

2011-2012 Enrollment Packet

Dear Student and Family,

We would like to take this opportunity to thank you for showing an interest in PA Learners Online.

1.) The *first* step to enrolling in PALO is to fill out the on-line application located at:

www.palearnersonline.com

Click on the “Apply” tab and choose, “On-line Application.” If you are unable to fill out an on-line application, please contact the admissions department as soon as possible.

2.) In order to complete your enrollment, the student’s parent or educational guardian must fill out the attached forms and return them to our office, along with the additional materials listed on the Enrollment Materials Checklist on the following page.

If you have any questions, please contact the admissions department at **412-394-1353**. Please return all forms and documentation to our office either in person, by mail, via fax, or by email. Thank you!

In person or by mail:

**PA Learners Online
475 East Waterfront Drive
Homestead, PA 15120**

By fax:

412-394-4604

By email:

paloadmissions@aiu3.net

PLEASE NOTE: *Until you are contacted by PALO confirming your enrollment, you are not considered a PALO student and you should maintain your status as a student with your home school district. Also, students who do not return a completed enrollment packet will not be enrolled with PALO.*

ENROLLMENT MATERIALS CHECKLIST

We have provided you with a checklist for the purpose of ensuring that families return the correct documents and forms to our admissions office. Please use the checklist in order to organize your materials.

PALO Forms: Enclosed Within– All Forms Must Be Signed

- Safe School Affidavit Form
- Charter School Student Enrollment Notification Form
- E-Rate Family Information
- Special Needs Inquiry Form*
- Equipment Lease Agreement
- Student Code of Conduct
- Home Language Survey
- Electives Sheet (for High School students only)
- Contact Information Form
- PALO Planner Survey

Required Documents: Required Upon Entrance

- Birth Certificate or Passport** – Must be a copy of the original state issued birth certificate - Hospital certificates and baptismal certificates **DO NOT** satisfy the birth certificate requirement.
- Parental Proof of Residency** – Must be a copy of a recent (within the past **3** months) utility bill **OR** lease **OR** mortgage statement **OR** property tax receipt
- Parental Identification** (Drivers License, State ID, or Passport)

Additional Documents: Suggested Upon Entrance, but NOT Required

- Transcript (high school students only)** – This may be unofficial and can be obtained from the student's current school district upon parental request
- Report Card** – A copy of the most recent student report card from the current year and also last year's, if available
- Copy of Special Education Records (if applicable)** - i.e. I.E.P. and E.R.*
- Medical Records** – Including immunization records

*PA Learners Online Regional Cyber Charter School (PALO) has established and will implement procedures to locate, identify and evaluate school age students thought to be eligible for special education services. These procedures include, but are not limited to, review of student records (cumulative records, enrollment records, health records, and report cards), hearing and vision screening, and speech and language screening.

SAFE SCHOOLS AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA

STUDENT NAME _____

DATE OF BIRTH _____ ENROLLING IN PALO GRADE: _____

PARENT OR GUARDIAN NAME: _____

ADDRESS: _____

TELEPHONE: _____

The above named student **has never been suspended or expelled** from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. &13-1304-A (b) and 18 Pa. C.S.A. 4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

Signature of Parent/Guardian: _____ **Date:** _____

*If this student **has been or is presently suspended or expelled** from any school, please complete ALL of the following information:

1. Was/Is the student (circle one): Suspended or Expelled
2. From which School District? _____
City: _____ State: _____
3. Start Date of suspension(s)/expulsion: _____
4. End Date of suspension(s)/expulsion: _____
5. Reason for suspension(s)/expulsion: _____

Signature of Parent/Guardian

Date

Parent/Guardian: complete Sections I, II, and III, and SIGN/DATE this document.

Warning: A child enrolled in another public school or a nonpublic or private school cannot, at the same time, enroll in another charter school.

Pennsylvania Department of Education
CHARTER SCHOOL STUDENT ENROLLMENT NOTIFICATION FORM

Please share with the business manager in your district.

