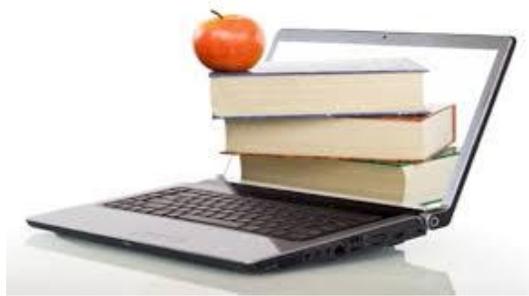


Scranton School District



Cyber Academy Student/Parent Handbook

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Welcome Message

Welcome to the Scranton School District Cyber Academy. We are happy that you have decided to be a part of our program. The Scranton School District has partnered with Apex Learning, which is accredited by the Northwest Accreditation Commission and its courses are approved for National Collegiate Athletic Association eligibility. In the SSD Cyber Academy, our classes are taught by subject certified Scranton School District (SSD) teachers. You will receive a high quality education in a true cyber environment combined with opportunities for face-to-face interaction with our teachers and guidance counselors to help you reach your education goals.

As an SSD Cyber Academy student, you may participate in Scranton School District athletics, programs and clubs at your home school. Our goal is to provide you with the support that you need as you move toward earning a SSD diploma.

Congratulations in taking the first step in our enrollment process. Now that you have a cyber schedule prepared, you are ready to move forward. A one- hour orientation session, led by one of our cyber teachers, will prepare you to begin your cyber learning experience. During this session, you will meet the members of the Cyber Academy team, learn about our online platform and review the keys to success in our program. All orientation sessions take place at West Scranton High School unless alternate arrangements have been made.

Upon completion of your orientation, you will spend 2 weeks working with our Cyber Academy teachers at West Scranton High School. During this time, you will become acclimated with the Apex online platform. Working in the platform, you will demonstrate mastery of all required skills and navigation of the program. This will ensure success in a full cyber environment.

We look forward to working with you and sharing in your success in the Scranton School District Cyber Academy.

Respectfully,

Erin Keating, Chief of Leadership Development and School Operations

570-348-3429

erin.keating@ssdedu.org

PURPOSE STATEMENT

The purpose of the Scranton City School District is to improve student achievement working together with common goals and students as our number one priority.

OUR MISSION

The mission of the Scranton School District is to educate, inspire and empower students.

OUR VISION

The vision of the Scranton school District is to educate students to their full potential and to prepare them to be successful in all aspects of their lives.

CONTACT INFORMATION

| | | |
|-------------------------------|---------------------|--|
| SSDCA Classroom | | (570) 348-3616 |
| English | Katherine Kier | (570) 348-3616 katherine.kier@ssdedu.org |
| Math | Melissa Kieselowsky | (570) 348-3616 melissa.kieselowsky@ssdedu.org |
| Social Studies/History | Ken Murphy | (570) 348-3616 kenneth.murphy@ssdedu.org |
| Biology/Sciences | Jerry Baulduff | (570) 348-3616 gerald.baldauff@ssdedu.org |
| Chemistry | JoAnn Ossont | (570) 348-3616 joann.ossont@ssdedu.org |
| Business/CTC | Danielle Call | (570) 348-3616 danielle.call@ssdedu.org |
| Health and Physical Education | George Roskos | (570) 348-3616 george.roskos@ssdedu.org |
| Spanish | Kathy O'Donnell | (570) 348-3616 kathleene.odonnell@ssdedu.org |
| French | TBA | (570) 348-3616 |
| Art | Nicole Hanni | (570) 348-3616 nicole.hanni@ssdedu.edu |
| Music | TBA | (570) 348-3616 |
| | | |
| Program Supervisor | Erin Keating | (570) 348-3429 erin.keating@ssdedu.org |

