



2025-2026

Student Handbook

K-8th Grade

## **Kindergarten through 8th Grade will be LIVE Daily.**

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## **CONTACT INFORMATION**

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**Twitter**  
**[@CyberScranton](https://twitter.com/CyberScranton)**



**SCRANTONCYBER**



**Facebook**  
**Scranton Cyber Academy K-12**

## FACULTY AND STAFF CONTACT INFORMATION

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## **What is the Scranton School District Cyber Academy?**

The Scranton School District believes the way we view traditional schooling is changing and opportunities for learning today's technologically connected world should be available at all times in many ways. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional, but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the Scranton School District has created a variety of learning opportunities for students. In grades K through 8, all of these courses take place in an online forum, taught by Scranton School District teachers and can be accessed from any internet connection. It is the intention of the District to offer these on-line options for students while ensuring the quality and integrity of curriculum that has exemplified the tradition of excellence our students have enjoyed. Ideally, every student living in the Scranton School District will find an opportunity to complete a rigorous and relevant education within the relationship that community school provides.

To that end, the district has developed the following guidelines to assure that both the individual education of each student and the academic and financial integrity of the district are maintained in this exciting time of change in education. Since the never ending march of technology makes it nearly impossible to anticipate every situation, the district maintains the latitude to make decisions on an individual student basis within the philosophy and guidelines of the district and the Commonwealth of Pennsylvania.

### **Necessary Equipment**

A working Internet Connection and a school issued Chromebook (or personal computer) are required to remain enrolled in the Scranton Cyber Academy. If at any time either the internet or computer are no longer available for any reason, the student will be re enrolled in his/her home school.



Building Plan Release: 1:00 / 1:25 / 2:00



Early Release: 10:50 / 10:50 / 11:30

| INSTRUCTIONAL DAYS |   |
|--------------------|---|
| 0                  | 0 |

| JULY '25 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| JANUARY '26 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| INSTRUCTIONAL DAYS |    |
|--------------------|----|
| 19                 | 96 |

| INSTRUCTIONAL DAYS |   |
|--------------------|---|
| 3                  | 3 |

| AUGUST '25 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| FEBRUARY '26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |

| INSTRUCTIONAL DAYS |     |
|--------------------|-----|
| 18                 | 114 |

| INSTRUCTIONAL DAYS |    |
|--------------------|----|
| 21                 | 24 |

| SEPTEMBER '25 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| MARCH '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

| INSTRUCTIONAL DAYS |     |
|--------------------|-----|
| 22                 | 136 |

| INSTRUCTIONAL DAYS |    |
|--------------------|----|
| 21                 | 45 |

| OCTOBER '25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

| APRIL '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| INSTRUCTIONAL DAYS |     |
|--------------------|-----|
| 19                 | 155 |

| INSTRUCTIONAL DAYS |    |
|--------------------|----|
| 16                 | 61 |

| NOVEMBER '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           |    |    |    |    |    |    |

| MAY '26 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| INSTRUCTIONAL DAYS |     |
|--------------------|-----|
| 18                 | 173 |

| INSTRUCTIONAL DAYS |    |
|--------------------|----|
| 16                 | 77 |

| DECEMBER '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| JUNE '26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| INSTRUCTIONAL DAYS |     |
|--------------------|-----|
| 7                  | 180 |

## Daily Schedule K-6

| K-6 Schedule |    |       |  |
|--------------|----|-------|--|
| Time         |    |       | Topic  |
| 8:10         | to | 9:40  | Live Instruction Math/ELA                              |
| 9:40         | to | 10:00 | Review, Q&A, small group, 1 on 1                       |
| 10:00        | to | 11:30 | Live Instruction Math/ELA                              |
| 11:30        | to | 11:50 | Review, Q&A, small group, 1 on 1                       |
| 11:50        | to | 12:30 | LUNCH  |
| 12:30        | to | 1:10  | Teacher PREP & Student Specials                        |
| 1:10         | to | 2:25  | Office Hours - Small Group, 1 on 1, requested meetings |

\*Note Social Studies & Science  
Grades 4-6 will be scheduled into  
live time slots