For School Year 2011-2012

PA LEARNERS Online Regional Cyber Charter School

475 E. Waterfront Drive
Homestead, PA 15120

Charter School Contact Person:

David Martin, Principal

Telephone: (412) 394-5733

E-mail address:

paloadmissions@aiu3.net

I. Student Information:

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

City/State/Zip: _____ Telephone: () _____

County: _____

Mailing Address (if different from Home Address): _____

City/State/Zip: _____

Date of Birth: _____ Age: _____

II. School District of Residence and Former School Information:

School District of Residence: _____

Former School Information (other than pre-school):

Public School Charter School Home School Nonpublic School

Student Not Enrolled in School Preceding Enrollment in Charter School Because:

Entering Kindergarten Re-enrolling Dropout Other _____

Name of Former School: _____

Address of Former School: _____

Previous Grade: _____ Withdrawal Date from Former School: _____

Was your child receiving special education services based on an IEP? Yes No

If yes, do you have the child's special education records (IEP)? Yes No

III. Parent/Guardian Information:

Child Lives With: Both Parents Both Parents Alternately Mother Only Father Only
 Legal Guardian Foster Parents Other Adult _____

Special custodial court instructions: Yes No
(If yes, please provide a copy of court order.)

Complete parent/guardian name and address information as applicable

Father's Name: _____

Address: _____

City/State/Zip: _____

Home Telephone: () _____ Work Telephone: () _____

Mother's Name: _____

Address: _____

City/State/Zip: _____

Home Telephone: () _____ Work Telephone: () _____

(If the student is not living with parents, please complete this section.)

Guardian's Name or Foster Parent's Name or Other Adult Name: _____

Address: _____

City/State/Zip: _____

Home Telephone: () _____ Work Telephone: () _____

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school or a private school at the same time he or she is enrolled in this charter school.

Signature of Parent/Guardian: _____ **Date:** _____

IV. To be Completed by Charter School:

Verification of date of birth: Birth Certificate Other: _____

Proof of residency: Mortgage Statement Lease Utility Bill Other

Official Enrollment Date: _____ Anticipated Date of First Attendance: _____

Grade Student is Entering: _____

Signature of Charter School Representative: _____



E-rate Family Information

PA LEARNERS Online Regional Cyber Charter School participates in a program known as E-Rate. E-Rate (Educational-rate discount) is the common name for the Universal Service Fund (USF) for schools and libraries and provides discounts to schools and libraries across the country to ensure that we receive affordable access to certain universal services. The income level of the families of our students determines the discount level our school receives. These savings help improve communication and educational opportunities for our children.

Please complete and return the information below. **Important: Even if your income does not meet these Income Eligibility Guidelines, you must complete this information in order for the school's data to be considered valid.**

Please Print:

Family Name _____

Street Address _____

City _____ State _____ Zip _____

Find your family and annual gross income level on the chart below and CIRCLE the number of people in your family, including all children:

<u>Household Size</u>	<u>Annual Income</u>	<u>Monthly Income</u>	<u>Weekly Income</u>
1	\$ 18,889	\$ 1,575	\$ 364
2	\$ 25,327	\$ 2,111	\$ 488
3	\$ 31,765	\$ 2,648	\$ 611
4	\$ 38,203	\$ 3,184	\$ 735
5	\$ 44,641	\$ 3,721	\$ 859
6	\$ 51,079	\$ 4,257	\$ 983
7	\$ 57,517	\$ 4,794	\$ 1,107

For each additional family member, please add \$6,438 annual, \$537 monthly, and \$124 weekly.

Is your income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____

Is your family eligible for food stamps? Yes _____ No _____

Is your family receiving Temporary Assistance for Needy Families (TANF)? Yes _____ No _____

Does your family qualify for medical assistance under Medicaid? Yes _____ No _____

Does your family receive housing assistance (section 8)? Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)? Yes _____ No _____

If you answered yes to any of the preceding questions, please list the names of all school children living in your home, including the school they attend.