| Technology Contacts | | |
|----------------------------------|---|---|
| Technology Contact | Julie Maloney South Scranton Intermediate School | (570) 348-3552 julie.maloney@ssdedu.org |
| | Judy Hopkins Northeast Intermediate School | 348-3651 ext. 8157 judy.hopkins@ssdedu.org |
| | Dean Mulherin West Scranton Intermediate School | 570 348-3475 dean.mulherin@ssdedu.org |
| | Anne Spindler Scranton High School | (570) 348-3481 x 279 anne.spindler.ssdedu.org |
| | Maryann Hazzouri West Scranton High School | (570)348-3616 x 6348 maryann.hazzouri@ssdedu.org |
| Scranton High School | Principal John Coyle | (570) 348-3481 |
| Guidance | Karen Battaglia A-C | (570) 348-3481 x 289 |
| | Ashley Richards Mo-Rod | (570) 348-3481 x 291 |
| | Christina Nasser Rog-Z | (570) 348-3481 x 292 |
| | Stacey Moore Hi-Mi | (570) 348-3481 x 290 |
| | Anna Tigue D- He | (570) 348-3481 x 293 |
| West Scranton High School | Principal Robert DeLuca | (570) 348-3616 |
| Guidance Grade 9 | Rebecca Scoblick A-G Jennifer Palazzari H-O TBA P-Z | (570) 348-3625 |
| Grade 10 | Jennifer Palazzari | (570) 348-3625 |
| Grade 11 | TBA | (570) 348-3625 |
| Grade 12 | Rebecca Scoblick | (570) 348-3625 |

| | | |
|-----------------------------|--------------------------|-----------------------|
| Northeast Intermediate | Principal Rob Butka | (570) 348-3651 |
| | Kathy McGrail | (570) 348-3651 x 8180 |
| | Joy Coss | (570) 348-3651 x 8177 |
| South Scranton Intermediate | Principal Dan Gilroy | (570) 348-3631 |
| | Maria Calvert | (570) 348-3631 x 8371 |
| | Karyn Schaeffer | (570) 348-3631 x 8372 |
| West Scranton Intermediate | Principal Paul Dougherty | (570) 348-3475 |
| | Marci Barnansky | (570) 348-3475 |
| | Paul Martin | (570) 348-3475 |

What is the Scranton School District Cyber Academy?

The Scranton School District believes the way we view traditional schooling is changing and opportunities for learning today's technologically connected world should be available at all times in many ways. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional, but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the Scranton School District has created a variety of learning opportunities for students. Many of these courses take place in an online forum and can be accessed from any internet connection. It is the intention of the District to offer these on-line options for students while ensuring the quality and integrity of curriculum that has exemplified the tradition of excellence our students have enjoyed. Ideally, every student living in the Scranton School District will find an opportunity to complete a rigorous and relevant education within the relationship that community school provides.

To that end, the District has developed the following guidelines to assure that both the individual education of each student and the academic and financial integrity of the District are maintained in this exciting time of change in education. Since the never ending march of technology makes it nearly impossible to anticipate every situation, the District maintains the latitude to make decisions on an individual student basis within the philosophy and guidelines of the District and the Commonwealth of Pennsylvania.

Attendance

Regular attendance in any learning environment is essential to academic success. Students who do not participate in their online course regularly will negate their ability to reach academic success. The insistence on good attendance serves a clear and constant reminder of the importance of good instruction, enabling the student to:

- Learn new subject matter and earn excellent grades
- Foster and develop responsible work and study habits

1) Attendance (students are subject to the same attendance rules and laws as students attending regular public school)

a. Sign-on daily attendance will be based on successful completion of the following two requirements

- i. Students must log in each course daily and submit a **minimum** of 1 assignments per course per week and/or be in compliance with course assigned due dates.
- ii. Complete daily assignments per instructor's direction.

b. Students progress will be collected and analyzed weekly by the Program Supervisor and building level administrators. Truancy will be filed based upon teacher documentation of student's failure to meet the established criteria.

c. After three (3) weeks of failing to meet attendance guidelines, truancy will be filed.

d. Courses will be tracked on a course by course basis. If students do not comply with attendance procedures for 15 consecutive school days, truancy will be filed on the 16th school day for failure to comply. If the student does not begin to work consecutively in the program once truancy is filed, re-enrollment procedures will begin to transfer the student back to their traditional school.

***If a student is unable to work or meet attendance requirements they must contact each individual teacher for courses in which they are enrolled.**

e. It is the responsibility of the parent to re-enroll the student back into the brick and mortar school should the student be dropped from the program for any reason. Compulsory school attendance procedures will be initiated if the student is not re-enrolled in their traditional school and truancy hearings before the local magistrate will be scheduled.

f. A student failing any course/courses is required to come into school for one (1) hour of tutoring weekly for each course they are failing. Once the student maintains a passing grade in that course/courses, they will be allowed to return to a full-time cyber learning platform.

g. Students are not required to attend classes on those days that the brick and mortar students are not required to attend. These would include snow days, Act 80 days or holidays approved by the Scranton School district.

