Wyoming Area Cyber Academy



Student Handbook

Wyoming Area School District

252 Memorial Street, Exeter, PA

**Mission Statement:**

The mission of the Wyoming Area School District is to foster educational excellence for **all** students in an engaging, inspiring, and challenging environment to become successful, responsible citizens in today’s society.

The purpose for our schools is to:

* provide a high quality education for **all** students.
* satisfy all students’ individual needs, abilities and learning styles.
* encourage collaboration between school and community.
* maintain a safe, nurturing and successful environment.
* foster student success for college and/or career work readiness.
* promote digital citizenship in a competitive global society.

**Vision Statement:**

Wyoming Area School District will be recognized for innovation and quality in teaching and learning with graduates prepared to excel in a complex, interconnected, changing world.

**Shared Values:**

We believe that:

* each individual has dignity and worth.
* learning is student-centered.
* every student is entitled to a safe, nurturing learning environment.
* all students can learn.
* students respect themselves and others and contribute to the community.
* students need to develop their strengths, confidence, and resilience to meet the challenges they face throughout life.
* an instructional system consisting of clear standards, fair assessments, and a relevant and rigorous curriculum is provided for all students.
* quality instruction that builds on students’ strengths and respects individual differences is provided to all students.
* educators provide focused teaching that promotes accelerated learning.
* all educators continue to change and implement practices based on meeting the needs of their students and technological changes in our society.
* parents are a critical component in their children’s education.

**Wyoming Area Cyber Academy Contact Information**

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**Wyoming Area Cyber Academy**

**Program Overview**

The Wyoming Area Cyber Academy is a partnership with the Wyoming Area School District and Virtual Learning Network (VLN). Virtual Learning Network provides an academically challenging curriculum utilizing a cyber platform. This partnership gives Wyoming Area Cyber Academy an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Wyoming Area School District recognizes the value of distance learning; yet, continues to carry the belief that the interaction with professional educators truly extends learning to a higher level.

Like the educational program of the Wyoming Area School District’s traditional “brick and mortar” system, the learning environment of the Wyoming Area Cyber Academy is based on the Pennsylvania Academic Standards. This standards aligned curriculum emphasizes proficiency in all curricular activities through distance learning. Students participating in the Wyoming Area Cyber Academy demonstrate their proficiency in a variety of ways.

The Wyoming Area Cyber Academy strives to engage students in a highly motivational, student centered educational program that relies on basic educational principals while utilizing the latest information and communications technology to promote student achievement in fostering higher order thinking and problem solving skills. Students have a chance to master essential content skills and a chance to build a strong foundation to compete in the workforce of today and tomorrow.

***While this handbook contains procedures that are specific only to students enrolled in the Cyber Academy, once a student enters any of the WASD buildings for meetings, activities, testing, etc., they are subject to the rules and regulations contained in the student handbook of that respective building and the student’s grade level. A copy of the appropriate handbook will be given to each cyber student at his/her registration/orientation meeting.***

**Goals**

The goals of the Wyoming Area Cyber Academy are to:

* Offer a non-traditional learning environment to the students of the Wyoming Area School District that is in line with the district’s mission and vision statements.
* Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Wyoming Area School District.
* Provide students who select the Cyber Academy with balanced educational experiences, academic programs, and interactions with highly qualified professional educators.
* Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Wyoming Area School District.
* Provide students with a sense of ownership and responsibility for their academics.

**Registration/Orientation**

When registering with the Wyoming Area Cyber Academy, students and families will meet with the School Counselors and the Cyber Coordinator to first determine whether a cyber program is the proper placement and meets the educational needs of the student.

If it is determined that the student will participate in Wyoming Area Cyber Academy, the parent and student will fill out a cyber application. Courses needed will be determined at this time.

After the application is completed, it will be entered into our provider’s network. Virtual Learning Network (VLN) will process the application, and then send the necessary equipment and textbooks to the Cyber Coordinator.

Once all materials have been received from VLN, the Cyber Coordinator will schedule a meeting with the parent/guardian and student to conduct orientation and distribute appropriate materials.

**Students must continue to come to school daily until cyber orientation has taken place**.

**Student Expectations**

Your participation in Wyoming Area Cyber Academy requires you to be organized, motivated and willing to assume responsibility for your education. Failure to adhere to any of the following requirements may contribute to your removal from Wyoming Area Cyber Academy.