<u>Name of Child</u>	<u>School</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

To: Special Education/Guidance Department

Fax: _____

2nd Request

3rd Request

INQUIRY FOR RELEASE OF SPECIAL EDUCATION RECORDS

In accordance with the Final Regulation-Family Educational Rights and Privacy Act (Buckley Act), of June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers, within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without written consent of such release.

TO BE COMPLETED BY PARENT:

Student Name (first, last): _____

Date of Birth: _____ Grade: _____

Prior District Attended: _____

Prior School Attended: _____

Does or did the student receive special education services through an IEP or have a 504 plan?

Check one: Yes No

FOR SCHOOL USE ONLY:

The above student has enrolled in PA Learners Online Regional Cyber Charter School. Please send all special education records **via IEPWriter or FAX** to the following:



ATTN: Special Education Secretary
PA LEARNERS Online Regional Cyber Charter School
Office: 412-394-5733 Fax: 412-394-4604

If using U.S. Mail, please send to 475 E. Waterfront Drive, Homestead, PA 15120-1144

- Current **and** Prior Individualized Education Plan (IEP/GIEP)
- Current **and** Prior Notice of Recommended Educational Placement (NOREP/NORA)
- Current **and** Prior Evaluation Report/Re-evaluation Report (ER/RR)
- Most recent Invitation to IEP meeting (ITP)
- Most recent Permission/Waiver to Evaluate and/or Re-evaluate (PTE/PTR)
- Any applicable Psychological and/or Psychiatric Report

- Please *check here* if submitting records via IEPWriter
- Please *check here* if the student did NOT receive special education services and fax back to (412) 394-4604

Thank you for your prompt response!

CONFIDENTIALITY NOTICE

The documents and communication included in this fax transmission may contain confidential information. All information is intended only for the use of the above named recipient (s). If you are not the named recipient, you are NOT authorized to read, disclose, copy, distribute, or take any action in reliance on the information and any action other than immediate delivery to the named recipient is strictly prohibited. If you have received this fax in error, do NOT read the information and please immediately notify sender by telephone and email and immediately delete this fax. If you are the named recipient, you are NOT authorized to reveal any of this information to any unauthorized person and are hereby instructed to delete this fax when no longer needed.



EQUIPMENT LEASE AGREEMENT *OUTLINE OF TERMS*

LESSOR: PENNSYLVANIA LEARNERS ONLINE REGIONAL CYBER CHARTER SCHOOL

LESSEE: PARENT/GUARDIAN'S Name: _____
 Driver's License/ID #: _____
 ADDRESS: _____

NAME OF STUDENT: _____

Do you have a high speed internet connection in your home? Yes _____ No _____

PENNSYLVANIA LEARNERS ONLINE REGIONAL CYBER CHARTER SCHOOL

I have read and understand the terms of the PALO Equipment Lease Agreement as is listed on the following pages and understand that I am responsible for fulfilling the terms as noted effective from the date of possession of said equipment. I acknowledge that I will return the equipment listed below within 7 days following the student's disenrollment from PA LEARNERS Online.

EQUIPMENT LESSEE (Parent or Guardian Signature)

DATE

To be completed by PALO Staff:

Ship: _____ Aircard: _____

DESCRIPTION OF EQUIPMENT:

Items
Laptop or Equivalent
Color Printer, Scanner, Copier
Surge Protector

EQUIPMENT ISSUE DATE: _____

PALO STAFF MEMBER SIGNATURE

TITLE

DATE

PALO Equipment Lease Agreement

In consideration of the mutual covenants herein and intending to be legally bound hereby, the parties agree to the terms and conditions set forth in this Agreement.

1. **LEASE.** Lessee hereby leases from Lessor the equipment identified above and on any attached schedule ("Equipment") under the terms and conditions stated herein ("Lease"). This is an irrevocable Lease for the full term and cannot be cancelled by Lessee, however it can be terminated as provided herein.

2. **TERM.** This Lease shall not commence until the Lessor accepts and signs this Lease. Thereafter, this Lease shall continue so long as the student is enrolled at PENNSYLVANIA LEARNERS ONLINE REGIONAL CYBER CHARTER SCHOOL.

