WILKES-BARRE AREA CYBER SCHOOL

HAND BOOK

Wilkes-Barre Area School District
Cyber Handbook
2022-2023

Thank you for your interest in the Wilkes-Barre Area School District Cyber School. Please review the following pages that our handbook outlines.

<u>Student Checklist</u>

_____ I understand my parents/guardians need to be monitoring my work completion.

_____ I understand that I may be required to report to return in person if my grades drop or pacing reaches 10% behind, in order to receive help. If I refuse to attend, I may be sent back to the brick& mortar building and/or sent to the magistrate for truancy.

_____ I understand that if I am not completing the work or failing classes that a school administrator can decide to withdraw me from the cyber program in order to return to the school setting. If I have an IEP the team will meet quarterly to discuss any failing grades and the possible option of returning to the home school.

_____ I understand that the Cyber students will follow the same truancy policy as Wilkes-Barre Area. If I am not logging on daily or meeting the required hours per week, attendance is monitored every week. Mr. Gabriel and staff can view the amount of time I am working on my cyber work through a program provided by Edgenuity. If I am logging into Edgenuity, but failing to complete work this could be considered an illegal absence. I will be taken to the magistrate for accumulated illegal absences.

_____ Plagiarism and coping and pasting from web browsers are unacceptable, and be used against your final grade or possibly being removed from the Wilkes-Barre Area School District Cyber program.

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My parent/guardian and I, as a student, understand that by requesting to participate in the Wilkes-Barre Area's Cyber Academy, I am making a commitment to the following:

1. I understand that some of the factors used to determine if I am eligible for the Wilkes-Barre Area's Cyber Academy include, but are not limited to the following: good academic standing, IEP and ability to work independently.

2. I will access classes for a minimum of 5 hours per week, per course. (You must have daily access to the Internet for the duration of the semester/ school year.)

3. I understand that once enrolled in the Wilkes-Barre Area Cyber Academy, I must stay in the program for the duration of the semester. If I fall behind, I understand I may become in jeopardy of failing for a subject or subjects for that semester for which I am enrolled as a WBA Cyber school student.

4. I understand that the grades I earn in the Cyber courses will be included in my GPA at the conclusion of the course (WBA Only).

5. I will inform my Cyber teacher in a timely manner if I am experiencing difficulty in my classes/ courses. (e.g. technical difficulties, navigational challenges, or academic content/ comprehension difficulties). I will seek the assistance of my Cyber teacher to ensure a successful experience.

6. Please inform Mr. Gabriel if your child will not have access to online for any duration or be absent for more than two days in a row. You may contact Mr. Gabriel by phone or email.

7. I will exhibit appropriate online etiquette while communicating with my online teacher(s).

8. I will use the school network and equipment in compliance with the Wilkes-Barre Area School Acceptable Use Policy. However, if you have your own technical equipment, that can also be used for the time enrolled in the Cyber program.

9. I agree to come into school for required testing. Information and schedules will be shared ahead of these testing windows. This is most important.

Parent Checklist

_____ I have read the information on the "Tips for Achieving Success."

_____ I understand that my child needs to work on the online program for a minimum of one hour on each class for a work.

_____ I understand that my child needs to work on the online program for a minimum of one hour on each class for a minimum of 5 days each week (for a full day cyber student) in order to be successful. Students may need to work more often to stay on pacing and completing work.

_____ I understand that I need to be monitoring my child's work completion, reviewing my child's online folders, and checking my email weekly for cyber updates on my child's progress.

_____ I understand that if my child is not completing the work or failing classes that a school administrator can decide to withdraw my child from the cyber program in order to return to the school setting. If my son or daughter has an IEP the team will meet monthly to discuss any failing grades and the possible option of returning to the home school.

_____ I have read the Wilkes-Barre Area Cyber School and Procedures section and I understand what is expected of my child while enrolled in the Cyber school program. I understand that my child is expected to follow the same code of conduct as stated by his/her home building. I understand the potential consequences for not following the rules in the Wilkes-Barre Area School Cyber program, as well as, not logging in and completing cyber work.

_____ I understand that the WBASD Cyber school program follows the same truancy policy as the in person student enrolled in the Wilkes-Barre Area School District. If my child is not logging in and completing work in each course at least 5 hours each week this is considered an illegal absence. The staff can view the amount of time my child is working on his/her cyber work through a program provided by Edgenuity. If my child is logging into Edgenuity, but failing to complete work, this could be considered an illegal absence. My child will be taken to the magistrate for accumulated illegal absences just as if they are in the Brick and Mortar building.

Characteristics of a Successful Cyber Student

Successful cyber students can come from many backgrounds and have varying interests; however, there are some key characteristics they must possess in order to succeed in the cyber environment. Students must be:

- Self-motivated and able to work independently

- Capable of maintaining an organized work environment

- Committed to establishing goals and following a schedule to complete those goals

- Willing to utilize all resources available to them

Understanding Student Responsibilities

Before enrolling in the cyber program, it is important that students understand the responsibilities that go along with working in an independent learning environment. Many students have unrealistic expectations that Cyber School will be "easier" than attending a brick and mortar school, however experience shows that cyber school requires an even greater amount of responsibility and dedication on the part of a student.

