

Scranton Cyber Academy



Teacher Handbook

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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.

Overview:

The Scranton School District (SSD) Cyber Academy is an extension of the SSD that provides an online education for students in a cyber-friendly format. The SSD Cyber Academy provides students wanting an alternative learning environment with a quality cyber educational program.

Teachers facilitating classrooms within the Scranton Cyber Academy abide by all policy and administrative regulations of the SSD. The following memoranda provide clarification of professional staff working within the confines of the Scranton Cyber Academy.

- TEACHER RESPONSIBILITIES
- REGISTRATION
- SCHEDULING
- IN-TAKE PROCEDURES
- TECHNOLOGICAL ISSUES
- CURRICULUM/CONTENT ISSUES
- ATTENDANCE & TRUANCY
- PIAA ELIGIBILITY
- RECORD RETENTION & PARENT CONTACT
- SPECIAL EDUCATION/ 504 PLANS
- WITHDRAWAL PROCEDURES

Program Supervisor:

Erin Keating, Chief of Leadership Development and School Operations
570-348-3429
erin.keating@ssdedu.org

Instruction Technology Lead/ Technology Support Contact

Mary Hazzouri
570-348-3616
maryann.hazzouri@ssdedu.org

Contact Information:

TEACHER 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/Science	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	Sebastian Moulin	(570) 348-3616
Art	Nicole Hanni	(570) 348-3616 nicole.hanni@ssdedu.edu
Music	TBA	(570) 348-3616

Technology Contacts		
South Scranton Intermediate School	Julie Maloney	(570) 348-3631 julie.maloney@ssdedu.org
Northeast Intermediate School	Judy Hopkins	(570) 348-3651 ext. 8157 judy.hopkins@ssdedu.org
West Scranton Intermediate School	Dean Mulherin	(570) 348-3475 dean.mulherin@ssdedu.org
Scranton High School	Anne Spindler	(570) 348-3481 ext. 279 anne.spindler.ssdedu.org
West Scranton High School	Maryann Hazzouri	(570)348-3616 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 Tighe 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 Mrs. Sullivan P-Z	(570) 348-3625 (570) 348-3625 (570) 348-3625
Grade 10	Jennifer Palazzari	(570) 348-3625
Grade 11	Mrs. Sullivan	(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 Paul Martin	(570) 348-3475

Cyber Teacher Job Description:

Hours: High School Schedule per CBA **Building/School:** West Scranton High School

Date Posted: June 5, 2017 **Salary:** CBA

Description: The Scranton School District (SSD) Virtual School is an extension of the SSD that provides an online education for students in a cyber-friendly format. The SSD Cyber School provides, students wanting an alternative learning environment with a quality cyber educational program.

- This teaching position will oversee all courses taught under the required certification in the APEX Learning Platform.
- Teachers will facilitate the online platform for grades 6-12 in their certificated area.
- Teachers will be responsible to monitor student progress and offer intervention, remediation and enrichment for the student when necessary.
- Teachers will hold face to face meetings with the student and the parent, when necessary and as requested.
- Teachers will maintain daily communication with the student and the parent/guardian of the student's progress in the APEX Learning Platform.
- Teachers will participate in all duties and responsibilities of the CBA and as directed by administration.

Additional Skills, Knowledge, and Attitude:

Teachers will be facilitating an online learning environment, understanding and utilization of computer technology is necessary. Teachers will be participating in required professional development (PD) on scheduled PD days throughout the year, during the confines of the work day. Teachers will work within the APEX Learning Implementation Specialist to ensure fidelity of program delivery. Teachers will be required to attend PD throughout their tenure in the program as technological changes will mandate new training.

All interested applicants must submit a letter of application to:

(Please include address and telephone number)

FAXES WILL NOT BE ACCEPTED

Mr. William P. Gaynord, Chief Human Resources Officer
425 N. Washington Avenue, Scranton, PA 18503

Teacher Responsibilities:

The Scranton School District (SSD) Cyber Academy is an extension of the SSD that provides an online education for students in a cyber-friendly format. The SSD Cyber Academy provides students wanting an alternative learning environment with a quality cyber educational program.

