Carbondale Area Cyber Academy

Parent & Student Handbook 2018-2019

Welcome to the Carbondale Area Cyber Academy! This school was created to meet the needs of students who are better suited for an online educational approach over the traditional classroom. Carbondale Area partners with Edmentum who provides the course content and online teachers for every student. By enrolling in the Cyber Academy, students will have the opportunity to work at their own pace and individualize their learning experience. Students will have the option to work on their courses in the Cyber Academy Lab located in the Carbondale Area High School building, or from an off-site location such as their home, public libraries or other locations that provide them an internet connection and safe learning environment. Every Cyber Academy student is a part of the Carbondale Area School District and has access to the same resources and programs as the traditional Carbondale Area student.

This handbook has been developed to provide you with a better understanding of the Cyber Academy as well as important policies and procedures in the program. The handbook will provide clear guidelines on what is expected of the parent, the student, and the Carbondale Area School District. The Cyber Academy also keeps up-to-date information and helpful links listed on our website c**yber.carbondalearea.org**

We are committed to seeing every student in the program succeed. Feel free to contact us with any questions or concerns you may have, both now and throughout the school year. Thank you for joining the Cyber Academy! We look forward to a great school year!

Donald J. McDonough
Director of Cyber

570-282-2123
donald.mcdonough@carbondalearea.org

ATTENDANCE

Contrary to the traditional setting, the Cyber Academy tracks student pacing instead of daily attendance. Each course comes with a recommended pace of assignments to complete each week in order for students to complete the course on time. Any student who is falling behind pace for <u>two consecutive weeks</u> will be considered "truant" and asked to attend the Cyber Academy Lab, Monday through Thursday until they are back on pace. If the student opts to continue to work outside the lab and continues to remain behind pace without progress of catching up, illegal absences will be marked and legal consequences may result.

For the first week of school, we ask that the students attend the Cyber Academy Lab (located in the High School building) to make sure they can navigate the courses provided through Edmentum, and to make sure they understand the pace they will need to keep to complete the courses on time.

After the orientation during the first week of school, students may come in to the Cyber Lab for "open hours" at any time, Monday through Thursday. Although the Cyber Academy Lab is only open certain hours of the day, students may access their courses 24/7.

Students may attend the Cyber Academy any days from Monday through Thursday. **On Fridays, the Cyber Academy Lab is closed**. However, students are expected to work off-site on Fridays to keep pace.

Cyber Academy Lab Hours

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

PARENT RESPONSIBILITIES

Parents/Guardians of the Cyber Academy have the unique opportunity to participate in the education of their children. Parents/Guardians are expected to:

- Maintain active email communication with the Cyber Academy course teachers to monitor student's weekly progress.
- Complete required district forms
- Attend necessary meetings to discuss student progress
- Check in with the student's Guidance Counselor to properly schedule courses and assessments.
- Contact the school to inform the office of the student's Cyber Academy Lab schedule
- Directly supervise student's education at home
- Attend orientations and parent meetings offered by the district
- Assist student in complying with rules, policies and procedures of the school
- Assist student in submission of all forms, applications and documentation to the school in a timely manner
- Monitor student's computer use to assure that computer and software are used for educational purposes in accordance with school policy
- Work with student and the Cyber Academy staff to ensure successful completion of the curriculum within the scheduled time frame
- Assure that all work submitted by student was completed solely by that student
- Notify the school immediately of any changes in student's contact information or academic status
- Ensure that student participates in required standardized state testing

STUDENT RESPONSIBILITIES

Students who enroll in the Cyber Academy are expected to follow the policies and procedures of the program. Students are expected to:

- Meet with the Cyber Academy Teacher to review program information
- Agree to follow all policies outlined in this handbook
- Attend the PSSA and/or Keystone Exams during testing windows
- Check in with their Guidance Counselor to properly schedule courses and assessments
- Attend and participate in meetings to discuss course progress and academics
- Log in to their coursework Monday-Friday to ensure course completion
- Contact the online teacher with any academic questions that arise
- Adhere to Carbondale Area's Acceptable Use Policy for computers
- Refrain from using any other student's login or password
- Communicate any online learning concerns with their assigned guidance counselor
- Schedule online tutoring or interventions with the online teacher as needed to ensure passing grades
- Utilize the district assigned email account for all email communications with Cyber Academy staff
- Check emails daily to ensure communication with online teachers and Cyber Academy staff
- Follow the school dress code as outlined in district handbooks
- Take responsibility for their computer issued to them by the school district

GRADUATION REQUIREMENTS

Successful completion of 23 or more credits is required for graduation. Students in grades 9-12 are required to enroll in a minimum of 26 credits over four years with at least 5 full credit courses and Physical Education each year; both Health and Physical Education are required in 12th grade. The minimum credit requirements for each subject area are listed below.

English 4.0 credits
Science 3.0 credits
Math 3.0 credits
Social Studies 3.0 credits
Physical Education 2.0 credits
Health 0.5 credits
Career Explorations 4.0 credits
Electives 3.5 credits

TOTAL 23 credits

The amount of credits for each grade is determined in the table below. High School students will also be required to take Career Exploration each year.
The four core subjects, the elective courses, Physical Education and Health will include a specific grade percentage, while **Career Exploration will be graded as Pass-or-Fail.**

In **Career Exploration**, high school students will learn about different jobs in the world, which will help them consider their own future and where they would like to be after high school. By learning about all of the different options available, students can start looking at their passions in life and consider how they can make them into a life-long career.

	6th	7th	8th	9th	10th	11th	12th
English	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit
Math	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit
Science	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit
Social Studies	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit	1 credit
Career Exploration	----	---	---	1 credit	1 credit	1 credit	1 credit
Health	0.5 credit	0.5 credit	0.5 credit	---	0.5 credit	---	0.5 credit
Physical Education	1 credit	1 credit	1 credit	0.5 credit	---	0.5 credit	---
Electives	0.5 credit	0.5 credit	0.5 credit	1 credit	1 credit	1 credit	1 credit

GRADING

Students of the Cyber Academy will follow the following numeric grading scale for courses:

A- 92-100
B- 83-91
C- 74-82
D- 65-73
F- 0-64

If a course uses a Pass-Fail grading system, the student will receive:

P- Passed
F- Failed

TESTING OUT OF MATERIAL & COURSE EXEMPTIONS

In certain instances, students will have a chance to take a pre-test in a course for proper placement. This pre-test is **NOT GRADED**, however the students can test out of any material they know and pass on the pre-test. When this happens, the student will be able to skip over assignments and tests pertaining to the material they tested out of. By testing out of material, students will have a lighter workload and may be able to complete the course at a faster rate.

Exempted Assignments

When a student tests out of material after taking their pre-test, the assignments they are exempt from will have a **blue star with an "e"** listed on them. Students may review these assignments for the final exam but DO NOT need to complete the assignments.

Exempted Tests

When a student tests out of material the student will not need to take the tests either. Because of this, Edmentum locks the tests so the student doesn't take them by accident. If a test is locked, make sure to check for the **blue star with an "e"**. If the student is exempt from a test they may skip over it and move on to the next assignment.

TUTORING HELP

COMMUNICATION

Communication is a very important aspect of the Cyber Academy. While there does not have to be regular face-to-face interactions, good communication is required. Most communications are done by email, or by phone.

Student Phone Number

Students will be asked to provide a phone number for their teachers to contact them at. This can either be a cell phone, or landline to their house. Students may communicate by phone calls or texting. Students should let their teachers know their preferred way of communication.

Student & Parent Email

Students are also given a district email address. The Cyber Academy Teacher will frequently communicate through email, while also being available by phone. Online teachers will also communicate with students by email about courses and progress. Students should check their email **no less than once a day**.

