MyCyber Campus

Southern Tioga School District

Revised Summer 2019

Principal, Andrew Freas

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**Section 1: STSD myCyber Eligibility and Our Mission:**

Eligibility

When students begin to think about submitting an application to the myCyber program, it is important that they communicate with their parent/guardians. Parents/guardians should submit the application and communicate with the STSD myCyber staff to set up intake meetings.

Additionally, we want to utilize the resources of the school district has applied to each building to problem solve. If students are having issues in their school building, a myCyber school application is not the appropriate first step. We would like to see students utilize their classroom teacher, a trusted adult, the dean of students, the assistant principal or principal, or school counselor. If after some intervention with these adults there is still a clear choice to utilize cyber school as an option, the parent/guardian should continue to submit an application.

Our Mission

STSD operates a cyber-school program to allow students an alternative to leaving our school community if cyber school is a good fit for them. While there are many programs out there, we want to continue to have students be a part of the Southern Tioga school community. Our cyber program allows students to check in at local sites, attend electives in their building, and participate in school events and after-school activities and in the large picture graduate with a Southern Tioga diploma. Additionally, offering and having students attend this in-house program keeps local resources here in the district.

Section 2: 2019-2020 Enrollment Window

QTR 1: August 7-21, 2019

QTR 2: October 17-30, 2019

QTR 3: January 7-22, 2019

QTR 4: March 17-30, 2019

Parents may enter a student enrollment request online at:
http://www.southerntioga.org/schools/mycybercampus/

Meetings will be set to allow students to begin their enrollment inside of the window. Meetings will review all items in this handbook, as well as a student's schedule and any discussion about course schedules.

Section 3: Student Trial Period

Each 10 day student trial period is aligned to the enrollment windows calendar in section 1.

QTR 1: August 7-21, 2019

QTR 2: October 17-30, 2019

QTR 3: January 7-22, 2019

QTR 4: March 17-30, 2019

The date range allows students 10 days (5 days before and 5 days after the marking period end date) in which to trial the programming. Students will also evaluate, with input from myCyber staff and parents, if this workload is feasible. Student attendance, per section 4, will be strictly evaluated. Students will also need to be on pace and passing courses during their trial. The trial will also give students time to set the foundation for their daily communication with the myCyber teacher and principal. Students will have an expectation to appear in person at a site as well, to ensure that they have access to all supports that this program can offer them.

Section 4: Return to Building Process/ Loss of Cyber Privilege

The goal of the STSD myCyber program is for students seeking this option to achieve success. Success is measured by the daily login (attendance) on the coursework. In addition, success is the completion of coursework in the timelines set up during enrollment windows (following the marking period schedule) and the acquisition of credits for 9th through 12th graders. Additionally, success is the passing of courses and the mastery of information that each course has for the students (using the STSD grading scale). Lastly, success is the appropriate communication between parents and STSD myCyber as well as appropriate communication between students and STSD myCyber.

When students fail to be successful during their trial period, they will return to the school building at the end of that trial period.

When students fail to be successful during the marking period, they will return to the building at the end of the marking period in which they are not meeting all criteria. Students and parents will be notified using email, phone, and/or written/mailed correspondence. Their return will be scheduled with their appropriate STSD school building, so that they return with a schedule of classes. A meeting may also be a part of that return. Once students and parents are notified of their return date, any absences on or after that date will abide by the attendance policy for the school district.

The return dates (First day of marking periods for 2019-2020) are:

MP 1 – August 21 (including students from 2018-19)

MP 2 – October 24 (first quarter and 2018-19 students) and October 30 (trial period 2 students)

MP 3 – January 14 (MP 1 and 2 and 18-19 students) and January 22 (trial period 3 students)

MP 4 – March 24 (MP 1,2, and 3 and 18-19 students) and March 30 (trial period 4 students)

Blended Return to School : When students are not successful, there may be course work that remains to be completed to fully acquire credits needed to graduate. If a student returns to the school building, courses may be left open and students can use their personal time to complete in hopes of earning full credits. Students will not be given additional NEW courses after they are asked to return to the building.

Full Return to School: Students, who have not successfully completed their trial or for other circumstances where no coursework will remain open, will return to their school building and no longer have access to their myCyber login or work platform. These situations will be handled in a case by case basis.