- This teaching position will oversee all courses taught under the required certification in the APEX Learning Platform.
- Teachers will facilitate the online platform for grades 6-12 in their certificated area.
- Teachers will be responsible to monitor student progress and offer intervention, remediation and enrichment for the student when necessary.
- Teachers will hold face to face meetings with the student and the parent, when necessary and as requested.
- Teachers will maintain daily communication with the student and the parent/guardian of the student's progress in the APEX Learning Platform.
 - Daily communication involves communication, such as, but not limited to: email, class announcements, Skype, Google Hangouts/Meetings, and phone calls.
 - Mandatory weekly contact is necessary for any students in danger of failing.
 - Attempt for remediation and intervention must be made.
- Teachers will participate in all duties and responsibilities of the CBA and as directed by administration.
- Teachers will complete weekly attendance requirements as directed.

Additional Skills, Knowledge, and Attitude: Teachers will be facilitating an online learning environment, understanding and utilization of computer technology is necessary. Teachers will be participating in required professional development (PD) on scheduled PD days throughout the year, during the confines of the work day. Teachers will work within the APEX Learning Implementation Specialist to ensure fidelity of program delivery. Teachers will be required to attend PD throughout their tenure in the program as technological changes will mandate new training.

Registration Process:

The proper documentation of records for students entering/transferring to the Scranton Cyber Academy is essential. Completion of the district registration materials, as well as status change forms for transferring students is mandated. Necessary additional paperwork that must be completed is as follows:

- New Student Registration Packet (Attached):
 - Completed by Child Accounting/Registration Clerk
 - Child Accounting/Registration Clerk will email guidance counselor so they are aware of new cyber student to be scheduled.
 - \Once scheduled, The Guidance Counselor will email IT Lead Teacher, who will upload child to the APEX Learning Platform and assure that all accounts are properly synced.
 - IT Lead sets up orientation date and time with parent/guardian and informs cyber teachers of orientation date and time.
- Scranton Cyber Academy Intake Form:
 - Completed by Guidance Counselor
 - Completed at time of scheduling
 - Sent to Technology Support Staff and APEX teacher via email

STUDENT/FAMILY DISTRICT REGISTRATION & AGREEMENT

Student Name:	Grade:	Birth Date:
Assigned School Counselor:	Home School:	
Parent/ Guardian Name:	Parent/Guardian e-mail address:	
Address:		
Relationship to student:	Home Phone:	Cell Phone:

Transfer credits earned (school):

NCAA Eligible: _____

Date of transcript evaluation by school counselor:

**Educational Assignment Considerations
(Check all that apply):**

Regular Education _____

Title I _____ Special Education _____ ESL _____

Gifted Identified _____

Other _____

Special Notes:

*******Building Level Accountability*******

Attendance Monitored By: _____

Report Card Issued By: _____

Keystone Assessments to be administered: _____

Student notified of Assessment dates by: _____

Recommend Building Principal Signature _____
Don't Recommend Date: _____

Recommend Guidance Counselor Signature _____
Don't Recommend Date _____

Please email completed form to Building Technology Contact and APEX teachers

*******Child Accounting/Registration Clerk*******

Registration Appointment Scheduled:

Attempt 1: _____ By: _____
Attempt 2: _____ By: _____
Attempt 3: _____ By: _____

PA Secure ID Assigned # ** (Very Important-do not omit)** PA student ID # _____

eSchool vectors completed Processed by: _____

SPED Notified Date Notified: _____

Scranton ID#: _____

Contract Signed: _____

Technology Issued: _____

Student E-Mail Address: _____

Student Cleared to Attend Cyber Academy/Start Date:

Email completed form to Building Technology Contact and APEX teachers

Scheduling Process:

The scheduling of students is completed by the building guidance counselor and aligned with district curriculum, graduation pathways, and graduation requirements. Transition into the Scranton Cyber Academy is scheduled to be as fluid as possible; however, it is acknowledged that course content is not perfectly aligned.

All transfers from the Scranton Cyber Academy should be held to the marking period end. No student scheduling will take place in the fourth marking period without administrative approval.

Scheduling should take place once the formal registration is completed by Child Accounting/Registration Clerk, and the student is formally assigned cyber courses. Status changes can not occur until 10 days prior to the quarterly report card grade window has ended.