Wyoming Area Cyber Academy students or applicable parents must:

* Create a weekly schedule to accomplish weekly tasks.
* Complete all MOD assignments by the due dates given.
* Communicate daily with their Cyber Academy homeroom teacher by logging on to homeroom for the entire session.
* Make contact with the appropriate VLN cyber staff during office hours when support is needed.
* Complete and submit your own work.
* Maintain in overall average of 70% or higher per marking period to remain a Wyoming Area Cyber Academy student.
* Contact VLN technical support for computer/scanner issues.
* Contact Wyoming Area Cyber Academy Coordinator for any questions/issues that may arise.

**Excused Absences**

State laws regarding compulsory school attendance are very clear in their intent that students are required to attend school. According to these laws, students may be legally absent from school for the following reasons:

* Student illness
* Quarantine
* Death in the immediate family
* Recovery from accident
* Required court attendance
* Approved family educational trips

All absences that are not classified into one of the above categories are considered to be either unlawful or unexcused.

Students may not accumulate more than 14 cumulative days of absence with parent/guardian excuses for the school year. Students **MUST** have a physician’s excuse for any absences over the 14th cumulative day of parent/guardian excuses.

Following days of absence, students will need to submit a written excuse to the Wyoming Area Cyber Coordinator from their parent/guardian or a physician. A written excuse will be necessary within three days of absence. Ongoing failure to comply may result in the removal of the student from the cyber program.

**Cyber Attendance**

The Wyoming Area Cyber Academy follows the school district’s calendar. Students are required to complete at least 5 hours of instruction per day. We understand that students work at different paces based on their academic ability. It is recommended that students spend approximately one hour on each subject per day, which is about five hours per day for a 5-day week. With flexible scheduling, this may be stretched over 7 days. Self-reflection is an integral component of the monitoring process. Students will be challenged to consider the following:

1. **Pacing**: Are you at pace, behind or ahead? Adjust your online time accordingly.
2. **Attendance**: Are you working every day? Adjust your schedule to meet this goal.
3. **Performance**: Are you passing or performing at the expected level? If need be, adjust to improve performance. You must maintain an overall average of 70% or greater.

Students who fail to meet the requirements set forth by the Wyoming Area Cyber Academy can be dismissed from the program.

Attendance is taken during your cyber homeroom session. In order to be considered present for the day, you must log in to your homeroom session remaining in homeroom for the full session, and also be submitting assignments. Failure to submit the proper number of assignments due will result in unexcused absence(s) for the week. **SEE WYOMING AREA CYBER SCHOOL ATTENDANCE POLICY PAGE.**

Students are expected to log into cyber school homeroom each scheduled **school calendar day**. If attendance is not recorded on a school day as listed on the school calendar, the student is marked as absent.

**Blended Students**

Students taking part in a blended program are exempt from cyber homeroom due to their in-school status. Blended students are expected to maintain a 70% or higher average on cyber classes to remain in the blended program.

**Wyoming Area Cyber School Attendance Policy**

The attendance policy of Wyoming Area Cyber Academy is based on homeroom attendance and assignment submissions. In order to have a full day’s attendance for each school day, Wyoming Area Cyber Academy students must log in to homeroom daily and **attend the entire session**. They must also have submitted greater than or equal to 50% of their assigned tasks due for the current MOD by the MOD’s due date.

If students do not have at least 50% of their assignments submitted, they will be marked unexcused by the following criteria. See table:

|  |  |
| --- | --- |
| Number of Assignments Submitted per MOD | Days Marked Unexcused |
|  > 50 % | 0 |
| 45% to 49% | ½ unexcused  |
| 40% to 44% | 1 unexcused |
| 35% to 39% | 1 ½ unexcused |
| 30% to 34% | 2 unexcused |
| 25% to 29% | 2 ½ unexcused |
| 20% to 24% | 3 unexcused |
| 15% to 19% | 3 ½ unexcused |
| 10% to 14% | 4 unexcused |
| 1% to 9% | 4 ½ unexcused |
| 0 % | 5 unexcused |

Therefore, students must be logged on and also submit assignments to be counted present for the week. Failure to complete tasks will be seen as truancy.

For example, if a student has a total of 20 assignments due for the current MOD and only submits 8 assignments, then their weekly percentage will be 40%. The student will receive 1 full day unexcused absence.

Also, students must maintain an overall average of 70% or greater to remain with Wyoming Area Cyber Academy. Failure to maintain this average will result in returning to the assigned school building for their grade level.

**Communication with the School**

Students will be required to communicate daily with their Cyber Academy homeroom teacher during the course of the school year.

The Wyoming Area Cyber Academy Coordinator will be monitoring student progress and contacting parent/guardians frequently to discuss questions and concerns.