Parents are required to list an email address to communicate with the Cyber Academy Teacher as well. We recommend that parents also check their emails no less than once a day to keep open a regular line of communication.

ADDING & DROPPING COURSES

All student schedules are provided to parents and students for the academic year at the beginning of the school year. Students who want to drop a course have to do so within 14 calendar days after enrolling. This includes weekends and holidays. After the drop/add period of 14 days, no additional courses may be dropped.

PROGRAM WITHDRAW

A student may withdraw from the Cyber Academy provided that the parent/legal guardian indicates in writing the reason for withdraw, the name and location of the public or private school that the student will attend, and the expected exit date from the program. Upon withdraw from the program, all required paperwork must be completed

and all district equipment must be returned to Carbondale Area. <mark>It is recommended that students do not withdraw from the program until the end of the semester is completed.</mark>

TIME ON COURSEWORK

While we follow a pacing model, it is recommended that students work on each class for <mark>45 minutes a day / 5 days a week. If a student falls behind pace and is not keeping up, **they will be required to log a MINIMUM of 3 hours of activity** to be considered in attendance.</mark>

STUDENT COMPUTERS

Each student in the Cyber Academy will receive a district-provided computer to use for coursework.

<u>All students must return their computers to the Carbondale Area School District at the end of the school year</u>, for routine maintenance. Any student who does not return the computer in a timely manner may be subject to a bill for the full cost.

HELP WITH TECHNOLOGY ISSUES

If a student is running into technological issues with their courses, they should submit their issues to info@edoptionsacademy.com   or call a representative at **866-890-8153**.

Students should include their name, courses that are affected and any specific details that will assist the school with solving the issue.

If a student runs into an issue with their <u>computer</u>, they should bring in their device to the Carbondale Area Technology Department at the High School office from 7:30am-9:00am Monday-Friday. If a student cannot make these hours, they may drop their computer off at the front desk of the High School and pick it up when they are called.

<u>Carbondale Area Technology Department</u>- 570-282-2123

ACCEPTABLE USE POLICY

The school's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the Carbondale Area School District's policy on acceptable use is necessary for continued access to the school's technological resources. Failure to abide by the district's Acceptable Use Policy may result in removal from the Cyber Academy.

TESTING POLICIES

Required PSSA and Keystone Exams

Students are required to participate in all school and state mandated assessments. Students will communicate with the Cyber Academy Teacher regarding the date and time that they arrive at the local school to take specified assessments. Failure to attend mandatory state testing will result in unexcused absences.

Advanced Placement Exams

Students who wish to take the AP Exams must work with their guidance counselor to determine date, time and location. The cost of the AP exams is the responsibility of the student. All AP courses must be taken through the high school.

SAT

Students wishing to take the SAT Exam should contact their guidance counselor to determine date, time and location. This should be done early in the school year to ensure successful preparation.

BREAKFAST & LUNCH

Students who attend the Cyber Lab located in the High School building are encouraged to take part in the nutritious school Breakfast & Lunch program.

Students are entitled to a free breakfast and lunch as a a result of an awarded grant to the Carbondale Area School District.

LUNCH SOCIALS & FIELD TRIPS

The Cyber Academy will hold **Lunch Socials** throughout the year. On Lunch Social days, the Lab will be open for academics from 7:35am-11:35am. For the second half of the day, the Lunch Social will take place. For these events, the Cyber Academy will purchase lunch for all of the students at the Lab. If students are not usually scheduled for the Lab on days there is a Lunch Social, they may still attend. Along with eating lunch together, the students will be able to take part in other social activities like socializing, playing group games and watching movies.

The Cyber Academy will also hold multiple **Field Trips** to local establishments throughout the year such as the bowling alley, the movies, along with others. **In order to attend a Field Trip, students must have attended either the Cyber Academy Lab or a Lunch Social prior to the trip being taken.** The cost of transportation and admission for the field trip is covered by the Cyber Academy, however all other costs are the responsibility of the student.