PROCESS:

- Completion of the Scranton Cyber Academy Intake form with student
 - Email Technology Support Staff and cyber teachers
- Completion of Course Selection Sheet with Guidance Counselor (Attached)
- Input of Student's Courses by Guidance Counselor in ESchool

****AN IEP MEETING MUST BE CONDUCTED PRIOR TO INITIAL SCHEDULING FOR IEP STUDENTS**

SCHEDULE CHANGES:

- If there is a change to a student's schedule throughout the school year, guidance counselors must notify cyber teachers via email of all changes

****SPECIAL EDUCATION STUDENTS MUST HAVE AN IEP REVISION MEETING COMPLETED PRIOR TO ANY CHANGE REFLECTING THE SCHEDULE CHANGES AND REASONS FOR CHANGES.**

- **The traditional school case manager facilitates the IEP meeting for change into the cyber program.**
- **Any changes to the schedule once in the cyber program are facilitated by the cyber case manager.**

Scranton Cyber Academy In-Take Procedures:

The formal in-take process will not begin until the student is scheduled and assigned to Scranton Cyber Academy. This usually takes 24 hours after the scheduling process, after all accounts sync and the student is placed in Google and Apex platforms.

In-Take Process:

- IT Technology Lead:
 - Check Active Directory Account:
 - Student “scrsd.org” email account is listed on General Tab
 - Student should be a Member Of:
 - Home School Google
 - Home School Students
 - Web Students
 - SSD Secondary
 - Notify IT Help if an immediate Google Sync is necessary
 - Scheduled Google sync is Monday - Wednesday - Friday
 - Confirm all accounts are active (Google and Apex)
 - Reset Google password to Reverse Initials + Student Number
 - Contact Student
 - Document all attempts
 - Set an Orientation Date and Time
 - Last daily appointment is 1:30 PM
 - Create a Google calendar event and invite Scranton Cyber Academy teachers and all cyber tech staff/Special Education cyber teachers when necessary
 - Include in email the students ESchool schedule as an attachment
 - Document any other important information in the “Notes” of the event
 - Please make sure the notes show if the student is Special Education or EL.
- Scranton Cyber Academy Teachers
 - Prior to Orientation Meeting
 - Prepare Folder with necessary paperwork (In-Take Form, Acceptable Use Policy, Student Cyber Handbook, Reimbursement Form and any paper course materials)
 - Parents must sign off electronically on all district mandated forms
 - Check student accounts to ensure all classes are in active section
 - Ensure assigned computer is working properly
 - At Orientation Meeting
 - Complete Orientation Process
 - Student must show mastery of all skills on the Orientation Checklist (Attached) before being allowed to work completely in the cyber environment
 - Orientation is set for two weeks; however, a student may show mastery in a shorter time frame. If so, they will be

- given their computer and allowed to work in the cyber environment once mastery is demonstrated.
 - If after two weeks the student cannot show mastery, they will continue to work with the cyber teachers until mastery is gained.
 - Computers will not be given to students until mastery of the Orientation Checklist is demonstrated
- Assign Student Computer
 - Record the Cloud ID/Service Tag Number/Serial Number on the student folder
 - Enter all computer information in the Cyber Student Computer Information spreadsheet

Intake Form High School:

Scranton Cyber Academy (High School)
425 North Washington Avenue
Scranton, PA 18503

Student Name: _____

Date: _____

Welcome to the Scranton Cyber Academy! We are pleased to offer this program alongside of APEX LEARNING. This program will allow you to continue with your schooling in a nontraditional format while still allowing you to graduate with a Scranton School District diploma. At this stage in the process your course assignment is complete (*Student Intake Form*), you and your guardian have signed the Technology Use Agreement, and you have received your computer. We are very excited for you; however, the same hard work and motivation are needed to be successful. **If you discover along the way that the expectations regarding this program are too difficult and you need to meet with someone please contact your school counselor based on the assignments below:**

West Scranton High School
570-348-3616

Scranton High School
570-348-3481

Guidance:
Ms. Scoblick
Mrs. Palazzari
Mrs. Sullivan

Guidance:
Mrs. Battaglia x 289 Ms. Richards x 291
Mrs. Tigie x 293 Mrs. Nasser x 292
Ms. Moore x 290