3. **DISCLAIMER OF WARRANTY AND WAIVER OF LIABILITY**

a) Lessee acknowledges that:

1) THE EQUIPMENT IS LEASED "AS IS, WHERE IS",

2) LESSOR, NOT BEING THE MANUFACTURER OF

THE EQUIPMENT, MAKES NO REPRESENTATION, GUARANTEE, EXPRESS WARRANTY OR IMPLIED WARRANTY (INCLUDING AN IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) WITH RESPECT TO THE EQUIPMENT, AND LESSOR HEREBY EXPRESSLY DISCLAIMS THE SAME: and

3) LESSOR SHALL NOT BE LIABLE FOR ANY LOSS OR INJURY TO LESSEE OR TO ANY THIRD PERSON OR TO ANY PROPERTY (including direct, indirect, consequential, incidental and special damages) CAUSED BY THE USE, OWNERSHIP OR POSSESSION OF THE EQUIPMENT (including any damages for infringement of any trademark, copyright or patent).

b) Lessor further makes no warranty or representation, express or implied, that the Equipment will satisfy the requirements of any law, rule, specification or contract which provides for specific machinery or operators or special methods. No defect or unfitness of the Equipment shall relieve Lessee of any of its duties or obligations under this Lease. Lessor shall have no obligation to install, erect, test, adjust or service the Equipment. Any service or maintenance required shall first be approved, and at the direction of Lessor.

c) Lessor shall not be liable for incidental or consequential damages, including strict or absolute liability in tort.

4. **AMMENDMENTS.** Lessee acknowledges that no person other than an executive officer of Lessor is authorized to waive or alter any term or condition of this Lease. All amendments hereto must be made in writing.

5. **REPAIRS; SERVICE; ADDITIONS.** Lessor is responsible for any repairs or service to the Equipment, and all repairs and service shall be the sole responsibility of Lessor.

6. **USE.** Lessee represents and warrants that the Equipment will be used solely for educational purposes and not for any other unauthorized use. Lessee shall use the Equipment in a lawful, careful, and prudent manner and shall not make any alterations to the Equipment without Lessor's written consent. Lessee shall not permit the Equipment to be used by anyone other than Lessee or the student named above. Unauthorized use of the Equipment constitutes for expulsion. Lessee shall keep the Equipment at the Lessee's address shown above and shall not remove the Equipment to any other location without Lessor's written consent. Lessee shall comply with and conform to all federal, state, and local laws, ordinances and regulations applicable to the Equipment and its use.

7. **LOSS; DAMAGE; INSURANCE.** Until the Equipment is returned to Lessor, Lessee shall assume the entire risk of loss from any cause. In the event of any loss, Lessee shall promptly notify Lessor in writing. Lessor shall insure the Equipment against losses in its sole business judgment. Such insurance payable to Lessor may be used or applied as Lessor, in its sole discretion, shall determine. In the event that the equipment is covered under any homeowners or renters insurance policy, any proceeds shall be paid directly to Lessor.

8. **COMPLIANCE WITH LAW.** Lessee shall promptly comply with all federal, state and local laws and regulations to the ownership, use, possession, leasing, delivery or return of the Equipment at Lessee's own expense. Lessee shall not commit any offense regarding unlawful use of a computer under 18 Pa. C.S.A. § 3933(a)(1) (1999).

9. **INDEMNITY.** Lessee shall and does hereby indemnify and hold Lessor harmless from and against all claims, losses, liabilities (including negligence, tort and strict liability), damages, judgments, suits, and all legal proceedings and any and all costs and expenses in connection therewith (including attorney's fees) arising out of or in any manner connected with the manufacture, purchase, financing, ownership, leasing, deliver, possession, use or operation of the Equipment, including without limitation, claims for injury to or death of persons and for damage to property. This indemnity shall survive the termination of this Lease.