Student Responsibilities in Cyber School include;

- Establishing a distraction free work environment and developing positive working habits.
- Setting and independently adhering to a daily schedule that fits the students learning style.
- Actively participating in research, online learning, and independent study.
- Spending at least 1 hour per day, per course, working on assignments, course work and online activities. (5 hours per week per course on average)
- Accessing course instructors during virtual classroom times and accessing Edgenuity online mentors to receive assistance with course content if in need of assistance.
    - **NOTE:** It is strongly recommended that students contact the course instructor and online mentors if their grade is **below 75%**.
- Actively engaging in communications with the course instructor teacher to discuss their progress.
- Notifying mentor or Mr. Gabriel if they will be absent or not working on coursework more than 2 days in a week. (students are required to provide an excuse as per the school district's attendance policy).
- Wilkes-Barre Area cyber students must adhere to the SAME attendance /session log for each class as that as the HS and MS. Any student having 10 days of inactivity may be denied credit based on the Wilkes-Barre Area School District policy. The only exception is for doctor approved medical reasons. Attendance is looked at on Monday morning for the previous week.
- Maintaining all computer equipment, and course materials required to successfully complete course work.
- Reviewing activities, labs and assessment scores and comments via the Dashboard and e-mail correspondence from instructors.
- Completing <u>ALL</u> work within the current quarter or semester of each course by the assigned due date.
- Submitting all assignments, online tasks, projects, assessments and essays through Edgenuity as per instructors' directions, by the due date, and maintaining an organized filing system to keep track of their work stored on their computer.
- Labeling all work with the correct naming convention as per instructor's directions, prior to submission.

Establishing a Routine

Finding and establishing a consistent routine is one way to ensure success in the cyber program. Students should:

- Work for at least 1 hour per day on each course for at least 5 days each week on your schoolwork and studies.
- Make school work a top priority over extra-curricular activities.
- Find a positive learning environment conducive to learning, i.e. no TV, loud music, and other distractions.
- Set a schedule and take breaks as needed.

  - An example schedule might be:

    - 8:15 – 8:30am – Log in to Edgenuity, review Dashboard Progress and read emails from your instructors/mentor. Gather materials and prepare for learning.
    - 8:30am – 9:15 am – **Math** warm-up, instruction, assignment, summary, quiz
    - 9:20 am- 9:35 am – Take a 15-minute break to stretch, eat a snack, etc.
    - 9:35 am – 10:20 am – **Social Studies** warm-up, instruction, assignment, summary, quiz
    - 10:25 am-11:05 am – **Elective course** warm up, instruction, assignment, summary, quiz
    - 11:05 pm – 11:50 pm – Lunch/Break
    - 11:50 pm- 12:35 pm – **English** warm-up, instruction, assignment, summary, quiz
    - 12:40 pm-1:25 pm – **Science** warm-up, instruction, assignment, summary quiz
    - 1:30 pm-2:15 pm – **Elective course** warm up, instruction, assignment, summary, quiz

  - **NOTE:** Cyber School offers greater flexibility and students can set any schedule that works best for them but it is imperative that they set and follow a regular schedule. The instructors are happy to help you develop a schedule that fits your needs. Also, **Compass**. For students in grades K through 4 may follow a schedule that is best provided by the parent or guardian of the student.
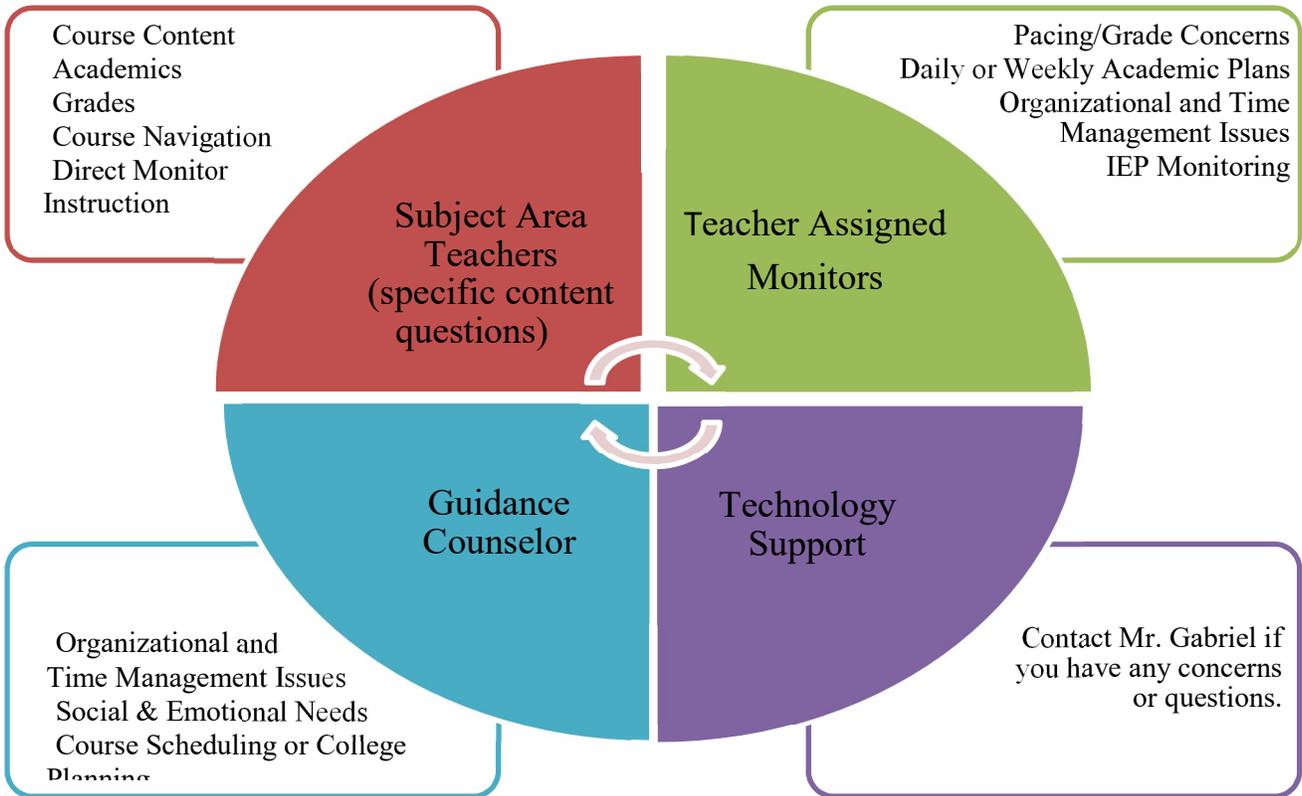
Tips for Success in Cyber School