## Daily Schedule 7 & 8

Students will be scheduled in groups, allowing the students to be teamed with a group of teachers as it is in their home school. Teachers will reach out to students informing them of their group letter. Live taught classes are from 9:00 am through 12:20 pm Daily.

| Time          | Period | Class 1                            | Class 2        | Class 3                  | Class 4                  |
|---------------|--------|------------------------------------|----------------|--------------------------|--------------------------|
| 8:10 - 9:00   | 1      | Asynchronous                       | Asynchronous   | Asynchronous             | Asynchronous             |
| 9:00 - 9:50   | 2      | Math 7A<br>Science 7C              | Math 7B        | Math 8A<br>Science 8C    | Math 8B<br>Science 8D    |
| 9:50 - 10:40  | 3      | Math 7C<br>Science 7A              | Social Stud 7B | Math 8C<br>Science 8A    | Math 8D<br>Science 8B    |
| 10:40 - 11:30 | 4      | ELA 7A<br>Social Stud 7C           | ELA 7B         | ELA 8A<br>Social Stud 8C | ELA 8B<br>SS 8D          |
| 11:30 - 12:20 | 5      | ELA 7C<br>Social Stud 7A           | Science 7B     | ELA 8C<br>Social Stud 8A | ELA 8D<br>Social Stud 8B |
| 12:20 - 12:50 | 6      | Lunch                              |                |                          |                          |
| 12:50 - 1:37  | 7      | Asynchronous work and office hours |                |                          |                          |
| 1:37 - 2:24   | 8      | Asynchronous work and office hours |                |                          |                          |
| 2:24 - 2:50   | 9      | Asynchronous work and office hours |                |                          |                          |

## **Enrolling in the Scranton Cyber Academy**

All students must meet with teachers or administration to complete the necessary enrollment paperwork.

Students will be assigned an appointment to complete enrollment in SCA and will be notified of this appointment in the student's district email account. If using a school issued Chromebook, students must bring the Chromebook to the appointment. During this time, students will complete all necessary enrollment paperwork including:

- Section D (District Mandated) [Handbook Link](#)
- Acceptable use of SSD WAN
- Internet Policy
- Media release form
- Library card
- Academic Integrity policy
- SSD Military Questionnaire
- Poverty Guidelines form
- Current parent email address and current phone number

## **Entering & Exiting the Cyber Program**

- Students who enter Scranton Cyber Academy must remain in the program minimally for the quarter they enter the program.
- Enrollment in the Cyber Program will pause for the last 2 weeks of each quarter to allow for a smooth transition of Grades. Enrollment will reopen enrollment once report cards are processed.
- The last day to enter the program for students in Grades K-8 will be week 8 of the 3rd Quarter, March 16, 2026. Students will not move between schools/programs during the testing window.
- Students in grades 5, 8, and 11 must complete their Smart Futures assignments before any transfer will be processed to or from Scranton Cyber Academy.

## **Quarterly Grades**

Beginning this year, all students in the Scranton Cyber Academy will receive quarterly grades following the same policy as all Scranton schools. Students will receive report card grades 4 times per year. This will directly impact the timelines of students entering and exiting the Cyber Academy. If a student transfers into the program mid-quarter, their

previous grades will be averaged with the grades earned in the cyber academy, following the district grading policy.

### **Attendance**

Regular attendance in any learning environment is essential to academic success. Students who do not participate in their online course regularly will negate their ability to reach academic success. The insistence on good attendance serves a clear and constant reminder of the importance of good instruction, enabling the student to:

- Learn new subject matter and earn excellent grades
- Foster and develop responsible work and study habits

a. Daily attendance is taken daily by the student logging into the GOOGLE CLASSROOM Homeroom in Grades 7 & 8. To be considered active, students must meet the following requirement:

- 1) Student must be logged in to the “LIVE” class Daily with their Camera “ON”.
- 2) Student must actively participate in the live meets daily.

b. After 12 days of “inactivity” or “failing to meet attendance requirement”, a student will receive a **WARNING LETTER** requesting a meeting with a parent / guardian where a SAIP truancy meeting will take place.

c. If a student remains inactive after **13 additional days**, the student and parents’ information will be sent to the local magistrate and arrest paperwork will be filed as well as communication with the Office of Children and Youth services.

d. Failure to complete assignments will prevent any student from participating in extracurricular and PIAA athletic activities. Truancy being filed will also result in suspension from activities until the student is back in good academic standing..

