Carbondale Area Cyber Academy

Dear Parent/Student,

Welcome to the Carbondale Area Cyber Academy! With this letter, you should receive a Log-In form that includes student and parent log-in credentials. The program handbook can be found online. Below is some helpful information to get you started:

1) **Parent Account**- Each parent has an account to **check on student progress, pacing and grades**. Parents can find their username and password on the log-in sheet provided.
2) **Email**- Parents AND students should **check their email daily**, as email is used regularly in the Cyber Academy for communication
3) **Handbook & Links**- The Program Handbook along with all program information and links are listed on our website at **cyber.carbondalearea.org**
4) **Pacing**- Students should make sure they are on pace with the black line shown for each course. The green bar below shows how many assignments they have completed, and the yellow bar shows how many more remain in the course.
5) **Exemptions**- Most classes have a pre-test. Pre-tests are not graded, however they allow students to "skip" lessons and activities that they already know. Students will know an assignment is exempt if there is a blue circle with an "e" listed with it. Students may review the exempt information for final tests, but do not need to complete those assignments as they will not be graded.
6) **Teachers**- Each class has its own teacher. While the course content is already loaded in the system, the teacher is there to help the student understand material and help students with the course. Regular communication with teachers is crucial to success. Students may communicate by email, phone call, or text messages.
7) **Cyber Lab**- Students may work from home or in our Cyber Lab. The lab is a quiet setting in the High School where students may work on classes. Cyber Lab hours are posted on the cyber website at **cyber.carbondalearea.org**
8) **Discipline**- Because students have the ability to work off-site, there is zero-tolerance for discipline issues. Students who cause problems in the Cyber Lab may be removed for the school year and required to work off-site. Please see the Cyber Academy handbook online for more information.

Have a great school year,

Donald J. McDonough
Director of Cyber

James Kielar
Cyber Coordinator