

Huntingdon Area School District

Cyber Academy Handbook



August 2014



STUDENTS RIGHTS AND RESPONSIBILITIES

Student responsibilities include regular school attendance (traditional and/or virtual), conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, the responsibility of developing a climate that is conducive to wholesome learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for the students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Exercise regular school attendance.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- Not use obscene language on school premises.

HASD Cyber Academy Contact Information

District Administration

Mr. Fred Foster, Superintendent of Schools

HASD Cyber Academy

Kammy Laird, Business Manager & Academy Administrator 814-641-2110

Deborah Luffy, High School Principal 814-643-1080, ext. 2136

Tammy Russell, Guidance Secretary 814-643-1080 ext. 2156

Dave Myers, Director of Technology 814-643-1080 ext. 2162

Amanda Easter, Guidance Counselor (M-Z) 814-643-1080 x2144

Melanie Snare, Guidance Counselor (A-L) 814-643-1080 x2134

HASD CYBER ACADEMY

PROGRAM OVERVIEW

The Huntingdon Area School District Cyber Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Huntingdon 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. The educational program offers a distance learning option that includes a variety of interactions with professional educators and guidance counselors and opportunities to interact with peers of the students' own ages.

Like the educational program of the Huntingdon Area School District's traditional "brick and mortar" system, the learning environment of the HASD Cyber Academy is based on the Pennsylvania Academic Standards. This standards aligned curriculum emphasizes the students' demonstration of mastering specific skills by engaging in an academic program that emphasizes proficiency in all curricular activities, whether the academics are acquired through distance or local learning. Students participating in the HASD Cyber Academy demonstrate their proficiency in a variety of ways, and students who participate in the HASD Cyber Academy range academically from those who have a sound skill base in all areas to those who have been identified as having learning deficits.

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

GOALS

The goals of the Huntingdon Area School District Cyber Academy are to:

- Offer a non-traditional learning environment to the students of the Huntingdon Area School District that supports the district's mission, vision and values statements.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Huntingdon Area School District.
- Provide students who select the HASD Cyber Academy with balanced educational experiences that include synchronous and asynchronous academic programs, personal interactions with professional educators, and opportunities to interact with peers.
- Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Huntingdon Area School District.
- Provide students with a sense of ownership and responsibility for their academic progress.
- Utilize web-based learning and existing courses, in addition to assignments, tests, products, and portfolios, as means of assessing students' mastery of competencies in order to advance to higher levels of learning.

While this handbook contains some procedures that are specific only to students enrolled in the HASD Cyber Academy, once ANY student enters one of the HASD buildings for meetings, activities, testing, etc., they are subject to the rules and regulations contained in the student handbooks 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.

REGISTRATION/ORIENTATION

To register for the Huntingdon Area School District Cyber Academy, students and families must meet with their guidance counselor, who works closely with the Cyber Academy Administrator and content area teachers to determine what courses each student will take. **Each student, accompanied by a parent/guardian, MUST meet with the guidance counselor in order to begin coursework. It will be at this time that courses will be finalized, passwords and other directions will be given, and guidance on how to "trouble shoot" for technical issues will be shown.**

FACE TO FACE PROGRESS MEETINGS

All students, along with their parent/guardian, are **required** to attend face to face progress meetings with the Assistant Director for Pupil Services during the orientation period. Other face to face meetings will be scheduled as needed with your guidance counselor during the course of the school year. **Failure to attend scheduled meetings on a regular basis will result in the student's move to the "Probationary Period" as outlined in the Academic Expectations Chart.**

It is the responsibility of the student/parent/guardian to notify the guidance counselor if they will not be able to attend their scheduled meeting. Notification should occur at least 12 hours prior to the scheduled appointment and families are EXPECTED to reschedule within five (5) days of the originally scheduled meeting. Exceptions will be considered on a case by case basis.

ATTENDANCE

In accordance with the laws of the Commonwealth of Pennsylvania's Compulsory School Law, all children between the ages of 8 and 17 are required to attend school. Students are expected to be present at school unless absent with parental permission. Regular attendance is in the best academic interest of the student and increases the likelihood that the student will be successful in the classroom, traditional or virtual. Students enrolled in the Huntingdon Cyber Academy are subject to the same attendance policy as students enrolled in the traditional "brick and mortar" program.

TRUANCY (Act 29)

SB 98(169) was signed into law as Act 29 of Special Sessions No. 1 of 1995 on 11/17/95 and is fully in effect. Act 29 establishes penalties for parents of children who fail to comply with the provisions of the Public School code regarding compulsory school attendance. Under Act 29, a parent who fails to comply with the provisions of the Code regarding compulsory attendance could be ordered to pay a fine no to exceed \$300 and to pay court costs, or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution, or other community resource.