\*If a student is unable to work or meet attendance requirements they must contact each individual teacher for courses in which they are enrolled via email.

e. 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 approved by the Scranton School district.

f. Students in the Scranton Cyber Academy who fail to attend cyber classes based on the standards above will be subject to the same attendance rules and laws as students in the Scranton School District.

### **Office Hours**

All teachers have scheduled office hours during the school day where students can log into a google meet and meet with their teachers to get additional help or have questions answered. In some instances, students can even schedule face to face appointments with their teachers.

- The K-6 Teachers are spread out throughout the district's 10 elementary schools, but they are willing to meet either via google meet or in person if scheduled.
- The 7th and 8th grade teachers are located on the 3rd floor of Isaac Tripp Elementary school located at 1000 North Everett Avenue in West Scranton, but they are willing to meet either via google meet or in person if scheduled as well.

### **Grading**

It is expected that all students in the Scranton Cyber Academy will keep up with their work and in turn earn good grades. Our teachers maintain a great line of communication through phone calls, email and google classroom. If a student's grades begin to fall off or if a student fails to submit the required number of weekly assignments, he/she will be required to meet with the teacher and the SCA supervisor to figure out a plan to ensure the child is successful. In some instances, the district may choose to remove a student from a course for failure to meet the above requirements. If a student transfers onto SCA or leaves the program, their previous grades will be sent to the corresponding school and be represented on the report card accordingly.

### **State Testing**

All students are required by the Pennsylvania Department of Education (PDE) to complete mandatory testing at specified grade levels. The Pennsylvania state assessment includes the Pennsylvania System of School Assessment (PSSA) and the Pennsylvania Alternate System of Assessment (PASA). Cyber students are required to report to their home school for state testing. The building principal will establish the dates and times of tests, and students and parents will be informed via their cyber teacher.

- Elementary
  - Grade 3, 4, 5, 6 - English Language Arts and Mathematics
- Elementary
  - Grade 4 - Science

- Intermediate
  - Grade 7, 8 - English Language Arts and Mathematics
  - Grade 8 - Science

### **Computer and Computer Issues**

- Each student is given a Chromebook by his/her home school. This school district computer and related equipment remain the property of Scranton School District. **All equipment will be the responsibility of the student through June of his/her senior year. The student and parent/guardian are responsible for any lost or damaged equipment**
- If a student is having computer problems, they must complete email [joseph.hanni@ssdedu.org](mailto:joseph.hanni@ssdedu.org) or call 570-558-6207 to request a new chromebook.

\*Lost/stolen/damaged equipment is the responsibility of the student. Parents will be invoiced for the cost of replacing the equipment. Students will have report cards, diplomas, etc. withheld until financial obligations are satisfied or equipment is returned.

- If a student does not have a working computer and a working internet connection, the student will be returned to the home school in a timely manner as both are necessary to be a part of the SCA program.

### **Student Participation**

- Students will be permitted to attend all extra-curricular activities and school functions as long as they are compliant in their online courses. Arrangements must be made with [joseph.hanni@ssdedu.org](mailto:joseph.hanni@ssdedu.org) and the home school administrator prior to participation.
- Student's online studies will be established by the set School schedule. The district acknowledges that students are not required to complete work when school is not in session (eg. holidays, snow days, ect)..see school calendar on page 6.
- Students are required to submit class assignments according to due dates which are set forth by the course instructors.
  - **Students in grades 7-8 will also be using a new platform for the 2025-2026 school year. All student assignments will be completed and submitted on the APEX platform.**
- Student participation in the Scranton School District Cyber Academy is a privilege that may be revoked at any time, if circumstances warrant.
- Any confirmed cases of cyberbullying, cyber stalking or cyber harassment will result in immediate dismissal from the Scranton School District Cyber Academy.



