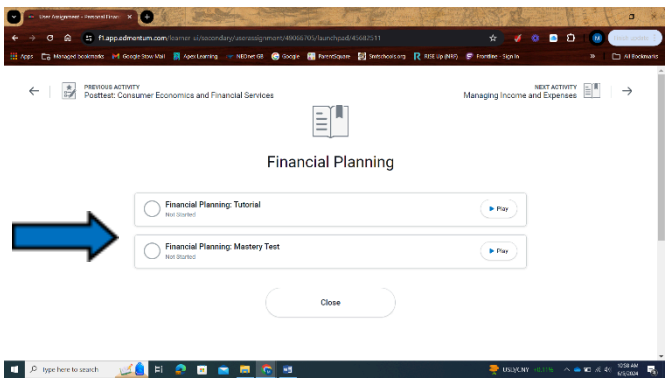


- The first two "Assignments" ("Orientation" & "Syllabus") are optional. They are helpful, but BE CAREFUL. They will discuss things that are not completely accurate. For Example: we have 'exempt' "Discussions" and "Unit/Course Activities", and we are not using the Pretest/Prescriptive versions.
- It will also show progress data ( )

To access specific "Modules" (Chapters), 'click' on the "Module" ( ). Then the "Tutorial" and "Mastery Test" will appear ( ). 'Click' on the activity you are ready for.

- After going through the "Tutorial", (and taking notes), take the "Mastery Test", (taking notes as you take the "Mastery Test" is valuable too). <u>You are allowed to use any written notes you may have for the "Unit/Semester Tests"</u>.
- Once taken, the "Mastery Tests" will lock. If you do not achieve 'mastery' (70%) on the "Mastery Test", you may retake it (two more times to try and achieve that score or higher). <u>To unlock the "Mastery Test</u>" after the initial attempt, you have to go through the "Tutorial" again.

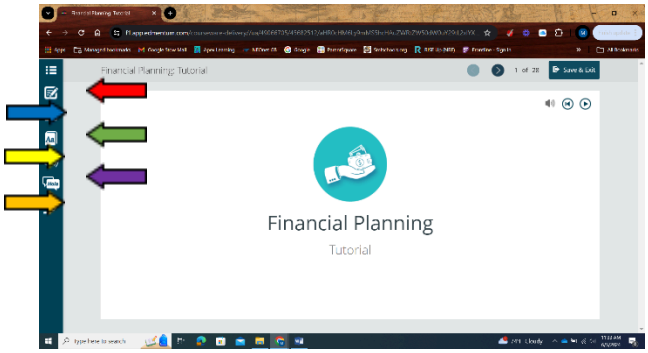




Once all “Modules” are completed satisfactorily, you are ready for the “Unit Test”. … Again, you may use any Written Notes you might have for “Unit/Semester Tests” … In addition, the system provides very little feedback.

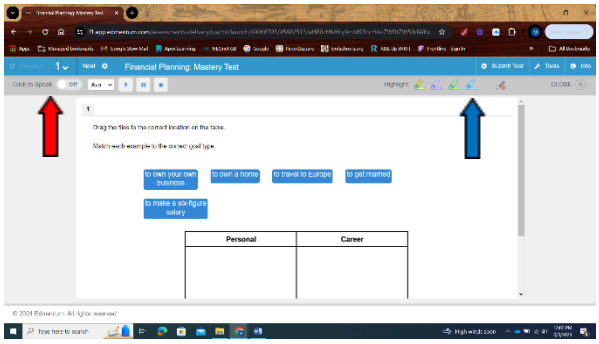
There are numerous tools that can be accessed within the “Tutorial”, (depending upon the class).

- There is a place to take “Notes” ( ). HOWEVER, you cannot access these when taking “Mastery Tests” or “Unit/Semester Tests”. … **It is better to take your own handwritten notes**
- The “Resources” tab ( ) is predominantly a Glossary
- The “Dictionary” ( ) is for ‘other’ words you might not be familiar with, (besides what’s in the Glossary)
- The “Reading Tools” tab ( ) has a couple of options. “Slide Narration” will read aloud the entire slide. … “Click to Speak” will read just what you have highlighted.
- The “Translate” ( ) tab will translate whatever you highlight, copy and paste. (There are close to 20 different languages to choose from).
- The “Highlight” tab ( ) allows you to highlight specific text within the Tutorial for review. … Similar to the Notes tab, you cannot access this during “Unit/Semester Tests” so it is really only useful for review.



There are also some tools for the “Mastery Tests” and “Unit/Semester Tests”.

- It has a similar “Click to Speak” tab ( ).
- It has a similar “Highlight” feature ( ). Again, only really useful for review before you submit.



Grade Policy / Calculation

We have set the “On-Target, Current & Course Grades” to reflect this.

- The Mastery Tests are basically several quizzes to prepare you for the Unit Post Tests.
- Both the (Mastery) Tests and (Unit Post) Tests will count and be used to get the final average grade % for the Course Grade to be entered onto your transcript.