h. If a student is absent for fifteen (15) or more consecutive days and the absence occurs in two (2) or more of their courses, that student will be dropped from all Scranton School District Cyber Academy courses effective on the last day of the quarter as per school policy.

i. Upon dropping, parents are responsible for returning the school issued laptop, as well as any books or materials received. Failure to return these items within three (3) school days will result in a complaint filed with the local magistrate's office. ****IF A STUDENT IS WITHDRAWN FROM THE CYBER PROGRAM AS A RESULT OF STAFF RECOMMENDATION AND DOES NOT RE-ENROLL IN THEIR HOME SCHOOL, THE STUDENT MUST RETURN ALL SSD TECHNOLOGY EQUIPMENT TO THE MAIN OFFICE OF THEIR HOME SCHOOL WITHIN 3 SCHOOL DAYS.**

j. Failure to attend cyber classes based on the standards above, subject Scranton School District Cyber Academy students to the same attendance rules and laws as students enrolled in Scranton School District.

2) Scranton School District Cyber Academy cyber education will not be considered a break in education from the resident school.

Student Resources

The student handbook for traditional students is available online and lists the district's policies and procedures as well as resources available to students. We encourage cyber students to read through the student handbook for their home building. While on school grounds or attending a school related event or function, cyber students must adhere to the policies, procedures and practices outlined in the student

handbook. All cyber students are entitled to all service rendered by the Scranton School District. Although cyber students are not attending school on a daily basis, the following services such as but not limited to:

- Health and Nursing services
- School Meals
- Nursing Services
 - Physical Exams
 - Dental Exams
- Counseling services
 - School guidance counselor
 - School based behavioral health teams
 - School based health centers
 - Student Assistance Program

Please contact Program Supervisor Erin Keating if you need assistance in gaining access to any school services.

Grade/Attendance Failure

If a student's grade falls below a 70 or if a student fails to submit the required number of weekly assignments, he/she will be required report to the school and work with the Apex teachers until he/she shows improvement. In some instances, the district may choose to remove a student from a course for failure to meet the above requirements.

State Testing

All students are required by Pennsylvania Department of Education (PDE) to complete mandatory testing at specified grade levels. PDE states:

The Pennsylvania state assessment system is composed of assessments and the reporting associated with the results of those assessments. The assessment system includes the Pennsylvania System of School Assessment (PSSA), the Pennsylvania Alternate System of Assessment (PASA), the Pennsylvania Accountability System (PAS), the Pennsylvania Value-Added Assessment System (PVAAS), the Keystone Exams (end-of-course), Classroom Diagnostic Tools (CDT) and the National Assessment of Educational Progress (NAEP).

Cyber students are required to report to their home school for state testing. The building principal will establish the dates and time of tests, and students and parents will be informed via their cyber teacher.

- Middle School
 - Grade 6
 - English Language Arts and Mathematics
 - Grade 7

- English Language Arts and Mathematics
 - Grade 8
 - English Language Arts, Mathematics and Science
- High School- End of Course Assessments
 - Algebra
 - Biology 1
 - Literature
 - After the completion of English 2

Graduation Requirements

All students are required to earn a minimum of 22 credits consisting of English Language Arts, Mathematics, Science, Social Studies, Arts/Humanities, Health/Safety/PE and electives. The number of credits needed in each category will be dependent on the diploma pathway that is chosen by the student. Please see district website for updated pathways and requirements.

Computer and Computer Issues

- If you opt for a school district computer, the computer and related equipment remain the property of Scranton School District. All equipment is collected at the end of each school year in order to perform basic maintenance and updates. The equipment will be redistributed at the start of the new school year. The student and parent/guardian are responsible for any lost or damaged equipment
- If a student is having computer problems, they must inform the technology contact immediately at their home school (contact information listed in contact list). Problems with a home computer will NOT be an acceptable excuse for failure to complete work on time. If the student has problems at home, they must make alternative arrangements. If problems occur with school computers, please alert the Technology Contact, as well as the classroom teachers.
- Lost/stolen/damaged equipment is the responsibility of the student. Parents will be invoiced for the cost of replacing the equipment. Students will not be allowed to return to traditional school until financial obligations are satisfied or equipment is returned.

Student Participation

- Student participation in online cyber instruction will be based on the individual student's needs and is subject to the approval of the guidance counselor, school principal and Online Primary Contact. Typical examples of the students who may qualify for online instruction would include students unable to attend school for medical or medical related problems, students requiring an alternative educational setting, students enrolled in an existing online program, extended home-school students or students wishing to leave the brick and mortar school setting to participate in online instruction.
- Students will be required to participate in all state mandated testing and will meet all graduation requirements for receipt of a Scranton School District High School diploma.