10. **TITLE.** Lessee understands that the Equipment is the exclusive property of Lessor, that title to the Equipment shall at all times during the term remain in Lessor, and that Lessee shall have no right, title or interest in the Equipment except as expressly provided in this Lease. Lessee hereby irrevocably empowers and appoints Lessor as its true and lawful attorney-in-fact to prepare, execute and file all ownership and financing statements, and all costs for such filing and termination shall be paid by Lessee. It is the intent of the parties that this is a true lease and is not a finance lease. The filing of any such statement shall not be evidence that this is other than a true lease, and such filing is only intended to give public notice of Lessor's ownership of the Equipment. If this Lease shall be deemed at any time to be a lease intended as security, Lessee hereby grants Lessor a security interest in the Equipment and such financing statements shall be intended to create a perfected security interest in favor of Lessor. The Equipment shall at all times be considered and shall remain personal property, and Lessee shall not permit the same to become a fixture to realty, nor shall the Equipment be deemed anything other than personal property even though it may become attached or affixed to realty. Lessor may at any time require plates or markings to be affixed on the Equipment indicating Lessor's ownership thereof.

11. **EVENTS OF DEFAULT.** The following shall automatically and without notice to Lessee be events of default under this Lease if

- a) Lessee fails to perform or observe any other term or condition or breaches any representation contained herein or in any other agreement with Lessor,
- b) any action or proceeding is brought against Lessee whereby the Equipment may be taken or distrained;
- c) Lessee does not return the Equipment in suitable condition.

12. REMEDIES UPON DEFAULT.

a) In the event Lessee defaults hereunder, Lessor may exercise any one or more of the following remedies in addition to any other remedies available under law.

1) Lessee does not return the Equipment in suitable condition or on demand, the Lessee shall pay the sum of One Thousand Dollars (\$1,000.00) to Lessor.

b) Nothing stated herein shall require Lessor to repossess the Equipment, and Lessee hereby waives any rights which may require Lessor to repossess and/or remarket the Equipment in mitigation of damages, and if any rent or other obligations remain unpaid to the Lessor by reason of any default by Lessee, Lessor may inter judgment against Lessee for such rent and obligations including expenses for retaking the Equipment, and for such purposes Lessee hereby authorizes the prothonotary or any attorney of any court of record to appear for and to confess to judgment against Lessee for the total unpaid indebtedness of Lessee, with interest and cost, and twenty percent (20%) added for attorneys' collection fee, with or without declaration filed, to waive all right to appeal, stay of execution, inquisition and extension upon any levy upon real state, and Lessee agrees to condemnation and sale on writ of execution, hereby waiving the benefit of any exemption laws of any state now in force or hereafter enacted, all without offset or counterclaim.

c) The authority to confess judgment either for possession of the Equipment or any money due hereunder shall not be exhausted by one exercise, but judgments may be confessed from time to time, as often as may be necessary.

13. CUMULATIVE REMEDIES. All remedies of Lessor hereunder are, to the extent permitted by law, cumulative and may be exercised concurrently or separately at different times, and the exercise of any one remedy shall not be deemed an election of such remedy or preclude the exercise of any other remedy. No failure on the part of Lessor to exercise, and no delay in exercising, any right or remedy shall operate as a waiver thereof or be deemed a modification of this Lease. A waiver of any default shall not be a waiver of any subsequent default.

14. LESSOR'S COSTS. Lessee shall be liable for all costs and overhead incurred by Lessor in enforcing this Lease, including without limitation:

- a) reasonable attorney's fees incurred in pursuing any equitable remedy or claim for money damages;
- b) costs of suit; plus
- c) all cost incurred in the repossession, storage, repair and remarketing of the Equipment.

15. RETURN OF EQUIPMENT. Upon the end of enrollment of student, or upon demand of Lessor, Lessee shall return the Equipment to Lessor at any address specified by Lessor. The Equipment shall be returned in person in the original cartons or by some commercially-packed means of insured delivery to Lessor. The Equipment must insured to value if by means of delivery. The Equipment shall be returned in the same condition as received, ordinary wear and tear excepted.