If a parent is not convicted of a summary offense because he or she took every reasonable step to ensure attendance of the child at school, Act 29 provides that a child who has attained the age of 13 and who fails to comply with the provisions of the Act, or who is habitually truant from school without justification, commits a summary offense, and shall, upon conviction, be sentenced to pay a fine not exceeding \$300 or be assigned to an adjudication alternative program pursuant to 42 P.A.C.S. Sec 1520.

The failure to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 P.A.C.S. Ch. 63.

A child who has not attained the age of 13 years who fails to comply with the compulsory provisions of the Act and is habitually truant from school, **shall be referred to the County Children and Youth Services** by the school district for services or possible disposition as a dependent child under 42 P.A.C.S. Sec. 6302.

In addition, any child who has attained the age of 13 years who fails to comply with the compulsory attendance provisions of the Act and is habitually truant **may, in lieu of prosecution under other provisions of the Act, be referred to the County Children and Youth Service** by the school district for services or possible disposition as a dependent child as defined under 42 P.A.C.S. Sec. 6302.

Act 29 also provides that children convicted of the newly created summary offense related to habitual truancy **will be subject t a 90 day suspension of their driver's license and operating privileges by the Department of Transportation.** A second conviction will require a six month suspension period.

The Act also grants state, municipal, port authority, transit authority, housing authority, and school police with the same arrest powers as attendance officers and home and school visitors with regard to the arrest or apprehension of a child who fails to attend school in compliance with the provisions of the Act.

Cyber Attendance

Attendance is taken daily to ensure that students are working online. Attendance will be documented by student's daily course login on school days and documented in the weekly journal. A **MINIMUM** of 120 minutes must be recorded to be considered present for the day, and students should follow the school calendar to determine the number of days of attendance required per week. Students should use the guide set forth by the Pennsylvania

Department of Education of 180 days of instruction with 990 instructional hours per year. As a student in the HASD Cyber Academy, there are no half days of attendance. Daily progress reports are generated using the instructional software and district monitoring tools to ensure that the student is “present” and working for the minimum amount of time.

If a student is absent or unable to work for any reason, the Guidance Secretary must be contacted immediately. Students who are absent from online school work must submit a written excuse (can be emailed or delivered) by the parent/guardian to the Assistant Director for Pupil Services within three (3) days of the absence. In addition, the student is still required to meet the weekly academic hours as stated in the Academic Expectations Chart. In the case of extended illness, the student should make arrangements with the Classroom For the Future Coordinator to complete all work missed within a reasonable length of time.

ENROLLMENT

First time HASD Cyber Academy students

All first time enrollees must meet in person with your guidance counselor and/or the Cyber Academy Administrator to complete the HASD Cyber Academy orientation and register for courses. First time HASD Cyber Academy students are permitted to enroll at the end of a marking period only. Start dates will be determined by the guidance counselor and/or Cyber Academy Administrator.

Returning HASD Cyber Academy students

Students who have exited the HASD Cyber Academy program, or have been removed from the program, must meet with the guidance counselor/cyber academy administrator prior to re-enrolling. Re-enrollment is not permitted until the beginning of the next marking period and is limited to one additional enrollment after initial registration. Once a student has enrolled two times during the school year, they will not be allowed to enroll again until the following year.

Probation Resolution

Should you be placed in the probationary period you will have two weeks from the time of notification to resolve the problem. Upon notification you will be scheduled to meet with the guidance counselor/cyber academy administrator to formulate a plan to move out of the probationary period and into good standing. Failure to move out of the probationary period within two weeks will result in dismissal from the HASD Cyber Academy.

HOMEWORK/OFFLINE ACTIVITIES

Some coursework requires offline activities that vary in length depending on the course. All offline assignments count toward the student’s overall grade for the course and will be checked as completed by a HASD Cyber Academy Teacher/Facilitator.

WEEKLY JOURNAL

Must be:

- Emailed to your guidance counselor by 3:00pm EVERY FRIDAY.
- Completed correctly – should have “Date Emailed” and “Student’s Name” at the top of the page
- Completed with the Date, Student’s Assigned Course, Date and Time Range that the assignment was completed, and a description of what was completed during that time.

PRE/POST TESTS

In some courses, pretests will be administered to assess a student's prior knowledge of the content before beginning the course. Performance on the tests may exempt the student out of certain sections of the course. Posttests are graded and count toward the student's final grade in the course. In most cases, the pretests and posttests will be taken at the school building to ensure students' academic integrity.