If your **computer is not working** correctly and you are having technology issues or issues with software on the computer, **contact the building specific technology person listed in the contact's list.**

You must keep a current address and phone number of file with Scranton's Central Registration Office. If you have a change of address or telephone number please email or call the registration office with those changes. **Phone number: 570-348-3474**

Although you may gauge the pace and time of which your work is done, the expectation is that you will make meaningful progress. **Your progress will be monitored.** If you are failing to meet your requirements certain actions may be taken. *Please refer to the district's Cyber Student Handbook.*

Intake Form Intermediate Schools:

Scranton Cyber Academy (Middle School)
425 North Washington Avenue
Scranton, PA 18503

Student Name: _____ **Date:** _____

Welcome to the Scranton Cyber Academy! We are pleased to offer this program alongside of APEX LEARNING. This program will allow you to continue with your schooling in a nontraditional format while still allowing you to graduate with a Scranton School District diploma. At this stage in the process your course assignment is complete (*Student Intake Form*), you and your guardian have signed the Technology Use Agreement, and you have received your computer. We are very excited for you; however, the same hard work and motivation are needed to be successful. **If you discover along the way that the expectations regarding this program are too difficult and you need to meet with someone please contact your school counselor based on the assignments below:**

<u>West Scranton Inter. School</u>	<u>South Scranton Inter. School</u>	<u>Northeast Inter. School</u>
570-348-3475	570-348-3631	570-348-3651
Mrs. Barnansky	Ms. Calvert	Mrs. McGrail
Mr. Martin	Mrs. Schaeffer	Ms. Joy Coss

If your **computer is not working** correctly and you are having technology issues or issues with software on the computer, **contact the building specific technology person listed in the contact’s list.**

You must keep a current address and phone number of file with Scranton’s Central Registration Office. If you have a change of address or telephone number please email or call the registration office with those changes. **Phone number: 570-348-3474**

Although you may gauge the pace and time if which your work is done, the expectation is that you will make meaningful progress. **Your progress will be monitored.** *Please refer to the district’s Cyber Student Handbook.*

Below is your login/password information for the various programs you will encounter as a cyber student, please keep this information in a place where you can readily access it.

Google account login:	Apex login:
_____	_____
_____@ssdedu.org	_____
Google account password:	Apex password:
_____	_____
ssdgoogle	_____

Your Technical Support Contact is listed on the contact page

By signing below, you are indicating that you have read and understand the terms and conditions related to Scranton's Cyber Academy:

Student Name: _____

Student Signature _____ Date _____

Parent Name: _____ Date _____

Parent Signature _____ Date _____

Parent email address _____

Student Success Checklist

_____ I have access to the Internet, Google software and an e-mail address. Full time SSDCA students must have internet installation prior to receiving equipment.

_____ I have basic online computer skills, including Microsoft Word and Excel, e-mail and an ability to navigate the internet.

_____ I will complete the “cyber orientation” course before being enrolled in other coursework

_____ I understand that APEX courses are self-paced programs, and I may complete assignments at any time, so long as I complete them on the timeline of my course instructor and complete all assignments by the school district’s deadline for course completion not to exceed the end of the current school year.

_____ I will log on and show activity daily for each course in which I am enrolled

_____ I am encouraged to come on site to a location agreed upon by my instructor and or the supervisor for a minimum one (1) hour per week if grades fall below 70 in any course.

_____ I understand if after a probationary period I have not improved I may be removed from the Cyber Academy and sent back to my home school (i.e., failing grades, incomplete assignments, inactivity, etc.).

_____ I will participate in the assigned course(s) and submit assignments as per due dates set by the instructors.

_____ I will communicate with the course instructor(s) by e-mail at least once per week.

_____ I understand that I must complete all online assignments, take the exams and return any materials or equipment in good condition to receive credit for the course.

_____ I understand that if I fail to meet these requirements, I will be responsible for replacing any lost or damaged materials.

_____ I have received, read, and will abide by the SSD Policy regarding Technology Resources and Acceptable Use of Internet.

