

SATELLITE ORIENTATION CHECKLIST 2021-2022

Dear Satellite Families,

Please complete the following form as you attend the 2021-2022 Satellite Orientation. This must be returned to Satellite as part of the required Satellite Student paperwork.

Student Name (First & Last)	Date	Grade Level

ORIENTATION TOPIC	Student Initials
Attendance Expectations (EXPECTATIONS)	
<i>I was provided information regarding Satellite’s attendance expectations. I understand that I am expected to report to Satellite daily and on time for my selected session (AM, PM, or All Day). I will communicate any absences to Satellite. (703.619.8400). I will provide documentation for absences. I understand that there is a minimum expectation of 20 hours of physical attendance per week (4 hours per day, 5 days a week). I understand that failure to abide by Satellite’s attendance expectations may result in administrative consequences.</i>	
Cell Phone Use & Satellite Courtesy Phone (EXPECTATIONS)	
<i>I understand that my cell phone is to be stowed in my locker prior to entering Satellite each day and that student cell phones are not allowed in Satellite. I am permitted to use my cell phone during lunch (12:30 PM—1:00 PM) and before my session begins. I may use the Satellite Courtesy Phone on the desk near the Open Classroom for brief periods (2-3 minutes) as needed.</i>	
Campus Overview/Etiquette/Code of Conduct (EXPECTATIONS)	
<i>I was provided with a campus overview that familiarized me with the different locations specific to Satellite. I understand that I will work in my assigned seat or location in the main classroom when I am not in a blended learning session or working one-on-one with a teacher. I know that I am not allowed to work in a classroom unsupervised by a teacher. I was given an orientation of the ACPS Code of Conduct and understand the expectations as an ACPS student.</i>	
Testing (EXPECTATIONS)	
<i>I understand my testing expectations and that tests will be taken in the Testing Area at Satellite. I understand that I am subject to the honor code when taking any and all assessments. I understand that academic integrity is vital and that I will not cheat on tests.</i>	
Honor Code (EXPECTATIONS)	
<i>I was introduced to the ACPS Honor Code. I understand what constitutes cheating and what constitutes plagiarism and I understand possible consequences if I engage in these activities.</i>	
Keep-n-Track sign in and out procedures (PROCEDURAL)	
<i>I was provided with information regarding the sign in and out procedures for Satellite. I understand that I must sign in and out daily through Keep-n-Track, and that I must also sign in and out of Keep-n-Track for lunch. I understand that lunch time is not to exceed 30 minutes in length if I choose to leave campus for lunch.</i>	

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Satellite Supplies (PROCEDURAL)	
<i>I was provided with a list of supplies that I need for Satellite. I understand that I am expected to supply my own headphones for use at Satellite and that Satellite is unable to provide headphones for my use in the case that I forget to bring headphones. I also understand that I am expected to bring my ACPS issued Chromebook and charger daily and that Satellite is unable to provide loaner Chromebooks or Chromebook chargers.</i>	
DASH Bus (PROCEDURAL)	
<i>I was provided with an overview of how the DASH Bus works. I understand that I am required to use my school issued student ID card to board the DASH Bus. If I lose this ID, I understand that I need to obtain a new ID from the ACHS King Street Campus.</i>	
Online Course Log In(s) & Expectations (PROCEDURAL)	
<i>I was provided with an overview of my online courseware (Edgenuity and/or Florida Virtual as applicable). I was shown how to log in to my online class(es) and know my username and password. I understand that communication with online instructors will be to and from my ACPS provided student email account ONLY, and I understand that it is my responsibility to monitor this email account daily.</i>	
Advisor Roles (PROCEDURAL)	
<i>I was provided with an overview of Academic Advisor roles. I understand that I will be assigned an Academic Advisor and that I will be responsible for checking in with this Advisor as agreed upon with my Advisor. I will communicate with my Advisor (in addition to contacting the school) if I have to miss school.</i>	
Blended Learning Sessions & Grading Policies (INFORMATIONAL)	
<i>I was provided with the Blended Learning schedule. I understand that my participation in Blended Learning sessions is mandatory and that 20%-30% of my grade in my online course(s) is based upon these sessions.</i>	
Urban Alliance (INFORMATIONAL)	
<i>I was given an overview of Urban Alliance. I understand that Urban Alliance is an internship and employment option, with required qualifications for participation.</i>	

I certify that I was provided all of the information above during my Satellite Orientation and that I understand Satellite's expectations, procedures, and protocols.

Student Name: _____ Date: _____
Please Print

Student Signature: _____ Date: _____
Please Sign

Parent/Guardian Name: _____ Date: _____
Please Print

Parent/Guardian Signature: _____ Date: _____
Please Sign