ACADEMIC INTEGRITY

The Huntingdon Area School District supports student learning and academic achievement by encouraging students to produce their own best work, done with integrity and displaying the best academic, ethical behavior. Students are required to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as testing situations. Grades should reflect students' own work. A lack of academic integrity is cheating. Cheating will be defined as doing or attempting to do any of the following: copying and/or sharing assignments, plagiarism, cheating on exams or projects (written or electronic), and/or forgery/stealing.

BORROWING/USE OF DISTRICT PROPERTY

The instructional materials, textbooks, equipment and/or technology (e.g. computers, etc.) are at all times the property of the Huntingdon Area School District, even when in physical possession of the student/guardian. Based upon student financial need and equipment availability, the school district may provide assistance with securing needed technology. The student and parent/guardian would be required to sign an *Equipment Agreement* which outlines the specific regulations with regard to this equipment. The school district will NOT provide "consumables" to the students at home (e.g. Printer paper, ink, etc.).

All students enrolled in the HASD Cyber Academy must have access to a high speed internet connection. High speed internet is preferable to dial up, as many of the educational programs which the students 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 student/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 prorated replacement fees. Textbook damage through misuse or carelessness will result in students paying for the damaged books. 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 school building.

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 equipment within five (5) 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.

PSSA & Keystone TESTING

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, 8, and Keystone Exams for Literature, Biology, and Algebra I. Students will be required to take all portions of the PSSA and Keystone Exams at the appropriate school for their grade level (elementary, middle, or high school) and will be notified of the specific testing arrangements by the Assistant Director for Pupil Services and/or Guidance Counselor. In addition to the required PSSA and Keystone Exams, students may also choose to participate in other testing (PSAT, SAT, ASVAB, etc.) geared toward post-secondary plans. Please refer to the Student Handbook for more details.

**ACADEMIC EXPECTATIONS
HUNTINGDON AREA SCHOOL DISTRICT CYBER ACADEMY**

<p align="center">For students to remain in “Good Standing”</p>	<p>Students must:</p> <ul style="list-style-type: none"> • Work on scheduled courses for at least 120 minutes per day. Within any given week, a student must work within each course for at least 2 hours. • Attend face to face meetings with the Assistant Director for Pupil Services when required. • Email their weekly journal to your guidance counselor every Friday by 3:00 p.m. • Notify IMMEDIATELY, via email or phone, the Assistant Director for Pupil Services if experiencing any technical difficulties that are hindering progress. (A parent/guardian may also contact the HASD Cyber Academy.) • Notify the Assistant Director for Pupil Services within 24 hours if the student is unable to log on due to illness. This notification must be followed up by a written excuse within three (3) days of the illness. • Maintain passing grades in at least 80% of their courses. <ul style="list-style-type: none"> • Adhere to the Academic Integrity Guidelines as outlined in the HASD Cyber Academy and the Student Handbooks. • Adhere to all guidelines pertaining to equipment use. • Adhere to all other policies and guidelines as outlined in the Cyber Academy and the Student Handbooks.
<p align="center">Probationary Period Students are considered “on probation” if:</p>	<ul style="list-style-type: none"> • Students fail to meet any of the above stated expectations.
<p align="center">Removal from program will occur when:</p>	<p>Should you be placed in the probationary period you will have two weeks from the time of notification to resolve the problem. Upon notification you will be scheduled to meet with the Assistant Director for Pupil Services and guidance counselor to formulate a plan to move out of the probationary period and into good standing. Failure to move out of the probationary period within two weeks will result in dismissal from the HASD Cyber Academy.</p>

STUDENT DRESS CODE

All students enrolled in the HASD Cyber Academy, while on school property, must follow the Dress Code found in the Student Handbook.

AUTHORIZED ENTRY TO BUILDING

It will be necessary for students who are enrolled in the 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

Main Office before proceeding to their destination. Once a student signs-in at the Main Office, they must report to the HASD Cyber Academy Learning Center. Permission to be in any other area of the building must be pre-approved by the Assistant Director for Pupil Services or building administrator. If students are entering for a reason other than a pre-scheduled visit, notice should be given to the HASD Cyber Academy Administrator as well. Students are not permitted to remain in 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.

- 1st violation will result in verbal warning
- Repeated violations will result in further discipline according to the student code of conduct

TRANSPORTATION

When students are required to attend a school related activity, they are permitted to ride their assigned school bus; however, special transportation is not provided.

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

Please report any change of name, address, or telephone number to the building secretary 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 HASD 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” school, 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 be arranged through the Main 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

These examinations can be conducted by school health officials when offered to traditional students in those grade levels for n cost, or parents can elect to have their own private family physician/dentist perform these examinations at the 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 Main Office or from the school nurse.

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

SPECIAL EDUCATION

The Huntingdon 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.