16. ASSIGNMENT; SUBLEASE.

a) All or any part of Lessor's interest in this Lease or in the Equipment may be assigned by Lessor at any time without prior notice to Lessee. In that event, Lessor's assignee shall succeed to all of Lessor's rights and interests under this Lease, and Lessee's obligations to the assignee shall be as provided in this Lease, but the assignee shall not be liable to perform any of Lessor's obligations to Lessee. The right of the assignee to any payment and to performance of Lessee's obligations and to exercise any other of Lessor's right hereunder, shall not be subject to any defense, counterclaim or setoff. Lessee acknowledges that any assignment by Lessor shall not materially change Lessee's duties or obligations under this Lease or materially increase the risks imposed on Lessee.

b) Because the Lessee's obligations under this Lease are personal in nature, Lessee may not assign any of its interests under this Lease to any other person, nor may Lessee sublease any of the Equipment to any other person, without the prior written consent of Lessor, which may be declined by Lessor for any reason.

17. SEVERABILITY. If any provision of this Lease is in conflict with any law of any state or place where it is sought to be enforced, such provision shall be deleted to the extent of such conflict, but without invalidating the remaining provisions.

18. CHOICE OF LAW; JURISDICTION; FORUM; VENUE. Lessee agrees and stipulates that:

- a) this Lease shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania;
- b) Lessee knowingly and voluntarily waives trial by jury and consents to be subject to personal jurisdiction in the state and/or federal courts in Pennsylvania, and consents to venue in any count/district in which Lessor maintains an office; and
- c) any legal proceeding arising out of this Lease, regardless of whether Lessor or Lessee brings such proceeding, shall be instituted only in the aforesaid venue in Pennsylvania, and not elsewhere, unless Lessor expressly consents in writing or elects otherwise.

19. NOTICES. All notices, consents and other communications required or permitted by this note shall be in writing and shall be hand delivered or sent by certified mail, return receipt requested, postage prepaid, or by a reputable overnight delivery service, addressed to Lessor and Lessee at their respective addresses as set forth above, or to such other addresses as either may designate from time to time by notice to the other in the manner set forth herein.

20. GENDER; NUMBER. Whenever the context of this Lease is required, the masculine gender includes the feminine or neuter, and the singular number includes the plural; and whenever the word "Lessor" is used herein, it shall include all assignees of Lessor. If there is more than one Lessee named in this Lease, the liability of each shall be joint and several.

21. ENTIRE AGREEMENT. The instrument constitutes the entire agreement between the Lessor and Lessee and it shall not be amended, altered or changed except by a written agreement signed by the parties hereto.

22. TITLES. The titles to the paragraphs of this Lease are solely for the convenience of the parties, and are not an aid in the interpretation of the instrument.

STUDENT CODE OF CONDUCT

As a student of PA LEARNERS Online Regional Cyber Charter School (PALO), I agree to uphold the highest standards of conduct and participation in the PALO program. I understand that **failure to abide by the terms of the PALO Code of Conduct will be cause for my withdrawal from the program** and disenrollment from the school.