**Parental Involvement, Responsibility & Expectations**

Student success is greatly impacted by parental involvement. During orientation, parents will be shown how to monitor their child’s progress. Parents are requested to monitor student progress by checking assignment submissions and that students are working on the current MOD in all subjects. If you have any questions or concerns, please contact the Wyoming Area Cyber Academy Coordinator.

**Progress Monitoring**

Parents are emailed weekly progress reports by VLN. The Wyoming Area Cyber Academy Coordinator will review weekly student progress and mid-term progress. The Wyoming Area Cyber Academy Coordinator will contact parents by email, phone or both to notify the parent of poor academic progress. At the end of each 9 week grading period, the guidance counselor and the Wyoming Area Cyber Coordinator will review the academic performance of the student. Upon completion of this review, it will be determined whether the student will continue in the Cyber Program. Parents may be requested to come to the school to participate in this process. All policies and procedures contained in this document will be reviewed. Please note, if a student is not meeting expectations, they may be removed prior to the end of the marking period.

**Borrowing/Use of District Property**

The instructional materials, textbooks, equipment and/or technology (i.e. computers, etc.) are at times the property of Virtual Learning Network or the Wyoming Area School District, even when in physical possession of the student/guardian. Should it become necessary for the district to provide any hardware to gain access to any of the online courses, the student and parent/guardian will sign an agreement which will outline the specific regulations with regard to this equipment.

All students enrolled in the Wyoming Area Cyber Academy must have access to high speed internet connection. High speed internet is preferable to dial up, as many of the educational programs which the student will utilize are complex and require a high speed connection to work efficiently and properly. Preparing for this connection in the home is the responsibility of the parent/guardian.

Students are personally responsible for the textbooks and other school property issued to them. If these items are lost or damaged, students will be required to pay the replacement fees. Textbook and equipment damage through misuse or carelessness will result in students paying for the damaged items. Any outstanding bills at the end of the year may result in the withholding of a student’s report card and other materials. All financial obligations must be satisfied with the High School/Middle School Main Office.

If a student is removed, returns to the 'brick and mortar' building, leaves the district, or has completed all assignments at the end of the school year, the borrower (i.e. student/family) must return all supplies within ten (10) business days. If equipment is not returned or damaged, the parent or guardian is responsible to compensate the district for the cost of the equipment or legal action may be taken.

**State Assessment**

All students are required, by law, to participate in state assessments, including the PSSA and Keystone Exams. Students will be required to take all portions of each assessment at the appropriate school for their grade level (middle or high school) and will be notified of the specific testing arrangements by the guidance office.

In addition to the required state assessments, high school students may also choose to participate in other testing (PSAT, SAT, ASVAB, etc.) geared toward post-secondary plans. Please talk to your guidance counselor for more details on these tests.

**Student Code of Conduct**

All students in the Wyoming Area School District, whether in the 'brick and mortar' building or the Wyoming Area Cyber Academy, are expected to conduct themselves in a manner that enhances the educational opportunities and allows for a maximized learning environment. To create and provide these learning opportunities in a safe and orderly environment, students must develop a respect for property, law, academic environment, and one another. Both the Wyoming Area Middle School and High School have outlined a Student Code of Discipline within the Student Handbooks. Please refer to these handbooks for specific levels of disciplinary infractions and their consequences.

**Special Education**

The Wyoming Area School District provides a Special Education Program in accordance with federal and state regulations and guidelines to ensure the provision of a free appropriate public education (FAPE) to all school age children in need of such services.

Mrs. Vanessa Nee, Wyoming Area School District's Director of Special Education, can offer further assistance in this area.

**Change of Name, Address and Telephone Number**

Please report any change of name, address, or telephone number to the guidance office as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached, and it is essential that pertinent information be on file.

**Health Records**

Students enrolled in the Wyoming Area Cyber Academy are required to acquire health screenings and maintain a school health record, just like the students in each grade level within the "brick and mortar," in accordance with regulations set forth by the Pennsylvania Departments of Health and Education. This means that every student, in all grades, must receive a height, weight, Body Mass Index (BMI), and vision screening each year of school. These screenings will take place in the Nurse's office at the high school or middle school and can be arranged through the nurse's office. The school nurse will then maintain these records. In addition, other health services are required in the following grade levels:

6th grade: Medical Examination and Scoliosis Test

7th grade: Hearing Test, Scoliosis Test, and Dental Examination

11th grade: Medical Examination and Hearing Test

Each of these examinations can be conducted by school health officials when offered to traditional students in those grade levels for no cost, or parents can elect to have their own private family physician/dentist perform these examinations at a cost to the families. If the latter is the case, parents must provide proof to the school district of these exams. Forms for this purpose can be obtained from the school nurse.