Special Education services are available to students who have been identified by an Individualized Education Program (IEP) team, based on recommendations in a multi-disciplinary evaluation, to need Special Education. Special Education services are provided according to the primary educational needs of the child. Support is provided for students who need primary assistance with the acquisition of academic skills. However, other related services are available to the child to enhance participation in or access to his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, etc. Special Education services will be provided to students who qualify under the Chapter 14 Regulations. The Huntingdon Area School District's Special Education Department can offer further assistance in this area.

CYBER BULLYING

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings. All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

The school district will not tolerate known district property, at school-sponsored grounds or during the time students school or school-sponsored activities.



acts of bullying occurring on school activities scheduled on or off school necessarily spend traveling to and from

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising students involved; providing employee support for students as needed; reporting incidents to law enforcements, if appropriate; and developing a supervision plan with parents.

If harassment or bullying occurs outside of the school, we encourage parents to contact local authorities.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is an in-school, CONFIDENTIAL program that offers support to students experiencing difficulties in school due to family problems, relationship problems, drug and/or alcohol problems, the loss of a loved one, etc. SAP's goal is to provide services that will help students with their problems and be successful in school and life. If you, or a friend, need help, please see the school nurse, your guidance counselor, or a teacher.

How to Make a Referral...

1. Talk to a Guidance Counselor
2. Talk to a building administrator
3. Or complete a referral form available in the guidance office

CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where the children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

STUDENT INFORMATION RELEASES

Under the Family Educational Rights and Privacy Act (FERPA), the school occasionally receives requests from organizations, businesses, schools, and military recruiters for directory information on students so they may contact them about special offers or programs. Directory information may include the student's name, address, and phone number. Although the requests we receive are carefully screened, some parents do not want their child contacted.

Pursuant to federal No Child Left Behind legislation (20 U.S.C. 7908), the Huntingdon Area School District must disclose to military recruiters and institutions of higher education (i.e., colleges and universities), upon request, the names, addresses, and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parents/guardians or students who have reached the age of 18 wishing to exercise their option to withhold their consent of the release of above information to military recruiters or to institutions of higher education must sign this form and return it to the building principal or cyber school coordinator by the end of September. The form can be obtained in the office of the building principal.

PARENT VISITORS

Parent support is essential to the success of the Huntingdon Area School District. While parent visitors are welcome in the buildings, certain procedures must be followed to ensure the greatest benefit of the visit and the safety of the building. In accordance with **Huntingdon Area School Board Policy**, all visitors must report to the Main Office and sign in before proceeding to their destination. Visitors are to have scheduled appointments and may not interrupt a teacher who is teaching a class

LOST AND FOUND

Both the Middle and High School Offices maintain a lost and found box. You are urged to cooperate by turning in to the office all articles which you find and to inquire for articles which you have lost. YOU SHOULD MARK ALL YOUR PERSONAL BELONGINGS, ATHLETIC EQUIPMENT, BOOKS, ETC., SO THAT THEY CAN BE IDENTIFIED IF FOUND. It is strongly recommended that valuable items and large sums of money be left at home. If the lost items are not found in the lost and found boxes, the student should report the missing items to the School Resource Officer (Officer Jeff Buckley) so that a record can be made. **The Huntingdon Area School District IS NOT RESPONSIBLE FOR LOSS OR THEFT OF PERSONAL PROPERTY ITEMS.**

BACKPACKS

In order to safeguard personal belongings and school materials, students are urged to protect their backpacks by never leaving them unattended. **HASD IS NOT RESPONSIBLE FOR LOSS OR THEFT OF THE BACKPACK OR ANY ITEMS CONTAINED WITHIN.**

EXTRA-CURRICULAR ACTIVITIES AND SCHOOL SPONSORED EVENTS

Students enrolled in the HASD Cyber Academy are permitted to participate in extra-curricular activities and attend school dances, the Jr./Sr. prom and assemblies scheduled for a school or grade level if eligible. Please refer to the Student Handbooks for eligibility requirements and guidelines. HASD Cyber Academy students who are in the "Probationary Period" as outline in the Academic Expectations are not eligible for these activities.

LIBRARY

The middle school/high school library functions as a learning and research center, which aids students to enrich their classroom experiences and personal growth. The library is open each school day from 7:45 a.m. to 2:55 p.m. for quiet reading, research and assigned work. Cyber students are permitted to use the library with prior approval from the building principal and/or Assistant Director for Pupil Services. 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.

PROMOTION AND CLASSIFICATION

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 be made by the appropriate building principal with input from the Superintendent, Classroom For the Future Coordinator, guidance counselor, and Director of Student Services if applicable. Parents/guardians may present evidence in exceptional cases to be considered in the decision making process.