As a PALO student,

- I will participate in learning activities (online and/or offline) for the required number of hours during each seven-day week (Gr. K=12.5 hours per week, Gr. 1-6=25 hours per week, Gr. 7-12=27.5 hours per week).
- I will meet the terms of all course outlines and deadline dates as specified by my teachers or the PALO administration.
- I will show satisfactory course participation at all mandatory progress review checkpoints (10-day introductory review, 20-day review at the secondary level, plus 9 week progress reviews at all levels).
- I understand that I am required to participate in virtual/live classroom learning experiences as required by my PALO teachers and that non-participation may result in disciplinary action up to and including dismissal.
- I will attend all PALO on-site activities as required by my teachers or the PALO administration, including all applicable state-mandated standardized testing sessions (Reading and Math / Science and Writing). Failure to attend mandatory on-site activities and PSSA testing may result in dismissal from PALO.
- I will log into and participate in my PALO classes every day as is required by the PALO calendar in accordance with PA State attendance requirements.
- I will check, read, and respond to my PALO mail at least three times every school day.
- I will accept the responsibility for contacting my PALO teachers when I need help with my assignments.
- I will accept the responsibility for contacting PALO technical support in the event of equipment failure within 24 hours of such failure.
- I will use PALO equipment and materials only for the purpose of completing schoolwork or communicating with the PALO staff.
- I understand and accept that an internet outage is not an accepted legal excuse for non-attendance and that it is the responsibility of the student to participate in the cyber environment utilizing alternative internet access during such events. Alternative Internet sources include but are not limited to the following: library, friend or family, public/private business with public internet access.
- I will uphold all terms of the PALO Equipment Lease Agreement signed by my parents/guardians.
- I will not allow any other individual to use the PALO equipment, materials, or access codes assigned to me, unless that individual is a family member enrolled at PALO who is also assigned to the same equipment and materials.
- I will always do and submit my own work. All work submitted by me will be prepared by me alone without the direct help of any other individual.
- I will not publicly post my user name, password, or any other private PALO access information.
- I will use the internet to act in a responsible, ethical, and legal manner, respecting privacy at all times for myself and others. Rules of network etiquette, federal and state law must also be observed. PALO equipment is provided for school purposes only. Documented failure to abide by these ideals can result in expulsion from PALO.
- I will refrain from inappropriate behavior when engaged in PALO activities with PALO equipment and materials, including: insults or attacks on others, use of obscene, degrading, or profane language, harassment, threats, or posting of unwelcome messages to any other person
- I will abide by all copyright provisions applicable to the materials with which I work.
- I will not engage in *plagiarism*, which is the act of copying or imitating of the language, ideas, and thoughts of another writer and passing them off as original work. *Plagiarism* includes: copying or rephrasing another student's work, having someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it), directly copying student aids, critical sources, reference materials, or other materials in part or in whole without acknowledgement, indirect reproduction of student aids, prepared notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgement.

As stated above, I understand that if I do not abide by the terms of the PALO Code of Conduct, I will be subject to withdrawal from the program, terminating my enrollment with PA LEARNERS Online Regional Cyber Charter School. I understand that non-participation in PALO coursework for ten (10) days will result in my disenrollment from PALO. Within 7 days of my withdrawal from the program, I will return all PALO equipment/materials as specified in the terms of the PALO Equipment Lease Agreement. I understand that upon withdrawal, the Superintendent of my school district of residence will be advised that I am no longer a student at PA LEARNERS Online.

I have read and I understand my responsibilities as a student of PALO.

SIGNED: _____ DATE: _____

PALO Student

I have read and I understand my child's responsibilities as a Parent/Guardian.

WITNESS: _____ DATE: _____

PALO Parent/Guardian



HOME LANGUAGE SURVEY*

The Office of Civil Rights (OCR) requires that school districts/charter schools/full day AVTS identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

School District:
School:

Date:

Student's Name:

Grade:

1. What is/was the student's first language? _____

2. Does the student speak a language(s) other than English?
(Do not include languages learned in school.)

Yes No

If yes, specify the language(s): _____

3. What language(s) is/are spoken in your home? _____

4. Has the student attended any United States school in any 3 years during his/her lifetime?

Yes No

If yes, complete the following:

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____

Parent/Guardian signature: _____

Person completing this form (if other than parent/guardian): _____

*The school district/charter school/full day AVTS has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school/full day AVTS has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school/full day AVTS may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school/full day AVTS in the future.



HIGH SCHOOL ELECTIVES COURSE SELECTION SHEET 2011-2012

Student Name: _____ Grade: _____
 Phone Number: _____ Birth date: _____

Instructions:

1. Rank your top five choices for electives in order of preference using numbers 1 - 5.
2. In case of scheduling conflicts an alternate course may be added without consultation.

One Semester (1/2 credit courses)

___ Psychology	___ Sociology	___ Study Skills
___ Creative Writing	___ Art Studio (full year)	___ Art Appreciation
___ Science Inquiry	___ Astronomy	___ Family Living
___ Intro to Music Theory	___ Music Appreciation	___ Career Planning
___ Yearbook (full year)	___ Parenting	___ PA History
___ Computer Programming	___ Web Design	___ History of Gaming

Full Year (1 credit courses)

___ French I	___ French II	___ French III
___ Spanish I	___ Spanish II	___ Spanish III

*** 2-3 years of the same foreign language is recommended for college bound students**

What are your plans after graduation?