While the Field Trips and Lunch Socials are not required for students, we recommend they take part in them to promote social skills and bonding among other Cyber Academy students.

TRANSPORTATION

Students who would like to attend the Cyber Academy Lab may use district transportation to and from the lab. Students are permitted one morning and one afternoon bus stop in accordance with district policy. If a student is scheduled to attend the Cyber Academy Lab after the morning bus run, it will be the responsibility of the parent to transport the student to school. If a student is scheduled to leave the Cyber Academy Lab before the end of the school day, it will also be the responsibility of the parent to transport the student home from school.

PARKING PASSES

Students with a driver's license and vehicle have the option to drive to school. In order to do so, all student drivers will need to request a parking pass from the Cyber Academy Teacher. All students who drive to school must respect and obey all traffic laws in order to keep their privilege to drive to school.

Any students who break traffic laws on school grounds will have their privilege revoked and will need a ride from a parent, or will need to take the school bus in order to continue coming to the Cyber Lab.

DISCIPLINE ISSUES

Due to the flexibility of the Cyber Academy program with the option for off-site learning, there is a low-to-zero tolerance for disciplinary issues. The Cyber Academy follows a "3-strike" system for minor infractions in the Cyber Academy Lab. The procedures are as follows:

Strike 1- Student is suspended from attending the Cyber Lab for one lab day. A warning is also issued to the student regarding the consequences for future infractions.

Strike 2- Student is suspended from attending the Cyber Lab for one full lab week. The student and parent will be made aware of the consequences another strike will bring.

Strike 3- Student is barred from attending the Cyber Academy Lab for the remainder of the school year. Student will be required to work Off-site. If the student falls behind for more than two consecutive weeks off-site, they will be withdrawn from the Cyber Academy and placed back in the traditional school setting.

Immediate Removal Clause: The Cyber Academy Coordinator reserves the right to revoke the Cyber Academy Lab privileges at any time. **Bullying another student is terms for immediate removal.** Other severe offenses will also result in a Lab ban.

Disrupting the School Day: Any disruptions of High School classes, teachers, staff or students (caused by a Cyber Academy student) are taken seriously and can also result in Cyber Academy Lab privileges being revoked.

Three-Strike Students: While students are barred from the Cyber Academy Lab for the remainder of the school year after three strikes, students have a chance to get back in the following school year. However, the Cyber Academy Coordinator reserves the right to deny any three-strike students from returning. All students who come back to the Cyber Academy Lab, after being barred, begin the school year on Strike-Two. If the student were to get a strike, it would result in Strike-Three and a permanent ban on attending the Cyber Academy Lab for future school years.

SCHOOL CALENDAR & SNOW DAYS

Students enrolled in the Cyber Academy are expected to follow the school district calendar. Students do not need to attend online courses when the Carbondale Area School District is closed. When it becomes necessary to close schools, the announcement will be carried on local radio stations. The school district also uses an automatic calling system that will provide information on school closings and delays. On snow delays, students scheduled for the Cyber Academy Lab may work from home with parent permission.

ATHLETIC & CLUB ELIGIBILITY

Students wishing to participate in the Carbondale Area School District athletic program or clubs will need to express interest to the Cyber Academy Teacher. The Cyber Academy Teacher will then give the student the necessary information on the program or club. The Carbondale Area School District has the authority to enforce academic probation on any student that is participating in a club or activity. If a student is not passing 4 credits, they will become academically ineligible. The Cyber Academy staff will work with students, parents, coaches and directors to assist students that are in danger of academic probation.

SPECIAL EDUCATION SERVICES

The Carbondale Area School District is required under the Individuals with Disabilities Education Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the Carbondale Area School District's Special Education Department at 570-286-3721 for further assistance. When an IEP or 504 plan is created or updated, the changes will be sent to their online teachers who will make the necessary adjustments.