## **Parent/Guardian Role in Your Child's Education**

Scranton School District Cyber Academy is pleased to partner with you to provide your child with a quality education. While we supply the computer (at request), the teachers, the curriculum and professional support, you provide the supervision, management and encouragement. Your child's success truly depends upon your consistent involvement.

Scranton School District Cyber Academy Parents/Guardians are expected to:

- Communicate the importance of education to your child.
- Parents should check their students progress and grades weekly by logging into students' Pearson account.
- Ensure the student attends all state, district and course assessments for their course and grade.
- Participate in email and phone communications with teachers and school staff as needed.
- Notify the school of changes of address, telephone number, and email address.
- Notify the school the first day the student encounters technical problems. (computer, internet or any other issue)
- Be responsible for full replacement cost, if any computer, textbooks, or supplemental materials are lost, stolen, or damaged while checked out by the parent or student.
- Inform the school immediately if your child decides he/she will no longer participate in the program. Certain exit requirements need to be completed to ensure the student will not be reported truant.



## **SPECIAL EDUCATION**

The Scranton School District Cyber Academy provides special education services in accordance with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school-age children in need of such services. For students with Individualized Education Programs (IEPs), Scranton School District Cyber Academy provides a continuum of virtual special education services that range from consultation to curriculum accommodation and modification, to meet the needs of the child, at no cost to the parent, guardian or student.

### **Statement**

**Accommodations and modifications outlined in the IEP will be considered and implemented based on the cyber format and delivery of the content. Due to the nature of cyber programming, there may be limitations that impact the type of accommodations that can be offered virtually. Moreover, the delivery of services and programming may differ from those provided in a brick and mortar educational setting.**

**It should be noted that the Scranton School District maintains the right to require an IEP meeting to discuss programming considerations that must be addressed and discussed regarding cyber programming. The IEP will be adjusted to reflect the decisions reached by the team.**

A highly qualified special education teacher will be assigned to the student. Services provided by special education teachers:

- Assist with assignments;
- **Bi-weekly Progress monitoring must be completed with teacher in person or via Zoom;**
- Modify and present assignments in a different mode to ensure understanding and success;
- Correspond with students on a weekly, daily, or as-needed basis;
- Conduct IEP meetings annually and reconvene IEP meetings as needed;
- Provide quarterly IEP Progress Reports to parents indicating the student's progress toward achieving IEP goals and objectives; and
- Collaborate with regular education teachers to discuss how to most effectively meet the needs of each individual student.

\*Students utilizing this program will abide by all policies and regulations found in the Scranton School District Cyber Academy Online Handbook.

### **Physical Education Requirements**

Students are required to complete the physical education and health credits required by the Scranton School District. Students will enroll in appropriate courses as scheduled by their guidance counselor. Students in Kindergarten through 6th grade will be required to participate in Health & Physical education.

### **Related arts in 7th & 8th Grades**

Students in the Scranton Cyber Academy will take 4 related arts courses before entering high school.

Those courses are Technology Education and Music in 7th grade and Family Consumer Science and Art in 8th Grade. All courses are self guided with the intent to get the students exposure in each of the 4 areas. Students will be expected to complete the work and assessments that go along with these introductory courses.

### **Smart Futures**

All students are required to complete Smart Futures, a career inventory program each year beginning in 3rd grade. Student's may be locked out of their work for failure to complete this program in its entirety. This is a district mandate for all students in grades 2-8.

### **Privacy**

The Scranton School District Cyber Academy will respect the privacy of its users, unless it is required to disclose information by law, or if in good faith, the Academy believes that the action necessary to conform to the law or legal process to protect and defend the rights or property of the Scranton School District Cyber Academy, or to act under exigent circumstances to protect the personal safety of the users or the public.

### **Acceptable Use Policy**

Access to the technology utilized by SCA courses imposes responsibilities and obligations upon users. SCA has established the following expectations for student behavior in order to inform disciplinary action as required.

1. Exercise responsible, ethical behavior. The Internet is a global network of information. The information available ranges from being useful and scholarly to being incorrect, possibly plagiarized and offensive. There are no gatekeepers or systems of censorship in

place on the Internet. The student bears responsibility for their conduct while engaged in SCA courses, both in terms of how they interact with others and in how they demonstrate mastery of course objectives.