- Students who wish to participate in after school sports are subject to the teams qualifying rules. Students may try out for sports within their home school boundary lines.
- Students will be permitted to attend all extra-curricular activities and school functions as long as they are compliant in their online courses. Arrangements must be made with the school administrator prior to participation.
- Student's online studies will be established by the set course schedule in Apex. The district acknowledges that students are not required to complete work when school is not in session (eg. holidays, snow days, ect).. Virtual students will need to complete courses 2 weeks prior to the last day of school on the Scranton School District calendar. This will allow for grading to be completed and transcripts updated.
- Students are required to submit class assignments according to due dates which are set forth by the course instructors.
- Student participation in the Scranton School District Cyber Academy is a privilege that may be revoked anytime, if circumstances warrant.
- Online home instruction students will have access to school resources such as the library and guidance counseling per appointment only. Students who are expelled are not permitted on school property and will have to use the public library.
- The identification of online courses that must follow the diploma sequence is based on guidance review and administrative approval.
- The online curriculum is standards based.
- Any confirmed cases of cyber bullying, cyber stalking or cyber harassment will result in immediate dismissal from the Scranton School District Cyber Academy.

Parent/Guardian Role in Your Child's Education

Scranton School District Cyber Academy is pleased to partner with you to provide your child with a quality education. While we supply the computer (at request), curriculum and professional support, you provide the supervision, management and encouragement. Your child's success truly depends upon your consistent involvement. Scranton School District Cyber Academy Parents/Guardians are expected to:

- Communicate the importance of education to your child.
- Monitor student's progress by utilizing the weekly reports emailed to the email address provided at orientation.
- Ensure the student attends all state, district and course assessments for their course and grade.
- Participate in email and phone communications with teachers and school staff.
- Notify the school of changes of address, telephone number, and email address.
- Notify the school the first day the student encounters technical problems. (computer, internet or any other issue)
- Be responsible for full replacement cost, if any computer, textbooks, or supplemental materials are lost, stolen, or damaged while checked out by parent or student.

- Inform the school immediately if your child decides he/she will no longer participate in the program. Certain exit requirements need to be completed to ensure the student will not be reported truant.

Internet Reimbursement

The Scranton School District will reimburse you for your internet bill up to \$29.99 per month. The District will reimburse for the months that a student is actively enrolled and participating in the Cyber Program. A copy of your internet bill (with parent's name/address visible on bill) and a Reimbursement Form must be submitted quarterly to the Child Accounting Office located in the Administration Building, 425 N. Washington Ave.

Physical Education Requirements

Students are required to complete the physical education and health credits required by the Scranton School District. Students will enroll in appropriate courses as recommended by their guidance counselor.

SPECIAL EDUCATION

The Scranton School District Cyber Academy provides special education services in accordance with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school-age children in need of such services. For students with Individualized Education Programs (IEPs), Scranton School District Cyber Academy provides a continuum of virtual special education services that range from consultation to curriculum accommodation and modification, to meet the needs of the child, at no cost to the parent, guardian or student.

A highly qualified special education teacher will be assigned to the student. Services provided by special education teachers:

- Assist with assignments;
- Modify and present assignments in a different mode to ensure understanding and success;
- Correspond with students on a weekly, daily, or as-needed basis;
- Provide direct instruction time with students between the hours of 3:30-5:30 Monday-Thursday in a designated location chosen by the district. Students are required to attend at least 1 session per week.
- Conduct IEP meetings annually and reconvene IEP meetings as needed;

- Provide quarterly IEP Progress Reports to parents indicating the student’s progress toward achieving IEP goals and objectives; and
- Collaborate with regular education teachers to discuss how to most effectively meet the needs of each individual student.

*Students utilizing this program will abide by all policies and regulations found in the Scranton School District Cyber Academy Online Handbook.

Privacy

The Scranton School District Cyber Academy will respect the privacy of its users, unless it is required to disclose information by law, or if in good faith, the Academy believes that the action necessary to conform to the law or legal process to protect and defend the rights or property of the Scranton School District Cyber Academy, or to act under exigent circumstances to protect the personal safety of the users or the public.

Acceptable Use Policy

Access to the technology utilized by SSDCA courses imposes responsibilities and obligations upon users.