_____ I have received, read, and will abide by the SSD Policy on Bullying and Cyber Bullying.

_____ It is my responsibility to contact the Technology contact in my building to acquire my login information and contact this person if I am experiencing any issues with my Cyber Orientation Course.

Prior to enrolling in course(s), this completed form must be submitted to The Scranton School District Cyber Academy at West Scranton High School (address located above).

Student Signature

Date

Parent Signature

Date

Technological Issues:

1. If a student is experiencing technology issues while working in a course, the first contact should be to the cyber teacher through email or phone.
2. If the cyber teacher cannot troubleshoot the issue, and determines that the issue is within the hardware/software, they will set a time for the students to report to WSHS to have the equipment assessed by the technology support staff.
3. If it is a hardware issue, the teacher should email ITHELP@ssdedu.org.

Curriculum:

- All course content is developed and managed by APEX Learning. Issues with the APEX platform should be directed to Celia Smith at celiaS@apexlearning.com, or support@apexlearning.com.
- Integration of teacher based materials and tests must align with the district curriculum, graduation pathways and graduation requirements.
 - Any questions regarding district curriculum should be referred to the Chief Academic Officer.
- Grades will not be given quarterly. Student will receive a final grade, aligned with the district grading policy, for each class.
 - Student progress is monitored weekly in the Apex Learning Platform. Parents will receive the weekly progress report via email.
 - 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.
 - The typical cyber grade is a combination of “quality of work” and “grade to date.” The teacher always retains discretion over the final grade in the course.
 - Teachers will place the mid-quarter progress grade for students into ESchool.
 - Students will receive a final course grade in ESchool at the conclusion of the school year.
- At the completion of the course, a final grade needs to be entered into APEX. A course completion letter must be sent to the student.
 - Each individual teacher is responsible for sending the course completion letter to the student via email.
 - Each individual teacher is responsible for filing a copy of the course completion letter in the student’s APEX file, located in WSHS Library.
- Any teacher facilitating a Keystone Exam subject must make contact with the student for testing arrangements.
- Teachers will receive PVAAS data for Keystone Courses

Attendance/Truancy Issues:

1) Students are subject to the same attendance rules and laws as students attending regular public school. Attendance will not be taken after completion of the course, and receipt of the course completion letter.

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 week, per course and/or be in compliance with course assigned due dates.
- ii. Complete daily assignments per instructor's direction.

b. Teachers will be responsible to update the attendance chart each Friday prior to dismissal. The Google Document will be shared by all cyber teachers.

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. Appointments must be made with part-time APEX teachers for specific course help. 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 approve by the Scranton School District. Although "Due Date" may appear in the Apex platform on district holidays or snow days, the teacher will not penalize the

student for not completing the assignment on that day. However, the student is responsible to turn in the assignment on the next operating school day. It will show as “an overdue assignment” in Apex, but point will not be deducted on the final grade.

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.

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.

PIAA Eligibility:

- Cyber students participating in PIAA athletics must meet all PIAA requirements (i.e. age, semesters of competition, residency, medical clearance etc.)
- Home school administrator/athletic director is responsible for checking academic eligibility for all cyber students who are participating in PIAA sponsored events (i.e. weekly grade check, quarterly report cards etc.)
 - Scranton Cyber Academy is housed at WSHS, however, it is the responsibility of all secondary administrators/ADs to contact the cyber teachers for student information.
- Home school administrator/athletic director will inform coaches of original and ongoing eligibility/ineligibility

Special Education and 504 Plans:

The Scranton School District (SSD) Cyber Academy is an extension of the SSD that provides an online education for students in a cyber-friendly format. The SSD Cyber Academy provides students wanting an alternative learning environment with a quality cyber educational program.

All rights and protections of students covered under *Individuals with Disabilities Education Act* and *Section 504 of the Rehabilitation Act* remain tangible in the cyber education environment.