___ 4 year College ___ Community College ___ Military ___ Work



Student Contact Information 2011-2012

*This form must be entirely completed. **More than one contact number is required.***

- Student: _____ Grade: _____
- Primary Home Phone Number: _____
- Primary Guardian's Daytime Phone Number: _____
- Physical Address: _____ Mailing Address (if different than physical): _____

Parent/Guardian Contact:

Name: _____ Home Phone: _____
E-Mail: _____ Work Phone: _____
Relationship: _____ Cell Phone: _____

Parent/Guardian Contact:

Name: _____ Home Phone: _____
E-Mail: _____ Work Phone: _____
Relationship: _____ Cell Phone: _____

Emergency Contact :

Name: _____ Home Phone: _____ E-
Mail: _____ Work Phone: _____ Relationship:
_____ Cell Phone: _____

The PALO PLANNER SURVEY

Please fill out the survey below so that we can assist you in planning for your future!

Name: _____ Grade Level: _____ Date: _____

Upon graduation from high school I plan on (pick all that apply to you):

EDUCATION/ EMPLOYMENT

Check Below



Attending a technical/trade school (like instructional technology, justice, dental hygienist, veterinary tech, etc.)	
Apprenticeship program (like plumber, electrician, contractor, iron worker, steamfitter, painter, etc.)	
Attending a 2-year college (like community college)	
Attending a 4-year college (like Universities)	
On-the-job training	
Military	

WORK EXPERIENCE

Check Below



1. I have had a job that paid me money. (Yes or No)	
1a. I have worked as a (list all jobs you've had):	
2. I have volunteered. (Yes or No)	
2a. I have volunteered at (list places you volunteered):	
3. I have participated in job shadowing. (Yes or No)	
3a. List your job shadowing experience:	

What career/profession do you see yourself working in after graduating? _____

Why is this your chosen career field? _____

Are there specific things you need to learn or trainings you would like to participate in order to help you move toward your career training goals for next year? If so, please explain.

INDEPENDENT LIVING

Is it your goal to live independently as an adult?

YES _____ NO _____ Other _____

WHO ARE YOU?

Please list your *strengths* (the good things that make you successful, academically, socially or otherwise).

1) _____ 2) _____ 3) _____

The PALO PLANNER SURVEY (Part II)

Please list areas you'd like to improve on:

1) _____ 2) _____ 3) _____

WHAT DO YOU KNOW?

I am aware of the following (check below):

- Office of Vocational Rehabilitation Career Link (www.pacareerlink.state.pa.us)
 SSI Benefits My Individualized Education Program (IEP)
 Pennsylvania Youth Leadership Network (PYLN)

I learn best:

- Seeing information (visual) Hearing information (auditory)
 Working hands-on (working with your hands)

I feel comfortable asking my:

- Parents for help Teachers for help Guidance counselor for help I don't like asking anyone for help

INDEPENDENT LIVING SKILLS

Complete below if you are over 12 years of age.

What can you do on your own? Check next to all that apply to you:

	I do this!	I need help	Can't do it		I do this!	I need help	Can't do it
Money Management (budgeting, writing checks, paying bills, etc.)				Access Community Resources (shops, restaurants, libraries, etc.)			
Drive a car (licensed)				Organizational Skills			
Use public transportation				Household Chores			
Self-Care (Hygiene, schedule medical appointments, etc.)				Know who to contact in an emergency			

CIVIC RESPONSIBILITIES

Complete below if you are over 12 years of age and if it applies.

- 1) I have registered for Selective Service (males only): 2) I have registered to vote:
 3) I have my driver's license or photo I.D.: 4) I have a library card:
 5) I know how to apply for financial assistance/SSDI:

What types of hobbies/activities do you enjoy/participate? **(WRITE BELOW)**