Section 5: Student Attendance

Once enrolled with the Southern Tioga School District myCyber program, students and their parents will be held accountable for completing work at home in a manner consistent with the STSD Academic Calendar. STSD will monitor attendance through electronic monitoring of students accessing their classes, content, and curriculum through the Genius Portal.

Students must complete work each day listed in the academic calendar, regardless of weather delays or closures, for a minimum of 3 hours or 180 active minutes (STSD is aware that some courses will take you offline to read, etc.). Please note that some students and some courses may require more than one hour per day to maintain an appropriate pace.

Internet Access:

In the event of an internet failure, power outage, or computer failure, all students must have an alternative plan to go to a public library or public Wi-Fi enabled location with computer access to complete school work. Students can also attend evening sessions or sessions at the classroom located in Blossburg.

If an alternate plan is not feasible due to extreme circumstances, notification to the myCyber staff must be made within 24 hours.

Absences: Parents/guardians are responsible for notifying the STSD myCyber staff if their child is absent for a valid excusable reason on a scheduled school day during the year.

Excused/Unexcused Absence:

A parent must notify the Southern Tioga School district via email if the student is absent or ill for any reason. The parent must indicate the nature of the absence and the period the student is unavailable to complete myCyber course work. A valid excuse for absence from STSD myCyber may include illness, family emergency, death of a family member, medical or dental appointments, court-ordered hearing, religious holiday, school activities, and educational travel with prior approval. A parent has three days from the time of the unexcused absence to respond. A maximum of ten cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond 10 cumulative days may require an excuse from a physician.

Please email excuses to: afreas@southerntioga.org

Include the student's name, date of absence (unavailability) and reason for absence, and your (parent/guardian) name.

Section 6: School Attendance Improvement Plan (SAIP):

A school attendance improvement (SAIP) plan meeting is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a SAIP by the principal or program teachers. Issues addressed will include, but are not limited to:

1. Appropriateness of the student's educational environment

2. Possible elements of the school environment that inhibit student success

3. Student's current academic level and needs

4. Social, emotional, physical, mental and behavioral health issues

5. Issues concerning family and home environment

6. Any other issues affecting the student's success.

7. SAIP meetings are an important step for the student's continued success; therefore, cooperation and participation by student and parent/guardian is appreciated.

Consecutive Unexcused Absences:

Pursuant to Chapter 11.24 of Title 22 of the Pennsylvania Code:

Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll in myCyber unless one of the following occurs:

   (1) STSD has been provided with evidence that the absence may be legally excused.

   (2) Compulsory attendance prosecution has been or is being pursued.

Regular Contact:

In addition to maintaining a regular schedule of completing schoolwork, it is important for students to maintain regularly scheduled communication between the school staff, the student, and the parent. The teacher will make regularly scheduled contact to students and parents via telephone and/or email. Both parents and students must make every effort to maintain consistent contact with STSD myCyber staff within a 48 hour period.

Mandatory State Testing Attendance Policy:

All students in grades 3-8 and high school are required to participate in PSSA's, Keystones, and/or other state assessments according to the laws outlined by The Pennsylvania Department of Education. An unexcused absence can be recorded for any student who is absent on a given testing day and does not participate in testing.

Section 6: myCyber Campus Attendance

Live Session/Attendance Requirements:

First through Twelfth grade students, with an overall grade of C or below and/or are not meeting adequate and consistent progress will be required to attend a blended session in a school building. Students will receive an email to notify them if attendance in upcoming sessions is mandatory, in person.

Failure to attend a live session for any given subject area may result in an unexcused absence for the individual course session unless a valid excuse is provided within three (3) calendar days (see section 5).

Additionally:

A. Elementary School (K-4) – Regular attendance in the cyber school classroom is highly recommended.
B. Middle School (5-8) – Regular attendance in the cyber school classroom is highly recommended for social interaction and staying on task with school work.
C. High School (9-12) – Attendance is recommended if students are falling behind or not completing courses towards graduation requirements. Additionally, social interactions are important for students overall success.

Section 7: Health, Vaccines, and Required Screenings

In order for a student to be admitted to school, parents must submit satisfactory evidence that immunizations against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis and Varicella (Chicken Pox) have been or are in the process of being completed, or must file a certificate of exemption. As a cyber school, we follow the same mandates as other public schools as set by the Pennsylvania Department of Education and the Department of Health.