2. Respect individuals' freedom from harassment. Students will protect the privacy of classmates. Students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand that the SSDCA courses require the use of discussion boards as a means of communication and learning; therefore, respect these technologies as a means of instruction. Students will not use these or other forms of communication as a means to harass people via the Internet, including administrators, teachers, and other students.
3. Utilize the technology in a respectful manner. Students will not use the SCA online course system for any commercial or illegal activity. Students will follow rules, written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.
4. Adhere to the Scranton School District's Acceptable Use Policy.
5. Violation of any part of this agreement or engaging in any other activity that school authorities consider inappropriate will be subject to disciplinary action consistent with SCA policies and procedures. Discipline could include, but would not be limited to, immediate suspension or termination of Internet access to the SCA courses. Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of SCA privileges.
6. Online courses are approved for credit by the Board of Education consistent with any other instructional delivery. All district policies related to academic honesty, participation and attendance will apply to online courses.

### **Agreement for Use of School Equipment**

**Purpose:** District owned laptop computers authorized for use off school property are assigned to a specific individual, that individual will be fully liable for loss of equipment and excessive damage during the period of use. This equipment is to be used only by school district students.

**Authority:** School equipment will be issued to all students in the SSD. The student is expected to participate in an intake appointment. The Program Director or Technology Department may conduct a random inspection of the equipment anytime at the district's discretion. I will comply with the district's Acceptable Use Policy at all times when using district equipment. Broken equipment may be returned by appointment for repairs, however,

cost to any repairs may be the responsibility of the borrower. Repairs may take up to 7 - 10 business days in which time the student will need to come into the school to use the school equipment or find a public location to complete their work. Having equipment repaired is not an excused reason for missing assignments. No software may be installed on the computer other than what is required for use in the Scranton Cyber Academy. The student is responsible for all lost, damaged or stolen property and will be held to monetary restitution.

The Responsible Party agrees to protect SSD's interest in the equipment by maintaining adequate insurance to cover damages to the equipment by fire, theft, flood, explosion, accident, act of God, or other accidental cause to the full replacement of the equipment.

I understand that my use of the Computer is subject to all other School District policies including (without limitation) the School District's Acceptable Use Policy, which I acknowledge I have read and understand. I will take reasonable precautions to protect the Computer from use by anyone other than my child, from theft, and from any viewing or transferring of data or materials thereon by anyone other than my child and parents or guardians.

### **Bullying Policy**

The SSDCA Bullying Policy prohibits bullying of any student or employee by any SSDCA Board member, district employee, parent, consultant, contractor, agent, visitor, volunteer, student, or other person in any SSDCA school/facility or outside the school/facility at SSDCA and/or school sponsored events, on school buses/transportation, while students are traveling to and from school, and at training facilities or training programs sponsored by the SSDCA.

### **Cyber Stalking**

Defined as to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### **Cyber Bullying**

Defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (i.e. Snapchat, Facebook, Twitter), chat rooms, and instant messaging.

### **Bullying, Cyberbullying, and/or Harassment** also encompass:

retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

incitement or coercion accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

**Non-Discrimination Policy** It is the policy of the Scranton School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational-vocational practices. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

## Student Success Checklist

\_\_\_\_\_ I have access to the Internet.

\_\_\_\_\_ I know how to turn on my chromebook, but I am willing to learn how to use e-mail & to navigate the internet.

\_\_\_\_\_ I will complete the "cyber orientation" course before being enrolled in other coursework

\_\_\_\_\_ I understand that I must be online daily with my teacher in order to be successful in the Cyber Academy Program.

\_\_\_\_\_ 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 face to face lessons and submit assignments as per due dates set by the instructors.

\_\_\_\_\_ I will communicate with the course instructor(s) face to face and if necessary by e-mail at least once per week.

\_\_\_\_\_ I understand that I must complete all online assignments, take all 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 the Internet.

\_\_\_\_\_ I have received, read, and will abide by the SSD Policy on Bullying and Cyberbullying.

\_\_\_\_\_ 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 SSD Cyber Academy Supervisor*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Scranton School District Cyber Academy Course Guidelines and Requirements

Student Name \_\_\_\_\_