Appropriate use is:

- Characterized by ethical and honest behavior
- Demonstrated by respect for physical and intellectual property
- Responsive to system security protocols
- Respectful of individual rights to privacy and to freedom from intimidation, harassment and unwarranted annoyance

SSDCA has established the following expectations for student behavior in order to inform disciplinary action as required.

1. Exercise responsible, ethical behavior. The Internet is a global network of information. The information available ranges from being useful and scholarly to being incorrect, possibly plagiarized and offensive. There are no gatekeepers or systems of censorship in place on the Internet. The student bears responsibility for their conduct while engaged in SSDCA courses, both in terms of how they interact with others and in how they demonstrate mastery of course objectives.

2. Respect individuals’ freedom from harassment. Students will protect the privacy of classmates. Students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand that the SSDCA courses require use of discussion boards as a means of communication and learning; therefore, respect these technologies as a means of instruction. Students will not use these or other forms of communication as a means to harass people via the Internet, including administrators, teachers, and other students.

3. Utilize the technology in a respectful manner. Students will not use the SSDCA online course system for any commercial or illegal activity. Students will follow rules, written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.
4. Adhere to the Scranton School District's Acceptable Use Policy.
5. Violation of any part of this agreement or engaging in any other activity that school authorities consider inappropriate will be subject to disciplinary action consistent with SSDCA policies and procedures. Discipline could include, but would not be limited to, immediate suspension or termination of Internet access to the SSDCA courses. Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of SSDCA privileges.
6. Credit for online courses will be granted to students by SSDCA in accordance with established district policies.
7. Online courses are approved for credit by the Board of Education consistent with any other instructional delivery. All district policies related to academic honesty, participation and attendance will apply to online courses.

Agreement for Use of School Equipment

Purpose: District owned laptop computers authorized for use off school property is assigned to a specific individual, that individual will be fully liable for loss of equipment and excessive damage during the period of use. This equipment is to be used only by school district students.

Authority: School equipment will only be issued after a student completes an intake and the necessary 2 week orientation. The Program Director or Technology Department may conduct a random inspection of the equipment anytime at the district's discretion. I will comply with the district's Acceptable Use Policy at all times when using district equipment. Broken equipment may be returned by appointment for repairs; however, cost to any repairs may be the responsibility of the borrower. Repairs may take up to 7 - 10 business days in which time the student will need to come into the school to use the school equipment or find a public location to complete their work. Having equipment repaired is not an excused reason for missing assignments. No software may be installed on the computer other than what is required for use in the Scranton Cyber Academy. The student is responsible for all lost, damaged or stolen property and will be held to monetary restitution.

Responsible Party agrees to protect SSD's interest in the equipment by maintaining adequate insurance to cover damages to the equipment by fire, theft, flood, explosion, accident, act of God, or other accidental cause to the full replacement of the equipment.

I understand that my use of the Computer is subject to all other School District policies including (without limitation) the School District's Acceptable Use Policy, which I acknowledge I have read and understand. I will take reasonable precautions to protect the Computer from use by anyone other than my child, from

theft, and from any viewing or transferring of data or materials thereon by anyone other than my child and parents or guardians.

Bullying Policy

The SSDCA Bullying Policy prohibits bullying of any student or employee by any SSDCA Board member, district employee, parent, consultant, contractor, agent, visitor, volunteer, student, or other person in any SSDCA school/facility or outside the school/facility at SSDCA and/or school sponsored events, on school buses/transportation, while students are travelling to and from school, and at training facilities or training programs sponsored by the SSDCA.

Cyber Stalking

Defined as to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyber Bullying

Defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (i.e. Snap chat, Facebook, Twitter), chat rooms, and instant messaging.

Bullying, Cyber bullying, and/or Harassment also encompasses:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

incitement or coercion accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Non- Discrimination Policy

It is the policy of the Scranton School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational-vocational practices. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The Successful Online Student Checklist

To find out if you have what it take to be a successful online student, place the number in the box that tells how much the statement describes you as a student:

3 = This really describes me exactly.

2 = This describes me a little.

1 = This does not describe me.