Independent learning and studying in an online environment can often be challenging and overwhelming for students. Here are some tips and recommendations to help students improve their performance in the cyber program:

- Maintain a calendar of assignments and follow a weekly work schedule to stay on track.
- Utilize the Student Dashboard, available in Edgenuity to track progress of reviewing resources and completing assignments.
- Create a filing system to save work on your student computer. Label work clearly with the proper naming convention and <u>never</u> delete any files.
- When answering essay questions be careful to answer all portions of the question in complete sentences. Follow instructions and ensure that the essay is at least 5-7 sentences in length using proper English (no texting lingo).
- When answering short answer questions, be sure to use complete sentences.
- Take notes from instructional videos, readings, website resources, and other online links. Refer to these notes when completing assignments and essays and when studying for tests or quizzes.
- If receiving a low score on an assignment, reach out to the subject area teacher via email.
- If struggling to complete work in a timely manner ask the course mentor for advice and or reach out to Mr. Gabriel for further assistance.
- Understand what plagiarism is and how to avoid it by properly citing sources.
- Report technical issues to Mr. Gabriel.
- Be mindful of Netiquette. Netiquette is the etiquette for electronic communications via email, threaded discussions on bulletin boards and online chats. This ensures that all students are being considerate of others, their time and opinions. Listed below are guidelines regarding personal conduct in your virtual classroom communications:

    - Adhere to the same standards of behavior online that you follow in real life.
    - Responses to others should address the ideas or work submitted not the person.
    - Being respectful is essential when communicating with staff.
    - Be mindful this is educational communication.
    - Be cautious in using sarcasm or humor which may be misunderstood in online communications.
    - Messages can express opinions and personal experiences but be concise. Using all capital letters is viewed as shouting online.

Mr. Gabriel   570-826-7111 ext. 2110

- Access to Courses
- Passwords/Username
- Orientation
- Course Navigation
- Attendance
- Pacing/Progress Concerns

Course Content
Academics
Grades
Course Navigation
Direct Monitor
Instruction

Subject Area
Teachers
(specific content
questions)

Pacing/Grade Concerns
Daily or Weekly Academic Plans
Organizational and Time
Management Issues
IEP Monitoring

Teacher Assigned
Monitors

Guidance
Counselor

Technology
Support

Organizational and
Time Management Issues
Social & Emotional Needs
Course Scheduling or College
Planning

Contact Mr. Gabriel if
you have any concerns
or questions.

Wilkes-Barre Area Cyber and its Policies

Rules

- All students are expected to follow the same code of conduct and expectations as each child's home building (Wilkes-Barre Area School District.)
- Additional rules and procedures are discussed below.
- All students that are in the required grades will be asked to participate in **the yearly PSSA and Keystone Exams**.
- **Your child will be asked to report to her/his home school on the dates and times TBA. Please review the School District Website**.

Truancy

- Please keep in mind that the WBA Cyber Program follows the same truancy policy as Wilkes-Barre Area School District. If your child is not logging into and actively working on each of their courses for an hour a day, 5 days per week, this is considered an illegal absence. Mr. Gabriel and staff can view the amount of time your child is actively working on his/her cyber work through a program provided by Edgenuity. If your child is logging into Edgenuity, but failing to complete work this could be considered an illegal absence. Students will be taken to the magistrate for accumulated illegal absences. Additionally, students could be denied credit.

Technical Issues

- If a student is experiencing technical issues, the first point of contact is Mr. Gabriel. 570-826-7111 ext. 2110.