The school district is also obligated to ensure that students have the proper immunizations and can request these records from parents at any time. If you have any questions about required immunizations, please contact your family physician or the school nurse.

**Unauthorized Entry to Building**

It will be necessary for students who are enrolled in the Wyoming Area Cyber Academy to enter the school building(s) on a regular basis for scheduled appointments, testing, and/or other activities. Cyber students should ALWAYS sign in at the High School Main Office before proceeding to their destination. If students are entering for a reason other than a pre-scheduled visit, notice should be given to the appropriate building office as well. Students are not permitted to remain on or re-enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision.

**Attendance at Dances/Prom/Assemblies**

Students enrolled in the Wyoming Area Cyber Academy are permitted and encouraged to attend all school activities and functions. Please refer to the Wyoming Area Student Handbooks for eligibility requirements and guidelines.

**Use of Library**

Our building libraries function as learning and research centers, which aids students to enrich their classroom experiences and personal growth. Cyber students are permitted to use the library with prior approval from the High School/Middle School Office and school librarian. When visiting our library, students are expected to conduct themselves in an appropriate and respectful manner or the student will be asked to leave and subject to disciplinary consequences. The library must remain quiet and conducive to learning.

**Grading Policy**

The following notations have been adopted where applicable and will be implemented for evaluation of scholastic achievement:

**Numerical Grade Letter Grade Equivalent**

100-95 A

94-90 A-

89-85 B

84-80 B-

79-75 C

74-70 C-

69-65 D

64 and below F

**Wyoming Area Cyber Academy Graduation Requirements**

**22 Credits to Graduate**

* 4 credits in English (1 credit a year)
* 4 credits Social Studies (1 credit a year)
* 3 credits Mathematics
* 3 credits Science
* 1.2 credits Health/Gym (.20 Gym per year and .40 Health)
* 2.0 credits Arts & Humanities
* Remaining credits in electives

The Administration and Guidance Department recommend that any student with aspirations of attending institutions of higher learning should take at least two (2) years of a sequential language in addition to at least two (2) years of academic approved mathematics. Students who are in the Academic Program and will be attending institutions of higher learning are encouraged to take three consecutive years of a language in addition to English.

**PSSA *I* Keystone Graduation Requirements**

For the class of 2019 and beyond, students are required to pass the Keystone Exams in the area of Biology, Algebra I, and Literature. Theses assessments are considered an end-of-course exam. Therefore, each student is scheduled to take the exam during the year they are taking the prerequisite course work.

Students on Wyoming Area Cyber Academy must take the PSSA exams. The Wyoming Area Cyber Coordinator will contact you with details prior to the testing window.

**Clubs/Activities/Organizations/Extra-Curriculars**

As a member of the Wyoming Area Cyber Academy students are eligible and are strongly encouraged to join in and participate with all clubs, organizations and extracurricular activities offered by the District. Students will need to meet eligibility requirements outlined in the student handbook.

**Scholastic Eligibility Requirement for Extra-Curricular Activities**

In order for a student to be eligible to participate in interscholastic athletics in the Wyoming Area School District, he/she must meet the scholastic and athletic requirements of the Pennsylvania Interscholastic Athletic Association. To be eligible for interscholastic competition, a student must pursue a curriculum approved by the Principal, and must maintain for the current semester or term a passing grade in at least four (4) full credit subjects, or their equivalent, approved by the Department of Education.

Scholastic eligibility shall be determined weekly by ascertaining the student's class standing in each subject, during the semester or term. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the semester or term to date. Weekly marks shall be effective for a period of one week from the date of issue. If the official report, as recorded on the student's report card, indicates a deficiency, the student will be ineligible for competition until the deficiency has been rectified.

If a student's work in any semester does not meet the above standard of eligibility as stated in the second paragraph, he/she shall be ineligible to participate in all athletics before October of the first semester, and before March of the second semester.

A student who is enrolled in Wyoming Area Schools for the first time must comply with all of the academic requirements. In determining the eligibility of such a student, reference will be made to his/her academic transcript.

**Student Promotion**

Students must demonstrate satisfactory progress in order to be promoted to the next grade level at the close of the school term. Promotion and classification will be based on tests, on-line activities, off-line activities and additional data which may contribute to the decision on placement of the individual pupil.

Note: Exceptional cases may justify modification of the above criteria. Final decisions regarding promotion and retention will include input from the Director of Curriculum and Instruction, building principals, guidance counselors, cyber teachers, special education teachers and supervisor if applicable. Parents/guardians may present evidence in exceptional cases to be considered in the decision making process. Additional guidelines regarding promotion are available in the building handbooks.