The following immunizations are required for attendance in each grade:

All Grades K-12

- 3 polio
- 4 DPT with one after age 4
- 3 Hepatitis
- 2 MMR
- 2 Varicella (chicken pox) vaccine or history of disease

Students attending 7th grade also need:

- 1 Tdap (tetanus, diphtheria, acellular pertussis) if 5 years has elapsed since last tetanus immunization
- 1 MCV (meningococcal conjugate vaccine)

Students attending 12th grade also need

- 1 MCV (meningococcal conjugate vaccine)

Immunization Exemptions

Parents with strong moral or ethical beliefs against immunizations must complete a religious exemption form. Students with medical exemptions must return a form signed by a physician. A copy of immunizations or statement of exemption must be received before computers and supplies are released for students.

Health Screenings

The school requires health screenings for students in compliance with Pennsylvania law. Height, weight, and vision screenings are required annually. Other screenings including hearing, scoliosis, and general physical and dental exams are required at certain grade levels indicated as follows:

Height/Weight/Vision- All grades annually

Hearing: Grades K. 1, 2, 3, 7, and 11, plus all Special Education students

Scoliosis: Grades 6 and 7

Physical Exam: Grades K, 6, and 11

Dental Exam: Grades K, 3, and 7

At the beginning of each school year parents should submit health screenings as required.

Section 10: Tuition Billing

Billing for classes at the request of parents. This would occur when a parent/student wishes to takes a course in addition to the course offerings in school.

Parents should register students using the online application.

- Billing will be invoiced and payment received before courses will be assigned, and students able to start.

- Most courses will be billed four times per year, and some electives are billed twice per year.

Parents/Guardians: Please sign if you accept these parameters for course payment:

Signature: _____

Section 11: Graduation

Students who are considering graduating from STSD, and enrolled in myCyber campus, must recognize several factors when preparing for their senior year and graduation.

A. All STSD graduation requirements are utilized for confirming graduation. Those are listed below for reference, but need to be confirmed by school counselors.

4.5 Credits English - can be AP coursework as well for any category
English 9
English 10 - Keystone triggering course - required
English 11
English 12
Senior project course - not really an English course, but carries that "code" in our system

4 credits Math
Algebra 1 - Keystone triggering course - required
Geometry - recommended
Algebra II - recommended
Any other 1.0 math elective

3/4 credits of Science - Students need a total of 7 credits between these two categories
Biology - Keystone triggering course - required
Chemistry - recommended if entering health professions or higher education related field
Any range of 1-2 credits in science electives

3/4 credits of Social Studies/History -Students need a total of 7 credits between these two categories
American History - recommended
American Government - recommended
Any range of 1-2 credits in the remaining social studies electives

2.5 credits Health and Phys. Ed – This could be broken down into 2 credits PE and 0.5 credit in Health

1 credit of World Language - can be any language

0.5 credit Career Exploration

0.5 credit Financial Literacy

Electives to reach 26 Credits

B. Graduation credits need to be confirmed with Final Grades on the same date as in building high school students. For 2019-20 that date is May 28, 2020. Please note that work that is submitted and requires teacher grading will take time to be graded. There are no guarantees that work turned in at the last minute will be scored. Do not wait until the last day.

C. Graduation Timeline:

To insure that students and families are informed about their ability to graduate (walk and participate in ceremony), we will institute the following schedule:

1. By Friday, April 24, 2020, we will give a progress report towards graduation. It will include courses left to complete and a general status of how prepared the student is to meet the timelines and deadlines given their current effort and daily attendance.
2. By Friday, May 8, 2020, all students should be prepared to complete coursework and submit assignments to ensure time to score and perhaps revise and resubmit. Students and families will be warned if their current progress or outstanding work is likely to result in missing the deadline.
3. By Friday, May 22, 2020, all students should have final items submitted and grades and courses completed to allow for confirmation of all grades and credits towards their participation in graduation, including participating in senior activities in preparation for the ceremony. Failure to do so will put any student at great risk of missing the deadline to confirm their graduation.
4. Thursday May 28, 2020 (1:30 PM): All grades and transcripts will be confirmed at this time. Students who are awaiting grades or items that need to be graded have missed the deadline for graduation. Only completed courses and transcripts will be acceptable and this date and time.

Note: While we strive to see students graduate and participate in the ceremony in front of family and friends, it is critical that students read and take responsibility to the above timelines.