- ___ 1. I know how to use the computer as a tool for learning
- ___ 2. I know how to read, understand and follow written directions.
- ___ 3. I know how to send and receive email and use Word to write.
- ___ 4. I know how to search and navigate the Internet.
- ___ 5. I know how to plan my time and submit my assignments on schedule.
- ___ 6. I am self-motivated, self-directed, self-disciplined and use my time efficiently.
- ___ 7. I am willing to contact my teachers by telephone and by email to get help when needed.
- ___ 8. I know how to participate in online chat rooms.
- ___ 9. I am determined to succeed and I don't give up easily.
- ___ 10. I know how to organize my day and make time for my studies.
- ___ 11. I enjoy working independently without other students nearby.
- ___ 12. I think before I respond so that my answers will be meaningful.
- ___ 13. I know that my success online is entirely my responsibility.
- ___ 14. I know how to express myself through writing.
- ___ 15. I know how to express myself through speaking and asking questions.
- ___ 16. I am willing to spend at least 4 hours per weekday at my computer and track my time.
- ___ 17. I am willing to spend an additional 1-2 hours per weekday doing other assignments.
- ___ 18. I am responsible and know how to use and care for school equipment.
- ___ 19. I am honest and can be trusted to do m y own coursework and assignments.
- ___ 20. I am willing to contact the technology help line to get information when needed.

Results

60-50 – You would be an excellent candidate for cyber school.

49-40 – You have some of the qualities that would make you a good candidate. With a little hard work you could succeed in Cyber School.

39 or below- Although you have some qualities that would make you a candidate for cyber school, you may want to consider staying within the brick and mortar school.

Scranton School District Cyber Academy Course Guidelines and Requirements

Student Name _____

Motivation

A successful student is self motivated. Students must be able to have self-control and focus on schoolwork for the required amount of time. Successful students plan a schedule and follow the schedule. Depending on a student's self-control, a student may need to eliminate or limit instant messaging, music, TV, and other distractions.

Parent Involvement

Parents are vital to the success of a student in the Scranton School District Cyber Academy. Although students are young adults, they still need to be guided and nurtured. While the Cyber Academy has many electronic ways to monitor a student, the parent is the human eyes and ears. Parents have firsthand knowledge of the student's strengths and weaknesses. Please do not hesitate to contact the coordinator with questions, suggestions, and concerns.

Attendance

Attendance is determined by submission of work and daily log in verification.

Submission of Work

Students are required to meet required due dates. All parents have access to the Scranton School District Cyber Academy via weekly emailed progress reports. The students' assignments, grade to date, and progress can be checked using these reports. Contact the Scranton School District Cyber Academy Teachers if you need information regarding weekly parent coach's reports.

Activity Due Dates

I will complete all assignments in accordance with the scheduled due dates, and will assure that all assignments submitted reflect my own work. I understand that I may be withdrawn from the program if I do not consistently log into my courses.

Failures

I understand that if I fail to attain minimum academic standards I may have to come into school to bring my grades back up. I understand that I may not be eligible to participate in future courses. I also understand that I can be dropped from the program.

I further understand that if my grade falls below a 70 (in any course) or if I fail to log into my cyber courses on a daily basis, I will be required to come into the school to work with the Apex teachers on a weekly basis until I maintain an overall passing grade of 70 or better. In some instances, the district may choose to remove me from a course for failure to meet the above requirements.

Computer Problems

If a student is having computer problems, they must inform the technology contact immediately. Problems with a home computer will NOT be an acceptable excuse for failure to complete work on time. If the student has problems at home, they must make alternative arrangements. If problems occur with school computers, please alert the technology contact as well immediately.

Communication

In order to be successful in the Scranton School District Cyber Academy, a student must take full advantage of the communication tools. Tools include: • Messaging: A built in tool similar to email that allows a student to message the teacher with questions. • Live Classroom: A virtual classroom that allows students and teachers to interact using an instant message program. • Phone: When in doubt, pick up the phone and call. • Face to Face: Sometimes a student needs a face to face interaction with a teacher. These meetings can be arranged as often as needed through the Scranton School District Cyber Academy teachers.

Grading

Grading occurs throughout a course according to the specifications set forth by teacher and/or school district. Grades can be checked at any time by going to the APEX dashboard. This is not the final grade. This is grade of the content completion and pacing. In addition, teacher announcements can be viewed on this screen. Grades will not be given quarterly. Student will receive a final grade, aligned with the district grading policy, for each class.

- a. Student progress is monitored weekly in the Apex Learning Platform. Parents will receive the weekly progress report via email.
- b. Due to only receiving final grades, students will only be eligible for fourth marking period honor roll.

Teachers will follow the district grading policy for progress reporting. Students will receive quarterly progress reports.

Course End Date

I understand that the courses must be completed by the annual course completion date established by the course coordinator.

Removal

I understand that if I do not follow the conditions listed in this agreement, I may be removed from the program and disqualified from earning course credit. I have read and understand the above guidelines and requirements.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____