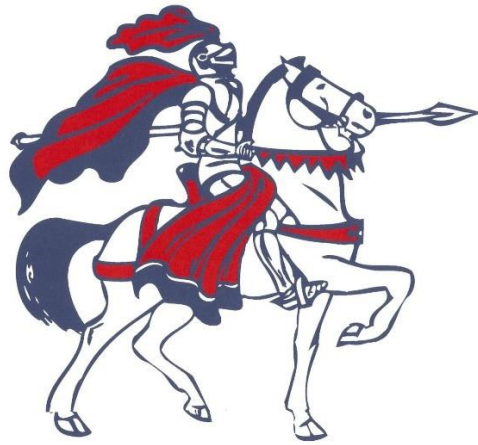


# Carbondale Area Cyber Academy



## Parent & Student Handbook

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 work 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.

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

James Kielar  
Cyber Coordinator

1-844-330-2273 x 1241  
[cyber@carbondalearea.org](mailto:cyber@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 for students to complete the course on time. Any student who is falling behind pace for **two consecutive weeks** will be required to attend the cyber lab until they are back on pace in all their courses. Students who do not attend the cyber lab will be considered “truant” and legal consequences may result.

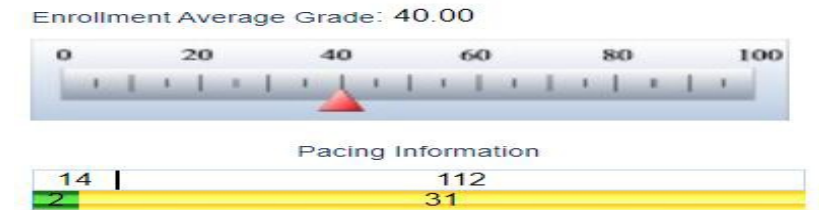
The pacing bar is represented by the **black line** moving from left to right, which students must keep up with. Assignments completed by the student will be in **GREEN**, and the number of assignments left to complete in the course will be in **YELLOW**. As long as the green bar is in line with the black pacing line, a student is on pace.

### AHEAD OF PACE EXAMPLE



In this example the student has a current grade of a 94.46 and is ahead of pace. 22 days have gone by since the student started this course and they have 104 days left before the end of the semester. The student has completed 12 assignments in the first 22 days and has 104 days left to complete 38 more assignments.

### BEHIND PACE EXAMPLE



In this example the student has a current grade of a 40.00 and is behind pace. 14 days have gone by since the student started this course and they have 112 days left before the end of the semester. The student has completed 2 assignments in the first 14 days and has 112 days left to complete 31 more assignments.

## **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
- 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 Coordinator to review program information
- Agree to follow all policies outlined in this handbook
- Attend the PSSA and/or Keystone Exams during testing windows in the students designated building.
- Check in with the Cyber Coordinator to properly schedule courses and assessments
- Attend and participate in meetings to discuss course progress and academics
- Log in to their coursework Monday-Friday
- 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
- 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 0.5 credits  
Electives 7.0 credits

**TOTAL 23 credits**

|                           | <b>7<sup>th</sup></b> | <b>8<sup>th</sup></b> | <b>9<sup>th</sup></b> | <b>10<sup>th</sup></b> | <b>11<sup>th</sup></b> | <b>12<sup>th</sup></b> |
|---------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|
| <b>English</b>            | 1 credit              | 1 credit              | 1 credit              | 1 credit               | 1 credit               | 1 credit               |
| <b>Math</b>               | 1 credit              | 1 credit              | 1 credit              | 1 credit               | 1 credit               | 1 credit               |
| <b>Science</b>            | 1 credit              | 1 credit              | 1 credit              | 1 credit               | 1 credit               | 1 credit               |
| <b>Social Studies</b>     | 1 credit              | 1 credit              | 1 credit              | 1 credit               | 1 credit               | 1 credit               |
| <b>Career Exploration</b> | 0.5 credit            | ---                   | 0.5 credit            | ---                    | ---                    | ---                    |
| <b>Health</b>             | 0.5 credit            | ---                   | ---                   | ---                    | ---                    | 0.5 credit             |
| <b>Physical Education</b> | 0.5 credit            | 0.5 credit            | 0.5 credit            | 0.5 credit             | 0.5 credit             | 0.5 credit             |
| <b>Electives</b>          | 1.0 credit            | 2.0 credit            | 1.5 credit            | 2.0 credit             | 2.0 credit             | 1.5 credit             |

### **CLASS RANK/ GRADING SYSTEM/WEIGHTED GRADES**

Class rank is cumulative, weighted, and is based upon all full credit courses taken in grades 9 – 12. Advanced Placement courses in Chemistry, English, Math, and American History, Advanced Biology, Physics and all Honors courses are weighted by a factor of +4. Rank is available after every marking period. All students except Foreign Exchange students are ranked. A student who transfers to Carbondale Area School District will be assigned a class rank after being enrolled for at least two (2) semesters. A student transferring as a senior will not be ranked. A student must be enrolled in the high school for four (4) full consecutive years (Grades 9 – 12) to be considered Valedictorian, Salutatorian, or Class Poet. In addition to meeting all other graduation requirements he/she must also complete two (2) years of a foreign language and complete three (3) Advanced Placement courses.

All full credit courses are given a number grade. Letter and grade point average conversions are listed below.

|        |    |         |
|--------|----|---------|
| 99-100 | A+ | 3.9-4.0 |
| 95-98  | A  | 3.5-3.8 |
| 93-94  | A- | 3.3-3.4 |
| 91-92  | B+ | 3.1-3.2 |
| 87-90  | B  | 2.7-3.0 |
| 85-86  | B- | 2.5-2.6 |
| 83-84  | C+ | 2.3-2.4 |
| 77-82  | C  | 1.7-2.2 |
| 75-76  | C- | 1.5-1.6 |
| 70-74  | D  | 1.0-1.4 |
| 00-69  | F  | 0       |

### **HONOR ROLL**

Students who have attained an overall average of 93-100 in all major subjects are designated as having achieved Distinguished Academic Honors. Students who have attained an overall average of 87-92 in all major subject areas are designated as having achieved Second Honors. A failing grade or an incomplete grade in any subject disqualifies a student from the Honor Roll regardless of his/her average.

### **NATIONAL HONOR SOCIETY**

Selection to the National Honor Society and National Junior Honor Society is based on scholarship, character, leadership and service. To be eligible for the membership consideration, a student must have a cumulative average of 90 or above for six consecutive quarters.



## **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.

## **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.

### **Remind 101**

We will use the Remind 101 for the communication of important Cyber Academy announcements. Remind 101 is a few text messaging service.

### **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.

## **TIME ON COURSEWORK**

While we follow a pacing model, it is recommended that students work on **each class** for **45 minutes a day / 5 days a week**. Or, a minimum of 5 hours per day / 25 hours per week. Students have the opportunity to work on Saturday and Sunday to complete their work for the week.

## **STUDENT COMPUTERS**

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

All students must return their computers to the Carbondale Area School District at the end of the school year, 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](mailto: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 computer, they should bring in their device to the Carbondale Area Technology Department at the High School office.

Carbondale Area Technology Department- 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 Coordinator regarding the date and time that they arrive at their designated building to take specified assessments. Failure to attend mandatory state testing will result in unexcused absences.

## **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 Coordinator. 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.