To remain compliant with both IEPs and 504 Plans the following should take place:

New Students:

- Any new student to SSD Cyber Academy:
 - Student from Pennsylvania - the Office of Special Education will process the registration paperwork and the assigned IEP teacher has 30 days to write the new IEP and hold the meeting.
 - Out-of-State students - the Office of Special Education will complete the paperwork, and an evaluation will be conducted within 60 days of the signed Permission to Evaluate.
 - The IEP from the previous school district will be implemented to the fullest extent possible until the evaluation and new IEP is complete.
- Process:
 - Register with Central Registration
 - Meet with Special Education clerk to complete Special Ed registration paperwork
 - A NOREP will be completed to place the student into the Scranton Cyber Academy.
 - Family schedules appointment with guidance counselor to build a student schedule
 - The registration process follows as directed in the *Memorandum on Registration*

Transferring Students within the District:

- The current IEP case manager must conduct an IEP revision meeting.
 - The IEP team should have a detailed discussion about the student's ability to be successful in a cyber education environment.
 - All IEP goals and Specially Designed Instruction (SDI) will be written to align with a cyber education environment and the student's needs..
 - After the IEP Revision meeting the registration process should be followed, as per the *Memorandum on Registration*.

Accommodations/Modifications for Students within the Scranton Cyber Academy:

- All IEP goals and SDI will be written to align with a cyber education environment.
 - The SDI will be developed by the IEP Team.
- The cyber education teachers will be granted access to view the SDI and IEP goals for the students through ESchool.

- If a teacher cannot access the student's IEP, they should contact the Office of Special Education 570-348-3695 (Megan O'Neil).
- Monday through Thursday from 3:30 PM to 5:30 PM, special education teachers will be available at Scranton High School career lab for IEP students.
- Any student requiring remediation or intervention may contact their cyber education teacher for one to one assistance.
- All regular education teachers and special education teachers are expected to work in a collegial manner in the best interest of the education of the students.
 - Weekly communication on students with IEPs is expected for proper progress monitoring.
 - The regular education teacher must make contact with the special education teacher of IEP students failing, or in danger of failing, with specific academic concerns and means of intervention.
 - If a student is failing for a marking period, an IEP team meeting must take place to address the concerns and make proper revisions.
 - This meeting should be established through the Supervisor of Secondary Special Education.

Withdrawal Procedures:

The Scranton Cyber Academy acknowledges that students will re-enter traditional school by choice or recommendation (truancy, failure) during the course of the school year. The following are the procedures that should be followed for students to withdraw from the cyber learning environment.

All transfers from the Scranton Cyber Academy should be held to the marking period end. No student withdrawals will take place in the fourth marking period without administrative approval.

NO SCHEDULE CHANGES WILL BE COMPLETED WITHOUT RECEIPT OF SCHOOL ISSUED TECHNOLOGY - technology equipment will be collected by guidance and stored in the guidance department. The IT department will collect and inventory all equipment. Computers must be labeled with student name.

Student Choice to Withdraw:

- Student will contact their home school guidance counselor requesting a meeting for a change in schedule/placement
- Guidance will meet with student to complete schedule change and collect cyber computer and any course materials
- **The new schedule will be entered in eschool.**
- Guidance will email cyber teachers notifying them of student withdrawal process completion.

Staff Recommendation to Withdraw (Truancy, Failure, Policy Violation):

- Cyber teachers will inform building administrator and guidance counselor of change.
- Principals are responsible for making sure that student is contacted to build a schedule in their home building within 5 school days
 - By law 3 documented attempts to reach the guardian of the student must be made (not automated system)
 - If there is failure to make contact, the administrator in charge of truancy must be informed and a decision will be made for further attempts or drop from SSD enrollment
 - **District issued technology must be returned to the home school main office and labeled with the student name**
 - **Office staff will notify cyber staff of receipt of equipment**
 - **If equipment is not returned to the home school, a complaint will be filed with the Magistrate's Office as per the *Memorandum on Attendance/Truancy***
 - If the student is dropped and chooses to return to the SSD, they will need to fill out registration packet for reentry at the school of attendance
- Prior to creating new schedule, guidance will collect district issued technology
- Guidance will create a new schedule in the home building
- Guidance will email cyber teachers notifying them of student transfer completion

Withdrawal for Alternative Placement:

Special Education Student Withdrawal

- The above procedures will be followed after an IEP meeting is conducted reflecting a change of placement.
- The IEP Case Manager will notify Cyber teachers and guidance of meeting completion

Contact Erin Keating in district @ 570-348-3429, e-mail erin.keating@ssdedu.org- or- the building specific technology person listed in the contact's list.